

GULF COAST WORKFORCE BOARD, INC.
d/b/a CareerSource Gulf Coast
EXECUTIVE/FINANCE COMMITTEE
August 13, 2024

CareerSource Gulf Coast held an in-person meeting and a Zoom webinar meeting with the Executive/Finance Committee on Tuesday, August 13, 2024, at 9:30 a.m. (CST).

Executive Committee members participating were Mr. Joey Ginn, Dr. Patricia Hardman, and Mr. John Deegins.

Other board members in attendance were Mrs. Alexis Underwood, and Mr. Lonnie Saunders.

Board Staff present: Mrs. Kimberly Bodine, Executive Director, Mrs. Maria Goodwin, Mrs. Deb Blair, Ms. Janine Dexter, Mr. Corbett Hines, Mrs. Shannon Walding, Mrs. Rebecca Samarripa, and Ms. Jessica Strickland attended the meeting.

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

- **Acceptance of new funds- PY 2023-2024**
- **Approval of Budget 23-24- Modification #7**
- **Acceptance of new funds- PY 24-25**
- **Mod 1- Budget 24-25**
- **June Financial Report**
- **Admin. Overages- PY 23-24 Admin Overages**
- **Approval of Administrative Plan Revisions**
- **Monitoring Results Acknowledgement**

Acceptance of new funds for PY 2023-2024

Chairman Ginn asked Ms. Janine Dexter, Finance Director, to detail the agenda items related to Finance. Ms. Dexter detailed the acceptance of new funds for the 23-24 program year as provided in the agenda deck and indicated that the motion would be retroactive to June 1, 2024. She detailed the \$22,900.00 of Wagner-Peyser funds, indicating that this additional funding was requested to help cover the share of the Job Center Operational costs associated with Wagner- Peyser staff for April, May, and June of 2024. She also noted \$10,830.00 for DVOP, \$33,020.07 for LVER, and \$12,114.87 Consolidated DVOP-LVER funds received to adjust projected award to actual for April through June. The donations and unrestricted funding that was received during the time period of May 18, 2024 through June 30, 2024 were \$15,679.00 Unrestricted funds from Ticket to Work and \$2,000.00 to support the Homeless Veterans Stand Down donated by the Pirates of White Sands.

Mr. Joey Ginn asked for a motion to approve the acceptance of new funds for PY 2023-2024 retroactive to June 1, 2024.

A motion was made by Dr. Patricia Hardman to approve the acceptance of new funds for PY 2023-2024 as presented.

Mr. John Deegins seconded, and the motion passed unanimously.

Approval of Budget 23-24- Modification #7

Ms. Dexter stated that this modification is to put the funds indicated above into the budget (also retroactive to June 1, 2024). She noted that \$28,000 was added to the direct services line item and \$68,864 was added to the one stop expenses line item. A line-item adjustment is being requested for the Opioid grant to move \$16,000 from unallocated to Internship wages and benefits. She indicated that \$15,679 from ticket to work is in the unallocated line and that the \$2,000 donation for the Homeless Veterans Stand Down is in the direct services line to purchase supplies for that upcoming event in September.

Mr. Joey Ginn asked for a motion to approve the budget modification #7 for PY 2023-2024 retroactive to June 1, 2024.

A motion was made by Dr. Patricia Hardman to approve budget modification #7 as outlined above.

Mr. John Deegins seconded, and the motion passed unanimously.

Acceptance of New Funds/Recission for PY 24-25

Ms. Dexter said that this item will be effective as of July 1st and there is a voluntary de-obligation of \$60,000 on Welfare Transition. She reported that funds are ending August 31st and it was not believed that all could be spent by that time; therefore, the funds were de-obligated so that another region would be able to use them. She stated that \$359,182.83 was carried forward from PY23-24 to add into the new program year. This reflects the difference from what we projected as carry forward in the May board meeting to what is the actual after the program year ended. She indicated that the only grant that went over the projected amount was DuPont Summer 2024, which she indicated was over by \$2,030.50. She also included that we received donations for the Homeless Vets Stand Down of \$1,000 from the Veterans Task Force of NWFL and \$2,000 from Little Caesars in Lynn Haven.

Mr. Joey Ginn asked for a motion to approve the acceptance of new funds for PY 2024-2025.

