CareerSource RESEARCH COAST

Executive Committee

MEETING AGENDA

Meeting Details

Date: Friday, August 13, 2021
Time: 8:00 a.m.
Location: Administrative Office
584 NW University Blvd.
Suite 100
Port St. Lucie, FL 34986

Microsoft TEAMS Virtual Meeting Access

Access Code: 421 378 557#
Phone: 1-772-800-5467
URL: Click here to join the meeting

Opening Remarks

1. Welcome & Attendance
2. Declarations of Conflict of Interest

Voting Items

3. Review and Approve Financial Statement - June 30, 2021
4. Review and Approve Administrative Policy – Employee Bonus Policy - July 2021

Information/Discussion

5. Review Revisions to By-laws – August 2021
6. Review 2021-2022 Approved Budget
7. Discussion-DEO Re-employment Assistance Memos
8. Other Business
9. Set Agenda Items for next Executive Committee Meeting – September 17, 2021
10. Adjournment

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Agenda Item 2

AGENDA ITEM SUMMARY

Title	Declarations of Conflict of Interest
Strategic Plans/Goals	**N/A**
Policy/Plan/Law	Public Law 105-220
Action Requested	Information Only
Background	In the event that a conflict of interest arises due to business or employment interests of associates or close family members, a Regional Workforce Development Board member would be required to reveal that conflict, to refrain from voting on the issue and to file a memorandum of voting conflict Commission Form 8B
Staff Recommendations	**N/A**
Supporting Material	Conflict of Interest Statement Form 8B Memorandum of Voting Conflict
Board Staff	Brian Bauer President/CEO (866)482-4473 ext. 418 bbauer@careersourcerc.com

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FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC

LAST NAME – FIRST NAME – MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUHORITY, OR COMMITTEE
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: ☐ CITY ☐ COUNTY ☐ OTHER LOCAL AGENCY
CITY COUNTY	NAME OF POLITICAL SUBDIVISION:
DATE ON WHICH VOTE OCCURRED	MY POSITION IS ☐ ELECTIVE ☐ APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a mea – sure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a “relative” includes only the officer’s father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A “business associate” means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venture, co-owner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * * * * * * * * * * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * * * * * * * * * * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)

APPOINTED OFFICERS (continued)

• A copy of the form must be provided immediately to the other members of the agency.

• The form must be read publicly at the next meeting after the form is filed.
IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

• You must disclose orally the nature of your conflict in the measure before participating.

• You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, _____, hereby disclose that on _____,20: ____

A measure came or will come before my agency which (check one)

___ inured to my special private gain or loss;

___ inured to the special gain or loss of my business associate, _____;

___ inured to the special gain or loss of my relative, _____;

___ inured to the special gain or loss of_____, by whom I am retained; or

___ inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows

_____ _____

Date Filed Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10,000.

CareerSource RESEARCH COAST

Agenda Item 3

AGENDA ITEM SUMMARY

Title	Review and Approve Financial Statement
Strategic Plans/Goals	Optimal Use of Resources
Policy/Plan/Law	Workforce Innovation and Opportunity Act (WIOA)/Role of LWDB's
Action Requested	Review and Approve June 2021 Financial Statement
Background	The Board approved the budget for PY 2020-2021. The Executive Committee regularly reviews budgets, all amendments to the budget, and monthly expenditures.
Staff Recommendations	Review and Approve June 2021 Financial Statement
Supporting Material	Monthly Financial Statement
Board Staff	Lisa Delligatti CFO (866)482-4473 ext. 430 ldelligatti@careersourcerc.com

