

GULF COAST WORKFORCE BOARD, INC.

d/b/a CareerSource Gulf Coast

GENERAL MEETING

September 25, 2024

CareerSource Gulf Coast held an in-person and Zoom meeting / General Meeting at 10:00 a.m. (CST) on Wednesday, September 25, 2024.

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

Also present were Commissioner Bill Dozier, Bay BOCC; Lonnie Saunders; Mrs. Missy Lee, Florida Dept of Children and Families, 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 were also present.

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

- **Consent Agenda Approval**
 - **Approval to Accept New Funds for PY 2023-2024**
 - **Approval of the August 13, 2024, Executive Committee and General Board meeting minutes**

- **New Business**
 - **Allocations/Recission to Service Providers**
 - **Approval of Budget Mod 2-PY24-25**
 - **Prior Approval Transfer Request-PY24**
 - **Board Policy #1 Meeting Calendar Changes**
 - **Sub Award Agreement Approval**
 - **Internal Control Questionnaire (ICQ) & Assessment**
 - Summer Program Update
 - Opioid Success Story

- Old Business**
 - **Policy Updates: Board Policy 56**
 - 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:

Ms. Elinor Mount-Simmons gave the Invocation and led the Pledge of Allegiance.

Approval of Consent Agenda:

Chair, Elinor Mount-Simmons 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. There being none, 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 Mr. Jim McKnight to approve the consent agenda as presented. Mr. Fred Croon seconded, and the motion passed unanimously.

NEW BUSINESS:

Item 1: Allocations/Rescission to Service Providers

Ms. Dexter indicated that because of the allocations shown for RESEA and LVER are less than what we estimated in the original budget that was approved in May, we are requesting to rescind \$12,383 from the service provider contract with Gulf Coast State College to replace those funds with Welfare Transition and Wagner Peyser dollars. She reported that the total contract amount doesn't change from the original award of \$260,715; the net difference in funding is zero. She emphasized that normally this item and the next one would be included with the approval of the consent agenda, but since this item affects the service provider contract with Gulf Coast State College, it was pulled for the regular agenda in order to give the college representative the opportunity to abstain from this vote. However, a GCSC Board Member was not present for the meeting at this time. Ms. Dexter offered to answer any questions regarding what she just detailed concerning the allocations/rescissions to service providers. There were none.

Ms. Elinor Mount-Simmons asked for a motion to approve the allocations/rescissions to service providers.

Mr. John Deegins made a motion to approve the allocations/rescissions to service providers as presented. Mr. Joey Ginn seconded the motion, and the motion passed unanimously.

Item 2: Approval of Budget Mod 2-PY24-25

Ms. Dexter stated that this item is the action of placing the new funds that were accepted in the consent agenda being added to the budget. She indicated that almost every line of the budget needed adjustment explaining that the funding that was put in the in the unallocated line at the last board meeting is being moved up into the budget since all the NFAs that were expected from Florida Commerce had been received. She reported that review of funding allocated to the appropriate line items in the budget was critical in order to meet our ITA (Individual Training Account) and performance goals. The total of the Board's budget with modification number 2 is \$3,500,784. This is an increase of about \$690k from the original budget approved in May. Also, noted is the increase in employee benefits due to the change in health insurance, Gulf Coast State College is moving to the state employee health insurance plan in January, and board staff are employees of GCSC. The new health insurance benefits employees greatly compared to the last plan but costs significantly more for the employer (Board). Ms. Dexter offered to field any questions. There were none.

Ms. Elinor Mount-Simmons asked for a motion to approve the Budget Modification #2 for PY 2024-2025

A motion was made by Mr. Jim McKnight to approve Budget Modification #2 as outlined above. Mr. Andrew Hicks seconded, and the motion passed unanimously.

Item 3: Prior Approval Transfer Request-PY24

Ms. Dexter reported that over the past few years, the Board has been required to approve the prior approval transfer request form, which details the reasons for why our region has a need to transfer funds between WIOA Adult and Dislocated Worker (DW) funding. She explained that every year we have very few dislocated workers, so the need to request to move the funds is essential. This year, staff are requesting that 90% or \$326,431 of the allocated funds be transferred from the Dislocated Worker fund to Adult Services. Ms. Dexter highlighted that the estimated number to be served after funds are transferred would be thirty-five adults and two Dislocated Workers. She emphasized that this works the same way should we have a mass layoff, so that we can request funds from Adult Services to be

moved to Dislocated Worker. She concluded her presentation of this item with requesting that this be retroactive to July 1st and offering to answer any questions.

