

GULF COAST WORKFORCE BOARD, INC.
d/b/a CareerSource Gulf Coast
EXECUTIVE/FINANCE COMMITTEE
May 12, 2020

CareerSource Gulf Coast held a virtual GoToMeeting meeting with the Executive/Finance Committee on Tuesday, May 12, 2020, at 9:00 a.m. (CST).

Executive Committee members participating were Mrs. Jennifer Conoley, Mr. Ted Mosteller, Mrs. Betty Croom and Ms. Christy Smith.

Dr. Pat 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
- Allocations/Rescissions to Service Providers
- Approval of PY 2019-2020 Budget Modification #5
- Financial Audit – James Moore & Company
- Extend the end date of the ARC Grant
- Financial Report ending March 31, 2020
- 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:

- \$9,556 WIOA Performance Incentives
- -\$12,163.84 Wagner-Peyser rescission of pass-through dollars transferred to WP salary dollars at state level
- -\$20,000 RESEA 2019
- \$150,000 WIOA NDWG National Emergency Covid-19
- \$15,000 City of Port St. Joe
- \$2,030,248 NDWG Hurricane Michael
- \$112,610 duPont CRC 2020
- \$145,270 duPont Summer 2020
- Donations received: \$2,500 for the Homeless Veterans Stand Down and \$3,500 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.

Allocations/Rescissions to Service Providers

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

- \$5,000 WIOA Youth - Royal American Management
- -\$25,000 WIOA Youth – Gulf Coast State College
- \$25,000 WIOA Adult – Gulf Coast State College

Mrs. Conoley asked for a motion to approve the allocations/rescissions to the service providers as presented by Mrs. Deb Blair.

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 #5 for PY 2019-2020

Mrs. Blair reviewed where the allocations and rescissions were placed within the board budget. Mrs. Conoley asked for a motion to approve the budget modification #5 for PY 2019-2020.

A motion was made by Mr. Ted Mosteller to approve budget modification #5 as presented by Mrs. Deb Blair. Ms. Christy Smith seconded, and the motion passed unanimously.

Financial Audit – James Moore & Company

Mr. Ben Clark reviewed the financial audit ending June 30, 2019. He said that the CSGC Board was given the highest level of assurance, an unmodified opinion under the government standards, which are very strict. He thanked staff for providing outstanding assistance with any requests asked of them. Mrs. Blair said it was a pleasure working with the team at James Moore & Company. Mrs. Bodine and Mrs. Conoley thanked the audit team for all they do as well as giving kudos to Mrs. Blair and the team for the excellent report.

A motion was made by Mrs. Betty Croom to approve the financial audit ending June 30, 2019 as presented. Mr. Ted Mosteller seconded, and the motion passed unanimously.

Extend the end date of the ARC Grant

Mrs. Bodine explained that previously ARC had established a culinary program. However, the ARC clients that were students in this program are high risk for Covid-19, so the program has been on hold. Plans are to bring students back the first week of June to take the courses. Due to the length of time off from these classes from Covid-19, she is asking to extend this grant through March 31, 2021, instead of November 30, 2020. She also said that DEO has already granted this extension. Mrs. Conoley asked for a motion to extend the end date of the ARC grant to March 31, 2021.

A motion was made by Mrs. Betty Croom to approve the extension of the ARC grant to 3/31/2021 as presented by Mrs. Bodine. Mr. Ted Mosteller seconded, and the motion passed unanimously.

Financial Report ending March 31, 2020

Mrs. Deb Blair reviewed the financial report ending March 31, 2020. The expenditure rate should be close to 75% by March 31st, expenditures are currently at 61%. ITA expenditures were at 43.71% at the end of March, 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 account software, telephones/internet, insurance premium increase, signage purchases, and the annual audit expense.

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.