

**GULF COAST WORKFORCE BOARD, INC. d/b/a CareerSource Gulf Coast GENERAL MEETING  
August 8, 2023**

CareerSource Gulf Coast held an in-person and Zoom meeting / General Meeting at 10:00 a.m. (CST) on Tuesday, August 8, 2023.

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

Also present were Commissioner Bill Dozier, Bay BOCC; Ms. Gail Emerich, NCBA; CareerSource Gulf Coast board staff: Mrs. Kim Bodine, Executive Director, Mrs. Deb Blair, Mrs. Maria Goodwin, Ms. Janine Dexter, Mrs. Shannon Walding, Mrs. Angela McLane, Becky Samarripa, Mr. Corbett Hines, Ms. Donna Stapleton and Ms. Hilarie Pearson

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

- **Consent Agenda Approval**
  - **Approval to Accept New Funds for PY 2022-2023**
  - **Approval of Budget Mod 6 – PY 2022-2023**
  - **Approval of Carry Forward**
  - **Approval to Accept New Funds PY 2023-2024**
  - **Approval of Budget Mod 1 – PY 2023-2024**
  - **Approval of Board Policy 1 revision**
  - **Approval of Financial Report ending 6/30/2023,**
  - **Approval of Executive Committee and General Board meeting minutes**
  - Acknowledgment of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers – Ms. Alex Murphy, 5/9/2023
- **New Business**
  - **Franklin County School District Designee**
  - Letters of Resignation from the Board (Shelly Scarborough and Steve Jordan)
  - **2023/2024 Targeted Occupation List**
  - **Eligible Training Providers List (ETPL) for Skill Storm**
- Old Business**
  - Marketing & Communication Report – through June 2023
  - One Stop Services Report
  - 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:**

Mr. Ted Mosteller gave the Invocation and led the Pledge of Allegiance.

## **Approval of Consent Agenda:**

Ms. Elinor Mount-Simmons, Chair, 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. Glen McDonald seconded, and the motion passed unanimously.**

Ms. Elinor Mount-Simmons welcomed Mr. Andy Hicks as a new board Member. Mr. Hicks is the Vice President of Operations for Berg Pipe – Panama City. She also welcomed Hilarie Pearson, Executive Administrative Assistant and Mrs. Angela McLane, the new Director of Workforce Services-Bay County and Mr. Glen McDonald the new President of Gulf Coast State College. Ms. Mount-Simmons stated that each year the voting seat for School Superintendents rotates and this year the seat is Franklin County School District.

## **NEW BUSINESS:**

### Franklin County School Board Designee

Mrs. Kim Bodine introduced Mr. David Hughes as the designee for Franklin County School District. Mr. Hughes was recommended by Mr. Steve Lanier.

**A motion was made by Mr. Ted Mosteller to approve the Franklin Co. School Board Designee as presented. Mr. Jim McKnight seconded, and the motion passed unanimously.**

### Letters of Resignation

Mr. Steve Jordan and Ms. Shelley Scarborough have resigned from Career Source Gulf Coast Board of Directors. Mr. Fred Croon has recommended a replacement and a request has been made with BOCC to approve at their next meeting. Ms. Shelley Scarborough indicated that she would let the External Affairs staff with FPL know that CSGC is seeking nominations for her replacement.

### 2023/2024 Targeted Occupation List (TOL)

Mrs. Bodine said that this targeted occupation list does not apply to OJTs or work-based learning/training. Those occupations listed tie back to our ETPL as well as higher level positions for which we may be able to offer skill upgrade training.

**A motion was made by Dr. Patricia Hardman to approve the TOL as presented. Mr. Joey Ginn seconded, and the motion passed unanimously.**

### Eligible Training Provider's List (ETPL) for Skill Storm

Mrs. Maria Goodwin spoke on EPTL for SkillStorm. SkillStorm training prepares students to sit for certification exams that lead to employment opportunities in computer engineering. They offer multiple courses for computer-based applications that are listed on our Targeted Occupations list. A question was brought forth by Mr. Bill Dozier regarding the level of success SkillStorm provides. Mrs. Goodwin responded with assurance that each provider is to be fully reviewed each year and measured by the number of course completions and jobs secured, but that this will be our first year with Skill Storm as a provider.

