

**GULF COAST WORKFORCE BOARD, INC.**  
**d/b/a CareerSource Gulf Coast**  
**GENERAL MEETING**  
**December 10, 2024**

CareerSource Gulf Coast held an in-person and Zoom meeting / General Meeting at 10:00 a.m. (CST) on Tuesday, December 10, 2024.

<u>Members Present:</u>		<u>Members NOT present:</u>	
Ms. Elinor Mount-Simmons (V)	Mr. Andy Hicks (V)	Ms. Becca Hardin	Mr. David Hughes
Mr. Fred Croon (V)	Mr. Jim McKnight	Mrs. Sheila Hauser	Mr. Aaron Little
Mr. John Deegins	Mr. Christian Johnson (V)	Mr. Derrick Henderson	Mrs. Alex Murphy
Mr. Glen McDonald	Ms. Alexis Underwood (V)		
Mr. Joey Ginn	Ms. Rebekah Vassar		
Mr. Ted Mosteller (V)	Dr. Pat Hardman (V)		

Others in attendance were Commissioner Doug Crosby, Bay BOCC; Mr. Lonnie Saunders; Mr. Kendrick Larry; FLCommerce staff: Daniel Harper, Jewelisia Thomas, Kaitlyn Jensen, Yvette McCullough, Kristy Farina, and Ken Williams; CareerSource Gulf Coast board staff: Mrs. Kim Bodine, Executive Director, Ms. Janine Dexter, Mrs. Maria Goodwin, Mrs. Angela McLane, Mrs. Becky Samarripa, Mr. Corbett Hines, and Ms. Jessica Strickland.

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

- **Consent Agenda Approval**
  - **Acceptance of New Funds for PY 2024-2025**
  - **Approval of Budget Modification 3 for PY 2024-2025**
  - October Financial Report
  - **Approval of the September 25, 2024, Executive Committee & General Board Meeting minutes**
  - **Acknowledgement of Form 8 Memorandum of Voting Conflict for County, Municipal, and other Local Public Officers- Form 8 was provided by Dr. Cheryl Flax-Hyman**
- **New Business**
  - **LWDB 4- Annual Performance Presentation by FLCommerce**
  - **Board Policy # 44: Eligible Training Providers**
  - **LWDB 4- WIOA Performance Negotiations for PYs 2024 & 2025**
  - **Letter Grade Performance**
  - **Slate of Officers 2025**
- Old Business**
  - Marketing & Communication Report
  - One Stop Services Report
  - Regional Performance Reports
- Chair/Executive Director Report
- Public Comments

**CALL TO ORDER:** Ms. Elinor Mount-Simmons, Board Chair, called the meeting to order and confirmed there was a quorum present by attendee introductions.

### **INVOCATION AND PLEDGE OF ALLEGIANCE:**

Mrs. Maria Goodwin gave the Invocation and led the Pledge of Allegiance.

### **Approval of Consent Agenda:**

Ms. Elinor Mount-Simmons noted to Board Members that a Form 8 was provided by Dr. Cheryl Flax-Hyman for the last Board meeting on September 25<sup>th</sup>. She then asked if there were any questions from the board regarding the Consent Agenda and asked if any member wanted to pull any item from the Consent Agenda for discussion. No one requested an item removal; she asked for a motion to approve the Consent Agenda as presented and approved by the Executive/Finance Committee.

**A motion was made by Fred Croom to approve the consent agenda as presented.  
Mr. Glen McDonald seconded, and the motion passed unanimously.**

### **NEW BUSINESS:**

#### **LWDB 4-Annual Performance Presentation by FLCommerce**

Florida Commerce staff: Daniel Harper, Senior Management Analyst Supervisor; Ken Williams; Kaitlyn Jensen; and Yvette McCullough, Financial Monitoring & Accountability Chief all participated in presenting the Annual Performance Report. The data was broken down by State and Local Board Funding, Financial Expenditure Requirements, Performance Accountability Metrics, Programmatic & Financial Monitoring Activities, and Letter Grade.

Yvette McCullough presented information on Statewide Funding and Local Board Funding for 2024 made up of Workforce Innovation and Opportunity Act, Welfare Transition, Wagner Peyser, Veterans, Supplemental Nutrition Assistance Program, Trade Adjustment Assistance Program, and National Emergency Grant. She then Compared Local Board Direct Client Services and Administrative Expenditures between the Program Years of 2021 and 2022, CSGC was below the 10% level for both years. Next, she compared Individual Training Account Expenditures between SFY 2021-2022 and SFY 2022-2023, CSGC exceeded the waiver amount for both years. She then compared Work Experience Expenditures between FFY 2021 and 2022 and then Out-of-School Youth Expenditures between the program years of 2021 and 2022, CSGC vastly exceeded the goal for this measure.

