

**GULF COAST WORKFORCE BOARD, INC. d/b/a CareerSource Gulf Coast**  
**GENERAL MEETING**  
**October 8, 2019**

CareerSource Gulf Coast held a video teleconference General Meeting at 10:00 a.m. (CST) on October 8, 2019 between the CSGC Job Center in Panama City and the GCSC Gulf/Franklin Center in Port St. Joe, Florida.

Members Present:

Mrs. Jennifer Conoley (V)  
Mrs. Becca Hardin (V)  
Mr. Rod Pearson (V)  
Ms. Christy Smith (V)  
Ms. Alex Murphy (V)  
Mr. Glen McDonald (designee)  
Ms. Sandra Henry (V)  
Ms. Lisa Barnes-Tapscott (V)  
Mrs. Johanna White (V)

Members Present by Telephone/Video Conferencing:

Mrs. Betty Croom (V)  
Mr. Fred Croon (V)  
Mr. Patrick Farrell (V)  
Mr. Ted Mosteller (V)  
Mr. Jim McKnight (V)

Members Not Present:

Mr. Steve Jordan (V)  
Mr. John Deegins (V)  
Dr. John Holdnak (V)  
Dr. Patricia Hardman (V)

Also present were: Ms. Michelle Cook, Department of Juvenile Justice via telephone, Ms. Rhonda Rose, Department of Corrections, Mr. Al McCambry, Gulf Coast State College via telephone, Ms. Julie Torres, Royal American Management; Ms. Tassalhie Dekouche, Gulf Coast State College, and CareerSource Gulf Coast board staff: Mrs. Kim Bodine, Executive Director, Mrs. Deb Blair, Mrs. Maria Goodwin, Mr. Jerry Bushee, Mr. Corbett Hines, Mrs. Shannon Walding, Ms. Brittany Rock, Ms. Donna Stapleton and Mr. Lee Ellzey.

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

➤ New Business:

- Acceptance of New Funds PY 2019-2020
- Allocations to Service Providers
- Budget Mod. #2 - PY 2019-2020
- Minutes of Executive/Finance Committee and General Board Meeting - 08-13-2019
- New Board Member-Mr. Jim McKnight – Appointment by the Gulf BOCC
- Slate of Officers 2020
- Approval of revised Board Policy 12-Grievance and Discrimination Complaint Procedures
- Approval of revised Board Policy 40-Code of Ethics
- Approval of revised Board Policy 18-Professional Appearance
- Risk Assessment
- Acknowledgement of Form 8

▪ Old Business:

- Marketing Report – September 2019
  - Traffic Report – September 2019
  - Regional Performance Reports for July 2019
- 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. Mrs. Conoley introduced the new board members: Mrs. Johanna White from Gulf County and Mr. Jim McKnight, Gulf County EDC and thanked both.

**INVOCATION AND PLEDGE OF ALLEGIANCE:**

Mrs. Kim Bodine gave the Invocation and Mrs. Conoley led the pledge of allegiance.

**Emergency Item**

There were none.

**NEW BUSINESS:**

**Acceptance of New Funds PY 2019-2020**

Mrs. Deb Blair reviewed the new funds and donations made to the Homeless Veterans Stand Down.

New Funds	Amount
WIOA Adult	\$925
WIOA Youth	\$1,041
WIOA Dislocated Worker	\$376
Wagner-Peyser	\$979
Welfare Transition	-\$127,539
Insurance Proceeds	\$279,168.50
Donations for the Homeless Veterans Stand Down	\$3,200

Mrs. Blair also reviewed the carry-forward, speaking about her projected amounts versus the actual amounts and said that these differences needed to be added into the budget. Mrs. Conoley asked for a motion to approve the acceptance of new funds and carryforward for PY 2019/2020.

