

**GULF COAST WORKFORCE BOARD, INC. d/b/a CareerSource Gulf Coast**  
**GENERAL MEETING**  
**May 12, 2020**

CareerSource Gulf Coast held a virtual video/telephonic GoToMeeting /General Meeting at 10:00 a.m. (CST) on May 12, 2020.

Members Present:

Mrs. Jennifer Conoley (V)  
Mr. Ted Mosteller (V)  
Mrs. Betty Croom (V)  
Ms. Christy Smith (V)  
Dr. Patricia Hardman (V)  
Mr. Fred Croon (V)  
Dr. John Holdnak (V)  
Ms. Alex Murphy (V)  
Ms. Sandra Henry (V)  
Ms. Lisa Barnes-Tapscott (V)  
Mr. Jim McKnight (V)  
Mr. John Deegins (V)  
Mr. Tom Landreth (V)  
Mrs. Becca Hardin (V)

Members NOT present:

Mr. Rod Pearson  
Mr. Patrick Farrell  
Mr. Steve Jordan

Also present were: Mr. Bill Dozier, Bay County Board of County Commission, Ms. Michele Cook, Dept. of Juvenile Justice, Mr. Ben Clark, James Moore & Company; Mr. Daniel Harper, DEO; Ms. Genevieve English-Charles, Dept. of Blind Services; Mr. Glen McDonald and Ms. Tassalhe Dekouche, Gulf Coast State College; Ms. Julie Torres and Ms. Carlas Wodford, Royal American Management; Mr. Tim Bower, Naval Support Activity and Family Support, and CareerSource Gulf Coast board staff: Mrs. Kim Bodine, Executive Director, Ms. Jennifer German, Mrs. Deb Blair, Mrs. Maria Goodwin, Mr. Corbett Hines, Mrs. Shannon Walding, Ms. Donna Stapleton and Ms. Lianna Sagins.

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

➤ Consent Agenda Approval

- Acceptance of New Funds PY 2019-2020
- Allocations/Rescissions to Service Providers
- Budget Modification #5 to PY 2019-2020
- Extend the end date of the ARC grant
- Minutes of the Executive Committee and General Board Meeting of 2/11/2020
- Acknowledgment of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers – There were none.

➤ New Business

- Audit Presentation – James Moore & Company
- Performance presentation - DEO
- Request for Extension to Provide Direct Services
- MOUs with IFA
- Emergency Items
  - Gulf County Summer Camp
  - Board Nomination for the Executive Committee

▪ Old Business:

- Marketing & Communications Report – April 2020

- Traffic Report – April 2020
- Regional Performance Reports through March 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:**

Mrs. Kimberly Bodine 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. Dr. John Holdnak/Mr. Glen McDonald and Ms. Sandra Henry abstained. Dr. Pat Hardman seconded, and the motion passed unanimously.**

**NEW BUSINESS:**

**Audit Presentation**

Mr. Ben Clark reviewed the financial audit ending June 30, 2019. He said that the CSGC Board was given the highest level of assurance, an unmodified opinion under the government standards, which are very strict. He thanked staff for providing outstanding assistance with any requests asked of them. Mrs. Conoley said she appreciates the work relationship with their firm and also hats off to Mrs. Blair and her finance team. Mrs. Blair said that it was a pleasure to work with the entire audit team.

**A motion was made by Mr. Ted Mosteller to approve the Audit for year end June 30, 2019 as presented. Mrs. Betty Croom seconded, and the motion passed unanimously.**

**Performance Presentation**

Mr. Daniel Harper from DEO gave an overview of the Performance for CareerSource Gulf Coast, which included the 2018-2019 programmatic and financial areas. For the programmatic monitoring, overall, the region did very well, exceeding in most areas, with only 4 findings. In the financial monitoring, there were no findings. Mrs. Conoley asked for a motion to approve the performance presentation as presented.

**A motion was made by Mr. Fred Croon to approve the DEO performance presentation as presented. Dr. Patricia Hardman seconded, and the motion passed unanimously.**

### **Request for Extension to Provide Direct Services**

Mrs. Bodine said that every three years we have to request an extension to provide direct services, indicating how this is cost saving. We provide direct services in outlying counties (Gulf and Franklin) and provide case management for participants in training in all three counties. This extension would be in effect from 7/1/20 to 6/30/2023. Mrs. Conoley asked for a motion to approve the Request for Extension to Provide Direct Services.