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LWDB 20

Summary of Funding and Expenditures

as of June 30, 2021

PY 20-21 TOTAL AVAILABLE FUNDING	INDIRECT	10 ADULT	12 DW	11 YOUTH	40 WTP	22 SNAP	20 WP	282 TAA	24 LVER	25 DVOP	Emerging Initiatives - Foundational Skills	17 State WIOA Supplemental	102 SFY19-20/20-21 WIOA PI	102 SFY17-18 WIOA PI-2018	21 PY 17-18 WP PI
PY 20-21 Allocations		$ 1,054,352	$ 1,013,897	$ 947,246	$ 958,326	$ 120,412	$ 791,600	$ 91,702	$ 128,857	$ 134,104	$ 20,833	$ 249,494	$ 104,095	$ -	$ -
PY 20-21 Supplemental		$ -	$ 306,152	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Unrestricted Funds Earned this year		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Additional Funds		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Retained by DEO for Merit Salaries		$ -	$ -	$ -	$ -	$ -	$ (454,065)	$ 16,398	$ (59,658)	$ (62,934)	$ -	$ -	$ -	$ -	$ -
Carryforward to PY 21-22		$ -	$ (606,669)	$ (323,267)	$ -	$ (30,103)	$ (9,274)	$ (31,616)	$ (40,154)	$ (43,972)	$ -	$ -	$ (34,097)	$ -	$ -
Carryforward from PY 19-20		$ -	$ 830,164	$ 537,537	$ -	$ 34,320	$ 242,227	$ 26,047	$ 17,586	$ 23,642	$ -	$ -	$ 23,164	$ 15,214	$ 8,433
TOTAL	**$ -**	**$ 1,054,352**	**$ 1,543,544**	**$ 1,161,516**	**$ 958,326**	**$ 124,629**	**$ 570,488**	**$ 102,531**	**$ 46,631**	**$ 50,840**	**$ 20,833**	**$ 249,494**	**$ 93,162**	**$ 15,214**	**$ 8,433**

FUNDING DRAWN DOWN YTD	INDIRECT	ADULT	DW	YOUTH	WTP	SNAP	WP	TAA	LVER	DVOP	Emerg Initiatives Found Skills	Supp WIOA State	PY 19-20/20-21 WIOA PI	PY 17-18 WIOA PI	PY 17-18 WP PI
PY 20-21 Allocations		**$ 1,054,352**	**$ 172,116**	**$ 468,765**	**$ 842,215**	**$ 97,877**	**$ 230,620**	**$ 12,221**	**$ 55,156**	**$ 31,709**	**$ 20,833**	**$ 249,494**	**$ 69,492**	**$ -**	**$ -**
PY 20-21Supplemental		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Retained by DEO for Merit Salaries		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Unrestricted Funds Earned this year		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Additional funds & Carryforward to PY 21-22		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Carryforward from PY 19-20		**$ -**	**$ 830,164**	**$ 537,537**	**$ 10,492**	**$ 34,320**	**$ 242,227**	**$ 26,047**	**$ 17,586**	**$ 23,642**	**$ -**	**$ -**	**$ -**	**$ 15,214**	**$ 8,433**
TOTAL		**1,054,352**	**1,002,279**	**1,006,302**	**852,706**	**132,197**	**472,847**	**38,268**	**72,742**	**55,352**	**20,833**	**249,494**	**69,492**	**15,214**	**8,433**
% of Total Budgeted Funding Received		**100.00%**	**64.93%**	**86.64%**	**88.98%**	**106.07%**	**82.88%**	**37.32%**	**155.99%**	**108.87%**	**100.00%**	**100.00%**	**74.59%**	**100.00%**	**100.00%**
EXPENDITURES															
Administrative	**$ -**	**$ 75,361**	**$ 80,510**	**$ 10,788**	**$ 67,533**	**$ 10,481**	**$ 33,721**	**$ 3,181**	**$ 3,232**	**$ 2,489**	**$ 1,845**	**$ 29,567**	**$ 7,551**	**$ 1,720**	**$ 959**
