

GULF COAST WORKFORCE BOARD, INC.
d/b/a CareerSource Gulf Coast
EXECUTIVE/FINANCE COMMITTEE
August 13, 2019

CareerSource Gulf Coast held a teleconference Executive/Finance Committee meeting on Tuesday, August 13, 2019, at 9:30 a.m. (CST) between the Gulf Coast State College Advanced Technology Center (ATC) 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, Mr. Ed Phelan, and Mr. Ted Mosteller

Executive Committee members participating by telephone: 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, Mrs. Tassalhe Dekouche, Mrs. Shannon Walding, Ms. Donna Stapleton and Mr. Lee Ellzey via telephone. Ms. Christy Smith from Resort Collections was also present.

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 #9
- Approval to Accept New Funds for PY 2019-2020
- Approval of Service Provider Rescissions for PY 2019-2020
- Approval of Budget Modification #1 for PY 2019-2020
- Financial Report ending June 30, 2019
- Acknowledgement of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Public Officers – None

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:

- \$1,178 – WIOA Adult
- \$1,154 – WIOA Dislocated Worker
- \$1,282 – WIOA Youth
- \$25,000 – duPont Disaster Assistance
- \$204,626.12 – NDWG Hurricane Michael (moving back from the 2019/2020 budget)
- \$1,803.06 – Summer Food Service Program
- \$2,700 Homeless Veteran’s Stand Down donations
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Mrs. Conoley asked for a motion to approve the acceptance of new funds as presented, retroactive to June 30, 2019.

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

Approval of Budget Modification #9 for PY 2018-2019

Mrs. Blair requested that the new funds for PY 2018-2019 be added back into the board budget, retroactive to June 30, 2019, for an ending budget for PY 2018-2019 of \$10,137,560.90.

Mrs. Conoley asked for a motion to approve the budget modification as presented.

A motion was made by Mr. Ed Phelan to approve the budget modification presented by Mrs. Blair. Mr. Ted Mosteller seconded, and the motion passed unanimously.

Approval to Accept New Funds for PY 2019-2020

Mrs. Deb Blair reviewed the acceptance of new funds for PY 2019-2020, which included:

- \$72,046 – Wagner-Peyser Performance Incentives
- \$139,853 – WIOA Performance Incentives
- \$443,744 – NDWG Hurricane Michael
- \$-204,626.12 – NDWG Hurricane Michael (moved back to the 2018/2019 budget)
- \$800 Homeless Veteran’s Stand Down donations

Mrs. Conoley asked for a motion to approve the acceptance of new funds as outlined by Mrs. Blair.

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 to Rescind Funds to Service Providers

Mrs. Deb Blair explained that due to the resignation of the bookkeeper for the Out of School Youth and Job Center grants, Gulf Coast State College agreed to reduce the contracts to the cost of staff salaries and travel only. The Board will assume responsibility for paying all other operational costs, such as supplies and youth supportive services. This request for rescission of funds is retroactive to 6/25/2019. Mrs. Conoley asked for a motion to approve the rescission of funds as outlined by Mrs. Blair.

- \$81,687 Gulf Coast State College Out of School Youth Program
- 150,270 Gulf Coast State College Job Center

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

Approval of Budget Modification #1 for PY 2019-2020

Mrs. Deb Blair explained that board budget would need to be adjusted accordingly after the acceptance of new funds and the rescission of funds to the service provider, Gulf Coast State College. Mrs. Conoley asked for a motion to approve modification #1 as outlined by Mrs. Blair.

A motion was made by Mr. Ed Phelan to approve the budget modification number one as outlined by Mrs. Blair. Mr. Ted Mosteller seconded, and the motion passed unanimously.

Financial Report ending June 30, 2019

Mrs. Deb Blair reviewed the financial report ending June 30, 2019. The expenditure rate should have been close to 100% by June 30, 2019. Currently, we are at 62% for the expenditure rate. Mrs. Blair said that this was due to not paying rent for the past several months and the influx of additional funds coming into the budget for Hurricane

Michael. The ITA expenditures were at 52.60%, exceeding the 30% required under CSGC's waiver. Mrs. Conoley asked for a motion to approve the Financial Report ending June 30, 2019.

A motion was made by Mrs. Betty Croom to approve the financial report ending June 30, 2019 as presented by Mrs. Blair. Mr. Ed Phelan seconded, and the motion passed unanimously.

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

Mrs. Conoley asked if there were any Form 8 voting conflict forms to be read from the previous meeting into the minutes – There were none.

Public Comments

There were none.

Adjournment

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