

GULF COAST WORKFORCE BOARD, INC.
d/b/a CareerSource Gulf Coast
EXECUTIVE/FINANCE COMMITTEE
April 23, 2019

CareerSource Gulf Coast held a teleconference Executive/Finance Committee meeting on Tuesday, March 12, 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: Mrs. Jennifer Conoley and 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. Shannon Walding, Mrs. Janine Dexter, Mrs. Tassalhe Dekouche, Ms. Donna Stapleton. Mr. Lee Ellzey, board staff and Mr. Walter Sachs from Department of Children and Families attended via telephone.

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

- Conflict of Interest Declaration
- Approval to Accept New funds for PY 2018-2019
- Allocations to Service Providers
- Approval of PY 2018-2019 Budget Modification #6
- Financial Report ending February 28, 2019
- Acknowledgement of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Public Officers – Dr. John Holdnak 3/12/19

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

Conflict of Interest Declaration

Mrs. Kim Bodine declared a conflict of interest with the upcoming ARC of the Bay contract as she also sits on that board of directors.

Mrs. Conoley asked for a motion to approve this conflict of interest declaration.

A motion was made by Mr. Ed Phelan to approve the declaration of a conflict of interest as presented by Mrs. Bodine. Mrs. Betty Croom 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 included:

- \$3,100,000 NDWG Hurricane Michael (temporary disaster relief workers)
- \$279,098 State Strategic Initiatives
- \$300,000 Welfare Transition Program – summer teen pregnancy initiative
- \$230,831 Insurance proceeds to date
- \$88,558 RESEA 2019

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.

Allocation of Funds to Service Providers

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

- The ARC of the Bay - \$260,450 (Pending receipt of the NFA)
- Bay District Schools – Rutherford and Jinks - \$267,500
- Gulf Coast State College - \$18,711.01

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

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

Approval of PY 2018-2019 Budget Modification #6

Mrs. Deb Blair said that the new funds were added to the PY 2018-2019 budget and a modification is required to adjust the board's budget accordingly. Mrs. Conoley asked for a motion to approve budget modification #6 as presented.

A motion was made by Mr. Ted Mosteller to approve the budget modification #6 as presented by Mrs. Blair. Mrs. Betty Croom seconded and the motion passed unanimously.

Financial Report ending February 28, 2019

Mrs. Deb Blair reviewed the financial report ending February 28, 2019. The expenditure rate should have been close to 67% by February 28, 2019. Currently, we are at 32% for the expenditure rate. Mrs. Blair said that this was due to the recent dollars coming into the budget for Hurricane Michael. The ITA expenditures were at 50.55%, 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 – Dr. John Holdnak, March 12, 2019

Public Comments

There were none.

Adjournment

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