

**GULF COAST WORKFORCE BOARD, INC. d/b/a CareerSource Gulf Coast**  
**GENERAL MEETING**  
**September 11, 2018**

CareerSource Gulf Coast held a video teleconference General Meeting at 10:00 a.m. (CST) on September 11, 2018 between the CareerSource Gulf Coast Job Center Board Room in Panama City and the Gulf/Franklin Center in Port St. Joe, Florida.

Members Present:

Mr. Ed Phelan (V)  
Mr. John Deegins (V)  
Dr. Randy Pridgeon (V)  
Ms. Sandra Henry (V)  
Mr. Al McCambry, designee for Dr. John Holdnak (V)  
Tracy Bowers, designee for Superintendent Norton

Members Not Present:

Mrs. Jennifer Conoley (V)  
Dr. Patricia Hardman (V)  
Mr. Steve Jordan (V)  
Ms. Lisa Barnes (V)  
Dr. John Holdnak (V)  
Mr. Patrick Farrell (V)  
Mrs. Becca Hardin (V)  
Mr. Rod Pearson (V)

Members Present by Telephone:

Mrs. Betty Croom (V)  
Mr. Ted Mosteller (V)  
Mr. Fred Croon (V)

Also present were: Mr. Bill Dozier, Bay County Board of County Commission; Ms. Genevieve English-Charles, Division of Blind Services; Ms. Sharon Watley, Gulf Coast State College; Ms. Julie Torres, Royal American Management; and CareerSource Gulf Coast board staff: Mrs. Kim Bodine, Executive Director, Mrs. Deb Blair, Mrs. Janine Dexter, Mr. Corbett Hines, Ms. Donna Stapleton, Ms. Brittany Rock and Mrs. Maria Goodwin and Mrs. Johanna White- via video conferencing.

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 Allocate Funds to Service Provider - PY 2018-2019
  - Approval of PY 2018-2019 Budget Modification #2
  - Minutes of Executive/Finance Committee and General Board Meeting 8/14/2018
- New Business:
  - Approval of Board Policy 52 – Customized Training, retroactive to 7/1/2018
  - Revision to the Demand Occupation List
- Old Business:
  - Marketing Report through August 2018
  - Traffic Report – August 2018
  - Regional Performance Reports for July 2018
- Chair/Executive Director Report
- Public Comments

**CALL TO ORDER:** Mr. Ed Phelan, Board Vice-Chair, called the meeting to order and confirmed there was a quorum present by attendee introductions.

## Emergency Items

Mrs. Kim Bodine said that there were two emergency items that would be addressed in New Business.

## Invocation and Pledge of Allegiance:

Ms. Sharon Watley gave the Invocation and let the Pledge of Allegiance.

## Approval of Consent Agenda:

Mr. Ed Phelan 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, he 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. Mr. Al McCambry abstained. Mr. Fred Croon seconded and the motion passed unanimously.**

## NEW BUSINESS:

### Approval of Board Policy 52 – Customized Training, effective 7/1/2018

Mrs. Kim Bodine explained that under WIA, utilized an Employed Worker eligibility for training which helped those workers already employed to gain new skills in order to advance or maintain their employment. This was a benefit to both the employer and the worker. However, under WIOA, there is no reference to Employed Worker training. Mrs. Bodine said that it is appropriate for the board to update the referenced policy due to the change under WIOA. This change would allow us to continue to serve what was previously termed as employed workers. Mr. Phelan asked if there was any discussion. Mr. Croon asked if this was a continuation training and did the board have a buy in with the employers to co-exist with them? Mrs. Bodine answered that the employers don't have to be located with us, but it is a way for us to work with both employers and employees. The employers benefit because they have employees with a better skill set at the end of training and the employee's benefit in that he/she obtains those skills and sometimes a credential to go with the skills, which make him/her more marketable with their current employer or even perhaps a new employer. The training often takes place at the employer's place of business, taught by a senior level employee. Mr. Phelan asked for a motion to accept the changes as presented. Mr. Croon asked how the general public is notified of this benefit. Mrs. Bodine explained that the employer marketing team meets with employers informing them of benefits once they begin working with CareerSource Gulf Coast. Commissioner Dozier asked if this also extended to non-profit companies. Kim indicated it could.

