

GULF COAST WORKFORCE BOARD, INC. d/b/a CareerSource Gulf Coast
GENERAL MEETING
August 14, 2018

CareerSource Gulf Coast held a video teleconference General Meeting at 10:00 a.m. (CST) on August 14, 2018 between the CareerSource Gulf Coast Job Center Board Room in Panama City and the Gulf/Franklin Center in Port St. Joe, Florida.

Members Present:

Mrs. Jennifer Conoley (V)
Mr. Steve Jordan (V)
Mr. John Deegins (V)
Dr. Patricia Hardman (V)
Dr. Randy Pridgeon (V)
Mrs. Becca Hardin (V)
Mr. Rod Pearson (V)
Ms. Sandra Henry (V)
Mr. Al McCambry designee for Dr. John Holdnak (V)

Members Present by Telephone:

Mrs. Betty Croom (V)
Mr. Ted Mosteller (V)
Mr. Fred Croon (V)

Members Not Present:

Ms. Lisa Barnes (V)
Dr. John Holdnak (V)
Mr. Ed Phelan (V)
Mr. Patrick Farrell (V)

Also present were: Mr. Kendrick Larry and Ms. Ginger Blair, Division of Blind Services; Ms. Sharon Watley and Ms. Katrina Andrews, Gulf Coast State College; Ms. Alex Murphy, Haney Technical Center; Ms. Julie Torres, Royal American Management; via telephone - Mrs. Genevieve English-Charles, Division of Blind Services; Ms. Tina Reddick, Florida Dept. of Corrections; and CareerSource Gulf Coast board staff: Mrs. Kim Bodine, Executive Director, Ms. Jennifer German, Mrs. Deb Blair, Mrs. Janine Dexter, Mr. Corbett Hines, Mrs. Shannon Walding, Ms. Donna Stapleton, Ms. Brittany Rock and Mrs. Maria Goodwin and Mrs. Johanna White- via video conferencing.

The purpose of the meeting was to review/take action on the following items:

- Consent Agenda Approval
 - Approval to Accept New Funds for PY 2017-2018
 - Approval of Budget Modification # 6 for PY 2017-2018
 - Approval to Accept New Funds for PY 2018-2019
 - Approval to Rescind Funds of Service Provider - PY 2018-2019
 - Approval of PY 2018-2019 Budget Modification #1
 - Approval of Financial Report ending June 30, 2018
 - Minutes of Executive/Finance Committee and General Board Meeting 6/12/2018
- New Business:
 - Approval of Board Policy 27 – Small Purchase Threshold
 - duPont Report for Summer Camp Program – Gulf County
- Old Business:
 - Marketing Report through July 2018
 - Traffic Report – July 2018
 - Regional Performance Reports for June 2018
- Chair/Executive Director Report
- Public Comments

CALL TO ORDER: Mrs. Jennifer Conoley, Board Chair, called the meeting to order and confirmed there was a quorum present by attendee introductions.

INVOCATION AND PLEDGE OF ALLEGIANCE:

Mrs. Kim Bodine gave the Invocation and let the Pledge of Allegiance.

Mrs. Kim Bodine introduced Ms. Brittney Rock as a new staff member, the Marketing and Communications Coordinator.

Approval of Consent Agenda:

Mrs. Conoley asked if there were any additional agenda items or questions from the board regarding the Consent Agenda and asked if any member wanted to pull any item from the Consent Agenda for discussion. There being no further agenda items, questions, or request to pull items from the Consent Agenda, she asked for a motion to approve the Consent Agenda as presented and previously discussed and approved by the Executive/Finance Committee.

A motion was made by Mrs. Becca Hardin to approve the consent agenda. Mr. Steve Jordon seconded and the motion passed unanimously.

NEW BUSINESS:

Approval of Board Policy 27 – Small Purchase Threshold

Mrs. Deb Blair proposed changes to this policy to better align with the new Federal Procurement policy, which was instituted in June, 2018. She reviewed the changes in each section: micro purchases, small purchases and the competitive proposals or sealed bids. All areas have increased. Mrs. Conoley asked for a motion to accept the changes as presented.

A motion was made by Mr. Steve Jordon to accept the changes for the small purchase threshold policy to better align with the Federal Procurement policy. Mr. Fred Croon seconded and the motion passed unanimously.

duPont Report for Summer Camp Program in Gulf County

Mrs. Kim Bodine explained that because of the generosity of the Jessie Ball duPont foundation, the summer camp program exists in Gulf County. This year overall, 180 children registered and attended camp. For those that are new on the board, Kim talked about the Summer Program and what it represents for the community, explaining all the daily activities and day trips involved. She reviewed a slide presentation of photos taken by duPont staff during their visit to the Summer Program in Port St. Joe. Mrs. Bodine explained the intern program and gave accolades to this year's interns and said they were an incredible group. The duPont staff also met with some of the interns placed in the county building. Mrs. Bodine thanked all the staff for helping out with the summer program. Mrs. Conoley commended all staff for working the summer program, something that community really needs.

