

**GULF COAST WORKFORCE BOARD, INC.**  
**d/b/a CareerSource Gulf Coast**  
**EXECUTIVE/FINANCE COMMITTEE**  
**June 12, 2018**

CareerSource Gulf Coast held a video teleconference Executive/Finance Committee meeting on Tuesday, June 12, 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 Mr. Ed Phelan

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, Mrs. Deb Blair, 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 for PY 2017-2018
- Approval of PY 2017-2018 Budget Modification 5
- Approval to Accept New Funds for PY 2018-2019
- Approval of Board Budget PY 2018-2019
- Approval of Service Provider Allocations for PY 2018-2019
- Approval Authority for Executive Director to Move Funding
- Approval to Request ITA Waiver for PY 2018-2019
- Approval to Accept Rating Committee's recommendations for Out of School Youth Services and for Audit Services
- 2018-2019 Demand Occupation List
- 2016-2020 Local Workforce Services Plan –DEO requested edits
- Financial Report ending April 30, 2018
- Acknowledgement of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Public Officers – Al McCambry, March 13, 2018.

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 Rural Initiatives, City of Port St. Joe, Welfare Transition (for summer activities)	Total: \$75,966.00
Food Pantry and Stand Down Donations through 6/1/18	Total: \$11,400

Mrs. Conoley asked for a motion to approve the acceptance of new funds as presented.

**A motion was made by Mr. Ed Phelan 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/Rescissions to the PY 2017-2018 budget

Mrs. Deb Blair indicated that \$22,660 was allocated to Gulf Coast State College for the WIOA Sector Strategies Advanced Manufacturing program. This allocation should be retroactive to 4/1/2018. Mrs. Conoley asked for a motion to approve the allocation to the service provider as presented.

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

Approval of PY 2017-2018 Budget - Modification #5

Mrs. Deb Blair reviewed Budget Modification #5 to the PY 2017-2018 budget, which includes the acceptance of new funds and making a line item adjustment from the unallocated line to the training line in the Fisheries Disaster grant. Additionally, this modification will move monies from CSGC budget into Gulf Coast State College's WIOA Sector Strategies Advanced Manufacturing grant agreement. Mrs. Conoley asked for a motion to approve the PY 2017-2018 Budget Modification #5 as described above.

**A motion was made by Mrs. Betty Croom for the approval of PY 2017-2018 Budget Modification #5. Mr. Ted Mosteller seconded and the motion passed unanimously.**

Approval to Accept New Funds for PY 2018-2019

Mrs. Deb Blair reviewed the acceptance of new funds for PY 2018-2019, which was projected to be \$3,920,920. Mrs. Conoley asked for a motion to approve the acceptance of new funds for PY 2018-2019 as presented.

**A motion was made by Mr. Ed Phelan for the approval to accept new funds for PY 2018-2019. Mrs. Betty Croom seconded and the motion passed unanimously.**

Approval of Board Budget PY 2018-2019

Mrs. Deb Blair reviewed the Board's proposed budget for the PY 2018-2019, totaling \$2,756,141. Mrs. Conoley asked for a motion to approve the PY 2018-2019 Board Budget.

**A motion was made by Mrs. Betty Croom for the approval of the PY 2018-2019 Board budget. Mr. Ted Mosteller seconded and the motion passed unanimously.**

Approval of Service Provider Allocations for PY 2018-2019

Mrs. Deb Blair reviewed the allocations to the service providers for 2018-2019: Royal American Management for WT/SNAP services - \$286,000; Gulf Coast State College for the Job Center Operator - \$552,000; Gulf Coast State College for the OOSY program - \$217,041; \$30,000 to GCSC for the Advanced Manufacturing program, and Haney Technical Center-Pipefitting program for \$79,800. Mrs. Conoley asked for a motion to approve the PY 2018-2019 Service Provider Allocations.

**A motion was made by Mr. Ed Phelan for the approval of PY 2018-2019 Service Provider Allocations. 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 WT or other funds, she requested permission to move funds to where they could be utilized prior to the year's end.

**A motion was made by Mr. Ed Phelan for the approval to give the Executive Director to move funding as presented. Mrs. Betty Croom seconded and the motion passed unanimously.**

Approval to Request ITA Waiver for PY 2018/2019

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 nearly 46.36% (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.

**A motion was made by Mrs. Betty Croom for the approval to request an ITA Waiver for PY 2018-2019 as presented. Mr. Ted Mosteller seconded and the motion passed unanimously.**

Approval to Accept Rating Committee's recommendations for Out of School Youth Services and Audit Services

Mrs. Kim Bodine explained that there was only one response to the Out of School Youth Services Request for Proposals, which was Gulf Coast State College. Of the six responses for audit services, James Moore was selected. Mrs. Conoley indicated that she served on the rating committee and the response from James Moore was impressive. Mrs. Conoley asked for a motion to approve the rating committee's recommendations for the Out of School Youth Services and for Audit Services.

**A motion was made by Mr. Ted Mosteller to accept the recommendations of the rating committee as presented. Mrs. Betty Croom seconded and the motion passed unanimously.**

Approval of the 2018 – 2019 Demand Occupation List

Ms. Jennifer German reviewed the proposed Demand Occupation List with the board. There were questions about why certain occupations were removed and there was a great deal of discussion about the list and the process. Ms. German indicated that if there was a demand for certain occupations that were not on the list, they could be added by the board at any time. Mrs. Conoley asked for a motion to approve the Demand Occupation List as presented.

**A motion was made by Mr. Ed Phelan to approve the list as presented. Mrs. Betty Croom seconded and the motion passed unanimously.**

2016-2020 Local Workforce Services Plan – DEO requested edits

Mrs. Kim Bodine explained that we are occasionally asked to update or edit the four year plan. She said that we have completed those edits and would like approval to send to DEO. She said once the edits are approved, she will request approval by the county commissioners. Mrs. Conoley asked for a motion to approve the edits.

**A motion was made by Mrs. Betty Croom for the approval of the 2016-2020 Local Workforce Services Plan edits as presented and send the edited version to DEO for approval. Mr. Ted Mosteller seconded and the motion passed unanimously.**

Financial Report ending 04/30/2018

Mrs. Deb Blair reviewed the financial report ending April 30, 2018. The expenditure rate should have been close to 83% by April 30, 2018. Currently, we are at 67% for the expenditure rate. Several programs are under expended, however, there is no concern regarding loss of funds or missing state spending targets. Some programs were just awarded so expenses for them are minimal at this point. The ITA expenditures were at 46.36%, exceeding the 30% required under CSGC's waiver.

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

Mrs. Jennifer Conoley asked if there were any Form 8 voting conflict forms to be read from the previous meeting into the minutes – Al McCambry – 3/13/2018 meeting.

**Public Comments**

There were none.

**Adjournment**

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