

GULF COAST WORKFORCE BOARD, INC.
d/b/a CareerSource Gulf Coast
GENERAL MEETING
April 7, 2026

CareerSource Gulf Coast held an in-person and Zoom meeting / General Meeting at 10:00 a.m. (CST) on Tuesday, April 7, 2026.

<u>Members Present:</u>		<u>Members NOT present:</u>
Mr. Fred Croon (V)	Mr. Ben Moorman**	Mr. Joey Ginn, Chair
Mr. Robert Fedor (V)	Mr. Ted Mosteller	Mrs. Sheila Hauser
Mr. Derrick Henderson	Ms. Elinor Mount-Simmons (V)	Mr. Glen McDonald
Mr. Andy Hicks (V)	Ms. Alexis Underwood (V)	Mrs. Alex Murphy
Mr. Christian Johnson (V)	Mrs. Meghan Upfold (V)	
Mr. Chris Karagiannis (V)	Ms. Rebekah Vassar (V)	
Mrs. Denise Kelley (V)**	Mr. Anthony Workman	
Mr. Jim McKnight, Vice Chair		

** Designees: Denise Kelley (designee for Mark McQueen) and Ben Moorman (designee for Becca Hardin)

Others in attendance were Karen Shiver in-person and Florida Commerce Staff, Tameka Thomas, via Zoom.

CareerSource Gulf Coast board staff present: Mrs. Kim Bodine, Executive Director; Ms. Janine Dexter; Mrs. Maria Goodwin; Mrs. Angela McLane; Mrs. Becky Samarripa; Mrs. Shannon Walding; 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/Rescission of Funds for PY 2025-2026**
 - **Approval of Budget Modification #5 for PY 2025-2026**
 - **Executive Director Performance Evaluation 2025**
 - Financial Report ending 02.28.2026
 - **Approval of the February 17, 2026 Executive Committee & General Board Meeting minutes**
- **New Business**
 - **Approval of Final Audit Results 2025**
 - **Approve Re-appointments and new appointments of Education & Industry Consortium Board Members**
 - **Approval of Commercial Lease with Gulf Coast State College (Board Members-Conflict of interest Forms)**
 - **Approval of OJT Contract with Eastern Shipbuilding Group, Inc. (Board Member-Conflict of interest Forms)**
 - **Approval of Ascension Sacred Heart Bay Incumbent Worker Training Contract (Board Member-Conflict of interest Forms)**
- Old Business**
 - Marketing & Communication Report
 - Traffic & Services-One Stop Operator Report
 - Regional Performance Report
 - Acknowledgement of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers- There were none.
 - Chair/Executive Director Report
 - Public Comments

CALL TO ORDER: Vice Chair Jim McKnight called the meeting to order at 10:00am CST and it was confirmed there was a quorum by those in attendance at the meeting either in-person or via zoom.

INVOCATION AND PLEDGE OF ALLEGIANCE:

Mrs. Denise Kelley gave the Invocation and Vice Chair Jim McKnight led the Pledge of Allegiance.

Approval of Consent Agenda:

Vice Chair Jim McKnight inquired 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. Elinor Mount-Simmons to approve the consent agenda as presented.
Mr. Ted Mosteller seconded, and the motion passed unanimously.**

NEW BUSINESS:

Approval of Final Audit Results 2025

Ms. Dexter introduced Mr. Erik Wiebke, with James Moore and Company (JMCO), as the lead auditor with whom she worked during the independent audit for the program year that ended on June 30 of 2025. She stated that even though JMCO has been conducting audits for CSGC for several years, this was Ms. Dexter's first time working with Mr. Wiebke and expressed appreciation to him and his team for being so patient, taking time to explain anything needed, and overall being a pleasure to work with.

Ms. Dexter then introduced Mr. James Halleran as CPA & Partner at JMCO who would be presenting the JMCO Final 2025 audit results. The audit report, as presented by Mr. Halleran identified the WIOA cluster as being the major program for FY2025, and reported there were no findings for internal controls and compliance, as well as no findings for compliance and internal control over major federal programs. For Florida Department of Commerce Compliance testing, he noted two areas of non-compliance with Federal awards:

- FLCOMM requires that each Notice of Funds Availability(NFA) provided through FLCOMM must have a self-balancing set of accounts. There were a significant number of NFAs which did not have a self-balancing set of accounts due to the set-up of their financial system.
- Each federal award that is passed through FLCOMM must have no net assets at year-end, and there were a significant number of federal awards which did have net assets at year end due to the current set up of the organizations chart of accounts.