Salaries and Benefits	$ 378,229	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
General and Administrative	$ 161,201	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Allocated Indirect Costs	$ (539,430)	$ 230,567	$ 2,605	$ 10,788	$ 67,533	$ 10,481	$ 3,325	$ 3,181	$ 3,232	$ 2,489	$ 1,793	$ (6,472)	$ 77	$ (3)	$ (210)
Reclassification		$ (155,206)	$ 77,905	$ -	$ -	$ -	$ 30,396	$ -	$ -	$ -	$ 52	$ 36,038	$ 7,474	$ 1,724	$ 1,169
Travel		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Program Training	**$ -**	**$ 978,991**	**$ 921,770**	**$ 995,513**	**$ 785,173**	**$ 121,716**	**$ 439,126**	**$ 35,088**	**$ 69,509**	**$ 52,862**	**$ 18,988**	**$ 219,927**	**$ 61,941**	**$ 13,494**	**$ 7,474**
WIOA Youth Contracts		$ -	$ -	$ 860,212	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Salaries and Benefits	$ 190,287	$ 1,200,530	$ 100,110	$ 33,178	$ 541,907	$ 87,398	$ 55,495	$ 1,443	$ 15,044	$ 11,510	$ -	$ -	$ (13)	$ (23)	$ -
Contract Labor	$ 8,411	$ 8,517	$ 711	$ -	$ 18,029	$ 2,190	$ 244	$ 11	$ 125	$ 87	$ -	$ -	$ -	$ -	$ -
Internship		$ -	$ 1,584	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Incentives/Stipends		$ -	$ -	$ -	$ 3,825	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Support Services/ Participants		$ 4,059	$ -	$ -	$ 2,355	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Training-TAA		$ -	$ -	$ -	$ -	$ -	$ -	$ 27,261	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Training & Support-ITA/OST		$ 160,903	$ 56,724	$ -	$ -	$ -	$ -	$ 474	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Training-OJT		$ 328,712	$ 10,090	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Training-Cust./Employed Worker		$ 16,090	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
WEX/ Internships/ Participant Wages		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Travel	$ 578	$ 808	$ 63	$ 15	$ 454	$ 70	$ 33	$ 1	$ 269	$ 763	$ -	$ -	$ -	$ -	$ -
One Stop Shared Costs		$ 235,905	$ 18,798	$ -	$ 116,535	$ 18,064	$ 96,924	$ 2,459	$ 49,015	$ 37,304	$ -	$ -	$ -	$ -	$ -
Other Operating Expenses	$ 36,962	$ 168,209	$ 18,836	$ 97,384	$ 72,494	$ 9,405	$ 24,619	$ 2,046	$ 3,641	$ 2,109	$ 17,100	$ -	$ 23,764	$ -	$ -
Allocated Program Indirect	$ (236,237)	$ 96,986	$ 2,577	$ 4,725	$ 29,575	$ 4,590	$ 2,334	$ 1,393	$ 1,416	$ 1,090	$ 785	$ (1,986)	$ 873	$ -	$ (68)
Reclassification		$ (1,241,727)	$ 712,278	$ -	$ -	$ -	$ 259,478	$ -	$ -	$ -	$ 1,103	$ 221,914	$ 37,318	$ 13,518	$ 7,541
Total Expenditures	**$ 0**	**$ 1,054,352**	**$ 1,002,279**	**$ 1,006,302**	**$ 852,706**	**$ 132,197**	**$ 472,847**	**$ 38,268**	**$ 72,742**	**$ 55,352**	**$ 20,833**	**$ 249,494**	**$ 69,492**	**$ 15,214**	**$ 8,433**
Funding Over/(under) expenditures	**$ 0**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
YTD % of Budgeted Funds Expended		**100.00%**	**64.93%**	**86.64%**	**88.98%**	**106.07%**	**82.88%**	**37.32%**	**155.99%**	**108.87%**	**100.00%**	**100.00%**	**74.59%**	**100.00%**	**100.00%**
Comments															

