

GULF COAST WORKFORCE BOARD, INC. d/b/a CareerSource Gulf Coast
GENERAL MEETING
March 9, 2021

CareerSource Gulf Coast held a virtual video/telephonic GoToMeeting /General Meeting at 10:00 a.m. (CST) on March 9, 2021.

Members Present:

Dr. Pat Hardman (V)
Ms. Elinor Mount-Simmons (V)
Ms. Christy Smith (V)
Mrs. Betty Croom (V)
Mr. Fred Croon (V)
Mr. John Deegins (V)
Mr. Steven Lanier (V)
Ms. Lisa Barnes-Tapscott (V)
Mr. Glen McDonald (V)
Ms. Rebekah Vassar (V)

Members NOT present:

Mr. Steve Jordan (V)
Dr. John Holdnak (V)
Mr. Rod Pearson (V)
Mr. Ted Mosteller (V)
Mrs. Becca Hardin (V)
Mr. Jim McKnight (V)
Ms. Sandra Henry (V)
Mr. Aaron Little (V)

Also present were: Mr. Charles Williams and Mr. Daniel Harper, DEO; Ms. Katherine Munday and Mr. Ben Clark, James Moore & Company; Mr. Bill Dozier, Bay County Board of County Commission, Ms. Ms. Missy Lee, Dept. of Children & Families; Mr. Dayton Lister, Florida Dept. of Corrections, Ms. Michele Cook, Dept. of Juvenile Justice; Mrs. Alex Murphy, Bay District Schools; Ms. Tassalhie Dekouche, Gulf Coast State College; Ms. Julie Ramirez and Ms. Carlas Wodford, Royal American Management; and CareerSource Gulf Coast board staff: Mrs. Kim Bodine, Executive Director, Ms. Jennifer German, Mrs. Deb Blair, Mr. Lee Ellzey, Mrs. Shannon Walding, Mrs. Maria Goodwin, Ms. Brittany Rock, Ms. Janine Dexter, Mr. Corbett Hines, Ms. Adrienne Woods 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 2020-2021
- Budget Modification #5 to PY 2020-2021
- Minutes for the January 12, 2021 Executive Committee and General Board meeting and January 25, 2021 Telephonic Executive Committee meeting
- Acknowledgment of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers – There were none.

➤ New Business

- Introduction of new board members in Bay and Gulf counties.
- Financial Audit – James Moore & Company
- Performance Presentation – DEO
- Approval of monitoring – Board Finance
- Approval of DEO Programmatic and Financial Monitoring
- Board Policy 25 – Self Sufficiency Definitions
- Need volunteers for rating committee – Job Center Operator and Welfare Transition RFPs

▪ Old Business

- Marketing & Communication Report – through February 2021

➤ Chair/Executive Director Report

➤ Public Comments

CALL TO ORDER: Dr. Pat Hardman, Board Chair, called the meeting to order and confirmed there was a quorum present by attendee introductions.

There was one emergency item: Accept the resignation of Mr. Tom Landreth from the board as he was transferred to the Central Florida region. Dr. Hardman called for a motion to approve the acceptance of the resignation.

Mr. Steve Lanier made a motion to approve the acceptance of Mr. Tom Landreth's resignation from the board. Mr. Glen McDonald seconded, and the motion passed unanimously.

INVOCATION AND PLEDGE OF ALLEGIANCE:

Mrs. Kim Bodine gave the Invocation and Dr. Hardman led the Pledge of Allegiance.

Approval of Consent Agenda:

Dr. Pat Hardman asked if there were any 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 questions, or requests 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. Glen McDonald to approve the consent agenda as presented. Mr. Steve Lanier seconded, and the motion passed unanimously.

NEW BUSINESS:

Mrs. Bodine introduced two new board members: Ms. Rebekah Vassar (private) from Hancock Whitney Bank in Panama City and Mr. Aaron Little (private) representing Capital City Bank in Port St. Joe. However, Mr. Little had an emergency at the bank and is unable to attend today. Dr. Pat Hardman welcomed both new members to the board.

Financial Audit – James Moore & Company

Ms. Katie Munday reviewed the financial audit ending June 30, 2020. She said that the CSGC Board was given the highest level of assurance, an unmodified opinion under the government standards. Ms. Munday did indicate that certain adjustments were required to correct a material misstatement of the financial statements. Ms. Munday also indicated that staff were already working on a corrective plan to ensure this did not occur again for future financial statements. Ms. Munday also thanked the staff for their quick responses to all requested documents and for providing outstanding assistance. Mrs. Blair said that it was a pleasure working with the team at James Moore & Company. Dr. Hardman offered thanks to all involved for a great audit. Dr. Hardman asked for a motion to approve the financial audit ending June 30, 2020.