Kaitlyn Jensen then continued with the presentation by presenting on the Primary Indicators of Performance and Letter Grades. We received an 86.84% B letter grade for the program year of 2023-2024.

Next, Ken Williams continued with the presentation presenting Programmatic Monitoring Activities for the program year 2022-2023 and reported a total of 3 findings of identified issues and commended us on an excellent job with diligence in correcting all issues.

Yvette McCullough continued with the presentation by comparing Financial Monitoring Activities for the program years 2021 and 2022 and noted only one issue of non-compliance during the program year 2022, which has already been corrected and was related to the required MOU-IFA agreements.

Daniel Harper closed out the presentation by commending us on an overall great report, entertaining any questions, and thanking us for our time to present their presentation.

Ms. Elinor Mount-Simmons offered the Board members a chance to ask any questions they may have; there were none. She thanked the presenters from FLCommerce for their attendance today at our Board meeting and for their presentation.

Chair Elinor Mount-Simmons then asked for a motion to acknowledge the LWDB 4 Annual Performance Presentation.

**A motion was made by Mr. Jim McKnight to acknowledge the LWDB 4 Annual Performance Presentation as presented by FLCommerce. Mr. Joey Ginn seconded, and the motion passed unanimously.**

#### Approval of Board Policy # 44: Eligible Training Providers

Mrs. Kim Bodine reminded board members that a full policy review is being conducted over the next 12 months and that FL Commerce had released a new policy earlier this year in June that includes a procedure related to Eligible Training Providers (ETPs) and the policy being presented is our local policy for ETPs. The local policy needs to be revised so that it aligns with the State's policy. 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 and 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 additional 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 have 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. She asked for discussion of the item, there was none.

**A motion was made by Mr. Jim McKnight to the revisions to Board Policy #44: Eligible Training Providers as presented by Mrs. Bodine. Mr. Glen McDonald seconded, and the motion passed unanimously.**

#### LWDB 4-WIOA Performance Negotiations for PYs 2024 & 2025

Mrs. Goodwin detailed the WIOA Performance Negotiations process which includes Title I Adult, Dislocated Worker and Youth programs as well as Title III Wagner-Peyser programs and requires FLCommerce to negotiate performance goals and submit programmatic performance data to the Department of Labor. Subsequently each local workforce region must also negotiate performance goals with FLCommerce and strive to meet those goals annually. Ms. Goodwin negotiated the region's performance goals with FLCommerce this year for the first time and walked through the process with board members.

She reported that there are accepted target goals of performance levels for a total of 18 measures and most are measured by 4 factors which include wages up to one year after leaving the program or receiving a service. 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. Joey Ginn to approve the Performance Negotiations for PYs 2024 & 2025 as presented by Mrs Goodwin. Mr. Jim McKnight seconded, and the motion passed unanimously.**

### Letter Grade Performances

Mrs. Goodwin provided an overview of how Letter Grades are compiled for local workforce boards as required by the REACH Act. The 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 2023-2024, 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. Jim McKnight to approve the Letter Grades as presented by Mrs. Goodwin. Ms. Alexis Underwood seconded, and the motion passed unanimously.**

### Slate of Officers 2025

Mrs. Bodine reported the slate of officers for 2025 would be as follows: Incoming Chair-Joey Ginn and indicated that the Vice Chair is still Vacant (represent gulf county) and Past Chair would now be Elinor Mount Simmons. Executive Committee Members include John Deegins, Ted Mosteller, and Pat Hardman.

**A motion was made by Ms. Rebekah Vasser to approve the 2025 Slate of Officers as presented by Mrs. Bodine. Ms. Alexis Underwood seconded, and the motion passed unanimously.**

Elinor Mount Simmons indicated that we have a board seat open in Gulf County and need a Gulf County representative to agree to move into the Vice Chair role, since the chair position is rotated between counties whenever possible. We also have two board seats open on the General Board for Bay County. Ms. Mount Simmons said they need at least two volunteers for a nominating committee for Bay County Private Sector individuals and work

with Jim McKnight to suggest a private sector Gulf County member. Mr. Glen McDonald of Bay County and Mr. Christian Johnson of Gulf County both volunteered for that nominating committee and Ms. Mount-Simmons thanked them.

