

**GULF COAST WORKFORCE BOARD, INC.**  
**d/b/a CareerSource Gulf Coast**  
**EXECUTIVE/FINANCE COMMITTEE**  
**November 16, 2021**

CareerSource Gulf Coast held an in-person meeting and a Zoom webinar meeting with the Executive/Finance Committee on Tuesday, November 16, 2021, at 9:00 a.m. (CST).

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

Mrs. Kimberly Bodine, Executive Director, Mrs. Deb Blair, Ms. Jennifer German, Mrs. Maria Goodwin, Mr. Corbett Hines, Mrs. Shannon Walding, Ms. Angela McLane, Mrs. Becky Samarra, and Ms. Donna Stapleton attended from CareerSource Gulf Coast. Mr. Glen McDonald, 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 2021-2022
- Approval of Budget Modification #3 for PY 2021-2022
- Prior Approval Transfer Request Form
- Acknowledgement of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Public Officers – Mr. Glen McDonald, 9/2/2021

Approval to Accept New Funds – PY 2021-2022

Mrs. Blair reviewed the new funds for PY 2021-2022 budget which included:

\$-41,666 – Foundational Skills  
\$16,200 – RESEA Reemployment Services and Eligibility Assessments  
\$44,100 – Wagner-Peyser One Stop Security  
\$8,940 – Ticket to Work  
\$4,350 – Stand Down donations

Dr. Pat Hardman asked for a motion to approve the acceptance of new funds for PY2021-2022.

**A motion was made by Mr. Ted Mosteller to approve the acceptance of new funds for PY 2021-2022 as outlined above. Mr. John Deegins seconded, and the motion passed unanimously**

Approval of PY 2021-2022 Budget Modification #3

Mrs. Blair said that this modification was due to accepting the new funds from above and placing these funds in the board budget. Additionally, there were some line-item adjustments that needed to be made, taking funds from the unallocated funding stream and placing them into the direct services funding stream.

Dr. Pat Hardman asked for a motion to approve the PY 2021-2022 Budget Modification #3 as outlined above.

**A motion was made by Mr. Ted Mosteller to approve the budget modification #3 for PY 2021-2022 as outlined above. Mr. John Deegins seconded, and the motion passed unanimously.**

### Approval of the Prior Approval Transfer Request Form

Mrs. Blair explained that due to CSFL Policy # 118 (Adult and Dislocated Worker Funds Transfer Authority), the Prior Approval Transfer Request form has been created to get permission to transfer funds between the Adult and the Dislocated Worker funding streams. In the past, the board staff had 100% authority to transfer these funds, but now board staff must ask permission to do so by having the board of directors approve the transfer and sending these board minutes with the Prior Approval Transfer request form to the Department of Economic Opportunity (DEO). Mrs. Blair explained the historical transfer spending percentages and directed the Board's attention to the four questions that had to be answered on the form.

Ms. Blair respectfully requests that in the PY 2020 in the Dislocated Worker funding stream, 95% of the total award amount - \$559,051 is transferred to the Adult funding stream which equals \$531,098. Additionally, Mrs. Blair is requesting that for the PY 2021 Dislocated Worker funding stream, a total award of \$550,855, 95% of that should be transferred to the Adult funding stream, which equals \$523,312. Dr. Pat Hardman asked for a motion to approve the Prior Approval Transfer request for the amounts Mrs. Blair has indicated.

**Mr. John Deegins made a motion to approve the Prior Approval Transfer Request as Mrs. Blair indicated, which is 95 % of PY 2020 and PY 2021 Dislocated Worker funds should be transferred to the Adult funding stream, totaling \$531,098 for PY 20 and \$523,312 for PY 21. Mr. Ted Mosteller seconded, and the motion passed unanimously.**

### Financial Report ending 9/30/2021

Mrs. Deb Blair reviewed the financial report ending 9/30/2021. The expenditure rate should have been close to 25% and is currently at 18%. She listed a few variances; field trips for the Summer Youth Program in July, One Stop equipment costs early in the program year and auto insurance which is paid annually in advance. The ITA expenditures were at 38.33%,

### 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 – Mr. Glen McDonald, 9/28/2021.

### **Public Comments**

There were none.

### **Adjournment**

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