**A motion was made by Mrs. Becca Hardin to approve the acceptance of new funds and carryforward for PY 2019-2020. Mr. Fred Croom seconded, and the motion passed unanimously.**

**Allocations to Service Providers**

Mrs. Deb Blair explained that the first three items on the allocations to service providers list were just truing up the estimated carry forward funds to include: (These items were approved previously)

WIOA Emerging Initiatives – ARC of the Bay	\$2,016.76
Welfare Transition -City of Apalachicola	\$5,000
Welfare Transition-Bay District Schools	-\$46,816.29

Mrs. Blair said that the board is awarding \$10,500 to the Gulf Coast State College for the Job Center contract for the difference in the salary for a staff promotion. Other items on the list were funding swaps as employees are being assigned different job duties under different grants so the funding streams were adjusted appropriately. Mrs. Conoley asked for a motion to approve the allocations to the service providers.

**A motion was made by Mrs. Lisa Barnes-Tapscott to approve the allocations to the service providers as presented. Mr. Glen McDonald abstained. Ms. Sandra Henry seconded, and the motion passed unanimously.**

### Budget Modification #2 for the PY 2019-2020 Budget

Mrs. Blair said that all the new funds and allocations previously spoken about are being put into or taken out of the board's budget and service provider's budgets. She also said that the ending budget of \$15 million is the highest budget ever in the board's history, which for the most part is due to the Hurricane Michael funds. Mrs. Conoley asked for a motion to approve Budget Modification #2 for the PY 2019-2020 Budget.

**A motion was made by Mrs. Becca Hardin to approve the Budget Modification #2 for the PY 2019-2020 budget. Mr. Rod Pearson seconded, and the motion passed unanimously.**

### Approval of the August 13, 2019 Executive Committee and General Board meeting minutes

Mrs. Conoley asked for a motion to approve the August 13, 2019 Executive Committee and General Board meeting minutes found in the agenda packet, pages 12-19.

**A motion was made by Mr. Fred Croon to approve the August 13, 2019 Executive Committee and General Board meeting minutes. Mrs. Betty Croom seconded, and the motion passed unanimously.**

### New Board Member – Appointment by Gulf BOCC – Mr. Jim McKnight

Mrs. Bodine said that Mr. Jim McKnight is the Director of the Economic Development Council in Gulf County and he has been appointed by the Gulf Board of County Commission to represent our board for economic development for that county. He is the current President for the Board of Trustees for Gulf Coast State College. We are very fortunate to have him serve on our board. She also said that Mrs. Becca Hardin also helped her find another person to serve on our board. He is the General Manager for Oceaneering. His name is Tom Landreth. Mrs. Bodine said that she has met with him and very excited about joining our board and he will attend the next board meeting. She also said that Mrs. Johanna White was not here for the board meeting following her appointment, as she was in Holland. Mrs. White worked with our organization for a number of years and prior to that, she was Vice-President of a bank in Gulf County. She currently works with the Gulf EDC and the Gulf BOCC in Gulf County. She represents the private sector for us, as she works in a shop downtown in Port St. Joe as the Assistant Manager and has worked there for the past 10 years. Mrs. Conoley welcomed both to our board. No vote was needed.

### Slate of Officers – 2020

Mrs. Bodine said that Mr. Phelan had to resign from our board due to health issues and since he was our vice-chair, she said that Mrs. Conoley has agreed to stay on for another year for the transition of a new vice chair. Mrs. Conoley ask for a motion to approve the slate of officers for 2020.

**A motion was made by Mr. Glen McDonald to approve the slate of officers for 2020. Mrs. Betty Croom seconded, and the motion passed unanimously.**

### Approval of revised Board Policy 12 – Grievance and Discrimination Complaint Procedures

Mrs. Bodine explained that a short paragraph was added to the policy itself and also on the complaint form. This paragraph just reads that retaliation of any kind is prohibited for those who make good faith reports or complaints. Mrs. Conoley asked for a motion to approve the revisions to Board Policy 12.

**A motion was made by Ms. Alex Murphy to approve the revisions to BP-12. Ms. Sandra Henry seconded, and the motion passed unanimously.**

### Approval of revised Board Policy 40 – Code of Ethics

Mrs. Bodine said that a similar paragraph was added to the BP 40 – Code of Ethics Policy, indicating that retaliation of any kind is prohibited. Mrs. Conoley asked for a motion to approve BP-40 as presented.

