

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

**August 13, 2024**

CareerSource Gulf Coast held an in-person and Zoom meeting / General Meeting at 10:00 a.m. (CST) on Tuesday, August 13, 2024.

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

Also present were Lonnie Saunders, Florida Commerce; and CareerSource Gulf Coast board staff: Mrs. Kim Bodine, Executive Director, Mrs. Maria Goodwin, Mrs. Deb Blair, Ms. Janine Dexter, Mrs. Shannon Walding, Ms. Becky Samarripa, Jessica Strickland, Angela McLane and Mr. Corbett Hines

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

- **Consent Agenda Approval**
  - **Acceptance of New Funds for PY 2023-2024**
  - **Approval of Budget Modification 7 for PY 2023-2024**
  - **Acceptance of New Funds for PY 2024-2025**
  - **Approval of Budget Modification 1 for PY 2024-2025**
  - **June Financial Report**
  - **Admin. Overages-PY 2023-2024**
  - **Approval of 5/29/2024 Executive Committee and General Board meeting minutes**
- **New Business**
  - **Approval of Administrative Plan Revisions**
  - **Approval of Regional Demand Occupations List 2024-2025**
  - **Approval of Revised Board Policies**
  - **Monitoring Results Acknowledgement**
  - **Approval of Local Workforce Services Plan (Regional Planning Area Plan)**
- Old Business**
  - Marketing & Communication Report – through July 2024
  - One Stop Services Report
  - Performance Reports
- Chair/Executive Director Report
- Public Comments

**CALL TO ORDER:** Mr. Joey Ginn, Board Vice 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:**

Mr. Joey Ginn 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, he 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 Dr. Pat Hardman to approve the consent agenda as presented.  
Mr. Jim McKnight seconded, and the motion passed unanimously.**

## **NEW BUSINESS:**

### **Approval of Administrative Plan Revisions**

Mrs. Kim Bodine explained that an update was needed to the Administrative Plan due to changes in the state agency's name and because documents referenced in the plan had been updated. She also indicated that the CSGC onboarding checklist used for new hires had been updated. The only substantive change was wording at the beginning of the document that stated that GCSC was the fiscal agent, and she updated that to correct it to our most recent Interlocal Agreement which states that the college is the grant recipient and the CSGC board is the fiscal agent. GCSC as the grant recipient means that the federal/state funds go directly to the college to reimburse them for the board/program expenses requested for each month.

Mr. Joey Ginn asked for a motion to approve the Administrative Plan Revisions.

**A motion was made by Dr. Patricia Hardman to approve the Administrative Plan Revisions as presented by Mrs. Bodine.  
Mr. John Deegins seconded, and the motion passed unanimously.**

### **Approval of Regional Demand Occupations List 2024-2025**

Mrs. Maria Goodwin detailed this item. She said the condensed list could be found in the agenda packet, but emphasized this was not the complete list that was provided by Florida Commerce, but a list focused on occupations for which training existed in our region, and also took into consideration demand, job growth and pay rate. Mrs. Goodwin indicated that the selection criteria was based on wages and have 10 annual openings and a/or a positive job growth rate. She reported that the mean wage or entry wage be \$18.26/ hour or higher to also qualify as criteria.

Mrs. Goodwin stated that there are a total of one hundred and sixty-eight occupations on the 2024-2025 Regional Demand Occupations List (RDOL), compared to the one hundred twenty-seven occupations on the 2023-2024 RDOL. She indicated that there are sixty-two new occupations added to the 2024-2025 RDOL and twenty-one occupations from the 2023-2024 RDOL that did not meet the criteria for the 2024-2025 list.

Mrs. Goodwin conveyed that many of these are not appropriate selections for us due to inability to sponsor training in Baccalaureate Degrees and/or training for the occupation not available regionally. She indicated that there are sixty-two new occupations added to the 2024-2025 Demand Occupations List and twenty-one occupations from the 2023-2024 Demand Occupations lists that did not meet the criteria for the 2024-2025 Demand Occupations List. Mrs. Goodwin stated that this did not affect our regional Targeted Occupations, with the exception of

Correctional Officer Training, which she indicated has been requested by local elected officials and law Enforcement in Gulf and Franklin Counties. She reported that CSGC left this occupation on our regional list and will support with labor market data and/or letters of support, there is positive job growth for this occupation.

Mr. Joey Ginn asked for a motion to approve the Regional Demand List for 2024-2025.

**A motion was made by Mr. Glen McDonald to approve the Regional Demand List for 2024-2025 as detailed by Mrs. Maria Goodwin. Mrs. Alex Murphy seconded, and the motion passed unanimously.**

#### Approval of Revised Board Policies #6, #8, and #18

Mrs. Kim Bodine explained that it was time to start updating the board policies to align and comply with state policy. Mrs. Bodine first addressed Board Policy #6, which is the Demand Occupations List. She reported that she took out some of the language that no longer reflected the process used to determine the list, and she updated it by adding more detail in the policy to align with the language of state policy regarding how the state comes up with the list. The language addresses the ability to add occupations to the local regional demand occupations list.

Mrs. Bodine said in policy # 8, Employment procedures, that she highlighted the major changes that have been updated in this policy which included: specifying advertising for permanent full time positions, and avenues for marketing positions for recruitment.

