

GULF COAST WORKFORCE BOARD, INC.
d/b/a CareerSource Gulf Coast
GENERAL MEETING
June 10, 2025

CareerSource Gulf Coast held an in-person and Zoom meeting / General Meeting at 10:00 a.m. (CST) on Tuesday, June 10, 2025.

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

Others in attendance were Commissioner Doug Crosby, Bay BOCC; Julia Robertson; and Karen Shiver.

CareerSource Gulf Coast board staff present: Mrs. Kim Bodine, Executive Director; Ms. Janine Dexter; Mrs. Maria Goodwin; Mrs. Angela McLane; Mrs. Becky Samarripa; Mr. Corbett Hines; Mrs. Shannon Walding; 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 6 for PY 2024-2025**
 - **Approval to Accept New Funds: PY25-26**
 - **Approval of State ITA Waiver Request**
 - **Approval of CareerSource Gulf Coast as One Stop Operator**
 - **Approval of CLEOs OSO Agreement**
 - Financial Report ending 04.30.2025
 - **Approval of the April 8, 2025 Executive Committee & General Board Meeting minutes**
 - **Approval of the April 16, 2025 Rating Committee Meeting minutes**
 - **Approval of the April 24, 2025 Executive Committee Zoom Meeting minutes**
 - Acknowledgement of Form 8 Memorandum of Voting Conflict for County, Municipal, and other Local Public Officers - there were none.
- **New Business**
 - **Approval of Board Budget: PY 2025-2026**
 - **Monitoring Results Review**
 - **Approval of Board Policy 1: Board Meeting Schedule/Calendar**
 - **Revision Board Policy 9: Equal Opportunity & Affirmative Action**
 - **Revision Board Policy 12: Grievance & Discrimination Compliant Procedures**
 - **Revision Board Policy 40: Code of Ethics/ "Whistle Blower"**
 - **Revision Board Policy 47: Programs and Services Accessibility**
 - **Revision Board Policy 50: Access for Limited English Proficiency Clients**
 - **Approval of Internship Worksite Agreement-Related Party Contract**
- Old Business**
 - Marketing & Communication Report
 - One Stop Services Report
 - Regional Performance Report
- **Chair/Executive Director Report**

CALL TO ORDER: Chair Joey Ginn, Board Chair, called the meeting to order at 10:05am CST and Mrs. Kim Bodine confirmed there was a quorum by those in attendance at the meeting either in-person or via zoom.

INVOCATION AND PLEDGE OF ALLEGIANCE:

Mrs. Shannon Walding gave the Invocation and Chair Joey Ginn led the Pledge of Allegiance.

Approval of Consent Agenda:

Chair Joey Ginn noted to Board Members that there was no Acknowledgement of Form 8 Memorandum of Voting Conflict for County, Municipal, and other Local Public Officers. He 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 for removal or discussion; he asked for a motion to approve the Consent Agenda as presented and approved by the Executive/Finance Committee.

**A motion was made by Ms. Becca Hardin to approve the consent agenda as presented.
Ms. Rebekah Vassar seconded, and the motion passed unanimously.**

Approval of Board Budget: PY 2025-2026

Ms. Dexter gave a brief overview of the budget for the 2025-2026 program year that starts July 1, 2025. She explained that this estimation of revenues for the upcoming year took another decrease in funds for the third year in a row. She stated that their estimated beginning budget is over 3.3 million dollars less than the 2022-2023 program year, which is a 56% decrease, which can be seen more in detail in a comparison chart between years as seen on page 3 of the agenda packet. Ms. Dexter explained that some of the major causes for the decrease are: 13% reduction in WIOA allocations for last year and 8% reduction in WIOA allocations for this upcoming year, the carry forward in their WIOA formula funds are much lower compared to prior years, and large grants like Get There Faster -Adults and Get there Faster Veterans and Military Spouse grants coming to an end. Ms. Dexter said that this budget is created with projections on carry forward and WIOA funding; If they receive additional cuts or they do not receive funding on some of the special grants, the budget will have to be reduced further at a future board meeting. The total Board Budget is \$2,654,938.00.

