GULF COAST WORKFORCE BOARD, INC.
d/b/a CareerSource Gulf Coast
GENERAL MEETING
August 26, 2026

CareerSource Gulf Coast held an in-person and Zoom meeting / General Meeting at 10:00 a.m. (CST) on Wednesday, August 26, 2026.

Members Present:		Members NOT present:
Mr. Fred Croon (V)	Mr. Glen McDonald	Mrs. Becca Hardin
Mr. Robert Fedor (V)	Mr. Jim McKnight, Vice Chair	Mrs. Sheila Hauser
Mr. Joey Ginn, Chair (V)	Mr. Ted Mosteller (V)	Mr. Steve Lanier
Mr. Derrick Henderson	Ms. Elinor Mount-Simmons (V)	Mr. Chris Karagiannis
Mr. Andy Hicks (V)	Mrs. Alex Murphy (V)	Ms. Alexis Underwood
Mr. Cecil Jackson	Mrs. Meghan Upfold (V)	Ms. Rebekah Vassar
Mr. Christian Johnson (V)	Mr. Anthony Workman	

Others in attendance were Dr, Cheryl Flax-Hyman and Karen Shiver in-person and Bay County Commissioner, Doug Crosby 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/Recission of Funds for PY 2025-2026**
  - **Approval of Budget Modification #8 for PY 2025-2026**
  - **Acceptance/Recission of Funds: PY26-27**
  - **Approval of Budget Modification #1 for PY 2026-2027**
  - **Prior Approval Transfer Request**
  - Financial Report ending 06.30.2026
  - **Approval of the May 12, 2026 Executive Committee & General Board Meeting minutes**
  - **Approval of the June 4, 2026 Executive Committee Meeting minutes**
  - **Approval of the June 24, 2026 Executive Committee Meeting minutes**
  - **Approval of the July 10, 2026 Executive Committee Meeting minutes**
  - **Approval of the August 11, 2026 Executive Committee Meeting minutes**
- **New Business**
  - **Approval of Regional Demand Occupation List 2026-2027**
  - **Acknowledgement of OIG Audit Results/Response**

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: Chair Joey Ginn 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. Kim Bodine gave the Invocation and Chair Joey Ginn led the Pledge of Allegiance.

Approval of Consent Agenda:

Vice Chair, Joey Ginn, inquired if there were any questions from the Board regarding the Consent Agenda and asked if any member wanted to remove 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 Mr. Jim McKnight to approve the consent agenda as presented.
Mrs. Alex Murphy seconded, and the motion passed unanimously.

NEW BUSINESS:

Approval of Regional Demand Occupation List 2026-2027

Mrs. Maria Goodwin presented CareerSource Gulf Coast's proposed 2026–2027 Regional Demand Occupation List **(RDOL)** for consideration. She explained that the list is submitted annually by the State. The State develops a list of demand occupations using labor market information and established criteria, including the number of job openings and prevailing wage rates. CareerSource Gulf Coast then reviews the State's list and develops a localized list of focused occupations that appear on the RDOL based on historical regional workforce needs and available training opportunities. In the past boards were allowed to create and post their own local lists, however, the policy is being revised in order for a unified state list to be used. All training to support occupations on the list must also align with and be on the Master Credential List (MCL), and if they are not currently on the MCL, there are opportunities to have the training added.

Mrs. Goodwin explained that the primary purpose of the RDOL is to guide workforce training investments. Training funded through CareerSource Gulf Coast must be connected to an occupation identified as being in demand.
In reviewing the State's list, CareerSource Gulf Coast considers several factors:

- Availability of local training programs: There should be an approved local training program available for individuals seeking to enter the occupation.
- Credential alignment: The occupation must align with and have a corresponding credential included on the State's Master Credentials List.
- Entry-level wages: CareerSource Gulf Coast generally seeks occupations with an entry wage of at least $17.50 per hour. The organization's performance goal is $18.00 per hour or higher; however, occupations with slightly lower entry wages may be considered when they provide a viable career pathway.
- Training duration: Under WIOA rules and regulations, CareerSource Gulf Coast can fund a maximum of two years of training. As a result, occupations requiring a bachelor's degree or higher were excluded from consideration.

Mrs. Goodwin reviewed several changes from the previous year's list.
Occupations Removed:

- Automotive Service Mechanics – Removed because the entry-level wage was approximately $16 per hour, below the preferred wage threshold.
- Bookkeeping and Accounting Clerks – Although an approved training program is available, there has been limited customer demand for training in this occupation, so it was removed from the list.

