

**GULF COAST WORKFORCE BOARD, INC. d/b/a CareerSource Gulf Coast  
GENERAL MEETING  
November 16, 2021**

CareerSource Gulf Coast held an in person and Zoom meeting / General Meeting at 10:00 a.m. (CST) on Tuesday, November 16, 2021.

Members Present:

Dr. Pat Hardman (V)	Ms. Lisa Barnes-Tapscott (V)
Ms. Elinor Mount-Simmons (V)	Mr. Jim McKnight (V)
Mr. Ted Mosteller (V)	Mr. Aaron Little (V)
Mr. John Deegins (V)	Ms. Rebekah Vassar (V)
Ms. Christy Smith (V)	Mr. Christian Johnson (V)
Mr. Fred Croon (V)	Ms. Shelley Scarborough (V)
Mrs. Becca Hardin (V)	Ms. Lori Price (V) designee
Dr. John Holdnak (V)	Ms. Sheila Hauser (V)

Members NOT present:

Mr. Rod Pearson (V)  
Mr. Steve Jordan (V)

Also present were: Ms. Gail Davis, Division of Blind Services; Ms. Julie Ramirez, Royal American Management; Mrs. Alex Murphy, Haney Technical Center; Ms. Rhonda Rose, Dept. of Children & Families; Ms. Michele Cook, Department of Juvenile Justice; Ms. Paula Davis, UF/Extension; 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, 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 2021-2022
  - Approval of Budget Modification #3 for PY 2021-2022
  - Minutes for the September 28, 2021, Executive Committee and General Board meeting and the October 20, 2021, Annual Luncheon
  - Acknowledgment of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers – Mr. Glen McDonald, September 28, 2021
- New Business
  - **Approval of the revised bylaws**
  - **Approval of the revised interlocal agreements**
  - **Approval of the Prior Approval Transfer Request Form to DEO**
  - **Approval of Board Policy 1, Board meeting/Schedule of operations list**
  - **Joint Programmatic and Financial Monitoring Report from DEO**
  - **Approval to prepare and advertise the RFP for the OOSY program**
- Old Business
  - Marketing & Communication Report – through October 2021
  - One Stop Services Report – October 2021
  - Regional Performance Reports – October 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:**

Mrs. Kimberly Bodine gave the Invocation and 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. Mr. Jim McKnight seconded, and the motion passed unanimously.**

## **NEW BUSINESS:**

### Approval of the revised bylaws

Mrs. Kim Bodine said that the bylaws have been updated/revised due to new laws and policies. She reviewed some of the updates, such as term limits of eight consecutive years, changing the verbiage of the Local Workforce Development Board (LWDB) rather than "The Board", and adding record keeping to the bylaws to name a few. Dr. Pat Hardman asked for a motion to approve the revised bylaws.

**A motion was made by Mrs. Becca Hardin to approve the revisions to the bylaws as presented. Ms. Elinor Mount-Simmons seconded, and the motion passed unanimously.**

### Approval of the revised Interlocal Agreement

Mrs. Bodine explained that due to changes in state policies issued by CareerSource Florida /DEO the responsibilities of the three county commissions that serve our area have been emphasized and more clearly outlined. The chief local elected officials have a significant role to play in oversight of workforce boards with regards to the federal workforce law (WIOA). The County Commissions annually approve the board budget, every two years they approve the service plan, as needed they approve and enter into Memoranda of Understanding with Infrastructure Funding Agreements with one stop partners, as well as designate a grant recipient (Gulf Coast State College) and fiscal agent and administrative entity (CareerSource Gulf Coast). Added to the new interlocal agreement is a liability clause which outlines an assessment and partial remedy plan for any misspent funds, disallowed costs, funds spent fraudulently and potential sanctions for nonperformance for which local elected officials are required to reimburse with non-federal funds. The board has insurance in place to cover certain situations for administrative errors that result in disallowed or misspent funds, there is also a crime policy that could be useful in cases of fraud, and unrestricted funds may be used if needed and as available. The assessment detailed in the agreement will provide information to determine how much and which counties will bear costs in terms of their share of a repayment. A dispute resolution clause was also added. Dr. Pat Hardman asked for a motion to approve the interlocal agreements as presented.

**A motion was made by Mrs. Becca Hardin to approve the interlocal agreements as presented. Ms. Christy Smith seconded, and the motion passed unanimously.**

### Approval of the Prior Approval Transfer Request Form

Mrs. Blair explained that due to CSFL Policy # 118 (Adult and Dislocated Worker Funds Transfer Authority), a Prior Approval Transfer Request Form must be approved by the full board to transfer funds between the Adult and Dislocated Worker WIOA funding streams. In the past board staff had 100% authority to transfer these funds, but the new policy requires the board of directors to approve the transfer. The signed form along with corresponding board minutes must be provided to Department of Economic Opportunity (DEO) for final approval. Mrs. Blair detailed the historical spending percentages by program title and directed the Board's attention to the response provided by staff to the questions on the form.

Ms. Blair respectfully requested 95% of the total award amount of the PY 2020 Dislocated Worker program funding stream, (\$559,051) be transferred to the Adult funding stream (\$531,098). Additionally, Mrs. Blair is requesting 95% of that for the PY 2021 Dislocated Worker program funding stream (\$550,855) be transferred to the Adult program funding stream (\$523,312). Dr. Pat Hardman asked for a motion to approve the Prior Approval Transfer request for the amounts Mrs. Blair presented in the agenda deck.

