

GULF COAST WORKFORCE BOARD, INC.
d/b/a CareerSource Gulf Coast
Telephonic EXECUTIVE/FINANCE COMMITTEE
June 25, 2020

CareerSource Gulf Coast held a telephonic Executive/Finance Committee meeting Thursday, June 25, 2020, at 10:00 a.m. (CST).

Executive Committee members participating by phone were: Mrs. Jennifer Conoley, Mrs. Betty Croom, Mr. Ted Mosteller, Ms. Christy Smith and Dr. Patricia Hardman.

Also participating were Mrs. Kimberly Bodine and Ms. Donna Stapleton

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

- Grantee/Sub-grantee agreement with DEO

Mrs. Jennifer Conoley, Board Chair, called the meeting to order at 10:00 a.m. A quorum was present.

Approval of the Grantee/Sub-grantee agreement with the Department of Economic Opportunity (DEO)

Mrs. Kimberly Bodine said that the latest revised final copy of the subaward agreement came out so close to the full board meeting in June, she wanted to be sure individuals had time to review it before action was taken on it. She said as she explained in the June 9, 2020 meeting, this agreement was replacing a 2012 agreement. Mrs. Bodine said that there has always been an agreement with the agency for the last 25 years, or as long as she has been a director. She said the agreement details a lot of different rules, regulations and requirements, directed at compliance for local boards. The agreement also ascertains DEO's oversight and authority. Much of the same information in this subaward agreement is also included in the local workforce board's 4-year plans that are signed off by the board and county commissions.

There are still items with which Mrs. Bodine has some concerns, however; she recommended approval to have the agreement executed.

There are positions that DEO has asked for the board to appoint. In the past the selection of staff for these roles has been at the discretion of the Executive Director, and the board may want to direct the Executive Director to appoint at the next meeting. These are positions that we already have in place such as a Regional Security Officer for IT, someone who is in charge of all of our property and inventory, someone that is an EEO Officer, and someone who is a DEO personnel liaison. These are positions that we have had in place for many years, but DEO is asking that we make a more formal process of informing the board of who those individuals are. Staff will make that happen at the next board meeting. She said that a lot of the subaward agreement is about formalizing items a bit more.

Dr. Pat Hardman asked if changes are made to the four year plan are brought to the county boards so they're aware of these changes? Mrs. Bodine said that there would not be any changes to the 4-year plan, just that much of the same information that is put into that plan is also in the subaward agreement; however, changes to the plan must be approved by the respective BOCCs.

Dr. Pat Hardman also said that there were a few possible conflicts between the Federal rules and the State rules. Mrs. Bodine answered that the State government has more stringent rules, so it would probably go with the state rules, but in cases where there is due process outlined by the federal government, that she believed the state would have to follow that, whether it's listed in the agreement or not because federal law provides more language regarding processes. If there is a disagreement between the local elected and the state, this agreement doesn't outline all of the processes, but her belief is that federal law would prevail.

A motion was made by Mrs. Betty Croom to approve the grantee/sub-grantee agreement with DEO as presented by Mrs. Bodine. Dr. Patricia Hardman seconded, and the motion passed unanimously.

Public Comments

There were none.

Port St. Joe Summer Program

Mrs. Bodine shared information about the summer program in PSJ. The board had previously provided a contingency for staff to begin the summer camp program should the city allow use of the public facilities there. On June 16th, they did vote approval to utilize the Washington complex and buildings in Port St. Joe for the summer program. Staff made a decision based on space and availability to limit the age group of children, from 4 years old to 10 years old, with a cap in each age group of 15 students. Preparations have been ongoing as if approval was coming so that summer program could start immediately upon approval. There are very detailed plans that have to be submitted to the Department of Agriculture's Summer Food Service Program, which takes weeks to do. All staff were hired and trained, and staff developed protocols and on June 16th at the city meeting, Mrs. Bodine had provided these protocols, the liability waiver, the underlying condition waiver and all of the details how summer program would be implemented to the mayor and city commissioners. The Mayor had also asked the County Health department to speak at that meeting. Mrs. Bodine said that she had talked with their representative, Sara Hines at the Franklin County Board of Commission meeting earlier that same morning. They discussed on how staff was operating the summer program and Mrs. Bodine said the commissioners felt that it was a good plan. However, the commissioners asked staff to work with the county health department for any further suggestions the health department may have to add to the program, which staff did.

Mrs. Bodine said that today marked the fourth day of summer program; it was opened up on Monday. There is enough space there for about 90 children but had only 24 enrolled thus far. Mrs. Bodine stated that she believes people are being very cautious due to the virus. Mrs. Bodine said that she's had discussions with the duPont Fund, who provides most of the funding for the summer program and she informed them of the lower number of children than expected and asked if they want staff to scale it down or to stay where they are. They indicated that they did not want staff to scale back but wanted to continue to provide space for children as families make decisions on whether to send their children or not. All of the camp counselors, interns and cooks are required to wear masks at all times inside. Every employee has been given six cloth masks to wear so they have plenty to rotate through laundry. Everything is running smoothly. There are three staff members who do nothing but sanitize surfaces, doorknobs and even spray down the playground equipment with bleach at the end of each day of camp and then rinsed off. All meals are served in clamshell boxes and the kids each those in their classroom areas, so they are not congregating in large groups.

Mrs. Bodine indicated she is not sure if they will get more enrollees or not, but it is open at any point, up until the last week of camp. Camp ends on July 24th. Staff will keep the board posted. Staff is being vigilant about all the protocols. She also said that more people are being tested positive in this pandemic, so staff has to remain diligent. Dr. Pat Hardman asked if there was a press release on the summer camp program, because there was only a weekly paper and the city and county do not always communicate to the public. Mrs. Bodine said that she could provide Dr. Hardman with a press release, but she also believed one was provided to the Star in Port St. Joe. At the City Commission meeting, it was also announced that having the summer camp was approved. Mrs. Bodine also said that everyone that had a child enrolled last year was contacted by phone to tell them that the camp was opening up, but paperwork had to be signed before a child could participate in camp.

Every morning, children come - their temperature is taken and there is an eight question health survey that the parent or guardian must complete and initial. Staff is requiring a parent or guardian to bring the child/children to check them in each morning and to check them out each day, which is not something we have not done in the past. There is a large walk up population near the summer camp, due to the camp location.

Dr. Hardman also asked about getting it out to the general public as well as informing residents regarding how safe the conditions are at the camp. She indicated she would get the information out that Mrs. Bodine will send her. Mrs. Bodine also said she would send out a packet of information to Dr. Hardman, with items such as listing children's food allergies or any other allergies, medical conditions, etc.

Mrs. Bodine also said that this program is for Gulf County residents only. Mrs. Bodine said she was really proud of the product that was conceived for the summer camp this year. Staff contracted with a teacher this year to put together some individualized age group wise learning activities. Staff has purchased 20 I-pads, downloaded books from Kindle for reading in an effort to keep the children in one classroom during the day.

Dr. Hardman and Chair Conoley both thanked Mrs. Bodine for all of the dedication and hard work in getting the summer program organized with all of the special precautions for keeping the children safe.

A News 13 representative asked for a phone number to ask additional questions and Mrs. Bodine provided hers.

There being no additional business for the Executive/Finance Committee, Mrs. Jennifer Conoley adjourned the meeting.