

GULF COAST WORKFORCE BOARD, INC.
d/b/a CareerSource Gulf Coast
EXECUTIVE/FINANCE COMMITTEE
September 25, 2024

CareerSource Gulf Coast held an in-person meeting and a Zoom webinar meeting with the Executive/Finance Committee on Wednesday, September 25, 2024, at 9:30 a.m. (CST).

Executive Committee members participating were Ms. Elinor Mount-Simmons, Mr. Joey Ginn, and Mr. John Deegins. Mrs. Kimberly Bodine, Executive Director for CareerSource Gulf Coast, Ms. Janine Dexter, Mrs. Maria Goodwin, Mr. Corbett Hines, Ms. Jessica Strickland, Mrs. Angela McLane, and Mrs. Becky Samarripa also attended the meeting.

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

- **Approval to Accept/New Funds for PY 2024-2025**
- **Allocations/Recissions to Service Providers**
- **Approval of Budget Modification #2 – PY 2024-2025**
- Financial Report
- **Prior Approval Transfer Request for WIOA/Adult Dislocated Worker-PY24**
- **Sub Award Agreement Approval**
- **Board Policy #1: Board Meeting Calendar Changes**
- **Policy Updates**
- **Internal Control Questionnaire (ICQ) & Assessment**

Chair Mount Simmons called the meeting to order at 9:30 CST. The first item on the agenda was the Approval to Accept New Funds.

Approval to Accept New Funds – PY 2024-2025

The Chair asked Ms. Dexter to review the item: new funds for PY 2024-2025 which she listed as: \$125,000.00 for WIOA Sector Based Training Initiatives (aviation/aerospace training), \$125,000.00 PY23 Get There Faster-Veterans and Military Spouses, \$51,614.00 SFY 24-25 Supplemental WIOA (requesting retro to 07/01/2024), \$71,428.57 WP7B Hope Florida Navigator, \$65,000.00 PY24 WP Apprenticeship Navigator, and \$12,275.00 PY23 WIOA Rapid response (noted as an additional allocation requested to be retroactive to August 1, 2024.) Ms. Dexter indicated that next she listed the allocation adjustments now that all the NFAs (Notice of Fund Availability) have been received for the new program year from FL Commerce. She noted that the net amount of the grants listed is a credit of \$65,350.00. She reported that there are more carry forward funds than what was originally estimated, which was approved at last month's board meeting in August. Ms. Dexter stated that between the carry forward, allocation adjustments, and new funding listed above, the Board's budget increased \$690k overall from the starting budget amount that was approved in May. Ms. Dexter indicated that, the board also has an additional carry forward amount for Rapid Response of \$1,197.64. She outlined that these funds were supposed to end June 30th, but Florida Commerce extended the grant to December 31st. Ms. Dexter reported that along with extending the grant, the allocation, which is the \$12,275 listed above was also increased. She requested the carry forward funds also be retroactive to August 1, 2024. She indicated that the unrestricted funds and donations received from August 1st to August 31st, 2024, were \$2,400.00 from Tobacco Free Florida. Ms. Dexter offered to answer any questions regarding the item. There were none.

Mr. John Deegins made a motion to approve the acceptance of new funds for PY 2024-2025 as presented. Mr. Joey Ginn seconded the motion, and the motion passed unanimously.

Item 2: Allocations/Recissions to Service Providers

Ms. Dexter indicated that because the allocations shown for RESEA and LVER are less than what was estimated in the original budget that was approved in May, that her request for the board is to rescind \$12,383 from the service provider contract with Gulf Coast State College and to replace those funds with Welfare Transition and Wagner Peyser dollars. She reported that the total contract amount will not change from the original award of \$260,715; the net difference overall is zero. Ms. Dexter offered to answer any questions regarding what she detailed concerning the allocations/recissions to service providers. There were none.

Ms. Elinor Mount-Simmons asked for a motion to approve the allocations/recissions to service providers.

Mr. Joey Ginn made a motion to approve the allocations/recissions to service providers as presented. Mr. John Deegins seconded the motion, and the motion passed unanimously.

Item 3: Approval of PY 2024-2025 Budget Modification #2

Ms. Dexter explained that this item is simply the action of placing the new funds that were accepted in the previous agenda item into the budget by line item. She indicated that she had adjusted just about every line in the budget and indicated that the funding that was put in the in the unallocated line at the last board meeting is being moved up into the budget, since all expected NFAs from Florida Commerce have been received. She reported she wanted to ensure that funding allocated was listed to the appropriate line items in the budget in order to meet our ITA and performance goals. The total Board budget with modification 2 is \$3,500,784. This is an increase of about \$690k from the original budget mentioned earlier. Also noted is the increase in cost due to a change in health insurance, as Gulf Coast State College is moving to the state employee health insurance plan in January, and board staff are employees of GCSC. The new health insurance benefits employees greatly compared to the last plan but costs significantly more for the employer (Board).

