

**GULF COAST WORKFORCE BOARD, INC. d/b/a CareerSource Gulf
Coast GENERAL MEETING
August 9, 2022**

CareerSource Gulf Coast held an in-person and Zoom meeting / General Meeting at 10:00 a.m. (CST) on Tuesday, August 9, 2022.

Members Present:

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

Members NOT present:

Mr. Steve Jordan (V)
Ms. Lisa Barnes-Tapscott (V)
Mr. Christian Johnson (V)
Ms. Shelley Scarborough (V)
Ms. Christy Smith (V)

Also present were Ms. Julie Ramirez, Royal American Management; Mr. William Dozier, Bay County Board of County Commissioners, Ms. Marti Coley, PinPointResults; Ms. Debbie Carty, Division of Blind Services, 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. 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 Budget Modification #7 for PY 2021-2022
- Approval of Carry Forward
- Approval of Acceptance of New Funds – PY 2022-2023
- Approval of Budget Modification #1 for PY 2022-2023
- Minutes for the May 24, 2022 Executive Committee and General Board meeting
- Approval of Revised Board Policy #1, Board Meeting/Schedule of Operations list-retro to 6/1/2022
- Acknowledgment of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers – Mr. Glen McDonald, 5/24/2022

➤ **New Business**

- Advocacy/REACH Act update
- **Approval of TOL for OJT – work-based learning/training**
- **Approval of ETPL Application – Tallahassee Community College**
- **Approval of ETPL Application – GCSC computer classes**
- **Approval of PY 2022-2023 Performance Goals**
- **Approval of voting member from GCSC – Dr. Flax-Hyman**
- **Approval of Board Policy 55, Basic Skills Deficiency Definition**
- **Approval of Draft 2-year Local Workforce Plan**
- WestRock update

Old Business

- Marketing & Communication Report – through July 2022
- 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. Kim 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 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. Jim McKnight seconded, and the motion passed unanimously.

NEW BUSINESS:

Advocacy/REACH update

Ms. Marti Coley from Pinpoint Results provided an overview of the 2021 House Bill 1507, which represents sweeping changes to workforce development in Florida. She said a firm was hired by DEO to research how realignment of the workforce boards would look like. Some items in HB 1507 that she spoke about: 10% holdback for vendors, letter grades, which is not specific and may not count in the 1st year as it is vague, and maybe fewer boards, which would make it easier for oversight and management. Mrs. Bodine said that whatever is presented, the Chief Elected Officials must approve. Ms. Coley spoke frankly about this REACH Act and the board members asked questions and discussed the issues.

Approval of Targeted Occupation List for OJT – work-based learning/training

Mrs. Bodine said that this targeted occupation list is for OJTs only, which are work-based learning/training. State Policy requires that work-based training also be listed on the Targeted Occupations list, so this list opens up more options for OJT training.

Mr. Ted Mosteller made a motion to approve the TOL for OJT, work-based learning/training. Ms. Elinor Mount-Simmons seconded, and the motion passed unanimously.

Approval of the ETPL Application for Tallahassee Community College

Mrs. German said that in Gulf and Franklin counties, there was a request by a case manager to include Tallahassee Community College to the Eligible Training Provider list for Law Enforcement, Basic Recruit, Career & Technical Certificate program. Dr. Pat Hardman asked for a motion to approve the ETPL application for Tallahassee Community College's Law Enforcement, Basic Recruit, Career & Technical Certificate Program.

Ms. Elinor Mount-Simmons made a motion to approve the ETPL application for Tallahassee Community College's Law Enforcement, Basic Recruit, Career & Technical Certificate Program. Mr. Ted Mosteller seconded, and the motion passed unanimously.

Approval of the ETPL Application for Gulf Coast State College computer classes

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

Mrs. Bodine said that jobs were now available for these programs and respectfully requested approval of ETPL application for Gulf Coast State College's computer classes. Dr. Pat Hardman asked for a motion to approve the ETPL application for Gulf Coast State College's computer classes as presented.

Mr. Jim McKnight made a motion to approve the ETPL application for Gulf Coast State College as presented. Mr. Fred Croon seconded, and the motion passed unanimously.

Approval of PY 2022-2023 Performance Goals

Mrs. Bodine indicated the performance goals presented need to be approved by the board for the board staff to negotiate with the State and Federal governments for the PY 2022-2023 performance goals. Dr. Pat Hardman asked for a motion to approve the PY 2022-2023 performance goals as presented.

Ms. Elinor Mount-Simmons made a motion to approve the PY 2022-2023 performance goals as presented. Mrs. Becca Hardin seconded, and the motion passed unanimously.

Approval of voting member from Gulf Coast State College – Dr. Cheryl Flax-Hyman

Mrs. Bodine said that Dr. John Holdnak is leaving the college and the GCSC District Board of Trustees has appointed Dr. Cheryl Flax-Hyman as the interim president of Gulf Coast State College. Dr. Flax-Hyman will be serving as the college's representative on the CSGC board of directors, replacing Dr. Holdnak until a new president is hired. She also said that Mr. Glen McDonald will remain as the designee to Interim President Dr. Flax-Hyman. Dr. Pat Hardman asked for a motion to approve the voting member from GCSC, Dr. Cheryl Flax-Hyman, Interim President.

