

**GULF COAST WORKFORCE BOARD, INC. d/b/a CareerSource Gulf Coast
GENERAL MEETING
September 28, 2021**

CareerSource Gulf Coast held a virtual video/telephonic GoToMeeting / General Meeting at 10:00 a.m. (CST) on Tuesday, September 28, 2021.

<u>Members Present:</u>	<u>Members NOT present:</u>
Ms. Elinor Mount-Simmons (V) Mr. Ted Mosteller (V) Mr. John Deegins (V) Ms. Christy Smith (V) Mr. Fred Croon (V) Mr. Aaron Little (V) Ms. Rebekah Vassar (V) Mrs. Becca Hardin (V) Mr. Glen McDonald (designee) (V) Mr. Christian Johnson (V) Ms. Lori Price, (designee) (V)	Mr. Rod Pearson (V) Dr. Pat Hardman (V) Ms. Shelley Scarborough (V) Mr. Steve Jordan (V) Mr. Jim McKnight (V) Ms. Lisa Barnes-Tapscott (V)

Also present were: Ms. Deborah Carty, Division of Blind Services; Ms. Julie Ramirez and Ms. Carlas Wodford, Royal American Management; Mrs. Alex Murphy, Haney Technical Center; Ms. Michele Cook, Department of Juvenile Justice; Mr. Timothy Bowers, Tyndall Airman & Family Readiness Center; Ms. Angela McLane, Gulf Coast State College and CareerSource Gulf Coast board staff: Mrs. Kim Bodine, Executive Director, Mrs. Deb Blair, Ms. Jennifer German, Mrs. Shannon Walding, Mrs. Maria Goodwin, Mrs. Becky Samarripa, Mr. Lee Ellzey, Ms. Janine Dexter, Mr. Corbett Hines, Mr. Daniel Sanford, 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 2021-2022
 - Approval of Allocations/Recissions to Service Providers
 - Approval of Budget Modification #2 for PY 2021-2022
 - Minutes for the August 10, 2021, Executive Committee and General Board meeting
 - Acknowledgment of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers – There were none.
- New Business
 - **Internal Control Questionnaire (ICQ)/Risk Assessment Discussion**
 - **Approval Second Harvest Monitoring Report**
- Old Business
 - Marketing & Communication Report – through August 2021
 - One Stop Services Report – August 2021
 - Regional Performance Reports – August 2021
- Chair/Executive Director Report
- Public Comments

CALL TO ORDER: Ms. Elinor Mount-Simmons, Board Vice Chair, called the meeting to order and confirmed there was a quorum present by attendee introductions.

INVOCATION AND PLEDGE OF ALLEGIANCE:

Ms. Elinor Mount-Simmons gave the Invocation and led the Pledge of Allegiance.

Approval of Consent Agenda:

Mr. Glen McDonald stated that he would abstain from the discussion and voting on this item, citing a conflict of interest.

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

NEW BUSINESS:

Internal Control Questionnaire (ICQ)/Risk Assessment Discussion

Mrs. Kim Bodine said that CareerSource Gulf Coast is required annually to complete a risk assessment discussion with board members. DEO provides a document (ICQ) consisting of five components that must be completed each year. The five components are: Control Environment, Risk Assessment, Control Activities, Information and Communication and lastly, Monitoring. She also stated that another part of looking at the ICQ is an annual discussion, asking board members for input on any practices they are aware of to help prevent fraud. She asked for input from the board of any instances of fraud that they may have learned about from their experiences within their own companies or have heard about in other organizations and to please email any such input to her. After discussion regarding the ICQ, Mrs. Bodine respectfully requested that the ICQ be approved by the board. Mrs. Mount-Simmons asked for a motion to approve the ICQ as presented.

A motion was made by Mr. John Deegins to approve the ICQ as presented. Mr. Ted Mosteller seconded, and the motion passed unanimously.