**A motion was made by Mrs. Betty Croom to approve the Request for Extension to Provide Direct Services. Mr. Ted Mosteller seconded, and the motion passed unanimously.**

### **MOUs with IFAs**

Mrs. Bodine indicated that we are required to update the mandatory partner's MOUs with IFAs every three years and update as necessary. It is an agreement between the organizations denoting what our obligations and roles are and their obligations and roles, in reference to clients that we dually serve. Currently, the wording about dispute resolutions has been changed to follow the new laws. Mrs. Blair explained that under Federal law, the Infrastructure funding agreement must be in place that spells out how the required partners help pay their share of the costs to operate the Job Center. The budget explains what partner projected share of the costs will be. Mrs. Conoley asked for a motion to approve the mandatory MOUs with IFAs as presented.

**A motion was made by Mrs. Betty Croom to approve MOUs with IFAs as presented . Mr. Ted Mosteller seconded, Mrs. Alex Murphy and Mr. Glen McDonald abstained, and the motion passed unanimously.**

### **Emergency Item – There were two items**

#### **Board Nomination for the Executive Committee**

Mrs. Conoley stated that it has been a privilege to have Dr. Pat Hardman serve on the board for quite some time now and there is a recommendation that she serve on the Executive Committee moving forward. Mrs. Bodine said that Dr. Hardman is an advocate for less fortunate families and providing individuals with services, and that she has a background in serving those with disabilities and a force to reckon with In Gulf County. She continued that Dr. Hardman is always looking out for the good of others in the community and she is thrilled that Dr. Hardman will be joining the Executive Committee. Mrs. Conoley asked for a motion to approve the recommendation.

**A motion was made by Mr. Fred Croon to approve the board recommendation of Dr. Hardman to the Executive Committee . Mr. Ted Mosteller seconded, and the motion passed unanimously.**

#### **Gulf County Summer Camp**

Mrs. Conoley said that as most that serve on the board know, CareerSource Gulf Coast has supported a very successful Summer Youth Camp in Port St. Joe. Chair Conoley went on to state that unfortunately, these are very unique times that we face, and we know that right now from the City's prospective, large groups will be prohibited in city buildings, until further information can be obtained about re-opening the state. Guidelines regarding social distancing standards of groups of 10 or less are currently in place, which is certainly a hard thing to do with children of any age. From a board prospective, we have to think of not only the ability to execute a successful program as staff have done in the past, but also the additional potential liability that comes with the virus. She said Mrs. Bodine spoke about it last week and feel that not having the Gulf County Summer Youth Camp makes the most sense, again, given the uncertain times. We think we can make this decision with the caveat that if the conditions with the Covid-19 changes and social distancing and regulations get loosened from the current constraints, then the board can come back and revisit this decision, but currently the board should consider a recommendation of not moving forward with the Gulf Coast Summer Youth Camp this summer. Mrs. Bodine said this has been a tough decision for staff. Approximately 180 kids are served in the Summer Camp program and although it is a

massive amount of work, it is a wonderful opportunity for the children and families in Gulf County. The City is not willing currently to open up their buildings to large crowds. Mrs. Bodine stated that at this time the staff recommendation is for the board to support a decision not to move forward with Summer Camp at this time, but with a contingency revisit the decision again if restrictions loosen and the COVID continues to stay low in terms of cases in the county. Mrs. Conoley asked for a motion to not move forward with the Summer Camp Program this year, with the contingency that if the situation changes, we can revisit it as a board at a later time. .

