

GULF COAST WORKFORCE BOARD, INC.
d/b/a CareerSource Gulf Coast
EXECUTIVE/FINANCE COMMITTEE
August 9, 2022

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

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

Mrs. Kimberly Bodine, Executive Director, Mrs. Deb Blair, Ms. Jennifer German, Mrs. Maria Goodwin, Mr. Daniel Sanford, Mrs. Shannon Walding, Mrs. Becky Samarripa, Ms. Janine Dexter, Mr. Lee Ellzey and Ms. Donna Stapleton attended from CareerSource Gulf Coast. Ms. Angela McLane, GCSC and Mr. Jim McKnight, Gulf County Economic Council also attended.

Dr. Pat Hardman welcomed members and called the meeting to order. She asked if any member was opposed to taking the items in one motion or wanted to pull any of the items as a stand-alone vote. Members agreed to taking items in one motion.

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 #7 for PY 2021-2022
- Approval of Carry Forward Funds
- Approval to Accept New Funds – PY 2022-2023
- Approval of Budget Modification #1 for PY 2022-2023
- Financial Report ending 5/31/2022
- Acknowledgement of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Public Officers- Mr. Glen McDonald, 5/24, 2022

Approval to Accept New Funds – PY 2021-2022

Chair Hardman asked Mrs. Blair to begin by reviewing the new funds for PY 2021-2022 budget which included:

\$275,147 – NDWG Hurricane Sally (for Dislocated Workers including WestRock papermill)
\$50,000 – supplemental SNAP (State Funds, not US Dept. of Agriculture) retro to 5/1/2022)
\$20,000 – Military Family
\$1,874 – VOP (true-up of actual funds received in addition to original estimate)
\$-9,381 – LVER (true-up of actual funds received less than original estimate)
Food Pantry and Other Unrestricted Donations received 5/17/2022 through 6/30/2022.
\$10,112 - Ticket to Work
\$250 – Royal American Management
\$1,000 – Mintone – Little Caesars Pizza
\$500 – Disability Resource Center
\$2,000 Northwest Florida Veteran’s Task Force
\$750 – Tom Glaze VFW Post 8205
\$500 – VFW Post 805 Auxiliary

Approval of PY 2021-2022 Budget Modification # 7

Mrs. Blair said that this modification was due to accepting the new funds from above and placing these funds in the board budget as presented.

Approval of Carry Forward Funds

Mrs. Blair presented the PY 2022-2023 Carryforward numbers depicting the carryforward funds from each income source, the projected funds from each income source and the difference between each.

Approval to Accept New Funds – PY 2022-2023

Mrs. Blair reviewed the new funds for PY 2022-2023 budget which included:

\$115,211 – WIOA Supplemental Dislocated Worker

Food Pantry and Other Unrestricted Donations received 7/1/2022 through 8/3/2022:

\$1,350 – Ticket to Work

\$250 – Emerald Coast VFW Post 1055

\$200 – Publix (gift card for Stand Down)

Approval of Budget Modification #1 for PY 2022-2023

Mrs. Blair said modification number one was due to the acceptance of new funds for PY 2022-2023 notated above and placed in the board budget. Dr. Pat Hardman asked for a motion to approve the items as presented for the following: acceptance of new funds for PY 2021-2022, approval of budget modification #7 for PY 2021-2022, approval of the carryforward funds, approval to accept new funds for PY 2022-2023, and approval of the budget modification #1 for PY 2022-2023.

Ms. Elinor Mount-Simmons made a motion to approve the acceptance of new funds for PY 2021-2021, approve budget modification #7 for PY 2021-2022, approve the carryforward funds, approve the acceptance of new funds for PY 2022-2023 and finally, approve budget modification #1 for PY 2022-2023. Mr. Ted Mosteller seconded and the motion passed unanimously.

Financial Report ending 5/31/2022

Mrs. Deb Blair reviewed the financial report ending 5/31/2022. The expenditure rate should have been close to 92% and is currently at 43%. She listed a few variances: Professional Development (employee pursuing master's degree and DVOP (more funds were received than originally estimated. The ITA expenditure rate is at 43.55%, 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 – Mr. Glen McDonald, 5/24/2022.

Public Comments

There were none.

Adjournment

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