A motion was made by Dr. Patricia Hardman to approve the acceptance of new funds for PY 2024-2025 as presented.

Mr. John Deegins seconded, and the motion passed unanimously.

Approval of PY 24-25 Budget Modification #1

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.

Mr. Joey Ginn asked for a motion to approve the budget modification #1 for PY 2024-2025.

A motion was made by Mr. John Deegins to approve the budget modification #1 as outlined above.

Dr. Patricia Hardman seconded, and the motion passed unanimously.

June Financial Report

Ms. Dexter detailed the report through June 30th and stated that at this time, we should be close to expending 100% of our funds. She continued to report that the ITA (individual training account-used exclusively for training purposes) expenditure rate, as of June 30th is almost 43%. Ms. Dexter said that we have an approved waiver to the 50% requirement that allows our rate to be a minimum of 30% by the end of the program year. She reported that the requirement was met and that we did well with the WIOA Youth goal for the percent of youth served who are categorized as out of school youth. And she indicated that we needed to be above 50% for Out of School Youth and we are above 99%.

Ms. Dexter indicated that our Administrative Costs are just over 86% spent, our direct client service costs are over 77% spent, and our One Stop direct costs are just over 73% spent. Our total Board expenses are 77.65% spent.

She reported that at the end of this program year, we had 47 funding streams that are tracked separately. And that in terms of expenditure analysis, she indicated that we finished the year at almost 78% expended overall for the region compared to where we were with 75% expended last year.

Mr. Joey Ginn asked for a motion to approve the financial Report ending 6/30/24.

Dr. Pat Hardman made a motion to approve the Financial Report ending 6/30/2024.

Mr. John Deegins seconded, and the motion passed unanimously.

Administrative Overages- 10% admin. Overages-PY 23-24

Ms. Dexter reported that on May 16th, the Executive Committee had a Zoom conference call, and discussed the staff changes due to Mrs. Deb Blair retiring and how CSGC was exceeding 10% on administrative costs on some grants. She said from that meeting the executive committee approved for use of unrestricted funds to cover the overage. She indicated that at that time, we said we would notify the Board of the total amount of unrestricted funds needed and reported that back to the board. The total amount was \$4,927.90. Ms. Dexter thanked the board for allowing use of those funds as it has allowed more time to train Finance staff.

Approval of Administrative Plan Revisions

Mrs. Kim Bodine explained that an update was needed due to changes in the state agencies name and because documents referenced in the document had been updated. Also, she indicated that our on-boarding checklist used for new hires had been updated. The only substantive change was wording at the beginning of the document that stated that the GCSC was the fiscal agent, and she updated that to correct it to our most recent Interlocal Agreement which correctly states that the college is the grant recipient and the CSGC board is the fiscal agent. GCSC as the grant recipient means that funds go directly to the college to reimburse them for the board/program expenses requested for each month.

Mr. Joey Ginn asked for a motion to approve the Administrative Plan Revisions.

A motion was made by Dr. Patricia Hardman to approve the Administrative Plan Revisions as presented by Mrs. Bodine.

Mr. John Deegins seconded, and the motion passed unanimously.

Monitoring Results Report

Mrs. Bodine provided an overview of the monitoring results and stated that the program year 2022-2023 summary findings for workforce development programs had three total findings. The three findings included one with Wagner-Peyser that found Permission missing in case notes to create a registration or job referral in Employ Florida (EF); one with Jobs for Veterans State Grant (JVSG) that found Specific Significant Barrier to Employment (SBE) missing in case note-statement missing in case note for referral to Job Center staff due to DVOP vacancy; and one for WIOA Youth that found Virtual Job Shadow Worksite Agreements missing in youth files or miscoded activity in EF.

For the Financial Monitoring Mrs. Bodine stated that regarding other non-compliance issues, it was found that a CSGC Memorandum of Understanding & Infrastructure Agreement with GCSC had missing language, which has since been corrected with the correct language in accordance with 20 CFR 678.500 & 678.755

Mrs. Bodine then praised Mrs. Shannon Walding's hard work with all the monitoring.

A motion was made by Mr. John Deegins to approve the Monitoring Results Report as presented by Mrs. Bodine.

Dr. Pat Hardman seconded, and the motion passed unanimously.

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

Mr. Joey Ginn 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, Mr. Joey Ginn adjourned the meeting at 10:01 am.