

GULF COAST WORKFORCE BOARD, INC.
d/b/a CareerSource Gulf Coast
EXECUTIVE/FINANCE COMMITTEE
Via Zoom
March 17, 2025

CareerSource Gulf Coast held a Zoom webinar meeting with the Executive/Finance Committee on Monday, March 17, 2025, at 10 a.m. (CST).

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

CareerSource Gulf Coast Board Staff present: Mrs. Kimberly Bodine, Executive Director, Mrs. Maria Goodwin via zoom, Ms. Janine Dexter, Mr. Corbett Hines, Ms. Tracey Fischer, and Ms. Jessica Strickland.

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

- **Emergency item: Approval to adopt CareerSource Florida Policy Florida Workforce System statewide brand**
- **Review & Retroactive Approval of One Stop Operator RFP**
- Update on Summer Program Arrangements
- Draft Information from Independent audit

Emergency Item: Approval to Adopt CareerSource Florida Policy's Florida Workforce System Statewide Brand

Chair Joey Ginn asked the Executive Director, Mrs. Kimberly Bodine, to detail the emergency item that was added to the agenda. The Item, Approval to Adopt CareerSource Florida Policy's Florida Workforce System Statewide Brand, was explained by Mrs. Bodine as something we have already been following for several years. She indicated that there are brand standards such as font, size, brand colors and messaging that is allowable to use as uniform branding for local workforce development boards. The only thing not implemented thus far was the American Job Center Logo placed on business cards. Instead of printing all new cards the decision was made to place the American Job Center tag line on business cards as staff need new cards, as a cost saving measure. Mrs. Bodine clarified that what she is requesting is for the Executive/Finance committee to approve the adoption of CareerSource Florida Policy's Florida Workforce System Statewide Brand.

Mr. Joey Ginn asked for a motion to agree to adopt CareerSource Florida Policy's Florida Workforce System Statewide Brand.

A motion was made by Ms. Elinor Mount-Simmons to approve adopting CareerSource Florida Policy's Florida Workforce System statewide brand as presented above. Mr. Jim McKnight seconded, and the motion passed unanimously.

Review & Retroactive Approval of the One-Stop Operator RFP

Mr. Joey Ginn asked Mrs. Kim Bodine to present the item. Mrs. Bodine shared that WIOA requires there to be a competitive procurement for a One Stop Operator at a minimum of every four years. Gulf Coast State College has proposed to be the One Stop Operator for many years. However, they decided not to propose this year. The Request for Proposal that was made available to the public is the same one that has been used since 2015 with few to no changes. There has been one letter of intent accepted from a company named TPMA, but we will not know until April

1st if a proposal will be made or not, as April 1st is the deadline for all proposals for the One-Stop operator RFP. If a proposal is not received, or a proposal is received but does not result in a contract, a secondary type of competitive procurement would need to be considered. Mrs. Bodine says she cannot predict if a proposal will come in, and if it does, if a contract can be negotiated. The deadline for submission is April 1st and we will go from there. She stated that by the April 8 board meeting, we will know where it stands. The request for the Executive/Finance Committee is to retroactively approve the RFP that was posted on Feb 18.

Mr. Joey Ginn asked for a motion to approve the One-Stop Operator RFP retroactively to February 18th.

A motion was made by Mr. Ted Mosteller to approve the One-Stop Operator RFP retroactively to February 18th, as outlined by Mrs. Kimberly Bodine. Mr. John Deegins seconded, and the motion passed unanimously.

Update on Summer Program Arrangements

Mr. Joey Ginn asked Mrs. Bodine to share with the board the next informational agenda item: the update on summer program arrangements. Mrs. Bodine explained that for years (since 2012), CareerSource Gulf Coast has received funding from the Jessie Ball duPont Fund for the Summer program for kids aged four to sixteen each summer. CSGC did this because the Jesse Ball duPont Fund (JBDF) requested us to apply for funds and there are very few options for families for full-time childcare in the summer months in Gulf County. Jessie Ball duPont fund allows 10% towards indirect and initially that worked, as our indirect cost rate was lower at that time. However, now our indirect cost rate is higher, at about 26-28%, and the difference between the 10 and 28% must be made up from unrestricted funds. The cost will be between 20 and 30 thousand dollars annually. Mrs. Bodine made clear that using unrestricted funds for this purpose was not a bad investment, but the cost is annual and is not sustainable as CSGC does not generate that amount of unrestricted funds annually.

Last year, it appeared that the funding for the full amount for the Summer Program by Jesse Ball duPont was questionable. This understanding became clear starting in February 2024, and we were encouraged at that time by staff of the JBDF to look for other dollars. Historically, JBDF provided approximately \$150,000 to run the summer program. Mrs. Bodine met with Gulf County Commissioner Sandy Quinn and City Commissioner Eric Langston to explain the situation and to request funding. She also met with the Citizens of Gulf County Recovery Team to see if they would be willing to act as a fiscal agent for the funds.

Currently there is about \$21,000 left over from last year's summer program and the JBDF has graciously agreed that we can use those for a Summer Program this year. The City of Port St. Joe and the Gulf County BOCC have both stepped up, the County has committed to \$50,000 and the city has committed to \$22,000. Mrs. Bodine explained that the city has agreed to act as the employer of record and will hire the Summer Program staff this summer as well as rent the four vans needed. This will be funded through the dollars that they have set aside for the program, as well as the JBDF funds that we have left over and a small portion of the \$50,000 that Gulf County is providing. We will still be a supportive partner of the program and fund internships for students who assist with the program, when possible, but not handle the funding and all the operational oversight. However, we have already set up everything for this year's summer camp, including planning the field trips for the program which will run for five weeks instead of six weeks. We also received a \$25,000 Batelle grant so that we will be able to offer a four-week, half-a-day science-steam camp for four years old through second grade during the summer.

Mr. Joey Ginn thanked Mrs. Bodine for the update and for the hard work of her and her team to make the summer program possible for those children and their families over in Gulf County.

Draft Information from Independent Audit

Mrs. Bodine shared that there will be no findings in the independent audit. However, she brought the board's attention to item 7d on the handout included in the agenda packet, titled, "cash value of investment," which stated the organization's cash value of investment is for amounts that the organization is a beneficiary for with a life insurance contract. Mrs. Bodine said in 2001 the board had received a donation of unrestricted funds and wanted to put those into an interest-bearing account as an investment. At that time People's First Bank was offering a product through Lafayette Life (annuity) with an interest rate of 5%, which was a particularly good rate at that time. The annuity is owned by the board, but Mrs. Bodine is listed as the annuitant, and she felt that the funds needed to be moved into a more appropriate interest earning option at this time. No funds have ever been deducted from the annuity, but over the years more funds were deposited into it and the current surrender/maturation value is \$569k and some odd dollars. All the statements for the annuity are in board record and the form has been completed to mail the funds to the board office, once signed by the Chair. At that time recommendations for where to place the funds will be made to the Executive/Finance committee for investment.

The Finance Director, Ms. Janine Dexter, added that she is working with the auditors to determine if the audit will be ready to present to the Board for approval at our next meeting on April 8th.

With there being no questions or further comments, Chair Joey Ginn thanked Mrs. Bodine for sharing with the board the draft information from the Independent Audit.

Public Comments

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 10:28am CST.