

**GULF COAST WORKFORCE BOARD, INC. d/b/a CareerSource Gulf Coast  
GENERAL MEETING  
November 10, 2020**

CareerSource Gulf Coast held a virtual video/telephonic GoToMeeting /General Meeting at 10:00 a.m. (CST) on November 10, 2020.

Members Present:

Mrs. Jennifer Conoley (V)  
Mr. Ted Mosteller (V)  
Mrs. Betty Croom (V)  
Dr. Patricia Hardman (V)  
Dr. John Holdnak (V)  
Mr. Rod Pearson (V)  
Mr. Tom Landreth (V)  
Mrs. Becca Hardin (V)  
Ms. Elinor Mount-Simmons (V)  
Mr. Jim McKnight (V)  
Mr. Fred Croon (V)

Members NOT present:

Mr. Steve Jordan (V)  
Ms. Lisa Barnes-Tapscott (V)  
Ms. Christy Smith (V)  
Ms. Traci Yoder (V)  
Ms. Sandra Henry (V)  
Mr. John Deegins (V)

Also present were: Ms. Michele Cook, Dept. of Juvenile Justice, Ms. Missy Lee, Dept. of Children & Families; Mrs. Genevieve English-Charles, Dept. of Blind Services; Mrs. Alex Murphy, Bay District Schools; Ms. Tassalhe Dekouche, Gulf Coast State College; Ms. Julie Ramirez and Ms. Carlas Wodford, Royal American Management; and CareerSource Gulf Coast board staff: Mrs. Kim Bodine, Executive Director, Ms. Jennifer German, Mrs. Deb Blair, Mr. Lee Ellzey, Mrs. Shannon Walding, Mrs. Maria Goodwin, Ms. Brittany Rock, Mr. Corbett Hines, 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 2020-2021
  - Budget Modification #3 to PY 2020-2021
  - Minutes of the Executive Committee and General Board Meeting for 9/16/2020
  - Acknowledgment of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers – There were none.
- New Business
  - Amendment to the Gulf Coast State College One Stop Operator/Job Center contract
  - Approval to prepare and advertise for RFP for One Stop Operator/Job Center and for WT/SNAP
  - Election of Officers
- Old Business
  - Marketing & Communication Report – through October 2020
  - Traffic Report – October 2020
  - Regional Performance Report – September 2020
- 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 AND PLEDGE OF ALLEGIANCE:**

Mr. Ted Mosteller gave the Invocation and Mrs. 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 Mrs. Betty Croom to approve the consent agenda as presented. Mr. Ted Mosteller seconded, and the motion passed unanimously.**

**NEW BUSINESS:**

Amendment to the Gulf Coast State College grant agreement for the One Stop Operator/Job Center

Mrs. Kim Bodine explained that there are now different parameters for performance, due to a reduced ability to serve job seekers in the Center with WIOA Individualized Career Services. Due to COVID-19 and distance recommendations for safety by the CDC the customer traffic into the Job Center has been reduced, impacting the number of customers that can be served in person and therefore the ability to provide WIOA services. The reduced client traffic limits the number of WIOA Adult clients that have/can be recruited under the One Stop Operator contract, so Board staff worked with the provider (GCSC) to come up with more appropriate performance measures. There is a monetary hold back for not fully meeting performance objectives so modifying the performance goals is important. Chair Conoley asked for a motion to approve the amendment to the Gulf Coast State College grant agreement for the One Stop Operator/Job Center.

**A motion was made by Mrs. Becca Hardin to approve amendment to the GCSC grant agreement for the One Stop Operator/Job Center as presented by Mrs. Kimberly Bodine. Dr. John Holdnak/Mr. Glen McDonald abstained from voting. Mrs. Betty Croom seconded, and the motion passed unanimously.**

Approval to prepare and advertise for the RFPs for the One Stop Operator and the WT/SNAP grant agreements

Mrs. Kim Bodine said that it's once again time to prepare the RFPs for the One Stop Operator and WT/SNAP grant agreements, which are completed every four years. The RFPs are usually prepared and advertised in the January/February timeframe. Mrs. Conoley asked for a motion to approve the preparation and advertisement for the One Stop Operator and the WT/SNAP grant agreements.