Ms. Elinor Mount-Simmons asked for a motion to approve the Prior Approval Transfer Request as presented.

A motion was made by Mr. Fred Croon to approve the Prior Approval Transfer Request as outlined above. Mr. Ben Moorman seconded, and the motion passed unanimously.

Item 4: Board Policy #1 Meeting Calendar Changes

Mrs. Bodine explained that the Board Calendar meeting dates are a Board Policy that must be presented before the board and approved whenever there were changes to meetings dates. She reported that the only changes made were that the July 9, 2024 prior calendared Meeting was canceled and the September 10, 2024 Board meeting was rescheduled to September 25, 2024. She emphasized that this calendar, once approved by the board, is always posted and available on their website as required.

Ms. Elinor Mount-Simmons asked for a motion to approve the Board Policy #1: Board Meeting calendar changes as presented by Mrs. Bodine.

A motion was made by Mrs. Joey Ginn to approve the Board Policy #1: Board Meeting calendar changes as outlined above. Mr. John Deegins seconded, and the motion passed unanimously.

Item 5: Sub Award Agreement Approval

Executive Director, Kim Bodine reported that the Sub Award Agreement is between Regional Workforce Boards and Florida Commerce. It must also be approved by Chief Local Elected Officials. It lays out 24 topic areas for compliance and lists many requirements that are outline in Federal law and Rule as related to the Workforce Innovation and Opportunity Act. Other compliance items are called for in state statute.

Mrs. Bodine outlined that the Sub Award Agreement Topics are as follows: Definitions; Term and Expiration; Fiscal and Administrative Controls; Performance, Reporting, Monitoring and Auditing; The Board's One Stop Delivery System; Services Delivered by Commerce Staff; Open Government and Confidentiality; Background Screenings; Local Plan and Assurances; Procurement; Compensation and Travel; Board Governance, Responsibilities, and Transparency; Ethics; Local Board Composition, Board member Selection and; Training; Related Parties; Additional Provisions; Services to Individuals with Disabilities; Services to Individuals with; LEP; Response to Customer Service Complaints; Liaisons; Required Local Positions; Construction Interpretation; Preservation of Remedies; severability; Right to Set Off; Entire Agreement; Amendment; and Waiver.

She highlighted item 12 -Board Governance/Transparency, to identify the items that must be listed on our website as follows: Local Plans; List of LWDB Board Members by company or entity and terms of service; Chief Local Elected Officials; Selection of One Stop Operator-including RFPs, Q and As, and contracts; Notice of all Board meetings- 7 days prior, 72 hours prior; Minutes of Board meetings-15 days after board approval; Board Bylaws; Interlocal Agreement; Budget; Executive Compensation Disclosures; Employee position and salary information; LWDB's IRS Form 990; Statements of Financial Interest-must indicate that all board members and executive staff have filed form 1-this must remain posted for one year after member term expires or when employee leaves service Single Audit; Related Party Contracts; Plain Language of all Contracts over \$35k; All active agreements with another board that delegate partial or complete responsibility for any duties the Board is expected, required, or mandated to perform, even if the amount is below \$35k; and Hours of Operation. Chair Mount Simmons gave Kudos to the staff for doing their best to keep up with the many requirements associated with these programs and asked for any questions for the item. There were none.

meetings-15 days after board approval; Board Bylaws; Interlocal Agreement; Budget; Executive Compensation Disclosures; Employee position and salary information; LWDB's IRS Form 990; Statements of Financial Interest-must indicate that all board members and executive staff have filed form 1-this must remain posted for one year after member term expires or when employee leaves service Single Audit; Related Party Contracts; Plain Language of all Contracts over \$35k; All active agreements with another board that delegate partial or complete responsibility for any duties the Board is expected, required, or mandated to perform, even if the amount is below \$35k; and Hours of Operation. There were no questions.

Ms. Elinor Mount-Simmons asked for a motion to approve the Sub Award Agreement as presented.

