

**GULF COAST WORKFORCE BOARD, INC. d/b/a CareerSource Gulf
Coast GENERAL MEETING
May 24, 2022**

CareerSource Gulf Coast held an in-person and Zoom meeting / General Meeting at 10:00 a.m. (CST) on Tuesday, May 24, 2022.

Members Present:

Dr. Pat Hardman (V)	Ms. Elinor Mount-Simmons (V)
Mr. Ted Mosteller (V)	Ms. Christy Smith (V)
Mr. John Deegins (V)	Ms. Sheila Hauser (V)
Mr. Fred Croon (V)	Ms. Rebekah Vassar (V)
Mrs. Becca Hardin (V)	Mr. Glen McDonald (V) designee
Mr. Jim McKnight (V)	Mr. Joey Ginn (V)

Members NOT present:

Mr. Steve Jordan (V)
Dr. John Holdnak (V)
Ms. Lori Price (V) designee
Ms. Lisa Barnes-Tapscott (V)
Mr. Aaron Little (V)
Mr. Christian Johnson (V)
Ms. Shelley Scarborough (V)

Also present were Ms. Julie Ramirez and Ms. Carlas Wodford, Royal American Management; Ms. Missy Lee, Florida Dept. of Children and Families, Dayton Lister, Department of Juvenile Justice; Mr. Steve Lanier, Franklin County District Schools, Ms. Alex Murphy, Bay County District Schools, Mr. William Dozier, Bay County Board of County Commissioners, Ms. Kate Mundy, James Moore & Company, 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. Maria Goodwin, Mrs. Shannon Walding, Mrs. Becky Samarripa, Ms. Janine Dexter, 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 to Allocate/Rescind Funds from Service Provider PY 2021-2022
 - Approval of Budget Modification #6 for PY 2021-2022
 - Minutes for the April 12, 2022 Executive Committee and General Board meeting and the May 2, 2022 Rating Committee minutes
 - Approval of Revised Board Policy #1, Board Meeting/Schedule of Operations list-retro to 5/1/2022
 - Acknowledgment of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers – Dr. John Holdnak, February 8, 2022
- New Business
 - **Financial Audit – James Moore & Company**
 - **Approval of Rating Committee Recommendation**
 - **Approval to accept new funds for PY 2022-2023**
 - **Approval of Service Provider Allocations for PY 2022-2023**
 - **Approval of Board Budget PY 2022-2023**
 - Budget comparison
 - **Approval Authority for Executive Director to move funding**
 - **Approval of 2022-2023 Demand Occupation List**
 - **Approval of Board Policy 32 – Revised Travel Policy**
 - **Approval of revised Administrative Plan**
 - **Approval of Board Policy 1- Board Meeting/Holiday Schedule 2022-2023**
 - **Approval for Alex Murphy to serve as designee for Superintendent Husfelt for PY 2022-2023**

Old Business

- Marketing & Communication Report – through April 2022 – report included FYI
- One Stop Services Report –April 2022 – report included FYI
- Regional Performance Reports – April 2022 – Report included FYI

- 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. Dr. Hardman indicated there were two emergency items. One was the addition of Northwest Florida State College to our Eligible Training Provider List and the other Board Policy 54 related to child abuse prevention. She said that she would take these two items after the audit presentation.

INVOCATION AND PLEDGE OF ALLEGIANCE:

Commissioner Bill Dozier gave the Invocation and led the Pledge of Allegiance.

Approval to add two emergency items to the agenda

Dr. Pat asked for a motion to add the two emergency items to the agenda.

Mrs. Becca Hardin made a motion to approve adding two emergency items to the agenda. Mr. Ted Mosteller seconded, and the motion passed unanimously.

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 none, 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. Ted Mosteller seconded, and the motion passed unanimously.

NEW BUSINESS:

Chair Hardman introduced Katie Munday with James Moore and Company to review the financial audit with the board.

