

**GULF COAST WORKFORCE BOARD, INC. d/b/a CareerSource Gulf Coast GENERAL MEETING  
November 14, 2023**

CareerSource Gulf Coast held an in-person and Zoom meeting / General Meeting at 10:00 a.m. (CST) on Tuesday, November 14, 2023

<u>Members Present:</u>		<u>Members NOT present:</u>
Ms. Elinor Mount-Simmons (V)	Mr. David Hughes (V)	Mrs. Sheila Hauser
Mr. Joey Ginn	Mr. Christian Johnson (V)	Mrs. Alex Murphy
Dr. Pat Hardman (V)	Mr. Aaron Little (V)	Mr. Derrick Henderson
Mr. Ted Mosteller (V)	Ms. Alexis Underwood (V)	Mr. Glen McDonald
Mr. John Deegins		Mr. Fred Croon
Mr. Jim McKnight		
Mrs. Becca Hardin		
Mrs. Rebekah Vassar		

Also present were Commissioner Bill Dozier, Bay BOCC; Mrs. Tameka Austin, DEO (V), Mr. Timothy Bowers, TAFB Military and Family Readiness; CareerSource Gulf Coast board staff: Mrs. Kim Bodine, Executive Director, Mrs. Deb Blair, Ms. Janine Dexter, Mrs. Shannon Walding (V), Mrs. Angela McLane, Ms. Becky Samarripa, Mr. Corbett Hines, Ms. Donna Stapleton (V), and Ms. Hilarie Pearson

The purpose of the meeting was to review/take action on the following items:

- **Consent Agenda Approval**
  - Approval to Accept New Funds for PY 2023-2024
  - Approval of Budget Mod 3 – PY 2023-2024
  - Approval of MOU/IFA revisions
  - Approval of 9/12/2023 Executive Committee and General Board meeting minutes
- **New Business**
  - Appointment of Alex Murphy
  - Approval of extension of ETPL Programs
  - Approval of Targeted/Demand Occupations List
  - Approval of ETPL Initial Eligibility FleetForce Truck Driving School
  - Approval of ETPL Initial Eligibility TCC Corrections Officer (Pending Letters of Commitment)
  - Approval of BP 1 Board Calendar
  - Approval of Letter Grades
- Old Business**
  - Marketing & Communication Report – through October 2023
  - One Stop Services Report
  - Performance Reports
- Chair/Executive Director Report
- Public Comments

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

**INVOCATION AND PLEDGE OF ALLEGIANCE:**

Dr. Patricia Hardman gave the Invocation and led the Pledge of Allegiance.

**Approval of Consent Agenda:**

Ms. 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 none, she asked for a motion to approve the Consent Agenda as presented and previously discussed and approved by the Executive/Finance Committee.

Ms. Elinor Mount-Simmons asked for a motion to approve the Consent Agenda

**A motion was made by Mrs. Becca Hardin to approve the consent agenda as presented. Mrs. Rebekah Vassar seconded, and the motion passed unanimously.**

Ms. Elinor Mount-Simmons welcomed Ms. Alexis Underwood to the Board of Directors and thanked her for joining the Board Meeting.

**NEW BUSINESS:**

Approval of Slate of Officers 2023-2024

Mrs. Kim Bodine presented this item to the Board of Directors. Mrs. Bodine stated that each year we typically have a annual meeting where we celebrate successes and pass the slate of officers, however this year with budget and staff cuts we decided to forego the luncheon meeting. She stated "...according to our bylaws this meeting will serve as our annual meeting". Mrs. Bodine mentioned that we have one vacant seat for the Executive Committee and asked if any Board Member was interested in serving on the Executive Committee to please reach out to her. She also requested that the Board Chair appoint a nominating committee to assist in developing a potential board member candidate list for nomination by the Bay County EDA. Chair Mount-Simmons asked for volunteers to reach out to Mrs. Bodine who could provide the rules and guidelines for the nomination process and what industry sectors members should come from. She also encouraged Bay County members to consider joining the executive committee.

Ms. Elinor Mount-Simmons asked for a motion to approve the 2023-2024 Slate of Officers

**A motion was made by Mrs. Becca Hardin to approve the 2023-2024 Slate of Officers as presented. Mrs. Rebekah Vassar seconded, and the motion passed unanimously.**

Appointment of Alex Murphy

Mrs. Elinor Mount-Simmons announced that Mrs. Alex Murphy had been appointed to the Board of Directors and noted that Mrs. Murphy was unable to attend the November 14<sup>th</sup> meeting. Mrs. Alex Murphy is a representative of the private sector and serves as the Community Affairs Liaison and Human Resources Manager for Central Maloney Incorporated.

Approval of Targeted/Demand Occupation List

Mrs. Kim Bodine presented this item to the Board. Mrs. Bodine stated that Mrs. Maria Goodwin had met with the Franklin County Sheriff, who indicated a need for trained Corrections Officers. Mrs. Bodine went on to state that after reviewing the list of Demand Occupations, it was discovered that this occupation is not listed on either CSGC or CSFL list of Targeted/Demand Occupations and Mrs. Bodine asked the Board to approve adding it to the list.

Ms. Elinor Mount-Simmons asked for a motion to approve the addition of Corrections Officer to the Targeted/Demand Occupation list.

