

GULF COAST WORKFORCE BOARD, INC. d/b/a CareerSource Gulf Coast
GENERAL MEETING
May 24, 2021

CareerSource Gulf Coast held a virtual video/telephonic GoToMeeting /General Meeting at 10:00 a.m. (CST) on Monday, May 24, 2021.

Members Present:

Dr. Pat Hardman (V)
Mr. Ted Mosteller (V)
Ms. Elinor Mount-Simmons (V)
Mrs. Becca Hardin (V)
Mr. Fred Croon (V)
Mr. John Deegins (V)
Mr. Steven Lanier (V)
Ms. Rebekah Vassar (V)
Mr. Jim McKnight (V)
Mr. Aaron Little (V)
Dr. John Holdnak (V)
Ms. Lisa Barnes-Tapscott (V)
Mr. Rod Pearson (V)
Mr. Christian Johnson (V)

Members NOT present:

Mr. Steve Jordan (V)
Ms. Christy Smith (V)
Mrs. Betty Croom (V)

Also present were: Ms. Genevieve English-Charles, Division of Blind Services; Ms. Ann Leonard, Bay District Schools; Ms. Carlas Wodford, Royal American Management; Paula Davis, UF/IFAS Bay County Extension; Mrs. Alex Murphy, Haney Technical Center; Ms. Tassalhie Dekouche, Gulf Coast State College and CareerSource Gulf Coast board staff: Mrs. Kim Bodine, Executive Director, Ms. Jennifer German, Mrs. Deb Blair, Mrs. Shannon Walding, Mrs. Maria Goodwin, Ms. Brittany Rock, 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 #7 to PY 2020-2021
- Minutes for the April 13, 2021 Executive Committee and General Board meetings and April 23, 2021 Telephonic Executive Committee meeting minutes
- Acknowledgment of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers – There were none.

➤ New Business

- Approval of designee for Bay EDA
- Approval of Rating Committee Recommendations
- Approval to Accept New Funds for PY 2021-2022
- Approval of Service Provider Allocations for PY 2021-2022
- Approval of Board Budget PY 2021-2022
- Approval Authority for Executive Director to move funding
- Approval of Board Policy 1 – Board Meeting/Holiday Schedule
- 2021-2022 Demand Occupation List
- Approval for John Deegins (Veteran’s Rep.) to serve on Executive Committee

▪ Old Business

- Marketing & Communication Report – through April 2021
- One Stop Services Report – April 2021

- Regional Performance Reports – March/April 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.

INVOCATION AND PLEDGE OF ALLEGIANCE:

Mr. Ted Mosteller 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 Mrs. Becca Hardin to approve the consent agenda as presented. Ms. Elinor Mount-Simmons seconded, and the motion passed unanimously.

NEW BUSINESS:

Approval of Designee for Bay EDA

Mrs. Bodine reviewed the request from the Bay EDA President for the board to accept Ben Moorman as the Bay EDA designee, representing that organization when Mrs. Becca Hardin is unavailable. Dr. Pat Hardman asked for a motion to approve the requested designation as presented.

A motion was made by Ms. Elinor Mount-Simmons to approve Ben Moorman as the designee for Bay EDA as presented by Mrs. Bodine. Mr. Rod Pearson seconded, and the motion passed unanimously.

Approval of the Rating Committee recommendations

Dr. John Holdnak reported that he would abstain from discussing or voting upon this item citing a conflict of interest.

As directed by the board, board staff completed the procurement process for service providers related to the One Stop Operator and the Welfare Transition/SNAP program. Board staff advertised a Request for Proposal process and two proposals were received: One was for the Welfare Transition/SNAP services for which Royal American Management was the responder and one was for the Job Center operator for which Gulf Coast State College was the responder. Mrs. Bodine said that even though only one response was received for each program the Board is still required to review and rate the proposals to be sure all the requirements are met to provide the services of each program. Mrs. Bodine said that the rating committee was impressed with the responses and recommended Royal American Management as the Welfare Transition/SNAP service provider and Gulf Coast State College as the Job Center Operator for board approval. Dr. Hardman asked for a motion to approve the Rating Committee recommendations as presented and noted in the committee meeting minutes.

