

**GULF COAST WORKFORCE BOARD, INC. d/b/a CareerSource Gulf Coast**  
**GENERAL MEETING**  
**June 9, 2020**

CareerSource Gulf Coast held a virtual video/telephonic GoToMeeting /General Meeting at 10:00 a.m. (CST) on June 9, 2020.

Members Present:

Mrs. Jennifer Conoley (V)  
Mr. Ted Mosteller (V)  
Mrs. Betty Croom (V)  
Dr. Patricia Hardman (V)  
Mr. Fred Croon (V)  
Mr. Glen McDonald, designee (V)  
Ms. Alex Murphy (V)  
Ms. Sandra Henry (V)  
Mr. Jim McKnight (V)  
Mr. John Deegins (V)  
Mr. Rod Pearson (V)  
Mr. Tom Landreth (V)  
Mrs. Becca Hardin (V)

Members NOT present:

Mr. Patrick Farrell (V)  
Mr. Steve Jordan (V)  
Ms. Christy Smith (V)  
Ms. Lisa Barnes-Tapscott (V)

Also present were: Ms. Michele Cook, Dept. of Juvenile Justice, Mrs. Traci Yoder, Franklin County Superintendent; Ms. Genevieve English-Charles, Dept. of Blind Services; Mr. Glen McDonald and Ms. Tassalhe Dekouche, Gulf Coast State College; Ms. Julie Torres and Ms. Carlas Wodford, Royal American Management; Mr. Tim Bower, Naval Support Activity and Family Support, and CareerSource Gulf Coast board staff: Mrs. Kim Bodine, Executive Director, Ms. Jennifer German, Mr. Lee Ellzey, Mrs. Deb Blair, Mrs. Maria Goodwin, Mrs. Janine Dexter, Mr. Jerry Bushee, Ms. Brittany Rock, Mr. Corbett Hines, Mrs. Shannon Walding, and Ms. Donna Stapleton.

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

- Consent Agenda Approval
  - Acceptance of New Funds PY 2019-2020
  - Budget Modification #6 to PY 2019-2020
  - Minutes of the Executive Committee and General Board Meeting 5/12/2020
  - Acknowledgment of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers – Dr. John Holdnak, Mr. Glen McDonald, Ms. Alex Murphy, and Mrs. Sandra Henry for 5/12/20.
- New Business
  - Approval to Accept New Funds for PY 2020-2021
  - Approval of Service Provider Allocations for PY 2020-2021
  - Approval of Board Budget – PY 2020-2021
  - Approval to Request ITA Waiver for PY 2020-2021
  - Approval of the Demand Occupation List 2020-2021
  - Monitoring Reports
  - Emergency Item – Grantee/Sub-Grantee agreement with DEO
- Old Business
  - Port St. Joe Summer Camp
  - Marketing & Communication Report – May 2020
  - Traffic Report – May 2020
  - Regional Performance Report through April 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:**

Mr. Ted Mosteller gave the Invocation and Mrs. Conoley led the pledge of allegiance.

Mrs. Conoley thanked the CSGC team and recognized them for all being on the front lines and helping the community with their unemployment needs.

**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 Mrs. Betty Croom to approve the consent agenda as presented. Mr. Ted Mosteller seconded, and the motion passed unanimously.**

**Emergency Item**

**Grantee/Sub-grantee agreement with DEO**

Mrs. Bodine said that we've had a subaward agreement with DEO since she began working in workforce, the last one was signed in 2012, therefore, it was time for a new agreement. There was a lot of concern with the language in the agreement. Bay and Franklin Board of County Commissioners and our board chair sent letters expressing their concerns over the language in the agreement. Overall, the state received 410 comments from regions around the state expressing concerns regarding the language in the subaward agreement. DEO has now sent a final agreement out with a deadline to return it, fully signed by July 17<sup>th</sup>. Mrs. Bodine reported that the Board will work toward that goal. Mrs. Bodine said some small changes were made to the agreement. She will be meeting with the three county commissions and the county managers to discuss the agreement. She said that an Executive Committee meeting will be held at some point before the due date because there is no scheduled full board meeting in July. There should be no vote today until members have a chance to look at the agreement, so the Executive Committee can vote on behalf of the board when a meeting is scheduled, that is her recommendation.

