

GULF COAST WORKFORCE BOARD, INC.
d/b/a CareerSource Gulf Coast
EXECUTIVE/FINANCE COMMITTEE
June 10, 2025

CareerSource Gulf Coast held a meeting in-person and via Zoom with the Executive/Finance Committee on Tuesday, June 10, 2025, at 9:30 a.m. (CST).

Executive Committee members participating were Mr. Ted Mosteller, Mr. Joey Ginn, Mr. John Deegins, and Mr. Jim McKnight, who were all present in-person at the meeting.

Board Staff present: Mrs. Kimberly Bodine, Executive Director, Mrs. Maria Goodwin, Ms. Janine Dexter, Mr. Corbett Hines, Mrs. Angela McLane, Mrs. Rebecca Samarripa, Mrs. Shannon Walding, and Ms. Jessica Strickland.

Julia Robertson and Deborah Carty were also all in attendance via zoom.

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

- **Acceptance of new funds- PY 2024-2025**
- **Approval of Budget PY24-25 Modification #6**
- **Approval to Accept New Funds: PY25-26**
- **Approval of Board Budget: PY 2025-2026**
- **Approval of State ITA Waiver Request**
- **Approval of CSGC as One Stop Operator**
- **Approval of CLEOs OSO Agreement**
- **Financial Report ending 04.30.2025**

Acceptance of new funds for PY 2024-2025

Chair Joey Ginn asked the Finance Director, Ms. Janine Dexter, to detail agenda item number one: Acceptance of new funds for PY 2024-2025 to the Board. Ms. Dexter reviewed the new funds for PY2024-2025, listing a debit and credit amount of \$10,762.78 for Wagner-Peyser 7B Military Family Program that is retroactive to April 1, 2025. She explained that Florida Commerce contacted and asked them if they would swap funds because the PY2022 dollars they had were expiring. Ms. Dexter said that they de-obligated 2024 funds and replaced them with the 2022 funds. Per FL Commerce request, Ms. Dexter explained that they used the 2022 dollars in April before drawing anymore of the 2024 funds so they could close out the 2022 funding. The budget did not change with these NFA's (Notice of Funds Availability); the net was a zero amount.

Ms. Dexter detailed for the next three items, noting how they were contacted by CareerSource Florida to review their budget and obligations to see if they could de-obligate any monies. Upon review, Ms. Dexter determined that they could voluntarily de-obligate almost \$14,000 in the 2023 WIOA Hope Florida, just over \$14,000 in the 2024 Wagner-Peyser Hope Florida Navigator, and \$32,000 in the 2024 Wagner-Peyser Apprenticeship Navigator. Ms. Dexter also noted that all these grants have an end date of June 30th, 2025.

Ms. Dexter explained that she and the Executive Director, Kim Bodine, have been asking Florida Commerce for additional Wagner-Peyser funding, because she knew there would not be enough pass-through dollars to get through the program year. FL Commerce did provide an NFA for an additional \$30,000 for 2024 Wagner-Peyser that is being requested for acceptance retroactive to May 1, 2025.

Mrs. Bodine added that she wanted to expand on what Ms. Dexter meant by not enough pass-through funds for Wagner-Peyser staff. Salaries for state funded staff are held at the state level, and pass through funds to cover the overhead costs for their staff are passed through to CSGC. The funds provided by FL Commerce are not enough to cover their share of the overhead, which means that the funds to cover the shortage must be paid from other funds like WIOA, which has other requirements for expenditure such as the 50% expenditure goal for training. Ms. Dexter explained that they also received \$28,750 from City of Port St. Joe and \$50,000 from Gulf County Board of Commissioners for the 2025 Summer Program that's being held in Port

Saint Joe, which is also being requested to be made retroactive to May 1, 2025. She reported that they did not have any donations or unrestricted funds received for April 1st through May 31st.

Mr. Joey Ginn asked for a motion to approve the acceptance of new funds for PY 2024-2025.

A motion was made by Mr. Jim McKnight to approve the acceptance of new funds for PY 2024-2025 as presented above. Mr. Ted Mosteller seconded, and the motion passed unanimously.

