GULF COAST WORKFORCE BOARD, INC.
d/b/a CareerSource Gulf Coast
EXECUTIVE/FINANCE COMMITTEE
August 26, 2026

CareerSource Gulf Coast held a meeting in-person and via Zoom with the Executive/Finance Committee on Wednesday, August 26, 2026, at 9:30 a.m. (CST).

Executive Committee members participating were Mr. Joey Ginn, Mr. Jim McKnight, Ms. Elinor Mount-Simmons, Mr. Ted Mosteller, and Mr. Christian Johnson.

CareerSource Gulf Coast Board Staff present: Mrs. Kimberly Bodine, Executive Director, Mrs. Maria Goodwin, Ms. Janine Dexter, Mr. Corbett Hines, and Ms. Jessica Strickland.

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

- **Acceptance/Recission of Funds: PY25-26**
- **Approval of PY25-26 Budget Mod #8**
- **Acceptance/Recission of Funds: PY26-27**
- **Approval of PY26-27 Budget Mod #1**
- **Approval of Prior Approval Transfer Request**
- Financial Report ending 6.30.26

Acceptance/Recission of Funds: PY25-26

Chair Joey Ginn asked the Finance Director, Ms. Janine Dexter, to detail agenda item number one, Acceptance/Recission of funds for PY 2025-2026. Ms. Dexter indicated that staff are requesting the acceptance of a recission of $15,000 in WIOA Rural Initiatives and a recission of $50,000 in the State-funded Rural Initiatives. She noted that CareerSource Gulf Coast (CSGC) were contacted by Florida Commerce and CareerSource Florida in May regarding using the State-funded Rural Initiatives funds first to allow the WIOA Rural Initiatives funds to carry forward into the 26-27 program year. CSGC volunteered to de-obligate the $15,000 in WIOA Rural Initiatives for the remainder of the 25-26 year and also voluntarily de-obligated $50,000 of the State-funded Rural Initiatives because as Ms. Dexter explained, they didn't meet the number of enrollments that they had planned, and some of the participants that were enrolled didn't have the total number of hours that they had projected. CSGC is also requesting acceptance of $7,132.56 from CareerSource Chipola for costs incurred in May and June for the regional staff sharing with Region 3- retroactive to May 1, 2026. She reported that CSGC did not receive any food pantry donations or unrestricted funds in the month of June. Ms. Dexter offered to answer any questions, but there were none.

Mr. Joey Ginn asked for a motion to approve the acceptance/recission of funds for PY 2025-2026.

A motion was made by Ms. Elinor Mount-Simmons to approve the acceptance/recission of funds for PY 2025-2026 as presented above. Mr. Jim McKnight seconded, and the motion passed unanimously.

Approval of PY25-26 Budget Mod #8

Mr. Joey Ginn asked Ms. Dexter to continue with item two: Approval of Budget PY2025-2026 Modification #8. Ms. Dexter stated that the recommended modification will apply to the funds that were just approved under Acceptance of Funds. She reported that the rescission of the WIOA Rural Initiative dollars is being applied to the administrative

section of the operating budget; the rescission of the State-funded Rural Initiative dollars is being applied to Direct Services section of the budget; and the dollars for CareerSource Chipola are going to salaries and fringes, the administrative section, and the direct services section of the budget. Ms. Dexter directed the board's attention to a separate handout showing more details regarding the specific line items to which the funds are being applied and are requesting this be approved retroactively to May 1, 2026. The total board budget with modification #8 is $3,489,154.89

Chair Joey Ginn asked for a motion to approve Budget Modification #8 for PY 2025-2026.

A motion was made by Mr. Jim McKnight to approve the PY 2025-2026 Budget Modification #8 as presented by Ms. Dexter above. Ms. Elinor Mount-Simmons seconded, and the motion passed unanimously.

Acceptance/Recission of Funds: PY26-27

Ms. Janine Dexter presented Item 3 regarding the acceptance and rescission of funds for Program Year 2026–2027. She explained that the item included adjustments related to the closeout of Program Year 2025–2026 and the current-year funding allocations.

Ms. Dexter reviewed the following:

- A carry-forward adjustment of $42,577.55 from Program Year 2025–2026 to Program Year 2026–2027. This amount represents the difference between the funds previously approved for carry-forward at the May Board meeting and the actual amount available following the conclusion of the prior program year.
- Allocation adjustments for Program Year 2026–2027 based on Notices of Funds Availability (NFAs) received from Florida Commerce. The net amount of the grant adjustments is $128,220.47.