LWDB 20

Summary of Funding and Expenditures

as of June 30, 2021

PY 20-21 TOTAL AVAILABLE FUNDING	31 Manufacturing Bootcamp	32 CNC Appren Expansion	33 CVS Pharmacy Technician	34 SLC CARES ACT	37 COVID-19 OJT	39 NEG COVID-19	47 SSI Apprenticeship	470 Apprent. Navigator	471 Sector Strategies-2019	472 Sector Stategies-2019	473 Recovery Navigator	48 F.A.T.E.S.	49 Roof Truss Apprenticeship	111 IRSC DOL Youth Build	793 Youth SOS MC	792 Youth SOS SLC	Other Funds
PY 20-21 Allocations	$ -	$ -	$ -	$ -	$ -	$ 2,179,825	$ -	$ 75,000	$ 74,192	$ 185,207	$ 260,870	$ -	$ -	$ -	$ -	$ -	$ -
PY 20-21 Supplemental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Unrestricted Funds Earned this year	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 70,000
Additional Funds	$ -	$ -	$ -	$ 27,095	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 43,299	$ 45,000	$ 300,000	$ -
Retained by DEO for Merit Salaries	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Carryforward to PY 21-22	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Carryforward from PY 19-20	$ 24,558	$ 34,457	$ (172,479)	$ -	$ 57,471	$ 320,175	$ 185,060	$ -	$ -	$ -	$ -	$ 33,743	$ 113,037	$ -	$ -	$ -	$ -
TOTAL	**$ 24,558**	**$ 34,457**	**$ (172,479)**	**$ 27,095**	**$ 57,471**	**$ 2,500,000**	**$ 185,060**	**$ 75,000**	**$ 74,192**	**$ 185,207**	**$ 260,870**	**$ 33,743**	**$ 113,037**	**$ 43,299**	**$ 45,000**	**$ 300,000**	**$ 70,000**
FUNDING DRAWN DOWN YTD	**Manufacturing Bootcamp**	**CNC Apprenticeship**	**CVS Pharmacy Technician**	**SLC CARES ACT**	**COVID-19 OJT**	**NEG COVID-19**	**SSI Apprenticeship**	**Apprent Navigator**	**Sector Stategies 2019-1**	**Sector Stategies 2019-2**	**Recovery Navigator**	**FATES**	**Roof Truss Apprenticeship**	**Youth Build**	**Youth SOS MC**	**SOS Youth**	**OTHER Non NFA**
PY 20-21 Allocations	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,225,414**	**$ -**	**$ 32,180**	**$ -**	**$ 1,851**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
PY 20-21Supplemental	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Retained by DEO for Merit Salaries	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Unrestricted Funds Earned this year	**$ -**	**$ -**	**$ -**	**$ 26,584**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 23,550**	**$ -**	**$ 81,972**
Additional funds & Carryforward to PY 21-22	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 38,265**	**$ -**	**$ 138,945**	**$ -**
Carryforward from PY 19-20	**$ 24,558**	**$ 26,520**	**$ 12,637**	**$ -**	**$ 57,471**	**$ 320,175**	**$ 259,252**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 33,743**	**$ 74,285**	**$ -**	**$ -**	**$ -**	**$ -**
TOTAL	**24,558**	**26,520**	**12,637**	**26,584**	**57,471**	**1,545,589**	**259,252**	**32,180**	**0**	**1,851**	**0**	**33,743**	**74,285**	**38,265**	**23,550**	**138,945**	**81,972**
% of Total Budgeted Funding Received	**100.00%**	**76.97%**	**-7.33%**	**98.11%**	**100.00%**	**61.82%**	**140.09%**	**42.91%**	**0.00%**	**1.00%**	**0.00%**	**100.00%**	**65.72%**	**88.37%**	**52.33%**	**46.31%**	**117.10%**
EXPENDITURES																	
