

**GULF COAST WORKFORCE BOARD, INC. d/b/a CareerSource Gulf Coast GENERAL MEETING
May 29, 2024**

CareerSource Gulf Coast held an in-person and Zoom meeting / General Meeting at 10:00 a.m. (CST) on Wednesday, May 29, 2024.

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

Also present were Commissioner Bill Dozier, Bay BOCC; CareerSource Gulf Coast board staff: Mrs. Kim Bodine, Executive Director, Mrs. Maria Goodwin, Mrs. Deb Blair, Ms. Janine Dexter, Mrs. Shannon Walding, Mrs. Angela McLane, Ms. Becky Samarripa, and Mr. Corbett Hines

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 6 – PY 2023-2024
 - Approval of revised Board Policy 1 – Board Mtg/Holiday Schedule 2023-2024
 - Approval of 4/9/2024 Executive Committee and General Board meeting minutes
 - Approval of 5/16/2024 Executive Committee meeting minutes
- **New Business**
 - Approval to Accept New Funds for PY 2024-2025
 - Approval of Board Budget for PY 2024-2025 (including service provider allocations)
 - Approval Authority for Executive Director to move funding.
 - Approval of Board Policy 1 – Board Mtg/Holiday Schedule 2024-2025

Old Business

- Marketing & Communication Report – through April 2024
- 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.

INVOCATION AND PLEDGE OF ALLEGIANCE:

Mrs. Kim Bodine 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.

A motion was made by Mr. Ted Mosteller to approve the consent agenda as presented. Dr. Pat Hardman seconded, and the motion passed unanimously.

NEW BUSINESS:

Approval to Accept New Funds for PY 2024-2025

Ms. Janine Dexter reviewed the new funds for PY 2024-2025 budget. Total anticipated revenue is \$2,810,036 and includes projected carryforward funds. This is about \$1 million less than last year's total revenue. The amount is based on draft allocations from Florida Commerce and could change when final allocation numbers are received in July or August.

Ms. Elinor Mount-Simmons asked for a motion to approve the acceptance of new funds for PY 2024-2025.

A motion was made by Mr. Joey Ginn to approve the acceptance of new funds for PY 2024-2025 as presented. Mrs. Alex Murphy seconded. Chair Mount Simmons asked for any discussion related to the item. There was no discussion, and the motion passed unanimously.

Approval of Board Budget PY 2024-2025

Ms. Janine Dexter reviewed the PY 2024-2025 Board budget. The total Board budget is \$2,810,036 broken down as follows: anticipated Board expenditures are \$2,549,321 and a service provider allocation to Gulf Coast State College for the Job Center grant agreement totaling \$260,715. Ms. Dexter indicated the budget represents a substantial decrease from the prior year and could require adjustment when final allocation numbers are received in a few months.

Ms. Elinor Mount-Simmons asked for a motion to approve the Board Budget for PY 2024-2025 as presented.

Mr. Joey Ginn made a motion to approve the Board Budget for PY 2024-2025 as presented. Mr. Ted Mosteller seconded the motion. Board Chair Mount Simmons opened the floor for discussion.

Executive Director, Kim Bodine, indicated that staff had worked on the budget for over a month, and have looked by line item to make the reductions while keeping as many staff as possible and commended them for their work. Chair Mount Simmons also gave her thanks to the finance team for their efforts and acknowledged that the budget cut was not based upon performance, but due to good economic conditions and the ending of certain grants.

Chair Mount Simmons confirmed that none were opposed to the motion and the motion passed unanimously.

Approval Authority for Executive Director to move funding.

Chair Mount Simmons asked Mrs. Kimberly Bodine to detail the item. Mrs. Bodine explained that annually this request is made near the end of the fiscal year so that strategic funding decisions made be made in order to expend funds that die at the end of the year, and to preserve funds that may be carried over whenever possible. This authority includes making budgetary shifts which may not normally be made without prior approval of the board. Mrs. Bodine indicated that there may be no modifications needed, however, in abundance of caution she always requests the board's approval and any such modifications will be brought before the board for approval retroactively.

