

GULF COAST WORKFORCE BOARD, INC.
d/b/a CareerSource Gulf Coast
EXECUTIVE/FINANCE COMMITTEE
December 10, 2019

CareerSource Gulf Coast held a teleconference Executive/Finance Committee meeting on Tuesday, December 10, 2019, at 9:30 a.m. (CST) between the CSGC Job Center in Panama City, Florida and the Gulf Coast State College (GCSC) Gulf/Franklin Center in Port St. Joe, Florida.

Executive Committee members present were: Mrs. Jennifer Conoley, Mrs. Johanna White, Mr. Ted Mosteller and Ms. Christy Smith

Executive Committee members participating by telephone: Mrs. Betty Croom

Also present was Mr. Jim McKnight, Gulf County EDC and CareerSource Gulf Coast board staff: Mrs. Kimberly Bodine, Executive Director, Ms. Jennifer German, Mrs. Deb Blair, Mrs. Maria Goodwin, Ms. Brittany Rock, Mr. Corbett Hines, Mrs. Shannon Walding, Mrs. Cathy Rutherford 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 2019-2020, retroactive to 9/30/19
- Approval of PY 2019-2020 Budget Modification #3
- Bylaws revision
- CSGC 4-year plan
- Financial Report ending October 31, 2019
- Acknowledgement of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Public Officers – Glen McDonald, 10/8/19

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

Approval to Accept New Funds for PY 2019-2020

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

- \$16,772 – Wagner Peyser

Mrs. Conoley asked for a motion to approve the acceptance of new funds as presented, retroactive to September 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 #3 for PY 2019-2020

Mrs. Blair requested that the new funds for PY 2019-2020 be added back into the board budget, retroactive to September 30, 2019, for an ending budget for PY 2019-2020 of \$15,505,803.83.

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

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

Bylaws Revision

Mrs. Kim Bodine reviewed the highlighted revisions to the bylaws and explained why these changes were made, which was due to anticipated law changes and also to align with the four-year plan outline.

Mrs. Conoley asked for a motion to approve revisions to the bylaws as presented by Mrs. Bodine.

A motion was made by Ms. Christy Smith approve the acceptance of bylaws revisions as presented by Mrs. Kim Bodine. Mr. Ted Mosteller seconded, and the motion passed unanimously.

CareerSource Gulf Coast 4-year plan

Chair Conoley made a pass on this, deferred to the full board.

Financial Report ending October 31, 2019

Mrs. Deb Blair reviewed the financial report ending October 31, 2019. The expenditure rate should be close to 33% by October 31st, we are currently at 28%. Mrs. Blair said that several funding streams were underspent due 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 39.41%, exceeding the 30% required under CSGC's waiver

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 – Glen McDonald, 10/8/2019

Public Comments

There were none.

Adjournment

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