

GULF COAST WORKFORCE BOARD, INC.
d/b/a CareerSource Gulf Coast
EXECUTIVE/FINANCE COMMITTEE
January 13, 2026

CareerSource Gulf Coast held a meeting in-person and via Zoom with the Executive/Finance Committee on Tuesday, January 13, 2026, at 9:30 a.m. (CST).

Executive Committee members participating were Ms. Elinor Mount-Simmons via Zoom, and 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, Mrs. Rebecca Samarripa, Mrs. Shannon Walding, Mrs. Angela McLane via Zoom, Mr. Corbett Hines, and Ms. Jessica Strickland.

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

- **Acceptance/Rescission of funds - PY 2025-2026**
- **Approval of Budget PY25-26 Modification #3**
- **Approval of Direct Provider of Services Extension Request**
- Financial Report ending 11.30.2025

Acceptance/Rescission of funds for PY 2025-2026

Chair Joey Ginn asked the Finance Director, Ms. Janine Dexter, to detail agenda item number one, Acceptance/Rescission of funds for PY 2025-2026. Ms. Dexter indicated that staff are requesting the acceptance of the following: \$2,718.33 - CareerSource Chipola for costs incurred in October as part of the Regional Staff sharing agreement with Region 3 - retroactive to October 1, 2025; and \$50,000 – unrestricted funds to cover the payment to Florida Commerce for the 2024 Cost Allocation Lease issue that was approved in the November 2025 board meeting. Ms. Dexter offered to answer any questions, but there were none.

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

A motion was made by Mr. Jim McKnight to approve the acceptance/rescission of funds for PY 2025-2026 as presented above. Mr. Ted Mosteller seconded, and the motion passed unanimously.

Approval of Budget PY 2025-2026-Modification #3

Mr. Joey Ginn asked Ms. Dexter to continue with item two: Approval of Budget PY2025-2026 Modification #3. Ms. Dexter stated that the recommended modification will apply to the funds that were just approved under Acceptance of Funds. She noted that the funds from CareerSource Chipola are mostly going to salaries and fringes; however, there is a portion going into direct services to cover travel expenses and a portion going to operating expenses to cover their share of indirect costs.

Ms. Dexter explained that \$43,000 of the unrestricted funds are going into the direct services section to cover the payment to Florida Commerce and the remaining are going into Salaries/Fringes and operating expenses for a share of the indirect costs. She indicated that a few line-item adjustments will be requested to cover this year's insurance premiums as it was time to renew insurance and staff bundled most of their policies with Acentria Insurance. She noted that due to the move from the Highway 231 Job Center, they updated the policy to cover the spaces at Haney and Gulf Coast State College as well as to add cyber insurance. 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. In conclusion, the total board budget with modification #3 is \$3,497,938.11.

Mr. Joey Ginn asked for a motion to approve Budget Modification #3 for PY 2025-2026.

A motion was made by Mr. John Deegins to approve the PY 2025 -2026 Budget Modification #3 as presented by Ms. Dexter above. Mr. Ted Mosteller, and the motion passed unanimously.

Approval of Direct Provider of Services Extension Request

Chair Joey Ginn asked Mrs. Bodine to present agenda item three: Approval of Direct Provider of Services Extension Request. Mrs. Bodine explained that CareerSource Gulf Coast is required to request an extension to act as a provider of direct services every 3 years, which would start July 1, 2026 and end June 30, 2029. She detailed that the requirements in order to obtain approval are: 1) provide a review of how directly providing services fits the board's business model and if any changes have been made 2) a review of the reasons for deciding to become a direct provider of services 3) a description of the firewall 4) identification of the grants from which the direct services will be funded, 5) a cost savings analysis and 6) a review and documentation of performance monitoring. The application/request must be approved by the local board, the region's chief local officials, and the governor through the State Workforce Board's approval.

Mrs. Bodine requested board approval of the item so she begin the approval process by the three county commissions. She explained that it is due in March, even though it's not in effect until July 1st. Since the state policy that guides this process is being approved in January, Mrs. Bodine indicated that there may be a request for changes by FL COMM or CareerSource Florida following their review and it will go to the state workforce board in June. Mrs. Bodine indicated that she would ask the board to agree to approval, understanding that unless substantial changes are made to the application it will not come back to the board.

Chairman Ginn noted that it seems like a recurring approval process and expressed hope that the process will move forward as planned; however, if the policy needs modifying, then it can be brought back in the Executive Committee for any substantial change. Mrs. Bodine offered to entertain any questions. There were none.

Mr. Joey Ginn asked for a motion to approve the direct provider of Services Extension Request as presented.

A motion was made by Mr. Jim McKnight to approve the Direct Provider of Services Extension Request presented above. Ms. Elinor Mount-Simmons seconded, and the motion passed unanimously.

Financial Report

Ms. Dexter indicated that the report presented is through November 30, 2025; at that time CSGC should have been close to 42% of funds expended overall. Ms. Dexter directed members to a list of variances on the financial report under Board Admin and Direct Services Budget. She indicated the reason for each variance which is also indicated in the report in the agenda deck. She explained that under the administrative costs section, the insurance budget lines will be corrected on next month's report when the line-item adjustment that was just approved is added, and that under the direct client service costs, the early termination fee was paid for the Job Center lease causing the unrestricted funds budget to show 100% spent. She indicated that CSGC paid the annual premium for auto insurance, making that percentage higher. The percentage for other services will be reduced when \$43k is added to the budget for the payment made to Florida Commerce. Under the One Stop direct costs section, the Repairs and Maintenance percentage is a bit higher because of the costs to prepare the space at Haney. She detailed that under the concerns and comments section, the percentage for the PSY25 Resource Share with LWDB03 is high because they are on reimbursement basis. The funds are added to the budget when they are received and CSGC received the November payment last week after the agenda was sent out so it will be added to the budget at the next meeting.

Ms. Dexter reported that CSGC's ITA expenditure rate, as of November 30th, was 55.05%, and she reminded the board that they have an approved waiver to 45%. Ms. Dexter explained that CSGC is doing well with their WIOA Youth goal since they needed to be above 50% of enrollments into Out of School Youth programs and are at 100%. She also added the percentage of work experience expenditures to the report; boards are required to have at least 20% of funds expended in work experience activities by the end of the program year and CSGC is at 25.70%.

Ms. Dexter directed the board to pages 3 and 4, where Administrative Costs are almost 33% spent, Direct Client Service costs are just over 34% spent, and the One Stop Direct costs are almost 41% spent. She reported that the total Board expenses are 34.65% spent at the end of November.

Ms. Dexter indicated that the next few pages of the agenda packet list the grant-by-grant details. She explained that this may look a little different from years prior because of the required changes from Florida Commerce that each award passed through to local boards must be tracked separately by NFA ID number and must balance to zero at the end of the program year. The carry forward funding will be used first before spending any funds on the new grants, which is why some grants are listed as 100% spent. She then directed the board to the expenditure analysis, on page 10 of the agenda packet and she reported that CSGC is at 35% expended overall for the region, as compared to last year when they were at 33% 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 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 9:58 am. CST