**A motion was made by Mrs. Betty Croom to approve not moving forward with the Summer Camp Program in Port St. Joe this year, with the contingency that if the situation changes, we can revisit as a board. Ms. Christy Smith seconded, and the motion passed unanimously.**

## **OLD BUSINESS:**

### **Marketing and Communications Report – April 2020**

Ms. Rock reported from February through April of 2020. She said the numbers have been increasing and she has a goal of 6,000 monthly users for Facebook, 800 for Twitter and 1,000 for LinkedIn. The analytics has increased, and she believes it was due to having a link specific to the Covid-19 workforce/unemployment issues. Highlights:

- Partnered with FSU Panama City and GCSC to host the Career & Internship Fair on March 4<sup>th</sup>. Over 60 employers were present and 150 job seekers participated
- Held a grand reopening for the Job Center with both the Bay Chamber of Commerce and Panama City Beach Chamber of Commerce on March 10<sup>th</sup>
- Since early March, the focus of CSGC has been assisting customers with Reemployment Assistance claims due to layoffs with Covid-19 and helping employers recruit talent/connect to resources to keep their businesses open.
- CSGC has maintained a strong presence on social media with a “We Are Here to Help” campaign. Residents and followers have been giving CSGC great reviews, from all over the state. A resident of South Florida even posted a shout-out for one of our staff members on the CareerSource Florida social media account. We’ve been recognized as an organization that *actually answers the phones* and helps the community.
- Staff partnered with A Hand Up International to provide a mobile food distribution on May 6<sup>th</sup>. This was sponsored by Gulf Power who paid the fee for 20,000 pounds of food to be distributed and within 4 hours, 350 families had been given food and food was also donated through this event to local organizations.
- CSGC Job Centers were at one point the only CareerSource locations in the state still seeing customers face to face, until that was discontinued April 17 due to system problems, and many organizations supported CSGC by providing lunches, equipment, masks, etc. for staff. Ms. Rock recognized the Bay EDA who encouraged their members to buy lunch for our team as well as the EDA buying staff lunch on two occasions; and also, Oceaneering who provided lunch for the team and serves on the board.

### **One Stop Services Report through April 2020**

Mrs. Goodwin reported that April was a very challenging month. She said that CSGC has great staff, innovative and adaptable. Our operations shifted from other duties to helping people apply for unemployment and assisting them through the process. Everyone jumped in to help, from Kim coming in early to Brittany answering messages on Facebook on the weekend, to shifting our staff to come in at 4:00 a.m. and others staying until midnight. She said the numbers on this report don’t reflect the amount of services and help that was provided. Mrs. Goodwin stated staff usually report in Employ Florida, but due to the volume of customers and the change in the process to adapt to the volume there was no way to track the numbers helping customers with reemployment. She also wanted to praise the staff on their adaptability, handling all the changes from the State and the Federal government. Employer services were down due to employers putting hiring on a hold for the duration. Mrs. Bodine said this also affected job seekers. They were too distracted trying to apply for unemployment rather than to apply for employment. She also praised staff for all of their efforts.

## Regional Performance Reports:

Mrs. Maria Goodwin reviewed the WIOA program performance for the month of March 2020. She stated for the most part, performance is where it should be, with the exception of Haney not having as many enrollments as anticipated. Mrs. Goodwin also indicated there were several special grants (pipefitter and healthcare), that had enrollments that were not reflected in the performance report. At the end of March, were 43 Adults that entered employment, with an average wage of \$20.22 and four dislocated worker employed with an average wage of \$17.35.

Ms. Julie Torres reviewed the Welfare Transition report through March 2020. For Welfare Transition, 7 new enrolled in activities, served 100 clients to date, four exited for work at an average wage of \$11.78.

Ms. Torres reviewed the SNAP report for ABAWDs, (Able Bodied Adults Without Dependents). As of March 31<sup>st</sup>., there were 21 active clients, 181 clients served year to date. There were a total of two clients that exited for work and 11 clients in work activity. There were no placements. She said the governor has waived the work requirements at this time due to the pandemic.

Mrs. Tassalhie Dekouche reported for the Out of School Youth program. She indicated that at end of March there are a total of 42 enrollees, with a target of 20 new enrollees but actual new enrolled is 25. Seven cases with a positive outcome have been recorded, which means those seven achieved their GED and they are all currently working. The average wage is \$11.92, above the targeted wage of \$10.

Ms. German reviewed the Hurricane Michael report (DWG) of those that are unemployed due to a hurricane impact. There have been 476 enrolled in the three counties; 221 in Bay, 146 in Gulf and 110 in Franklin. Currently there are 223 on board and working as of March 31<sup>st</sup>. With the onslaught of the Covid-19 virus and lockdown, we are serving fewer than the 223 as folks observe the closures of the worksites and there are individuals that are observing self-quarantine.

