

GULF COAST WORKFORCE BOARD, INC.
d/b/a CareerSource Gulf Coast
EXECUTIVE/FINANCE COMMITTEE
March 9, 2021

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

Executive Committee members participating were Dr. Patricia Hardman, Ms. Elinor Mount-Simmons, Mr. Ted Mosteller, 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, Ms. Brittany Rock, Ms. Adrienne Woods and Ms. Donna Stapleton attended from CareerSource Gulf Coast. Ms. Michelle Cook, Dept. of Juvenile Justice, Mr. Glen McDonald, Gulf Coast State College and Ms. Ann Leonard, Haney Technical Center also attended.

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 Modification #5 for PY 2020-2021
- Financial Audit – James Moore & Company
- Board Orientation Series
- Review Financial Report ending 1/31/2021.
- Acknowledgement of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Public Officers – There were none.

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:

\$3,366 - RESEA
-20,000.00 – Military Spouse (voluntary deobligation)
\$603 – Food Pantry and other donations

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

A motion was made by Mr. Ted Mosteller 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 PY 2020-2021 Budget Modification #5

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. She also explained that funds were moved from the unrestricted funds into the budget to pay for the indirect cost of equipment purchased. She stated that she would give further explanation regarding these particular funds later in the meeting. Dr. Hardman asked for a motion to approve the PY 20-21 Modification #5 as presented.

A motion was made by Mr. Ted Mosteller to approve the PY 2020-2021 Modification #5 as presented by Mrs. Deb Blair. Ms. Christy Smith seconded, and the motion passed unanimously.

Financial Audit – James Moore & Company

Ms. Katie Munday reviewed the financial audit ending June 30, 2020. She said that the CSGC Board was given the highest level of assurance; an unmodified opinion under the government standards. Ms. Munday did indicate that certain adjustments were required to correct a material misstatement of the financial statements. Ms. Munday also indicated that staff were already working on a corrective plan to ensure this did not occur again for future financial statements. Ms. Munday also thanked the staff for their quick responses to all requested documents and for providing outstanding assistance. Mrs. Blair said that it was a pleasure working with the team at James Moore & Company. Dr. Hardman offered thanks to all involved for a great audit. Dr. Hardman asked for a motion to approve the financial audit ending June 30, 2020.

A motion was made by Mr. Ted Mosteller to approve the financial audit ending 6/30/2020 as presented by Ms. Katie Munday. Ms. Christy Smith seconded, and the motion passed unanimously.

Board orientation series

Mrs. Bodine said that due to the sub grantee agreement with DEO, CSGC board members are now required to complete a board orientation. An orientation series developed by Taylor, Hall, Miller, and Parker, PA, certified public accountants was procured for this purpose. This series is divided into six chapters and should take a little over an hour to complete the entire series. However, Mrs. Bodine asked board members to complete, at a minimum, two chapters in March, two chapters in April and two chapters in May in order to comply with the DEO agreement in a timely manner. She said she would be sending the link to board members as soon as possible. She also shared that there was no test at the end of the training.

Financial Report ending 1/31/2021.

Mrs. Deb Blair reviewed the financial report ending 1/31/2021. The expenditure rate should have been close to 58% but is at 42%. Mrs. Blair said that there were a few variances including a tuition reimbursement made to a staff member beginning of the semester, paying insurance, subscriptions, time lag in hiring of vacant positions, etc; that contributed to the variances. Mrs. Blair also indicated that the ITA expenditures were at 60.37%, which is above the 30% approved waiver. In order to explain the cost charged to the unrestricted account, Ms. Blair gave an overview of indirect costs, detailing the definition from 2 CFR 200.56. She also explained when CSGC purchased new servers which served administrative staff and functions and not only case management and other direct service staff the indirect cost for the purchase could not be allocated to federal funds, therefore, this cost was paid with unrestricted funds.

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 none.

Public Comments

There were none.

Adjournment

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