

GULF COAST WORKFORCE BOARD, INC. d/b/a CareerSource Gulf Coast
GENERAL MEETING
March 12, 2019

CareerSource Gulf Coast held a teleconference General Meeting at 10:00 a.m. (CST) on March 12, 2019 between the Gulf Coast State College Executive Dining Room in Panama City and the Gulf/Franklin Center in Port St. Joe, Florida.

Members Present:

Mrs. Jennifer Conoley (V)
Mr. Ed Phelan (V)
Ms. Sandra Henry (V)
Dr. John Holdnak (V)
Mr. John Deegins (V)
Mrs. Becca Hardin (V)
Tracy Bowers, (V) designee for Superintendent Norton

Members Present by Telephone:

Mrs. Betty Croom (V)
Mr. Ted Mosteller (V)
Mr. Fred Croon (V)
Dr. Patricia Hardman (V)
Mr. Bo Patterson (V)

Members Not Present:

Mr. Rod Pearson (V)
Dr. Randy Pridgeon (V)
Mr. Steve Jordan (V)
Mr. Patrick Farrell (V)
Ms. Lisa Barnes (V)

Also present were: Mr. Bill Dozier, Bay County Board of County Commissioners; Ms. Genevieve English-Charles, Division of Blind Services, via telephone; Mr. Al McCambry, Gulf Coast State College; Ms. Paula Davis, UF Extension, Ms. Katie Munday, James Moore & Company; Mr. Casey Penn and Ms. Janice Hutchinson from DEO; Ms. Monica McKinney, DEO; Ms. Julie Torres and Ms. Carlas Wodford, Royal American Management; Ms. Alex Murphy, Haney Technical Center; Mr. Patrick White, Office of Apprenticeship and CareerSource Gulf Coast board staff: Mrs. Kim Bodine, Executive Director, Mrs. Deb Blair, Ms. Jennifer German, Mrs. Maria Goodwin, Mr. Corbett Hines, Mrs. Shannon Walding, Mrs. Janine Dexter, Mr. Jerry Bushee, Ms. Brittany Rock, Mrs. Cathy Rutherford (via telephone) 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 2018-2019
 - Approval of PY 2018-2019 Budget Modification #5
 - Approval to extend end date for GCSC Advanced Manufacturing contract to 3/31/19
 - Minutes of Executive/Finance Committee and General Board Meeting - 1/12/2019

- New Business:
 - Financial Audit Presentation by James Moore & Company
 - DEO State Performance presentation for Region 4
 - Subsequent Designation Application
 - CareerSource Gulf Coast ETPL 2018-2019
 - Financial Compliance Monitoring from DEO

- Old Business:
 - Marketing Report through January 31, 2109
 - Traffic Report – January 31, 2019
 - Regional Performance Reports – February 2019

- Chair/Executive Director Report
- Public Comments

CALL TO ORDER: Mrs. Jennifer Conoley, Board Chair, called the meeting to order and confirmed there was a quorum present by attendee introductions.

Invocation:

Mr. Bill Dozier gave the invocation and Mrs. Jennifer Conoley led the Pledge of Allegiance.

Approval of Consent Agenda:

Mrs. Jennifer Conoley asked if there were any additional agenda items or 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 no further agenda items, questions, or request to pull items from the Consent Agenda, 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. Fred Croon to approve the consent agenda. Dr. John Holdnak abstained. Mr. Ed Phelan seconded and the motion passed unanimously.

NEW BUSINESS:

Financial Audit Presentation by James Moore & Company

Ms. Katie Munday reviewed the CareerSource Gulf Coast financial audit ending June 30, 2018. After reviewing the audit, she said that CSGC Board was given the highest level of assurance, an unmodified opinion. Kudos were given from Board Chair to staff and kudos were also given from Ms. Munday to staff, saying it is always a pleasure to work with staff in this region.

A motion was made by Dr. John Holdnak to approve the acceptance of the Financial Audit ending June 30, 2018 as presented. Mr. Ted Mosteller seconded and the motion passed unanimously.

DEO State Performance presentation for Region 4

Mr. Casey Penn and Ms. Janice Hutchinson reviewed the DEO State Performance for our region, Region 4, which included the 2017 – 2018 programmatic and financial areas. Overall, our region did very well. Mr. Penn said programmatically, there were four findings, but the state average is 9.4 so our region did an excellent job. For the financial monitoring, Ms. Hutchinson said there were no findings. Mrs. Conoley said overall, our local workforce board has done an excellent job.

Subsequent Designation Application

Mrs. Bodine informed the board that every two years, each region in Florida must reapply for Subsequent Local Workforce Development Area designation. Bay, Franklin and Gulf County Commissions, our local elected officials have approved the application. Mrs. Conoley asked for a motion for approval to send these applications to the state for approval.

A motion was made by Mr. Ed Phelan to approve the Subsequent Designation Applications as presented. Mrs. Betty Croom seconded and the motion passed unanimously.

CareerSource Gulf Coast Eligible Training Provider List for 2018-2019

Ms. Jennifer German presented the latest Eligible Training Provider list for 2018-2019, which includes Gulf Coast State College, Haney Technical Center and Florida Panhandle Technical College. Mrs. Conoley asked for a motion to approve the CSGC ETPL for 2018-2019 as presented.