Ms. Elinor Mount-Simmons asked for a motion to approve the budget modification #2 for PY 2024-2025

A motion was made by Mr. John Deegins to approve budget modification #2 as outlined above. Mr. Joey Ginn seconded, and the motion passed unanimously.

Item 4: Financial Report through July 31st

Ms. Dexter reviewed the financial report through July 31st and reported that at this time, we should be close to expending 8% of our funds. She brought to attention a list of some variances under Board Admin & Direct Services Budget, which she said we requested additional funds to be added to those lines in Budget Mod 2, approved in agenda item number 2.

Ms. Dexter reported that as of July 31st, our ITA (Individual Training Account) expenditure rate is almost 51% and that these accounts are used strictly for training expenses. She detailed that these costs in ITAs can include Case Manager Salaries, Tuition, Books, required supplies, as well as supportive services paid with WIOA federally allocated dollars.

Ms. Dexter emphasized that we do not have an approved waiver to the 50% requirement like we've had in past years. She explained the board will need to spend 50% of WIOA funds on training by the end of the program year and that the outcome will be monitored closely to ensure this is met. She indicated that we are doing well with our WIOA Youth goal for the percent of youth served, who are categorized as out of school youth. Ms. Dexter explained that our Administrative Costs are almost 8% spent, our direct client service costs are almost 7.5% spent, and our One Stop direct costs are almost 15% spent. She stated that the reason the One Stop Direct Costs are higher than the other categories is a timing issue due to paying July and August lease payments both hitting in July. She reported that the total Board expenses are 8.44% spent. She reviewed grant-by-grant detail and explained that some of the percentages may seem high this month but assured that they will decrease once budget module 2 is added. She included that the expenditure analysis shows that we are at 8% expended overall for the region, which is comparable to last year where we were at 8% expended for the same time frame. Ms. Dexter then asked if there were any questions at this time concerning the financial report.

With there being no questions, Madam Chair, Elinor Mount-Simmons thanked Ms. Dexter for her thorough, well-detailed financial report.

Item 5: Prior Approval Transfer Request for WIOA Adult/Dislocated Worker-PY24

Ms. Dexter reported that over the past few years, the Board has been required to approve the prior approval transfer request form, which details the reasons for why our region has a need to transfer funds between WIOA Adult and Dislocated Worker (DW) funding streams. She explained that every year for the past several years we have very few dislocated workers, so the need to request to move the funds is essential. This year, staff are requesting that 90% or \$326,431 of the allocated funds be transferred from the Dislocated Worker fund

to Adult Services. Ms. Dexter highlighted that the estimated number to be served after funds transfer would be thirty-five adults and two Dislocated Workers. She emphasized that this works the same way should we have a mass layoff, so that we can request funds from Adult Services to be moved to Dislocated Worker. She ended with requesting that this be retroactive to July 1st and offering to answer any questions. There were none.

Chair, Elinor Mount-Simmons asked for a motion to approve the Prior Approval Transfer Request as presented.

A motion was made by Mr. Joey Ginn to approve the Prior Approval Transfer Request as outlined above. Mr. John Deegins seconded, and the motion passed unanimously.

Item 6: Sub Award Agreement Approval

Executive Director, Kim Bodine reported that the Sub Award Agreement is between Regional Workforce Boards and Florida Commerce. It must also be approved by Chief Local Elected Officials. It lays out 24 topic areas for compliance and lists many requirements that are outline in Federal law and Rule as related to the Workforce Innovation and Opportunity Act. Other compliance items are called for in state statute.

Mrs. Bodine outlined that the Sub Award Agreement Topics are as follows: Definitions; Term and Expiration; Fiscal and Administrative Controls; Performance, Reporting, Monitoring and Auditing; The Board's One Stop Delivery System; Services Delivered by Commerce Staff; Open Government and Confidentiality; Background Screenings; Local Plan and Assurances; Procurement; Compensation and Travel; Board Governance, Responsibilities, and Transparency; Ethics; Local Board Composition, Board member Selection and; Training; Related Parties; Additional Provisions; Services to Individuals with Disabilities; Services to Individuals with; LEP; Response to Customer Service Complaints; Liaisons; Required Local Positions; Construction Interpretation; Preservation of Remedies; severability; Right to Set Off; Entire Agreement; Amendment; and Waiver.