## **CHAIR/EXECUTIVE DIRECTOR REPORT**

Mrs. Conoley said she wanted to make the board aware of a letter she recently signed as part of the grantee/subgrantee agreement to the Department of Economic Opportunity. She stated that after review of the agreement she felt some portions were overriding what was written in Federal and State law. She said these changes would change the current agreement we have with DEO. Mrs. Bodine provided background at Chair Conoley's request and stated that CareerSource Boards have historically had an agreement with DEO; the last one was signed in 2012. There is no doubt that it needed to be updated. She said the CFO of DEO, at the time of State board meetings in February, said the subaward agreement would be coming out within a week or so. The agreement initially came out months later, during the upheaval of the Reemployment Assistance program and the pandemic, with a 10 day review period. Boards unilaterally complained about the short turn around and DEO allowed more time for review and comment. It would have been impossible for legal counsel for the BOCC's to review it and provide comment in that short time period. Mrs. Conoley explained that parts of the agreement are troubling because they appear to skip over the process of very important issues, such as if an agreement has to be terminated with a workforce board due to performance, or if they are requiring documentation and they feel like a board isn't cooperating, DEO says they have sole discretion as to what constitutes full cooperation. Many of these issues are either addressed either in WIOA law or WIOA rule and there is a process that goes along with that and it isn't the sole discretion of an agency at the state level. There is usually a hearing that is involved, there is a process of how that is discussed and how they consult local elected officials. We provided those issues in a letter with some comments. Mrs. Bodine will send the letter to each of the board members for their review and input. There was also a review by the CareerSource Broward legal counsel who specializes in WIOA law, which was very helpful. Legal counsel from the Bay and Franklin counties BOCC provided comments to the agency to indicate their concerns with the agreement. The document is to be signed by June 30<sup>th</sup> of this year. DEO has yet to respond to the questions and comments. Mrs. Bodine will keep the board posted on that.

Kim Bodine also shared news regarding funding provided by the duPont fund in the amount of \$100,000 for emergency assistance and increased food for distributions.

Lastly, Mrs. Bodine provided an update on the Dislocated Worker Grant (DWG). The DWG grant after Hurricane Michael provided a large budget, and it was utilized all through last year as well as this year. The funds come through in small batches that usually cover 2-3 months of expenses at a time. Before the last allocation was released from USDOL funds for us to support the workers was getting low, to the point of getting to within four days of laying workers off, even though it was anticipated the funds would be allocated due to a overall commitment from USDOL where previous approval was given for the last drop of funds as part of a larger allocation. There was \$3.3 million dollars sitting at the Federal level, but because of Covid-19, there was a delay in their ability to process this final payment of \$3.3 million timely. Mrs. Bodine contacted with Senator Scott's office and Patti Butchikas contacted Neal Dunn for her. Senator Scott and Representative Dunn's office quickly worked with USDOL and got the money released. Essentially, Mrs. Bodine had to contact all the worksites on a Thursday to let them the employees know about a possible lay off, encompassing over 200 employees. On the following Monday, USDOL did provide the funds. However, in 10 weeks a similar situation could play out as the new request for extension and more dollars for the grant are reviewed for approval. Mrs. Bodine will work with the appropriate members of congress to ensure that we receive additional funds or at least a better window for communicating next steps with partners.

Mr. Tim Bowers of Tyndall Airman and Readiness Center said that he would be remiss not to mention the strong and strengthening partnerships that are occurring with the family readiness center, specifically with the military spouse program and the transition of services members. Great things are happening! There are forthcoming MOUs that will soon be signed, and he commended Maria Goodman and Maria Lofton for their outstanding work with their organization.

For the good of the order articles are also in the link that were sent to them.

Mr. Croon asked that since the governor has put a hold on several items, he wanted to be sure the funds that needed to be used by June 30<sup>th</sup> can/will get used. Mrs. Bodine answered that funds are available. Mrs. Bodine said that Welfare Transition dollars are usually geared toward summer programs for the older youth and that if summer programs don't go forward CSGC may not be able to utilize those funds.

### **GOOD OF THE ORDER**

Articles to read in 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.