Financial Audit – James Moore & Company

Ms. Katie Munday reviewed the financial audit ending June 30, 2021. She said the CSGC Board was given the highest level of assurance, an unmodified opinion under the government standards. She pointed out that there were no material weaknesses identified, no significant deficiencies identified, there were no financial statement findings, no federal award findings and questioned costs, Overall, it was an excellent audit. Ms. Munday said that it was a pleasure working with staff and appreciated their quick responses to retrieving all requested documents. Mrs. Blair said it was a pleasure working with the team at James Moore & Company. Dr. Hardman congratulated and thanked all involved for a great audit. Dr. Hardman asked for a motion to approve the financial audit.

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

EMERGENCY ITEMS

Approval to add Northwest Florida State College to the Eligible Training Provider List

Mrs. Kim Bodine respectfully requested approval to add Northwest Florida State College to the Eligible Training Provider List. She stated this college has a tractor trailer driving course to obtain a CDL license. Currently, there is only one other entity in the area that provides this training, which is in Chipley, Florida. Florida Panhandle Technical College in Chipley has no openings for the course until January 23 and in light of the WestRock closure, it is prudent to ensure there is another resource. Dr. Pat Hardman agreed and asked for approval to add Northwest State College to the Eligible Training Provider List.

Mr. Fred Croon made a motion to add Northwest Florida State College to the Eligible Training Provider List. Ms. Elinor Mount-Simmons seconded, and the motion passed unanimously.

Approval of Board Policy 54- Child Abuse Policy

Mrs. Kim Bodine said that the Summer Program in Port St. Joe which is operated by the board along with a summer intern program includes youth from 4-16 years old. In doing so, our Insurance Company indicated that the board needed to have a policy that detailed the process for background checks on all volunteers and interns could be working with youth in a one on one situation. In light of the Insurance Company's requirement staff created Board Policy # 54, Child Abuse Prevention Policy, and recommended the policy for board approval. A detailed procedural instruction for this subject to protect children involved in appropriate youth staffed by the board. Dr. Pat Hardman asked for a motion to approve BP-54 as presented.

Ms. Christy Smith made a motion to approve Board Policy 54, Child Abuse Prevention as presented by Mrs. Kim Bodine. Mr. Fred Croon seconded, and the motion passed unanimously.

Approval of the Rating Committee Recommendation

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

As directed by the board, board staff completed the procurement process for the service provider related to the WIOA Youth Services. Board staff advertised a Request for Proposal process, and one proposal was received. Gulf Coast State College was the only responder. Mrs. Bodine said that even though there was only one response received for the WIOA Youth Services program, the Board is still required to review and rate the proposal to be sure all requirements are met to provide the services of the program. Mrs. Bodine said that the rating committee was impressed with the response received and recommended Gulf Coast State College as the WIOA Youth Services service provider for board approval. Dr. Hardman asked for a motion to approve the Rating Committee recommendations as presented and noted in the committee meeting minutes. Dr. Hardman asked for a motion to approve the Rating Committee recommendation as presented and noted in the committee meeting minutes.

A motion was made by Ms. Elinor Mount-Simmons to approve the rating committee recommendation, Gulf Coast State College to serve as the service provider for WIOA Youth Services. Mrs. Becca Hardin seconded, and the motion passed unanimously.

Approval to Accept New Funds for PY 2022-2023

Mrs. Blair reviewed the Board's proposed budget for PY 2022-2023, totaling \$5,988,190, which is located on under the Revenue section of the Projected Budget page. Dr. Hardman asked for a motion to approve the acceptance of new funds for PY 2022-2023.

A motion was made by Mr. Jim McKnight to approve the acceptance of new funds for PY 2022-2023. Mr. Ted Mosteller seconded, and the motion passed unanimously.