Occupations Added as a local focused occupation that align with the Master Credentials List:

- Sonography – Added due to statewide demand, favorable wages, and available training opportunities.
- Surgical Assistant – Added based on the availability of an approved training program at Gulf Coast State College.
- Surgical Technologist – Added based on the availability of an approved training program at Gulf Coast State College.

She noted that the new locally added occupations of focus had appeared on the regional list in previous years and were being reconsidered to provide customers with additional training and career pathway options.
Mrs. Goodwin concluded the presentation by recommending approval of the proposed 2026–2027 Regional Demand Occupation List and invited questions from the Board.

With there being no questions for Mrs. Goodwin on this agenda item, Mr. Joey Ginn asked for a motion to approve the proposed 2026-2027 Regional Demand Occupation List as presented by Mrs. Maria Goodwin.

A motion was made by Mr. Glen McDonald to approve the proposed 2026-2027 Regional Demand Occupation List as presented by Mrs. Maria Goodwin. Ms. Elinor Mount-Simmons seconded, and the motion passed unanimously.

Acknowledgement of OIG Audit Results/ Response

Mrs. Kim Bodine provided the Board with an overview of the Florida Department of Commerce Office of Inspector General (OIG) audit conducted for CareerSource Gulf Coast. The audit began in July 2024 and recently concluded following approximately two years of review. The audit covered Program Year 2023–2024, and focused on the organization's financial management of federal grant funds provided through Florida Commerce.
Mrs. Bodine explained that the OIG audit was more comprehensive and rigorous than the financial monitoring traditionally conducted by the State. The audit was conducted remotely through correspondence and the submission of requested documentation rather than through an on-site review. The preliminary audit report was received on July 15, CareerSource Gulf Coast submitted its response on August 12, and the final report was issued on August 20.
The OIG identified six findings. Mrs. Bodine reported that she and staff, including Ms. Dexter, worked throughout the audit to address concerns as they were identified rather than waiting until completion of the audit. She stated that, while the audit was challenging, it provided an opportunity for CareerSource Gulf Coast to strengthen its internal procedures and documentation requirements. The organization had established processes in place; however, some processes were not adequately documented in written procedures, which made it difficult for auditors to fully understand how certain processes operated.

The first finding involved the organization's general ledger. OIG determined that the Board's general ledger did not contain certain financial information, including assets and liabilities. Mrs. Bodine explained that CareerSource Gulf Coast disagreed with this portion of the finding because the organization does maintain the required information. Historically, however, the organization was only required to provide the revenue and expense portions of its ledger to the State during routine financial monitoring rather than the entire ledger which includes assets and liabilities. When OIG requested the complete ledger, staff initially provided the documentation they understood to be responsive to the request but did not realize that the auditors were specifically seeking information related to assets and liabilities. CareerSource Gulf Coast subsequently provided documentation demonstrating that the information was maintained within its financial records.
Another component of the finding concerned the level of descriptive information available to reconcile transactions to bank and credit card statements. Mrs. Bodine explained that the organization has an established bank reconciliation process. However, because Gulf Coast State College serves as a subrecipient and certain funds are deposited directly into the College's account, the supporting bank statements can be extensive and difficult for an outside reviewer to interpret.
To address the concern, staff developed additional written procedures and documentation, including methods for identifying and highlighting relevant transactions so that auditors can more readily trace deposits and expenditures related to CareerSource Gulf Coast. Mrs. Bodine also discussed the organization's use of an allocations module that distributes

transactions among multiple grant funding sources. While the system is necessary for managing multiple funding streams, it can make individual transactions more difficult for an outside reviewer to trace. Staff have developed additional procedures to make the allocation process more transparent.

The OIG accepted a portion of CareerSource Gulf Coast's response but indicated that certain aspects would be evaluated during the follow-up review. The OIG also requested documentation related to unrestricted checks. Mrs. Bodine explained that the scope of work listed on the engagement letter only listed Florida Commerce funds (federal funds) as those to be reviewed rather than all unrestricted account activity. When copies of all checks of all accounts (including unrestricted accounts were requested, Mrs. Bodine initially declined to do so based upon the audit scope provided in the letter for fear it would extend the audit unnecessarily, however since allowable items were paid with unrestricted funds, and federal funds were deposited into the unrestricted accounts, there was a need to look at some of the transactions in the unrestricted accounts; CSGC subsequently provided the requested documentation.

The second finding concerned costs incurred before Florida Commerce formally released funds or made the funds available for reimbursement. Mrs. Bodine explained that this type of situation can occur in normal workforce board operations. CareerSource Gulf Coast may receive an annual allocation or estimated allocation and begin expenditures based on an anticipated funding award. In other instances, the State may direct workforce boards to begin spending from one funding source while awaiting another funding source, with the expenditures subsequently reimbursed or transferred to the appropriate funding source.