In policy #18, Mrs. Bodine outlined the updates made to the Professional Appearance Policy. A discussion transpired among the board members; they ultimately reached a unanimous agreement in keeping the linguistics inclusive of all by changing pronouns in the policy language to general, like saying "all staff", instead of specifics, like saying "male staff" or "female staff" regarding the do's and don'ts of professional appearance guidelines specified throughout the policy.

Mr. Joey Ginn asked for a motion for approval of Board Policies 6, 8, and 18 as presented.

**A motion was made by Mr. Glen McDonald to approve Board Policies 6, 8, and 18 as presented. Mrs. Alex Murphy seconded, and the motion passed unanimously.**

#### Monitoring Results Report

Mrs. Bodine provided an overview of the monitoring results and stated that the program year 2022-2023 summary findings for workforce development programs had three total findings. The three findings included one with Wagner-Peyser that found Permission missing in case notes to create a registration or job referral in Employ Florida (EF); one with Jobs for Veterans State Grant (JVSG) that found Specific Significant Barrier to Employment (SBE) missing in case note-statement missing in case note for referral to Job Center staff due to DVOP vacancy; and one for WIOA Youth that found Virtual Job Shadow Worksite Agreements missing in youth files (there is no worksite agreement for a virtual job shadow as it is virtual), or miscoded activity in EF.

Mrs. Bodine stated that regarding other non-compliance issues, it was found that a CSGC Memorandum of Understanding & Infrastructure Agreement with GCSC had missing language, which has since been corrected with the correct language in accordance with 20 CFR 678.500 & 678.755

Mrs. Bodine then praised Mrs. Shannon Walding's hard work with all the monitoring.

**A motion was made by Mrs. Becca Hardin to approve the Monitoring Results Report as presented by Mrs. Bodine. Mr. Glen McDonald seconded, and the motion passed unanimously.**

## Approval of the Regional Planning Area Plan

Mrs. Kim Bodine explained that CSGC is required under the Workforce Innovation and Opportunity Act (WIOA) and by CareerSource Florida to submit a new Local Workforce Services Plan for the years 2024-2028 that will help the Local Boards across Regions 1-4 meet target needs as well as maintain compliance within the Reach Act and State policies. Mrs. Bodine indicated that because our Local Workforce Development Area volunteered to become a WIOA Regional Planning Area, there is a Regional Plan Addendum which also must be signed signifying approval by all Chief Local Elected Officials for the 12 counties that make up the Northwest Florida Workforce Collective (the regional planning area for Northwest Florida).

The board members were provided with hard copies of the proposed plan that has been written as well as given a link to the plan, which Mrs. Bodine stated needs approval from the board today in order to move forward with obtaining the signatures of each of the Chief Elected Officials.

Mr. Joey Ginn asked for a motion to approve the Regional Planning Area Plan.

**A motion was made by Dr. Patricia Hardman to approve the Regional Planning Area Plan as presented by Mrs. Bodine. Mr. John Deegins seconded, and the motion passed unanimously.**

## OLD BUSINESS:

### Marketing Report

Mrs. Becky Samarripa, Communications Manager, stated that all events are promoted through flyer distribution and media alerts/press releases, social media, like Facebook, Instagram, twitter, LinkedIn, as well as promoted on CSGC's website.

Mrs. Samarripa highlighted marketing efforts, which included involvement in several community events as well as numerous hiring events and job fairs that were held.

Mrs. Samarripa also detailed the programs in Gulf County. The Able Trust High School High Tech Program was awarded first place in a state-wide competition. The 2024 Summer Program for Gulf County children had a Registration Kickoff Cook Out. Acknowledgement of graduation of Seniors at PSJ H.S. and Wewahitchka H.S. Sponsorship recruitment is still underway for the Homeless Veterans Stand Down coming up in September.

Mr. Joey Ginn thanked Mrs. Samarripa 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 July 2024 there were 945 total one-stop visitors. Over the month, the Centers provided 1,962 total services and issued 622 job referrals. In the employer side, staff provided 604 services to 140 businesses in the region.

Mr. Joey Ginn 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 since the state has modified a policy whereby 50% of formula allocations are required to be spent directly on training services. She indicated CSGC makes every effort to meet the goal; and despite having an approved waiver to only utilize 30% of our allocation for training, we hit approximately a 43% training

expenditure rate on WIOA formula funds last year. She said that often, we will try with great effort to find a way that someone can qualify in order to benefit from our services, because that is our aim is to really try to assist as many people in the community that is allowable. She also said that staff have created a budget aimed at hitting the 50% training goal.

Mrs. Bodine said that in the next board meeting, we will do a wrap up of the summer program that took place in Port St. Joe for kids 4 years old to fifth grade out of the Dupont Grant. She reported that in the next meeting, we will also do a wrap up of the Opioid Grant, where we will get to watch some inspiring testimonials of people's lives, who have been positively impacted.

### **GOOD OF THE ORDER**

Articles to read are an attachment to the agenda packet.

### **OPPORTUNITY FOR PUBLIC COMMENT**

Vice-Chair Ginn invited public comment. However, there was no public comment

### **ADJOURNMENT**

There being no additional business, Mr. Joey Ginn adjourned the meeting.