

**GULF COAST WORKFORCE BOARD, INC.**  
**d/b/a CareerSource Gulf Coast**  
**EXECUTIVE/FINANCE COMMITTEE**  
**September 16, 2020**

CareerSource Gulf Coast held a virtual GoToWebinar meeting with the Executive/Finance Committee on Wednesday, September 16, 2020, at 9:00 a.m. (CST).

Executive Committee members participating were Mrs. Jennifer Conoley, Mr. Ted Mosteller, Mrs. Betty Croom, Ms. Christy Smith and Dr. Patricia Hardman.

Mrs. Kimberly Bodine, Executive Director, Ms. Jennifer German, Mrs. Deb Blair, Mrs. Maria Goodwin, Mr. Corbett Hines, Ms. Brittany Rock, Mr. Lee Ellzey and Ms. Donna Stapleton also attended.

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

- Approval to Accept New Funds for PY 2020-2021
- Approval of Modification #2 for PY 2020-2021
- Approval of Board Policy #1 – Board/Holiday Schedule
- Approval of Board Policy #4 – Compensation Policy
- Review Financial Report ending 7/30/2020
- Acknowledgement of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Public Officers – There were none.

Mrs. Jennifer Conoley, Board Chair, called the meeting to order. A quorum was present.

Approval to Accept New Funds for PY 2020-2021

Mrs. Blair reviewed the new funds/changes in funding for the PY 2020-2021 budget, which included:

\$4,522,584.00 - NDWG Hurricane Michael (accept but already indicated in the budget)  
\$-4,382.13 RESEA 19 - Voluntary deobligation  
\$125.00 donations to the Food Pantry in PSJ

Mrs. Conoley asked for a motion to approve the acceptance of new funds and de-obligation of funds as presented by Mrs. Deb Blair.

**A motion was made by Mr. Ted Mosteller to approve the Acceptance of New Funds/De-obligation of funds as presented by Mrs. Blair. Ms. Christy Smith seconded, and the motion passed unanimously.**

Approval of PY 2020-2021 Budget Modification #2

Mrs. Blair explained that since the board accepted new funds and de-obligated funds, she showed where the funds were added/subtracted from the board budget. Mrs. Conoley asked for a motion to approve the PY 20-21 Modification #2 as presented.

**A motion was made by Mr. Ted Mosteller to approve the PY 2020-2021 Modification #2 as presented by Mrs. Deb Blair. Mrs. Christy Smith seconded, and the motion passed unanimously.**

### Approval of Board Policy #1

Mrs. Kim Bodine said that the board has always had a board calendar policy, but it was updated in response to the subaward agreement, whereas the board is required to post this on the CSGC website. She respectfully requested this approved retroactive to July 1, 2020, the date of when the subaward agreement went into effect.

**A motion was made by Mr. Ted Mosteller to approve Board Policy #1 as presented by Mrs. Kimberly Bodine. Ms. Christy Smith seconded, and the motion passed unanimously.**

### Approval of Board Policy #4 – Compensation Policy

Mrs. Kim Bodine explained that the subaward agreement makes reference to policies throughout the document. Staff are reviewing existing policies/procedures and writing new policies in order to be in compliance with the sub award agreement. She also respectfully requested this policy is approved retroactive to July 1, 2020.

**A motion was made by Mr. Ted Mosteller to approved Board Policy #4 – Compensation Policy as presented by Mrs. Bodine. Ms. Christy Smith seconded, and the motion passed unanimously.**

### Financial Report ending 7/31/2020

Mrs. Deb Blair review the financial report ending 7/31/2020. The expenditure rate should be close to 8%, but it is at 3%. Mrs. Blair did not list any variances as we are just in the first month of the new year. She also indicated that the ITA expenditures were at 32.28%, which is above the 30% approve waiver.

### **Emergency Item**

#### Internal Control Questionnaire (ICQ)

Mrs. Bodine said that the board is required by law to conduct a Risk Assessment discussion annually and to provide context to that discussion we emailed out the completed Internal Control Questionnaire (ICQ) yesterday. The ICQ is completed by staff as appropriate to each of the five areas where risk is assessed. The completed and approved ICQ is due annually to the Florida DEO. There are five components of Internal Control which are: Control Environment, Risk Assessment, Control Activities, Information and Communication and finally, Monitoring. Mrs. Bodine said this ICQ is completed by appropriate staff members and the answers are compiled to complete the document. Mrs. Bodine asked for approval contingent upon the board providing feedback electronically and if issues or concerns regarding the ICQ are not resolved through discussion the Board could meet again to resolve.

**A motion was made by Dr. Pat Hardman to approve the Internal Control Questionnaire, contingent upon being able to have electronic/telephonic discussions to resolve issues (if any) prior to sending to DEO. Mr. Ted Mosteller seconded, and the motion passed unanimously.**

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

Mrs. Conoley asked if there were any Form 8 voting conflict forms to be read from the previous meeting into the minutes – There were none.

### **Public Comments**

There were none.

### **Adjournment**

There being no additional business for the Executive/Finance Committee, Mrs. Conoley adjourned the meeting.