

**GULF COAST WORKFORCE BOARD, INC. d/b/a CareerSource Gulf Coast**  
**GENERAL MEETING**  
**August 19, 2020**

CareerSource Gulf Coast held a virtual video/telephonic GoToMeeting /General Meeting at 10:00 a.m. (CST) on August 19, 2020.

Members Present:

Mrs. Jennifer Conoley (V)  
Mr. Ted Mosteller (V)  
Mrs. Betty Croom (V)  
Dr. Patricia Hardman (V)  
Ms. Christy Smith (V)  
Mr. Glen McDonald, designee (V)  
Ms. Sandra Henry (V)  
Mr. John Deegins (V)  
Mr. Rod Pearson (V)  
Mr. Tom Landreth (V)  
Mrs. Becca Hardin (V)  
Ms. Elinor Mount-Simmons (V)  
Mr. Jim McKnight (V)  
Dr. John Holdnak (V) – joined later

Members NOT present:

Mr. Patrick Farrell (V)  
Mr. Steve Jordan (V)  
Ms. Lisa Barnes-Tapscott (V)  
Mr. Fred Croon (V)

Also present were: Ms. Michele Cook, Dept. of Juvenile Justice, Ms. Tassalhie Dekouche, Gulf Coast State College Ms. Alex Murphy, Haney Technical Center, Ms. Julie Torres and Ms. Carlos Wodford, Royal American Management; and CareerSource Gulf Coast board staff: Mrs. Kim Bodine, Executive Director, Ms. Jennifer German, Mr. Lee Ellzey, Mrs. Deb Blair, Mrs. Maria Goodwin, Ms. Brittany Rock, Mr. Corbett Hines, and Ms. Donna Stapleton.

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

- Consent Agenda Approval
  - Approval of Line Item Adjustments June 30, 2020
  - Approval of Financial Report ending 6/30/2020
  - Approval of Carry Forward
  - Approval to Accept New Funds for PY 2020-2021
  - Budget Modification #1 to PY 2020-2021
  - Minutes of the Executive Committee and General Board Meeting 6/9/2020 and Telephonic Exec. Committee meeting on 6/25/2020
  - Acknowledgment of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers – Mr. Glen McDonald and Mrs. Sandra Henry – 6/9/2020
- New Business
  - Approval of New Board Member – Elinor Mount-Simmons, Franklin County
  - Approval of Appointments to required positions per grantee/subgrantee agreement with DEO
  - Data Sharing agreement between DEO, Chief Elected Officials, CSGC Board
  - Board Policy #26 – Sick Leave
  - DEO Monitoring Report – Financial
- Old Business
  - Marketing & Communication Report – through July 2020
  - Traffic Report – July 2020
  - Regional Performance Report through June 2020

- 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. Kimberly Bodine gave the Invocation and Mrs. Conoley led the Pledge of Allegiance.

Mrs. Conoley wanted to thank all of the CareerSource Gulf Coast staff for all of their hard work.

**Approval of Consent Agenda:**

Mrs. Jennifer 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 Dr. Pat Hardman to approve the consent agenda as presented. Mr. Glen McDonald seconded, and the motion passed unanimously.**

**NEW BUSINESS:**

**New Board Member – Elinor Mount-Simmons – Franklin County**

Mrs. Kim Bodine said that the Franklin County Board of County Commission has approved Mrs. Elinor Mount-Simmons to serve on the CareerSource Gulf Coast board. She has a consulting business, has a long history in education and currently works with Franklin’s Promise to serve older out of school youth. She’s very involved in the community and staff is very happy to have her join the board. Mrs. Mount-Simmons said that she is passionate in all that she does, including working with the youth, seniors and with her family. She said she was looking forward to working with CareerSource. Mrs. Conoley asked for a motion to approve Mrs. Elinor Mount-Simmons as the newest board member, representing Franklin County.

**A motion was made by Mr. Glen McDonald to approve Mrs. Elinor Mount-Simmons as the new representative from Franklin County to serve on the CareerSource Gulf Coast board. Mr. Rod Pearson seconded, and the motion passed unanimously.**

**Approval of appointments to required positions per grantee/subgrantee agreement with DEO**

Mrs. Kim Bodine explained that CareerSource Gulf Coast entered into a new subgrantee agreement (approved by the board as well as the three county commissions). This agreement requires staff to be “appointed” by the board to required roles. Bodine went on to say that we’ve always had staff carry out the duties of these roles which is required just to do the work required by a local workforce board, but the board may not have known about them as this is purely an operational function. Mrs. Bodine respectfully requested the board to consider her recommendation that the board approve the staff currently in place for these mandatory roles, but also for the Executive Director to have the authority to appoint to these positions in the future should it be necessary.

