

**GULF COAST WORKFORCE BOARD, INC. d/b/a CareerSource Gulf Coast GENERAL MEETING  
May 9, 2023**

CareerSource Gulf Coast held an in-person and Zoom meeting / General Meeting at 10:00 a.m. (CST) on Tuesday, May 9, 2023.

Members Present:

|                              |                             |
|------------------------------|-----------------------------|
| Ms. Elinor Mount-Simmons (V) | Dr. Pat Hardman (V)         |
| Mr. John Deegins (V)         | Mr. Joey Ginn (V)           |
| Mr. Fred Croon (V)           | Ms. Shelley Scarborough (V) |
| Mrs. Becca Hardin (V)        | Ms. Rebekah Vassar (V)      |
| Mr. Derrick Henderson (V)    | Mrs. Alex Murphy            |
| Mr. Aaron Little (V)         | Mr. Jim McKnight (V)        |
| Mr. Ted Mosteller (V)        |                             |

Members NOT present:

Mr. Steve Jordan (V)  
Mr. Christian Johnson (V)  
Ms. Sheila Hauser (V)  
Ms. Lisa Barnes-Tapscott (V)  
Dr. Cheryl Flax-Hyman (V)

Also present were Ms. Gail Emerich, NCBA, Mr. Ben Clark, James Moore & Company; Mr. Daniel Harper, Ms. Valerie Peacock, Ms. Yvette McCullough and Mr. Shawn Brown (DEO), Ms. Deborah Carty, DBS; Ms. Angela McLane, GCSC staff; Ms. Carlas Wodford, RAM; CareerSource Gulf Coast board staff: Mrs. Kim Bodine, Executive Director, Ms. Jennifer German, Mrs. Deb Blair, Mrs. Maria Goodwin, Ms. Janine Dexter, Mrs. Shannon Walding, Mrs. Becky Samarripa, Mr. Corbett Hines and Ms. Donna Stapleton.

The purpose of the meeting was to review/take action on the following items:

➤ **Consent Agenda Approval**

- **Approval to Accept/Rescind New Funds for PY 2022-2023**
- **Approval of Budget Mod 5 – PY 2022-2023**
- **Approval of Revised Board Policy 1, board meeting/schedule of operations-retro 3/9/2023**
- **Approval of required MOU/IFAs**
- **Approval of Board Policy 1 – Board Mtg./Holiday Schedule PY 2023-2024**
- **Approval of March 7, 2023, Executive Committee and General Board meeting minutes**
- **Approval of the April 7, 2023, Telephonic Executive Committee meeting**
- Acknowledgment of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers – Dr. Cheryl Flax-Hyman, 3/7/2023

➤ **New Business**

- **Approval of the Financial Audit – James Moore & Company**
- **Approval of DEO's Annual Performance Presentation**
- **Approval of Rating Committee recommendation – Audit Services/Minutes**
- **Approval to Accept New Funds for PY 2023-2024**
- **Approval of Service Provider Allocations for PY 2023-2024**
- **Approval of Board Budget for PY 2023-2024**
- Budget Comparison
- **Approval Authority for Executive Director to move funding**
- **Approval of Retention Incentive**
- **Approval of Administrative Plan revisions**
- **Approval of extension of ETPL program**
- RAM/SNAP program information

**Old Business**

- Marketing & Communication Report – through April 2023
- One Stop Services Report
- Performance Reports
- Chair/Executive Director Report
- Public Comments

**CALL TO ORDER:** Ms. Elinor Mount-Simmons, Board Chair, called the meeting to order and confirmed there was a quorum present by attendee introductions.

**INVOCATION AND PLEDGE OF ALLEGIANCE:**

Ms. Alex Murphy gave the Invocation and led the Pledge of Allegiance.

**Approval of Consent Agenda:**

Ms. Elinor Mount-Simmons asked if there were any questions from the board regarding the Consent Agenda and asked if any member wanted to pull any item from the Consent Agenda for discussion. There being none, she asked for a motion to approve the Consent Agenda as presented and previously discussed and approved by the Executive/Finance Committee.

