

**GULF COAST WORKFORCE BOARD, INC. d/b/a CareerSource Gulf Coast**  
**GENERAL MEETING**  
**December 10, 2019**

CareerSource Gulf Coast held a video teleconference General Meeting at 10:00 a.m. (CST) on December 10, 2019 between the CSGC Job Center in Panama City and the GCSC Gulf/Franklin Center in Port St. Joe, Florida.

Members Present:

Mrs. Jennifer Conoley (V)  
Mr. Rod Pearson (V)  
Ms. Christy Smith (V)  
Ms. Alex Murphy (V)  
Ms. Sandra Henry (V)  
Ms. Lisa Barnes-Tapscott (V)  
Mrs. Johanna White (V)  
Mr. John Deegins (V)  
Mr. Garrett Wright (V)  
Mr. Tom Landreth (V)

Members Present by Telephone/Video Conferencing:

Mrs. Betty Croom (V)  
Mr. Fred Croon (V)  
Mr. Patrick Farrell (V)  
Mr. Ted Mosteller (V)  
Mr. Jim McKnight (V)  
Mr. Steve Jordan (V)  
Dr. Patricia Hardman (V)

Members Not Present:

Dr. John Holdnak (V)  
Mrs. Becca Hardin (V)

Also present were: Mr. Bill Dozier, Bay County Board of County Commissioner, Mr. Al McCambry, Gulf Coast State College via telephone, Ms. Julie Torres and Ms. Carlas Wodford, Royal American Management; and CareerSource Gulf Coast board staff: Mrs. Kim Bodine, Executive Director, Ms. Jennifer German, Mrs. Deb Blair, Mrs. Maria Goodwin, Mr. Jerry Bushee, Mr. Corbett Hines, Mr. Daniel Sanford, Mrs. Shannon Walding, Ms. Brittany Rock, Ms. Donna Stapleton and Mr. Lee Ellzey.

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

- Consent Agenda Approval
  - Acceptance of New Funds PY 2019-2020
  - Budget Mod. #3 - PY 2019-2020
  - Minutes of General Board Meeting of 10-8-2019 and 10-11-19 telephonic Executive Committee minutes
  - Acknowledgment of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers – Mr. Glen McDonald, 10-819
- New Business
  - Bylaws revision
  - CSGC 4-year plan
  - Board Policy 29-Supportive Services
  - Board Policy 41-On the Job Training (OJT)
- Old Business:
  - Marketing & Communications Report – November 2019
  - Traffic Report – November 2019
  - Regional Performance Reports for October 2019
- Chair/Executive Director Report

➤ Public Comments

**CALL TO ORDER:** Mrs. Jennifer Conoley, Board Chair, called the meeting to order and confirmed there was a quorum present by attendee introductions. Mrs. Conoley introduced the new board member: Mr. Tom Landreth with Oceaneering, Inc. in Panama City. She welcomed him and thanked him for volunteering to serve on the board.

**INVOCATION AND PLEDGE OF ALLEGIANCE:**

Mr. Bill Dozier gave the Invocation and Mrs. Conoley led the pledge of allegiance.

**Emergency Item**

There were none.

**Approval of Consent Agenda:**

Mrs. Jennifer Conoley asked if there were any additional agenda items or 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 no further agenda items, questions, or request to pull items from the Consent Agenda, 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 Mrs. Alex Murphy to approve the consent agenda. Mr. Rod Pearson seconded, and the motion passed unanimously.**

**NEW BUSINESS:**

**Bylaws Revision**

Mrs. Kim Bodine indicated the pages of the bylaws, of which we require a 2/3 vote to amend. She said that every four years we are required to write a regional Workforce Plan. Every region in the state of Florida is required to write one and the state is required to write one as well. One of the attachments to this plan is our bylaws. Mrs. Bodine said that she reviewed the bylaws and found some items that needed to be updated/revised, which she reviewed with the board. One of the items Mrs. Bodine wanted to make clear was that the CSGC board members are appointed by the local elected officials and serve at the pleasure of the local elected officials, which means they can appoint board members as well as remove them. In addition, one of the items in the plan instructions was asking for a process for how vacancies were communicated to our local elected officials, so wording was added that vacancies would be communicated to the local elected officials within 10 days of the vacancy. Also added was that the local elected officials in each county could remove the Executive Director for cause. Mrs. Conoley ask for a motion to approve the revisions to the bylaws as presented.

