

**GULF COAST WORKFORCE BOARD, INC.**  
**d/b/a CareerSource Gulf Coast**  
**GENERAL MEETING**  
**February 11, 2025**

CareerSource Gulf Coast held an in-person and Zoom meeting / General Meeting at 10:00 a.m. (CST) on Tuesday, February 11, 2025.

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

Others in attendance were Commissioner Doug Crosby, Bay BOCC and Commissioner Daniel Raffield, Bay BOCC; CareerSource Gulf Coast board staff: Mrs. Kim Bodine, Executive Director, Ms. Janine Dexter, Mrs. Maria Goodwin, Mrs. Shannon Walding, Mrs. Becky Samarraipa, Mr. Corbett Hines, and Ms. Jessica Strickland.

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

- **Consent Agenda Approval**
  - **Acceptance of New Funds for PY 2024-2025**
  - **Allocations/Recissions to Service Providers**
  - **Approval of Budget Modification 4 for PY 2024-2025**
  - December Financial Report
  - **Approval of the December 10, 2024, Executive Committee & General Board Meeting minutes**
  - Acknowledgement of Form 8 Memorandum of Voting Conflict for County, Municipal, and other Local Public Officers- There were none.
- **New Business**
  - **Statement of Auditing Standards (SAS) Planning Letter**
  - **Approval of Jim McKnight- Gulf County seat on the Executive Board**
  - **Board Policy 45: Priority of Service to WIOA Adult**
- Old Business**
  - Marketing & Communication Report
  - One Stop Services Report
  - Regional Performance Reports
- Chair/Executive Director Report
- Public Comments

**CALL TO ORDER:** Mr. Joey Ginn, Board Chair, called the meeting to order and confirmed there was a quorum by those in attendance at the meeting either in-person or via zoom.

**INVOCATION AND PLEDGE OF ALLEGIANCE:**

Mrs. Kim Bodine gave the Invocation and led the Pledge of Allegiance.

## **Approval of Consent Agenda:**

Mr. Joey Ginn noted to Board Members that there was no Acknowledgement of Form 8 Memorandum of Voting Conflict for County, Municipal, and other Local Public Officers. He then 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. No one requested an item for removal or discussion; he asked for a motion to approve the Consent Agenda as presented and approved by the Executive/Finance Committee.

**A motion was made by Mr. Jim McKnight to approve the consent agenda as presented.  
Mr. John Deegins seconded, and the motion passed unanimously.**

## **NEW BUSINESS:**

### **Statement of Auditing Standards (SAS) Planning Letter**

The Finance Director, Ms. Janine Dexter, explained that this agenda item is for informational purposes only and does not need to be voted on. She explained that this letter is from James Moore and Company, our independent auditors, and gives a brief overview of the work they are performing on the audit year ending June 30, 2024. They had their onsite visit last week and are wrapping up the audit fieldwork this week. She noted that they did spend some extra time on the Board's reconciliation to the financial records in SERA (SERA is the FL Commerce financial accounting system). This has not been tested in the past and we wanted to resolve any issues this year and set up procedures moving forward because this will become an audit requirement next year. There was an additional cost to the audit because they spent extra time on this issue, and it was outside the scope of the engagement letter. They will complete the audit report and present the results at the next board meeting.

Mr. Joey Ginn thanked Ms. Dexter for sharing the Statement of Auditing Standards Planning Letter with the Board.

### **Approval of Jim McKnight for the Gulf County Seat on the Executive Board**

Mrs. Kim Bodine emphasized how much of an asset that Jim McKnight has been to us throughout the years with his constant commitment, partnership, and support. We have been proud to have him on our Board of Directors for years and now we would like to welcome him onto our Executive Board.

Mr. Joey Ginn asked for a motion to approve Jim McKnight for the Gulf County seat on the Executive Board

**A motion was made by Mr. John Deegins to approve Jim McKnight for the Gulf County seat on the Executive Board  
Mr. Fred Croon seconded, and the motion passed unanimously.**

### **Board Policy 45: Priority of Service to WIOA Adult**

Mrs. Bodine explained that board staff are continuing to review policies one by one and updating them as needed in order to align in compliance with state policy as state policies get revised, amended, and implemented and it is vital to keep up to date to always ensure we are aligned with the current state policies. Mrs. Bodine explained that WIOA focuses on serving individuals with barriers to employment and ensures access to these services on a priority basis. And Board Policy 45: Priority of Service to WIOA Adult was reviewed and revised to ensure the newly revised language was in compliance with the state of Florida's priority of service policy for WIOA Adult funds, which gives priority to low-income individuals, recipients of public assistance, and those with basic skills deficiencies. This policy applies to individualized career and training services. The policy includes eligibility criteria, order of priority, and definitions for clarification.