Ms. Dexter provided to board members the response to both of these Commerce Rules related findings. The responses indicated the actions needed that will be implemented in order to remedy both of these issues going forward. Mr. Halleran indicated to the board that JMCO audits 11 workforce boards in the state, and that these two items have been found in many of those boards' audits as well, since the requirements for this type of reporting were fairly new. He reported that there were no difficulties performing the audit, no disagreements with management, and no audit adjustments. Mr. Halleran noted JMCO passed on audit adjustments of \$26,000 to adjust for off setting lease receivable and deferred inflows as it was considered immaterial.

Mr. Halleran made two recommendations- adjustments to grant revenue and grant receivable amounts to reconcile MIP and SERA and documented approval of journal entries. He also shared that contract and grant revenue decreased approximately 15.6% from the previous year, with the current revenue being \$2,821,079. Expenses decreased approximately 10.1% from the previous year to with the Expenses being \$2,992,325. He noted the fund balance of \$884,456 of \$26,062 of Restricted and \$858,394 Unassigned with a total decrease of approximately \$171,000 from the previous year in General Funding.

Mr. Halleran then commended Ms. Dexter and her financial team for doing such a great job and noted how smoothly everything went overall. He then offered to entertain any questions anyone might have.

With there being no questions, Mr. Jim McKnight asked for a motion to approve the Final Audit Results 2025 as presented.

A motion was made by Mr. Christian Johnson to approve the Final Audit Results 2025 as presented.

Mr. Anthony Workman seconded, and the motion passed unanimously.

Approval of re-appointments and new appointments for Education & Industry Consortium Board Members

Vice Chair Jim McKnight asked Mrs. Bodine to present the next agenda item: Approval of re-appointments and new appointments to the Education & Industry Consortium. Mrs. Bodine explained that some time ago the Florida Senate passed a bill to require local workforce development boards (LWDB) to appoint education and industry consortiums composed of local leaders who provide independent information from stakeholders in their local area. CSGC was able to work with an existing Advisory Board which was formed by Tom P. Haney Technical College to add members to this group to form our regional Education and Industry Consortium. The existing group added the Dean of Florida State University-Panama City campus, and the Vice President of Academic Affairs at Gulf Coast State College to round out membership and had appointed our first set of members about two years ago. It is time for re-appointments and new appointments to that group. Mrs. Bodine requested referred to the member slate provided in the agenda deck for re-appointment and new appointments and requested the board to consider them for approval as presented.

Mr. Jim McKnight asked for a motion to approve all the appointments to the Education & Industry Consortium as presented.

Mr. Ben Moorman made a motion to approve. Mr. Ted Mosteller seconded the motion, and the motion passed Unanimously.

Approval of Commercial lease with Gulf Coast State College

Mrs. Bodine explained that the initial vote for this specific agenda item was taken in last September's Board Meeting. She went on to say that because two members of the board work at the college where we have previously approved this lease the vote at that time should have been handled as a related party transaction but was not. Even though neither the board member nor his designee were present at that meeting and even though there was a 2/3 vote to approve at that September meeting, she had failed to request the members to complete the conflict-of-interest forms prior to that meeting. Once she realized that she had not followed the conflict-of-interest process properly she contacted FLCOMM to seek guidance for a remedy. Mrs. Bodine said that she was given clear guidance on how to correct the issue which included completing the conflict-of-interest forms and form 8b Memorandum of Voting Conflict, which were completed before today's meeting and provided to all board members prior to the meeting. She also noted Glen McDonald, President of Gulf Coast State College, nor his designee, Dr. Cheryl Flax-Hyman, Executive Vice President, are not present at the meeting, but they completed the conflict of interest forms and indicated they would not discuss or vote on the item which she just read into the meeting and provided to board members prior to the meeting. Their forms will reflect that they are not present for the vote. Their conflict is that they are both employed by Gulf Coast State College.

Mrs. Bodine walked the board members through a detailed explanation of the steps and requirements needed should a vote on a related party transaction occur in the future so that each board member has a clear understanding of that process. She explained the following detailed process for complete clarification: 1) if a board member enters into a contract with CSGC, the member must complete several conflict-of-interest (COI) forms per Florida statute and CareerSource Florida policy; 2) these forms must be provided to all board members prior to the board meeting; 3) the board member must not influence the vote by discussing the item to be voted upon and they must abstain from the vote and complete a form 8b where the member must disclose the nature of their conflict, and the COI will be read into the meeting minutes; 4) the member must abstain from the vote and in addition to the (COI) forms required by CSFL/FLCOMM, they must also complete a form 8b COI form and file the form with the record keeper; 5) FLCOMM/CSFL will review the contract and COI forms and within five days to approve or disapprove the contract; and 6) The contracts and COI documents must be posted on the CSGC website.

Mr. Jim McKnight asked for a motion to approve the Commercial lease with Gulf Coast State College as presented.

Ms. Elinor Mount-Simmons made a motion to approve the Commercial lease with Gulf Coast State College as presented. Mr. Ted Mosteller seconded the motion, and the motion passed unanimously noting the abstention of Cheryl Flax-Hyman and Glen McDonald who were not present.

