

**GULF COAST WORKFORCE BOARD, INC.  
d/b/a CareerSource Gulf Coast  
EXECUTIVE/FINANCE COMMITTEE  
August 14, 2018**

CareerSource Gulf Coast held a video teleconference Executive/Finance Committee meeting on Tuesday, August 14, 2018, at 9:30 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

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. Corbett Hines, Mrs. Janine Dexter, Mrs. Shannon Walding, Ms. Brittany Rock, 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 PY 2017-2018 Budget Modification 6
- Approval to Accept New Funds for PY 2018-2019
- Approval to Rescind Funds from Service Provider - PY 2018-2019
- Approval of PY 2018-2019 Budget Modification #1
- Approval of Financial Report ending June 30, 2018
- Acknowledgement of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Public Officers – none.

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

SNAP, DVOP, WIOA Adult-Youth-Dislocated Worker, Welfare Transition (for summer youth activities)	Total: \$32,284.00
Rescission of Funds-LVER	Total: -\$4,635.00
Stand Down Donations through 6/30/18	Total: \$300

Mrs. Conoley 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 presented by Mrs. Blair. Mr. Ted Mosteller seconded and the motion passed unanimously.**

Approval of PY 2017-2018 Budget Modification #6

Mrs. Deb Blair said that because new funds were accepted and/or rescinded for PY 2017-2018, a modification was required to adjust the board's budget accordingly. Mrs. Conoley asked for a motion the budget modification #6 as presented.

**A motion was made by Mrs. Betty Croom to approve the PY 2017-2018 Budget Modification #6 as presented by Mrs. Blair. 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, effective 8/14/18, which totaled \$54,108 from Supplemental WIOA State Level and Wagner-Peyser. Additionally, there was a total of \$850 donated for the Homeless Veterans Stand Down. 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. Ted Mosteller for the approval to accept new funds for PY 2018-2019. Mrs. Betty Croom seconded and the motion passed unanimously.**

### Approval to Rescind Funds from Service Providers

Mrs. Deb Blair explained that \$79,800 will be rescinded from Haney Technical Center as the pipefitter grant award is being partially repurposed. The funds were not actually transferred to Haney Technical Center, but rather they were only budgeted to that location. Focus is shifting to serve health occupations in addition to pipefitters. Mrs. Conoley asked for a motion to approve the rescission from Haney Technical Center.

**A motion was made by Mr. Ted Mosteller to approve the rescission from the service provider, Haney Technical Center. Mrs. Betty Croom seconded and the motion passed unanimously.**

### Approval of PY 2018-2019 Budget Modification #1

Mrs. Deb Blair said that because new funds were rescinded for PY 2018-2019, a modification was required to adjust the board's budget accordingly. Mrs. Conoley asked for a motion to approve budget modification #1 as presented.

**A motion was made by Mrs. Betty Croom to approve the PY 2018-2019 Budget Modification #1 as presented by Mrs. Blair. Mr. Ted Mosteller seconded and the motion passed unanimously.**

### Approval of the Financial Report ending 06/30/2018

Mrs. Deb Blair reviewed the financial report ending June 30, 2018. The expenditure rate should have been close to 100% by June 30, 2018. Currently, we are at 79% for the expenditure rate. The ITA expenditures were at 47.40%, exceeding the 30% required under CSGC's waiver. Mrs. Conoley asked for a motion to approve the Financial Report ending 06/30/2018 as presented.

**A motion was made by Mrs. Betty Croom to approve the Financial Report ending 06/30/2018 as presented by Mrs. Blair. Mr. Ted Mosteller seconded and the motion passed unanimously.**

### 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 – None

### **Public Comments**

There were none.

### **Adjournment**

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