With there being no questions for Mrs. Bodine on this agenda item, Mr. Joey Ginn asked for a Motion to approve the Board Policy 45: Priority of Service to WIOA Adult as presented.

**A motion was made by Mr. John Deegins to approve the Board Policy 45: Priority of Service to WIOA Adult as presented above by Mrs. Kim Bodine. Ms. Elinor Mount-Simmons seconded, and the motion passed unanimously.**

## **OLD BUSINESS:**

### **Marketing and Communications Report**

Mrs. Becky Samarraipa, Communications Manager, highlighted marketing efforts, which included involvement in several community events as well as numerous hiring events and job fairs that were held in November and December of 2024 and January of this year.

Mrs. Samarraipa reported on continued involvement in community events which are listed in the marketing and communications report in the agenda deck. Some included were Ongoing Food Pantry distributions in Gulf County, Tyndall AFB Checkertail Airman and Family welcome orientations, Tyndall AFB Retiree Appreciation Day, Turkey distribution in Gulf County, made possible by Murphy Family Foundation & Coastal Community Association of Gulf County; Alignment Bay County Early Learning Outreach event & book giveaway at Pana-Villa Apartments; a Veterans Day tribute and Services FB/IG reel, and that also for Veterans Day, there was a social media tribute to veteran staff members.

She emphasized the 28<sup>th</sup> Annual Luncheon for CareerSource Gulf Coast held last month in January to celebrate accomplishments and successes in workforce development was a great success.

Mrs. Samarraipa went on to discuss other events held at the job center including free workshops for job seekers and employers, which include 2 workshops each month for Resume Workshops and 2 workshops a month for job search workshops. She encouraged members to read through the Good of the Order that has already been provided to them, where they can read all articles and publications.

Mr. Joey Ginn thanked Mrs. Samarraipa for her full marketing and communications report.

### **One-Stop Services Report**

Mrs. Kim Bodine gave an overview of the One Stop Services report in the agenda packet. For December 2024, there were 1,844 total one-stop visitors. Over the month the Centers provided 1,844 total services and issued 675 job referrals. In the employer side, staff provided 636 employer services to 118 unique employers/businesses in the region.

Mr. Joey Ginn thanked Mrs. Bodine for the report on the One-Stop Services.

### **Regional Performance Reports**

Regional performance reports were detailed by Mrs. Kim Bodine, which were provided in the agenda packet.

Mr. Joey Ginn thanked Mrs. Bodine for sharing with the board the detailed and thorough Regional Performance reports.

## **CHAIR / EXECUTIVE DIRECTOR REPORT**

Chair Joey Ginn wanted to take a moment to thank everyone again who attended the CareerSource Gulf Coast Annual luncheon last month in January and how awesome it is to hear from people either through videos or in person how CareerSource gulf coast has positively impacted their lives

Executive Director Kim Bodine reported "Audits, Audits, Audits," as we are still in the middle of four different audits, one with the Inspector General of Commerce, two with FLCommerce-one that should be wrapped up soon once we finish submitting their list of requested documents, and the independent audit that was postponed in January due to the snowy weather and they were onsite last

week for that. She also indicated that we have partnered in a grant with Franklin's Promise, which includes two other workforce regional partners. She stated that that we will continue to review and adopt new and revise old policies as necessary.

Mrs. Bodine emphasized how wonderful it was to share with everyone who attended the annual luncheon last month in January the accomplishments and successes in the workforce development. She thanked those who worked to put the event together and everyone who attended for making the luncheon such a great success. She also thanked each of them for giving their time and their hearts to this board and our staff, and she emphasized the inability to do what we do without all of them.

Mrs. Bodine stated that we will likely not be meeting for a board meeting in March. She then thanked everyone for joining the meeting in person or virtually today.

### **GOOD OF THE ORDER**

Articles to read are an attachment to the agenda packet.

### **OPPORTUNITY FOR PUBLIC COMMENT**

Chair Joey Ginn invited for any public comment. No Public comments were made.

### **ADJOURNMENT**

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