

**GULF COAST WORKFORCE BOARD, INC.**  
**D/b/a CareerSource Gulf Coast**  
**EXECUTIVE/FINANCE COMMITTEE**  
**April 6, 2018**

CareerSource Gulf Coast held a telephonic Executive/Finance Committee meeting on Friday, April 6, 2017, at 11:00 a.m. (CST).

Executive Committee members participating by telephone: Mrs. Jennifer Conoley, Mrs. Betty Croom, Mr. Ted Mosteller, and Mr. Ed Phelan

Also present telephonically were: CareerSource Gulf Coast board staff: Mrs. Kim Bodine, Executive Director, Mrs. Deb Blair, Finance Director and Ms. Donna Stapleton

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

- Approval to issue an RFP for Out of School Youth Services
- Approval to issue an RFQ for Audit Services

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

**Approval of the issuance of an RFP for Out of School Youth Services**

Mrs. Bodine explained that it is time to issue a Request for Proposal (RFP) for the Out of School Youth Services. In the past, the contracts were for one year with two renewals, but current contracts are for one year with three renewals.

**A motion was made by Mrs. Betty Croom to approve the issuance of an RFP for Out of School Youth Services. Mr. Ed Phelan seconded and the motion passed unanimously.**

**Approval of the issuance of an RFQ for Audit Services**

Mrs. Bodine said that because the current auditor had no workforce board experience, during the audit there were numerous requests for staff to provide additional information - which caused a great deal of difficulty for staff as they still continued to perform everyday tasks. It was decided not to renew the contract and issue an RFQ for a new auditor, one with experience working with workforce boards in Florida.

**A motion was made by Mr. Ted Mosteller to approve the issuance of an RFQ for Audit Services. Mrs. Betty Croom seconded and the motion passed unanimously.**

Mrs. Bodine said that due to the issuance of the RFQ and RFP, we will now need a Rating Committee. Mrs. Jennifer Conoley volunteered to serve on the Rating Committee and appointed Dr. Patricia Hardman and Mr. Ed Phelan to also serve.

**Adjournment**

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