A motion was made by Mrs. Alex Murphy to approve the Sub Award Agreement as outlined above. Mr. John Deegins seconded, and the motion passed unanimously.

Item 6: Internal Control Questionnaire (ICQ) & Assessment

Mrs. Bodine provided an overview of the ICQ including that it was developed by FLCOMM-Bureau of Financial Monitoring and Accountability as a self-assessment tool. She highlighted that the objective is to find out the effectiveness and efficiency of operations, reliability of financial reporting, and compliance with applicable laws and regulations. She provided a little background into what the five sections in the ICQ consist of: 1) the control environment, 2) the risk assessment, which includes an active process for identifying and analyzing risks; 3) control activities are the actions taken that are guided by policies and procedures that help to mitigate risks-activities are at all levels of the organization; 4) Information and Communication: internal and external communication and provision of information ensures that staff members have the information needed to understand and uphold control activities; and 5) Monitoring-Ongoing reviews, reporting, evaluations which assess control activities, and assist in recommending/establishing new policies or procedures to improve controls. She detailed the changes to the tool from the previous year. She explained that this is required annually and their answers change as procedures, policies, and momentum of the organization changes to meet the needs of the community. She offered to entertain any questions. There were none.

Ms. Elinor Mount-Simmons asked for a motion to approve the Internal Control Questionnaire (ICQ) & assessment as presented.

A motion was made by Mr. Andy Hicks to approve the Internal Control Questionnaire (ICQ) & Assessment as outlined above. Mr. Fred Croon seconded, and the motion passed unanimously.

Item 7: Summer Program Review

Mrs. Bodine shared that the summer program in Port St. Joe was able to be operated again this year, courtesy of the DuPont Fund, but was downsized due reduced funding from the board. The ages of the campers started at four years old and ranged up to those entering the 5th grade. Mrs. Bodine explained that 147 campers enrolled this year; the average daily participation was 83 campers and the highest number participated in one day was 99 campers; 72% of campers lived in families that received at least one type of public assistance including free/reduced lunch; 52% of our campers were white, 78% of our campers were other ethnicities; and 4,522 breakfast/lunch meals and 2,276 snacks were served as well as and a lot of popsicles as the air conditioner was broken down during the first two weeks of the summer camp. The camp featured classes in gardening, reading, arts/crafts, swimming lessons until July, baking classes, and child safety classes with an emphasis on children learning stranger danger. Mrs. Bodine reported that the kids in the summer program took on average, about a field trip per week, which included: Taunton Family Children's Home and Swimming Pond, the Ocheesee Creamery, Blounstown Splash Pad, local parks including Rish State Park & Learning with the Park Rangers, Port St. Joe Lighthouse Beach, VIP Cinemas, Free swim at the St Joseph Bay Country Club, St. Joe Center for the Arts, George Washington Elementary/High School Museum, and even a Mermaid sighting. She emphasized that they were able to have a total of 13 interns to help during the summer programs this year, and that many of those interns had been through the very same summer program when they were kids themselves.

Item 8: Opioid Success Story

A video success story was viewed for the Fostering Opioid Recovery grant, which was funded by USDOL in and administered by Florida Commerce. Ricardo Antoni successfully completed an internship with the Sleep Inn and Suites and was offered a full-time position with them at the completion of his internship. With the help of Dewy Powell, a CareerSource Gulf Coast Case Manager assisting him we were able to assist with things he needed such as an electric bicycle, interview/work clothes and counseling support. His testimony emphasized the hope and confidence that this program has allowed him to have again; hope in himself, this community, and his future and the confidence to know he is equipped now to pursue a future that he once thought impossible to reach.

OLD BUSINESS:

Item 9: Policy Updates: Board Policy 56

Mrs. Bodine explained that board staff are continuing to review policies one by one and updating as needed in order to align and comply with not only Gulf Coast State College, who we are employed by, but also in compliance with state policy as well. She clarified that this newly constructed policy being presented, Board Policy 56: Leave is one that will be completely four other current policies, which are Board Policy 11: Family & Medical Leave; Board Policy 15: Personal Leave with Pay; Board Policy 26: Sick Leave; and Board Policy 33: Vacation Leave. She noted that this new policy will supersede all past policies dating to the formation of the organization and the purpose is to provide clear definitions and descriptions regarding types of leave, accrued leave, and terminal leave payouts. She presented a redacted version that shows we would still be aligned with Gulf Coast State College, but do not

necessarily need some of their clauses; for example, portions pertaining to sabbatical leave or faculty in general since none of our employees are instructional. She also added that in terms of leave, payroll, and terminal leave, retirement we are employees of the college and they handle all of those types of requests/required paperwork and calculations. She offered to answer questions. Chair Mount Simmons commended Mrs. Bodine and staff for reviewing and updating the policies and presenting them to the board.

