

GULF COAST WORKFORCE BOARD, INC. d/b/a CareerSource Gulf Coast
GENERAL MEETING
April 23, 2019

CareerSource Gulf Coast held a teleconference General Meeting at 10:00 a.m. (CST) on April 23, 2019 between the Gulf Coast State College Advanced Technology Center, Room 303 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)

Members Present by Telephone:

Mrs. Betty Croom (V)
Mr. Ted Mosteller (V)
Mr. Fred Croon (V)
Dr. Patricia Hardman (V)
Mr. Bo Patterson (V)
Dr. Randy Pridgeon (V)
Ms. Lisa Barnes (V)

Members Not Present:

Mr. Rod Pearson (V)
Mr. Steve Jordan (V)
Mr. Patrick Farrell (V)
Mrs. Becca Hardin (V)
Tracy Bowers, (V) designee for Superintendent Norton

Also present were: Mr. Bill Dozier and Ms. Amy Cooper, Bay County Board of County Commissioners; via telephone; Mr. Al McCambry, Gulf Coast State College; Ms. Julie Torres and Ms. Carlos Wodford, Royal American Management; Ms. Alex Murphy, Haney Technical Center; via telephone - Ms. Genevieve English-Charles, Division of Blind Services, Mr. Patrick White, Office of Apprenticeship; Mr. Walter Sachs and Mr. Fred Womack, DCF; 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. Tassalhe Dekouch, 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
 - Minutes of Executive/Finance Committee and General Board Meeting - 3/12/2019
- New Business:
 - Conflict of Interest Declaration
 - Approval to Accept New Funds for PY 2018-2019
 - Approval of Allocations to Service Providers
 - Approval of PY 2018-2019 Budget Modification #6
 - Revised Eligible Training Provider List (ETPL) 2018-2019
 - Demand Occupation List
- Old Business:
 - Marketing Report through March 2019
 - Traffic Report – March 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:

Dr. John Holdnak 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 Dr. John Holdnak to approve the consent agenda. Mr. Fred Croom seconded and the motion passed unanimously.

NEW BUSINESS:

Conflict of Interest Declaration

Mrs. Kim Bodine explained the policy regarding related party contracts and declaring a conflict of interest with such contracts. She explained that if CareerSource Gulf Coast enters into a contract if any board or staff member has a conflict with that contract, they must declare it. Furthermore, she said she sits on the board of ARC of the Bay, therefore, she was declaring a conflict of interest with the contract between ARC of the Bay and CareerSource Gulf Coast. This is a process we must go through for the State and CareerSource Florida, forms that we fill out and if the board approves us contracting with the ARC, the forms will be sent to Tallahassee and they will review it and then will let us know if it is approved.

Ms. Conoley said that ARC does tremendous work here in Bay County and Kim has served on the board for a few years now.

Ms. Sandra Henry said that she also serves on the ARC of the Bay board and the CSGC Board as well. Kim indicated that she would have to declare a conflict and abstain from voting on the contract.

A motion was made by Mr. Fred Croon to approve the Conflict of Interest Declaration as presented. Dr. John Holdnak seconded and the motion passed unanimously.

Approval to Accept New Funds for PY 2018-2019

Mrs. Deb Blair reviewed the acceptance of new funds for PY 2018-2019, which included:

- \$3,100,000 NDWG Hurricane Michael (temporary disaster relief workers)
- \$279,098 State Strategic Initiatives
- \$300,000 Welfare Transition Program – summer teen pregnancy initiative
- \$230,831 Insurance proceeds to date
- \$88,558 RESEA 2019

Mrs. Conoley asked for a motion to approve the acceptance of new funds as presented.

A motion was made by Ms. Lisa Barnes to approve the acceptance of new funds as presented. Mr. Ted Mosteller seconded and the motion passed unanimously.

Allocation of funds to service providers

Mrs. Blair outlined the allocations to service providers and are as follows:

- The ARC of the Bay - \$260,450 (Pending receipt of the NFA)
- Bay District Schools – Rutherford and Jinks - \$267,500
- Gulf Coast State College - \$18,711.01

Mrs. Conoley asked for a motion to approve the allocation of funds as presented.

A motion was made by Mr. Fred Croon to approve the allocations to service providers as presented. Ms. Sandra Henry and Dr. John Holdnak abstained. Mr. Ted Mosteller seconded and the motion passed unanimously.

Approval of PY 2018-2019 Budget Modification #6

Mrs. Deb Blair said that the new funds were added to the PY 2018-2019 budget and a modification is required to adjust the board's budget accordingly. Mrs. Conoley asked for a motion to approve budget modification #6 as presented.

