

**GULF COAST WORKFORCE BOARD, INC.**  
**d/b/a CareerSource Gulf Coast**  
**EXECUTIVE/FINANCE COMMITTEE**  
**May 29, 2024**

CareerSource Gulf Coast held an in-person meeting and a Zoom webinar meeting with the Executive/Finance Committee on Wednesday, May 29, 2024, 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. Maria Goodwin, Mrs. Deb Blair, Ms. Janine Dexter, Mr. Corbett Hines, Mrs. Becky Samarripa, Mrs. Angela McLane, and Mrs. Shannon Walding 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 #6 – PY 2023-2024
- Approval to Accept New Funds for PY 2024-2025
- Approval of Board Budget for PY 2024-2025 (including service provider allocations)
- Approval Authority for Executive Director to move funding.
- Approval of Board Policy 1 – Board Mtg/Holiday Schedule 2024-2025

Approval to Accept New Funds – PY 2023-2024

Mrs. Janine Dexter reviewed the new funds for PY 2023-2024 budget which included: Welfare Transition additional allocation of \$30,000 and donations/unrestricted of \$8,461.

Approval of PY 2023-2024 Budget Modification #6

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 both the acceptance of new funds and the budget modification #6 for PY 2023-2024

**Dr. Patricia Hardman made a motion to approve the acceptance of new funds and the budget modification #6 for PY 2023-2024 as presented. Mr. Ted Mosteller seconded the motion, and the motion passed unanimously.**

Approval to Accept New Funds – PY 2024-2025

Mrs. Janine Dexter reviewed the new funds for PY 2024-2025 budget. Total anticipated revenue is \$2,810,036 and includes projected carryforward funds. This is about \$1 million less than last year's total revenue. The amount is based on draft allocations from Florida Commerce and could change when final allocation numbers are received in July or August.

Ms. Elinor Mount-Simmons asked for a motion to approve the acceptance of new funds for PY 2024-2025.

**Mr. Ted Mosteller made a motion to approve the acceptance of new funds for PY 2024-2025 as presented. Mr. John Deegins seconded the motion, and the motion passed unanimously.**

Approval of Board Budget PY 2024-2025

Mrs. Janine Dexter reviewed the PY 2024-2025 Board budget. The total Board budget is \$2,810,036 broken down as follows: anticipated Board expenditures are \$2,549,321 and a service provider allocation to Gulf Coast State College for the Job Center grant agreement totals \$260,715. This is a substantial decrease from the prior year. The amount could require adjustment when final allocation numbers are received in a few months.

Ms. Elinor Mount-Simmons asked for a motion to approve the Board Budget for PY 2024-2025 as presented.

**Mr. Joey Ginn made a motion to approve the Board Budget for PY 2024-2025 as presented. Mr. Ted Mosteller seconded the motion, and the motion passed unanimously.**

Staffing

Mrs. Kimberly Bodine explained that the decrease in funding allocations is requiring a reduction in force of staff. Layoffs are necessary. The policy requires that a list be provided by position. Ms. Bodine detailed the seven (7) positions that will be eliminated, some of which were already vacant. In addition, one temp position will have a decrease in hours from 40 to 20 hours per week and two positions formerly in service provider grant agreements will be moved to board positions. FL Commerce has asked us to not take any action on jointly managed staff while they determine if extra funds will be provided to support staff costs. Affected staff will be notified.

Approval Authority for Executive Director to move funding.

Mrs. Kimberly Bodine explained that if a current service provider or the Board is not going to expend all of the funds, she respectfully requests permission to move the 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.

**A motion was made by Mr. Joey Ginn for approval authority for the Executive Director to move funding as presented. Mr. Ted Mosteller seconded, and the motion passed unanimously.**

Approval of Board Policy 1 – Board Meeting/Holiday Schedule 2024-2025

Mrs. Kimberly Bodine explained that the Board must approve an annual meeting/holiday schedule. Also, any time a meeting is moved or cancelled, the change to the schedule must be approved. We are unsure if a July 2024 meeting will be necessary and will make an announcement closer to the meeting date.

Ms. Elinor Mount-Simmons asked for a motion for approval of Board Policy 1 as presented.

**A motion was made by Dr. Patricia Hardman to approve Board Policy 1 as presented. Mr. Ted Mosteller seconded, and the motion passed unanimously.**

Financial Report Ending 3/31/2024.

Ms. Janine Dexter detailed the Financial Report ending 3/31/2024. Ms. Dexter relayed that as of March 31st, 2024, we are 57% expended for the program year.

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.