

**GULF COAST WORKFORCE BOARD, INC.**  
**d/b/a CareerSource Gulf Coast**  
**EXECUTIVE/FINANCE COMMITTEE**  
**February 11, 2025**

CareerSource Gulf Coast held an in-person meeting and a Zoom webinar meeting with the Executive/Finance Committee on Tuesday, February 11, 2025, at 9:30 a.m. (CST).

Executive Committee members participating were Ms. Elinor Mount-Simmons, and Mr. Ted Mosteller via zoom and in person were Mr. Joey Ginn, Mr. John Deegins, and Mr. Jim McKnight.

Board Staff present: Mrs. Kimberly Bodine, Executive Director, Mrs. Maria Goodwin via zoom, Ms. Janine Dexter, Mr. Corbett Hines, Mrs. Shannon Walding, Mrs. Rebecca Samarripa, and Ms. Jessica Strickland.

Bay County Commissioner Daniel Raffield was also in attendance.

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

- **Acceptance of new funds- PY 2024-2025**
- **Allocations/Recissions to Service Providers**
- **Approval of Budget PY24-25- Modification #4**
- **Financial Report**

Acceptance of new funds for PY 2024-2025

Chair Joey Ginn asked the Finance Director, Ms. Janine Dexter, to detail agenda item number one: Acceptance of new funds for PY 2024-2025 for the Board. Ms. Dexter detailed the item with the board, reporting the following three credits as de-obligations for funds remaining at the end of each grant: \$3,545.85 with PY23 Welfare Transition Program, \$2,890.92 with PY20 Fostering Opioid Recovery, and \$1,589.69 with PY23 SNAP. She explained that every effort is made to expend all funds but due to indirect cost rate application, sometimes our projections may be off slightly leaving a small balance. She also reported \$175,000.00 with the PY24 National Emergency-Fostering Opioid Recovery and \$25,000.00 with the Battelle Foundation funds as new funds-to receive. Total donations and unrestricted funding that was received between December 1, 2024 and January 31, 2025 was \$7,492.00 from Ticket to work (\$7,392.00) and Rebecca Quinlan (\$100.00).

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

**A motion was made by Mr. Mr. Jim McKnight to approve the acceptance of new funds for PY 24-25 as presented above. Ms. Elinor Mount-Simmons seconded, and the motion passed unanimously.**

Allocations/Recissions to Service Providers

Mr. Joey Ginn asked Ms. Janine Dexter, to present agenda item number two: Allocations/Recissions to Service Providers for the Board. Ms. Dexter explained that at the beginning of 2025 Gulf Coast State College moved to the State of Florida health insurance plan and that change increased the employer's contribution amount. She clarified that after receiving a breakdown for each employee's cost based on the plan they selected, she was able to calculate how much will be needed to cover these expenses through June 30<sup>th</sup>. She also completed an analysis of expenditures for each grant and recommended adjustments listed in the middle of page one on the agenda deck. The net increase of the contract to Gulf Coast State College is \$4,935.00, bringing the total contract amount to \$265,650.00. Ms. Janine Dexter offered to entertain any questions, but there were none.

Mr. Joey Ginn asked for a motion to approve the Allocations/Recissions to Service Providers as presented to the board.

**A motion was made by Ms. Elinor Mount-Simmons to approve the Allocations/Recissions to Service Providers as outlined by Ms. Janine Dexter. Mr. Jim McKnight seconded, and the motion passed unanimously.**

#### Approval of Budget PY24-25- Modification #4

Mr. Joey Ginn asked Ms. Dexter to continue to item three: the approval of budget PY24-25 Modification #4. Ms. Dexter stated that this modification will apply the funds indicated in item # 1 into the Board budget. She explained that the de-obligations are applied to Operating Expenses, Direct Services, and One Stop Expenses. For the new Opioid Recovery grant, she listed a portion of the funds in each of the board line items and \$93k in unallocated due to this being a two-year grant that ends December 2026. Most of the Battelle funds are going into the direct services line. Next is the added amount allocated to the service provider contract, and we are reducing direct services, making it a net of zero. The \$7,492 for donations and unrestricted funds are being applied to direct services and operating expenses.