**A motion was made by Mr. Ted Mosteller to approve Board Policy 52 – Customized Training, retroactive to 7/1/2018. Mr. John Deegins seconded and the motion passed unanimously.**

### Revision to the Demand Occupation List

Mrs. Kim Bodine said that there was discussion in a past board meeting about this list. She said some jobs were removed from the list and some Gulf County board members were interested in specific jobs that had been included in a proposal for a Triumph Grant, which eventually did not go through. She indicated that we as a board are always open for discussion if there is a need for training in additional occupations. One item that was specifically requested in prior meeting was sponsorships for law enforcement training. She said staff researched this and found that currently, police officers in our area are now paid somewhere between \$15 - \$18 per hour. At Dr. Holdnak's request, staff met with the college law enforcement advisory board and had a discussion. Staff feels that there are enough openings in this area and the pay is high enough that it makes sense to offer sponsorships in the law enforcement area again. Mrs. Bodine is asking that law enforcement be added back to the Demand Occupation list. Commissioner Dozier indicated that it has been a challenge to retain qualified staff members, sheriff's deputies, due to the low pay, so efforts have been made to increase the salaries for deputies/law enforcement in our area.

Mr. Phelan asked for a motion to approve the revision to the Demand Occupation list.

**A motion was made by Mr. Fred Croon to approve the revised Demand Occupation list. Mr. Al McCambry abstained. Ms. Sandra Henry seconded and the motion passed unanimously.**

### Emergency Items

#### Designee for Superintendent Jim Norton

Mrs. Bodine said she received a letter from Superintendent Jim Norton in Gulf County requesting that Ms. Tracy Bowers represent him on the CareerSource Gulf Coast board. She said that we need board approval to accept a designee.

Mr. Phelan asked for a motion to approved Ms. Tracy Bowers as a designee for Superintendent Jim Norton.

**A motion was made by Mrs. Betty Croom to accept Ms. Tracy Bowers as a board designee for Superintendent Jim Norton. Mr. Ted Mosteller seconded and the motion passed unanimously.**

#### Executive Committee addition

Mrs. Bodine said that Dr. Randy Pridgeon has agreed to serve on the Executive Committee. He recently retired after spending 33 years in the school system, in Leon County and in the Panhandle. He moved to Gulf County and wanted to give back. He has been involved in the Gulf County EDC and he has served on the workforce board in Leon County for seven years in the past. He enjoyed it immensely.

Mr. Phelan asked for a motion to approve Dr. Pridgeon to serve on the Executive Committee.

**A motion was made by Mr. Al McCambry to approve Dr. Pridgeon to serve on the Executive Committee. Ms. Sandra Henry seconded and the motion passed unanimously.**

### OLD BUSINESS:

#### Marketing Report through August 2018

Ms. Brittany Rock reviewed the marketing report through August, 2018. She said that the social media platforms continue to increase and there was high engagement for the free construction training course posted on Facebook. Ms. Rock said that she has marketing plans for all three platforms and will implement them upon approval. She indicated that the Annual Luncheon is the current priority and after through that event, she will move forward with these plans.

The website number decreased over the past month, which seems to be indicative of the low unemployment in our area.

Ms. Kim Bodine was recognized by the 850 Business Magazine for the 2018 Pinnacle Award. Congratulations Kim!

Commissioner Dozier said he was curious about the construction project through Macedonia Church and asked if this project was rebuilding the church where it got damaged by an accident. Mrs. Bodine answered that this class was taught by Mr. Dodd, who has taught the class for the past several years.

Staff also spoke about the 11<sup>th</sup> Annual Homeless Veteran's Stand Down, which will be held on Thursday, September 27<sup>th</sup>, which is to be held at the First Baptist Church in Panama City. This continues to be one of the most well received events that we hold each year. There has been excellent response for both in-kind contributions as well as cash contributions. The Veteran's staff has been thoroughly engaged in working with all facets of this event. Active duty military from Tyndall

AFB and the Navy Base personally walk each homeless veteran through this event to ensure they receive the maximum benefits.

### One Stop Services Report through August 2018

Staff reported decreased number of job seekers to our centers across the region, with the exception of Franklin County, which is related to Fisheries Grant. Additionally, there are increased number of services provided to employers and increased job orders.

### Regional Performance Reports:

Ms. Julie Torres reviewed the Welfare Transition report through July, 2018. The average wage at placement for the year is \$10.28 per hour, very close to the state average of \$10.73. There were nine new cases for the month of July, with 6 cases medically deferred and eleven sanction closures, which gives us a 9.5% participation rate (low due to the medical deferrals/sanctions – about 60%).