Although CareerSource Gulf Coast considered the practice consistent with normal workforce board operations, staff revised policies and procedures to establish clearer requirements for transferring expenditures between funding sources and documenting the required approvals. A second component of the finding involved a payment from Florida Commerce that was issued directly to CareerSource Gulf Coast as a paper check. Mrs. Bodine explained that program funds are normally received through Gulf Coast State College. In this instance, the payment was an unrestricted incentive award associated with the performance of the CSGC veteran services staff. Rather than returning the check to Florida Commerce for reissuance to the College, the organization deposited the check into its unrestricted account. Mrs. Bodine acknowledged that the check should not have been deposited in that manner, although the funds ultimately reached their intended destination.

A related issue involved CareerSource Gulf Coast temporarily paying certain allowable program expenses from its unrestricted account. Mrs. Bodine explained that this may occur when timing is important, such as when youth participants need to be paid promptly after completing an employability skills activity. The applicable program account subsequently reimburses the unrestricted account.

Overall, the OIG determined that CareerSource Gulf Coast did not have adequate controls over federal funds due to these listed issues. The organization disagreed with this portion of the finding but has strengthened its procedures and controls to address the concern. Mrs. Bodine reported that the OIG retained a portion of the finding related to adequate controls over federal funds. The OIG accepted the organization's response to one component but retained the second component for additional review.

CareerSource Gulf Coast anticipates a six-month OIG follow-up review, which may include additional testing or sampling of transactions. The specific scope of the follow-up review has not yet been provided.

Mrs. Bodine provided additional detail regarding the leave and compensation finding. During Program Year 2023–2024, CareerSource Gulf Coast's Board Policy One identified Board meeting dates, office closures, and staff holidays but did not explicitly state that the designated holidays were paid holidays. The OIG determined that the organization's practice of providing paid holidays was not sufficiently supported by the written policy and questioned certain paid holidays. expenditures, The days questioned included days within the Christmas holidays and Spring break periods.

CareerSource Gulf Coast disagreed with OIG's interpretation, noting that the designation of a holiday within an educational institution would reasonably be understood to indicate a paid holiday. Nevertheless, the organization revised its policy to explicitly identify paid holidays and added an annual holiday schedule to eliminate ambiguity.

OIG also requested additional policy language and documentation addressing terminal leave payouts upon resignation or retirement after six years of service and those payments being required to run through the college's 401(a) qualified

retirement plan and special pay provisions, and special and rollover sick leave procedures. Mrs. Bodine explained that CareerSource Gulf Coast employees are employees of Gulf Coast State College and utilize the College's leave-management system. The system tracks annual and sick leave balances. When an employee's annual leave balance exceeds 330 hours, the excess may be transferred into a special sick leave category. Special or rollover sick leave does not have a cash value and is forfeited if unused. Employees are therefore encouraged to use this leave before other forms of leave that may have a cash-out provision.
OIG determined that CareerSource Gulf Coast's written policies did not contain sufficient detail regarding these provisions. The organization subsequently revised its policies to provide additional clarification. OIG continued to maintain that certain practices did not comply with the organization's leave policies, administrative plan, or applicable federal regulations. Mrs. Bodine noted that the applicable federal regulations require the organization to establish and follow a written policy but do not prescribe a specific number of leave days or terminal leave pay outs being made by way of the special plan. Certain employee leave expenditures were also identified for further review by Florida Commerce. CareerSource Gulf Coast has communicated with Florida Commerce regarding those expenditures. Florida Commerce is reviewing the audit report and will determine whether any additional action is required.

Mrs. Bodine reported that OIG accepted CareerSource Gulf Coast's responses to Findings 4, 5, and 6 and that no additional OIG follow-up is expected for those findings. Corrective actions addressed the following areas:

- Officer Responsibilities: OIG raised concerns regarding the Quality Assurance Director holding multiple responsibilities, including Ethics Officer, Equal Opportunity Officer, Public Records Coordinator, and Custodian of Purchasing Property, due to the potential for conflicts of interest. CareerSource Gulf Coast redistributed these responsibilities and provided OIG with a detailed explanation of the revised assignments. OIG accepted the organization's response.
- Segregation of Duties: OIG identified areas in which the organization's policies did not clearly document the separation of financial responsibilities. CareerSource Gulf Coast clarified the respective responsibilities of the Accounts Payable Clerk, Finance Director, and Finance Coordinator within its written procedures. OIG accepted the clarification.
- Stale-Dated Checks: CareerSource Gulf Coast updated its policy governing stale-dated checks. OIG accepted the revised policy and did not request additional corrective action.
- Ethics and Nepotism: OIG identified the absence of a nepotism provision within the organization's ethics policy. CareerSource Gulf Coast revised the policy to include appropriate nepotism language, and OIG accepted the revision.

