

GULF COAST WORKFORCE BOARD, INC.
d/b/a CareerSource Gulf Coast
EXECUTIVE/FINANCE COMMITTEE
March 12, 2019

CareerSource Gulf Coast held a teleconference Executive/Finance Committee meeting on Tuesday, March 12, 2019, at 9:00 a.m. (CST) between the Gulf Coast State College Executive Dining Room in Panama City and the Gulf Coast State College (GCSC) Gulf/Franklin Center in Port St. Joe, Florida.

Executive Committee members present were: Mrs. Jennifer Conoley and Mr. Ed Phelan

Executive Committee members participating by telephone: Mr. Ted Mosteller and Mrs. Betty Croom

Also present were CareerSource Gulf Coast board staff: Mrs. Kimberly Bodine, Executive Director, Ms. Jennifer German, Mrs. Deb Blair, Mrs. Maria Goodwin, Mr. Corbett Hines, Ms. Brittany Rock, Mrs. Shannon Walding, Mrs. Janine Dexter, Ms. Donna Stapleton. Mr. Lee Ellzey and Ms. Tracy Bowers attended via telephone.

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

- Approval to Accept New Funds for PY 2018-2019
- Approval of PY 2018-2019 Budget Modification #5
- Approval to extend end date for GCSC Advanced Manufacturing Contract to 3/31/19
- Financial Audit Presentation by James Moore & Company
- Financial Report ending January 31, 2019
- Acknowledgement of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Public Officers – Mr. Al McCambry, 1-15-2019

Mrs. Jennifer Conoley, Board Chair, called the meeting to order. A quorum was present.

Approval to Accept New Funds for PY 2018-2019

Mrs. Deb Blair reviewed the acceptance of new funds for PY 2018-2019, which included:

- Donation of \$500 from St. James Episcopal Church for the Food Pantry
- \$15,000 from the City of Port St. Joe
- \$142,270 from the Jessie Ball duPont grant – Summer Program
- \$112,610 from the Jessie Ball duPont grant – Community Resource Center
- \$600,000 WIOA RR State Level Hurricane Michael Recovery

Mrs. Conoley asked for a motion to approve the acceptance of new funds as presented.

A motion was made by Mr. Ted Mosteller to approve the acceptance of new funds as presented by Mrs. Blair. Mrs. Betty Croom seconded and the motion passed unanimously.

Approval of PY 2018-2019 Budget Modification #5

Mrs. Deb Blair said that the new funds were added to the PY 2018-2019 budget and a modification is required to adjust the board's budget accordingly. Mrs. Conoley asked for a motion to approve budget modification #5 as presented.

A motion was made by Mr. Ed Phelan to approve the PY 2018-2019 Budget Modification #5 as presented by Mrs. Blair. Mrs. Betty Croom seconded and the motion passed unanimously.

Approval to extend end date for GCSC Advanced Manufacturing Contract to 3/31/19

Mrs. Blair asked that the GCSC Advanced Manufacturing Contract be extended until March 31, 2019 in order to complete as many classes for GKN as possible. Mrs. Conoley asked for a motion to approve the extension of the GCSC Advanced Manufacturing contract to 3/31/19.

A motion was made by Mrs. Betty Croom to approve the extension of the GCSC Advanced Manufacturing contract to 3/31/19. Mr. Ted Mosteller seconded and the motion passed unanimously.

Financial Audit Presentation by James Moore & Co.

Ms. Katie Munday reviewed the financial audit ending June 30, 2018. She said that CSGC Board was given the highest level of assurance, an unmodified opinion. She thanked staff for providing excellent assistance with their requests for information. Mrs. Bodine and Mrs. Conoley both extended their thanks to staff as well. Mrs. Blair said thanks to all that provided information for the audit.

Financial Report ending January 31, 2019

Mrs. Deb Blair reviewed the financial report ending January 31, 2019. The expenditure rate should have been close to 58% by January 31, 2019. Currently, we are at 30% for the expenditure rate. Mrs. Bodine said that this is low due to loss of staff, but we were in the process of hiring to be at full staff soon. The ITA expenditures were at 50.51%, exceeding the 30% required under CSGC's waiver.

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

Mrs. Jennifer Conoley asked if there were any Form 8 voting conflict forms to be read from the previous meeting into the minutes – Mr. Al McCambry, 1-15-19.

Public Comments

There were none.

Adjournment

There being no additional business for the Executive/Finance Committee, Mrs. Conoley adjourned the meeting.