

**GULF COAST WORKFORCE BOARD, INC.**  
**d/b/a CareerSource Gulf Coast**  
**EXECUTIVE/FINANCE COMMITTEE**  
**June 11, 2019**

CareerSource Gulf Coast held a teleconference Executive/Finance Committee meeting on Tuesday, June 11, 2019, at 9:00 a.m. (CST) between the Gulf Coast State College Advanced Technology Center (ATC) 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 CareerSource Gulf Coast board staff: Mrs. Kimberly Bodine, Executive Director, Ms. Jennifer German, Mrs. Deb Blair, Mrs. Maria Goodwin, Mr. Corbett Hines, Ms. Brittany Rock, Mrs. Tassalhe Dekouche, Ms. Donna Stapleton and Mr. Lee Ellzey via telephone.

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

- Approval to Accept New Funds for PY 2018-2019
- Approval of Service Provider Allocations for PY 2018-2019
- Approval of PY 2018-2019 Budget Modification #8
- Approval to Accept New Funds for PY 2019-2020
- Approval of Board Budget PY 2019-2020
- Approval of Service Provider Allocations for PY 2019-2020
- Approval Authority for Executive Director to move funding
- Approval to Request ITA Waiver for PY 2019-2020
- Financial Report ending April 30, 2019
- Acknowledgement of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Public Officers – Dr. John Holdnak, 4/23/19 and Mr. Al McCambry, 4/23/19

Mr. Ed Phelan, Board Vice-Chair, called the meeting to order. A quorum was present.

Approval to Accept New Funds for PY 2018-2019

Mrs. Deb Blair reviewed the acceptance of new funds for PY 2018-2019, which included:

- \$-20,000 Military Family – voluntary deobligation
- \$-136,166.06 State Strategic Initiatives – Pipefitters – voluntary deobligation
- \$250 donation from Royal American Management – Homeless Veteran’s Stand Down

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

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

Allocation of Funds to Service Providers

Mrs. Blair outlined the allocations to service providers and are as follows:

- Gulf Coast State College – Sector Strategies Advanced Manufacturing - \$40,000 and extend contract to December 31, 2019

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

**A motion was made by Mrs. Betty Croom to approve the allocation of funds as presented by Mrs. Blair. Mr. Ted Mosteller seconded, and the motion passed unanimously.**

Approval of PY 2018-2019 Budget Modification #8

Mrs. Deb Blair said that the funds that were deobligated were taken off the board budget and the donation was added so a modification is required to adjust the board's budget accordingly. Mr. Phelan asked for a motion to approve budget modification #8 as presented.

**A motion was made by Mrs. Betty Croom to approve the budget modification #8 as presented by Mrs. Blair. Mr. Ted Mosteller seconded, and the motion passed unanimously.**

Approval to Accept New Funds for PY 2019-2020

Mrs. Deb Blair reviewed the acceptance of new funds for PY 2019-2020, which was projected to be \$13,065,785. Mr. Phelan asked for a motion to approve the acceptance of new funds for PY 2019-2020 as presented.

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

Approval of Board Budget PY 2019-2020

Mrs. Deb Blair reviewed the Board's proposed budget for the PY 2019-2020, totaling \$11,694,865. Mr. Phelan asked for a motion to approve the PY 2019-2020 Board Budget.

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

Approval of Service Provider Allocations PY 2019-2020

Mrs. Deb Blair reviewed the allocations to the services providers for 2019-2020: Royal American Management for WT/SNAP Services - \$276,000; Gulf Coast State College for the Job Center Operator contract - \$550,855; Gulf Coast State College for the OOSY Program - \$184,065. She said this also includes the carryforward of some contracts that were awarded last fiscal year but were carrying forward into this current fiscal year: Advanced Manufacturing, ARC of the Bay contract, City of Apalachicola, and for the Bay District Schools contract for a total of \$1,370,920. Mr. Phelan asked for a motion to approve the service provider allocations for PY 2019-2020 as presented.

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

Approval authority for Executive Director to move funding

Mrs. Kim Bodine explained that if a current service provider or the Board is not going to expend all of their Welfare Transition or other funds, she requested permission to move funds to where they could be utilized prior to the year's end. Mr. Phelan asked for a motion to give the Executive Director approval authority to move funding as necessary.

**A motion was made by Mr. Ted Mosteller to give the Executive Director approval authority to move funds as necessary. Mrs. Betty Croom seconded and the motion passed unanimously.**

Approve to Request ITA Waiver for PY 2019-2020

Mrs. Kim Bodine explained the legislature imposed 50% expenditure requirement on Individual Training Accounts (ITA's). Each year, we request a waiver; however, by the end of April of this year, we were already at 49.31% (waiver requested was 30%). She said each year we strive for 50%, but just to be sure, we apply for the waiver to avoid a financial penalty in the next program year. Mr. Phelan asked for a motion to approve the ITA Waiver request as presented.

**A motion was made by Mrs. Betty Croom for the approval to request an ITA Waiver for PY 2019-2020 as presented. Mr. Ted Mosteller seconded, and the motion passed unanimously.**

Financial Report ending April 30, 2019

Mrs. Deb Blair reviewed the financial report ending April 30, 2019. The expenditure rate should have been close to 83% by April 30, 2019. Currently, we are at 39% for the expenditure rate. Mrs. Blair said that this was due to not paying rent for the past several months and the influx of additional funds coming into the budget for Hurricane Michael. The ITA expenditures were at 49.31%, exceeding the 30% required under CSGC's waiver.

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

Mr. Ed Phelan asked if there were any Form 8 voting conflict forms to be read from the previous meeting into the minutes – Dr. John Holdnak, April 23, 2019 and Mr. Al McCambry, April 23, 2019

**Public Comments**

There were none.

**Adjournment**

There being no additional business for the Executive/Finance Committee, Mr. Phelan adjourned the meeting.