**A motion was made by to Mr. Jim McKnight approve the appointments to required positions per grantee/subgrantee agreement with DEO and also to approve the Executive Director to have the authority to appoint to these positions in the future, should it be necessary. Mr. Rod Pearson seconded, and the motion passed unanimously.**

#### Data sharing Agreement between DEO, Chief Elected Officials and CSGC Board

Mrs. Bodine explained when individuals apply for unemployment, they are required to work register in the Employ Florida system. This is a data system operated by DEO that local workforce board staff utilize daily across the state. Employ Florida is a job matching system and also a system where staff enter codes for services that are provided by board, state and service provider staff. Usually, staff has access to Personally Identifiable Information related to those filing for unemployment because they are required to work register in the Employ Florida system. Because the governor waived the work registration due to all the health concerns related to the pandemic, those applying for Re-employment Assistance did not enter data into Employ Florida. Without the PII data staff cannot reach out to those customers to assist with job search or other services like getting them work registered so that when the waiver ends staff are not overwhelmed with waves of customers who need to work register all at once. Instead of having just board staff sign a security agreement, DEO now wants the local elected officials to approve the board staff getting the information, something that local workforce boards have always had access. DEO wants the local elected officials to be responsible for any costs incurred for any breach and to oversee the use of the data by CareerSource Gulf Coast. Franklin County is sending a letter back to DEO stating they do not want the responsibility to oversee staff use of data due to their already overburdened staff dealing with first a hurricane and now a pandemic. Bay County has indicated that they will likely sign because they know staff already handle confidential information and have been for 25 years.

This type of requirement for the counties to sign an agreement for data given to workforce boards has never happened before and by our subaward agreement, board staff are considered agents of DEO. Mrs. Bodine said that approximately 15,000 individuals have applied for unemployment in our region and staff would like to reach out to them to start working with them but currently cannot since they are not work registered. Dr. Hardman asked if Gulf County had weighed in and Mrs. Bodine said they had not yet, but she indicated that the agreement should be approved at their next meeting. She also spoke about the liaison who would be from the counties and liaison for the workforce board, and she would be willing to be the liaison for both if the elected officials want her to be. Mrs. Bodine also indicated in Gulf County the number that applied for unemployment is currently about 600 individuals.

Mrs. Conoley asked for a motion to approve the data sharing agreement with DEO, local elected officials and the board.

**A motion was made by Mr. Rod Pearson to approve the Data Sharing Agreement between DEO, the local elected officials and the board staff as presented by Mrs. Kim Bodine. Mr. Glen McDonald seconded, and the motion passed unanimously.**

#### Board Policy 26 – Sick Leave

Mrs. Bodine referred to the highlighted section of the Sick Leave Policy that staff members and should contact their employer on a daily basis, not assume that supervisors know they will be out.

**A motion was made by Mr. Rod Person to approved Board Policy 26-Sick Leave revisions as presented. Ms. Christy Smith seconded, and the motion passed unanimously.**

#### DEO Monitoring Report - Financial

Mrs. Deb Blair said that this year for the first time DEO conducted Financial and Programmatic monitoring at the same time. But due to the pandemic, they monitored remotely, with staff scanning and uploading documents to them for

review. We have currently received a summary, but not a final report. There were no issues, observations, findings or technical assistance noted. There was one item for discussion noted as to the labor sector, where WIOA law requires 20% of the board be made up of labor representatives, community-based organizations which includes those serving out of school youth. The Programmatic staff were provided a copy of the analysis to discuss with the board should they determine it was necessary. To date, there has been no contact and the board has not received a programmatic report yet.

Mrs. Conoley commended staff for no financial findings and noted that staff had to scan everything to DEO. She also said that staff is always working on board membership so that should not be a problem. Mrs. Kim Bodine said that with adding Mrs. Mount-Simmons to the board may resolve the labor section issue should it be required as she could have a double role as a business member and out of school youth provider as part of a community-based organization.

