

**GULF COAST WORKFORCE BOARD, INC.**  
**d/b/a CareerSource Gulf Coast**  
**EXECUTIVE/FINANCE COMMITTEE**  
**June 9, 2020**

CareerSource Gulf Coast held a virtual GoToMeeting meeting with the Executive/Finance Committee on Tuesday, June 9, 2020, at 9:00 a.m. (CST).

Executive Committee members participating were Mrs. Jennifer Conoley, Mr. Ted Mosteller, Mrs. Betty Croom and Dr. Patricia Hardman.

Mrs. Kimberly Bodine, Executive Director, Ms. Jennifer German, Mrs. Deb Blair, Mrs. Maria Goodwin, Mr. Corbett Hines, and Ms. Donna Stapleton also attended.

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

- Approval to Accept New Funds for PY 2019-2020
- Approval of PY 2019-2020 Budget Modification #6
- Approval to Accept New Funds for PY 2020-2021
- Approval of Service Provider Allocations for PY 2020-2021
- Approval of Board Budget PY 2020-2021
- Approval Authority for Executive Director to Move Funding
- Approval to Request ITA Waiver for PY 2020-2021
- Financial Report ending April 30, 2020
- Acknowledgement of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Public Officers – Dr. John Holdnak, Mr. Glen McDonald, Ms. Alex Murphy, and Mrs. Sandra Henry for 5/12/20.

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:

- \$100,000 - duPont Emergency Assistance
- \$12,500 – Covid-19 PPE
- \$2,972 – WIOA Dislocated Worker
- \$14,334 – WIOA Performance Incentives
- \$20,000 – RESEA 2019 (restored)
- Donations received: \$900 by both residents and non- residents of Gulf County for the Food Pantry.

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

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

Approval of Budget Modification #6 for PY 2019-2020

Mrs. Blair reviewed where the new funds were placed within the board budget. Mrs. Conoley asked for a motion to approve the budget modification #6 for PY 2019-2020.

**A motion was made by Dr. Pat Hardman to approve budget modification #6 as presented by Mrs. Deb Blair. Mrs. Betty Croom seconded, and the motion passed unanimously.**

### Approval to Accept New Funds for PY 2020-2021

Mrs. Blair reviewed the Board's proposed budget for the PY 2020-2021, totaling \$15,505,641, with the carry forward and estimates on anticipated funds from the Hurricane Michael emergency funds. Mrs. Conoley asked for a motion to approve the acceptance of new funds for PY 2020-2021 as presented.

**A motion was made by Mrs. Betty Croom to approve the acceptance of new funds for PY 2020-2021 as presented. Dr. Pat Hardman seconded, and the motion passed unanimously.**

### Approval of Service Provide Allocations for PY 2020-2021

Mrs. Blair reviewed the allocations for the service providers: GCSC/Job Center - \$366,000, GCSC/OOSY - \$103,000 and Royal American Management (RAM) - \$244,000 and the carryforward of the ARC of the Bay – estimated at \$115,000. Mrs. Conoley asked for a motion to approve the service provider allocations as presented.

**A motion was made by Mr. Ted Mosteller to approve the Service Provider Allocations for PY 2020-2021 as presented by Mrs. Blair. Mrs. Betty Croom seconded, and the motion passed unanimously.**

Mrs. Kim Bodine said that the place where the board lost money this year in allocations, \$48,000 was from the Welfare Transition (WT) program. In the past, there were not large numbers of people enrolled in this program. However, since the pandemic, there have been about 100 enrolled in the program. However, at this time, the work requirements have been waived, so CSGC has not been handling them. When the waiver for work requirements stops, she anticipates an onslaught on Welfare Transition clients as well as SNAP, the food stamp program. She believes the count for SNAP clients is up to 300 or more that have signed on since the pandemic. She indicated that when the waivers are stopped, it is going to be very tight with the lowered Welfare Transition funds to serve that amount of people. Dr. Pat Hardman asked if there were any other resources to tap into in the next few months to supplement the decreased WT funds. Mrs. Bodine answered that each funding pot has rules for spending of that particular fund. She also said the Florida Workforce Development Association (FWDA), which is made up of the directors of each region is looking at how they put together a request for next session to address this, but the budget is not looking really great for Florida. Ms. Marti Coley is an advocacy lobbying for FWDA, which is paid for by unrestricted funds and she has been doing really good work for FWDA. She is trying to address the area of getting the allocations back up to a better level.

