

GULF COAST WORKFORCE BOARD, INC.
d/b/a CareerSource Gulf Coast
EXECUTIVE/FINANCE COMMITTEE
May 24, 2021

CareerSource Gulf Coast held a virtual GoToWebinar meeting with the Executive/Finance Committee on Monday, May 24, 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. Ms. Ann Leonard, Haney Technical Center, Mr. John Deegins, Bay County Veterans Services, Mr. Christian Johnson, Uptown Raw Bar & Grill and Ms. Tassalhe Dekouche, Gulf Coast State College 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 #7 for PY 2020-2021
- Approval of Rating Committee recommendations
- Approval to Accept New Funds for PY 2021-2022
- Approval of Service Provider Allocations for PY 2021-2022
- Approval of Board Budget 2021-2022
- Approval Authority for Executive Director to move funding
- Review Financial Report ending 3/31/2021.
- 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:

\$3,870 – WIOA Dislocated Worker
\$1,500 Seacliff's HOA fundraiser for the food pantry

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 #7

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 indicated there was a line item adjustment to the professional development budget. Dr. Hardman asked for a motion to approve the PY 20-21 Modification #7 as presented.

A motion was made by Mr. Ted Mosteller to approve the PY 2020-2021 Modification #7 as presented by Mrs. Deb Blair. Ms. Elinor Mount-Simmons seconded, and the motion passed unanimously.

Approval of Rating Committee recommendations

As directed by the board, board staff completed the procurement process for service providers related to the One Stop Operator and the Welfare Transition/SNAP program. Board staff advertised a Request for Proposal process and two proposals were received: One was for the Welfare Transition/SNAP services for which Royal American Management was the responder and one was for the Job Center operator for which Gulf Coast State College was the responder. Mrs. Bodine said that even though only one response was received for each program the Board is still required to review and rate the proposals to be sure all the requirements are met to provide the services of each program. Mrs. Bodine said that the rating committee was impressed with the responses and recommended Royal American Management as the Welfare Transition/SNAP service provider and Gulf Coast State College as the Job Center Operator for board approval. Dr. Hardman asked for a motion to approve the Rating Committee recommendations as presented and noted in the committee meeting minutes.

A motion was made by Mrs. Becca Hardin to approve the recommendations of the Rating Committee: Royal American Management for the Welfare Transition/SNAP services and Gulf Coast State College for the Job Center Operator. Mrs. Elinor Mount-Simmons seconded, and the motion pass unanimously.

Approval to Accept New Funds – PY 2021-2022

Mrs. Blair reviewed the Board's proposed budget for PY 2021-2022, totaling \$4,673,655. Our region took the second largest cut amongst the 24 regions in next year's funding. We are also going into a much smaller budget year due to the Hurricane Michael grant nearing its end.

Approval of Service Provider Allocations for PY 2021-2022

Mrs. Deb Blair reviewed the allocations for the services providers: GCSC/Job Center - \$365,913, GCSC/OOSY - \$111,674 and Royal American Management (RAM) - \$288,400

Approval of Board Budget – PY 2021-2022

Mrs. Blair reviewed the Board's proposed budget for PY 2021-2022, totaling \$3,907,667. Dr. Hardman asked for a motion to approve the Acceptance of New Funds for PY 2021-2022, to approve the Service Provider Allocations for PY 2021-2022 and Board's proposed budget for PY 2021-2022 as presented.

A motion was made by Mr. Ted Mosteller to approve the Acceptance of New Funds for PY 2021-2022, to approve the Service Provider Allocations for PY 2021-2022 and to approve the Board Budget for PY 2021-2022 as presented by Mrs. Deb Blair. Ms. Elinor Mount-Simmons seconded, and the motion passed unanimously

Approval Authority for Executive Director to move funding

Mrs. Kim Bodine explained that if a current service provider or the Board is not going to expend all of their Welfare Transition or other funds, she requested permission to move funds to where they could be utilized prior to year's end as necessary and report back at the next meeting as to changes that were made.

A motion was made by Ms. Elinor Mount-Simmons to give the Executive Director approval authority as presented. Mr. Ted Mosteller seconded, and the motion passed unanimously.

Financial Report ending 3/31/2021

Mrs. Deb Blair reviewed the financial report ending 3/31/2021. The expenditure rate should have been close to 75% but is at 53%. Mrs. Blair said that there were a few variances such as professional development, annual premium for auto insurance, and accounting software. . Mrs. Blair also indicated that the ITA expenditures were at 67.35%, 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.