Approval of On-the-Job Training Contract with Eastern Shipbuilding Group, Inc.

Mrs. Bodine explained that this one is slightly different in that CareerSource Gulf Coast signed this On-the-Job Training contract with Eastern Shipbuilding Group, Inc., before CSGC's newest board member, present at today's meeting via zoom, was appointed to serve on CSGC's Board of Directors. Robert Fedor is the Human Resources Manager for Eastern Shipbuilding Group and will be abstaining from voting on this agenda item due to his employment with Eastern Shipbuilding as stated on his form 8b; however, Mrs. Bodine expressed how pleased CSGC are to have him serve on this board and are also grateful to have this On-the-Job training contract with Eastern Shipbuilding Group, Inc. where six apprentices are being supported through this agreement. Mrs. Bodine gave an overview of the contract with Eastern Shipbuilding Group, Inc. She explained that it is on-the-job training for apprentices for up to \$43,264.80, through State Funded Rural Initiatives grant with a contract term from March 9, 2026, until May 29, 2026. Mrs. Bodine noted that Mr. Robert Fedor completed his conflict-of-interest forms and form 8b, which were provided to all of the board members prior to this meeting and Mr. Fedor will abstain from voting on this agenda item.

Mr. Jim McKnight asked for a motion to approve the On-the-Job training contract with Eastern Shipbuilding Group as presented.

Mr. Ben Moorman made a motion to approve the On-the-Job training contract with Eastern Shipbuilding Group as presented noting the conflict as stated on the form 8b and Robert Fedor abstaining. Mr. Derrick Henderson seconded the motion. There was no opposition to the motion, noting the only abstention of Mr. Fedor.

Approval of Incumbent Worker Training (IWT) Contract with Ascension Sacred Heart-Bay

Mrs. Bodine gave an overview of the Incumbent Worker Training contract with Ascension Sacred Heart-Bay. She explained that it is an Incumbent Worker Training up to \$13,210, specifically for Trauma Care After Rescue (TCAR) Credential for up to 29 eligible employees with a proposed contract term from April 10, 2026, until June 30, 2026. Mrs. Bodine noted that Mrs. Meghan Upfold, NPD Market Manager employed by Ascension Sacred Heart-Bay, completed her conflict-of-interest forms and form 8b, which were provided to all of the board members prior to this meeting and Mrs. Upfold will abstain from voting on this agenda item due to her employment with Ascension Sacred Heart Bay.

Mr. Jim McKnight asked for a motion to approve the Incumbent Worker Training contract with Ascension Sacred Heart-Bay as presented.

Mr. Derrick Henderson made a motion to approve the Incumbent Worker Training contract with Ascension Sacred Heart-Bay as presented. Mr. Ted Mosteller seconded the motion. There was no opposition to the motion, noting the only abstention of Mrs. Upfold.

OLD BUSINESS:

Marketing and Communications Report

Mrs. Becky Samarripa, Communications Manager, highlighted marketing efforts, which included involvement in community events as well as numerous hiring events and job fairs that were held January-March 2026. She highlighted the continued involvement in community events, like the ongoing Food Pantry distributions in Gulf County and the Tyndall AFB Checkertail Airman and Family welcome orientations; and in March, there was the Bay County Chamber of Commerce Block Party and the Community Connections Resource Fair in Port St. Joe. She emphasized the 39th Annual Bay County Job Fair on March 7, 2026 and reported that there were 40 participating employers across major industries; a total of 495 job seekers in attendance; 82 Veterans, 12 military spouses & dependents, and 11 transitioning/active duty for a count of 105 military affiliation total. She noted the following partners: Simply Healthcare, Gulf Coast State College, Tom P. Haney Technical

College, Bay County Chamber of Commerce, Panama City Beach Chamber of Commerce, and Tyndall AFB Military & Family Readiness Center; noted promotional partners: iHeart Media and Lamar Advertising; noted paid promotion on Meta platforms, including Facebook and Instagram; and resume workshops at Gulf coast State College and Tyndall Air Force Base. She also reported the following single-employer hiring events: We Care For You Home Care Services Hiring Event on February 12, 2026, A Superior Mechanical Hiring Event (at employer's site) on February 21, 2026, and AcroBlue on March 26, 2026. Mrs. Samarripa noted to be sure to read news coverage or articles in the provided Good of the Order.

Vice Chair Jim McKnight thanked Mrs. Samarripa for her detailed Marketing and Communications report.

Traffic and Services Report

Mrs. Maria Goodwin gave an overview of the One Stop Services report in the agenda packet. In February 2026, there were 465 total One Stop visitors, with 2,111 total services provided and 660 job referrals issued. On the employer side, staff provided 390 employer services to 105 unique employers/businesses in the region.