Ms. Elinor Mount-Simmons asked for a motion to approve the Policy updates: Board Policy 56 as presented.

A motion was made by Mr. Jim McKnight to approve the Policy updates: Board Policy 56 as outlined above. Mrs. Alex Murphy seconded, Ms. Flax Hyman, designee for Gulf Coast State College, indicated that she had joined the meeting before the success story began and abstained from the vote due to her position with Gulf Coast State College. The motion was approved unanimously except for the abstention.

Item 10: Marketing & Communication Report

Mrs. Becky Samarripa, Communications Manager, reviewed social media (Facebook, Instagram, Twitter, and LinkedIn), website, email distribution list, flyer distribution, and media alerts/press releases data from the timeframe June 2024 through August 2024. Mrs. Samarripa highlighted the Marketing efforts, which included involvement in community events, hiring events in June, July, and August, and two resume workshops and two job search workshops per month throughout June, July, and August.

Mrs. Samarripa outlined continued involvement in community events in ongoing Food Pantry distributions in Gulf County, Tyndall AFB Checkertail Airman and Family welcome orientations, and Callaway Cares Health Fair & Car Show. She also detailed the Hiring events. She reported that the June Hiring Events consisted of the following: Career Connections Hiring Event (Care About You, Central Moloney Inc., Club for Kiddies, Inc., Eastern Shipbuilding, PBS/Positive Behavior Support Corp.); Harry Grizzle Allstate Agency Hiring Event; Florida Department of Corrections; Hospitality Staffing Solutions; and AcroBlue. She added that the July Hiring Events included the following: Career Connections Hiring Event (CCS Floor Care Specialist, Early Education and Care, Eastern Shipbuilding Group, Florida Department of Corrections, Jensen USA, Royal American Companies); Hospitality Staffing Solutions; Capital City Oasis Home Care; and Peopleready—offsite event. And she concluded with the August Hiring Events, which she said included the following: Career Connections Hiring Event (Eastern Shipbuilding Group, Kenny Strange Electric and Service Company, Peopleready, Royal American Management, We Care for You); Hospitality Staffing Solutions; Girls Inc. Hiring Event; Sevita Caregivers Hiring Event; Kraton Production Assistant Hiring Event; and Florida Department of Corrections – NW FL Reception Center. She also let everyone attending the meeting aware that all articles/publications are in the Good of the Order.

Madam Chair, Elinor Mount-Simmons thanked Mrs. Samarripa for her detailed report and for all the hard work that CareerSource Gulf Coast is doing to serve our community.

One-Stop Services Report and Regional Performance Reports

Mrs. Maria Goodwin asked Ms. Mount-Simmons that out of respect for the board as evacuations take place due to the hurricane, if it would be alright if she later e-mailed these reports to the board members so that they may review them at their convenience instead of in a rushed manner today due to the time constraint.

Ms. Mount-Simmons said that would be very good since many needed to adjourn in a timely manner due to needing to prepare for the approaching Hurricane Helene expected in our neighboring communities.

CHAIR / EXECUTIVE DIRECTOR REPORT

Mrs. Bodine said she really believes that she has covered everything throughout the meeting that she wanted to speak about, and she emphasized how much she really enjoyed being able to share the opioid success story and the summary of the summer camp with the board members.

Chair Mount Simmons reminded Board members that the next board meeting was November 12, 2024.

GOOD OF THE ORDER

The Board Chair encouraged members to read the articles in the attachment to the agenda packet.

OPPORTUNITY FOR PUBLIC COMMENT

No Public comment

ADJOURNMENT

There being no additional business, Ms. Elinor Mount-Simmons adjourned the meeting at 11:05 CST.