A discussion was held regarding the significant drop in funding over the last three years and the reasons for that. Mrs. Bodine explained that there is a formula for funding allocations and things like the lower unemployment rate, poverty, and the number of individuals receiving assistance over the last few years affects the funds allocated. The better the economy and the positive progress of targeted demographic groups, the less workforce funding. While there have also been reductions at the state level, it is not as deep as our loss. Each of the 21 Regions of Florida receives funding by the same allocation, so if one region's economy is doing worse than another or the state as a whole, they will be allocated more funding.

Mr. Joey Ginn asked for a motion to approve the new Board Budget: PY 2025-2026 as detailed by Ms. Dexter.

**A motion was made by Mr. Jim McKnight to approve the new Board Budget: PY 2025-2026 as detailed by Ms. Dexter.
Mr. Ted Mosteller seconded, and the motion passed unanimously.**

Monitoring Results Review

Mrs. Bodine presented a PowerPoint presentation with a breakdown of the Monitoring Results from the Program Year (PY) 2023/2024. She reported that it was actually good news. Mrs. Bodine explained that there are two types of monitoring: 1) programmatic, where the monitors look at all the rules for the programs that CSGC operates; and 2) financial monitoring, which utilizes a different team of monitors, is not done at the same time, and takes much longer than the programmatic monitoring. She said in the 2022/2023 Monitoring, CSGC had three findings compared to the 2023/2024 PY, where CSGC

had only one finding. Mrs. Bodine explained that this was an overlapping issue at the time and because results of the monitoring came out so much later after the time frame being monitored, that the issue bled over into the next monitoring review window frame before their attention was brought to it. Initially, once their concern was brought to CSGC's attention, they respectfully and constructively argued the results of the finding; however, ultimately it was cited as a finding for WIOA Youth that found Virtual Job Shadow Worksite Agreements missing in youth files (there is no worksite agreement for a virtual job shadow as it is virtual). Mrs. Bodine explained that they also had one ONI (other non-compliance issue) which was cited for Wagner-Peyser, where one job seeker had a service recorded in Employ Florida that was not fully documented. However, Mrs. Bodine commended her quality assurance director, Shannon Walding, because she reported they did so well that the monitors invited Shannon to help train others for monitoring at the Summit. Mrs. Bodine explained that she felt like it did not go as well with the financial monitoring results as it did with the programmatic monitoring.

In the fiscal 2024-25 programmatic monitoring, CSGC has no findings. However, in the 2023-24 financial monitoring there is one finding. Retention payments were approved and paid by the board in the 2023-24 program year. The payment was made to all staff working on our programs. We have a policy that referenced retention payments and it was documented. There is a questioned cost for this monitoring period and it is related to a long-time employee that works through a staffing firm. In the report it is indicated that this payment contained \$300 of profit "for processing the \$3,000 incentive. The profit was not approved by the BOD and both the incentive payment and related profit were not within the scope of the agreement's payment terms. Further, CSGC was unable to provide a justification for the reasonableness of the \$3,000 retention incentive." This is erroneous. We did provide documentation to the Financial Monitoring team that included a check copy showing the FICA/SS deducted from the employee's pay. This would also mean that the employer pays the other half of these costs, which left only \$75 unaccounted for, however worker's compensation also came out of this amount, although CSGC did not have documentation as to how much it was. The Bureau Chief for Financial Monitoring indicated they had missed the documentation, and would work with us to correct, but was not optimistic about getting a new report issued. Mrs. Bodine stated that the \$3,300 dollars will have to be recouped by paying for goods/services from the same funding stream as the retention payment this year with unrestricted funds, to correct this issue.

