

GULF COAST WORKFORCE BOARD, INC.
d/b/a CareerSource Gulf Coast
EXECUTIVE/FINANCE COMMITTEE
December 10, 2024

CareerSource Gulf Coast held an in-person meeting and a Zoom webinar meeting with the Executive/Finance Committee on Tuesday, December 10, 2024, at 9:30 a.m. (CST).

Executive Committee members participating were Ms. Elinor Mount-Simmons, Mr. Joey Ginn, Dr. Patricia Hardman, Mr. Ted Mosteller, and Mr. John Deegins.

Board Staff present: Mrs. Kimberly Bodine, Executive Director, Mrs. Maria Goodwin, Ms. Janine Dexter, Mr. Corbett Hines, Mrs. Angela McLane, Mrs. Rebecca Samarraipa, and Ms. Jessica Strickland.

Others in attendance were Mr. Glen McDonald and Mrs. Alexis Underwood, who are both General Board members; Mr. Lonnie Saunders; and FLCommerce staff: Daniel Harper, Jewelisia Thomas, Kaitlyn Jensen, Yvette McCullough, Kristy Farina, and Kent Williams

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

- **Acceptance of new funds- PY 2024-2025**
- **Approval of Budget PY24-25- Modification #3**
- October Financial Report
- **Approval of Board Policy # 1: Board Calendar Changes**
- **Approval of Board Policy #44: Eligible Training Providers**
- **LWDB 4-WIOA Performance Negotiations for PYs 2024 & 2025**
- **Letter Grade Performance**
- **Slate of Officers 2025**

Acceptance of new funds for PY 2024-2025

Chair Elinor Mount-Simmons asked the Finance Director, Ms. Janine Dexter, to detail agenda item number one: Acceptance of new funds for PY 2024-2025 for the Board. Ms. Dexter reviewed the item with the board, reporting \$7,000.00 WIOA state level funds for the Florida Deputy Sheriff's association RAP (Registered Apprenticeship Program). The total donations and unrestricted funding that was received between September 1, 2024 and November 30, 2024 was \$14,879.00. She detailed unrestricted funds received as: \$11,876.00 Veterans Incentive Award, \$1,608.00 Ticket to Work, \$195.00 Rebecca Quinlan for the Food Pantry, and three donations made to support the Homeless Veterans Stand Down, \$500.00 VFW Auxiliary Post 8205, \$200.00 GFWC Woman's Club of Panama City, and \$500.00 VFW Post 8205. Ms. Janine Dexter offered to entertain any questions, but there were none.

Ms. Elinor Mount-Simmons asked for a motion to approve the acceptance of new funds for PY 2024-2025.

The motion for this item was taken together with the budget modification.

Approval of Budget PY24-25- Modification #3

The Chair indicated that the Modification 3 item would be taken in the same vote with the first item, acceptance of new funds, and asked Ms. Dexter to continue. Ms. Dexter stated that this modification is to apply the funds indicated in item # 1 into the Board budget. She noted that \$5,000.00 of the FL Deputy Sheriff's Assn RAP is being applied to Direct Services and \$2,000.00 to One Stop Expenses. She also reported that the \$14,879 for donations and unrestricted funds are being applied to direct services. She referred the members to a handout showing which specific budget line items are being increased with these dollars. She also added that the total of the Board budget with modification 3 is \$3,522,663, which is an increase of about \$712k from the original budget that was approved in May.

Ms. Elinor Mount-Simmons asked for a motion to approve the acceptance of new funds for PY24-25 and budget modification #3 for PY 2024-2025.

A motion was made by Mr. John Deegins to approve the acceptance of new funds for PY 24-25 and budget modification #3 as presented above.

Mr. Ted Mosteller seconded, and the motion passed unanimously.

October Financial Report

Ms. Dexter directed members to a list of variances listed on the financial report. She indicated the reason for each variance with the board, which is also indicated on the report in the agenda deck.

Ms. Dexter detailed that the ITA expenditure rate, as of October 31st, is just over 64% and added that this is a bit higher than normal because the fall tuition payments were processed in October. ITA stands for Individual Training Account; these accounts are used strictly for training expenses. The costs that can be included in ITAs are Case Manager Salaries, Tuition, Books, and required supplies as well as supportive services paid with WIOA federally allocated dollars. Ms. Dexter said that we do not have an approved waiver to the 50% requirement that allows our rate to be a minimum of 30% by the end of the program year like we have had in past years. She reported that our rate will need to be 50% by the end of the program year and that we will continue to watch this closely to ensure that this is met.

Ms. Dexter reported that we are doing well with our WIOA Youth goal for the percent of youth served who are categorized as out of school youth. She stated that we need to be above 50% for Out of School Youth and we are above 98%. She indicated that our Administrative Costs are just over 38% spent, our direct client service costs are almost 21% spent, and our One Stop direct costs are 32% spent. Our total Board expenses are 25.82% spent.

She explained that the next few pages of the agenda packet list the grant-by-grant detail. They are all close to the 33% expended with the exception of the Opioid Recovery grant that's ended. She noted that on Page 10 of the agenda packet is the expenditure analysis, which details that we are at 26% expended overall for the region as compared to last year, where we were at 19% expended for same time period. Ms. Dexter then asked if there were any questions at this time concerning the financial report.

With there being no questions, Chair, Elinor Mount-Simmons thanked Ms. Dexter for her thorough, well-detailed financial report.

