

**GULF COAST WORKFORCE BOARD, INC. d/b/a CareerSource Gulf Coast  
GENERAL MEETING  
September 16, 2020**

CareerSource Gulf Coast held a virtual video/telephonic GoToMeeting /General Meeting at 10:00 a.m. (CST) on September 16, 2020.

Members Present:

Mrs. Jennifer Conoley (V)  
Mr. Ted Mosteller (V)  
Mrs. Betty Croom (V)  
Dr. Patricia Hardman (V)  
Ms. Christy Smith (V)  
Dr. John Holdnak (V)  
Ms. Sandra Henry (V)  
Mr. John Deegins (V)  
Mr. Rod Pearson (V)  
Mr. Tom Landreth (V)  
Mrs. Becca Hardin (V)  
Ms. Elinor Mount-Simmons (V)  
Mr. Jim McKnight (V)  
Mr. Steve Jordan (V)  
Ms. Lisa Barnes-Tapscott (V)

Members NOT present:

Mr. Patrick Farrell (V)  
Mr. Fred Croon (V)

Also present were: Ms. Michele Cook, Dept. of Juvenile Justice, Ms. Missy Lee, Dept. of Children & Families; Ms. Tassalhie 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, Mr. Lee Ellzey, Mrs. Deb Blair, 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 #2 to PY 2020-2021
  - Minutes of the Executive Committee and General Board Meeting 8/19/2020 and Telephonic Exec. Committee meeting on 8/20/2020
  - Acknowledgment of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers – There were none.
- New Business
  - Board Policy 1 – Board/Holiday schedule
  - Board Policy 4 – Compensation policy
  - Summer Food Service Program (SFSP) monitoring report
- Emergency Item
  - Internal Control Questionnaire (ICQ)/Risk Assessment Discussion
- Old Business
  - Marketing & Communication Report – through August 2020
  - Traffic Report – August 2020
  - Regional Performance Report – July/August 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. Becca Hardin to approve the consent agenda as presented. Ms. Elinor Mount-Simmons seconded, and the motion passed unanimously.**

**NEW BUSINESS:**

Approval of Board Policy #1

Mrs. Kim Bodine said that the board has always had a board calendar policy, but it was updated in response to the subaward agreement, whereas the board is required to post this on the CSGC website. She respectfully requested this approved retroactive to July 1, 2020, the date of when the subaward agreement went into effect.

**A motion was made by Mrs. Becca Hardin to approve Board Policy #1 as presented by Mrs. Kimberly Bodine. Mr. Ted Mosteller seconded, and the motion passed unanimously.**

Approval of Board Policy #4 – Compensation Policy

Mrs. Kim Bodine explained that the subaward agreement makes reference to policies throughout the document. Staff are reviewing existing policies/procedures and writing new policies in order to be in compliance with the subaward agreement. She also respectfully requested this policy is approved retroactive to July 1, 2020.

**A motion was made by Dr. Patricia Hardman to approve Board Policy #4 – Compensation Policy as presented by Mrs. Bodine. Mrs. Becca Hardin seconded, and the motion passed unanimously.**

Summer Food Service Program (SFSP) monitoring report

Mrs. Bodine reviewed the monitoring report for the Summer Food Service Program (SFSP) which indicated there were no program deficiencies identified.

**A motion was made by Mrs. Becca Hardin to approve the Summer Food Service Program (SFSP) monitoring report as presented by Mrs. Bodine. Ms. Elinor Mount-Simmons seconded, and the motion passed unanimously.**

## Emergency Item

### Internal Control Questionnaire (ICQ)/Risk Assessment Discussion

Mrs. Kim Bodine stated that CareerSource Gulf Coast is required by law to complete a risk assessment discussion with board members annually. DEO provided a document consisting of five components that must be completed each year. The five components are: Control Environment, Risk Assessment, Control Activities, Information and Communication and lastly, Monitoring. Mrs. Bodine respectfully requested that the ICQ be approved, contingent upon board members having no problems or concerns that cannot be resolved via email discussion. Mrs. Conoley commended the staff for having strong procedures and controls in place.