**A motion was made by Mrs. Betty Croom to approve the revision to BP-40 as presented. Mrs. Johanna White seconded, and the motion passed unanimously.**

### Approval of revised Board Policy 18 – Professional Appearance

Mrs. Bodine said this policy has been updated to include individuals that are employed by an entity that has CareerSource Gulf Coast funded staff and should also adhere to this policy, along with board staff. Additionally, a small portion was added about hygiene practices, cleavage and specifying information about body tattoos. Mrs. Conoley asked for a motion to approve the revisions to Board Policy 18 as presented.

**A motion was made by Ms. Christy Smith to approve the revision to BP - 18 as presented. Mrs. Lisa Barnes-Tapscott seconded, and the motion passed unanimously.**

### Risk Assessment

Mrs. Bodine pointed out the Internal Control Questionnaire and Assessment in the agenda packet and explained that we must complete this every year for DEO. She said the board needs to review and approve it and the board chair must sign before it is sent to DEO. Mrs. Conoley said the strengths were clear throughout, but the only one that was rated mid-way was about the Federal, state, or grant program rules or regulations are reviewed by the governing board or finance committee. Mrs. Bodine said that DEO has gotten aggressive with us making sure the board understands the allowable uses of the money. She said that we have to figure out how to give that information to the board, without expecting the board to understand the law that goes along with every pot of money. She said that it's possible that at each board meeting, we give a presentation with a general overview of what is allowable and what is not. Mrs. Conoley asked for a motion to approve the Internal Control Questionnaire and Assessment as presented.

**A motion was made by Mr. Glen McDonald to approve the Internal Control Questionnaire and Assessment as presented. Mrs. Lisa Barnes-Tapscott seconded, and the motion passed unanimously.**

### **OLD BUSINESS:**

#### Marketing Report – September 2019

Ms. Brittany Rock reported that social media continues to grow. The use of the website has decreased, and she believes that as the job center is getting up and running again, there hasn't been a large number of people using the pages as before. She spoke about the Homeless Veteran's Stand Down and we were able to help 48 veterans. She said the vet team did a great job! She also shared that Eva Woods was recognized as the Region Four Workforce Development Professional of the year this year at the Summit. Ms. Rock also informed the board that we are currently recruiting for the pipefitter program at Haney.

Additionally, CareerSource Gulf Coast is also currently working with the Bay Chamber of Commerce, Tyndall Air Force Base, the Navy Base and Gulf Coast State College on a military spouse employment initiative. Ms. Rock will report more as this program gets further along. We continue recruitment efforts for applicants to the Hurricane Michael Dislocated Worker program and are in the planning stage of recruiting employees for a business that specializes in computer-aided design as part of a cabinet manufacturing company. She also has printed our 2017-2018 Annual Report for board review. Mrs. Bodine said that we will also be working on a grand re-opening event.

## Traffic Report through September 2019

Mrs. Goodwin reviewed the report pointing out that the full-service center is in Panama City, which is referred to as the Job Center and we have our two satellite offices in Port St. Joe and Apalachicola. She said the top part of the report reviews specific services for job seekers and the bottom part is for the employers/businesses. For the month of September, there were 1200 visitors, which were people that walked into our centers, for a total of 875 unique customers served. There were 225 employers served for the region and there were 257 job orders posted. Mrs. Goodwin reminded all that there may be one job order for a business, but there could be multiple positions available for that one job order. There were nine employers that used our job center for hiring events for the month.

Mrs. Hardin asked if there was any sense of normalcy now that it had been a year since the hurricane. Mrs. Goodwin said that the number of job seekers is still down and there is a significant shortage of job seekers. Mrs. Hardin also asked if there was a trend for employers raising their wages. Mrs. Goodwin stated that increases in wages have continued.

Mr. Glen McDonald stated that the expectations for the number of people that will be coming to Tyndall Air Force base in the next five years will increase and asked if CareerSource Gulf Coast would be able to keep up with the workforce services needed. Mrs. Goodwin said that from a management perspective, staff has been cross training to make sure we have sufficient staff to help with military spouses and veterans.