**Ms. Elinor Mount-Simmons made a motion to approve the Prior Approval Transfer Request as presented by Mrs. Blair. Ms. Christy Smith seconded, and the motion passed unanimously.**

#### Approval of Revised Board Policy 1, Board meeting/Schedule of Operations list

Mrs. Kim Bodine indicated that per the grantee/sub-grantee agreement, the Board meeting/Schedule of Operations list must be posted on the website for the public to view. Each time a board meeting date changes or an office closure occurs due to training/staff development or for other reasons, the list must be amended and reposted on the website. The current Board meeting/Schedule of Operations list provided in the agenda deck is retroactive to September 28, 2021.

**A motion was made by Ms. Becca Hardin to approve Board Policy 1, Board meeting/Schedule of Operations list as presented, retroactive to September 28, 2021. Mr. Jim McKnight seconded, and the motion passed unanimously.**

#### Approval to accept the Joint Programmatic and Financial Monitoring report from DEO

Mrs. Bodine provided slides to provide information to the Board regarding the Joint Programmatic and Financial Monitoring report from the Department of Economic Opportunity. In her presentation she stated that there were fewer findings than last year. There were no WT or WIOA findings. There was only one Wagner Peyser (WP) finding. There was one WP ONI (Other Noncompliance Issue) and two WIOA ONIs. Basically, it was a very good report. Dr. Hardman asked for a motion to approve the acceptance of the Joint Programmatic and Financial Monitoring report from DEO.

**A motion was made by Dr. John Holdnak to approve the acceptance of the Joint Programmatic and Financial Monitoring report from DEO. Ms. Rebekah Vassar seconded, and the motion passed unanimously.**

#### Approval to prepare and advertise the RFP for the OOSY program

Chair, Dr. Pat Hardman presented the item regarding the approval to advertise the upcoming competitive procurement for the Out of School Youth program. She stated that the Requests for Proposal process will begin in early 2022 as the current contract will end June 30, 2022. Mrs. Bodine added that staff were asking for approval to begin preparations for the upcoming RFP and asked permission to advertise the RFP when it is ready. Dr. Pat Hardman asked for a motion to approve the preparation and advertisement of the RFP for the OOSY program as requested.

**A motion was made by Mrs. Becca Hardin to approve the preparation and advertisement of the RFP for the OOSY program as requested. Mr. Ted Mosteller seconded, and the motion passed unanimously.**

### **OLD BUSINESS:**

#### Marketing and Communications Report – October 2021

Mrs. Becky Samarripa reviewed social media platforms such as Facebook, Twitter and LinkedIn and she pointed out increased usage from last year. Mrs. Samarripa reviewed the website analytics, showing a large increase in usage from last year.

She said that this may be due to the new website format or more customers are using the website rather than in person visits to the Job Center. She then reviewed the marketing highlights to include increasing involvement in community events, several single employer hiring events, and the Homeless Veteran Stand Down which was held on November 5<sup>th</sup>. She said there were approximately 40 agencies in attendance for that event, which helped 46 veterans.

#### One Stop Services Report

Ms. Adrienne Woods reported that in Bay County there were 812 visitors to the One Stop, receiving over 2,000 services. There were 157 unique employers served in Bay County, with over 1,000 services. There was a total of 297 job orders and 12 job fairs. Ms. Woods gave a shout out to the 50 active-duty personnel from Tyndall Air Force Base that volunteered their time helping with the Homeless Veteran's Stand Down. She also gave a shout out to the staff that assisted in making it happen, particularly Mr. Anthony Harris and the veterans team at the Job Center.

Mr. Lee Ellzey reported nearly 200 visitors in Gulf and Franklin counties providing 145 services. There were 43 job referrals made. Mr. Ellzey gave a shout out to Mr. Jim McKnight for his efforts for economic development in Gulf County.

#### Out of School Youth

Ms. Angela McLane reported there were six participants enrolled currently. She said that staff is working on a recruitment strategy, with recruitment being their main focus at this time. Mrs. Bodine said that staff has had a lot of trouble recruiting since the hurricane and that this population has been difficult to both recruit and keep engaged.

#### Welfare Transition/SNAP

Mrs. Ramirez reported for Welfare Transition, there were 13 active participants, 47 served YTD, 1 exited for work with an average wage of \$8.65 per hour. There were 8 cases closed due to sanctions. For the SNAP cases, she reported there were 15 active cases, with 35 served YTD. There were 5 participants placed in work activity.

#### Disaster Grant Report

Ms. Jennifer German reported on four disaster projects: Hurricane Michael, Hurricane Sally, Covid-19, and Opioid Recovery.

Opioid Recovery is in response to the epidemic in the nation and this region has received a small grant to assist individuals whose lives have been impacted by opioid overuse. Participants could be addicts, recovering addicts, be in prison due to opioid use or be the family member of an addict. It has been difficult to recruit for this program due to Covid-19, but currently there is one person enrolled and placed in a work experience with several in the pipeline.

The Hurricane Michael grant funds positions to help restore the community back to pre-storm conditions. Many workers and organizations including municipalities have been served under this grant, and since this grant is winding down staff have been trying to ensure that positions for the grant stay filled in order to utilize all the funds before the end date. She stated that the Hurricane Sally grant currently has 13 enrolled. 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. There has been a total of 52 enrolled, with 41 exiting and 16 placed in employment with an average wage of \$12.56 per hour.

#### **CHAIR REPORT**

Dr. Hardman thanked those staff members for all their hard work in revising the bylaws and interlocal agreements due to the new laws and policies.

#### **Executive Director Report**

Mrs. Bodine said that there would be no December Board of Directors meeting and wished everyone Happy Holidays.

## **GOOD OF THE ORDER**

Articles to read were an attachment to the agenda packet.

## **OPPORTUNITY FOR PUBLIC COMMENT**

There was none.

## **ADJOURNMENT**

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