

**GULF COAST WORKFORCE BOARD, INC.**  
**d/b/a CareerSource Gulf Coast**  
**EXECUTIVE/FINANCE COMMITTEE**  
**February 8, 2022**

CareerSource Gulf Coast held an in-person meeting and a Zoom webinar meeting with the Executive/Finance Committee on Tuesday, February 8, 2022, at 9:30 a.m. (CST).

Executive Committee members participating were 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. Lee Ellzey, Mr. Corbett Hines, Mrs. Shannon Walding, Ms. Janine Dexter, Ms. Adrienne Woods, Mrs. Becky Samarripa, and Ms. Donna Stapleton attended from CareerSource Gulf Coast. Michele Cook from Dept of Juvenile Detention also attended the meeting.

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 the rescission of funds from service provider
- Approval of Budget Modification #4 for PY 2021-2022
- Acknowledgement of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Public Officers

Approval to Accept New Funds – PY 2021-2022

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

\$2,534.50 – DVOP – reimbursement for staff training  
\$1,667.87 – LVER – reimbursement for staff training  
\$443,358 – WIOA Get There Faster Veterans & Military Spouses  
\$1,403,743 – WIOA Get There Faster Adult & Youth  
\$14,061 – Ticket to Work – Unrestricted funds  
\$75 – Tobacco Free Florida Performance Payment

Approval of Rescission to Service Provider

Mrs. Blair reviewed the rescission to Royal American Management, reducing the budget by \$23,000. Once the Governor ceased the waiver for participation requirements associated with the SNAP and WT program, it was anticipated that a large number of clients would come into the center. Clients were required to participate with by coming into the center so that they could continue to receive WT/SNAP benefits. An increase in clients did not occur, as many clients chose not to participate and lose the benefit. Funds are being reduced since there has been no need to hire additional staff to serve overflow clients.

\$-20,000 – Welfare Transition  
\$-3,000 – SNAP

Approval of PY 2021-2022 Budget Modification #4

Mrs. Blair said that this modification was due to accepting the new funds from above, rescinding funds from Royal American Management and placing these funds in the board budget.

Ms. Elinor Mount-Simmons asked for a motion to approve the acceptance of new funds for PY 2021-2022, the rescission of funds from Royal American Management, and Budget Modification #4 as outlined above.

**A motion was made by Mr. John Deegins to approve the acceptance of new funds for PY 2021-2022, approve the rescission of funds from the Royal American Management budget and approve budget modification #4 for PY 2021-2022 as outlined above. Mr. Ted Mosteller seconded, and the motion passed unanimously.**

#### Financial Report ending 12/31/2021

Mrs. Deb Blair reviewed the financial report ending 12/31//2021. The expenditure rate should have been close to 50% and is currently at 34%. She listed a few variances; One Stop equipment costs early in the program year and auto insurance which is paid annually in advance. The ITA expenditures were at 38.07%,

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

Ms. Elinor Mount-Simmons 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, Ms. Elinor Mount-Simmons adjourned the meeting.