

GULF COAST WORKFORCE BOARD, INC.

d/b/a CareerSource Gulf Coast

EXECUTIVE/FINANCE COMMITTEE

February 11, 2020

CareerSource Gulf Coast held a teleconference Executive/Finance Committee meeting on Tuesday, February 11, 2020, 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 and Mr. Ted Mosteller

Executive Committee members participating by telephone: Mrs. Betty Croom and Ms. Christy Smith

Mrs. Kimberly Bodine, Executive Director, Ms. Jennifer German, Mrs. Deb Blair, Mrs. Maria Goodwin, Mr. Corbett Hines, Mr. Lee Ellzey 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
- Allocations/Rescissions to Service Providers
- Approval of PY 2019-2020 Budget Modification #4
- CSGC 4-year plan
- Financial Report ending December 31, 2019
- Acknowledgement of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Public Officers – There were none.

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:

- \$20,833 – WIOA State Level Foundational Skills Initiative
- -\$10,000 – Wagner-Peyser rescission of pass-through dollars transferred to WP salary dollars at state level
- -\$87,852 WIOA Pipefitter
- \$87,852 WIOA Healthcare

Allocations/Rescissions to Service Providers

Mrs. Deb Blair reviewed the allocations and rescissions to the service providers:

- -\$2,004.89 - RA Employment Assistance – GCSC Job Center
- \$2,004.89 - WIOA Performance Incentives – GCSC Job Center
- \$2,000 – WIOA Performance Incentives – GCSC Job Center
- \$1,000 – WIOA Performance Incentives – GCSC OOS Youth

Approval of Budget Modification #4 for PY 2019-2020

Mrs. Blair reviewed where the allocations and rescissions were placed in the board budget.

Mrs. Conoley asked for a motion to approve all of the above-mentioned items collectively.

A motion was made by Mr. Ted Mosteller to approve the acceptance of new funds, allocations/ rescissions to service providers and approval of budget modification #4 as presented by Mrs. Blair. Ms. Christy Smith seconded, and the motion passed unanimously.

CareerSource Gulf Coast 4-year plan

Mrs. Bodine spoke about the sections of the local plan that were previously sent to them for review and feedback. She also thanked Dr. Pat Hardman for her input, which prompted some changes in the plan. She again explained the process of approval of the local plan. Committee members thanked staff for their hard work on the plan. Mrs. Conoley asked for a motion to approve the CareerSource Gulf Coast 4-year local services plan.

A motion was made by Mr. Ted Mosteller to approve the CareerSource Gulf Coast 4-year local services plan as described by Mrs. Bodine. Mrs. Betty Croom seconded, and the motion passed unanimously.

Board Policy 45 – Priority of Service

Ms. German reviewed the revised Board Policy 45 – Priority of Service policy, which was modified to meet state and federal guidelines. Mrs. Conoley asked for a motion to approve the revised board policy 45 as presented.

A motion was made by Mr. Ted Mosteller to approve the Board Policy 45-Priority of Services revisions as presented by Ms. German. Mrs. Betty Croom seconded, and the motion passed unanimously.

Financial Report ending December 31, 2019

Mrs. Deb Blair reviewed the financial report ending December 31, 2019. The expenditure rate should be close to 50% by December 31st, expenditures are currently at 39%. The ITA expenditures were at 40.05% at the end of December, exceeding the 30% required under CSGC's waiver. Mrs. Bodine shared a financial concern regarding the amount of incentive funds that are remaining and that must be spent by June 30, 2020. She explained that they had received many funds for recovery from the hurricane and the very large Dislocated Worker Grant which has taken care of expenses that would normally fall on other grants due to our cost allocation and indirect cost rate methodologies. She also indicated that it has been a struggle to hire people, which slows our ability to implement new programs in which the funds can be used. She requested that a letter be penned by the Chair with a request to extend the funds that explains our situation and our track record for spending dollars allocated to us prior to the hurricane. Mrs. Conoley agreed to help and said that if there was anything else the board could do to please let her know.

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.