A motion was made by Mr. Ted Mosteller to approve the budget modification #6 as presented by Mrs. Blair. Dr. John Holdnak abstained. Mr. Ed Phelan seconded and the motion passed unanimously.

Revised CareerSource Gulf Coast Eligible Training Provider List for 2018-2019

Ms. Jennifer German presented the revised Eligible Training Provider list for 2018-2019, which includes Gulf Coast State College, Haney Technical Center and Florida Panhandle Technical College. She explained that there were Industrial Pipefitting and Computer Systems & Information Technology were added to Haney Technical Center. Mrs. Conoley asked for a motion to approve the revised CSGC ETPL for 2018-2019 as presented.

A motion was made by Mr. Ted Mosteller to approve the revised CSGC Eligible Training Provider List 2018-2019 as presented. Dr. John Holdnak abstained. Ms. Sandra Henry seconded and the motion passed unanimously.

Demand Occupation List 2019-2020

Ms. Jennifer German reviewed the latest Demand Occupation List, which she said ties together with the above mentioned Eligible Training Provider List. Mrs. Conoley asked for a motion to approve the Demand Occupation List as presented. Dr. John Holdnak asked if the Physical Therapy Assistant should be stricken. Ms. Jennifer German said that there was market saturation in that area now, but she would check into it. She also said that this list is fluid and could be brought before the board for approval of changes at any time.

A motion was made by Mr. Al McCambry to approve the Demand Occupation List as presented by Ms. Jennifer German. Mr. Ted Mosteller seconded and the motion passed unanimously.

Risk Assessment Discussion

Ms. Deb Blair said that each year we have to present to the board this risk assessment discussion and asked whether or not there was any input from the board members. Ms. Sandra Henry indicated that from her perspective, there should always be a separation of duties regarding finance. There was no other input.

OLD BUSINESS:

Marketing Report for March 2019

Ms. Brittany Rock reviewed the marketing report through March, 2019. She said usage of all of the social media platforms is growing and that there was good outreach. She spoke about the upcoming Career Expo on April 25, 2019 at the Holley Center on the FSU campus. She said that free headshots was going to be offered at the Expo and that there was Suits for Sessions being given out. She also said that Franklin County was going to have a job fair on May 1st. She also reviewed Board highlights:

- Providing temporary jobs for displaced workers in Bay, Franklin and Gulf Counties

One Stop Services Report – March

Mrs. Goodwin reported that there is a strong demand on the employer side as they have been receiving lots of calls from employers.

Regional Performance Reports:

Ms. Julie Torres reported on the Welfare Transition program. There were 11 clients that closed for the Month of February and she said they either were sanctioned or moved. She also said that year-to-date, there are 64 open cases, with 14 in the month of February alone. There are 31 medically deferred. Entered employment rate is 28.8%, which is just below the statewide average. The average wage at placement is \$10.02.

Ms. Torres reviewed the SNAP report for ABAWDs (Able Bodied Adults Without Dependents). She reported that for the month of February, there were 23 individuals that completed their online orientation. Year-to-date, there were five job placements at a rate of \$10.93 per hour. Total years to date ABAWDS served is 155 individuals.

Ms. Goodwin presented the WIOA report through February, 2019. She said on enrollments were at 194, which is higher than the YTD plan of 187. Actual wage at placement was \$18.63. For Dislocated Workers, there were 10 enrolled with an actual wage of \$19.94.

Ms. Goodwin reported on the Out of School Youth program. She said we have 32 enrollments, with 15 GED's earn this fiscal year. The current case load is 14 and we are recruiting for case managers for this program.

Ms. Goodwin also reviewed the Fishery Failure report and said that year to date there are 6 new enrollments, with 28 in occupational skills training, one with a certificate/degree earned and one placed.

Mr. Jerry Bushee reported that the AMPT (Advanced Manufacturing Pre-employment Training) program has recruited 37 to date with 34 completions. Nine were placed so far with an average wage of \$18.11.

Ms. Goodwin reported for the National Dislocated Worker Grant, workers hired through the grant to help with the Hurricane Michael clean up. There are 72 enrolled in Bay County, 62 in Gulf County and 33 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

No report.

OPPORTUNITY FOR PUBLIC COMMENT

Mrs. Jennifer Conoley pointed out the articles in For the Good of the Order.

Ms. Alex Murphy spoke of the Haney Technical Institute open house on April 26, 2019 with the ribbon cutting at 2:00 p.m. for the Industrial Pipefitter Program.

ADJOURNMENT

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