

GULF COAST WORKFORCE BOARD, INC.
d/b/a CareerSource Gulf Coast
EXECUTIVE/FINANCE COMMITTEE
August 8, 2023

CareerSource Gulf Coast held an in-person meeting and a Zoom webinar meeting with the Executive/Finance Committee on Tuesday, August 9, 2023, at 9:30 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, Ms. Janine Dexter, Mr. Corbett Hines, Ms. Donna Stapleton, Ms. Hilarie Pearson, Ms. Becky Samarraipa as well as David Hughes, attended the meeting.

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

- Approval to Accept/New Funds for PY 2022-2023
- Approval of Budget Modification #6 – PY 2022-2023
- Approval of Carry Forward
- Approval to Accept New Funds – PY 2023-2024
- Approval of Budget Modification #1 – PY 2023-2024
- Financial Report ending 6/30/2023.
- Acknowledgement of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Public Officers – Ms. Alex Murphy, May 9, 2023

Approval to Accept New Funds – PY 2022-2023

Mrs. Blair reviewed the new funds for PY 2022-2023 budget which included: a monthly amount of DVOP funding and unrestricted fund donations to support the food pantry in Gulf County, as well as the Homeless Veterans Stand Down event. Also, there were Ticket to Work funds to accept under this item. Mrs. Blair stated that funds for Veterans positions are awarded monthly so that we are not receiving funds for positions that have not been filled.

Kim Bodine indicated this is a retroactive motion back to 6/30/2023. Ms. Elinor Mount-Simmons asked for a motion to approve the acceptance of new funds for PY 2022-2023.

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

Approval of PY 2022-2023 Budget Modification #6

Mrs. Blair said that this item is simply adding DVOP dollars and unrestricted donations into the budget retroactively from last year since this is the first board meeting following the program year end. This item is the action of placing the new funds that were accepted in the previous item into the budget.

Ms. Elinor Mount-Simmons asked for a motion to approve the budget modification #6 for PY 2022-2023

A motion was made by Mr. John Deegins to approve budget modification #6 as outlined above. Mr. Ted Mosteller seconded, and the motion passed unanimously.

Approval of Carry Forward – PY 2023-2024

Ms. Blair said carry forward funds are those that have not expired and may be carried into the next year's budget; however, they must be projected because staff will not know exactly how many carry forward funds will be available until the program year ends, and all expenses have been paid. In some cases, the projection was on target, in others it was less or more than the actual carry forward funds. Mrs. Blair's report showed the amount being carried forward is 120,518.01.

Ms. Elinor Mount-Simmons asked for a motion to approve the Carry Forward as presented.

A motion was made by Dr. Patricia Hardin to approve the Carry Forward as outlined above. Mr. Ted Mosteller seconded, and the motion passed unanimously.

Approval to Accept New Funds

Ms. Elinor Mount-Simmons asked for a motion to approve the acceptance of new funds. The new funds included carry forward funds, Homeless Veterans Stand Down event donations and Allocation Adjustments made for 2023-2024 fiscal year.

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

Approval of Budget Modification #1

Ms. Blair indicated that this item is using the carry forward funds, allocation adjustments and donations that were just approved to adjust the current year budget, accordingly, bringing the budget total to \$3,751,502.01.

Mr. Ted Mosteller made a motion to approve the board budget Mod #1 – PY 2023-2024 as presented. Mr. Joey Ginn seconded, and the motion passed unanimously.

Financial Report ending 6/30/2023.

Mrs. Deb Blair reviewed the financial report ending 6/30/2023. This is the final report of 2023 therefore it requires approval. The expenditure rate should have been close to 100%. The great news was the amounts that went unspent were all carry forward funds. Mrs. Blair covered the ITA funds (Individual Training Account) mandated to keep track of dollars spent on training an individual, where the region ended the year with a 44.01% ITA expenditure rate (above the required 30% rate). The total expenditure rate for the region was 75% for last program year. Chair Elinor Mount-Simmons passed the gavel to Mr. Joey Ginn, Vice Chair, as she had an emergency to handle.

Ted Mosteller made a motion to approve the Financial Report ending 6/30/2023. Mr. John Deegins seconded, and the motion passed unanimously.

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

Mr. Joey Ginn asked if there were any Form 8 voting conflict forms to be read from the previous meeting into the minutes – Ms. Alex Murphy – May 9, 2023

Kim Bodine spoke on this and stated that we are in compliance.

Mrs. Bodine stated we have a balanced budget now. She reminded the board that at the last meeting she stated she would be restructuring staff and duties as appropriate as well as making some pay adjustments in August. There have been no adjustments made to pay since the pandemic, other than normal merit increases. Mrs. Bodine congratulated the entire team; she indicated that the case management work has become more and more complex and applauded the work on coding and entries for each enrollment for the summer youth cohort. She went on to indicate that there are 34 funding streams currently, each with their own set of programmatic rules and budgeting issues and she again stated that the team we have is incredibly hard working and passionate about helping those in our communities. Mrs. Bodine stated that in the next board meeting we will have a full report on Summer Programs. Mrs. Bodine spoke on the consolidation of regions within the CareerSource as well as regional planning areas. She suggested that we (our region) volunteer to become a regional planning area due to the close working relationship we already have with

contiguous regions (regions 1-4). She also indicated that they already meet on a regular basis for collaboration and to exchange ideas. She felt that it may be beneficial to volunteer to be one of the first planning areas as it may give us an ability to help shape the process. Dr. Pat Hardman asked if the board should vote on this. Mrs. Bodine stated that would be a good idea and that it will be placed on the September Agenda for approval.

Questions

Mr. Joey Ginn asked a question about the % increase in insurance costs. Ms. Deb Blair indicated that the increase was several thousand dollars.

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.