Ms. Dexter requested approval of the carry-forward adjustment and allocation adjustments, retroactive to July 1, 2026. There were no questions or comments from the Board.

A motion was made by Mr. Ted Mosteller to approve the acceptance/rescission of funds and related adjustments as presented. Mr. Jim McKnight seconded the motion, and the motion passed without objection.

Approval of PY26-27 Budget Mod #1

Ms. Janine Dexter presented Item 4 regarding Budget Modification 1 for Program Year 2026–2027. She explained that the modification reflects how the previously discussed funding adjustments and carry-forward funds will be applied to the Board's budget.

She highlighted the following:

- Approximately $145,000 of the total funding is currently unallocated.
- Funds have been reserved for the salaries and benefits associated with one additional state Wagner-Peyser position. Once the position is approved by Florida Commerce, the amount necessary to fund the position will be deobligated.
- With all allocation amounts and carry-forward figures now available, the administrative funding available for the program year has been calculated. Administrative costs are limited to 10% of each Notice of Funds Availability (NFA).

- Current calculations indicate an approximately $14,000 shortfall in administrative funding. Staff are pursuing additional grant opportunities to address the shortfall. If additional funding is not secured during the program year, the shortfall will need to be covered with unrestricted funds.
- As of July 31, 2026, unrestricted funds totaled $558,069.58 in the Board's bank account, with an additional $120,822 held in a certificate of deposit earning 3.85% interest.
- A separate handout was provided detailing the specific budget line items to which the funds will be applied.
- The total Board budget under Modification #1 is $2,598,450.02, representing an increase of approximately $171,000 over the original budget approved at the May meeting.
- Approval was requested retroactive to July 1, 2026.

There were no questions or additional discussion from the Board.

A motion was made by Ms. Elinor Mount-Simmons to approve the Program Year 2026–2027 Budget Modification # 1 as presented by Ms. Dexter. Mr. Jim McKnight seconded the motion, and the motion passed without objection.

Approval of Prior Approval Transfer Request

Ms. Dexter presented the Prior Approval Transfer Request for Program Year 2026, located on page 5 of the agenda packet. She explained that the request form is used to obtain Board approval to transfer funds between the WIOA Adult and WIOA Dislocated Worker funding streams. Ms. Dexter noted CSGC typically serves relatively few dislocated workers each year, creating a need to transfer available funding to the Adult program. The request proposes transferring 80% of the allocated Dislocated Worker funds, or $188,612 to the Adult program.
Following the transfer, the estimated number of participants to be served is 48 WIOA Adult participants and 4 WIOA Dislocated Worker participants. Ms. Dexter further explained that the transfer mechanism could be used in the opposite direction if circumstances change. For example, in the event of a mass layoff, funds could be requested for transfer from the Adult program to the Dislocated Worker program.
Approval was requested retroactive to July 1, 2026. Ms. Dexter noted that, upon approval, Mr. Joey Ginn would need to sign the transfer request. There were no questions or additional discussion from the Board.

A motion was made by Mr. Jim McKnight to approve the transfer request retroactively to July 1, 2026, as presented. Ms. Elinor Mount-Simmons seconded the motion and the motion passed unanimously.

Financial Report ending 06.30.26

Ms. Dexter presented the Financial Report through June 30, 2026. She noted that, at that point in the program year, expenditures were expected to be approaching 100%. Ms. Dexter reviewed variances within the Board Administration and Direct Services budgets, including line-item adjustments incorporated into Budget Modification #8 to address lines that were over budget. Under the concerns and comments section, she noted that the expenditure percentage for the Program Year 2025 Regional Resource Share with Region 3 was elevated because the funds are provided on a reimbursement basis. The funds were approved during the meeting and the expenditure percentage is expected to return to 100%.

Ms. Dexter reported the following year-end results:
- ITA expenditures: 55.97%, exceeding the required 50% expenditure rate.

- WIOA Youth – Out-of-School Youth: More than 98% of youth served were classified as out-of-school youth, exceeding the required 50%.
- WIOA Youth – Work Experience: 29.48% of expenditures were dedicated to work experience, exceeding the required 20%.
- Administrative costs: Just over 80% expended.
- Direct client service costs: 85% expended.
- One-Stop direct costs: Nearly 93% expended.
- Total Board expenses: 84.61% expended at the end of the program year.
- Overall regional expenditures: Nearly 85% expended for the program year, compared with 82% for the previous program year.

Ms. Dexter noted that pages 9–13 of the agenda packet provide grant-by-grant expenditure details. A total of 49 separate funding streams were tracked individually.

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 Executive Committee 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 9:45am CST.