Approval of the Second Harvest Monitoring Report

Mr. Lee Ellzey reported that Second Harvest monitoring occurred in May of 2021. Six areas are reviewed, which are the Administrative Standard, Civil Rights Standard, Public Notification Standard, Client Eligibility Standard, Receipt of Food Standard and finally, the Storage Facilities Standard. Currently food distribution is only conducted via a drive through process so mandatory messages that need to be seen by those receiving food such as the civil rights and public notification containing the non-discrimination statement, program availability, and complaint procedure are now posted as yard signs that are easily seen by those driving through to pick up food. He also indicated that monitoring went really well this year. Mrs. Mount-Simmons asked for a motion to approve the Second Harvest Monitoring Report as presented.

A motion was made by Mr. Aaron Little to approve the Second Harvest Monitoring Report as presented. Mr. Ted Mosteller seconded, and the motion passed unanimously.

OLD BUSINESS:

Marketing and Communications Report – August 2021

Ms. Mount-Simmons congratulated Mrs. Becky Samarripa on her new position as the Communications Manager. Mrs. Samarripa then reviewed social media platforms such as Facebook, Twitter and LinkedIn and she pointed out increased interest in most areas. She said that Facebook seemed to be popular with most jobseekers, while LinkedIn was more popular with

employers and job seeker in non-entry level careers. She also said that staff would investigate which social platform to use in the future, depending upon the audience. If the audience is the Cornerstone Program (Youth Program), then perhaps Instagram or even Tic Tock would be a good platform to use to reach that audience. Mrs. Samarripa reviewed the marketing highlights from the summer and spoke about the preliminary stages of having a fall job fair in October.

Mrs. Samarripa also spoke about promoting the good works of our own staff. There were two individuals that were recognized at the Workforce Summit in Orlando: Shannon Walding received the Lighthouse Award and Ayrin Balilo received the Workforce Professional Workforce Champion for our region.

The Homeless Veteran's Stand Down will be held on November 5th and is in the planning stages now.

One Stop Services Report

Mrs. Goodwin said that for the three-county area there were more than 1,100 job seeker customers served with a total of more than 2,200 services. There were more than 173 employers served with over 1,000 services provided to them. She said that during the month of August, the amount of foot traffic coming into the Job Center dropped some. She reported that this was the timeframe where there was a spike in COVID cases. However, she also said that the foot traffic in September has increased, which she said was related to the reemployment claims process and the fraudulent claims that has been going on with reemployment assistance. DEO has implemented several safeguards to prevent that from happening. She said that local staff does not have the training nor do they receive any prior notice for when these safeguards go into effect. Claimants just go into the job center asking for help and Mrs. Goodwin reported that staff has done a great job in trying to figure out that process as it happens. She said that many of these individuals do not register in Employ Florida when they are in, they just want to focus on getting their reemployment benefits. Therefore, these services are not documented. She said staff really assists more visitors than what the report reflects.

Mrs. Bodine said that staff gets calls also at the Board office. She said she wanted to commend staff on their patience and caring for these individuals that are upset with the reemployment processes. She said that about 17 college staff had accounts opened under their names, but they in fact, were not unemployed, they are currently working, pointing out t fraudulent claims close to home.

WIOA (Adult and Dislocated Worker)

Mrs. Maria Goodwin reported that on the adult report, there were 76 new enrollments for the beginning of the new fiscal year. For the dislocated worker, there were two enrollments, again as this report covered the beginning of the new fiscal year.

Out of School Youth

Ms. Elinor Mount Simmons congratulated Ms. Angela McLane on her new position as the Coordinator at the Job Center. Mrs. Goodwin said that she would cover this report as Ms. McLane is very new at this position. Mrs. Goodwin said there was 7 new enrollments and 7 carryforwards from last fiscal year. The goal for new enrollments for this current year is 20.

Welfare Transition/SNAP

Mrs. Ramirez reported for Welfare Transition, there were 11 active participants, 38 served YTD, 1 exited for work with average an wage of \$8.65 per hour. There were 21 cases closed due to sanctions. For the SNAP cases, she reported there were 10 active cases, with 21 served YTD. There were 5 participants placed in work activity.

Disaster Grant Report

Ms. Jennifer German reported four disaster projects: Hurricane Michael, Hurricane Sally, Covid-19, and Opioid Recovery. Opioid Recovery is in response to the epidemic in this country and this region has received a small grant to assist individuals whose lives have been impacted by opioids, because they are addicts, recovering addicts, in prison or a family member of an addict. It was slowing going due to Covid-19, but there is one person enrolled and placed in a work

experience. It is hope that when her work experience is complete, the employer will hire her.