Administrative	**$ 2,559**	**$ 2,283**	**$ 1,014**	**$ 2,268**	**$ 6,473**	**$ 138,655**	**$ 22,672**	**$ 2,541**	**$ -**	**$ (897)**	**$ -**	**$ 3,278**	**$ 6,433**	**$ 2,610**	**$ 2,099**	**$ 12,369**	**$ 6,137**
Salaries and Benefits	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
General and Administrative	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Allocated Indirect Costs	$ 3,515	$ 2,283	$ 1,014	$ 2,268	$ 6,025	$ 138,655	$ 21,207	$ 2,541	$ -	$ 15	$ -	$ 2,875	$ 6,433	$ 2,610	$ 2,099	$ 12,369	$ 6,137
Reclassification	$ (956)	$ -	$ -	$ -	$ 449	$ -	$ 1,465	$ -	$ -	$ (912)	$ -	$ 403	$ -	$ -	$ -	$ -	$ -
Travel	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Program Training	**$ 21,999**	**$ 24,238**	**$ 11,623**	**$ 24,316**	**$ 50,998**	**$ 1,406,934**	**$ 236,580**	**$ 29,639**	**$ -**	**$ 2,747**	**$ -**	**$ 30,465**	**$ 67,852**	**$ 35,656**	**$ 21,451**	**$ 126,575**	**$ 81,165**
WIOA Youth Contracts	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 34,626	$ -	$ -	
Salaries and Benefits	$ 13,023	$ 7,482	$ 7,718	$ 10,929	$ 11,945	$ 111,599	$ 66,659	$ 22,902	$ -	$ 122	$ -	$ 14,508	$ 16,320	$ (113)	$ 2,545	$ 14,245	$ 31,213
Contract Labor	$ -	$ 28	$ 35	$ 81	$ -	$ 26,870	$ 221	$ -	$ -	$ -	$ -	$ 138	$ 116	$ -	$ 1,622	$ 2,979	$ -
Internship	$ -	$ -	$ -	$ -	$ 4,382	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Incentives/Stipends	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,271	$ 4,875	$ -
Support Services/ Participants	$ -	$ -	$ -	$ -	$ 1,000	$ 3,863	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Training-TAA	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Training & Support-ITA/OST	$ -	$ -	$ -	$ 4,823	$ 24,195	$ -	$ 90,045	$ -	$ -	$ -	$ -	$ 6,126	$ -	$ -	$ -	$ -	$ -
Training-OJT	$ 14,838	$ 13,716	$ 1,294	$ 5,100	$ 11,368	$ -	$ 22,289	$ -	$ -	$ -	$ -	$ 4,807	$ 26,730	$ -	$ -	$ -	$ -
Training-Cust./Employed Worker	$ -	$ -	$ -	$ -	$ -	$ -	$ 17,350	$ -	$ -	$ -	$ -	$ -	$ 16,800	$ -	$ -	$ -	$ -
WEX/ Internships/ Participant Wages	$ -	$ -	$ -	$ -	$ -	$ 1,172,379	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 13,011	$ 90,634	$ -
Travel	$ 1	$ 7	$ 2	$ 2	$ -	$ 427	$ 24	$ -	$ -	$ 0	$ -	$ 8	$ 12	$ -	$ 137	$ 85	$ 1,357
One Stop Shared Costs	$ 2,187	$ 1,695	$ 1,524	$ 1,588	$ 4,362	$ 16,540	$ 9,151	$ -	$ -	$ 68	$ -	$ 3,922	$ 4,458	$ -	$ -	$ -	$ 26,241
Other Operating Expenses	$ 2,163	$ 311	$ 604	$ 800	$ 1,059	$ 14,534	$ 12,311	$ 5,624	$ -	$ 0	$ -	$ 1,246	$ 599	$ -	$ 1,945	$ 8,340	$ 19,666
Allocated Program Indirect	$ 1,536	$ 1,000	$ 444	$ 993	$ 2,602	$ 60,722	$ 9,290	$ 1,113	$ -	$ 7	$ -	$ 1,257	$ 2,817	$ 1,143	$ 919	$ 5,417	$ 2,688
Reclassification	$ (11,749)	$ -	$ -	$ -	$ (9,915)	$ -	$ 9,238	$ -	$ -	$ 2,551	$ -	$ (1,547)	$ -	$ -	$ -	$ -	$ -
Total Expenditures	**$ 24,558**	**$ 26,520**	**$ 12,637**	**$ 26,584**	**$ 57,471**	**$ 1,545,589**	**$ 259,252**	**$ 32,180**	**$ -**	**$ 1,851**	**$ -**	**$ 33,743**	**$ 74,285**	**$ 38,265**	**$ 23,550**	**$ 138,945**	**$ 87,302**
Funding Over/(under) expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (5,330)**
YTD % of Budgeted Funds Expended	**100.00%**	**76.97%**	**-7.33%**	**98.11%**	**100.00%**	**61.82%**	**140.09%**	**42.91%**	**0.00%**	**1.00%**	**0.00%**	**100.00%**	**65.72%**	**88.37%**	**52.33%**	**46.31%**	**124.72%**
Comments																	