**A motion was made by Mrs. Elinor Mount-Simmons to approve the DEO monitoring report as presented. Mr. Rod Pearson seconded, and the motion passed unanimously.**

### **OLD BUSINESS:**

#### Marketing and Communications Report – through July 2020

Ms. Rock reported social media has increased. She also reported that CSGC partnered with the Panama City Beach Rotary Club and Saint Dominic Catholic Church on July 21, 2020 to host a mobile food distribution and over 140 families received food. She also shared that there was another Food Distribution held the previous day in Bay County, which was quite large, and though the official numbers are not tallied yet, there may have been over 500 vehicles show up for this event.

The ARC of the Bay has its second class of six graduates from the Culinary Institute on July 26<sup>th</sup>. Summer Program was held in Port St. Joe and 87 children registered. CareerSource Gulf Coast has partnered with Tyndall AFB to create a SkillBridge program in Bay County (active duty service members are enrolled in internship programs prior to their separation) and finally, our organization has been in the news multiple times regarding Reemployment Assistance, the unemployment rate and how the organization helps job seekers.

Ms. Rock also played a video which she conducted with staff and clients regarding reemployment in Bay County, depicting individuals who were very appreciative of the help they received at CareerSource with reemployment assistance and of staff speaking about their role in helping individuals and the community at large.

#### One Stop Services Report

Mrs. Maria Goodwin said that staff is providing a hybrid of services such as scheduling in person appointments, and also providing a variety of services via computer and over the telephone. For the month of July, staff provided services to more than 2,800 individuals, with the majority being served at the Job Center in Panama City. There are still many requests for reemployment assistance, but there are now folks asking for help in securing a new job as well. This is a positive and new trend.

#### WIOA (Adult and Dislocated Worker)

Mrs. Goodwin indicated that data on the report was through June 30<sup>th</sup>, so in essence, it was the end of the year report. She was pleased to report that staff exceeded their WIOA enrollment goal and job placement goal for the program year. The average wage at placement was over \$20 per hour, which also exceeded this region's goal. Staff is enrolling individuals in training programs, but not at the volume of previous years. Mrs. Conoley thanked Mrs. Goodwin for everything she does at the Job Center for those in need. Mrs. Goodwin said that she couldn't do it without the staff she has working at the Job Center.

## WT/SNAP Programs

Mrs. Ramirez said 100 individuals YTD were served in the Welfare Transition program, which meets their annual goal and she also said there were 181 served YTD in the SNAP program, which exceeded their enrollment goals for the year. She said that due to the pandemic, the work requirements are currently waived by the governor through the month of August and is subject to change in the future.

## Youth Program

Mrs. Dekouche reported that the target goal for this year was to enroll 25 new participants this program year, but with 17 participants from last program year, 42 were actually enrolled. To date, there have been nine individuals exit the program, which means they have obtained their high school diploma; one has found employment and another student will attend Gulf Coast State College.

## Fishery Failure

Mr. Lee Ellzey made an end of the grant report. He said that all he really did for the past two years was supervise and manage. The hard work was done by Mrs. Goodwin with the start-up, along with Val Webb in the Franklin County office, who encouraged the youth when needed. There was a total of 34 enrolled, with 18 closed due to employment. Some of them are working in law enforcement, health services, welding, dental hygienist and all are employed in Franklin County. There are still six participating in training, but will be transferred to the WIOA program, and all are enrolled in a health services program. All of these youth had to travel to train, such as going to Panama City or Tallahassee.

## Dislocated Worker Program

Ms. German reported that wages were good for those that were placed in employment from the Hurricane Michael Dislocated Worker Grant. Wage rates were: \$15.17 per hour in Bay County, \$11.70 in Gulf County and \$11.15 in Franklin County. She also reported that enrollment and recruitment for the program was on hold while CareerSource Gulf Coast awaited funding news from USDOL.

**CHAIR/EXECUTIVE DIRECTOR REPORT** – Mrs. Bodine wanted to share that last year with the Hurricane Michael grant, there was \$16 million dollars to work. Staff are still waiting for a new award for Hurricane Michael and there is a new COVID dislocated worker grant (monies approved by the board previously) as well. Mrs. Bodine indicated that unfortunately since USDOL did not approve the new Michael grant in a timely manner, there was not enough money to hold the workers without a layoff before the new award was approved. DEO has been very good about helping this region to advocate for additional funds. The additional funds asked was \$39 million for a period of two more years but will be shared with another region that was also greatly affected by Hurricane Michael. Staff should receive notification soon of the amount of funding that was approved versus what was asked.

## **GOOD OF THE ORDER**

Articles to read were an attachment to 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.