

GULF COAST WORKFORCE BOARD, INC.
d/b/a CareerSource Gulf Coast
EXECUTIVE/FINANCE COMMITTEE
May 9, 2023

CareerSource Gulf Coast held an in-person meeting and a Zoom webinar meeting with the Executive/Finance Committee on Tuesday, May 9, 2023, at 9:00 a.m. (CST).

Executive Committee members participating were Ms. Elinor Mount-Simmons, Mr. Joey Ginn, Dr. Patricia Hardman, Mr. Ted Mosteller and Mr. John Deegins.

Mrs. Kimberly Bodine, Executive Director, Mrs. Deb Blair, Mrs. Maria Goodwin, Mrs. Jennifer German, Mrs. Shannon Walding, Mrs. Rebecca Samarripa, Ms. Janine Dexter, Mr. Corbett Hines, and Ms. Donna Stapleton attended as well as Ms. Gail Emerich from NCBA, Mr. Daniel Harper, DEO, Mr. Ben Clark, James Moore & Company, and Ms. Angela McLane from Gulf Coast State College also attended the meeting.

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

- Approval to Accept/Rescind New Funds for PY 2022-2023
- Approval of Budget Modification #5 – PY 2022-2023
- Approval of Rating Committee recommendation for Audit Services/Minutes
- Approval to Accept New Funds – PY 2023-2024
- Approval of Service Provider Allocations – PY 2023-2024
- Approval of Board Budget – PY 2023-2024
- Approval of the Financial Audit – James Moore & Company
- Approval of required MOU/IFAs
- Approval of Board Policy 1 – Board Mtg./Holiday Schedule 2023-2024
- Review of Financial Report ending 3/31/2023
- Acknowledgement of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Public Officers – Dr. Cheryl Flax-Hyman, March 7, 2023

Approval to Accept New Funds – PY 2022-2023

Mrs. Blair reviewed the new funds for PY 2022-2023 budget which included:

\$17,000.00 – Battelle Foundation Fund
\$-10,000 – SNAP (Voluntary deobligation due to decreased FTE)
\$-412,965 – OJT Franklin (deobligating due to lack of participation)
\$-116,000 – Get There Faster – Vets (voluntary deobligation)
\$-922,000 – Get There Faster – Adult and Youth (voluntary deobligation)
\$6,636 – DVOP (adjustment to increase estimated annual allocation)
\$9,727 – LVER (adjustment to increase estimated annual allocation)
\$3,867 – Ticket to Work (unrestricted)
\$20 – Florida Ready to Work (unrestricted)

Ms. Elinor Mount-Simmons asked for a motion to approve the acceptance of new funds for PY 2022-2023.

Mr. Ted Mosteller made a motion to approve the acceptance of new funds for PY 2022-2023 as presented. Mr. Joey Ginn seconded, and the motion passed unanimously.

Approval of PY 2022-2023 Budget Modification #5

Mrs. Blair said that this modification was due to accepting/removing the unexpended funds from the previous item and placing/changing these funds in the board budget as outlined above. Ms. Elinor Mount-Simmons asked for a motion to approve the board budget modification #5 as presented.

A motion was made by Dr. Pat Hardman to approve the budget modification #5 as outlined above. Mr. John Deegins seconded, and the motion passed unanimously.

Approval of Rating Committee recommendation for Audit Services/Minutes

As directed by the board, board staff completed the procurement process for audit services. Board staff advertised a Request for Qualifications (RFQ) and two proposals were received. The rating committee ensured that all requirements were met to provide the services by the two responders. The rating committee completed the rating sheets and awarded the higher rating to the James Moore & Company and recommends them as the audit firm to offer a contract. Ms. Elinor Mount Simmons asked for a motion to approve the rating committee recommendation as presented and noted in the committee minutes.

A motion was made by Dr. Pat Hardman to approve the rating committee recommendation as presented and noted in the committee minutes. Mr. Ted Mosteller seconded, and the motion passed unanimously.

Approval to Accept New Funds – PY 2023-2024

Mrs. Blair reviewed the proposed budget for PY 2023-2024, totaling \$4,377,030, but with \$409K state set aside for salary, which leaves a total of \$3,968,030. The budget is broken down as:

Admin. Salary/Benefits	328,665
Operation Expenses	115,474
Direct Svcs Salary/B	1,642,192
Direct Services	916,870
Job Center Lease	265,000
Job Center operational	142,295
Allocation. To Service Provider	553,534
Total	3,968,030

Ms. Elinor Mount-Simmons asked for a motion to approve the acceptance of new funds for PY 2023-2024.