A motion was made by Ms. Christy Smith to approve the Financial Audit as presented by James Moore & Company. Ms. Elinor Mount-Simmons seconded, and the motion passed unanimously.

Performance Presentation - DEO

Mr. Charles Williams from DEO gave an overview of the Performance for CareerSource Gulf Coast, which included 2019-2020 Programmatic and Financial reports. For the programmatic monitoring, Region 4 performed very well, meeting or exceeding all areas, with just a few findings. In the financial monitoring, there were no findings. Dr. Pat Hardman asked for a motion to approve the monitoring report as presented.

A motion was made by Ms. Elinor Mount-Simmons to approve the DEO performance as presented by Mr. Charles Williams. Mrs. Betty Croom seconded, and the motion passed unanimously.

Board Orientation Series

Mrs. Bodine said that due to the sub grantee agreement with DEO, CSGC board members are now required to complete a board orientation. An orientation series developed by Taylor, Hall, Miller, and Parker, PA, certified public accountants was procured for this purpose. This series is divided into six chapters and should take a little over an hour to complete the entire series. However, Mrs. Bodine asked board members to complete, at a minimum, two chapters in March, two chapters in April and two chapters in May in order to comply with the DEO agreement in a timely manner. She said she would be sending the link to board members as soon as possible. She also shared that there was no test at the end of the training, but that the information would be helpful for board members to understand their role and responsibilities.

Approval of Monitoring-Board Finance and Approval of DEO Programmatic and Financial Monitoring Reports

Mrs. Bodine indicated that since these monitoring reports have been previously reviewed by DEO, she reviewed the findings for the programmatic monitoring: There was one finding for Welfare Transition and five findings for Wagner-Peyser and she explained each finding. Dr. Pat Hardman asked for a motion to approve the two reports for the inhouse financial monitoring and the DEO programmatic and financial monitoring.

A motion was made by Mr. Glen McDonald to approve the in house financial monitoring and the DEO programmatic and financial monitoring report as presented by Mrs. Kim Bodine. Mrs. Betty Croom seconded, and the motion passed unanimously.

Board Policy 25 – Self Sufficiency Definitions

Ms. Jennifer German explained that this policy was updated to match the Guidelines provided by the Federal government. Dr. Pat Hardman asked for a motion to approve the policy changes as presented by Ms. Jennifer German.

A motion was made by Ms. Elinor Mount-Simmons to approve the Board Policy 25-Self Sufficiency definitions as presented by Ms. Jennifer German. Mrs. Betty Croom seconded, and the motion passed unanimously.

Need Volunteers for the rating committee – Job Center Operator RFP and the Welfare Transition RFP

Mrs. Kim Bodine said that we need some volunteers to be on a rating committee to review the Job Center Operator RFP as well as the Welfare Transition RFP. The packets will be sent out to the volunteers on or about April 1st and the rating committee would then meet on April 8th via webinar to review the proposals and make a decision of the best candidate for each RFP response. The rating committee would present their decision to the full board on May 11th.

Ms. Elinor Mount-Simmons, Ms. Rebekah Vassar and Ms. Alex Murphy volunteered to be a part of the rating committee.

Executive Director report – Mrs. Bodine indicated that she would send out the new board orientation later today via email.

OLD BUSINESS:

Marketing and Communications Report – January and February 2021

Ms., Brittany Rock said that the new Marketing and Communications report has a new format, showing the numbers for Facebook, Twitter, and LinkedIn for this year versus the numbers for last year. The report also shows more in-depth numbers for each platform.

She stated that a success story campaign is currently running on social media sites to highlight the CareerSource Gulf Coast participants who have successfully completed training programs or received services that led to employment. Additionally, there is a partnership campaign running on social media which highlights this region's partnerships and how they impact our community.

Ms. Rock reported that the new website is now live and even though there are a few items that will need to be fine-tuned, the site is much more user friendly. Ms. Alex Murphy complimented Ms. Rock, saying that she is doing an amazing job to update the website and providing excellent social media content.

CHAIR/EXECUTIVE DIRECTOR REPORT

GOOD OF THE ORDER

Articles to read were an attachment to the agenda packet.

OPPORTUNITY FOR PUBLIC COMMENT

ADJOURNMENT

There being no additional business, Dr. Hardman adjourned the meeting.