**A motion was made by Mr. Ted Mosteller to approve the revisions to the bylaws as reviewed by Mrs. Bodine. Mr. Fred Croom seconded, and the motion passed unanimously.**

**CSGC 4-year plan**

Mrs. Bodine said that every four years, a local four-year plan must be developed and submitted to the state. This is necessary for compliance, in order to receive any funds from the Federal and State governments. She said the Federal government, Department of Labor, would like to see the board become more involved in and aware of this planning

process. She said she wants to balance with complying with their request and ensuring the board has access to all of the information that goes into the plan, but also understands that board members' time is limited. She said she wants the board to understand that any questions or concerns about this planning process are welcomed. She reviewed the required areas that encompass the plan and the timeline of the approval process. She also spoke about the Mission and Vision statement, which hasn't been looked at for about 15 years. She said that she has been speaking with staff and looking at mission statements from other organizations and boards. She indicated that with the WIOA laws, focus has been on business services and job seeker services, in addition to training. She compared the current mission statement with the proposed mission statement. She said the proposed mission statement was more in line with how we currently work with our partners. Jennifer Conoley, Board Chair opened the floor for comment.

Mrs. Conoley said she really likes the new mission statement with customized solutions as we have to be more responsive to employer needs, which constantly change and help job seekers with how they view the market. Commissioner Dozier said that he thought the new mission statement was more fitting of what the organization does than the previous statement.

Mrs. Bodine indicated that a vote at this meeting is not needed, but again encouraged further feedback over the next week and months. She indicated that the vote to approve the entire plan will approve the mission statement as part of that plan.

Mrs. Bodine then reviewed the current vision statement with a proposed vision statement. Mrs. Conoley indicated that maybe we could consider something like a collaborative partnership with all of the partners mentioned in the mission statement. Mrs. Bodine said that she would be happy to send out something via Survey Monkey for board members to vote on a proposed new vision statement. She also said that anyone could send suggestions of a vision statement to herself or Ms. Stapleton.

Mrs. Bodine said that employer surveys will be sent out soon and asked the board members to participate if they hire people. The questions asked will be about what employers are looking for when looking for workers.

Another item brought to the board's attention was one section of the plan to review. Mrs. Bodine said that we would send out sections of the plan and asked all to review these sections, which are smaller and easier for reading/reviewing. She asked for input and questions. She also asked for board members to attend the February board meeting as the 4-year plan would need to be approved at that meeting. Chair Conoley thanked Mrs. Bodine for the presentation and encouraged board members to read the sections of the plan as they are sent out and provide feedback to staff.

#### Board Policy 29 – Supportive Services

Mrs. Bodine reviewed the changes in the policy, which included changes to appropriate references to the law. Mrs. Conoley asked for a motion to approve the revisions to Board Policy 29 – Supportive Services as presented.

**A motion was made by Mr. Garrett Wright to approve the revisions to Board Policy 29 as presented. Mr. Ted Mosteller seconded, and the motion passed unanimously.**

#### Board Policy 41 – On the Job Training (OJT)

Mrs. Bodine said that OJT positions will be added to the local TOL, and that we could provide reimbursement to the employer of up to 50% (or 75% in limited cases). Mrs. Conoley asked for a motion to approve the revisions to Board Policy 41 – On the Job Training (OJT) as presented.

**A motion was made by Ted Mosteller to approve the revisions to Board Policy 41 – On the Job Training (OJT) as presented. Mr. Rod Pearson seconded, and the motion passed unanimously.**

## **OLD BUSINESS:**

### Marketing and Communications Report – November 2019

Ms. Brittany Rock reported that social media has generated increased numbers of “friend” and activity throughout the year and conversely the use of our website has been decreasing. Some highlights included partnering with Emerald Coast Business Women’s Association and hosting their “Inspire with Business Attire” event on October 22<sup>nd</sup>, where staff helped pick out attire at Cindy’s Consignment for participants. Ms. Rock also reported that a National Dislocated Worker Grant client received recognition from the City of Panama City and the Panama City Fire Department for providing life-saving aid to a coworker. Additionally, the CSGC Job Center staff recruited 23 qualified candidates for Clark and Son, Inc.’s first hiring event. She said that there are ads and articles in The Circuit and the Bay Biz in the “Good of the Order” section of the agenda packet.

Commissioner Dozier asked about Clark and Sons, Inc. Mr. Garrett Wright, Bay EDA, said they were a new kitchen company that makes custom cabinetry. They import through the Port of Panama City and they’ve set up a 100,000 square foot distribution center. Mrs. Bodine said they are looking for a variety of positions, which includes CAD workers to design kitchens.

