

**GULF COAST WORKFORCE BOARD, INC. d/b/a CareerSource Gulf  
Coast GENERAL MEETING  
October 11, 2022**

CareerSource Gulf Coast held an in-person and Zoom meeting / General Meeting at 10:00 a.m. (CST) on Tuesday, October 11, 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. Christy Smith (V)
Mr. Fred Croon (V)	Ms. Lisa Barnes-Tapscott (V)
Mrs. Becca Hardin (V)	Mr. Glen McDonald (V) designee
Mr. Jim McKnight (V)	Mr. Aaron Little (V)
Mr. Derrick Henderson (V)	Mrs. Alex Murphy (V) designee

Members NOT present:

Mr. Steve Jordan (V)  
Mr. Christian Johnson (V)  
Ms. Shelley Scarborough (V)  
Ms. Rebekah Vassar (V)  
Mr. Joey Ginn (V)  
Dr. Cheryl Flax-Hyman (V)

Also present were Ms. Carlas Wodford, Royal American Management; Mr. William Dozier, Bay County Board of County Commissioners; Ms. Gail Emrich, NCBA; 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 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 #8 for PY 2021-2022
- Approval of Acceptance of New Funds for PY 2022-2023
- Approval of Budget Modification #2 for PY 2022-2023
- Approval of Prior Approval Transfer Request for WIOA Adult/Dislocated Worker
- Approval of Financial Report ending 6/30/2022
- Approval of August 9, 2022 Executive Committee and General Board meeting minutes
- Approval of 8/24/2022 Telephonic Executive Committee Minutes
- Approval of Revised Board Policy #1, Board Meeting/Schedule of Operations list-10/1/2022
- Acknowledgment of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers – Mr. Glen McDonald, 8/9/2022

➤ **New Business**

- **Approval of the Internal Control Questionnaire (ICQ), Annual Risk Discussion**
- Local Workforce Plan update
- **Approval to advertise RFQ for Audit Services**
- **Approval of BP 32- Travel and Expense Policy revision**

**Old Business**

- Marketing & Communication Report – through September 2022
- One Stop Services Report

- 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. Shannon Walding gave the Invocation and Mrs. Bodine 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. Ted Mosteller seconded, and the motion passed unanimously.**

### **NEW BUSINESS:**

#### **Internal Control Questionnaire (ICQ) – Annual Risk 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. Mrs. Bodine also said that part of completing the ICQ is an annual discussion on risk assessment. She asked the board for any input they may have for risks they have experienced or have heard about. After discussing the ICQ, Mrs. Bodine respectfully requested that the ICQ be approved by the board. Dr. Pat Hardman asked for a motion to approve the ICQ as presented.

**A motion was made by Mrs. Alex Murphy to approve the Internal Control Questionnaire (ICQ) as presented. Mrs. Becca Hardin seconded, and the motion passed unanimously.**

#### **Local Workforce Service Plan update**

Mrs. Kim Bodine gave an overview of the local workforce service plan update. She said the Executive Committee approved an addition to an attachment to include language regarding firewalls that was required. She said plan was completed, approved by the three commissions and sent to DEO.

#### **Approval to Advertise for RFQ for Audit Services**

Mrs. Deb Blair explained the board is in its 5<sup>th</sup> and final year of the current auditor's contract and by law CSGC must change auditors. She respectfully requested permission to advertise an Audit RFQ sometime in the beginning of the new year, 2023, in order to advertise the RFQ, have a rating committee chosen, rate the proposals and report the recommendation to the full board for approval. Dr. Pat asked for a motion to approve staff to advertise the Audit Services RFQ.

**Mrs. Becca Hardin made a motion to approve staff advertise for an RFQ for Audit Services. Mr. Fred Croon seconded, and the motion passed unanimously.**

#### **Approval of Revised BP 32 - Travel and Expense Policy**

Mrs. Deb Blair indicated on the 3<sup>rd</sup> page of the policy used to read: "Mrs. Kim Bodine and Ms. Jennifer German are the designated employees that can authorize travel". As the board now has two deputy directors, the language was changed to "The Executive Director and a Deputy Director are the designated employees that can authorize travel". Dr. Pat Hardman asked for a motion to approve the revision as indicated.

**Ms. Elinor Mount-Simmons made a motion to approve the revised BP 32 - Travel and Expense Policy as presented. Mr. Glen McDonald seconded, and the motion passed unanimously.**

#### **Marketing Report**

Mrs. Becky Samarripa said that Instagram has been included as a social platform along with Facebook, Twitter and LinkedIn. She also reviewed some marketing highlights which included increasing involvement in community events. The Homeless Veteran's Stand Down was a success, serving 47 homeless veterans. She also reviewed the highlights of a staff award at the Workforce Professional Development Summit in September, hiring events held in the last three months and the variety of free workshops held at the Job Center held each month.

She also said the Annual Luncheon will be held Friday, November 4<sup>th</sup>. She said she will be sending out invitations very soon to all.

## Chair/Executive Director Report

Dr. Pat Hardman said that we have been working with the consulting group from Ernst & Young (EY) and participating in meetings with Economic Developers and Employers on the 3rd of October, Education and Community Based Partners on the 6th of October and with our board yesterday, on October 10th. There has been great support from our partners and board members, and we thank all who have taken the time from their busy schedules to be a part of these meetings. There is an in-person meeting on November 1st in Marianna for a group of five leaders from the board / community and then a virtual meeting with Local Elected Officials in November.

Dr. Hardman reminded members that next month is the Board's Annual Luncheon on November 4th, and at that time we will pass a slate of officers, to include a new vice-chair. To that end, she asked Mr. Jim McKnight and Mr. John Deegins to serve on the nominating committee to seek out a candidate for that position. Dr. Hardman thanked them both for agreeing to serve in that role.

She also said there will be no meeting in December. Chair Hardman then turned the floor over to Kim Bodine, Executive Director.

Mrs. Bodine agreed with Chair Hardman about the board member participating with the EY Consultants and thanked all that made the time to do so. She said an employer from Waffle House that she didn't even know personally gave such good feedback to the consultants about CareerSource Gulf Coast and how diligently they had worked with them that it was humbling. She went on to say that it has been difficult getting grants started up due to difficulty with recruiting and hiring staff, but staff are working hard to get them going.

## **GOOD OF THE ORDER**

Articles to read are an attachment to the agenda packet.

## **OPPORTUNITY FOR PUBLIC COMMENT**

There was no public comment.

## **ADJOURNMENT**

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