

**GULF COAST WORKFORCE BOARD, INC. d/b/a CareerSource Gulf Coast GENERAL MEETING
April 9, 2024**

CareerSource Gulf Coast held an in-person and Zoom meeting / General Meeting at 10:00 a.m. (CST) on Tuesday, April 9, 2024.

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

Also present were Mr. Lonnie Sanders, FL COMM; Ms. Deb Carty, Division of Blind Services; Ms. Michele Cook McKnight, FL DJJ, and CareerSource Gulf Coast board staff: Mrs. Kim Bodine, Executive Director, Mrs. Maria Goodwin, Ms. Janine Dexter, Mrs. Deb Blair, Ms. Tracey Fischer, Ms. Becky Samarraipa, Mr. Corbett Hines, Ms. Donna Stapleton and Ms. Brittany Hendley Additionally, Mr. Ben Clark and Mr. James Halleran, both of James Moore and Company, attended the meeting.

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 Budget Mod 5 – PY 2023-2024**
 - **Approval of Revised Board Policy 1 – Board Meeting Schedule**
 - **Approval of Executive Director’s annual evaluation**
 - **Approval of 2/13/2024 Executive Committee and General Board meeting minutes and the 122/13/2024 Executive Committee Minutes**
- **New Business**
 - **Financial Audit – James Moore and Company**
 - **Revised Board Policy 25 – Self-Sufficiency Definitions**
 - **Approval of Subsequent Designation**
- Old Business**
 - **Marketing & Communication Report – Through March 2024**
- **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. Kim Bodine gave the Invocation and led the Pledge of Allegiance.

Approval of Consent Agenda:

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

NEW BUSINESS:

Financial Audit

Mr. Ben Clark from James Moore and Company presented the results of the financial audit. He stated the audit was clean and their audit opinion was an unmodified opinion meaning that all numbers are materially correct and there were no deviations from accounting standards. They encountered no difficulties, had no findings, adjustments or recommendations.

A motion was made by Mr. David Hughes to approve the financial audit. Mr. Jim McKnight seconded, and the motion passed unanimously.

Approval of Revised Board Policy 25 – Self-Sufficiency Definitions

Mrs. Kim Bodine presented the new language for this policy. The old language stated a worker making over \$25/hour. The new language states over 250% of entry level wage. The current entry level wage for our MSA is \$12.44/hour. Self-sufficiency of 250% equates to \$31.10/hour. This means if an employee is making more than this rate, they are not eligible to receive funds for employer paid training.

A motion was made by Mr. Fred Croon and seconded by Mr. Ted Mosteller to approve the revision of BP 25 as recommended by Mrs. Bodine. The motion passed unanimously.

Approval of Subsequent Designation

Mrs. Kim Bodine explained that subsequent designation is an ongoing requirement usually every two years. CSGC submitted it last year. However, there are multiple other boards merging and FL Comm wants them all on the same schedule so they asked us to apply again this year. Because of the timing, we do not have our adjusted performance data to submit. However, we are moving ahead and this is due by May 6.

A motion was made by Mrs. Alex Murphy and seconded by Dr. Patricia Hardman to approve the subsequent designation. The motion passed unanimously.

Marketing and Communications Report

Mrs. Becky Samarripa reviewed the number of community relation events in which CareerSource Gulf Coast participated including ongoing food pantry distributions in Gulf County and Tyndall AFB newcomer orientations. She stated that CareerSource Gulf Coast sponsored the H'Cola African American History Festival. She spoke of the success of the 37th Annual Bay County Fair held in February. She listed upcoming student job fairs and commended Gulf County for the success of their project submitted for the Able Trust High School High Tech grant Project Venture competition. They were 1 of 4 finalists in the state.

EXECUTIVE DIRECTOR REPORT

Mrs. Bodine said that we have submitted everything for the USDOL/Office of the Inspector General audit of Hurricane Michael funds. They requested eight disbursements. FL Comm approved them and it is now at state level. The state will send a report with their findings. We are currently working on the list of tools for the fiscal and programmatic monitoring from Florida Commerce, which officially starts on April 22nd. The programmatic monitoring will last approximately two weeks but the fiscal can take months. We just received last week our results from last year's monitoring. She stated she has requested some extensions on some funds as well as more funds. We're waiting on our preliminary budget numbers for next year. The actual numbers won't come until June.

Ms. Elinor Mount-Simmons said that staff is doing an awesome job in all their endeavors. She thanked staff for all of their hard work. Finally, she announced the upcoming retirement of Ms. Donna Stapleton at the end of April.

GOOD OF THE ORDER

Articles to read are an attachment to the agenda packet.

OPPORTUNITY FOR PUBLIC COMMENT

Chair Mount-Simmons invited public comment. No Public comment

ADJOURNMENT

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