

GULF COAST WORKFORCE BOARD, INC.
d/b/a CareerSource Gulf Coast
Telephonic EXECUTIVE/FINANCE COMMITTEE
December 11, 2018

CareerSource Gulf Coast held a telephonic Executive/Finance Committee meeting on Tuesday, December 11, 2018, at 9:00 a.m. (CST).

Executive Committee members participating by phone were: Mrs. Jennifer Conoley, Mr. Ted Mosteller, Mrs. Betty Croom and Mr. Ed Phelan.

Also present were CareerSource Gulf Coast board staff: Mrs. Kimberly Bodine, Executive Director, Mrs. Deb Blair and Ms. Donna Stapleton.

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

- Approval to Accept New Funds for PY 2018-2019
- Approval to Rescind Funds to Service Provider 2018-2019
- Approval of PY 2018-2019 Budget Modification #3
- Acknowledgement of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Public Officers – none.

Mrs. Jennifer Conoley, Board Chair, called the meeting to order. A quorum was present.

Approval to Accept New Funds for PY 2018-2019

Mrs. Deb Blair reviewed the new funds for PY 2018-2019.

National Dislocated Worker Grant (NDWG) Hurricane Michael	\$1,000,000
WIOA State Level DW-RR (for Hurricane Michael One-Stop costs)	\$200,000
Adult PY 18 WIOA	\$491
Dislocated Worker PY 18 WIOA	\$481
Jessie Ball duPont disaster relief grant	\$25,000
Food Pantry and other donations received through 11/30/18	\$1,550

Mrs. Blair asked that the approval of new funds be retroactive to the date of the hurricane, which was 10/10/2018. Mrs. Conoley asked for a motion to approve the acceptance of new funds as presented.

A motion was made by Mrs. Betty Croom to approve the acceptance of new funds as presented by Mrs. Blair. Mr. Ted Mosteller seconded and the motion passed unanimously.

Approval to Rescind Funds from Service Provider – Gulf Coast State College – Pipefitter

Mrs. Deb Blair explained that we need to rescind \$17,041.00 from the Gulf Coast State College contract and put the monies into the board budget for use for hiring a case manager for the pipefitter program. Mrs. Blair asked that this also should be effective 10/10/2018. Mrs. Conoley asked for a motion to approve the rescission from the service provider, Gulf Coast State College as presented.

A motion was made by Mr. Ted Mosteller to approve the rescission from the service provider, Gulf Coast State College. Mr. Ed Phelan seconded and the motion passed unanimously.

Approval of PY 2018-2019 Budget Modification #3

Mrs. Deb Blair said that after receiving the new funds for PY 2018-2019, a modification is required to adjust the board's budget accordingly. This modification should be effective 10/10/2018. Mrs. Blair explained line item details including newly added lines for the wages and benefits of the temporary disaster jobs. She also explained the allowable uses for the new grants. Mrs. Jennifer Conoley asked for a motion to approve budget modification #3 as presented.

A motion was made by Mr. Ted Mosteller to approve the PY 2018-2019 Budget Modification #3 as presented by Mrs. Blair. Mr. Ed Phelan seconded and the motion passed unanimously.

Hurricane Michael

Mrs. Bodine spoke about the hurricane grant of \$1 million dollars, and to date, we have hired two new case managers and will hire one accounting person to assist. Other monies are being used for the wages/staffing agency costs to place individuals into temporary jobs for debris removal, humanitarian efforts and clerical workers.

A contract with a staffing firm was executed for the hiring of temporary workers paid by the grant. To date, there have been approximately 20 individuals hired in Gulf County and 3 in Bay County. Worksite agreements have been executed with City of Apalachicola, Franklin County BOCC, City of Port St. Joe, City of Wewahitchka, and Gulf County Schools.

Mr. Mosteller spoke about the old work camp at the airport in Franklin County that is being refurbished and potentially could be used as staging area for folks that are homeless due to the hurricane. He believes that this staging area could be used for those in our tri-county area that need a place to stay. He said the warehouse section was open and the dormitory was structurally sound, but they were working on issues with electricity and sewer. Mr. Mosteller asked Mrs. Bodine to call him to discuss the possibility of Bay County and Gulf County residents also using this staging area for housing.

Mrs. Bodine also spoke about the devastation of the Job Center in Bay County and the difficulties of staffing directly after the storm. There were limited phone and internet services so communication with staff was difficult. However, a private Facebook page was made in an effort to reach and update staff.

Mrs. Bodine shared that mobile units from Jacksonville, Ocala and Fort Walton came to help wherever they were needed. These units were invaluable with assisting customers with disaster unemployment. Florida DEO staff also helped considerably. DEO contracted with movers on behalf of the board who assisted with moving furniture to storage units in Destin. DEO also arranged for shredding services for out of date and wet files containing personal information.

She also explained that Bill Husfelt, Superintendent of the Bay District Schools, had called her and ultimately assisted CareerSource with space for a temporary Job Center at the CC Washington school on 11th Street. She said we went from 18,000 square feet to 5,000 square feet, but after moving in, all is going fine.

Mrs. Bodine gave accolades to all staff, who really stepped up in spite of their own personal situations to help with all of the tasks involved in moving out of the center, setting up a new location and running multiple locations for the communities' needs. She said the company we are leasing the Job Center from on Highway 231 is really making headway with their efforts to restore it for our use again.

Mrs. Conoley said she was thankful to Mr. Bill Husfelt for offering the space to house a temporary Job Center. She is also hopeful for the future. She said the workforce team did an amazing job and wanted to formally thank the staff for all of their hard work and dedication, on behalf of the board of directors and the executive committee.

Mrs. Bodine said that she will let the board know about dates for the next executive committee and general board meeting. Happy Holidays to all.

Public Comments

There were none.

Adjournment

There being no additional business for the Executive/Finance Committee, Mrs. Jennifer Conoley adjourned the meeting.