Regional Performance Report

Mrs. Goodwin presented a couple of updates on CSGC regular funded programs and some of their special projects grants. In terms of their regular funded programs, WIOA is their biggest program, noting have 3 different types of customers: adult, dislocated worker, and youth. She detailed that there are 43 adults enrolled through February. Their goal was 50 and she reports that they are processing well and feels as though they will meet that goal. She reported that of those 43 adult participants, they have nine that have entered employment at an average wage of \$27.67 an hour. She reminded the board that in prior meeting have they talked about dislocated workers and how eligibility is more of a challenge for CSGC to really be able to serve in the past, so they had no enrollments last year. However, she reported that CSGC has renewed their focus on trying to serve dislocated workers giving themselves a goal of 4 since they didn't serve any last program year. Mrs. Goodwin reported that they have not had anyone close with employment yet, but they continue to track that. She reported that on the youth side, they have 7 enrollments, with their largest cohort being in the summertime, capturing them as they graduate high school and trying to put them in a work experience and give them some soft skills, training, and digital literacy training. She noted that CSGC is recruiting currently for that summer cohort for their youth program. She added that the average wage placement is \$14.20 and that they either try to have them placed into a job or go on to post-secondary, because they do have several on their youth participants go on to post-secondary.

Mrs. Goodwin highlighted a program that CSGC works with people who are receiving TANF/cash assistance and that they have 18 welfare transition participants that were active through February and they have served a total of 31. She noted that the average wage of placement for those individuals was \$16.93. She reported that the other regular funded program is called the SNAP program that consists of clients who meet certain requirements, are receiving food stamps, and may be referred to CareerSource for job search requirements. She explained that the program has seen some changes beginning in January in that the number of people they are working with through that program has probably doubled, if not more than doubled, in the last two months, noting they have 96 that are active. Five have exited to work and an average wage of placement is \$15.90 for SNAP participants.

Mrs. Goodwin reported that they have multiple special grants going currently: 1) Opioid Recovery program where they are trying to help individuals reenter the workforce if they've had any direct or indirect issues with opioids. She noted that it isn't on the report, but reports the CSGC has been very busy from an operational standpoint; 2) Hope Florida program has served 40 participants and their focus is healthcare, like LPNs and RNs; 3) Sector-based training, where the state has identified some key industry sectors, like aviation and they have 11 enrollments; and 4) the Rural Initiatives grant of which they have 13 enrollments currently. And for the state funded rural initiatives, which ends in June, they've got 23 people enrolled, and she said that even though that doesn't sound like a lot, she assures them it's a lot because they are doing things differently with this than they have ever done. She reported that CSGC has some other things they are waiting on to materialize, one with Weems Memorial with some incumbent worker training for their existing employees so she anticipates having some more enrollments in the healthcare sector.

Vice Chair Jim McKnight thanked Mrs. Goodwin for her well-detailed reports.

Acknowledgement of Form 8b Memorandum of Voting Conflict for County, Municipal, and Other Public Officers

Vice Chair Jim McKnight noted to Board Members that there was no Acknowledgement of Form 8b Memorandum of Voting Conflict for County, Municipal, and other Local Public Officers during the last meeting.

CHAIR / EXECUTIVE DIRECTOR REPORT

Mrs. Bodine reported that CSGC recently completed their annual programmatic monitoring in March, and came away with one finding, a couple of observations, and a couple of other- noncompliance issues. She emphasized that it was an excellent outcome for a difficult year involving a substantial move, change in service delivery, and a security breach that made work life very difficult for several weeks. Mrs. Bodine took time to express how proud she was about how well her team performed. She reported that CSGC is still working diligently on the state rural initiatives grant as well as their regular programs too. She also touched on their successful 39th Annual Bay County Job Fair. She reported that they have already had one employee retire this year so far with another retirement coming soon.

Mr. Jim McKnight reported that Opportunity Florida and the SBA hosted a “road show” with the Florida Secretary of Labor and in my Economic Developer role. Gulf County was pitched to Alex Kelley and other state officials by Mr. McKnight as a site for a Marine Academy, as part of a Triumph grant. The meeting was held at the Eastern Shipbuilding site in Gulf County and Mrs. Bodine and Mrs. Goodwin were there as well. They toured the ship currently under construction and got to see all the jobs in full swing that morning. Mr. McKnight reported he was happy to see the Rural Initiative Funds making their way into rural businesses and helped to support rural workers. He said he is proud and grateful to the board and its staff for all the great work that they do.

GOOD OF THE ORDER

Articles to read are an attachment to the agenda packet.

OPPORTUNITY FOR PUBLIC COMMENT

Vice Chair Jim McKnight invited any public comment at this time. However, no public comments were made.

ADJOURNMENT

There being no additional business, Vice Chair Jim McKnight adjourned the meeting at 10:50 am.