

GULF COAST WORKFORCE BOARD, INC.
d/b/a CareerSource Gulf Coast
EXECUTIVE/FINANCE COMMITTEE
January 9, 2018

CareerSource Gulf Coast held a video teleconference Executive/Finance Committee meeting on Tuesday, January 9, 2018, at 9:00 a.m. (CST) between the CareerSource Gulf Coast Job Center Board Room in Panama City and the Gulf Coast State College (GCSC) Gulf/Franklin Center in Port St. Joe, Florida.

Executive Committee members present were: Mrs. Jennifer Conoley and Christy McElroy.

Executive Committee members participating by telephone: Mr. Ted Mosteller and Mrs. Betty Croom

Also present were: Ms. Sharon Watley, Gulf Coast State College staff and CareerSource Gulf Coast board staff: Mrs. Kimberly Bodine, Executive Director, Ms. Jennifer German, Mrs. Deb Blair, Mr. Lee Ellzey, Ms. Nancy Schlagheck, Mr. Corbett Hines, Mrs. Janine Dexter, Mrs. Shannon Walding, Ms. Donna Stapleton; and Mrs. Maria Goodwin via video conferencing.

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

- Approval to Accept New Funds for PY 2017-2018
- Approval of Service Provider Allocations/Rescissions
- Approval of PY 2017-2018 Budget Modification 3
- New Board Members
- Financial Report ending 11/30/2017
- Acknowledgement of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Public Officers - none
- Public Comments

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

Approval to Accept New Funds for PY 2017-2018

Mrs. Deb Blair reviewed the acceptance of new funds for PY 2017-2018

WIOA Sector Strategies Advance Manufacturing	\$171,446.00
Food Pantry Donation-Sacred Heart Hospital Employees	\$51.50

Mrs. Conoley asked for a motion to approve the acceptance of new funds as presented, with the effective date of 1/9/18.

A motion was made by Ms. Christy McElroy to approve the acceptance of new funds as described by Mrs. Blair. Mr. Ted Mosteller seconded and the motion passed unanimously.

Approval of Service Provider Allocations/Rescissions to the PY 2017-2018 budget

There were none.

Approval of PY 2017-2018 Budget - Modification #3

Mrs. Deb Blair reviewed Budget Modification #3 to the PY 2017-2018 budget, which includes the acceptance of new funds:

WIOA Sector Strategies Advance Manufacturing	\$171,446.00
Food Pantry Donation-Sacred Heart Hospital Employees	\$51.50
Fishery Disaster	+/- 10,000

Mrs. Conoley asked for a motion to approve the PY 2017-2018 Budget Modification #3 as described above.

A motion was made by Ms. Christy McElroy for the approval of PY 2017-2018 Budget Modification #3. Mr. Ted Mosteller seconded and the motion passed unanimously.

New Board Members

Mrs. Kimberly Bodine reported the Gulf County Board of County Commission assigned two new board members to our Board of Directors. They will represent Gulf County private sector. The individuals are: Mr. James “Bo” Patterson, representing Bo Knows Pest Control and Dr. Patricia Hardman, representing Gulf to Bay Construction and Development Company. Mrs. Bodine also explained that there was one vacant seat in Franklin County for the private sector and three vacant seats in Bay County for the private sector. Ms. Conoley asked that if anyone knew of an individual that would be willing to serve on the board, please let Mrs. Bodine or herself know.

Financial Report ending 11/30/2017

Mrs. Deb Blair reviewed the financial report ending November 30, 2017. The expenditure rate should have been close to 42% by November 30, 2017 and it was actually 36%, just below 42%. Mrs. Blair explained the variances, which was the Annual Luncheon held early in the program year; utility bills higher in the summer months, and annual premiums for insurance and D&O were paid early in the program year. The ITA expenditures were at 51.85% and the requirement must be over 30% with the approved ITA Waiver.

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.