### Approval of the Board Budget – PY 2020-2021

Mrs. Blair reviewed the Board's proposed budget for PY 2020-2021, totaling \$14,677,641. She explained that the budget contains estimated carryforwards of \$3,035,938. Mrs. Conoley asked for a motion to approve the Board Budget for PY 2020-2021 as presented.

**A motion was made by Dr. Pat Hardman to approve the board budget for PY 2020-2021 as presented by Mrs. Deb Blair. Mr. Ted Mosteller seconded, and the motion passed unanimously.**

### Approval Authority for Executive Director to move funding

Mrs. Kim Bodine explained that if a current service provider or the Board is not going to expend all of their Welfare Transition or other funds, she requested permission to move funds to where they could be utilized prior to the year's end.

Dr. Pat Hardman asked about funds if the summer program is virtual, that kids will need computers and internet access. Mrs. Bodine said they could certainly investigate it but did explain that the internet service is very challenging. She also explained that she met with the Port St. Joe city commission two weeks ago about moving

forward with the summer program. She was asked to speak at the meeting, and she told them CSGC was working on a plan should they approve the building use. She said staff felt like they could certainly sanitize and come up with a plan for meal service, where kids didn't all sit down and eat together – about 180 kids are usually served meals. The Gulf County superintendent offered eight classrooms and the use of the school's kitchen, but then in the same day he called back and said he did not realize the extent of the renovation plans were for the summer, and that not only could they not accommodate extra classrooms but they could not accommodate any rooms for summer program as they had in the past. Now staff is creating a plan to serve all of the kids at the Washington gym, which means a reduction of number of kids served. Also, a misting sanitizer has been purchased for this program. She said she could promise the commission that staff would do everything they could do to make a safe environment, but she could not promise that kids, being kids, it would be hard to have them social distance. She said the mayor understood and he wanted to watch the numbers but would make a decision on June 16<sup>th</sup>. Mrs. Bodine said that staff is working on protocol on checking in, sanitizing and everything that would keep the kids safe. She said the mayor wanted her to submit protocol to him and she said she would submit to the board as well. Waiver's have been developed for parents of the children to sign and for the staff involved to also sign. She also indicated staff is being hired as if there will be a camp this year; training for staff is going on, and the food service program is in the approval process, but if the city commission decides not to let the summer camp plans to move forward, then that is something that cannot be controlled.

Mrs. Conoley asked for a motion to give the Executive Director approval authority to move funding as necessary and report back at the next meeting as to changes that were made.

**A motion was made by Mr. Ted Mosteller to give the Executive Director approval authority as presented. Mrs. Betty Croom seconded, and the motion passed unanimously.**

#### Approval to Request ITA Waiver for PY 2020-2021

Mrs. Kim Bodine explained the legislature imposed 50% expenditure requirement of WIOA funds for Individual Training Accounts (ITA's). Each year, we request a waiver to reduce the percentage; however, by the end of April of this year, we were already at 42.87% (waiver requested was 30%). She said each year we strive for 50%, but just to be sure, we apply for the waiver to avoid a financial penalty in the next program year. Mrs. Conoley asked for a motion to approve the 30% ITA Waiver request as presented.

**A motion was made by Mr. Ted Mosteller for the approval to request an ITA Waiver for PY 2020-2021 as presented. Dr. Pat Hardman seconded, and the motion passed unanimously.**

#### Financial Report ending April 30, 2020

Mrs. Deb Blair reviewed the financial report ending April 30, 2020. The expenditure rate should be close to 83% by April 30<sup>th</sup>, expenditures are currently at 63%. ITA expenditures were at 42.87% at the end of April, exceeding the 30% required under CSGC's waiver. Mrs. Blair said that there are a number of variances in the board budget, such as increased fees in accounting software, telephones/internet, insurance premium increase, signage purchases, and the annual audit expense. The Youth program is being underspent, which causes the Dislocated Worker program to overspend.

#### 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 – Dr. John Holdnak, Mr. Glen McDonald, Mrs. Alex Murphy and Mrs. Sandra Henry for May 12, 2020.

**Public Comments**

There were none.

**Adjournment**

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