

GULF COAST WORKFORCE BOARD, INC.
d/b/a CareerSource Gulf Coast
EXECUTIVE/FINANCE COMMITTEE
September 28, 2017

CareerSource Gulf Coast held a video teleconference Executive/Finance Committee meeting on Tuesday, September 28, 2017, 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. John Reeves, Ms. Jennifer Conoley and Mr. Ed Phelan.

Executive Committee members participating by telephone: Mr. Ted Mosteller

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, Ms. 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 2016-2017
- Approval of PY 2016-2017 Budget Modification 7
- Approval to Accept New Funds for PY 2017-2018
- Approval of Service Provider Allocations/Rescissions
- Financial Report ending 6/30/2017
- Financial Report ending 7/31/2017
- Acknowledgement of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Public Officers from June 13, 2017 – Dr. John Holdnak
- Public Comments

Mr. John Reeves, Board Chair, called the meeting to order. A quorum was present.

Approval to Accept New Funds/Rescind Funds for PY 2016-2017

Ms. Deb Blair reviewed the acceptance of new funds/rescission of funds for PY 2016-2017

WIOA Adult Re-allotment	800
WIOA Dislocated Worker Re-allotment	687
SNAP Rescission	-7,000
Welfare Transition	4,701
SFSP-Summer Food Svc. Program	3,067
Food Pantry and other donations 6/2/17 through 6/30/17	450

Mr. Reeves asked for a motion to approve the acceptance of new funds/rescission of funds as presented, with the effective date of 06/30/2017.

A motion was made by Mr. Ed Phelan to approve the acceptance of new funds/rescission of funds as described by Ms. Blair. Mrs. Jennifer Conoley seconded and the motion passed unanimously.

Approval of PY 2016-2017 Budget Modification 7

Ms. Deb Blair reviewed Budget Modification 7 to the PY 2016-2017 budget, which includes the acceptance of new funds/rescission of funds as outlined in the table under item one, Accept New Funds/Rescind Funds for PY 2016-2017. The budget modification will be effective 6/30/2017.

Mr. Reeves asked for a motion to approve the Budget Modification as presented.

A motion was made by Mrs. Jennifer Conoley to approve Budget Modification 7 as described by Ms. Blair. Mr. Ted Mosteller seconded and the motion passed unanimously.

Approval to Accept New Funds/Rescind Funds for PY 2017-2018

Ms. Blair provided an overview of the \$13,000 rescinded from SNAP ERS funds, which was a voluntary de-obligation due to lack of participants. Ms. Blair also reviewed the donations received from 7/1/2017 through 8/28/2017, a total of \$11,414.25. The monies donated were for the Homeless Vets Stand down, Summer Program 2017, school supplies, and for the emergency assistance program in Port St. Joe. Additionally, the Carry Forward dollars are listed. Ms. Blair showed the allocation amount projected for each funding stream, and then the actual amounts awarded, depicting the difference for each funding stream.

Mr. John Reeves asked for a motion for approval to accept the new funds for PY 2017-2018 as outlined in the budget table provided by Ms. Blair.

A motion was made by Mr. Ed Phelan to approve the acceptance of new funds for PY 2017-2018. Mrs. Jennifer Conoley seconded and the motion passed unanimously.

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

Ms. Deb Blair reviewed the rescission to the service provider Royal American Management (RAM) for 2017-2018: Rescind \$9,000 from SNAP ERS services – voluntary de-obligation due to lack of participants.

Mr. Reeves asked for a motion to approve the service provider rescission for PY 2017-2018.

A motion was made by Mrs. Jennifer Conoley to approve the Service Provider Rescission for PY 2017-2018 as presented. Mr. Ted Mosteller seconded and the motion passed unanimously.

Approval of PY 2017-2018 Budget - Modification #1

Ms. Deb Blair reviewed Budget Modification #1 to the PY 2017-2018 budget, which includes the donations made between 7/1/17 through 8/28/17, SNAP ERS voluntary de-obligation due to lack of participants, the carry forward from PY 2016-2017 budget and other adjustments.

Mr. Reeves asked for a motion to approve the PY 2017-2018 Budget Modification #1 as described above.

A motion was made by Mr. Ed Phelan for the approval of PY 2017-2018 Budget Modification #1. Mrs. Jennifer Conoley seconded and the motion passed unanimously.

Financial Report ending 6/30/2017

Ms. Deb Blair reviewed the financial report ending June 30, 2017. The expenditure rate should have been close to 100% by June 30, but it was actually 73% due to the lack of Fishery Failure expenditures. The Fishery Failure outreach did not produce participants as expected. The ITA expenditures were at 40.87% and they must be over 30% with the approved ITA Waiver. Ms. Blair explained the only variance which was an increase in premiums for Directors and Officers insurance.

Mr. Reeves asked for a motion to approve the Financial Report ending 6/30/2017.

A motion was made by Mr. Ted Mosteller for the approval of the Financial Report ending 6/30/2017. Mr. Ed Phelan seconded and the motion passed unanimously.

Financial Report ending 7/31/2017

Ms. Deb Blair reviewed the financial report ending July 31, 2017. The expenditure rate should be close to 8% by this date, but it is actually 6%. The ITA expenditures were at 36.4% and they must be over 30% with the requested ITA Waiver. There were no variances.

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

Mr. Reeves explained that the Board was required to read any Form 8 voting conflict forms from the previous meeting into the minutes – June 13, 2017 – Dr. John Holdnak.

Public Comments

There were none.

Adjournment

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