



5230 West Highway 98 | Panama City FL 32401
P: 850.913.3285 | F: 850.913.3269
careersourcegc.com

CareerSource Gulf Coast 2025-2026 Budget

Admin Salaries/Benefits	206,699
Operational Expenses	85,122
Direct Svcs Salary/Benefits	1,709,513
Direct Services	373,976
Job Center Lease	218,000
Job Center Operational	61,625
Contracted to Svc Prov	0
Total	2,654,938

Prior Year Comparison:

2023-2024 Beginning Budget	2024-2025 Beginning Budget	Increase/ (Decrease)	Percentage
2,810,036	2,654,938	(155,098)	-6%

The expiration of a few grants caused our budget to decrease overall. We anticipate a 8% decrease on our WIOA (Workforce Innovation and Opportunity Act) Adult, Youth, and Dislocated Worker funds. Please see the attached for the historical budget comparisons.

Law requires that 50% of WIOA Adult and Dislocated Worker funds (estimated at 269,801) must be used on tuition, books, training, case management, and training program management. The above Direct Services line contains 40% of the WIOA Adult and Dislocated Worker allocation including estimated carryforward. We are requesting your approval for a waiver request to Florida Commerce of 40%.

As required by law, no more than 10% of our budget can be spent on Admin expenses.

Salaries/Benefits include 23 full-time, 3 part-time, FICA, Retirement, Health & Life Insurance, and Compensated Absences. Some of the salary/benefit category will include Admin expenses.

Operational Expenses include supplies, equipment, phone, internet, cell phone, postage, maintenance/repair, travel, meeting expenses, insurance (directors & officers' liability), printing, audit fees, dues/memberships, software, copier leases, professional development, subscriptions, advertising, legal/professional/temp services. Some of the operational expense category will include Admin expenses.

Direct Services include tuition, books, food, food related, participant travel, supportive services, lease/rent, utilities, supplies, equipment, phone, internet, cell phone, postage, maintenance/repair, fees, travel, meeting expenses, insurance (participant/liability/property/flood/auto), dues/memberships, software, copier leases, professional development, printing, subscriptions, advertising, legal/professional/temp services.

Job Center Lease includes lease of CareerSource Gulf Coast Job Center (utilities included).

Job Center Operational includes supplies, equipment, phone, internet, cell phone, maintenance/repair, travel, meeting expenses, insurance (liability/property/flood), legal/professional services, dues/memberships, software, copier leases, postage meter rent, advertising.

Contracted to Service Providers includes:
None



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By signing below, I hereby approve the budget and State ITA Waiver Request submitted by CareerSource Gulf Coast- Regional Workforce Board 4.

Approval Date: June 17, 2015

A large, stylized handwritten signature in blue ink, appearing to read "Douglas Moore", is written over a horizontal line.

Signature—Chief Elected Official, Bay County Board of Commissioners

Printed Name: Douglas Moore, Chair

A handwritten signature in blue ink, appearing to read "Joey Ginn", is written over a horizontal line.

Signature – Board Chair, CareerSource Gulf Coast (RWB04)

Printed Name: Joey Ginn

A handwritten signature in blue ink, appearing to read "Kimberly L. Bodine", is written over a horizontal line.

Signature – Executive Director, CareerSource Gulf Coast (RWB04)

Printed Name: Kimberly L. Bodine

Contact Name and phone number for questions related to submitted budget: Janine Dexter, Finance Director
CareerSource Gulf Coast
850-913-3285





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By signing below, I hereby approve the budget and State ITA Waiver Request submitted by CareerSource Gulf Coast- Regional Workforce Board 4.

Approval Date: JUNE 23, 2025

A handwritten signature in black ink, appearing to read "Sandy Quinn", written over a horizontal line.

Signature—Chief Elected Official, Gulf County Board of Commissioners

Printed Name: Sandy Quinn, Chair

A handwritten signature in black ink, appearing to read "Joey Ginn", written over a horizontal line.

Signature – Board Chair, CareerSource Gulf Coast (RWB04)

Printed Name: Joey Ginn

A handwritten signature in black ink, appearing to read "Kimberly L. Bodine", written over a horizontal line.

Signature – Executive Director, CareerSource Gulf Coast (RWB04)

Printed Name: Kimberly L. Bodine

Contact Name and phone number for questions related to submitted budget: Janine Dexter, Finance Director
CareerSource Gulf Coast
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By signing below, I hereby approve the budget and State ITA Waiver Request submitted by CareerSource Gulf Coast- Regional Workforce Board 4.

Approval Date: 06/18/2025

Signed by:

Ricky D. Jones

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Signature—Chief Elected Official, Franklin County Board of Commissioners

Printed Name: Ricky D. Jones, Chair

Joey Ginn

Signature – Board Chair, CareerSource Gulf Coast (RWB04)

Printed Name: Joey Ginn

Kimberly L. Bodine

Signature – Executive Director, CareerSource Gulf Coast (RWB04)

Printed Name: Kimberly L. Bodine

Contact Name and phone number for questions related to submitted budget: Janine Dexter, Finance Director
CareerSource Gulf Coast
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Joey Ginn, Chair

Elinor Mount-Simmons, Past Chair

Kimberly L. Bodine, Executive Director

