

GULF COAST WORKFORCE BOARD, INC.
d/b/a CareerSource Gulf Coast
EXECUTIVE/FINANCE COMMITTEE
March 13, 2018

CareerSource Gulf Coast held a video teleconference Executive/Finance Committee meeting on Tuesday, March 13, 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: Mr. Ed Phelan

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

Also present were: Mr. Rob Forbus, Department of Children and Families, Ms. Sharon Watley, Gulf Coast State College staff and CareerSource Gulf Coast board staff: Mrs. Kimberly Bodine, Executive Director, Mrs. Deb Blair, Mr. Lee Ellzey, Mr. Corbett Hines, Mrs. Janine Dexter, Mrs. Shannon Walding, Ms. Donna Stapleton; and Mrs. Maria Goodwin and Board Member Dr. Patricia Hardman 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 4
- Board Policy #5 – Costs Non-allowable
- Board Policy #13 – Meeting Expenses
- Board Policy #25 – Self Sufficiency Definitions
- Board Policy #26 – Sick Leave
- 2016-2020 Local Workforce Services Plan modification
- Presentation of audited Financial Statements 2016-2017 by Carr, Riggs & Ingram
- Financial Report ending January 31, 2017
- Acknowledgement of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Public Officers - none
- Public Comments

Mr. Ed Phelan, Board Vice-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

Displaced Homemaker Program – carryover from last year – retro to 7/1/17	\$1,149.51
Food Pantry Donation – Annette Tison	\$100.00

Mr. Phelan asked for a motion to approve the acceptance of new funds as presented.

A motion was made by Mrs. Betty Croom 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

Mrs. Deb Blair indicated that \$30,900 was allocated to Gulf Coast State College for the WIOA Sector Strategies Advanced Manufacturing program. This allocation should be retroactive to 1/1/2018. Mr. Phelan asked for a motion to approve the allocation to the service provider as presented.

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

Approval of PY 2017-2018 Budget - Modification #4

Mrs. Deb Blair reviewed Budget Modification #4 to the PY 2017-2018 budget, which includes the acceptance of new funds and moving funds to Gulf Coast State College for the WIOA Sector Strategies Advanced Manufacturing grant agreement.

Displaced Homemaker Program	\$1,149.51
Food Pantry Donation-Annette Tison	\$100.00
WIOA Sector Strategies Adv. Manufacturing	-\$30,900
WIOA Sector Strategies Adv. Manufacturing to GCSC	\$30,900

Mr. Phelan asked for a motion to approve the PY 2017-2018 Budget Modification #4 as described above.

A motion was made by Mr. Ted Mosteller for the approval of PY 2017-2018 Budget Modification #4. Mrs. Betty Croom seconded and the motion passed unanimously.

Board Policy #5 – Costs Non-allowable

Mrs. Deb Blair spoke about necessary updates brought to light from the recent DEO monitoring. She explained that more detail was added to the policy due to Florida Statutes that went into effect in 2012, which prohibits our organization from purchasing specific items such as food and drink. Mr. Phelan asked for a motion to approve the modifications to Board Policy #5 as presented.

A motion was made by Mr. Ted Mosteller for the approval of Board Policy #5 modifications. Mrs. Betty Croom seconded and the motion passed unanimously.

Board Policy #13 – Meeting Expenses

Mrs. Deb Blair indicated this policy was updated to align with Florida Statutes and to take away old OMB references. Mr. Phelan asked for a motion to approve the modifications to Board Policy #13 as presented.

A motion was made by Mrs. Betty Croom for the approval of Board Policy #13 modifications. Mr. Ted Mosteller seconded and the motion passed unanimously.

Board Policy #25 – Self-Sufficiency Definitions

Mrs. Kim Bodine explained the changes to this policy, which defines the Adult and Welfare Transition, Dislocated Worker and Employed Worker definitions of self-sufficiency, which is a framework for determining eligibility. Mr. Phelan asked for a motion to approve the modifications to the Self-Sufficiency definitions as presented.

A motion was made by Mr. Ted Mosteller for the approval of Board Policy #25 modifications as presented. Mrs. Betty Croom seconded and the motion passed unanimously.

Board Policy #26 – Sick Leave

Mrs. Kim Bodine reviewed the sick leave policy, explaining the edits/additions to the policy, which include a mandatory doctor's note to return to work after five days absence in a leave without pay situation. Additionally, staff must complete a Leave of Absence form and turn the form in prior to a doctor or dental appointment – this was added for scheduling purposes. Mr. Phelan asked for a motion to approve this policy as presented.

A motion was made by Mr. Ted Mosteller for the approval of Board Policy #26 modifications as presented. Mrs. Betty Croom seconded and the motion passed unanimously.

2016-2020 Local Workforce Services Plan modifications

Mrs. Kim Bodine explained that we are occasionally asked to update the plan, usually when there is a change in WIOA law. There was some discussion about the exclusion of the MOU/IFA that had originally been requested. Mr. Phelan asked for a motion to approve the modifications to the 2016-2020 Local Workforce Services plan.

A motion was made by Mr. Ted Mosteller for the approval of the 2016-2020 Local Workforce Services Plan modifications as presented. Mrs. Betty Croom seconded and the motion passed unanimously.

Presentation of audited Financial Statements 2016-2017 by Carr, Riggs & Ingram

Mr. Rich Moreira of Carr, Riggs & Ingram (CRI) reviewed the audited Financial Statements for 2016-2017. He said that our audit opinion is an unqualified or clean opinion. He also said this means the financial statements are free of any material misstatements.

Financial Report ending 01/31/2018

Mrs. Deb Blair reviewed the financial report ending January 31, 2018. The expenditure rate should have been close to 58% by January 31, 2018. Mrs. Blair discussed some variances that could affect the expenditure rate, such as the Annual Luncheon held early in the program year; utility bills higher in the summer months, and annual premiums for insurance were paid early in the program year. Currently, we are at 47% for the expenditure rate. The ITA expenditures were at 52.07% 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

Mr. Phelan 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, Mr. Phelan adjourned the meeting.