

GULF COAST WORKFORCE BOARD, INC.
d/b/a CareerSource Gulf Coast
EXECUTIVE/FINANCE COMMITTEE
January 15, 2019

CareerSource Gulf Coast held a teleconference Executive/Finance Committee meeting on Tuesday, January 15, 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

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

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 and Ms. Donna Stapleton.

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 #4
- Financial Report ending November 30, 2018
- Acknowledgement of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Public Officers – Mr. Al McCambry, 9-11-2018

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, indicating a donation of \$50 for the Food Pantry.

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

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

Approval of PY 2018-2019 Budget Modification #4

Mrs. Deb Blair said that the new funds (\$50 donation) were added to the PY 2018-2019 budget, a modification is required to adjust the board's budget accordingly. Mrs. Conoley asked for a motion to approve budget modification #4 as presented.

A motion was made by Mr. Ed Phelan to approve the PY 2018-2019 Budget Modification #4 as presented by Mrs. Blair. Mrs. Betty Croom seconded and the motion passed unanimously.

Financial Report ending 11/30/2018

Mrs. Deb Blair reviewed the financial report ending November 30, 2018. The expenditure rate should have been close to 42% by November 30, 2018. Currently, we are at 20% for the expenditure rate. Mrs. Blair said that this is low due to the large performance incentives we received this year as well as the large amount of funds recently added. Additionally, we lost two months of recruitment due to the hurricane. The ITA expenditures were at 52.33%, 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, 9-11-18

Public Comments

There were none.

Adjournment

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