OLD BUSINESS:

Marketing Report through July 2018

Staff reviewed the marketing report through July, 2018. Staff also reviewed the analytics of the website traffic, stating that 19% of users being new visitors, 11% are from Orlando and 3% are from Atlanta. This month, there was a lot of exposure for CareerSource Gulf Coast through speaking engagements with two television channels.

One Stop Services Report through July 2018

There were seven hiring events/job fairs at the Job Center in the month of July, which generated a great deal of walk in traffic. Staff also reported that the number of services provided are higher in comparison to last year at this time.

Regional Performance Reports:

Ms. Julie Torres reviewed the Welfare Transition report through June 2018. The average wage at placement for the year is \$10.28 per hour, very close to the state average of \$10.65. Year to date the participation rate was 24.8%, with the statewide average of 36.5%, ranking our region 16th in the state.

Ms. Torres reviewed the SNAP report for ABAWDs, which are able bodied adults without dependents. She reported that our region has 36 placed in jobs year to date, with an average wage of \$10.11 per hour.

Ms. Sharon Watley reported for the Out of School Youth program. She said that year to date there were 40 new students. The total of GED's earned is 40 to date. There is 100% positive outcome rate for the program in exits, either in employment, post-secondary education or both.

Staff presented the WIOA report through June 2018. She stated that there are 220 adults and 13 dislocated workers enrolled, with an average wage at placement of \$19.32 for adults and \$19.71 for dislocated workers, amounts which exceeded goals.

Staff also reviewed the Fishery Failure program and reported the final enrollment numbers for students that will be attending post-secondary education: 16 attending Gulf Coast State College (GCSC), 8 attending Tallahassee Community College (TCC), 3 attending Haney Technical Center (HTC) and 1 attending Lively Technical Center (LTC), for a total of 28 attending post-secondary education in the fall semester. One of the biggest barriers for these kids is transportation, so for those attending GCSC and HTC CareerSource Gulf Coast staff will transport students daily to classes and return them to Franklin County.

CHAIR/EXECUTIVE DIRECTOR REPORT

Mrs. Conoley congratulated our Executive Director, Mrs. Kim Bodine for being honored on August 22nd as a recipient of the Pinnacle Award, given by the 850 Magazine.

Mrs. Conoley also announced that the Bay EDA continues to make announcements with new companies and jobs. She asked Mrs. Hardin to share her announcements. Mrs. Hardin stated that last month Revint Solutions announced they will be constructing a call center on the top floor of the Tyndall Federal Credit Union building in Lynn Haven. Phase One of their hiring plan calls for 150 people. She also shared that last week it was announced ACMT Technologies of Hartford, CT has purchased the old Honeywell Building in Lynn Haven which has been vacant for about 11 years. ACMT is an aircraft parts manufacturer and a big supplier for GKN. They have committed to 105 jobs, with a capital investment of \$20 million. They've also committed to partnering with Haney Technical Center and Gulf Coast State College on some of the Advanced Manufacturing programs and initiatives.

Mrs. Bodine said that the Bay EDA has been working really hard, with just a team of three individuals.

GOOD OF THE ORDER

Articles to read in the agenda packet.

OPPORTUNITY FOR PUBLIC COMMENT

Mrs. Jennifer Conoley advised that the Executive/Finance Committee and General Board meetings were always open to the public and their attendance and comments were welcomed.

Ms. Katrina Andrews of the Gulf Coast State College Corporate College division spoke about now having a SHRM certification and the last class offered this year begins September 4, 2018. Additionally, a workplace communications certificate program will be offered by the Corporate College.

Ms. Alex Murphy wanted to point out that on the front page of the News Herald today there was an amazing GED success story. She also said that there would be an equally amazing story about an 80 year old on the TV news tonight.

Mr. Fred Croon asked if all the board members had completed their financial disclosures and filed with the supervisor of elections and he was assured that was the case. Our board is 100% compliant. He also asked what percentage of allowable expenses were due to dislocated workers at the year's end. Mrs. Bodine said she was not sure of the percentage, but we did not lose any money from the dislocated worker allocation.

ADJOURNMENT

There being no additional business, Mrs. Conoley adjourned the meeting.