**A motion was made by Mr. Jim McKnight to approve the ETPL as presented. Mr. Ted Mosteller seconded, and the motion passed unanimously.**

## One-Stop Services Report

Maria Goodwin, Deputy Director, reviewed the One Stop Services report in the agenda packet and noted that for July 2023 there were 855 total one-stop visitors. Over the month the Centers provided 1,737 services and issued 440 job referrals. On the employer side, staff provided 971 services to 191 businesses in the region.

## Performance Reports

Maria Goodwin provided an overview of program performance reports for June 2023 which is also the end-of-year performance report. Corbett Hines displayed the performance reports on the screen for the board members. Goodwin noted that WIOA has three types of customers – Adults, Dislocated Workers, and Youth. She reported that for PY22-23, WIOA performance goals were exceeded for all Adults, DW, and youth measures except for DW enrollments. Mrs. Goodwin reported that fewer dislocated workers from the WestRock plant closure decided to enroll in training than previously expected. Specific performance highlights included the average wage at placement for adults at \$27.56 per hour, the average wage at placement for Dislocated Workers at \$25.72, and the average wage at placement for Youth at \$16.47 per hour. Mrs. Goodwin also noted that performance reports for Board meetings are real-time indicators and differ from federal performance measures. Mrs. Goodwin noted 18 of the 15 federal performance measures are based on criteria after exit or after staff works with the customer so there is a lag in the data.

## Marketing Report

Mrs. Becky Samarripa, Communications Manager reviewed social media data from the timeframe May 2023 through July 2023. She also pointed out that the website would be transferred to a new WordPress Content Management System soon and should allow for more opportunities and flexibility to promote various campaigns and track effectiveness. She reviewed outreach through community involvement in the Gulf County region food pantry, Tyndall Air Force Base Military Spouse Appreciation Day, Tyndall Air Force Base Freedom Fest, and Waller Elementary Community Day in Youngstown. She reviewed promotions for Summer Leadership Camp in Gulf County, along with the Summer Internship Program recruitment. May hiring events included participation in the student job fairs at each of the high schools in Bay, Gulf, and Franklin Counties. Free resume and job search workshops were conducted in July. Additional hiring events took place in July, including Hospitality Staffing Solutions, Royal American Management, and Central Moloney, Inc.

## Chair/Executive Director Report

Executive Director Kim Bodine reported to the Board that even though there was a larger budget shortfall than expected coming into the new program year, staff reduction in force, attrition and other budget cuts ultimately resulted in a balanced budget. We had a robust year end, working to graduate many adults and enrolling a new cohort of older youth. We will give a full report on our summer programs and youth at our next meeting. Mrs. Bodine went on to state that next month, select staff will attend the annual Florida Workforce Development Professionals Summit in Orlando. The conference provides an incredible opportunity for training and networking. She indicated that she will be presenting at one of the sessions and will also be attending the CareerSource Florida Board meeting at that time. Mrs. Bodine went on to thank the Tom P. Haney Foundation Board who agreed to pick up roughly \$9k of costs for students that CSGC has been funding so that they could complete their nursing program requirements and allow us to use our limited dollars on enrolling new eligible students this year. She closed her report by reminding the board that the board approved a budget to set aside funds for restructuring of staff for our new size and functions which includes some salary adjustments along with annual salary reviews/increases. She indicated that the management team will be working on that this month.

Chair, Elinor Mount Simmons, commented how the many items on this agenda represent a large amount of work and diligence by staff and-partners. She stated, "I am excited about our new program year and the opportunities that we have to continue to make such a positive impact on our communities." I look forward to our September meeting and the summer program overview.

## **GOOD OF THE ORDER**

Articles to read are an attachment to the agenda packet.

## **OPPORTUNITY FOR PUBLIC COMMENT**

Chair Elinor Mount-Simmons called for Public Comment. There was no one who wished to comment.

## **ADJOURNMENT**

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