

**GULF COAST WORKFORCE BOARD, INC.**  
**d/b/a CareerSource Gulf Coast**  
**EXECUTIVE/FINANCE COMMITTEE**  
**August 19, 2020**

CareerSource Gulf Coast held a virtual GoToWebinar meeting with the Executive/Finance Committee on Wednesday, August 19, 2020, at 9:00 a.m. (CST).

Executive Committee members participating were Mrs. Jennifer Conoley, Mr. Ted Mosteller, Mrs. Betty Croom, Ms. Christy Smith and Dr. Patricia Hardman.

Mrs. Kimberly Bodine, Executive Director, Ms. Jennifer German, Mrs. Deb Blair, Mrs. Maria Goodwin, Mr. Corbett Hines, Ms. Brittany Rock, Mr. Lee Ellzey, Ms. Tassalhie Dekouche and Ms. Donna Stapleton also attended.

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

- Line Item Adjustments June 30, 2020
- Approval of Financial Report ending June 30, 2020
- Approval of Carry Forward
- Approval to Accept New Funds for PY 2020-2021
- Approval of PY 2020-2021 Budget Modification 1
- Approval of New Board Member (Elinor Mount-Simmons) – Franklin County
- Approval of Appointments to Required Positions, per subgrantee agreement
- Data Sharing Agreement – DEO, Local Elected Officials, Board
- Acknowledgement of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Public Officers – Mr. Glen McDonald and Mrs. Sandra Henry, 6/2020

Mrs. Jennifer Conoley, Board Chair, called the meeting to order. A quorum was present.

Mrs. Bodine spoke about the Port St. Joe summer program. She indicated that Dr. Pat Hardman helped greatly spreading the word about the program. Due to COVID concerns by parents there was never more than 28 to 30 kids, and on some weeks, attendance was lower. All the protocols were in place according to the health department and CDC guidelines. There were some individuals along the way who were exposed to someone with COVID. On each occasion we were notified and required the individuals to quarantine and to test negative prior to returning to work. Mrs. Bodine said that none of the kids tested positive that she knew of until the very last week of camp. A staff member called in and indicated they were not coming to work because they had been exposed to the virus by a child in their group that had tested positive. Mrs. Bodine was contacted, and she asked if the health department had contacted our organization regarding this child; they had not. We made contact with the health department to let them know and they reached out to all of the parents in the child's group at camp. Otherwise, all went smoothly with the program. Most of the trips were local, but the children enjoyed the program overall. Dr. Hardman express her thanks to the staff for making such huge efforts to offer camp and to make it safe for the community.

Line Item Adjustments for June 30, 2020

Mrs. Deb Blair reviewed the line item adjustments, which included:

- \$67,000 from benefits to salaries, which were needed to hire data entry staff
- \$43,000 from benefits to wages, to balance Hurricane Michael budget
- \$56,000 from benefits to equipment lease to balance Hurricane Michael budget
- \$60,000 from office supplies job center to office supplies direct services to replace old furniture in offices

Mrs. Conoley asked for a motion to approve the line item adjustments as presented.

**A motion was made by Dr. Pat Hardman to approve the line items adjustments as presented by Mrs. Deb Blair. Ms. Christy Smith seconded, and the motion passed unanimously.**

Approval of Financial report ending June 30, 2020

Mrs. Deb Blair reviewed the financial report ending June 30, 2020. The expenditure rate should be close to 100% by June 30<sup>th</sup>, however, expenditures were at 78%. ITA expenditures were at 42.15% at the end of June, exceeding the 30% required under CSGC's waiver. Mrs. Blair said that there are a number of variances in the board budget, such as added expense of signs due to pandemic, annual insurance premiums paid in advance earlier in the year, which have increased, extra campaigns for Military Spouse and Hurricane recovery, increased phones/internet at the job center, and increased temp services staff and overtime at the Job Center. The youth only spent 44.9% of their budget, but the program just hired another case manager so a significant increase could be expected. Additionally, Mrs. Bodine pointed out the balances per each grant/donation and explained about what unrestricted funds were and if used, how they are used.

**A motion was made by Dr. Pat Hardman to approve the Financial Report ending June 30, 2020 as presented by Mrs. Deb Blair. Ms. Christy Smith seconded, and the motion passed unanimously.**

Approval of Carry Forward

Mrs. Blair said that back in June, the Board approved the budget, with projected carry forward amounts. Those were projected number since the actual amounts were not known yet. Mrs. Blair reviewed the carryforward page, showing the projected carry forward amounts versus the actual carry forward amounts, pointing out the difference in each category. Mrs. Conoley asked for a motion to approve the carry forward amounts as presented.

