

**GULF COAST WORKFORCE BOARD, INC.**  
**d/b/a CareerSource Gulf Coast**  
**EXECUTIVE/FINANCE COMMITTEE**  
**February 17, 2026**

CareerSource Gulf Coast held a meeting in-person and via Zoom with the Executive/Finance Committee on Tuesday, February 17, 2026, at 9:30 a.m. (CST).

Executive Committee members participating via zoom were Ms. Elinor Mount-Simmons and Mr. Christian Johnson; and Mr. Ted Mosteller, Mr. Joey Ginn, and Mr. Jim McKnight were all present in-person at the meeting.

Board Staff present: Mrs. Kimberly Bodine, Executive Director, Mrs. Maria Goodwin, Ms. Janine Dexter, Mrs. Angela McLane, Mrs. Rebecca Samarripa, Mrs. Shannon Walding, 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 #4**
- **Approval of BP 1: Board Calendar Revision-Holiday**
- **One Stop Operator Report**
- Financial Report ending 12.31.2025

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: \$4,518.01- CareerSource Chipola for costs incurred in November and December as part of the Regional Staff Sharing Agreement with Region 3 - retroactive to November 1, 2025; and \$3,330 – Ticket to Work, which are unrestricted funds. 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 #4

Mr. Joey Ginn asked Ms. Dexter to continue with item two: Approval of Budget PY2025-2026 Modification #4. 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. The \$3,330 Ticket to Work funds are going into the direct services 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. The total board budget with modification #4 is \$3,505,786.12.

Mr. Joey Ginn asked for a motion to approve Budget Modification #4 for PY 2025-2026.

**A motion was made by Ms. Elinor Mount-Simmons to approve the PY 2025-2026 Budget Modification #4 as presented by Ms. Dexter above. Mr. Jim McKnight seconded, and the motion passed unanimously.**

### Approval of BP 1: Board Calendar Holiday Revision

Chair Joey Ginn asked Mrs. Bodine to present agenda item three: Approval of Board Policy 1: Board Calendar Holiday Revision. Mrs. Bodine reminded the board that per Board Policy 1, the Executive/Finance committee must give approval to any deviations from the operational calendar and schedule, except in emergency or reasonably unforeseeable circumstances (e.g., an order of the President or Governor, total loss of facilities from a catastrophic natural or man-made disaster, etc.). She explained that the Governor announced that Monday, February 16, 2026 (Presidents Day) would be added as a State Employee holiday. Mrs. Bodine said there are certain programs specific to merit staff, that cannot be operated when the centers are open without state staff, and also it creates a bit of a staffing issue, as other staff have also already been approved for leave due to the holiday. She requested that the board retroactively add February 16, 2026 Presidents' Day, to the CareerSource Gulf Coast Operational Calendar as a holiday/day of closure.

Mr. Joey Ginn asked for a motion to approve the modifications to the current Operational Calendar as presented by Mrs. Bodine.

**A motion was made by Mr. Ted Mosteller to approve the modifications to the current Operational Calendar as presented by Mrs. Kimberly Bodine. Ms. Elinor Mount-Simmons seconded, and the motion passed unanimously.**

### One Stop Operator Report

The next item, the One Stop Operator Report, was presented by the Director of Workforce Services for CareerSource Gulf Coast, Mrs. Angela McLane. She explained that this has never been a requirement for CareerSource Gulf Coast before because for over 20 years, Gulf Coast State College was their One Stop Operator. However, once Gulf Coast State College no longer served as CSGC One Stop Operator, and following a failed procurement to obtain a new One Stop Operator, CSGC was prompted to become its own One Stop Operator. To do so, a third party had to conduct the procurement, and CSGC's proposal was selected as the One Stop Operator. The Local Elected Officials agreed with CSGC to become the One Stop Operator, and FLCOMM conditionally approved CSGC to act as the One Stop Operator in November. Mrs. McLane explained that in the One Stop Operator agreement there were certain activities and reporting that they are required to carry out as the One Stop Operator including hosting up to four meetings with their required partners and providing two comprehensive reports during the contract year. She further explained that the purpose and goals of these meetings are to develop strategies to improve coordination of services across one-stop partner programs and to enhance customer service delivery. She detailed that the scope of services is as follows: to provide support for the MOU/IFA implementation/coordination, accessibility assessment findings and recommendations, technology enhancement strategies and outcomes, and cross partner coordination and performance updates.

In conclusion, she explained that required partner agreements (MOUs) are in place and active and renewal coordination is underway; accessibility and equal opportunity standards are being met through policies, equipment, staff training, and relocation to more accessible job center sites; technology improvements are progressing through implementation of the FL WINS Common Intake system and preparation for future statewide data integration systems; partner coordination continues through regular meetings and a One-Stop Partner Survey to improve service integration and referrals; firewalls and conflict-of-interest safeguards remain in place; and no conflicts were reported. Mrs. McLane offered to entertain any questions, but there were none.

Mr. Joey Ginn asked for a motion to approve the One Stop Operator Report as presented by Mrs. McLane.

**A motion was made by Mr. Jim McKnight to approve the One Stop Operator Report as presented by Mrs. Angela McLane. Mr. Ted Mosteller seconded, and the motion passed unanimously.**

## Financial Report

Ms. Dexter indicated that the report presented is through December 31, 2025; at that time CSGC should have been close to 50% 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 with the board, which is also indicated on the report in the agenda deck. She explained that under the administrative costs section, the insurance budget line items are close to 100% spent because of paying the annual premium in advanced, and that under the direct client service costs, the early termination fee was paid for the Job Center lease which is why it shows 100% spent. She indicated that CSGC paid the annual premium for auto insurance, making that percentage higher and other services are over 92% spent due to payments to Florida Commerce. Under the One Stop direct costs section, the Repairs and Maintenance percentage is over 120% spent because of the costs to prepare the Job Center spaces at Tom P. Haney Technical and Gulf Coast State College. Ms. Dexter also noted that instead of requesting a line-item adjustment each time it's needed, that a request for an adjustment will be made at the end of the fiscal year. She added that she budgeted the moving expenses under professional services, making CSGC 25% spent on that line-item, meaning there are funds available. Also, she noted that subscriptions are at almost 97% because of the subscriptions that are paid annually and that if needed, there are funds available in office supplies to make a line-item adjustment.

Ms. Dexter detailed that under the concerns and comments section, the percentage for the PY25 Resource Share with LWDB03 is high because they are on reimbursement basis. The funds that are approved today will bring the percentage to 100% spent.

Ms. Dexter reported that CSGC's ITA expenditure rate, as of December 31<sup>st</sup>, was 54.81%, 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 27.54%.

Ms. Dexter directed the board to pages 5 and 6, where Administrative Costs are almost 39% spent, Direct Client Service costs are just over 39% spent, and the One Stop Direct costs are almost 45% spent. She reported that the total Board expenses are 39.37% spent at the end of December.

Ms. Dexter indicated that the next few pages of the agenda packet list the grant-by-grant details by program year. She explained that this may look a little different from years prior because of the required changes from Florida Commerce that require each award that is passed through to be tracked separately by NFA ID number. Carry forward funding will be used first before spending any funds from new grants, which is why some grants are listed as 100% spent. She noted an error under PY24 WIOA Adult; the percentage spent for the Training Center should be 99.97%, not 0%. She then directed the board to the expenditure analysis, on page 12 of the agenda packet and she reported that CSGC is at 39% expended overall for the region, as similar to last year when they were at 39% 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