Mr. Glen McDonald said he read the agreement and he said that the agreement was requiring a position created to monitor the programs and asked if we already did that. Mrs. Bodine said that we already had a security officer and a quality assurance position to monitor for compliance. She said that at the next board meeting she would either recommend whether or not we should create some positions or just list the positions that we have already with staff in place. She said that staff is making a matrix of items listed in the agreement so that CareerSource Gulf Coast will be in compliance.

## **NEW BUSINESS:**

### **Approval to Accept New Funds for PY 2020-2021**

Mrs. Blair reviewed the Board's proposed budget for the PY 2020-2021, totaling \$15,505,641, with the carry forward and estimates on anticipated funds. She did say though there is a line for NDWG for Hurricane Michael, but if we don't receive these dollars in September or October, then the budget will roll back to about \$5 million. Mrs. Conoley asked for a motion to approve the acceptance of new funds for PY 2020-2021 as presented.

**A motion was made by Mr. Fred Croon to approve the acceptance of new funds for PY 2020-2021 as presented. Mr. Glen McDonald (GCSC) and Mrs. Sandra Henry abstained. Mr. Ted Mosteller seconded, and the motion passed unanimously.**

### **Approval of Service Provide Allocations for PY 2020-2021**

Mrs. Blair reviewed the allocations for the service providers: GCSC/Job Center - \$366,000, GCSC/OOSY - \$103,000 and Royal American Management (RAM) - \$244,000 and the carryforward of the ARC of the Bay – estimated at \$115,000. Mrs. Conoley asked for a motion to approve the service provider allocations as presented.

**A motion was made by Mr. Fred Croon to approve the Service Provider Allocations for PY 2020-2021 as presented by Mrs. Blair. Mr. Glen McDonald and Mrs. Sandra Henry abstained. Mrs. Betty Croom seconded, and the motion passed unanimously.**

### **Approval of the Board Budget – PY 2020-2021**

Mrs. Blair reviewed the Board's proposed budget for PY 2020-2021, totaling \$14,677,641. She explained that the budget contains estimated carryforward sums. Mrs. Conoley asked for a motion to approve the Board Budget for PY 2020-2021 as presented.

**A motion was made by Mrs. Betty Croom to approve the board budget for PY 2020-2021 as presented by Mrs. Deb Blair. Mr. Glen McDonald and Mrs. Sandra Henry abstained. Mr. Ted Mosteller seconded, and the motion passed unanimously.**

### **Approval to Request ITA Waiver for PY 2020-2021**

Mrs. Kim Bodine explained the legislature imposed 50% expenditure requirement on WIOA funds to be used Individual Training Accounts (ITA's). Each year, we request a waiver to reduce the percentage; however, by the end of April of this year, we were already at 42.87% (waiver requested was 30%). She said each year we strive for 50%, but just to be sure, we apply for the waiver to avoid a financial penalty in the next program year. Mrs. Conoley asked for a motion to approve the ITA Waiver request as presented.

**A motion was made by Mr. Ted Mosteller for the approval to request an ITA Waiver for PY 2020-2021 as presented. Mrs. Betty Croom seconded, and the motion passed unanimously.**

### **Approval Authority for Executive Director to move funding**

Mrs. Kim Bodine explained that if a current service provider or the Board is not going to expend all of their Welfare Transition or other funds, she requested permission to move funds to where they could be utilized prior to the year's end. Mrs. Conoley asked for a motion to give the Executive Director approval authority to move funding as necessary.

**A motion was made by Mrs. Becca Hardin to give the Executive Director approval authority as presented. Mr. Rod Pearson seconded, and the motion passed unanimously.**

Approval to Accept the Demand Occupation List for PY 2020-2021

Ms. Jennifer German reviewed the latest Demand Occupation List explaining the reasoning of the strike-through items, such as the region does not have training locally for an occupation or that the board only will sponsor up to an Associate Degree. There was a discussion regarding training for drones or unmanned systems and whether or not this would be a demand occupation regionally. Ms. German indicated that she would work with the college to determine what occupations would be tied to the training for possible addition to the Demand Occupation List. Mrs. Conoley asked for a motion to approve the Demand Occupation List as presented.