**A motion was made by Ms. Christy Smith to approve the carry forward amounts as presented. Dr. Pat Hardman seconded, and the motion passed unanimously.**

Approval to Accept New Funds for PY 2020-2021

Mrs. Blair reviewed the new funds for the PY 2020-2021 budget, which included:

\$128,760 – Supplemental Dislocated Worker  
-\$10,000 – RESEA 19  
\$130,159 – PY 19 WIOA State Level SFY 20-21, Supplemental WIOA  
\$300,000 – NDWG Hurricane Michael (retro to 7/20/20)  
-\$43,000 – Welfare Transition – voluntary deobligation of carry forward

\$500 donation to the Food Pantry in PSJ

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

**A motion was made by Dr. Pat Hardman to approve the Acceptance of New Funds as presented by Mrs. Blair. Ms. Christy Smith seconded, and the motion passed unanimously.**

Approval of PY 2020-2021 Budget Modification #1

Mrs. Blair explained that since the board accepted new funds, she showed where the funds were added/subtracted from the board budget. Mrs. Conoley asked for a motion to approve the PY 20-21 Modification #1 as presented.

**A motion was made by Dr. Pat Hardman to approve the PY 2020-2021 Modification #1 as presented by Mrs. Deb Blair. Mrs. Christy Smith seconded, and the motion passed unanimously.**

Approval of New Board Member – Elinor Mount-Simmons, Franklin County

Mrs. Kim Bodine said that the Franklin County Board of County Commissioners have approved Mrs. Elinor Mount-Simmons to serve on the CareerSource Gulf Coast board. She works with Franklin's Promise and has spent most of her life working in education. She's very involved in the community and staff is very happy to have her join the board. Mrs. Conoley asked for a motion to approve Mrs. Elinor Mount-Simmons as our newest board member, representing Franklin County.

**A motion was made by Ms. Christy Smith to approve the new board member, Ms. Elinor Mount-Simmons. Dr. Pat Hardman seconded, and the motion passed unanimously.**

Approval of Appointments to Required Positions per subgrantee agreement

Mrs. Kim Bodine explained that CareerSource Gulf Coast entered into a new subgrantee agreement with the board's as well as the three county commission's approval. This agreement requires certain positions to be approved by the board. Mrs. Bodine went on to say that staff have always worked in these positions because they are necessary just to do the work we do, but the board may not have known about them because it is really an operational decision as to which staff is best suited based on their job duties and the Executive Director has always ensured that the roles required are assigned to staff. Mrs. Bodine respectfully requests a motion for the Executive Committee to approve the staff currently in place for these required roles as well as for the Executive Director to have the authority to appoint staff to these positions in the future should it be necessary.

**A motion was made by Dr. Pat Hardman to approve the staff recommendation for the six required positions as well as to give the Executive Director authority to appoint to these positions in the future, as needed. Ms. Christy Smith seconded, and the motion passed unanimously.**

Data Sharing Agreement – DEO, Local Elected Officials, Board

Mrs. Bodine explained when individuals apply for unemployment, they are required to work register in the Employ Florida system. This is a data system operated by DEO that local workforce board staff utilize daily across the state. Employ Florida is a job matching system and also a system where staff enter codes for services that are provided by board, state and service provider staff. Usually, staff has access to Personally Identifiable Information related to those filing for unemployment because they are required to work register in the Employ Florida system. Because the governor waived the work registration due to all the health concerns related to the pandemic, those applying for Re-employment Assistance did not enter data into Employ Florida. Without the PII data staff cannot reach out to those customers to assist with job search or other services like getting them work registered so that when the waiver ends staff are not overwhelmed with waves of customers who need to work register all at once. Instead of having just board staff sign a security agreement, DEO now wants the local elected officials to approve the board staff getting the information, something that local workforce boards have always had access. DEO wants the local elected officials to be responsible for any costs incurred for any breach and to oversee the use of the data by CareerSource Gulf Coast. Franklin County is sending a letter back to DEO stating they do not want the responsibility to oversee staff use of data due to their already overburdened staff dealing with first a hurricane and now a pandemic. Bay County has indicated that they will likely sign because they know staff already handle confidential information and have been for 25 years.

This type of requirement for the counties to sign an agreement for data given to workforce boards has never happened before and by our subaward agreement, board staff are considered agents of DEO. Mrs. Bodine said

that approximately 15,000 individuals have applied for unemployment in our region and staff would like to reach out to them to start working with them but currently cannot since they are not work registered. Dr. Hardman asked if Gulf County had weighed in and Mrs. Bodine said they had not yet, but she indicated that the agreement should be approved at their next meeting. She also spoke about the liaison who would be from the counties and liaison for the workforce board, and she would be willing to be the liaison for both if the elected officials want her to be. Mrs. Bodine also indicated in Gulf County the number that applied for unemployment is currently about 600 individuals.

Mrs. Conoley asked for a motion to approve the data sharing agreement with DEO, local elected officials and the board.

**A motion was made by Dr. Pat Hardman to approve the data sharing agreement and also approve Mrs. Bodine as the liaison to the agreement. Ms. Christy Smith seconded, and the motion passed unanimously.**

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

Mrs. Conoley asked if there were any Form 8 voting conflict forms to be read from the previous meeting into the minutes – Mr. Glen McDonald and Mrs. Sandra Henry – 6/9/2020

**Public Comments**

There were none.

**Adjournment**

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