Ms. Torres reviewed the SNAP report for ABAWDs, which are able bodied adults without dependents. She reported that our region has placed 17 in jobs year to date, with an average wage of \$9.50 per hour.

Ms. Sharon Watley reported for the Out of School Youth program. She said there were a total of 13 enrollments, with three new and 10 carry forwards. The program is in the process of lining up work readiness workshops for the youth as well as leadership workshops. She indicated she would like to reach out to some of our community partners for the leadership workshops.

Ms. Goodwin presented the WIOA report through July 2018. She stated that this report is up to the end of July, which is the beginning of our program year. She said that we are off to a very good start. With respect to the WIOA program, there are a total of 111 enrollments, which is over the YTD plan. For Dislocated Worker program, there are 6 enrolled, which is the number projected by YTD Plan. There were 15 people placed on the Adult side at an average wage of \$19.59.

Ms. Goodwin also reviewed the Fishery Failure program. She indicated the case manager has been meeting the enrollees weekly. She said that at the next board meeting, there should be increased numbers to report since we are only a month into our new year.

Staff reported that the AMPT (Advanced Manufacturing Pre-employment Training) grant report represents the first class of the grant. Out of the 12 that completed the program, there are no placements yet, but 9 were given employment offers by GKN.

Al McCambry thanked Kim and the entire CareerSource Gulf Coast staff, indicating that the partnership the college has with the board has allowed the college to do what they said they were going to do for the GKN folks.

### CHAIR/EXECUTIVE DIRECTOR REPORT

Mrs. Kim Bodine reported that Johanna White, Gulf County Special Projects Coordinator is leaving our employment. She is going to work at the Economic Development office and the Board of County Commissioners in Gulf County. Her last day is September 28<sup>th</sup>. Due to Mrs. White's departure, the organization has made some shifts internally. Lee and Maria are switching jobs as of September 17<sup>th</sup>. Maria will return to the Job Center in Bay County as the Director of Workforce Services and Communications in Bay County. Lee will be the Director of Workforce Services and Communications in Gulf and Franklin Counties. Mrs. Bodine said that we want to do a deeper outreach to employers in Gulf and Franklin Counties.

Mrs. Bodine also stated that Ms. German has been busy writing a grant to submit to Triumph on behalf of all workforce regions from Escambia County, including Wakulla County which is part of the Leon County region. The grant right now is between \$20 to \$25 million. It's a 5-year proposal, subcontracting with three other regions. We are not sure if we will get this grant, but if so, we would be able to train double the amount of people than we would typically be able to touch.

Mrs. Bodine also said that we also have this month a very large training effort, put together mainly by the Florida Workforce Development Association, of which she is the president. There are people in the Association and out in the field who do an incredible amount of work to ensure that this event, the Florida Workforce Summit will happen. The Association wanted to ensure that there was training for the frontline staff as the training was basically reduced to webinars, conference calls and the like. There are about 13 people from this region attending the Workforce Summit in Orlando for training and there are also awards given. Meetings will be held with CareerSource Florida and USDOL has asked to meet with the regional directors in the state of Florida as well.

We have received or will receive NFA's to beef up the number of students in Allied Health that we can sponsor. We have money to sponsor Pipefitting students at Haney Technical Center, which will begin in October. This is great timing because of the advertising for pipefitters on television for Eastern Shipbuilding. This course will be about 6 to 8 months.

Mrs. Bodine also spoke about some updating to the offices and office equipment as we have money from the incentive awards.

Commissioner Dozier said that the Triumph meeting is scheduled to be held at 10:00 a.m. at the Bay Board of County Commission tomorrow, September 12<sup>th</sup>.

Ms. Brittany Rock spoke about the Annual Luncheon, which is scheduled for Wednesday, October 17<sup>th</sup> at the ATC Building on Gulf Coast State College campus at 11:30 a.m. Mrs. Bodine encouraged all to attend.

Commissioner Dozier also saw something on news the evening before about a new employer in Gulf County that will be hiring about 100 plus new employees over a period of time. Mrs. Bodine said that the ribbon cutting for that company is Thursday, September 13<sup>th</sup> in Wewahitchka and that she would attend that event.

### **GOOD OF THE ORDER**

Articles to read in the agenda packet.

### **OPPORTUNITY FOR PUBLIC COMMENT**

Mr. Ed Phelan 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, Mr. Phelan adjourned the meeting.