

**GULF COAST WORKFORCE BOARD, INC.**  
**d/b/a CareerSource Gulf Coast**  
**EXECUTIVE/FINANCE COMMITTEE**  
**April 13, 2021**

CareerSource Gulf Coast held a virtual GoToWebinar meeting with the Executive/Finance Committee on Tuesday, April 13, 2021 at 9:00 a.m. (CST).

Executive Committee members participating were Dr. Patricia Hardman, Ms. Elinor Mount-Simmons and Mr. Ted Mosteller.

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. Mr. Steve Lanier, Franklin County School District; and Ms. Genevieve English-Charles, Division of Blind Services 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 #6 for PY 2020-2021
- Review Financial Report ending 2/28/2021.
- 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:

\$4,778.00 – WIOA Performance Incentives  
\$432.00 – Ticket to Work

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. Elinor Mount-Simmons seconded, and the motion passed unanimously.**

Approval of PY 2020-2021 Budget Modification #6

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. Dr. Hardman asked for a motion to approve the PY 20-21 Modification #6 as presented.

**A motion was made by Mr. Ted Mosteller to approve the PY 2020-2021 Modification #6 as presented by Mrs. Deb Blair. Ms. Elinor Mount-Simmons seconded, and the motion passed unanimously.**

Financial Report ending 2/28/2021.

Mrs. Deb Blair reviewed the financial report ending 2/28/2021. The expenditure rate should have been close to 67% but is at 48%. Mrs. Blair said that there were a few variances including a tuition reimbursement made to a staff member at the beginning of the semester, paying insurance, time lag in hiring of vacant positions, and SNAP

compliance is waived until further notice that contributed to the variances. Mrs. Blair also indicated that the ITA expenditures were at 64.75%, 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 none.

**Public Comments**

There were none.

**Adjournment**

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