

**GULF COAST WORKFORCE BOARD, INC. d/b/a CareerSource Gulf Coast**  
**GENERAL MEETING**  
**January 15, 2019**

CareerSource Gulf Coast held a teleconference General Meeting at 10:00 a.m. (CST) on January 15, 2019 between the Gulf Coast State College Executive Dining 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. Al McCambry, designee for Dr. John Holdnak (V)

Members Present by Telephone:

Mrs. Betty Croom (V)  
Mr. Ted Mosteller (V)  
Mr. Fred Croon (V)  
Mr. Patrick Farrell (V)  
Dr. Patricia Hardman (V)  
Ms. Lisa Barnes (V)  
Mr. Bo Patterson (V)

Members Not Present:

Dr. John Holdnak (V)  
Mrs. Becca Hardin (V)  
Mr. Rod Pearson (V)  
Mr. Ed Phelan (V)  
Mr. John Deegins (V)  
Ms. Sandra Henry (V)  
Tracy Bowers, designee for Superintendent Norton  
Dr. Randy Pridgeon (V)

Also present were: Ms. Genevieve English-Charles, Division of Blind Services, via telephone; Ms. Mel Lewis, Gulf Coast State College; Ms. Julie Torres and Ms. Carlas Wodford, Royal American Management; Ms. Alex Murphy, Haney Technical Center and CareerSource Gulf Coast board staff: Mrs. Kim Bodine, Executive Director, Mrs. Deb Blair, Ms. Jennifer German, Mrs. Maria Goodwin, Mr. Corbett Hines, Ms. Brittany Rock and Ms. Donna Stapleton

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

- Consent Agenda Approval
  - Approval to Accept New Funds for PY 2018-2019
  - Approval to Rescind Funds from Service Provider - PY 2018-2019
  - Approval of PY 2018-2019 Budget Modification #3
  - Approval to Accept New Funds for PY 2018-2019
  - Approval of PY 2018-2019 Budget Modification #4
  - Minutes of Executive/Finance Committee and General Board Meeting - 9/11/2018
  - Approval of December 11, 2018 Telephonic Executive Committee Meeting Minutes
- New Business:
  - Approval of Board Policy 23 – Reimbursement Monitoring revision
  - CSGC Board Financial Monitoring Report
- Old Business:
  - Marketing Report through December 2018
  - Traffic Report – December 2018
  - Regional Performance Reports – November and December 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:**

Mrs. Kimberly Bodine gave the Invocation.

**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 Mr. Fred Croon to approve the consent agenda. Mr. Al McCambry abstained. Mrs. Betty Croom seconded and the motion passed unanimously.**

**NEW BUSINESS:**

**Approval of Board Policy 23 – Reimbursement Monitoring - revisions**

Mrs. Deb Blair explained that periodically the policies are reviewed and revised as updates are needed. She explained that Workforce Investment Act has been replaced by the Workforce Innovation and Opportunity Act (WIOA) and so that was corrected. Also, currently the fiscal reports are due on the 8<sup>th</sup> of the month, not the 12<sup>th</sup>, which was also corrected. Mrs. Conoley asked for a motion to approve the revisions to Board Policy 23 as presented.

**A motion was made by Mr. Al McCambry to approve the revisions to Board Policy 23 – Reimbursement Monitoring. Mr. Ted Mosteller seconded and the motion passed unanimously.**

**CareerSource Gulf Coast Financial Monitoring Report**

Mrs. Deb Blair explained that Board Staff, Mrs. Shannon Walding, conducts periodic monitoring /reviews of the CSGC fiscal records. She said that the results from this report, through PY 6/30/2018 were excellent. There were no findings or concerns. Mrs. Conoley asked for a motion to approve the CSGC Financial Monitoring Report as presented.

**A motion was made by Mrs. Betty Croom to approve the CSGC Financial Monitoring Report. Mr. Ted Mosteller seconded and the motion passed unanimously.**

**Risk Assessment Discussion**

Mrs. Deb Blair indicated the 2018-2019 Internal Control Questionnaire and Assessment in the board agenda packet, which was completed by board staff and turned in 12/12/2018. Mrs. Blair said there was an item or two that needs to be improved, but overall, CareerSource Gulf Coast was strong. Discussion ensued regarding this assessment. Mrs. Bodine indicated that in response to #37, we would be providing more information to this board regarding state, federal and grant guidelines. Mrs. Blair indicated that we would come back at a future meeting to finalize the risk assessment discussion.

**OLD BUSINESS:**

**Marketing Report through December 2018**

Ms. Brittany Rock reviewed the marketing report through December, 2018. She said that the social media platforms increased since Hurricane Michael, with the exception of Twitter during the month of November. Ms. Rock said that since the hurricane,

CSGC has been very busy. Currently, she said focus is on the Bay County Job Fair, which will be held February 9, 2019. We are also offering scholarships for Haney Technical Center's Industrial Pipefitter Program. Additionally, we are providing temporary jobs for displaced workers in Bay, Gulf and Franklin County (debris removal and humanitarian workers). Immediately following Hurricane Michael, the organization was able to assist thousands of customers in applying for Disaster Unemployment; we've held two community job fairs in the Panama City Mall parking lot; continued with GKN Aerospace recruitment; were present at the Bay Medical Job Fair to provide unemployment information and assisted with the Healthcare Job Fair at Gulf Coast State College. Mrs. Conoley said Kudos to Ms. Rock and all staff about getting the word out there regarding job fairs, jobs available and unemployment assistance and all of the issues dealing with the hurricane.

