

**GULF COAST WORKFORCE BOARD, INC.**  
**d/b/a CareerSource Gulf Coast**  
**EXECUTIVE/FINANCE COMMITTEE**  
**September 11, 2018**

CareerSource Gulf Coast held a video teleconference Executive/Finance Committee meeting on Tuesday, September 11, 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: 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, 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 2018-2019
- Approval to Allocate Funds to Service Provider 2018-2019
- Approval of PY 2018-2019 Budget Modification #2
- Financial Report ending July 31, 2018
- Acknowledgement of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Public Officers – none.

Mr. Ed Phelan, Board Vice-Chair, called the meeting to order. A quorum was present.

Approval to Accept New Funds for PY 2018-2019

Mrs. Deb Blair reviewed the acceptance of new funds for PY 2018-2019, indicating that the numbers she projected as carry forward and the numbers that actually carried forward; there was either a plus or minus difference in each funding stream, totaling \$465,867.57 of funds available that were carried forward.

Additionally, other fund adjustments totaled \$843,424, which included WP and WIOA Performance Incentives.

Stand Down Donations 8/4/2018 to 8/31/18 totaled \$500.

Mr. Phelan asked for a motion to approve the acceptance of new funds as presented.

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

Approval to Allocate Funds to Service Providers – Gulf Coast State College - Advanced Manufacturing

Mrs. Deb Blair explained that an additional \$13,363.81 allocation is needed to bring the projected carry forward up to actual for the GCSC Advanced Manufacturing grant. Mr. Phelan asked for a motion to approve the allocation to the service provider, Gulf Coast State College as presented.

**A motion was made by Mrs. Betty Croom to approve the allocation to the service provider, Gulf Coast State College. Mr. Ted Mosteller seconded and the motion passed unanimously.**

### Approval of PY 2018-2019 Budget Modification #2

Mrs. Deb Blair said that because new funds carried forward to the PY 2018-2019 budget, a modification is required to adjust the board's budget accordingly. Mr. Ed Phelan asked for a motion to approve budget modification #2 as presented.

**A motion was made by Mr. Ted Mosteller to approve the PY 2018-2019 Budget Modification #2 as presented by Mrs. Blair. Mrs. Betty Croom seconded and the motion passed unanimously.**

### Financial Report ending 07/31/2018

Mrs. Deb Blair reviewed the financial report ending July 31, 2018. The expenditure rate should have been close to 8% by July 31, 2018. Currently, we are at 5% for the expenditure rate. Mrs. Blair said it is too early in the year to have any concerns. The ITA expenditures were at 35.49%, exceeding the 30% required under CSGC's waiver.

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

Mr. Ed Phelan 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, Mr. Ed Phelan adjourned the meeting.