Mrs. Bodine stated she believes that Findings 4–6 are considered resolved and will not be subject to additional OIG follow-up. The first three findings remain subject to a six-month follow-up review. Mrs. Bodine acknowledged that the audit was challenging but emphasized that it provided valuable opportunities to strengthen CareerSource Gulf Coast's fiscal procedures and written documentation. She noted that the organization now has substantially more detailed fiscal procedural instructions, which she believes will strengthen the organization's position during future monitoring and audits.

Mrs. Bodine requested that the Board acknowledge receipt of the OIG audit report and CareerSource Gulf Coast's detailed response. She invited questions or comments from the Board and offered to have Ms. Dexter provide additional information or clarification as needed.

Mr. Joey Ginn asked for a motion to approve acknowledgement of the OIG Results & Response as presented by Mrs. Bodine.

A motion was made by Mr. Derrick Henderson to approve acknowledgement of the OIG Results & Response as presented by Mrs. Bodine. Ms. Elinor Mount-Simmons seconded, and the motion passed unanimously.

OLD BUSINESS:

Marketing and Communications Report

Mrs. Becky Samarripa, Communications Manager for CareerSource Gulf Coast, presented the Marketing and Communications Report covering May through July. She reported that CareerSource Gulf Coast continues to maintain an active presence across Facebook, Instagram, X, and LinkedIn, as well as through the organization's website, email distribution list, medical community contacts, media alerts, and press releases as appropriate. During the reporting period, CareerSource Gulf Coast continued to promote and participate in community outreach activities, including the food pantry distribution conducted in partnership with Gulf County. Staff also participated in the monthly Tyndall Air Force Base Checkertail Airman and Family Welcome Orientation.
CareerSource Gulf Coast also participated in National Apprenticeship Week, a statewide initiative highlighting the benefits of apprenticeship programs to both employers and job seekers. Mrs. Samarripa reported that CareerSource Gulf Coast hosted several job fairs during the reporting period. A multi-employer job fair was held on campus in partnership with Gulf Coast State College and included four participating employers. The event attracted 43 job seekers, including 15 veterans and active-duty service members. Two attendees were transitioning to civilian careers. In addition, CareerSource Gulf Coast hosted 10 individual employer hiring events during the reporting period.

Mrs. Samarripa noted that there was no news media coverage to report for the period.

Chairman Joey Ginn thanked Mrs. Samarripa for her detailed Marketing and Communications Report.

Traffic and Services Report

Mrs. Maria Goodwin, Deputy Director of Operations & Programs for CareerSource Gulf Coast, presented an overview of the One-Stop Services Report for June, as outlined on page 43 of the agenda packet. She noted that June marked the end of the program year; therefore, the year-to-date figures reflected the organization's overall program-year results.
During June, CareerSource Gulf Coast's One-Stop Centers recorded 624 walk-in customers. Mrs. Goodwin explained that the Haney Technical Job Center figures were highlighted because the organization's service structure had changed from the previous year. Previously, there was one comprehensive center located on Highway 231. Services have since been divided between the location at Gulf Coast State College and the Haney Technical Job Center.
Mrs. Goodwin also reported staffing shortages at the Franklin County and Port St. Joe locations due to vacant positions. Because CareerSource Gulf Coast also operates a summer program in Port St. Joe, both locations temporarily operated on an appointment-only basis over the summer months. Customers who were unable to receive in-person walk-in services were assisted virtually by staff at other CareerSource Gulf Coast locations. For employer services, CareerSource Gulf Coast served 164 businesses during June and provided 616 employer services, which included three job fairs.

Regional Performance Report

Mrs. Goodwin continued onto present the performance report for the organization's other programs, as outlined on page 44 of the agenda packet. She reported that the Workforce Innovation and Opportunity Act (WIOA) program remains CareerSource Gulf Coast's largest program, serving adults, dislocated workers, and youth.

- Adult Program: There were 52 enrollments, with an average wage at placement of $31.09 per hour. Mrs. Goodwin noted that the strong average wage contributed to CareerSource Gulf Coast being ranked number one in the state based on wage outcomes six months after program completion.
- Dislocated Worker Program: Staff recruitment efforts resulted in three enrollments during the program year. One participant was placed into employment at $24.00 per hour.
- Youth Program: There were 10 enrollments, with seven participants placed either in employment or post-secondary education. Mrs. Goodwin noted that a significant percentage of those participants continued on to post-secondary education. The average wage was $14.20 per hour.