A motion was made by Ms. Becca Hardin to approve the recommendations of the Rating Committee which are: Royal American Management (RAM) for the Welfare Transition/SNAP services and Gulf Coast State College for the Job Center Operator. Mr. Ted Mosteller seconded, and the motion passed unanimously.

Approval to Accept New Funds for PY 2021-2022

Mrs. Blair reviewed the Board's proposed budget for PY 2021-2022, totaling \$4,673,655. Our region took the second largest cut amongst the 24 regions in next year's funding. We are also going into a much smaller budget year due to the Hurricane Michael grant nearing its end. Dr. Pat Hardman asked for a motion to approve the acceptance of new funds for PY 2021-2022 as presented by Ms. Blair.

A motion was made by Ms. Elinor Mount-Simmons to approve the acceptance of new funds for PY 2021-2022 as presented by Mrs. Blair. Mr. Steve Lanier seconded, and the motion passed unanimously.

Approval of Service Provider Allocations for PY 2021-2022

Dr. John Holdnak stated that he would abstain from discussion and voting on this item citing a conflict of interest.

Mrs. Deb Blair reviewed the allocations for the services providers: GCSC/Job Center - \$365,913, GCSC/OOSY - \$111,674 and Royal American Management (RAM) - \$288,400. Dr. Pat Hardman asked for a motion to approve the service provider allocations for PY 2021-2022 as presented by Mrs. Blair.

A motion was made by Elinor Mount-Simmons to approve the service provider allocations for PY 2021-2022 as presented by Mrs. Blair. Mr. Jim McKnight seconded, and the motion passed unanimously.

Approval of Board Budget for PY 2021-2022

Mrs. Blair reviewed the Board's proposed budget for PY 2021-2022, totaling \$3,907,667. She also explained that on the top left of the budget page, there was a quick overview of the budget expenditures. She also said that the budget contains an estimated carryforward of \$2 million. Additionally, the board has an automatic ITA waiver of 30% and 33% is budgeted. Lastly, she pointed out some of the youth expenditure requirements at the bottom of the budget page. Dr. Pat Hardman asked for a motion to approve the board budget for PY 2021-2022 as presented by Mrs. Blair.

A motion was made by Mr. Ted Mosteller to approve the Board Budget for PY 2021-2022 as presented by Mrs. Blair. Ms. Elinor Mount-Simmons seconded, and the motion passed unanimously.

Approval of the Executive Director to move funding

Mrs. Bodine said that traditionally the board gives her authority to move dollars in the budget as necessary to provide the most efficient use of funds near the program year end. She said that on occasion to spend the dollars efficiently it requires shifts in funding pots, sometimes up to the last moment and it would be difficult to call a board meeting for approval. Mrs. Bodine indicated that traditionally the board approves her, as the Executive Director, to move funding and then at the next board meeting, any funding changes will be approved by the board retroactively.

A motion was made by Elinor Mount-Simmons to approve the Executive Director to move funding as presented. Mr. Ted Mosteller seconded, and the motion passed unanimously.

Approval of Board Policy 1 – Board Meeting and Holiday Schedule for PY 2021-2022

Mrs. Bodine said that the board would not be meeting in June or July as board staff are closing out budgets and new contracts should be in place by July 1st and it is difficult to get board members together due to vacations. There will be an August meeting and this meeting will be an in-person meeting with the option to participate virtually. The meeting will be at the Job Center board room. She also stated that in October, staff are planning to host the annual luncheon, which will be the first one since Hurricane Michael. This is the time that CareerSource Gulf Coast showcases all that is accomplished and is usually very impactful. Dr. Hardman asked if the in person meeting would be set up at the Gulf/Franklin campus as

well and Mrs. Bodine said that staff would poll board members to determine their participation choice. Mrs. Bodine said that since the board members are used to attending via GoToMeeting, the board members not meeting in person, may choose that method to participate. Dr. Harman said that since the board had not met in-person for such a long time, she asked all members to make an effort to join at the Job Center for the next meeting. Dr. Hardman asked for a motion to approve Board Policy 1 – Board meeting and holiday schedule for PY 2021-2022.