She highlighted item 12 -Board Governance/Transparency, to identify the items that must be listed on our website as follows: Local Plans; List of LWDB Board Members by company or entity and terms of service; Chief Local Elected Officials; Selection of One Stop Operator-including RFPs, Q and As, and contracts; Notice of all Board meetings- 7 days prior, 72 hours prior; Minutes of Board meetings-15 days after board approval; Board Bylaws; Interlocal Agreement; Budget; Executive Compensation Disclosures; Employee position and salary information; LWDB's IRS Form 990; Statements of Financial Interest-must indicate that all board members and executive staff have filed form 1-this must remain posted for one year after member term expires or when employee leaves service Single Audit; Related Party Contracts; Plain Language of all Contracts over \$35k; All active agreements with another board that delegate partial or complete responsibility for any duties the Board is expected, required, or mandated to perform, even if the amount is below \$35k; and Hours of Operation. Chair Mount Simmons gave Kudos to the staff for doing their best to keep up with the many requirements associated with these programs and asked for any questions for the item. There were none.

Ms. Elinor Mount-Simmons asked for a motion to approve the Sub Award Agreement as presented.

A motion was made by Mr. John Deegins to approve the Sub Award Agreement as outlined above. Mr. Joey Ginn seconded, and the motion passed unanimously.

Item 7: Board Policy #1: Board Meeting Calendar Changes

Mrs. Bodine explained that the Board Calendar meeting dates are a Board Policy that must be presented before the board and approved whenever there were changes to meetings dates. She reported that the only changes made were that the July 9, 2024 prior calendared Meeting was canceled and the September 10, 2024 Board meeting was rescheduled to September 25, 2024. She emphasized that this calendar, once approved by the board, is always posted and available on their website as required.

Ms. Elinor Mount-Simmons asked for a motion to approve the Board Policy #1: Board Meeting calendar changes as presented by Mrs. Bodine.

A motion was made by Mr. Joey Ginn to approve the Board Policy #1: Board Meeting calendar changes as outlined above. Mr. John Deegins seconded, and the motion passed unanimously.

Item 8: Policy Updates

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Mrs. Bodine explained that board policy review is continuing and will continue to be brought to the board for approval over this program year. She stated that for policies related to human resources such as benefits, work schedules, for example the Board's policies must align with Gulf Coast State College, who is the Employer of Record for board staff, but also must comply with state policy as well. She presented Board Policy 56: Leave which, if approved will replace four other previous policies, which are Board Policy 11: Family & Medical Leave; Board Policy 15: Personal Leave with Pay; Board Policy 26: Sick Leave; and Board Policy 33: Vacation Leave. She noted that this new policy will supersede all past policies dating to the formation of the organization and the purpose is to provide clear definitions and descriptions regarding types of leave, accrued leave, and terminal leave payouts. She presented a redacted version that shows we would still be aligned with Gulf Coast State College, but do not necessarily need some of their clauses; for example, portions pertaining to sabbatical leave or pertaining to faculty in general since none of our employees are instructional. She indicated that the college calculates all leave payouts, terminal leave owed and also has a process for how those payments are made. Board staff have always been treated as college employees in this process and that will continue, however, the current board policy was not as clear as it could be. She went on to detail how each of the board policies are covered under this one policy in her presentation. Ms. Bodine offered to answer any questions. There were none.

Ms. Elinor Mount-Simmons asked for a motion to approve the Policy updates: Board Policy 56 as presented.

A motion was made by Mr. John Deegins to approve the Policy updates: Board Policy 56 as outlined above. Mr. Joey Ginn seconded, and the motion passed unanimously.

Item 9: Internal Control Questionnaire (ICQ) & Assessment

Mrs. Bodine provided an overview of the ICQ including that it was developed by FLCOMM-Bureau of Financial Monitoring and Accountability as a self-assessment tool. She highlighted that the objective is to find out the effectiveness and efficiency of operations, reliability of financial reporting, and compliance with applicable laws and regulations. She provided a little background into what the five sections in the ICQ consist of: 1) the control environment, 2) the risk assessment, which includes an active process for identifying and analyzing risks; 3) control activities are the actions taken that are guided by policies and procedures that help to mitigate risks-activities are at all levels of the organization; 4) Information and Communication: internal and external communication and provision of information ensures that staff members have the information needed to understand and uphold control activities; and 5) Monitoring-Ongoing reviews, reporting, evaluations which assess control activities, and assist in recommending/establishing new policies or procedures to improve controls. She detailed the changes to the tool from the previous year. She explained that this is required annually and their answers change as procedures, policies, and momentum of the organization changes to meet the needs of the community. She offered to entertain any questions. There were none.

Ms. Elinor Mount-Simmons asked for a motion to approve the Internal Control Questionnaire (ICQ) & assessment as presented.

A motion was made by Mr. Joey Ginn to approve the Internal Control Questionnaire (ICQ) & Assessment as outlined above. Mr. John Deegins seconded, and the motion passed unanimously.

Acknowledgement of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Public Officers

Madam Chair, Elinor Mount-Simmons stated there were no Form 8 voting conflict forms to be read from the previous meeting into the minutes.

Public Comments

No one from the public wanted to make a comment.

Adjournment

There being no additional business for the Executive/Finance Committee, Ms. Elinor Mount-Simmons adjourned the meeting.