Ms. Mount Simmons said that we will pass the gavel at our Annual Board Luncheon in January. She congratulated and thanked all who are continuing to serve.

## **OLD BUSINESS:**

### **Marketing and Communications Report**

Mrs. Becky Samarraipa, Communications Manager, highlighted marketing efforts, which included involvement in several community events as well as numerous hiring events and job fairs that were held in September, October, and November.

Mrs. Samarraipa reported on continued involvement in community events which are listed in the communications report in the agenda deck. She emphasized that the Homeless Veterans Stand down was held in September, where veterans experiencing homelessness were provided goods and services as well as a hot meal. For Veterans Day there was a social media tribute to veteran staff members.

She went on to discuss other events held at the job center including free workshops for job seekers and employers, which include 2 workshops each month for Resume Workshops and 2 workshops a month for job search workshops. She encouraged members to read through the Good of the Order that has already been provided to them, where they can read all articles and publications.

Ms. Elinor Mount-Simmons thanked Mrs. Samarraipa for her full marketing and communications report.

### **One-Stop Services Report**

Mrs. Maria Goodwin gave an overview of the One Stop Services report in the agenda packet. For October 2024, there were 1,403 total one-stop visitors. Over the month the Centers provided 2,699 total services and issued 966 job referrals. In the employer side, staff provided 722 employer services to 143 unique employers/businesses in the region.

Ms. Elinor Mount-Simmons thanked Mrs. Goodwin for her report on the One-Stop Services.

### **Regional Performance Reports**

Regional performance reports were detailed by Mrs. Goodwin, which were provided in the agenda packet.

Ms. Elinor Mount-Simmons thanked Mrs. Goodwin for the performance report.

## **CHAIR / EXECUTIVE DIRECTOR REPORT**

Chair Elinor Mount-Simmons said that we will soon be providing the link for Board member training. She told members that when you receive that link, to please complete the training and provide the certificate to Executive Administrative Assistant, Jessica Strickland. She also emphasized her excitement about our annual board luncheon on January 16<sup>th</sup> and expressed feeling like we have a lot to be proud of in our work over the last 18 months.

Ms. Mount-Simmons then took a moment to thank everyone for the opportunity she has had to serve as chair the past 2 years and emphasized what an honor it has been working with such passionate and hard workers who help the people we do in our communities

Executive Director Kim Bodine reported “Audits, Audits, Audits,” as we are in the preparation or middle of four different audits, one with the Inspector General of Commerce, two with FLCommerce-one that should be wrapped up soon and one that we must submit documents for in February for next calendar year, and the independent audit that begins in January. She also indicated that we have partnered in a grant with Franklin’s Promise, which includes two other workforce regional partners. She stated that that we will continue to review and adopt new and revise old policies as necessary. She reported that she attended the Florida Rural Summit in Ocala, Florida on scholarship from Opportunity Florida and heard good strategies for serving rural communities with workforce and economic development challenges. We are pushing to complete enrollments for the year in order to meet the 50% training expenditure rate. She shared that on the bright side, Becky talked about our VET team, who won second place for the second year in a row, for providing excellent services to Veteran’s as well as Kodi Linton who received a state award from the Able Trust for her work with the High School High Tech program in Gulf County, not to be outshined our HSHT student Eljai Brown, who was one of six or eight students selected across the state to be a HSHT ambassador. Finally, Hannah Pettijohn was honored as our workforce champion in September by the state workforce system and Deb Blair, our long-time Finance Director, retired and we celebrated her retirement in October. Mrs. Bodine then thanked each of them for giving of their time and their hearts to this board and our staff. She emphasized the inability to do what we do without all of them and she wished everyone a Merry Christmas and a Happy New Year. She reminded all that we will be off from December 23rd until Jan 2, for about 10 days over the holidays.

Mrs. Bodine then thanked everyone for joining the meeting in person or virtually today.

### **GOOD OF THE ORDER**

Articles to read are an attachment to the agenda packet.

### **OPPORTUNITY FOR PUBLIC COMMENT**

Ms. Elinor Mount-Simmons invited public comment. No Public comments were made.

### **ADJOURNMENT**

There, being no additional business, Ms. Elinor Mount-Simmons adjourned the meeting.