

**GULF COAST WORKFORCE BOARD, INC.**  
**d/b/a CareerSource Gulf Coast**  
**EXECUTIVE/FINANCE COMMITTEE**  
**May 24, 2022**

CareerSource Gulf Coast held an in-person meeting and a Zoom webinar meeting with the Executive/Finance Committee on Tuesday, May 24, 2022, at 9:00 a.m. (CST).

Executive Committee members participating were Dr. Pat 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. Janine Dexter, Mr. Lee Ellzey and Ms. Donna Stapleton attended from CareerSource Gulf Coast. Ms. Katie Mundy, from James Moore & Company 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 the rescission/allocations of funds from/to service provider PY 2021-2022
- Approval of Budget Modification #6 for PY 2021-2022
- Approval of Rating Committee recommendation
- Approval to Accept New Funds – PY 2022-2023
- Approval of Service Provider Allocations – PY 2022-2023
- Approval of Board Budget PY 2022-2023
- Budget Comparison
- Approval Authority for Executive Director to move funding
- Approval of Financial Audit – James Moore & Company
- Financial Report ending 3/31/2022
- Acknowledgement of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Public Officers  
-There were none.

Approval to Accept New Funds – PY 2021-2022

Chair Hardman asked the committee if anyone was opposed to taking the first three items in one motion for expediency and no one was opposed. She asked Mrs. Blair to present the first item.

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

\$50,000 Wagner-Peyser (unexpended DEO salaries moved to pass-thru)  
\$250,000 NDWG COVID-19  
\$500,000 WIOA OJT (On-the-job training for Franklin County only)  
\$30,000 Welfare Transition

Food Pantry and Other Unrestricted Donations received 4/1/2022 through 5/16/2022.

\$6,048 Ticket to Work  
\$262.50 Tobacco Free Florida Performance Payment  
\$100 Jeffrey R. Coley and Kathryn M. Coley  
\$125 Marvin J. Druker and Rebecca Quinlan  
\$25 Bruce A. Gunning & Lisa G. Gunning  
\$250 BTR Properties, LLC

Approval of Allocations/Rescission to Service Provider

Mrs. Blair reviewed the rescission and allocation to Gulf Coast State College, reducing WIOA Youth and RESEA funds and allocation these same funds to Gulf Coast State College under the WIOA Adult funds.

\$-32,000 – WIOA Youth  
\$-3,000 RESEA  
\$35,000 WIOA Adult

Approval of PY 2021-2022 Budget Modification # 6

Mrs. Blair said that this modification request was due to accepting new funds (first item), rescinding WIOA Youth and RESEA funds from Gulf Coast State College (second item), allocating \$35,000 of WIOA Adult funds to Gulf Coast State College (second item) and placing/taking these funds into the board budget.

Dr. Pat Hardman asked for a motion to approve the acceptance of new funds for PY 2021-2022, the rescission/allocations of funds from/to Gulf Coast State College, and Budget Modification #6 as outlined above.

**A motion was made by Ms. Elinor Mount-Simmons to approve the acceptance of new funds for PY 2021-2022, approve the rescission/allocation of funds from/to the Gulf Coast State College budget and approve budget modification #6 for PY 2021-2022 as outlined above. Mr. Ted Mosteller seconded, and the motion passed unanimously.**

Approval of Rating Committee recommendation

As directed by the board, board staff completed the procurement process for the service provider related to the WIOA Youth Services. Board staff advertised a Request for Proposal process, and one proposal was received. Gulf Coast State College was the only responder. Mrs. Bodine said that even though there was only one response received for the WIOA Youth Services program, the Board is still required to review and rate the proposal to be sure all requirements are met to provide the services of the program. Mrs. Bodine said that the rating committee was impressed with the response received and recommended Gulf Coast State College as the WIOA Youth Services provider 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 Mr. Ted Mosteller to approve the recommendation of the Rating Committee which is Gulf Coast State College to serve as the provider for WIOA Youth Services. Mr. John Deegins seconded, and the motion passed unanimously.**

Chair Hardman asked if committee members were opposed to taking the next three items in one motion. No member opposed, and Mrs. Blair was asked to continue with the next three items related to the 2022-23 board budget.

Approval to Accept New Funds – PY 2022-2023

Mrs. Blair reviewed the Board's proposed budget for PY 2022-2023, totaling \$5,988,190, which is located on under the Revenue section of the Projected Budget page.

Approval of Service Provide Allocations – PY 2022-2023

Mrs. Deb Blair reviewed the allocations for the service providers: CSGC/Job Center-One Stop Operator - \$491,242, GCSC-WIOA Youth Services - \$122,118 and Royal American Management (RAM) - \$215,500.

### Approval of Board Budget – PY 2022-2023

Mrs. Blair reviewed the Board's proposed budget for PY 2022-2023, totaling \$5,159,330. She also pointed out on the top left of the budget page there was a quick overview of the budget expenditures. Additionally, the board has an automatic ITA waiver of 30% and 32.70% is budgeted. Lastly, she pointed out some of the youth expenditure requirements at the bottom of the budget page. Dr. Hardman asked for a motion to approve the acceptance of new funds for PY 2022-2023, approval of the service provider allocations for PY 2022-2023 and to approve the Board Budget for PY 2022-2023.

**Mr. Ted Mosteller made a motion to approve the acceptance of new funds for PY 2022-2023, approve the allocations for the service providers for PY 2022-2023 and to approve the Board Budget for PY 2022-2023 as presented by Mrs. Deb Blair. Mr. John Deegins 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 respectfully 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 any changes that were made. Dr. Hardman asked for a motion for approval authority for the Executive Director to move funding as presented.

**Mr. Ted Mosteller made a motion for approval authority for the Executive Director to move funds as presented. Mr. John Deegins seconded, and the motion passed unanimously.**

Chair Hardman welcomed Katie Munday with James Moore and Company to the meeting and asked her to proceed in reviewing the financial audit with the committee.

### Financial Audit – James Moore & Company

Ms. Katie Mundy reviewed the financial audit ending June 30, 2021. She said the CSGC Board was given the highest level of assurance, an unmodified opinion under the government standards. She pointed out that there were no material weaknesses identified, no significant deficiencies identified, there were no financial statement findings, no federal award findings and questioned costs, Overall, it was an excellent audit. Ms. Mundy said that it was a pleasure working with staff and appreciated their quick responses to retrieving all requested documents. Mrs. Blair said it was a pleasure working with the team at James Moore & Company. Dr. Hardman congratulated and thanked all involved for a great audit. Dr. Hardman asked for a motion to approve the financial audit.

**A motion was made by Elinor Mount-Simmons to approve the Financial Audit as presented by James Moore & Company. Mr. Ted Mosteller seconded, and the motion passed unanimously.**

### Financial Report ending 3/31/2022

Mrs. Deb Blair reviewed the financial report ending 3/31/2022. The expenditure rate should have been close to 75% and is currently at 40%. She listed a few variances: One Stop equipment costs early in the program year and all insurance premiums have increased on all policies. Additionally, Ms. Blair indicated that the board has added a cybercrime policy. The ITA expenditure rate is at 41.50%, well above the approved waiver of 30%.

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

Dr. Pat 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 Comment Period**

There were none.

**Adjournment**

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