**A motion was made by Mrs. Becca Hardin to approve the consent agenda as presented. Mr. Joey Ginn seconded, and the motion passed unanimously.**

**NEW BUSINESS:**

Approval of the Financial Audit – James Moore & Company

Mr. Ben Clark reviewed the financial audit ending June 30, 2022. He said the CSGC Board was given the highest level of assurance, an unmodified opinion under government standards. He 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. Mr. Ben Clark said it was a pleasure working with staff and appreciated all the quick responses from staff. Mrs. Deb Blair said it was a pleasure working with the team at James Moore & Company. Mrs. Elinor Mount-Simmons congratulated staff and thanked all involved for this great audit. Mrs. Elinor Mount-Simmons asked for a motion to approve the financial audit.

**A motion was made by Mrs. Becca Hardin to approve the Financial Audit as presented. Mr. Jim McKnight seconded, and the motion passed unanimously.**

Approval of DEO's Annual Performance Presentation

Mr. Daniel Harper and Ms. Valerie Peacock from DEO gave an overview of performance for CareerSource Gulf Coast, which included April 1, 2021 to March 31, 2022 Programmatic and Financial Reports. He reviewed the funding for state and local boards. The performance overall was very good. For the monitoring overall, Region 4 performed very well but there were five findings under programmatic monitoring and two issues of non-compliance under financial monitoring. Mr. Harper said that these findings and issues have been satisfactorily closed out or are being closed. Ms. Elinor Mount-Simmons asked for a motion to approve and accept DEO's Annual Performance Presentation.

**A motion was made by Shelley Scarborough to approve and accept DEO's Annual Performance Presentation. Mrs. Becca Hardin seconded, and the motion passed unanimously.**

Approval of Rating Committee recommendation – Audit Services/Minutes

As directed by the board, board staff completed the procurement process for audit services. Board staff advertised a Request for Qualifications (RFQ) and two proposals were received. The rating committee ensured that all requirements were met to provide the services by the two responders. The rating committee completed the rating sheets and awarded the higher rating to the James Moore & Company and recommends them as the audit firm to offer a contract. Ms. Elinor Mount Simmons asked for a motion to approve the rating committee recommendation as presented and noted in the committee minutes.

**A motion was made by Mrs. Becca Hardin to approve the Rating Committee Recommendation for Audit Services/Minutes as presented. Ms. Shelley Scarborough seconded, and the motion passed unanimously.**

Approval to Accept New Funds for PY 2023-2024

Mrs. Blair reviewed the proposed budget for PY 2023-2024, totaling \$4,377,030, but with \$409K state set aside for salary, which leaves a total of \$3,968,030. The budget is broken down as:

|  |                |
|--|----------------|
| Admin. Salary/Benefits                 | 328,665        |
| Operation Expenses                     | 115,474        |
| Direct Svcs Salary/B                   | 1,642,192      |
| Direct Services                        | 916,870        |
| Job Center Lease                       | 265,000        |
| Job Center operational                 | 142,295        |
| <u>Allocation. To Service Provider</u> | <u>553,534</u> |
| Total                                  | 3,968,030      |

Ms. Elinor Mount-Simmons asked for a motion to approve the acceptance of new funds for PY 2023-2024.

**A motion was made by Mr. Jim McKnight to approve the acceptance of new funds for PY 2023-2024. Mr. Fred Croon seconded, and the motion passed unanimously.**

Approval of Service Provider Allocations for PY 2023-2024

Mrs. Deb Blair reviewed the allocations for the service provider: GCSC/Job Center-One Stop Operator - \$472,598 and GCSC/WIOA Youth Services - \$80,936. Ms. Elinor Mount-Simmons asked for a motion to approve the service provider allocations for PY 2023-2024.

**Ms. Shelley Scarborough made a motion to approve the service provider allocations for PY 2023-2024 as presented. Mrs. Becca Hardin seconded, and the motion passed unanimously.**

Approval of the Board Budget – PY 2023-2024

Mrs. Blair review the Board’s proposed budget for PY 2023-2024, totaling \$3,968,030. Ms. Elinor Mount-Simmons asked for a motion to approve the board budget for PY 2023-2024.

**Mr. Ted Mosteller made a motion to approve the board budget – PY 2023-2024 as presented. Mr. Joey Ginn seconded, and the motion passed unanimously.**

Budget Comparison

Mrs. Deb Blair reviewed the budget comparison for PY 2022/2023 and PY 2023/2024. There is a \$2,020,160 decrease from last year’s starting budget, a 34% decrease, due in large part to grants that staff voluntarily de-obligated. She also said this budget is projected and by the August 2023 board meeting. We should receive word from DEO of our actual allocations.