She provided the executive committee board members with a separate handout of the Board Budget showing which specific line items are proposed for increase or decrease with these dollars. The total of the Board budget with modification 4 is \$3,722,128.

Ms. Dexter also provided Executive Committee members with another handout titled "PY24-25 Unrestricted Funds" at the top of the page. She explained that this separate handout is a budget and expenditures report that is completed monthly to track how unrestricted funds are being spent. It has a breakdown of line items and the budget amounts. The line item that has the highest dollar amount is shared costs and indirect costs (\$25,884). She reminded board members of indirect cost discussions in the past. Indirect costs are applied equally to all direct dollars spent, whether it is federal funding, state funding, foundation grants, donations or unrestricted dollars. She stated that indirect costs follow direct.

Mrs. Bodine added that in terms of unrestricted funds there is an issue that she wanted to share with the Executive Finance Committee. For years, (since 2012) CareerSource Gulf Coast has received funding from the Jessie Ball duPont Fund for the Summer program for kids ages four to sixteen each summer. We did this because the duPont Fund requested us to apply for funds and there are very few options for family for full time childcare in the Summer months. Jessie Ball duPont fund allows 10% towards indirect and initially that worked as our indirect cost rate was lower. However, now our indirect cost rate is higher, at about 26-28%, and the difference between the 10% and 28% must be funded from unrestricted funds. The cost will be between 20 and 30 thousand dollars. Not that it is a bad investment, but the cost is annual and may not be sustainable as we don't generate that amount of unrestricted funds annually.

Going forward, duPont has indicated they may not fund a summer program. We first heard this last year in February and began working to find other funding. The city and the county have both stepped up, and they have committed a combined amount of \$76,000 and we have about \$25,000 left over from last year's program, but again about 28% of those funds (\$25000) will go to indirect costs. Mrs. Bodine explained that we are looking for an entity who will act as the fiscal agent for the Summer program so that we can move out of that role. We would still be supportive of the program and fund internships for students who assist with the program but not handle the funding and all of the operational oversight.

Mr. Joey Ginn asked for a motion to approve the Budget Modification #4 for PY 2024-2025.

**A motion was made by Mr. Jim McKnight to approve the PY 2024-2025 Budget Modification #4 as presented above. Mr. John Deegins seconded, and the motion passed unanimously.**

### Financial Report

Ms. Dexter directed members to a list of variances listed on the financial report to explain the higher percentages. She indicated the reason for each variance with the board, which is also indicated on the report in the agenda deck.

Ms. Dexter detailed that the ITA expenditure rate, as of December 31st, is almost 62% and added that this is a bit higher than normal currently, but that she projects it will start to drop after spring tuition billing posts, and we get closer to the end of the program year. ITA stands for Individual Training Account; these accounts are used strictly for training expenses. The costs that can be included in ITAs are Case Manager Salaries, Tuition, Books, and required supplies as well as supportive services paid with WIOA federally allocated dollars. Ms. Dexter explained that we do not 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 like we have had in past years. She reported that our rate will need to be 50% by the end of the program year and that we will continue to watch this closely to ensure that this is met.

Ms. Dexter reported that we are doing well with our WIOA Youth goal for the percentage of youth served who are categorized as out of school youth. She stated that we need to be above 50% for Out of School Youth and we are above 98%. She indicated that our Administrative Costs are almost 55% spent, our direct client service costs are just over 31% spent, and our One Stop direct costs are almost 45% spent. Our total Board expenses are 37.81% spent.

She explained that the next few pages of the agenda packet list the grant-by-grant details. The tuition billing was processed in January, so we should see an increase in some of the percentages spent on next month's financial report. She directed the board to the Expenditure Analysis Report on page 10 of the agenda deck. She explained that we are at 39% expended overall for the region and that last year we were at 38% expended for the same time period. Ms. Dexter then asked if there were any questions at this time concerning the financial report.

With there being no questions, Chair, Joey Ginn thanked Ms. Dexter for her well-detailed financial report.

### 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

Despite the invitation for any public comments to be shared at this time, no one from the public made any comments.

### Adjournment

There being no additional business for the Executive/Finance Committee, Chair Joey Ginn adjourned the meeting at 10:01 am.