

**GULF COAST WORKFORCE BOARD, INC.**  
**d/b/a CareerSource Gulf Coast**  
**EXECUTIVE/FINANCE COMMITTEE**  
**October 11, 2022**

CareerSource Gulf Coast held an in-person meeting and a Zoom webinar meeting with the Executive/Finance Committee on Tuesday, October 11, 2022, 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, Mrs. Maria Goodwin, Mrs. Jennifer German, Mrs. Shannon Walding, Mrs. Rebecca Samarripa, Ms. Janine Dexter, Mr. Corbett Hines, Mr. Lee Ellzey, and Ms. Donna Stapleton attended as well as Ms. Gail Emerich from NCBA, Ms. Genevieve English-Charles from Division of Blind Services and Mrs. Angela McLane from Gulf Coast State College.

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 #8 for PY 2021-2022
- Approval to Accept New Funds for PY 2022-2023
- Approval of Budget Modification #2 for PY 2022-2023
- Prior Approval Transfer Request Form for WIOA Adult/Dislocated Worker
- Approval to advertise RFQ for Audit Services
- Approve of Financial Report ending 6/30/2022
- Financial Report ending 8/31/2022
- Acknowledgement of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Public Officers – Mr. Glen McDonald, 8/9/2022
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Approval to Accept New Funds – PY 2021-2022

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

\$1,597 – DVOP (true-up of actual funds received in addition to original estimate)  
\$1,595 – LVER (true-up of actual funds received less than original estimate)

Approval of PY 2021-2022 Budget Modification #8

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

Approval to Accept New Funds – PY 2022-2023

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

\$84,796 – Wagner-Peyser (additional dollars received above budget projection amount)  
\$42,365 – Wagner-Peyser (unused DEO salary funds transferred to pass thru) retro to 9/30/2022  
\$-23,025 – Rapid Response (fewer dollars received than requested and projected in budget)

Food Pantry and other unrestricted donations received 8/4/2022 through 9/30/2022

\$15 – Ready to work  
\$50 – Hair Affair  
\$500 – Panama City Lions Club  
\$200 – Disabled American Veteran’s Chapter 17  
\$300 – MTC Bay Correctional Facility  
\$500 – AmVets Post 47  
\$500 – Wainwright Post 2185 VFW  
\$2,065

Approval of Budget Modification #2 for PY 2022-2023

Mrs. Deb Blair said that this modification was due to the funds received above and were put in the board PY 2022-2023 board budget.

Dr. Pat Hardman asked for a motion to approve: Acceptance of New Funds for PY 2021-2022, Budget Modification #8 for PY 2021-2022, Acceptance of New Funds for PY 2022-2023, and the PY 2022-2023 Budget Modification #2 as outlined above.

**A motion was made by Mr. Ted Mosteller to approve the Acceptance of New Funds for PY 2021-2022 (retroactive to 6/30/2022), Budget Modification #8 for PY 2021-2022 (retroactive to 6/30/2022), Acceptance of New Funds for PY 2022-2023 and Approval of Budget Modification #2 for PY 2022-2023 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 for the PY 2022 in the Dislocated Worker funding stream up to 95% of the total award amount of \$487,293 can be transferred to the Adult funding stream which equals \$462,928. Dr. Pat Hardman asked for a motion to approve the Prior Approval Transfer request for the amounts Mrs. Blair has indicated.

**Mr. Ted Mosteller made a motion to approve the Prior Approval Transfer Request as presented, which indicates that up to 95 % of PY 2022-2023 Dislocated Worker funds be transferred to the Adult funding stream, totaling \$462,928. Ms. Elinor Mount-Simmons seconded, and the motion passed unanimously.**

Approval to advertise RFQ for Audit Services

Mrs. Deb Blair explained the board is in its 5<sup>th</sup> and final year of the current auditor’s contract and by law we are required to change auditors. She respectfully requested permission to advertise an Audit RFQ in the early part of the new year, 2023, in order to advertise the RFQs, receive proposals and have a committee chosen for rating proposals

and report the recommendation to the full board. Dr. Pat asked for a motion to approve staff advertise the Audit Services RFQ.

**Ms. Elinor Mount-Simmons made a motion to approve staff to advertise the Audit Services RFQ as requested. Mr. Ted Mosteller seconded, and the motion passed unanimously.**

#### Financial Report ending 6/30/2022

Mrs. Deb Blair reviewed the financial report ending 6/30/2022. The expenditure rate should have been close to 100% and is currently at 50%. Last year at this time showed 73%. Mrs. Blair said due to position vacancies, grant extensions, and the receipt of additional funds for WestRock Dislocated Workers, the expenditures were lower this year. The ITA expenditures were at 42.35%, meeting the goal of 30%.

**Mr. Ted Mosteller made a motion to approve the Financial Report ending 6/30/2022. Ms. Elinor Mount-Simmons seconded, and the motion passed unanimously.**

#### Financial Report ending 8/31/2022

Mrs. Blair reported that this report is two months into the new fiscal year. At this time, expenditures should be at 17%, but are currently at 9%. She reported some variances which includes field trips for the summer program and increased insurance costs for the board's van. The ITA goal is 30% and ITA expenditures were actually at 42.16%.

#### 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, 8/9/2022.

#### Public Comments

Ms. Elinor Mount-Simmons commended Mrs. Bodine and staff for the great accolades in the Teams Meeting with the EY consultants. She said she learned a lot by listening to the comments.

#### Adjournment

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