Approval of Board Policy # 1: Board Calendar Changes

Chair Elinor-Mount Simmons just indicated that on page 11 of the agenda deck is our Board calendar, which includes changes to the dates for the July, September, October, November and January meetings.

Ms. Elinor Mount-Simmons asked for a motion to approve the changes to the Board Calendar meetings as indicated.

**A motion was made by Mr. Joey Ginn to approve the changes to the Board Calendar meetings as indicated.
Mr. John Deegins seconded, and the motion passed unanimously.**

Approval of Board Policy # 44: Eligible Training Providers

Mrs. Kim Bodine explained that we are revising and updating this policy so that it aligns with the State's policy, which was released in July. She explained that the ETPL (Eligible Training Providers List) is an approved list of training providers who can receive WIOA training dollars for certain programs of study after meeting rigorous criteria. She emphasized that WIOA law requires that states establish criteria and procedures on the eligibility of training providers who receive payments of WIOA dollars. This newly revised policy goes into more detail regarding new processes whereby training providers complete applications that are submitted via the ETPL portal and are either approved or not by the State ETPL Coordinator. Registered Apprenticeship Programs are exempt from all initial and continued eligibility requirements, the LWDB may not impose additional criteria or information requirements for RAP sponsors except as outlined in related training and employment guidance letters. She explained that local boards may apply further initial eligibility requirements for programs of study/training providers. Our recommended additional requirements are: that they have been operating training programs in Florida for a minimum of two years and has been reporting outcomes to the Department of Education for that period of time; or provide the previous 12 months of local validated WIOA/WT placement data that shows all of the following: at least 85% successful program completion rate of trainees no longer in training activities; at least 90% of training completers with employment at closure; and 90% of training completers must be placed in Training related employment at the CSGC regional placement wage goal.

Ms. Elinor Mount-Simmons asked for a motion to approve the revisions to Board Policy #44: Eligible Training Providers as presented.

A motion was made by Mr. John Deegins to approve the revisions to Board Policy #44: Eligible Training Providers as presented by Mrs. Bodine.

Mr. Ted Mosteller seconded, and the motion passed unanimously.

LWDB 4-WIOA Performance Negotiations for PYs 2024 & 2025

Mrs. Goodwin explained that WIOA requires Title I Adult dislocated worker and youth programs and Title III Wagner-Peyser programs to submit programmatic performance data to the Department of Labor; and then the states report data annually through a reporting template. Programmatic performance data is important for all workforce system partners, stakeholders such as State and Local Workforce Development Boards (WDBs), and the public to better understand workforce system operations, enhance services, and pursue continuous improvement for services to job seekers and employers. She reported that there are accepted target goals of Performance Levels and a total of 18 measures and measured by 4 factors. Mrs. Goodwin explained that they initially accepted 9; they then tried to negotiate on the 9 remaining and the state accepted their negotiations as detailed on page 12 of the agenda deck.

With there being no questions for Mrs. Goodwin on this item, Ms. Elinor Mount-Simmons asked for a motion to approve the Performance Negotiations for PYs 2024 and 2025 as presented.

A motion was made by Mr. Ted Mosteller to approve the Performance Negotiations for PYs 2024 and 2025 as presented by Mrs Goodwin.

Mr. John Deegins seconded, and the motion passed unanimously.

Letter Grade Performances

Mrs. Goodwin explained that the REACH Act requires letter grades assignments for local workforce development boards and that grades are based on local board performance accountability measures and return on investment. These letter grades are distributed annually by CareerSource Florida and the new letter grades for PY 2023-2024 were released on Oct. 15, 2024. She explained that Florida's letter grades for local workforce development boards include seven core metrics and one extra credit metric focused on employment services, training services, business services, and economic self-sufficiency. She detailed these as follows: 25% participants with increased earnings; 25% reduction in public assistance; 20% employment and training outcomes; 10% participants in work-related training; 5% continued repeat business; 5% year-over-year business penetration; 10% completion-to-funding ratio; and extra credit was up to 5% serving individuals on public assistance.

Mrs. Goodwin noted changes in the Letter Grade methodology included adjusted targets for certain performance metrics and adjusted extra credit points by adding WIOA Title II and Title IV data – from the Divisions of Career & Adult Education, Vocational Rehabilitation, and Blind Services at the Florida Department of Education – to the extra credit metric numerator. She reported that 22 of the 24 LWDBs had a lower grade in PY23-24 as compared to PY22-23. She explained that for example, our Letter Grade for PY 2022-2023 was an annual score of 93.1 and a letter grade of an A as compared to PY 2023-2023, our annual score is an 86.84 with a letter grade of a B.

With there being no questions, Ms. Elinor Mount-Simmons asked for a motion to approve the Letter Grades as presented.

A motion was made by Mr. Joey Ginn to approve the Letter Grades as presented by Mrs. Goodwin.

Mr. John Deegins seconded, and the motion passed unanimously.

Slate of Officers 2025

Mrs. Bodine asked if the board would be opposed to her waiting until the full board meeting to present this item. Chair Elinor Mount-Simmons asked if there was any opposition to Mrs. Bodine's request to wait to present this item during the full board meeting instead and no one opposed.

Acknowledgement of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Public Officers

Ms. Elinor Mount-Simmons stated that there was a Form 8 provided by Dr. Cheryl Flax-Hyman from the previous meeting on September 25, 2024.

Public Comments

No one from the public made any comments.

Adjournment

There being no additional business for the Executive/Finance Committee, Chair Elinor Mount Simmons adjourned the meeting at 10:04 am.