

GULF COAST WORKFORCE BOARD, INC.
d/b/a CareerSource Gulf Coast
EXECUTIVE/FINANCE COMMITTEE
April 9, 2024

CareerSource Gulf Coast held an in-person meeting and a Zoom webinar meeting with the Executive/Finance Committee on Tuesday, April 9, 2024, at 9:00 a.m. (CST).

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

CSGC staff - Mrs. Kimberly Bodine, Executive Director, Ms. Janine Dexter, Mrs. Deb Blair, Ms. Tracey Fischer, Mrs. Maria Goodwin, Mrs. Becky Samarripa, Mr. Corbett Hines, Ms. Donna Stapleton, and Ms. Brittany Hendley attended the meeting. Mr. David Hughes, Mr. Jim McKnight, Mr. Fred Croon, and Mrs. Alex Murphy were also in attendance. Additionally, Mr. Ben Clark and Mr. James Halleran, both of James Moore and Company, 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 #5 – PY 2023-2024
- Financial Audit – James Moore & Company
- Approval of Executive Director’s annual evaluation
- Approval of Revised Board Policy 1

Approval to Accept New Funds – PY 2023-2024

Ms. Janine Dexter reviewed the new funds for PY 2023-2024 budget which included: \$100,000 for Get There Faster Vets & Military Families, \$23,000 for the Battelle Foundation (for Summer Youth Leadership Program), \$20,894 for DVOP (to adjust the projected award to the actual amount for July through March) and \$3,646 for LVER (also to adjust the projected award to the actual amount for July through March). Also included is the voluntary de-obligation of \$20,000 for the Opioid Recovery grant. Finally, there are \$14,345 Ticket To Work funds that are unrestricted. Ms. Elinor Mount-Simmons asked for a motion to approve acceptance of new funds and de-obligation of Opioid funds as presented.

Dr. Patricia Hardman made a motion to approve the acceptance of new funds and de-obligation of Opioid funds for PY 2023-2024 as presented. Mr. John Deegins seconded the motion, and the motion passed unanimously.

Approval of PY 2023-2024 Budget Modification #5

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

A motion was made by Dr. Patricia Hardman to approve budget modification #5 as outlined above. Mr. John Deegins seconded, and the motion passed unanimously.

Financial Audit

Mr. Ben Clark from James Moore and Company presented the results of the financial audit. He stated the audit was clean and their audit opinion was an unmodified opinion meaning that all numbers are materially correct and there were no deviations from accounting standards.

A motion was made by Dr. Patricia Hardman to approve. Mr. John Deegins seconded, and the motion passed unanimously.

Approval of Executive Director's annual evaluation

A copy of the Executive Director's Annual Evaluation, signed on March 31, was distributed prior to today's meeting. It's also included in the meeting materials. If anyone would like to add or strike anything from the evaluation, we can amend it through a vote today. This evaluation will also be shared with our County Commissioners as is required in the CareerSource Florida Administrative Policy 110 which was just approved on March 4 of this year and was also by state law.

A motion was made by Mr. Ted Mosteller to approve the evaluation and was seconded by Mr. John Deegins. The motion passed unanimously.

Approval of Revised Board Policy 1

Mrs. Kim Bodine presented the revision to Board Policy 1, the Board Meeting Schedule for 2023-2024. The March meeting was cancelled requiring a revision to the policy.

A motion was made by Dr. Patricia Hardman to approve, Mr. Ted Mosteller seconded, and the motion passed unanimously.

Financial Report Ending 2/29/2024

Ms. Janine Dexter detailed the Financial Report ending 2/29/2024. Ms. Dexter discussed that as of February 29, 2024, we are at 52% expended for the program year to date and the target expenditures is 67%. The ITA Expenditures is currently at 45%, which is above the 30% waiver requirement.

Mrs. Kim Bodine stated we will hopefully carry a balance forward into next year, which is wise due to the possibility of budget cuts again next year. Ms. Donna Stapleton will be retiring at the end of April. The High School High Tech grant that was awarded to Port St. Joe had a contest and Port St. Joe is one of the finalists.

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.