On another issue, Mrs. Bodine reminded the board that federal monitors were questioning some of the costs associated with the Hurricane Michael Disaster Grant and she reported the state CSGC staff worked together to get the questioned cost down to three items. One was a membership, the second is outreach and the other is tuition payment for a staff member. These were all allocated costs in compliance with an approved allocation plan, but federal monitors did not believe that their grant benefited from these purchases. CSGC continues to work with the state on these final three items

Mr. Joey Ginn asked for a motion to approve the Monitoring Results Report and the \$3,300 payment from unrestricted funds to cover the questioned cost of the retention payment as detailed by Mrs. Bodine.

A motion was made by Mr. John Deegins to approve the Monitoring Results Report and the \$3,300 payment from unrestricted funds to cover the questioned cost of the retention payment as detailed by Mrs. Bodine. Mr. Jim McKnight seconded, and the motion passed unanimously.

Approval of Board Policy 1: Operations

Mrs. Bodine explained that board policy one was CSGC's Board meeting schedule, the holidays, and the hours of operation for the different centers in the three counties that they serve. However, she further explained that it got cumbersome that every time a meeting date was canceled or rescheduled, the calendar would have to be brought back before the board for approval, that the calendar had been changed.

Board policy 1 now states that staff will develop an annual schedule of operations for the upcoming year prior to July 1; the schedule will include all business locations including the comprehensive One Stop Center in Bay County and our other offices in outlying counties where sites are open five days per week; the schedule of operations will be presented to the board for approval, including holidays that are affiliated with Gulf Coast State College's holiday schedule; should there be a request to change the holiday schedule or hours of operations the request will come before the CSGC Board of Directors, excluding inclement weather situations; generally, the region follows school district closings by county and follows those; the

executive director has the authority to make decisions regarding inclement weather in emergency situations as needed; in some cases, staff may work remotely during these situations; and staff will provide updates on weather related closures to FL COMM, as well as notifying the public on our website and through social media posts, and public notice with media outlets. For board meeting schedules, an annual meeting schedule will be provided to the board for approval; the Executive Director will work with the Executive Committee should a need arise to cancel or re-schedule a meeting; any meeting change will be posted on the website and members will be contacted; a seven-day notice will be provided for all regularly scheduled meetings with an agenda posted to the website and sent to members and others requesting one; in the case of a special or emergency meeting of the Board or its committees, 72 hour notice will be given with an agenda posted on the website; and virtual access to meetings will be provided along with the access information on the posted agendas.

Mr. Joey Ginn asked for a motion to approve Board Policy 1 as detailed by Mrs. Bodine.

**A motion was made by Mr. Jim McKnight to approve Board Policy 1 as detailed by Mrs. Bodine.
Mr. Fred Croom seconded, and the motion passed unanimously.**

Revision of Board Policies: 9, 12, 40, 47, and 50

Mrs. Bodine explained that Board staff are continuing to review policies one by one and update them as needed in order to align with state policy as state policies are revised, amended, and implemented. Nothing major is being changed, other than just getting in-line with state policy and for this, the board unanimously decided to take all of these Board Policies together. Today we will be voting on the revision of the following Board Policies: Board Policy 9: Equal Opportunity & Affirmative Action; Board Policy 12: Grievance & Discrimination Compliant Procedures; Board Policy 40: Code of Ethics/ "Whistle Blower"; Board Policy 47: Programs and Services Accessibility; and Board Policy 50: Access for Limited English Proficiency Clients. She briefly reviewed each and as stated there were no major changes, but more language aligning with the state policies.

Chair Joey Ginn asked for a motion to approve the following Board Policies: Board Policy 9: Equal Opportunity & Affirmative Action; Board Policy 12: Grievance & Discrimination Compliant Procedures; Board Policy 40: Code of Ethics/ "Whistle Blower"; Board Policy 47: Programs and Services Accessibility; and Board Policy 50: Access for Limited English Proficiency Clients as presented by Mrs. Bodine.