A motion was made by Mr. Ted Mosteller to approve the Board Policy 1 – Board meeting and holiday schedule for PY 2021-2022 as presented by Mrs. Bodine. Ms. Elinor Mount-Simmons seconded, and the motion passed unanimously.

Approval of the 2021-2022 Demand Occupation List

Mrs. Jennifer German informed board members that the demand occupation list comes from the Department of Economic opportunity. This list is reviewed to ensure there is training locally that ties back to the list and if not, it is stricken. Also, occupations that require a Bachelor's Degree or that result in an entry wage less than \$14 per hour is also stricken. She indicated that Ms. Goodwin and herself are recommending for approval the occupations on the list that have not been stricken. Dr. Holdnak indicated that the college would be starting airline pilots, copilots, and flight engineers training. He inquired if these occupations could be added to the list closer to the time the college begins the training programs. Mrs. Bodine stated that they could do that provided there are jobs available for graduates. Dr. Hardman asked about carpenters coming off the list and was advised by Mrs. Bodine that there was no training for carpenters in the region which means the board cannot fund training for these occupations. Dr. Hardman asked for a motion to approve the Demand Occupation list for PY 2021-2022 as presented.

A motion was made by Elinor Mount-Simmons to approve the Demand Occupation list for PY 2021-2022 as presented. Mr. Rod Pearson seconded, and the motion passed unanimously.

Approval for John Deegins (Veteran's rep.) to serve on the Executive Committee

Mrs. Bodine said that Mr. Deegins has been a member of our board for some time and the Chair has been asking at each of the board meetings for someone to serve on the Executive Committee. She also indicated that the Board needs three members from the private sector to serve on the board from Bay County. Mr. Deegins has graciously agreed to serve on the Executive Committee. Mr. Deegins said that he is the Director at the Bay County Veteran's Services and that for any veterans or family of veterans that need assistance, the organization provides the services in regard to benefits. Additionally, the organization works closely with Disabled Veterans Outreach Program representatives at the Job Center to assist disabled vets. Dr. Hardman asked for a motion to approve Mr. Deegins to serve on the Executive Committee.

A motion was made by Mrs. Becca Hardin for the approval of John Deegins to serve on the Executive Committee. Mr. Ted Mosteller seconded, and the motion passed unanimously.

OLD BUSINESS:

Marketing and Communications Report – April 2021

Ms. Brittany Rock stated that the social media just has continued growth month after month, year after year. The numbers for Facebook has increased by 42 this past month and 618 this past year. Twitter has increased by 3 this past month and by 74 during the past year. LinkedIn has increased by 55 this past month and by 260 during the past year. Ms. Rock said that CareerSource had media recognition regarding returning to full scale operations, appointments no longer needed. Ms. Rock showed photos for the military child graduation event on April 29th as well as the Gulf County Job Fair held on April 30th. She also reported the planning and rollout of the Career Connections Job Fair series (9 week series) and also said the Virtual Career Expo was scheduled for May 13th. Port St. Joe Summer Camp program will begin June 7th and will continue through July 30th. Dr. Hardman asked for information about the youth program/summer camp program in Port St. Joe so she could get the information out in Gulf County.

One Stop Services Report

Mrs. Goodwin indicated that on April 19th CareerSource has returned to full scale operations, appointments are no longer needed, and the doors are now unlocked. She reported the in-person resume workshop and the job search workshop has begun again. The Job Center has opened up their facilities for employers to use for interviews or recruiting events or job fairs. She reported that when workshops resumed there were 107 individuals that attended in April. For the region, there were over 1,500 individuals coming in for services, with a total of 1,913 services received. She said that on the employer side, over 300 employers were served and provided over 1,600 services to businesses. She said that she also wanted to report on all the work being done with the military. CareerSource is hosting transition assistance program, called the TAP workshop for those individuals transitioning out of the service. These TAP workshops last one week, and CareerSource is hosting two workshops per month. CareerSource is also hosting ABSAT test, which is required to get into the military.