**A motion was made by Mrs. Betty Croom to approve moving forward with the preparation and advertisement for the RFPs – One Stop Operator and the WT/SNAP grant agreements as presented by Mrs. Bodine. Mr. Ted Mosteller seconded, and the motion passed unanimously.**

Election of Officers

Mrs. Conoley reviewed the recommendation for the slate of officers for the 2020-2021 program year, which included Dr. Pat Hardman as the Chair; Ms. Elinor Mount-Simmons as the Vice-Chair and Mr. Ted Mosteller, Mrs. Betty Croom and Ms. Christy Smith as members of the Executive Committee. Mrs. Conoley asked for a motion to approve the slate of officers as presented.

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

## **OLD BUSINESS:**

### Marketing and Communications Report – through October 2020

Ms. Rock reported social media has continued to increase once again. She also reported that CSGC partnered with the Panama City Beach Rotary Club and Saint Dominic Catholic Church on September 22 and October 16 to host mobile food distributions and between the two events over 530 families received food. She also shared information regarding the 13<sup>th</sup> Homeless Veteran's Stand Down, which will be held Friday, November 13<sup>th</sup> at Gulf Coast State College. Ms. Rock also included articles in The Good of the Order.

Ms. Rock also played a video which included a success story about Mr. Kevin Noack.

### One Stop Services Report

Mrs. Maria Goodwin reported that regionally there were 1,793 visitors and 2,195 services provided for the month of October 2020. There were 179 unique employers served with a total of 930 total employer services for October. She also spoke about the Homeless Veterans Stand Down to be held at the Gulf Coast State College campus on Friday, November 13, 2020.

### WIOA (Adult and Dislocated Worker)

Mrs. Goodwin indicated that data on the report was through September 2020. She reported that on the training side, staff has done an excellent job in recruiting. For adults, there were 142 actual enrollments, which is greater than the year to date plan of 88. The wage at placement was \$22.87 on the training side. For the dislocated worker, there were two enrollments, which was the year to date plan. The wage at placement for the dislocated worker was \$24.52.

### WT/SNAP Programs

Mrs. Ramirez said 25 clients were served YTD in the Welfare Transition program, with 2 exiting for employment. The average wage at placement was \$9.78. She also said there were 12 clients reported YTD in September for the SNAP program. There were no recorded placements at this time. She said that due to the pandemic, the work requirements are currently waived by the governor through the month of November.

### Dislocated Worker Program

Ms. German reported the Hurricane Michael grant continues to operate, but she said the money may run out around June 2021. She said the City of Mexico Beach has hired three workers from the DWG into good jobs that come with benefits. She reported that a number of our DWG workers had been hired into permanent positions as a result of the opportunity.

### Out of School Youth

Ms. Tassalhe Dekouche reported there was only one new participant this fiscal year, but staff has decided to hold off recruiting new kids while they focus on re-engaging participants that have stopped participating due to the hurricane and/or the pandemic. She also said that there were two individuals that earned a GED. The average wage at placement is listed in the report at \$8.50 per hour, but she said that as of November 5<sup>th</sup>, this has increased to \$12.50. A discussion ensued about the new minimum wage laws and the effect it may have on employers and employees.

**CHAIR/EXECUTIVE DIRECTOR REPORT** – Mrs. Bodine said that due to many policy changes in the grantee/sub-grantee agreement, staff is working diligently to change CareerSource Gulf Coast policies and procedures in order to be in compliance. She also indicated that the board would not be meeting in December, so she wished all Happy Holidays and thanked everyone for their support. Board members in attendance then wished everyone Happy Holidays as well.

**GOOD OF THE ORDER**

Articles to read were an attachment to the agenda packet.

**OPPORTUNITY FOR PUBLIC COMMENT**

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

**ADJOURNMENT**

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