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. Ms. Elinor Mount-Simmons asked for a motion for approval authority for the Executive Director to move funding as presented.

**Dr. Pat Hardman made a motion for approval authority for the Executive Director to move funds as presented. Mr. Fred Croon seconded, and the motion passed unanimously.**

#### Retention Incentive

Mrs. Kim Bodine reported the number of employees that have left the organization since 2018. She asked for a retention incentive for the employees that remained and that are employed at least 25 hours per week on average at the time of the payment. The retention incentive will be \$3,000 for all staff and the funds are available in this year's budget, but not next year. She also responded to a question about this payment and providing it to service provider staff that work with us, stating the board could provide the funds to the service providers, but whether or not the service providers will give the incentive to their staff is their decision. She went on to say that DEO will not allow the incentive to be given to their staff as indicated from previous requests. Mrs. Bodine said that this incentive will let staff know that they are valued and thank staff for remaining with the organization through difficult years. This incentive will be paid by 6/23/2023. Ms. Elinor Mount-Simmons asked for a motion to approve the retention incentive as presented.

**Dr. Patricia Hardman made a motion to approve the retention incentive as presented. Mrs. Becca Hardin seconded, and the motion passed unanimously.**

#### Approval of Administrative Plan revision

Mrs. Deb Blair reviewed the overall changes in the administrative plan, adding items, some of which are required by the DEO subaward agreement such as prepaid gas card policy, lease management, budget, insurance, scrutinized companies, convicted vendor list, discriminatory vendor list, purchasing information technology, and political intervention to name a few. Ms. Elinor Mount-Simmons asked for a motion to approve the administrative plan revisions.

**Mrs. Becca Hardin made a motion to approve the administrative plan revisions as presented. Mr. Joey Ginn seconded, and the motion passed unanimously.**

#### Approval of extension of ETPL programs

Mrs. Alex Murphy abstained from voting citing a conflict of interest.

Mrs. Bodine stated that the board is required to re-certify training providers to keep them on the Eligible Training Provider's List (ETPL). Staff is required to collect information about enrollments, credentials achieved, and employment secured in the field in which they were trained. Federal and state requirements ask that we track not only the students that the board provides funding assistance for, but also for all students attending the classroom programs funded by workforce dollars. Completion rates were very good for the students funded with WIOA funds; the completion rate and placement rate was between 85 to 90%. Ms. Elinor Mount-Simmons asked for a motion to approve the extension of the ETPL programs.

**Mrs. Becca made a motion to approve the extension of ETPL programs as presented. Mr. Jim McKnight seconded, and the motion passed unanimously.**

#### Chair/Executive Director Report

Mrs. Kim Bodine indicated that the board has had a contract with Royal American Management (RAM) to provide WT/SNAP for a long time. This was a great partnership; however, the Welfare Transition/SNAP caseload has decreased considerably over the past five years. The supervisor/coordinator has taken a new job with RAM in another state and there are only two staff left at this time. Mrs. Bodine stated that she determined that it was more cost effective to take the program in house. She said this revision to add WT/SNAP to the Director Service Provider request has been approved by the state. The board will hire the two staff members to provide these services, which will save money.

Mrs. Bodine also thanked the board for approving the retention incentive as she believes this is the right thing to do for our employees.

She also said she is involved with and had the first meeting with the surrounding regions (regions 1 through 3) to discuss efforts to form a planning region as recommended by Ernst and Young to the state board. She is working with the other Executive Directors to share how to use each other's expertise, especially when we are lean so we can use subject matter experts in other regions.

She thanked all for attending the meeting today.

Mrs. Bodine said the next Executive Committee and General Board meeting will be held in August.

Mrs. Bodine said that the board would be sent a link for board member training, which is required annually by DEO. She also shared that if someone does not take the training, DEO will notate that during monitoring.

### **GOOD OF THE ORDER**

Articles to read are an attachment to the agenda packet.

### **OPPORTUNITY FOR PUBLIC COMMENT**

### **ADJOURNMENT**

There being no additional business, Ms. Elinor Mount-Simmons adjourned the meeting.