WIOA

Ms. Goodwin said that for the Adult and Dislocated Worker programs, staff had exceeded their enrollment plan and have exceeded the wage at placement goals for both the Adult and Dislocated Worker program. She said a new item this month was a new table measuring credential attainment and measurable skills gain. She said that a credential was in the primary indicator of performance on the Federal level. She said that credential was a licensure, a diploma, something that says they are ready for that occupation for which they were trained. Measurable skills gain is something that documents their progress while they are in training. She pointed out the chart and reported that CareerSource is exceeding the goals, with the exception on the youth side for credential attainment. Currently that number is at 88% and the goal is 90%.

Out of School Youth

Mrs. Dekouche reported 4 new enrollments for a total of 32 actual enrollees. Out of the 32, five have received a diploma and have successfully exited the program with employment during this program year. The average wage is nearly \$12 per hour.

Hurricane Michael Disaster Grant

Ms. German reminded board members that the Hurricane Michael grant is wrapping up. There were 267 enrolled in Bay County, 134 in Gulf County and 141 enrolled in Franklin County. The program has done well, helping the communities clean up and get back to pre-hurricane status. The Covid-19 program has served 50 to date and currently active are 31 individuals. There have been 5 that were closed due to employment. There is approximately eight months left on this program.

SNAP/WT Report

These reports were skipped due to requirements being waived for this period.

CHAIR REPORT

Dr. Pat Hardman reported that a lot of board members have completed the mandatory training, but she wanted to remind all that have not done so to please complete the training as soon as possible as this is a requirement.

Executive Director Report

Mrs. Bodine said that as a nation, everyone is experiencing labor shortages, locally as well. She said that walk-ins to the centers are lower than last year. She said the state is starting to take action on the lingering labor shortage by requiring individuals to complete five job searches every week to receive Reemployment Assistance benefits. As new individuals sign up for Reemployment Assistance, or need help documenting their job searches they will likely come to the center. Staff will be interacting with them and helping them find employment. For claimants, they will be registered in the system making it easier for staff follow up with them to help them look for a job and retain employment.

She also reported that staff received notice today that Florida is going to discontinue the \$300 a week unemployment from Federal dollars due to Covid and that will end on June 26th. She said this hopefully will encourage people to get back into the job market.

The waivers for Welfare Transition and SNAP are also going to end next Tuesday. Right now, there are 107 Welfare Transition individuals that are waived that staff is not yet working with. There are also 884 SNAP clients that will be coming in after these waivers have ended. She said as these folks recertify for benefits, staff will begin helping them and that is when they will have to begin their participation. All of these clients will not come in at once, only as they recertify for benefits. She said that these numbers are very low in this area, more so than other regions in the state. She stated that historically when recipients have had to comply with program requirements the case load drops quickly.

Mrs. Bodine spoke again about the next board meeting scheduled for August 10th to be held in the Board Room at the Job Center. She said Mr. Corbett Hines, our IT Manager will be facilitating the IT parts of the new video/technology items to be used for the meeting. She also said that staff will be polling board members on their participation/attendance preferences for this meeting.

Staff will be very busy in the next few months with DEO monitoring, new contracts and steps and roles for the new fiscal year.

Dr. Hardman said that there is a shortage of childcare in Gulf County, which is holding back some families in returning to work. Mrs. Bodine said she has heard the same thing for Bay County.

Mrs. Bodine said that in For the Good of the Order, Executive Committee member Mr. Ted Mosteller was recognized with a lifetime volunteer award. The award was presented by the Franklin County Chamber of Commerce. She said he has been an incredible board member, serving on our board almost since its inception. Mrs. Bodine thanked him for all of his help over the years and said she could not think of anyone who deserved it more.

GOOD OF THE ORDER

Articles to read were an attachment to the agenda packet.

OPPORTUNITY FOR PUBLIC COMMENT

There were none.

ADJOURNMENT

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