

**GULF COAST WORKFORCE BOARD, INC.**  
**d/b/a CareerSource Gulf Coast**  
**EXECUTIVE/FINANCE COMMITTEE**  
**November 14, 2023**

CareerSource Gulf Coast held an in-person meeting and a Zoom webinar meeting with the Executive/Finance Committee on Tuesday, November 14, 2023, at 9:30 a.m. (CST).

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

Mrs. Kimberly Bodine, Executive Director, Mrs. Deb Blair, Ms. Janine Dexter, Mr. Corbett Hines, Ms. Donna Stapleton, and Ms. Hilarie Pearson attended the meeting.

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

- Approval to Accept/New Funds for PY 2023-2024
- Approval of Budget Modification #3 – PY 2023-2024
- Approval of Internal Control Questionnaire (ICQ)
- Approval of Memorandum of Understanding/Infrastructure Funding Agreements (MOU/IFA) revisions
- Approval of Intent to form a Regional Planning Area

Approval to Accept New Funds – PY 2023-2024

Mrs. Janine Dexter reviewed the new funds for PY 2023-2024 budget which included: Wagner Peyser (unused salary funds at state level retroactive to 9/1/2023. Ms. Dexter also noted that we requested and received additional SNAP funds retroactive to 8/31/2023.

**Dr. Patricia Hardman made a motion to approve the acceptance of new funds for PY 2023-2024 as presented. Mr. Ted Mosteller seconded the motion, and the motion passed unanimously.**

Approval of PY 2023-2024 Budget Modification #3

Ms. Dexter said that this item is the action of placing the new funds that were accepted in the previous item into the budget.

Ms. Elinor Mount-Simmons asked for a motion to approve the budget modification #3 for PY 2023-2024

**A motion was made by Dr. Patricia Hardman to approve budget modification #3 as outlined above. Mr. John Deegins seconded, and the motion passed unanimously.**

Approval of the MOU/IFA revisions

Mrs. Kimberly Bodine presented this item to the Executive Committee for approval. Mrs. Bodine explained that the in Compliance with federal law as well as CareerSource Florida policy and FL Comm subaward agreements workforce boards must execute MOU/IFA documents with required partners. Ms. Bodine went on to explain that when we received questions from the financial monitoring team last month, we found that our current MOU/IFA documents were not in full compliance with the CSFL administrative policy and modifications were needed. Mrs. Bodine explained that we completed the necessary modifications and asked that the board approve them for signature by the required partners.

Ms. Elinor Mount-Simmons asked for a motion to approve the MOU/IFA revisions as presented.

**A motion was made by Mr. Joey Ginn to approve the MOU/IFA revisions as outlined above. Dr. Patricia Hardman seconded, and the motion passed unanimously.**

Approval of the Internal Control Questionnaire

Mrs. Kimberly Bodine presented this item to the Executive Committee. Mrs. Bodine explained that the Internal Control Questionnaire is an annual survey required by FloridaComm to assist the local workforce development boards in evaluating their systems to ensure that they have sound internal controls in place. Mrs. Bodine asked that the board approve the completed Internal Control Questionnaire as presented.

Ms. Elinor Mount-Simmons asked for a motion to approve the Internal Control Questionnaire

**A motion was made by Mr. John Deegins to approve the Internal Control Questionnaire as outlined above. Mr. Joey Ginn seconded, and the motion passed unanimously.**

Approval of Intent to Form Regional Planning Area Resolution

Mrs. Kimberly Bodine detailed this item. Mrs. Bodine explained that the Local Workforce Development Board has worked with the Local Elected Officials and CareerSource Florida to develop a Regional Planning Area. Mrs. Bodine stated that the Regional Planning Area will help the Local Boards across Regions 1-4 meet target needs as well as maintain compliance within the Reach Act and State policies. Mrs. Bodine asked that the board approve the resolution so that we can move forward with obtaining the signatures of each of the Chief Elected Officials.

Ms. Elinor Mount-Simmons asked for a motion to approve the Intent to Form Regional Planning Area Resolution.

**A motion was made by Dr. Patricia Hardman to approve the Intent to Form Regional Planning Area Resolution as outlined above. Mr. Ted Mosteller seconded, and the motion passed unanimously.**

Financial Report Ending 9/30/2023.

Ms. Janine Dexter detailed the Financial Report ending 9/30/2023. Ms. Dexter discussed that as of September 30, 2023, we are at 25% expenditure for the program year. Ms. Dexter also stated that our administrative costs are at 17.43%, while our direct client service costs are at 21.56%.

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

Mrs. Elinor Mount Simmons stated there were no Form 8 voting conflict forms to be read from the previous meeting into the minutes.

**Public Comments**

No one from the public wanted to make a comment.

**Adjournment**

There being no additional business for the Executive/Finance Committee, Ms. Elinor Mount-Simmons adjourned the meeting.