### Regional Performance Reports:

Ms. Julie Torres reviewed the Welfare Transition report through July 2019. The participation rate for the month of July was 45% and the statewide average was 31.7%. The average wage at placement was \$9.68 per hour. As of July 31<sup>st</sup>, 33 welfare transition clients were served. There were nine cases closed due to employment and there were three new medical cases.

Ms. Torres reviewed the SNAP report for ABAWDs, (Able Bodied Adults Without Dependents). As of July 31<sup>st</sup>, 30 SNAP clients were served. There was a total of nine clients that were assigned to work activities.

Mrs. Maria Goodwin reviewed the WIOA program performance for the month of August 2019. She said that there were 162 enrollments (155 adults and 7 dislocated worker). She said the average wage at placement for the adults was \$21.94 and for the dislocated worker the average wage at placement was \$22.20 and for Haney Technical Center, the wage was \$16.33.

Mrs. Tassalhe Dekouche reported for the Out of School Youth program. She reported there were 5 participants enrolled as of July 31<sup>st</sup>. She said we have a strong partnership with Haney Technical Center. She also said we now have an excellent career manager, with great recruiting skills. Two participants have now earned their high school diplomas. Additionally, there were two positive outcomes, which means they are working or enrolled in post-secondary education. She also wanted to share that they have partnered with Bay District Schools in a program called Pathways, who work with homeless students aged 16 and above.

Mr. Ellzey reviewed the Fishery Failure program and said that there were eight adult placements. He also said that one individual finished training in September, which will show up on the next report.

Ms. Bodine said that Ms. German was in Tallahassee in a meeting for a Rebuild Florida Community Development block grant. ARA (a local defense contractor) in Panama City approached CareerSource Gulf Coast to work together on a proposal to advertise and accept applications from the public for the Rebuild Florida program related to Hurricane Michael. The amount for this grant is \$1.6 million dollars, to be shared with other region's workforce boards over three to five years should we be selected. Mrs. Bodine then reported on the Dislocated Worker Grant. There

were 150 working in Bay County, 95 in Gulf County and 90 in Franklin County. There have been a number of these folks hired by the organizations with which they were placed.

### **CHAIR/EXECUTIVE DIRECTOR REPORT**

Mrs. Conoley said she had the honor of attending the Workforce Summit in Orlando in September with the staff.

Mrs. Bodine said that she is very impressed with the commitment that the governor has expressed to the folks in the Panhandle, along with this wife. She believes that will continue. She also said that she was contacted the previous day by CBS evening news with a request for an interview – one year after Hurricane Michael.

She also wanted to thank staff for all the work they did for the Homeless Veteran's Stand Down. It was a great deal of work for all. She also wanted to thank staff for their patience over the past year.

### **GOOD OF THE ORDER**

Mrs. Becca Hardin stated that they have a big announcement tomorrow at the Bay EDA Investors' meeting about a new company that is coming to Bay County. CareerSource has been a critical part of that project and they are already working with the General Manager regarding training programs that they are getting set up. This is a port related project. The President/CEO will be at the meeting tomorrow to be introduced to the community. They will hire about 50 people; this is a phased project. She also spoke about two other employers that will be attending the meeting.

She also wanted to highlight Glen McDonald and the airport authority as they received a \$5 million grant from the FAA to improve their terminal and other infrastructure items. They also approved money in their annual budget that helps support economic development projects. She said "Thank you" publicly for doing that.

Mrs. Alex Murphy spoke about the Haney Ribbon Cutting ceremony, which will be held on Tuesday, 10/29/19 from 4:00 p.m. to 4:30 p.m.

Mr. Glen McDonald provided an update on Tyndall Air Force Base regarding future funding. He said there were three F-35 squadrons that will be sent to Tyndall in the fall of 2023. Additionally, the navy base has been in the selection process for an unmanned vehicles project locally. He believes that we are in the top two right now that are being considered.

Mr. McDonald also spoke about a work camp for 3,000 workers that will live on base while work is being done on the base. This camp will probably be put behind the fence on about 40 acres in the back so these workers will not have to be checked in daily by security.

Articles to read in the agenda packet.

### **OPPORTUNITY FOR PUBLIC COMMENT**

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

### **ADJOURNMENT**

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