Approval of Budget PY2024-2025- Modification #6

Chair Joey Ginn asked Ms. Dexter to continue to item two: Approval of Budget PY2024-2025 Modification #6. Ms. Dexter stated that this modification will apply the funds just approved into the Board budget. She explained that the de-obligations are being applied to Salaries and Fringes, Operating Expenses, Direct Services, and One Stop Expenses. The additional Wagner- Peyser funding is being applied predominately to the One Stop Expenses and then a small portion to the Operating expenses to cover indirect costs. She stated that they are requesting this to be retroactive to May 1st to cover the May expenditures.

Ms. Dexter detailed that the dollars from the City of Port St. Joe and Gulf County for the 2025 Summer program which are going into the salaries and fringes line of the budget to cover the temporary staff to run the program. Twenty-five thousand is going into direct services for costs to operate the program. A small amount is listed in Operating expenses for indirect costs. She explained that they are also requesting this retroactive to May 1st to cover the May expenditures.

Ms. Dexter then directed the executive committee board members to a separate handout of the Board Budget showing which specific line items are being increased or decreased with these dollars. The total of the Board budget with modification 6 is \$3,696,230.47.

Mr. Joey Ginn asked for a motion to approve Budget Modification #6 for PY 2024-2025.

A motion was made by Mr. Jim McKnight to approve the PY 2024-2025 Budget Modification #6 as presented above.

Mr. Ted Mosteller seconded, and the motion passed unanimously.

Approval to Accept New Funds: PY25-26 and Approval of Board Budget: PY 2025-2026

Ms. Dexter requested that this item, Approval to Accept New Funds PY 2025-2026 and the next item, Approval of the PY 2025-2026 Board Budget be taken and voted on together.

The Executive Committee unanimously agreed that Ms. Dexter take these next two agenda lines items together.

Ms. Dexter gave a brief overview of the budget for the 2025-2026 program year that starts July 1, 2025. She explained that this is an estimation of revenues for the upcoming year and that they took another decrease in funds for the third year in a row. She stated that their estimated beginning budget is over 3.3 million dollars less than the 2022-2023 program year, which is a 56% decrease, which can be seen more in detail in a comparison chart between years as seen on page 3 of the agenda packet. Ms. Dexter explained that some of the major causes for the decrease are: 13% reduction in WIOA allocations for last year and 8% reduction in WIOA allocations for this upcoming year, the carry forward in their WIOA formula funds are much lower compared to prior years, and large grants like Get There Faster -Adults and Get there Faster Veterans and Military Spouse grants coming to an end. Ms. Dexter said that this budget is created with projections on carry forward and WIOA funding; If they receive additional cuts or they do not receive funding on some of the special grants, the budget will have to be reduced further at a future board meeting. The total Board Budget is \$2,654,938.00.

Mr. Joey Ginn asked for a motion to approve the new Board Budget: PY 2025-2026 and to approve the acceptance of new funds: PY 25-26.

A motion was made by Mr. John Deegins to approve the new Board Budget: PY 2025-2026 and to approve the acceptance of new Funds: PY 25-26 as presented above.

Mr. Jim McKnight seconded, and the motion passed unanimously.

Approval of State ITA Waiver Request

Mrs. Bodine explained that the state and the Federal level would like them to spend 50% of their workforce investment and Opportunity Act funds on training and training related costs, which define those training related costs for them. She said that doing that should sound easy because they are training dollars; however, she pointed out that when operating the one stop center, sometimes monies are pulled from other funds to cover things that other plots are not covering. For that reason, she explained, it's not always as easy as it sounds, and sometimes they don't include all the things thought to be included in the training definition. She said for years that they had requested a waiver, but that

they always exceeded the waiver that they requested and that they had done so to err on the side of caution because if a mandated target is not met then it could affect a status on an audit from a low-risk audit that can be removed. She reported that they did not request one last year because how they worked the budget, she felt certain that they would hit 50%. However, she expressed concern with feeling certain that next year, since the allocations that they have are not even final allocations from the state or federal government and with them being tight already, she feels it is prudent for them to request a waiver.

She emphasized that even though she believes they should apply for the waiver, she asserted that they still should strive for 50%. However, if the waiver is approved, then they will not be punished if they are unable to hit the 50% mark.