Approval of Service Provider Allocations – PY 2022-2023

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

Mrs. Blair reviewed the service provider allocations: CSGC/Job Center-One Stop Operator - \$491,242, GCSC-WIOA Youth Services - \$122,118 and Royal American Management (RAM) - \$215,500. Dr. Pat Hardman asked for a motion to approve the service provider allocations for PY 2022-2023 as presented.

A motion was made by Mrs. Becca Hardin to approve the service provider allocations for PY 2022-2023 as presented. Mr. Jim McKnight seconded, and the motion passed unanimously.

Approval of Board Budget – PY 2022-2023

Mrs. Blair reviewed the Board's proposed budget for PY 2022-2023, totaling \$5,159,330. She also pointed out on the top left of the budget page there was a quick overview of the budget expenditures. Additionally, the board has an

automatic ITA waiver of 30% and 32.70% is budgeted. Lastly, she pointed out some of the youth expenditure requirements at the bottom of the budget page. Dr. Hardman asked for a motion to approve the board budget for PY 2022-2023 as presented.

A motion was made by Ms. Christy Smith to approve the board budget for PY 2022-2023 as presented. Ms. Rebekah Vassar seconded, and the motion passed unanimously.

Approval Authority for Executive Director to move funding

Mrs. Kim Bodine explained that if a current service provider or the Board is not going to expend all of their Welfare Transition or other funds, she respectfully requested permission to move funds to where they could be utilized prior to year's end as necessary and report back at the next meeting as to any changes that were made. Dr. Pat asked for a motion for approval authority for the Executive Director to move funding as presented.

Mr. Fred Croon made a motion for approval authority for the Executive Director to move funds as presented. Mr. Jim McKnight seconded, and the motion passed unanimously.

Approval of the Demand Occupation List for PY 2022-2023

Mrs. Jennifer German said that the demand occupation list comes from the Department of Economic Opportunity (DEO). 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 that is low is also stricken. Dr. Hardman asked for a motion to approve the Demand Occupation List for PY 2022-2023 as presented.

A motion was made by Mrs. Becca Hardin to approve the Demand Occupation List for PY 2022-2023 as presented. Ms. Rebekah Vassar seconded, and the motion passed unanimously.

Approval of Board Policy 32 – Revised Travel Policy

Mrs. Deb Blair said that this policy was reviewed and updated as needed to reflect changes: Items that had expiration clauses were taken out and in the Lodging Expenses When traveling section as employees two paragraphs were added. Basically, the legislature had put a cap on the amount employees are allowed to expend on lodging. That language was specific, but now expired, therefore, staff changed to more generic terms in sections F and G on page 8. Basically, this states that staff are required to go to the statutes to find out what the current daily limit amounts for lodging actually is. Mrs. Blair said that currently it's \$175 per night. Dr. Hardman asked for a motion to approve Board Policy 32, revised Travel Policy as presented.

A motion was made by Ms. Elinor-Mount Simmons to approve Board Policy 32, revised Travel Policy as presented. Ms. Christy Smith seconded, and the motion passed unanimously.

Approval of the Revised Administrative Plan

Mrs. Deb Blair said the Administrative Plan had not been updated in several years, therefore, the above-named BP 32 was included in the Administrative Plan as well as updates in such areas as the personnel handbook, procurement policies and procedures, board assurances, prior approval procedure, CSFL contract policy and WIOA PI 17 – Fuel card process to name some of the changes. Dr. Hardman asked for a motion to approve the revised Administrative Plan as presented.

A motion was made by Mr. Jim McKnight to approve the revised Administrative Plan as presented. Ms. Christy Smith seconded, and the motion passed unanimously.

Chair Hardman stated that she felt we could take the next two items together if no one objected. No one was opposed to taking the items together. Dr. Hardman asked Kim Bodine to present the recommendation of approving the 22-23 Board Calendar Schedule and for Alex Murphy to be approved as the designed for Superintendent Bill Husfelt.