Mr. Joey Ginn made a motion to approve the acceptance of new funds for PY 2023-2024 as presented. Mr. Ted Mosteller seconded, and the motion passed unanimously.

Approval of Service Provider Allocations for PY 2023-2024

Mrs. Deb Blair reviewed the allocations for the service provider: GCSC/Job Center-One Stop Operator - \$472,598 and GCSC/WIOA Youth Services - \$80,936. Ms. Elinor Mount-Simmons asked for a motion to approve the service provider allocations for PY 2023-2024.

Mr. Joey Ginn made a motion to approve the service provider allocations for PY 2023-2024 as presented. Mr. Ted Mosteller seconded, and the motion passed unanimously.

Approval of the Board Budget – PY 2023-2024

Mrs. Blair review the Board's proposed budget for PY 2023-2024, totaling \$3,968,030. Ms. Elinor Mount-Simmons asked for a motion to approve the board budget for PY 2023-2024.

Mr. Ted Mosteller made a motion to approve the board budget – PY 2023-2024 as presented. Dr. Pat Hardman seconded, and the motion passed unanimously.

Budget Comparison

Mrs. Deb Blair reviewed the budget comparison for PY 2022/2023 and PY 2023/2024. There is a \$2,020,160 decrease from last year's starting budget, a 34% decrease, due in large part to grants that staff voluntarily deobligated.

Financial Audit

Mr. Ben Clark reviewed the financial audit ending June 30, 2022. He said the CSGC Board was given the highest level of assurance, an unmodified opinion under government standards. He pointed out that there were no material weaknesses identified, no significant deficiencies identified, there were no financial statement findings, no federal award findings and questioned costs. Overall, it was an excellent audit. Mr. Ben Clark said it was a pleasure working with staff and appreciated all the quick responses from staff. Mrs. Deb Blair said it was a pleasure working with the team at James Moore & Company. Mrs. Elinor Mount-Simmons congratulated staff and thanked all involved for this great audit. Mrs. Elinor Mount-Simmons asked for a motion to approve the financial audit.

Dr. Pat Hardman made a motion to approve the Financial Audit as presented by James Moore & Company. Mr. Joey Ginn seconded, and the motion passed unanimously.

Approval of required MOUs with IFA

Mrs. Kim Bodine said that we are required by Federal and State law to enter into Memoranda of Understanding that include an Infrastructure Financial Agreement with WIOA mandatory partners which include: Vocational Rehabilitation, Division of Blind Services, Gulf Coast Community College, Haney Technical College, National Caucus on Black Aged-Senior Community Service Employment Program (NCBA) and Tri-County Community Council (TCCC). These must be approved by the board and also sent to the relative Board of County Commissioners for approval. Ms. Elinor Mount-Simmons asked for a motion to approve the MOU/IFA documents as presented.

Dr. Pat Hardman made a motion to approve the MOUS with IFA as presented. Mr. Ted Mosteller seconded, and the motion passed unanimously.

Approval of Board Policy 1 – Board Mtg/Holiday Schedule 2023-2024

In compliance with the DEO subagreement, a board meeting/holiday schedule is posted on the CSGC website and must be approved anytime it is modified due to a board meeting date change. Mrs. Elinor Mount-Simmons asked for a motion to approve the board meeting/holiday schedule as presented.

Mr. Ted Mosteller made a motion to approve the 2023-2024 board meeting/holiday schedule as presented. Mr. Joe Ginn seconded, and the motion passed unanimously.

Financial Report ending 3/31/2023.

Mrs. Deb Blair reviewed the financial report ending 3/31/2023. The expenditure rate should have been close to 75% for the time of the report but was lower at 43% at the end of March. Mrs. Blair said expenditures appear low due to low expenditures in the Opioid & Get There Faster grants. Ms. Blair directed members to the WIOA Youth Performance Goal. This helps the board track in school and out of school youth expenditures. Federal law dictates that In-School Youth expenditures cannot exceed 25% which was 12.03% and the Out of School Youth expenditures must be at a minimum of 75%, which was 87.97%. Recently the state has received a waiver from USDOL allowing us to spend 50% on both in school and out of school youth. The ITA expenditure was at 47%, surpassing our approved goal of 30%.

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

Ms. Elinor Mount-Simmons asked if there were any Form 8 voting conflict forms to be read from the previous meeting into the minutes – Dr. Cheryl-Flax Hyman- March 7, 2023

Public Comments

No one from the public wanted to give a comment.

Adjournment

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