Mr. Joey Ginn asked for a motion to approve the State ITA Waiver Request as presented

**A motion was made by Mr. Jim McKnight to approve the State ITA Waiver Request as presented.
Mr. Ted Mosteller seconded, and the motion passed unanimously.**

Approval of CSGC as One Stop Operator

Chair Joey Ginn asked Mrs. Bodine to continue to item five: Approval of CareerSource Gulf Coast as One Stop Operator.

Mrs. Bodine reminded the board that Gulf Coast State College did not apply to be their one stop operator provider, and that they had one proposal come in for their competitive request for a proposal. It was determined nonresponsive by the rating committee and so CareerSource Gulf Coast was approved by this board to be able to use a third-party procurement so that they could apply to be their own one stop operator. Mrs. Bodine explained that they had CareerSource Research Coast handle the procurement for them, they advertised it, and they received the proposals. She explained that the proposal from CareerSource Gulf Coast was the only proposal they rated. She said CareerSource Research Coast gave a letter letting CareerSource Gulf Coast know how they rated and letting them know that they can move forward with becoming their own one stop operator if they choose to. Mrs. Bodine is asking the board to approve of their determination to become their own one stop operator so that they can move forward with that.

Mr. Joey Ginn asked for a motion to approve CareerSource Gulf Coast becoming their own One Stop Operator as presented

**A motion was made by Mr. Ted Mosteller to approve CareerSource Gulf Coast becoming their own One Stop Operator as presented.
Mr. Jim McKnight seconded, and the motion passed unanimously.**

Approval of CLEOs OSO Agreement

Mrs. Bodine says since the board has approved CareerSource Gulf Coast to be their own One Stop Operator, then they need to have the One Stop Operator agreement approved. She explained that she has to go to each of their county commissions for their approvals as well. She will go to Bay County and Franklin County on June 17th and 18th and to Gulf County on June 24th to explain that it basically outlines when someone is acting as their own one stop operator. There are certain things that can't be done with their one stop operator. There are certain things the staff running the one stop can't be involved with, so there are firewalls in place and separation of duties as discussed in this agreement.

Mr. Joey Ginn asked for a motion to approve the CLEOs OSO Agreement as presented.

A motion was made by Mr. John Deegins to approve the CLEOs OSO Agreement as presented. Mr. Jim McKnight seconded, and the motion passed unanimously.

Financial Report

Ms. Dexter indicated that this report presented is through April 30, 2025, and that at this time CSGC should be close to 83% expended overall. Ms. Dexter discussed the concerns/comments noted on page 6 of the agenda packet. She explained that for WIOA Adult and WIOA Youth, they are using other funding first, but those WIOA grants have a 2-year life, and they will carry forward into the new program year. The Wagner-Peyser percentage shows over 100%. She said that the \$30,000 additional funding that was just approved will bring that percentage down.

Ms. Dexter reported that their ITA expenditure rate as of April 30th is almost 62.35%, which she explained is higher than where they need to be right now. Ms. Dexter reported that a small decline will be observed over the remaining months of the year, but that they will remain above the 50% requirement. She explained that they are still doing well with their WIOA Youth goal. She explained that they need to be above 50% for Out of School Youth and said that they are above 98%.

Ms. Dexter directed the board to pages 5 and 6, where Administrative Costs are indicated just over 77% spent, direct client service costs are just over 56% spent, and the One Stop direct costs are almost 73% spent. She reported that the total Board expenses are 62.93% spent.

She indicated that the next few pages of the agenda packet lists the grant-by-grant details. She explained that the Hope Florida Navigator, and Wagner-Peyser percentages will change a bit when the de-obligations and additional funds accepted today are added. The PY2024 Fostering Opioid Recovery funding carries forward into the new program year. She directed the board to the expenditure analysis, on page 12 of the agenda packet.

Ms. Dexter reported that CSGC is at 64% expended overall for the region, as compared to last year when they were at 62% expended for the same time period. Ms. Dexter then asked if there were any questions at this time concerning the financial report.

With there being no questions, Chair Joey Ginn thanked Ms. Dexter for her well-detailed financial report.

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

Mr. Joey Ginn stated there were no Form 8 voting conflict forms to be read from the previous meeting into the minutes.

Public Comments

Despite the invitation for any public comments to be shared at this time, no one from the public made any comments.

Adjournment

There being no additional business for the Executive/Finance Committee, Chair Joey Ginn adjourned the meeting at 10:01 am. CST