

**GULF COAST WORKFORCE BOARD, INC.**  
**d/b/a CareerSource Gulf Coast**  
**EXECUTIVE/FINANCE COMMITTEE**  
**January 12, 2021**

CareerSource Gulf Coast held a virtual GoToWebinar meeting with the Executive/Finance Committee on Tuesday, January 12, 2021 at 9:00 a.m. (CST).

Executive Committee members participating were Dr. Patricia Hardman, Ms. Elinor Mount-Simmons, Mrs. Betty Croom, and Ms. Christy Smith.

Mrs. Kimberly Bodine, Executive Director, Ms. Jennifer German, Mrs. Deb Blair, Mrs. Maria Goodwin, Mr. Corbett Hines, Mrs. Shannon Walding, Mr. Lee Ellzey and Ms. Donna Stapleton from CareerSource Gulf Coast also attended. Ms. Missy Lee, Dept. of Children and Families and Ms. Ann Leonard, Haney Technical Center attended as well.

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

- Approval to Accept New Funds for PY 2020-2021
- Approval of Allocations to Service Provider – PY 2020-2021
- Approval of Modification #4 for PY 2020-2021
- Review Financial Report ending 11/30/2020
- Acknowledgement of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Public Officers – Dr. John Holdnak and Mr. Glen McDonald.

Dr. Pat Hardman, Board Chair, called the meeting to order. A quorum was present.

Approval to Accept New Funds for PY 2020-2021

Mrs. Blair reviewed the new funds/changes in funding for the PY 2020-2021 budget, which included:

- \$5,462.00 – NDWG Hurricane Michael (passed down from DEO), retro to Dec. 1, 2020
- \$4,778.00 – WIOA Performance Incentives
- \$416,667.00 – NDWG Hurricane Sally

Dr. Hardman asked for a motion to approve the acceptance of new funds as presented by Mrs. Deb Blair.

**A motion was made by Ms. Elinor Mount-Simmons to approve the Acceptance of New Funds. PY 2020-2021 as presented by Mrs. Blair. Ms. Christy Smith seconded, and the motion passed unanimously.**

Approval of Allocations to Service Provider – PY 2020-2021

Mrs. Blair reviewed the allocations to Service Providers, which include The ARC of the Bay for \$10,000, effective 1/12/2021.

Dr. Hardman asked for a motion to approve the allocation to the Service Provider ARC of the Bay.

**A motion was made by Ms. Christy Smith to approve the Allocations to Service Provider as described by Mrs. Blair. Mrs. Elinor Mount-Simmons seconded, and the motion passed unanimously.**

Approval of PY 2020-2021 Budget Modification #4

Mrs. Blair directed the board members to page one of the agenda deck to the table that indicated where the funds approved for receipt were added into the board budget. Dr. Hardman asked for a motion to approve the PY 20-21 Modification #4 as presented.

**A motion was made by Ms. Elinor Mount-Simmons to approve the PY 2020-2021 Modification #4 as presented by Mrs. Deb Blair. Ms. Christy Smith seconded, and the motion passed unanimously.**

Financial Report ending 11/30/2020.

Mrs. Deb Blair reviewed the financial report ending 11/30/2020. The expenditure rate should have been close to 42% but is at 30%. Mrs. Blair said that a few variances were: paying the annual Director's and Officer's insurance premium and also the annual auto insurance premium which is due at the beginning of the program year. She also indicated the SNAP spending was under the projected rate and the LVER and DVOP funds were under as well due to vacant positions. She said funds cannot be allocated to FTE positions if there are vacancies, but now that staff are hired, these numbers should improve. Mrs. Blair also indicated that the ITA expenditures were at 59.74%, which is above the 30% approved waiver.

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

Dr. Hardman asked if there were any Form 8 voting conflict forms to be read from the previous meeting into the minutes – There were two: Dr. John Holdnak and Mr. Glen McDonald for the 11/10/20 board meeting.

**Public Comments**

There were none.

**Adjournment**

There being no additional business for the Executive/Finance Committee, Dr. Hardman adjourned the meeting.