**A motion was made by Ms. Becca Hardin to approve the Internal Control Questionnaire as presented, contingent upon there being no problems or concerns by the board that cannot be resolved via email discussion. Mr. Ted Mosteller seconded, and the motion passed unanimously.**

## OLD BUSINESS:

### Marketing and Communications Report – through August 2020

Ms. Rock reported social media has continued to increase. She pointed out that in August of 2019 there were 5,307 Facebook interactions and during the same timeframe in 2020 there were 5,806. She also reported that CSGC partnered with the Panama City Beach Rotary Club and Saint Dominic Catholic Church on August 18, 2020 to host a mobile food distribution and over 345 families received food. Ms. Rock said that there is another food distribution planned for September 22<sup>nd</sup> and staff has a great need of volunteers for that. She also shared several media clips of CareerSource Gulf Coast in the news regarding Reemployment Assistance, the unemployment rate and how the organization assists job seekers. Ms. Rock also included articles in The Good of the Order.

Ms. Rock also played a video which included testimonials about reemployment assistance services provided to individuals and businesses in Gulf and Franklin counties. Clients were very appreciative of the help they received from CareerSource Gulf Coast and staff expressed how happy they were to help customers and their role in helping individuals and the community at large. Mrs. Conoley said videos are very impactful and that the videos were a great reminder of the amazing team and work being accomplished by CareerSource Gulf Coast.

### One Stop Services Report

Mrs. Maria Goodwin said that staff is providing a variety of services with individuals face to face through scheduled in person appointments while also providing a variety of services via computer and over the telephone for both employers and job seekers. For the month of August, staff provided services to more than 1,700 individuals. On the employer side, there were 194 employers served, with 250 job orders being posted in Employ Florida. She said that although there are still many requests for reemployment assistance, staff is encouraging customers to think about long term in obtaining employment. Staff is striving to have customers registered in Employ Florida, create a great resume and have a virtual recruiter setup within the system that sends job alerts for the types of jobs they are seeking as soon as they become available. Additionally, staff is working to organize the annual Homeless Veteran's Stand Down this year. It will be on Friday, November 13<sup>th</sup> and will be hosted by Gulf Coast State College. Mrs. Bodine thanked Dr. Holdnak for letting staff plan the event during these uncertain times.

### WIOA (Adult and Dislocated Worker)

Mrs. Goodwin indicated that data on the report was through July, the first month of the program year. She reported that on the training side, staff has done an excellent job in recruiting. For adults, there were 138 actual enrollments,

which is greater than the year to day plan of 117. For the dislocated worker, there were two enrollments, just slightly behind the year to date plan of three. Given the current conditions, staff had done very well.

### WT/SNAP Programs

Mrs. Ramirez said 24 clients were served YTD in the Welfare Transition program, with 33 exiting for employment and 12 closing for a sanction. She also said there were 11 new clients reported in July and there were 12 served YTD in 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 October.

### Dislocated Worker Program

Ms. German reported the Hurricane Michael grant continues to operate although there are fewer workers than the report shows due to Covid-19. Additionally, some worksites had reduced the number of workers due to the pandemic. She continued on stating things are getting better with workers getting well and coming back to their jobsites. Ms. German said she would be visiting all of the jobsites in the next week or so to see what types of hurricane recovery is still being done.

**CHAIR/EXECUTIVE DIRECTOR REPORT** – Mrs. Kim Bodine reported that there is a new DEO Director, Mr. Dane Eagle and she looks forward to working with him.

### **GOOD OF THE ORDER**

Articles to read were an attachment to the agenda packet.

Mrs. Elinor Mount-Simmons referred to the video of Franklin County's office with Val Webb and said this was not a staged video. The ladies in the office are incredibly helpful and all that Val said and information from the others in Franklin County is totally true. They are an asset to the community, and they are an integral part of everything that goes on, not just in the office, but in the community. Mrs. Mount-Simmons said that the community is so appreciative of all that Val and her staff do. Mrs. Bodine said that she is as well. Mrs. Conoley said that the video was very heartfelt and speaks volumes about the organization. Mrs. Conoley thanked everyone for being involved in the meeting this morning and thanked staff for all they do.

### **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.