A motion was made by Mrs. Becca Hardin to approve the CSGC Eligible Training Provider List 2018-2019 as presented. Dr. John Holdnak abstained. Mrs. Betty Croom seconded and the motion passed unanimously.

DEO Financial Compliance Report for CareerSource Gulf Coast

Mrs. Deb Blair gave an overview of the DEO 2017-2018 Financial Compliance Monitoring Report. There was one observation and one technical assistance notation, but there were no findings. Overall, the report was very good. Mrs. Conoley asked for a motion to approve the CSGC DEO Financial Compliance Monitoring Report as presented.

A motion was made by Mrs. Betty Croom to approve the DEO Financial Compliance Report as presented by Mrs. Blair. Dr. John Holdnak seconded and the motion passed unanimously.

OLD BUSINESS:

Marketing Report for January and February 2019

Ms. Brittany Rock reviewed the marketing report through February, 2019. She said usage of all of the social media platforms is booming. She spoke about the upcoming Career Expo on April 25, 2019 at the Holley Center on the FSU campus. She said the Bay County Job Fair, which was held on February 9, 2019 had 94 employers and 700 plus job seekers. She also reviewed Board highlights:

- Currently offering scholarships for Haney Technical Center's Industrial Pipefitter Program
- Providing temporary jobs for displaced workers in Bay, Franklin and Gulf Counties
- Mrs. Bodine represented our organization at the Hurricane Michael Recovery Listening Session with First Lady DeSantis
- Our region was the 2nd top performing region in regard to job placements of the 24 regions in the state of Florida for January 2019

One Stop Services Report – February 2019

Mrs. Goodwin reported that the trend in job services is down at the Job Center, but there is a strong demand on the employer side. She also reported on the Bay County Job Fair, indicating that all involved made it a success. She also thanked Gulf Coast State College for hosting the event.

Regional Performance Reports:

Ms. Julie Torres reported on the Welfare Transition program. There were three clients that closed at an average wage of \$8.67 per hour. She also said that year-to-date, there are 110 open cases, with 17 in January alone. There are 28 medically deferred. Entered employment rate is 28.2%, which is just below the statewide average. The average wage at placement is \$10.01.

Ms. Torres reviewed the SNAP report for ABAWDs (Able Bodied Adults Without Dependents). She reported that for the month of January, there were 30 individuals that completed their online orientation. Year-to-date, there were five job placements at a rate of \$10.93 per hour.

Ms. Goodwin presented the WIOA report through January, 2019. She said we are lagging a bit behind on enrollments due to the storm, but she is confident that we will be fine for February. She said they were hoping to get the health sciences students placed soon after all of the layoffs at Bay Medical Center. There were 93 training participants in Bay County, 22 in Gulf County and zero in Franklin County.

Ms. Goodwin reported on the Out of School Youth program. She said we are behind in enrollments due to staffing issues, but we have a plan in place to get caught up and she is confident that we will.

Ms. Goodwin also reviewed the Fishery Failure report and said that during this current year, the focus has been on the youth (ages 17-26) and training. There were 30 that started in the fall, but due to the hurricane issues, there were only about 16 that went on into the spring semester. They are all enrolled in the in-demand occupations and when they finish, hopefully they will become employed at a good wage.

Mr. Jerry Bushee reported that the AMPT (Advanced Manufacturing Pre-employment Training) program has done well. GKN has hired 27 employees this year so far.

Ms. Goodwin reported for the National Dislocated Worker Grant, workers hired through the grant to help with the Hurricane Michael clean up. There are 32 enrolled in Bay County, 62 in Gulf County and 26 in Franklin County, all working in non-profits, municipalities, cities, or county commissions. There are two classifications of jobs: one is a laborer and one is a humanitarian, which is less physical.

CHAIR/EXECUTIVE DIRECTOR REPORT

Mrs. Bodine said that duPont gave monies to the summer program and to the community resource center, but additionally, gave \$50,000 to the citizens of Gulf County that need help with repairing roofs after the hurricane. She also said that Ms. German is working on the Triumph proposal with 3 other regions.

OPPORTUNITY FOR PUBLIC COMMENT

Mrs. Jennifer Conoley advised that the Executive/Finance Committee and General Board meetings were always open to the public and their attendance and comments were welcomed.

Mr. Patrick Wright of the State Apprenticeship program in Tallahassee said that he is interested in helping to get apprenticeships in the panhandle. He said that some employers are willing to hire apprentices to grow their own workforce. He said that he is willing to help in any way he can.

Ms. Alex Murphy of Haney Technical Center invited all to attend the Industrial Pipefitter ribbon cutting on April 26th at 2:00 p.m.

Ms. Becca Hardin noted that Revint Solutions, a 150 person call center was now in the Tyndall Federal Credit Union building in Lynn Haven. She also mentioned that Oceaneering has just renewed a 10-year lease at the Port of Panama City.

ADJOURNMENT

There being no additional business, Mrs. Conoley adjourned the meeting.