Mr. Jim McKnight made a motion to approve the voting member from Gulf Coast State College, Dr. Cheryl Flax-Hyman, Interim President as presented. Mr. Fred Croon seconded, and the motion passed unanimously.

Approval of Board Policy #55, Basic Skills Deficiency Definition

Mrs. Bodine said that staff has not had a formal definition for those that are Basic Skills Deficient, which is required by the state. Board Policy 55 spells out what the definition of Basic Skills Deficiency. Dr. Pat Hardman asked for a motion to approve BP 55 as presented.

A motion was made by Mr. Glen McDonald to approve Board Policy 55, Basic Skills Deficiency definition as presented. Mrs. Alex Murphy seconded, and the motion passed unanimously.

Approval of draft 2-year plan – modification to the Local Workforce Plan 2020-2024

Mrs. Bodine referred to a PowerPoint presentation about the modification to the Local Workforce Plan. Mrs. Bodine said that the plan modification should identify policies, procedures, strategies and the activities that are carried out in the region. The Local Plans and modifications should also describe how the local area aligns with the state goals and strategies. There are six sections of the plan: Organizational Structure, Analysis of Need and Available Resources, Local LWDB Vision and Strategic Goals, Description of Strategies and Program Services, Description of the local One-Stop system, and Performance and Effectiveness. She added that staff have compiled the draft of the local plan which was sent out to the board for review and comments prior to the board meeting. She respectfully requested board approval of the draft Modification of the PY 2020-2024 Local Plan. She also indicated the staff must advertise the plan for at least two weeks in order to seek comments and input by stakeholders.

Mrs. Bodine said the staff will continue to make minor adjustments to the plan, based upon input and feedback. She said that staff will seek Local Elected Officials approve – Franklin County, September 6th; Bay County, September 20th; and Gulf County, September 27. The plans are due October 3rd. Mrs. Bodine ask the board members and stakeholders to continue to send feedback, suggestions and questions through this month. Dr. Pat Hardman asked for a motion to approve the draft 2-year plan, which is the modification to the Local Workforce Plan 2020-2024.

A motion was made by Mr. Glen McDonald to approve the draft 2-year plan – modification to the Local Workforce Plan 2020-2024. Ms. Rebekah Vassar seconded the motion and the motion passed unanimously.

WestRock Update

Mrs. Bodine provided a timeline for the WestRock layoff, from when the Executive Director of CSGC learned of the layoff on April 7th through the onsite services that were provided to WestRock staff in their parking lot. Services provided included: Orientations at WestRock, appointments for one-on-one assistance during business hours, on-call after-hour support, multi-day job fair, on-call number for calls/texts messaging capability, email address specifically for workers affected by mass layoff, Employ Florida registration assistance and dislocated worker online survey to name a few. To date, there are eight workers in training, 41 were provided assistance with Reemployment Assistance (July), 37 Job Seeker services and five job placements. There were WestRock CDL trainees at Northwest Florida State College, training for the CDL truck driving..

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 thanked Ms. Marti Coley for her presentation at the board meeting. She said she has been on a call with the Workforce Board Chair's Alliance which is talking about visiting the Governor's staff to discuss the realignment of workforce boards, letter grades for workforce boards, as well as a holdback clause related to tuition payments. She said that she would keep the board apprised on the progress on that front. Dr. Hardman also thanked Ms. Sheila Hauser for agreeing to be the board's representative on the Florida Workforce Development Association and for attending the meeting in Tallahassee in June. She also said that the annual meeting is normally in October, we staff is leaning toward a later date at this time and the Executive Committee may meet in September to approve any revisions to the two-year modification to the plan if necessary. There is not a plan for the full board to meet in September but will likely meet in October.

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

Mrs. Bodine informed the board that reporting is behind due to a shutdown of the Employ Florida system for several weeks in June. The data warehouse is back up, but only came up late last week, and staff is still working on the year end reports due to the extended down time.

She also said that she met with each of the Bay County Commissioners regarding parts of the REACH act and its impacts on workforce as well as the possibility of board consolidation as part of the alignment process and she is in the process of scheduling meetings in Gulf and Franklin Counties.

Mrs. Bodine said that staff is working with an organization to collect and summarize information regarding the Northwest Florida Local Workforce Areas 1-4 to determine what the footprint looks like in terms of geographic, demographic, numbers served, budgets as well as organizational structure differences and other information. This was suggested by the Bay County Commissioners, the Executive Committee and is in the approved budget.

She also reported the Summer Youth Program was a success and a full report will be given in our next meeting as well as an update on other grants staff is implementing.

Ms. Elinor Mount-Simmons commended Mrs. Bodine and staff for all the work they have accomplished. Dr. Pat Hardman also commended staff for everything they do.

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.