**A motion was made by Mrs. Becca Hardin to add Corrections Officer to the Regional Targeted/Demand Occupation list. Mr. Jim McKnight seconded, and the motion passed unanimously.**

Approval of ETPL Initial Eligibility FleetForce Truck Driving School

Mrs. Kiim Bodine presented this item to the board. Mrs. Bodine stated that FleetForce Truck Driving School is partnered with Northwest Florida College. She indicated that we have eligible residents who need CDL training, and our closest providers often have a waiting list. She shared that CareerSource Okaloosa/Walton had already received an application from FleetForce to request to be added to the ETPL for their region and that we were able to quickly have a completed application to also add them to our ETPL. Mrs. Bodine requested the approval by the board to add FleetForce Truck Driving School to our regional Eligible Training Provider List.

Ms. Elinor Mount-Simmons asked for a motion to approve the item as detailed.

**A motion was made by Mrs. Becca Hardin to approve the Initial Eligibility Application of FleetForce Truck Driving School so they could be added to the regional ETPL. Mr. Jim McKnight seconded, and the motion passed unanimously.**

Approval of ETPL Initial Eligibility TCC Corrections Officer Training

Mrs. Kim Bodine presented this item to the board. Mrs. Bodine stated that Tallahassee Community College applied to be on our Eligible Training Provider List as there is a need in Franklin County for Corrections Officers. Most participants in Franklin County would opt to complete the training in Tallahassee, due to time zone and distance. Mrs. Bodine asked that the board approve this item pending receipt of letters from employers (to be submitted by TCC).

Ms. Elinor Mount-Simmons asked for a motion to approve the item as detailed.

**A motion was made by Mr. Ted Mosteller to approve the Initial Eligibility Application of TCC Corrections Officer training program for addition to the ETPL. Mr. Jim McKnight seconded, and the motion passed unanimously.**

Approval of updated BP 1 Board Calendar

Mrs. Kim Bodine requested that the board approve two additional holidays for full time Board Staff based on a recent announcement by the Governor designating November 22, 2023, and January 2<sup>nd</sup>, 2024, as holidays for state workers. Mrs. Bodine also said that due to the coming holidays the December 2023 board meeting and the January 2024 board meeting are being cancelled. Mrs. Bodine said that the Executive Committee may need to meet prior to the next scheduled meeting which is February 13, 2024.

Ms. Elinor Mount-Simmons asked for a motion to approve the addition of the item as detailed.

**A motion was made by Mrs. Becca Hardin to approve the updated BP 1 Board Calendar as detailed. Mr. Jim McKnight seconded, and the motion passed unanimously.**

Approval of Letter Grades

Mrs. Kim Bodine presented this item to the board. Mrs. Bodine discussed the assignment of the 23-24 letter grades by CareerSource Florida for each Region, noting the CSFL assigns letter grades based on a methodology that was developed shortly after the REACH Act took effect. Mrs. Bodine provided a PowerPoint presentation that compared last year's scores to this year's scores, as well as the seven metrics used in the grading process. Mrs. Bodine said that this year we received a letter grade of A and that we will continue to dissect the layers of grading to ensure that we are meeting the goals of the grading process.

Ms. Elinor Mount-Simmons asked for a motion to approve the addition of the item as detailed.

**A motion was made by Dr. Pat Hardman to approve the Letter Grade item as detailed. Mr. Jim McKnight seconded, and the motion passed unanimously.**

One-Stop Services Report

The One Stop Services report showed in the agenda packet that for October 2023 there were 1,072 total one-stop visitors. Over the month the Centers provided 1,969 total services and issued 580 job referrals. In the employer side, staff provided 1,089 services to 201 businesses in the region.

Performance Reports

Mrs. Kimberly Bodine provided an overview of program performance reports through October 2023. Corbett Hines displayed the performance reports on the screen for the board members. Mrs. Bodine stated in the current program year we are doing very well in our training programs. Mrs. Bodine also stated that we are a little behind on our enrollments, but we are way ahead in our average wage at placement. She also noted that our credential measurables are timing issues and that the actual numbers will show at the end of the training. Mrs. Bodine mentioned that we have very few active clients on the Welfare/SNAP Program and that we don't target enrollees, they are referred to us by the Department of Children and Family Services.

### Marketing Report

Mrs. Becky Samarripa, Communications Manager, reviewed social media data from the months of August through October. Mrs. Samarripa highlighted marketing efforts, which included ads placed through social media as well as numerous job fairs that were held which increased the number of page views.

Mrs. Samarripa also detailed in depth the number of community relations events that CareerSource Gulf Coast participated in including ongoing food pantry distributions in Gulf County, Tyndall AFB Trunk or Treat, Ghosts on the Coast in Gulf County, and the TAFB Checkertail Airmen welcome orientations. Mrs. Samarripa also discussed the various job fairs throughout the months of August, September, and October. Mrs. Samarripa said that there are plans to increase the number of workshops in January 2024, leading up to the Bay County Job Fair, scheduled in February 2024.

Ms. Elinor Mount-Simmons thanked Ms. Samarripa for her full marketing report and asked if there were any public comments. There being none, Ms. Mount-Simmons asked Mrs. Kimberly Bodine for final comments. Mrs. Bodine thanked the Board of Directors for their service this year and wished the Board of Directors Happy Holidays.

### GOOD OF THE ORDER

Articles to read are an attachment to the agenda packet.

### OPPORTUNITY FOR PUBLIC COMMENT

Chair Mount-Simmons invited public comment. No Public comment

### ADJOURNMENT

There being no additional business, Ms. Elinor Mount-Simmons adjourned the meeting.