Mrs. Goodwin then reviewed the organization's special grants, including HOPE Florida, Get There Faster for Vets, Sector-based training, Rural Initiatives, and Opioid Recovery. With the exception of the Opioid Recovery grant, these grants concluded in June. She reported that CareerSource Gulf Coast met its goals for the special grants overall, with one exception: the WIOA Rural Initiatives grant had a goal of eight enrollments and resulted in seven enrollments. However, performance on the remaining measures was successful. She noted that the Opioid Recovery grant remains active and is scheduled to conclude in December. Mrs. Goodwin also reported that CareerSource Gulf Coast has received additional special grants under WIOA, including a new Rural Initiatives grant and a Sectors of Strategic Focus grant. The latter will focus on targeted industry sectors and apprenticeship opportunities.

Chairman Joey Ginn thanked Mrs. Goodwin for her well-detailed reports.

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

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

CHAIR / EXECUTIVE DIRECTOR REPORT

Mrs. Kim Bodine, Executive Director of CareerSource Gulf Coast, provided the Directors Report and discussed several key areas of organizational activity. She reported that CareerSource Gulf Coast has been heavily engaged in responding to the Office of Inspector General (OIG) audit. At the same time, staff remained focused during May, June, and July on increasing enrollments and placements associated with the State-Funded Rural Initiatives program. CareerSource Gulf Coast requested approximately $500,000 in funding, utilized a significant portion of the funds, and was able to provide services to a substantial number of individuals in the region's rural communities.

Mrs. Bodine stated that activity at the state level continues to move at a rapid pace. Staff are actively developing and updating policies and working to align CareerSource Gulf Coast's operations with changes being implemented by the state workforce system. She reported that she would be traveling to Pensacola for an association meeting and the upcoming State Board meeting, where new policies and significant changes related to performance would be discussed. A major area of focus is the state's increased emphasis on performance measures and accountability. Mrs. Bodine explained that some of the anticipated performance requirements do not yet have established reporting systems at the state level, requiring CareerSource Gulf Coast to closely monitor developments and strategically determine how best to meet the new expectations. Mrs. Bodine commended Mrs. Maria Goodwin for her expertise in performance management and noted that the organization is fortunate to have her leadership in this area.

Mrs. Bodine also discussed an upcoming sanctions policy that would establish escalating consequences for organizations that do not meet performance requirements. The sanctions could ultimately include replacement of the local board and removal of the executive director. She emphasized that CareerSource Gulf Coast is closely monitoring these developments and will remain focused on ensuring compliance with the new performance expectations. Mrs. Bodine stated that performance will remain a significant organizational priority and that staff will work diligently to align with the state's evolving requirements. She indicated that the Board will receive additional information at the next meeting regarding the specific performance metrics, how they are calculated and applied, and the number of metrics that will be used.

Mrs. Maria Goodwin added to the Directors Report and provided additional information regarding the organization's performance negotiations. She explained that CareerSource Gulf Coast participates in formal performance negotiations every two years. The process can be complex because both the state and federal governments utilize a Statistical Adjustment Model when establishing performance targets. She explained that performance goals are negotiated; however, the final targets may be adjusted upward or downward based on various factors included in the statistical adjustment model. She noted that this can make performance difficult to manage because the organization may not know the final adjusted target until after the performance period has concluded. As an example, Mrs. Goodwin stated that CareerSource Gulf Coast met the original target for one performance measure but was subsequently determined not to have met the requirement after the statistical adjustment was applied. She noted that the organization did not know what the adjustment would be in advance and that the final determination was affected by the performance of a single participant.

Mrs. Goodwin further explained that CareerSource Gulf Coast is charged with serving individuals who face significant barriers to employment, while also being held to stringent performance requirements. As an example, she referenced a requirement that 92% of participants must be employed six months after completing the program, which can be challenging when serving individuals with barriers to employment. Despite these challenges, Mrs. Goodwin stated that CareerSource Gulf Coast has been successful in meeting performance expectations and has implemented new strategies to improve outcomes. She emphasized that the primary challenge is the uncertainty created by the statistical adjustment model and the difficulty of managing toward a target that may change after the performance period.

Mr. Ginn then thanked everyone for attending today's meeting and announced the next meeting will be on Tuesday, October 13th.

GOOD OF THE ORDER

It was noted that there were no recent news coverage or articles.

OPPORTUNITY FOR PUBLIC COMMENT

Chair Joey Ginn invited any public comment at this time. However, no public comments were made.

ADJOURNMENT

There being no additional business, Chair Joey Ginn adjourned the meeting at 11:03 am.