### One Stop Services Report through November 2019

Mrs. Goodwin reviewed the report pointing out that the full-service center is in Panama City, which is referred to as the Job Center and that two satellite offices in Port St. Joe and Apalachicola are also service sites. She said the top part of the report reviews specific services for job seekers and the bottom part is for the employers/businesses. For the month of November, there were nearly 1200 visitors. We assisted 744 job seekers. On the business side, there were 208 employers served for the region and there were 161 job orders posted. There were five job fairs, which included hiring events at the Panama City Location. She also reported that for the last few months, staff have been working with both military bases, the chamber of commerce and Gulf Coast State College on a military spouse employment initiative. Military Spouse Employment is a big focus on a national level as well. She said they have also been educating employers about the benefits of hiring military spouses.

Mrs. Goodwin also reported two other items staff have been working on: The Bay County Job Fair will be held on February 1<sup>st</sup> at Gulf Coast State College and the Career and Intern Fair (previously called the Career Expo). Staff are partnering with Gulf Coast State College and FSU this year. Mrs. Goodwin also spoke about staff response for the GKN layoff.

Mr. Garrett Wright thanked Mrs. Bodine and staff for assisting with the GKN layoff. He said that within a day, a full team was onsite to help with the layoff process. Mrs. Bodine asked all to be supportive of the Bay County Commissioners. She said there were no incentives paid out to GKN as they had not met their criteria, as some folks write negative items on social media that are not true. Commissioner Dozier said that through this process, they have learned that it was a decision made from corporate, not anything related to our area. However, through this process, a lot of eyes were opened about the quality of our area and the abilities of Workforce to step up and show that we could provide the workers needed, especially with all of the partners coming together. He said the message has been sent around the world that Bay County is a place in the future to maybe set up shop. He also praised the college’s flexibility to quickly put together training classes to meet the employer needs on a moment’s notice!

### Regional Performance Reports:

Mrs. Maria Goodwin reviewed the WIOA program performance for the month of October 2019. She said that there were 184 enrollments, with 176 on the adult side, and 8 on the dislocated worker side. She said the average wage at placement for the adults was \$20.15 and for the dislocated worker the average wage at placement was \$19.65 and for Haney Technical Center, the wage was \$16.00. There were 20 individuals certified eligible in October and 10 in November and we have several that have already taken place in December. She anticipates the enrollments will rise for training, given the number of eligibility certifications that were completed in the last few months.

Ms. Julie Torres reviewed the Welfare Transition report through October 2019. The entered employment rate was 33.3% year to date with an October participation rate of 29.6% and the statewide average of 33.7%. The average wage at placement was \$10.53 per hour. As of October 31<sup>st</sup>, 62 welfare transition clients have been served. There were five cases closed due to employment in October and there were four new medical cases during the month. There were 35 closures year to date due to sanctions, with 18 closed during the month of October.

Ms. Torres reviewed the SNAP report for ABAWDs, (Able Bodied Adults Without Dependents). As of October 31<sup>st</sup>, there were 84 SNAP clients served. There were a total of 19 clients that were assigned to work activities.

Mrs. Maria Goodwin then reported for the Out of School Youth program. She state that the annual enrollment plan was 33, but at the end of October there were 30 enrolled. Four participants have now earned their GEDs. Additionally, there was one positive outcome, which means they are working or enrolled in post-secondary education.

Mrs. Goodwin also reported for the Fishery Failure program and said that there were seven participants still enrolled in training. She also said that one individual finished training in September, which will show up on the next report. Everything is going well, and they should be entering in their spring semester. No updates on the AMPT grant and it ends on December 31<sup>st</sup> of this year.

Ms. German reviewed the Hurricane Michael report (DWG) of those that are unemployed due to a hurricane impact. There were 173 enrolled in Bay County, 137 in Gulf County, and 87 in Franklin County. There have been a total of 154 exited, due to either placement in a permanent job or other reasons. She reported that we have located stump grinders that the staffing agency can lease, and workers can use those to take care of a big problem the municipalities are having with stumps. Mrs. Bodine said that we have just applied to the federal government to extend the requirements of time worked – from 2080 hours, which is approximately one year to double that. She said to date, we have not heard back yet.

### **CHAIR/EXECUTIVE DIRECTOR REPORT**

Mrs. Bodine said the state board meetings are in February in Tallahassee and they'll be meeting with Legislators there so if anyone is interested, let her know. She also mentioned the Gulf Power Symposium, which Mrs. Conoley confirmed the dates of February 27<sup>th</sup> and 28<sup>th</sup>. Early bird registration ends soon. Mrs. Bodine said if you've never been, you should go. Mrs. Conoley said they have some great national speakers as well as local celebrities.

### **GOOD OF THE ORDER**

Articles to read in the agenda packet.

### **OPPORTUNITY FOR PUBLIC COMMENT**

Mrs. Conoley advised that the Executive/Finance Committee and General Board meetings were always open to the public and their attendance and comments were welcomed.

**ADJOURNMENT**

There being no additional business, Mrs. Conoley adjourned the meeting.

DRAFT