Hurricane Michael is restoring the community back to pre-storm condition. Many have been served under this grant and since this grant is winding down, staff has been trying to use the money wisely. She said for Hurricane Sally, there is currently 7 working and case manager have recruited more to use those funds. For the Covid-19 grant, workers are employed cleaning and sanitizing or operating food banks or food delivery for those individuals that cannot get out.

CHAIR REPORT

Ms. Mount-Simmons pointed out the “For the Good of the Order” articles indicating that staff has been busy. She also wanted to remind everyone that the annual lunch is scheduled for October 20th at 11:30 a.m. CST. Mrs. Bodine said that it would be a hybrid meeting, where some individuals will be in attendance face to face and some would attend virtually, depending upon available seating. The annual lunch will be at Gulf Coast State College Advance Technology Building on October 20th. Mrs. Bodine also pointed out an article from the “850 magazine” depicting Jim McKnight, Director of the Gulf County Economic Council. She said one article was about Eastern Shipbuilding and the event held in Gulf County where Mr. McKnight worked so hard with Eastern Shipbuilding to get jobs in Gulf County. Mrs. Mount-Simmons said that Eastern Shipbuilding was working on two huge ferries from New York City, and they were in Port St. Joe currently. Mrs. Bodine pointed out another article about the ARC of the Bay, whereas the board had written a grant to pilot a culinary program and that program evolved into a certified culinary institute for individuals with intellectual disabilities. Because of that grant and the culinary training, ARC reached out to Gulf Coast State College and the college is now going to allow the ARC of the Bay to use the college kitchen to host the culinary training going forward, but the Arc is also taking over the operations of the coffee shop that is in the Advanced Technology Center and in the college cafeteria. The coffee shop is named “The InKlusion Café”. The pictures depict the ribbon cutting and the coffee shop as well as the EMPOWERment café. Additionally, there were articles about the Bay EDA and the projects they have been working on. There is a company to Bay County, potentially bring 200 manufacturing jobs to town. Also, Bay County EDA has received the Foreign Direct Investment Certification or FDI, one of only nine other communities in the entire country that has one; it is the first one awarded in Florida. Mrs. Bodine said congratulations to Mr. Jim McKnight and to Mrs. Becca Hardin for their hard work.

Executive Director Report

Mrs. Bodine said staff has been very busy as everyone could see with the performance reports and the “For the Good of the Order” articles. She also said that she has been to each county commission meetings for their approval of the budget, which is required by law and now she will be working with them and the board to update the bylaws of the organization to comply with the new law commonly referred to as the REACH Act.

Mrs. Bodine said that staff is in the process of writing two grants for the “Get There Faster” grant opportunity. The first grant proposal will serve in-school youth with internship opportunities and a summer opportunity to achieve computer certifications paired with an internship opportunity, as well as training for eligible adults. She said the second grant will serve military veterans and their families to obtain training and industry recognized credentials as well as offer internship opportunities. She said Ms. Jennifer German and Mrs. Maria Goodwin are working on those two grants.

She said there was a team of staff attend the annual Florida Workforce Development Professionals Summit on September 12th through the 15th. This region had two award winners among the staff, Ms. Ayrin Balilo and Mrs. Shannon Walding. You saw photos of the event when Mrs. Samarripa gave her Communications report. She said that she could not be more proud of the team and especially the staff that was honored.

Mrs. Bodine said that she was part of a four Director panel that presented to the CareerSource Florida State board about our region and the work we do as it relates to the Reach Act, and we will be hosting Marti Coley, the FWDA lobbyist to present at an upcoming board meeting to talk about the ACT and what it means to local boards and partners.

Mrs. Bodine went on to say Chair Pat Hardman virtually attended the FWCA meeting in conjunction with the Summit and

that group is working to create a presence to assist with advocacy for the local workforce system.

Mrs. Bodine said that everyone is excited about the upcoming annual meeting coming up on October 20th. She said there is limited seating but can host everyone virtually for those who cannot attend in person.

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, Ms. Elinor Mount-Simmons adjourned the meeting.