Mrs. Bodine said that DEO requires a Board meeting calendar/Holiday schedule to be approved for each program year. Additionally, she respectfully asked that Mrs. Alex Murphy serve as designee for Superintendent Bill Husfelt for PY 2022-2023. Dr. Hardman asked for a motion to approve Board Policy 1 for PY 2022-2023 and to approve Mrs. Alex Murphy to serve as designee for Superintendent Bill Husfelt for PY 2022-2023.

Mr. Jim McKnight made a motion to approve BP 1 as presented and to approve Mrs. Alex Murphy to serve as designee for Superintendent Bill Husfelt for PY 2022-2023. Ms. Christy Smith seconded, and the motion passed unanimously.

Dr. Hardman said that due to time constraints, all staff reports will not be reviewed, but asked that board members to review them in the agenda packet.

Chair/Executive Director Report

Dr. Pat Hardman spoke about a meeting she attended with the Pioneer Bay Community Development Corporation in North Port St. Joe, Gulf County, where they received three EPA Brownfields grants and CareerSource is going to be assisting with the recruitment and support for the training grant. The total of the three grants was approximately \$900,000. She said that there would be about 40 participants involved in the training to receive certifications in EPA types of activities.

Chair Hardman then turned the floor over to Kim Bodine, Executive Director.

Mrs. Bodine asked the board members to complete their annual training if they have not already done so and to please send the completion certificate to Donna Stapleton or herself to comply with monitoring requirements.

She also said that there is a "board realignment process" in progress at the State Board level. This action emanates from the REACH Act (enacted last July). She stated she is one of the Executive Directors selected to represent smaller regions by the state board staff. Regions 1-4 are hiring a consultant to work with the staff to compile data for the entire 12 counties to get a better snapshot of combined budgets, operating structures and performance in an effort to develop efficiencies and potential planning region, or regional consolidation. She said that at the next full board meeting, she will have Marti Coley, the lobbyist for Florida Workforce Development Association speak to the board as she has a lot of information regarding the process and the politics that goes with the action. Mrs. Bodine informed the board that she would be meeting with each of the Bay County Commissioners the following week, and then with each Gulf and Franklin County Commission.

Mrs. Bodine said that staff continues to serve WestRock employees. Job Fairs were conducted this past Friday and Saturday. She said it was the poorest turnout there has been in her 30-year career for a major job fair. There were 67 jobseekers on Friday and 27 on Saturday. She indicated that the turnout could in part be explained by the 30 year low unemployment rate for the region. She said that a lot of workers they met with have plans and they feel like they have a good handle on what they are doing. She also said that last Friday, board and provider staff met with DEO staff virtually about the reemployment assistance piece and now feel that staff have a good understanding of the Reemployment Assistance piece of this Rapid Response effort. She said DEO staff are committed to help us make sure these workers are taken care of. The big layoff date is June 6th.

Mr. Croon said that were talks about that HR folks from WestRock from their other locations (Georgia, Alabama and other areas of Florida) came down and offered some employees a position with WestRock in different locations or with a company under WestRock where they could keep their seniority, but it would take them out of our economy. Mrs. Bodine said HR was there early on for a week to meet with some employees at WestRock, but she does not know how many offers were made or how many were accepted, and she also said that Krayton has been recruiting heavily with the WestRock workers, but she has no knowledge of the numbers there either.

Dr. Hardman said that if there was anything that the board could do to help with the consolidation effort, as she said these types of things hit smaller, rural areas worse than the bigger areas. Mrs. Bodine said that we should probably wait until there is more progression, but she would keep all apprised about the situation.

Mr. Dozier said that for the new members that commissioners are not allowed to vote on our board, but he does attend the meetings. He wanted to be sure other members knew that he is involved but cannot make motions or vote on items.

The next board meeting will be in early August.

GOOD OF THE ORDER

Articles to read are an attachment to the agenda packet.

OPPORTUNITY FOR PUBLIC COMMENT

ADJOURNMENT

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