**A motion was made by Mr. Jim McKnight to approve the following Board Policies: Board Policy 9: Equal Opportunity & Affirmative Action; Board Policy 12: Grievance & Discrimination Compliant Procedures; Board Policy 40: Code of Ethics/ "Whistle Blower"; Board Policy 47: Programs and Services Accessibility; and Board Policy 50: Access for Limited English Proficiency Clients as presented by Mrs. Bodine.
Mr. John Deegins seconded, and the motion passed unanimously.**

Approval of Internship Worksite Agreement-Related Party Contract

Mrs. Kimberly Bodine explained that board member Mr. Chris Karagiannis will be abstaining from voting on this item as he has agreed to partner with CareerSource Gulf Coast to have an intern, who is specializing in construction engineering, intern with his company, Monolith Construction in Port St. Joe.

Chair Joey Ginn asked for a motion for the Approval of Internship Worksite Agreement-Related Party Contract as presented.

**A motion was made by Mr. Jim McKnight to approve the Internship Worksite Agreement-Related Party Contract as presented.
Mr. Derrick Henderson seconded, and the motion passed unanimously.**

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.

She highlighted the active participation at Tyndall Air Force Base and NSA Panama City with welcoming our airmen and sailors into the area, military spouse appreciation and appreciation Month Military Appreciation Month. CSGC collaborated with FSU and Gulf Coast State College on the Northwest Florida Disability Conference. Mrs. Samarraipa also reported that they had a Career Action Employer Roundtable Event at Gulf Coast State College and had the Bay County job fair back in March, which had a good turnout of 536 attendees with 39 employers. She reported that they continue to provide resume workshops and job search workshops 2 x's per month and have certain strategic outreach and advocacy for programs.

Mrs. Samarraipa encouraged members to read the Good of the Order, which was a vintage edition provided to them, where they can read all articles and publications.

Chair Joey Ginn 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. In April 2025, there were 955 total One Stop visitors, with 1,800 total services provided and 555 job referrals issued. On the employer side, staff provided 1,241 employer services to 233 unique employers/businesses in the region.

Chair Joey Ginn thanked Mrs. Goodwin for the report on the One-Stop Services.

CHAIR / EXECUTIVE DIRECTOR REPORT

Executive Director, Mrs. Kim Bodine informed the Board that during the executive committee meeting, the board approved CareerSource Gulf Coast to be their own One Stop Operator, and the next steps will be to have the One Stop Operator agreement approved by each BOCC. The agreement outlines the role of the CSGC Board, CSGC staff the role of the BOCC, and firewalls to protect the integrity of the process. There are certain things the staff acting as the one stop operator can't be involved with, so there is some separation of duties as discussed in this agreement. Finally, Mrs. Bodine state budget permitting, the four employees that were on the college's one stop operator contract would be absorbed by CareerSource Gulf Coast, as they are considered very valuable assets.

Mrs. Bodine shared that the summer camp is underway in Gulf County. There were one hundred and twenty kids enrolled and there were 110 kids present on day one of the summer camp. Currently, they are in week two of summer camp. She shared that there are about 17 internships with welfare transition between the high school and high-tech program. She explained that CSGC is going to add a few more in Gulf and Franklin counties and that they will try to launch more of that in Bay County as well next year.

Mrs. Bodine informed the board that Bay District schools will be in rotation as the adult literacy in K-12-member partner.

Chair Joey Ginn thanked Mrs. Bodine for her report and reminded all board members to make sure to get their Form 1 filed before July 1st.

GOOD OF THE ORDER

Articles to read are on the last page of the agenda packet.

OPPORTUNITY FOR PUBLIC COMMENT

Chair Joey Ginn invited any public comment. No Public comments were made.

ADJOURNMENT

There being no additional business, Chair Joey Ginn adjourned the meeting at 10:56 a.m.