### One Stop Services Report through December 2018

Mrs. Goodwin started by informing all that during the storm there was a big need for internal communication with staff. She said Ms. Rock really stepped up and helped with this, which helped with organizing staff to help our customers. Mrs. Bodine echoed these sentiments and also thanked Ms. Rock for all of her help immediately following the storm.

Mrs. Maria Goodwin reported decreased number of job seekers to our centers across the region, thought to be due to the hurricane. She did say that job center closed the day before the storm and suffered damage, so the site was closed temporarily until the move to a temporary location was completed. We were fortunate enough to get help from Fort Walton with their mobile units and from others around the state, such as Jacksonville and Ocala, to help those folks that needed to file for Disaster Unemployment or if they needed to file their FEMA claim. Also, at one point, there were eight temporary sites/mobile units in the tri-county area and we were able to have those mobile units until the middle of November. We were able to get into CC Washington at that time for a temporary Job Center, which is a lot smaller than what we previously had. DEO sent staff here to help out as well as CareerSource Florida. There were two job fairs held in the parking lot of the mall, with great response from employers and job seekers. Demand on the employer side is very high. Job Seeker services is down, but Mrs. Goodwin said that we are doing our best to match those job seekers we do have with the positions that are out there.

Mr. Steve Jordan said that he knows with the aerospace side, he knows that Lockheed Martin in Crestview needs help. If we know of anyone with aircraft structural/mechanic experience or A&E, which is electrician, they need employees now because they are doing modifications. Mrs. Bodine asked him to give Maria the contact person there.

Mr. Jordan asked if all wanted to hear some really good news about some of the contracts he has to include the paper mill, Tyndall AFB, EMS Panama City. He said Westrock has gone above and beyond to get back up and running, helping their employees with daily meals, three times a day using a hired catering service. He provided an overview of other benefits they have given to their employees. He then provided an overview of what's going on at Tyndall AFB and their current status. He said the MQ Reaper wing is still coming.

### Regional Performance Reports:

Ms. Julie Torres said the last few months have been a challenge with communicating with and locating clients. She said there's not a lot to report for the last few months. Right after the hurricane Welfare Transition clients were deferred from compliance, but they are working with them now. Some people have moved out of the area or are staying in hotels and they are trying to figure out who they can see. Ms. Torres did say that the participation rate is low due to the hurricane and also about half of those are open medicals. However, they will be working on raising the participation rate.

Ms. Torres reviewed the SNAP report for ABAWDs (Able Bodied Adults Without Dependents). She reported that clients were getting exemptions from participation due to the hurricane, and only one client completed orientation. She said that client traffic is picking up now.

Ms. Goodwin presented the WIOA report through December, 2018. She stated that we ended December with 151 enrollments on the Adult side and 9 enrollments on the Dislocated Worker side. Adult enrollments are slightly behind the

plan, but given the circumstances enrollments are not bad. She said the average wage at placement for adults is \$18.00 per hour.

Ms. Goodwin reported on the out of school youth program. She indicated that there one case manager had been out on leave prior to the hurricane, adding that the hurricane displaced many people and it is difficult to know how many of the students will return. Staff is working to locate the participants and find out if they will continue in the program.

Ms. Goodwin also reviewed the Fishery Failure program. She said the case managers did a great job in the fall to enroll 34 youth with some challenges of course. A major challenge is providing transportation, to get the students from Franklin County to Haney or to Gulf Coast State College. However, we have hired two drivers to assist with this.

Staff reported that the AMPT (Advanced Manufacturing Pre-employment Training) is recruiting right now for GKN, but Mrs. Goodwin said she is hoping this will grow into multiple companies within the same industry. It is currently a basic composite training. She said they will start another training class last week.

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

Mrs. Conoley thanked Ms. Bodine and her leadership in getting everybody where they needed to go and through the insurance claims and associated tasks.

Mrs. Bodine said she is blessed to have the staff she does. She said she doesn't think the people they have hired come to work for the money, but rather come to work because they believe in what they are doing and the difference they make in so many lives.

Mrs. Bodine also spoke about the status of the Job Center on Highway 231 and about the damage that occurred. She also discussed a loose timeline and some of the logistics to get the center back up and running. She also spoke about CC Washington and the space we are utilizing there for a temporary job center. She thanked Bill Husfelt for "taking care of us" with space in a time when commercial space is simply unavailable.

Mr. Jordan asked about funds that may not be spent at the end of the fiscal year and inquired if the board would receive a waiver for missing so much time due to the hurricane. Mrs. Bodine said that we could certainly do that and we should think about requesting waivers soon.

Mrs. Bodine spoke about the Annual Lunch that was planned for October 17<sup>th</sup>, but was cancelled due to the hurricane. She said that a decision would be made soon about rescheduling it, but if not, she would ensure an annual report would be sent out and see if there was a way to send out videos.

Mrs. Conoley shared the Gulf Power Symposium has been re-scheduled to April 17<sup>th</sup> and 18<sup>th</sup> and if anyone is interested, they do have some slots available; same venue in San Destin and same agenda.

### **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.

### **ADJOURNMENT**

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