Ms. Elinor Mount-Simmons asked for a motion for approval authority for the Executive Director to move funding as presented.

A motion was made by Mrs. Rebekah Vasser to provide authority for the Executive Director to move funding as presented. Mr. Ted Mosteller seconded, and the motion passed unanimously.

Approval of Board Policy 1 – Board Meeting/Holiday Schedule 2024-2025

Mrs. Kimberly Bodine explained that the Florida Commerce sub award agreement requires that our annual calendar be a policy and therefore whenever a meeting date or holiday change is made it needs board approval. Since we are cancelling the June meeting we must approve the new calendar. She indicated that it was uncertain if a July 2024 meeting will be necessary and will make an announcement closer to the meeting date.

Ms. Elinor Mount-Simmons asked for a motion for approval of Board Policy 1 as presented.

A motion was made by Mr. Ted Mosteller to approve Board Policy 1 as presented. Mrs. Alex Murphy seconded, and the motion passed unanimously.

Staffing

Mrs. Kimberly Bodine explained that the decrease in funding requires a reduction-in-force of staff, indicating that salaries are one of the largest expenses of the organization. The CSGC Reduction in Force policy requires that the board be provided with information about lay-offs by position classification. Ms. Bodine detailed the seven (7) positions that will be affected, some of which were already vacant. In addition, two of the seven positions have been modified from full-time to part-time positions. In addition to the board staff positions two positions formerly in service provider grant agreements will be eliminated and two positions will be transferred to board positions (one position is currently vacant). This is due to a non-renewal of the youth services contract. The non-renewal is largely due to the small number of staff in the contract and for cost savings. FL Commerce has asked us not to take any action on jointly managed staff at this time. Board discussion included the total number of positions which were filled where staff are being laid off-Mrs. Bodine indicated 4.5 positions that were actively filled overall. Mrs. Bodine also indicated that board staff affected would be notified following the board meeting.

Education and Industry Consortium

Mrs. Kimberly Bodine reviewed the agenda for the first Quarterly meeting of the Education and Industry Consortium. She reminded the board that this group of individuals was required by law, and the purpose is for industry leaders to collaborate with Education Institution to help inform training needs by targeted industry sectors, and that our board appointed the members, but board members themselves may not sit on this industry group. The first meeting was held in February with good attendance, and a lot of information was shared as well as a survey was given regarding common areas of concern in the workforce by employers.

OLD BUSINESS:

Marketing Report

Mrs. Becky Samarra, Communications Manager, highlighted marketing efforts, which included:

- Involvement in several community events as well as numerous hiring events and job fairs that were held.
- Programs in Gulf County including the Able Trust High School High Tech Program which was awarded first place in a state-wide competition as well as the Registration Kickoff Cook Out for the 2024 Summer Program for Gulf County.
- Sponsorship recruitment is underway for the Homeless Veterans Stand Down coming up in September.

Ms. Elinor Mount-Simmons thanked Ms. Samarra for her full marketing report

One-Stop Services Report

Mrs. Maria Goodwin gave an overview of the One Stop Services report in the agenda packet. For April 2024 there were 975 total one-stop visitors. Over the month the Centers provided 2,367 total services and issued 740 job referrals. In the employer side, staff provided 1,005 services to 219 businesses in the region.

Ms. Elinor Mount-Simmons thanked Mrs. Goodwin for her report.

Performance Reports

Program performance reports were provided in the agenda packet.

CHAIR / EXECUTIVE DIRECTOR REPORT

Executive Director Kim Bodine noted that the Executive Committee had approved renewing the lease of the Job Center. We used the services of a realtor, Mr. John Wanamaker. He conducted a market study of available spaces for lease. He found that we have a good rate per square foot considering that some spaces were double the cost we are currently paying. She indicated that the Executive/Finance Committee agreed to move forward in a plan to sublease some office space to help offset the annual cost.

Mrs. Bodine announced that the Summer Youth Camp that we operate in Gulf County will start June 10th and end July 19th. 175 kids will be served. Staff training starts June 3rd. Due to gym renovations that will occur during the summer, we will utilize more classrooms at the elementary school than we have in the past.

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.