**A motion was made by Mrs. Betty Croom for the approval to accept the Demand Occupation List 2020/2021 as presented. Mr. Rod Pearson seconded, and the motion passed unanimously.**

Monitoring Reports

Mrs. Kim Bodine reviewed the monitoring reports. She said the DEO Programmatic Monitoring had Wagner Peyser (WP) findings that were tied to the migrant seasonal farm workers, of which there are very few per year. The DEO Financial Monitoring had no findings. The "In-House" monitoring was excellent as well as the James Moore & Company financial audit. Mrs. Conoley asked for a motion to approve the monitoring reports as presented.

**A motion was made by Mr. Ted Mosteller to approve the Monitoring Reports as presented. Mrs. Betty Croom seconded, and the motion passed unanimously.**

OLD BUSINESS:

Port St. Joe Summer Camp

Mrs. Bodine attended a city commission meeting a couple weeks ago, assuring them that every precaution would be taken if they allowed the summer camp to move forward. She explained to the commission that the size of the groups for summer program would be about the size of 15 or so, she confirmed that everything would be sanitized, that all the meals would be presented in a way that not all the kids congregated in one spot, but she could not stop the kids from being kids and they touch each other. Otherwise, she said staff would take every precaution. She said the commission understood. Mrs. Bodine said that she was to attend the City Commission meeting on Tuesday, June 16<sup>th</sup> to hear their decision on whether or not they would allow CSGC to move forward with this year's summer camp program.

Mrs. Bodine said that we have one foot on the brake and one foot on the gas. Staff is moving forward with completing all of the hiring paperwork for the summer program, as well as conducting the CPR training and the SFSP required food safety training. She said if the commission approves and staff had not moved forward, there would not be enough time to start the camp on June 22<sup>nd</sup>.

Mrs. Bodine explained that the internship program of the summer camp has gone forward. To date, there are 14 interns on site, who are young adults. She will keep the board updated. At the last board meeting, she said the board approved that we would not move forward, with a contingency to revisit if the city allowed the use of their site. If the city approves the use of their facilities, we will move forward and have an Executive Committee meeting to inform regarding the program implementation.

Dr. Pat Hardman asked if she or any other entity could help in pushing forward the summer camp program. Mrs. Bodine said that many parents are calling the Mayor and the city commissioners asking about the camp.

## Marketing and Communications Report – through May 2020

Ms. Rock reported that the numbers for social media are still climbing. She also reported that Aaron Rich is updating the CSGC website.

Highlights:

- Partnered with Saint Dominic Catholic Church to host a mobile food distribution on Tuesday, May 19<sup>th</sup> at the Job Center. Volunteers consisted of staff from CareerSource Gulf Coast, St. Dominic's, Lynn Haven Methodist Church, Royal American and ARA. Over 275 families were fed. Another mobile food distribution is in the planning stage, partnering with the Panama City Beach Rotary club.
- CareerSource Gulf Coast resumed in-person appointments on Monday, on May 18, advertising this to the public as of June 1 in Franklin and Bay County, while Gulf County never ceased the in-person appointments. Proper social distancing and sanitation protocols are being followed to keep everyone safe.

Ms. Rock also said that staff conducted interviews to get coverage of the virus and how staff and community responded. The response has been great! A social media campaign is being planned around this to depict why CareerSource GC staff do what they do. Ms. Rock believes it will be a very impactful message. Additionally, a video was created to boost morale among staff. This video featured customers thanking staff for being available, answering the phones and trying to help. Mrs. Bodine shared that video with the Executive Directors of the CareerSource network, and CareerSource Florida shared it with the state. Ms. Rock indicated she would share that video with the board members.

Mrs. Bodine suggested to forgo performance reports this month, but that a full end of the year report will be provided at the next meeting in an effort to be mindful of everyone's time today.

**CHAIR/EXECUTIVE DIRECTOR REPORT** – 2019 Financial Disclosure forms are due by July 1<sup>st</sup>. Mrs. Bodine said that she offered to assist Representative Trumbull, Representative Shoaf and Senator Gainer's offices and offered to take their legislative referrals having to do with reemployment. These referrals are actually from all over the state, but referrals not from clients in this region are being sent to the proper region. The Representatives and the Senator have been incredibly appreciative. The referrals are being turned around within 24 hours, rather than weeks. There are nearly 200 referrals for them already completed.

## **GOOD OF THE ORDER**

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.