LWDB 20

Summary of Funding and Expenditures

as of June 30, 2021

PY 20-21 TOTAL AVAILABLE FUNDING	YEAR TO DATE TOTALS			
PY 20-21 Allocations		$ 8,390,012		
PY 20-21 Supplemental		$ 306,152		
Unrestricted Funds Earned this year		$ 70,000		
Additional Funds		$ 415,394		
Retained by DEO for Merit Salaries		$ (560,259)		
Carryforward to PY 21-22		$ (1,119,152)		
Carryforward from PY 19-20		$ 2,354,357		
TOTAL	$ -	$ 9,856,504		
FUNDING DRAWN DOWN YTD	**PY 20-21 Actual**	**PY 20-21 Budget**	**VARIANCE**	**% Expended**
PY 20-21 Allocations	$ 4,564,294	$ 8,390,012	$ 3,825,718	54.402%
PY 20-21Supplemental	$ -	$ 306,152	$ 306,152	0.000%
Retained by DEO for Merit Salaries	$ -	$ (560,259)	$ (560,259)	
Unrestricted Funds Earned this year	$ 132,105	$ 70,000	$ (62,105)	188.722%
Additional funds & Carryforward to PY 21-22	$ 177,210	$ (703,758)	$ (880,968)	
Carryforward from PY 19-20	$ 2,554,304	$ 2,354,357	$ (199,947)	108.493%
TOTAL	7,427,913	$ 9,856,504	$ 2,428,590	75.361%
% of Total Budgeted Funding Received				
EXPENDITURES	**PY 20-21 Actual**	**PY 20-21 Budget**	**VARIANCE Under/(Over)**	**% Expended**
Administrative	$ 539,430	$ 872,671	$ 333,240	61.81%
Salaries and Benefits	$ 378,229	$ 421,972	$ 43,743	89.63%
General and Administrative	$ 161,201	$ 450,699	$ 289,498	35.77%
Allocated Indirect Costs	$ 0	$ 134,728	$ 134,728	0.00%
Reclassification	$ 0	$ -	$ 0	
Travel	$ -	$ -	$ -	
Program Training	$ 6,893,813	$ 9,031,601	$ 2,137,788	76.3%
WIOA Youth Contracts	$ 894,838	$ 1,038,197	$ 143,358	86.2%
Salaries and Benefits	$ 2,567,961	$ 3,091,487	$ 523,526	83.1%
Contract Labor	$ 70,413	$ 138,532	$ 68,119	50.8%
Internship	$ 5,966	$ -	$ (5,966)	
Incentives/Stipends	$ 9,972	$ 12,000	$ 2,028	83.1%
Support Services/ Participants	$ 11,277	$ 66,608	$ 55,330	16.9%
Training-TAA	$ 27,261	$ 69,000	$ 41,739	39.5%
Training & Support-ITA/OST	$ 343,291	$ 467,921	$ 124,630	73.4%
Training-OJT	$ 438,945	$ 384,569	$ (54,376)	114.1%
Training-Cust./Employed Worker	$ 50,240	$ 68,306	$ 18,066	73.6%
WEX/ Internships/ Participant Wages	$ 1,276,025	$ 2,154,830	$ 878,805	59.2%
Travel	$ 5,115	$ 33,147	$ 28,032	15.4%
One Stop Shared Costs	$ 646,739	$ 613,910	$ (32,829)	105.3%
Other Operating Expenses	$ 545,771	$ 893,096	$ 347,325	61.1%
Allocated Program Indirect	$ (0)	$ (0)	$ -	
Reclassification	$ (0)	$ 0	$ (0)	0.0%
Total Expenditures	$ 7,433,243	$ 9,904,272	$ 2,471,029	75.1%
Funding Over/(under) expenditures	$ (5,330)			
YTD % of Budgeted Funds Expended	75.41%			
Comments				

CareerSource RESEARCH COAST

Agenda Item 4

AGENDA ITEM SUMMARY

Title	Review and Approve Administrative Policy – Employee Bonus Policy
Strategic Plans/Goals	Administration & Strategic Planning
Policy/Plan/Law	Workforce Innovation & Opportunity Act: Role of LWDB's
Action Requested	Review and approve the PY21-22 Budget
Background	To set forth and provide a policy for CareerSource Research Coast (CSRC) on how bonuses are calculated and distributed to employees. This policy applies to all regular full-time employees who have successfully completed their probationary period. This policy may be modified at any time and for any reason without notice.
Staff Recommendations	Review and Approve the Administrative Policy – Employee Bonus Policy – July 28, 2021
Supporting Material	Administrative Policy – Employee Bonus Policy
Board Staff	Brian Bauer President/CEO 772-335-3030, Ext. 418 bbauer@careesourcerc.com

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Purpose

To set forth and provide a policy and guidelines for CareerSource Research Coast (CSRC) on how bonuses are calculated and distributed to employees.

Policy Elements:

Annually through the approval of the CSRC program year budget, the Board of Directors approve all employee bonus awards if the following elements are satisfied:

- CSRC met or exceeded the state/federal negotiated and approved primary indicators of performance for the last two consecutive program years.
- Serving as theadministrative entity, CSRC sustained fiscal integrity as defined by USDOL for the past two program years.
- Bonuses are dependent upon the availability of funds and other business factors.

Scope

- This policy applies to all regular full-time employees who have successfully completed their probationary period.
- This policy may be modified at any time and for any reason without notice.
- All bonuses must be approved by the President/CEO and submitted in writing to Human Resources.
- All executive management bonuses ~~President/CEO bonuses~~ must be approved by the Board of ~~Directors'~~Directors with the recommendation of the Executive Committee.

Bonus~~es~~ Categories:~~can be either discretionary or nondiscretionary:~~

- ~~Discretionary bonuses are determined at the sole discretion of the President/CEO. They are not guaranteed and are dependent upon the availability of funds and other business factors.~~
- ~~Nondiscretionary bonuses may be awarded based on performance, established criteria, or meeting specific targets that are announced to employees and guaranteed to those employees who meet the established criteria.~~

Nondiscretionary Bonus

Nondiscretionary bonus cannot exceed 5% of an employee's annual salary. Nondiscretionary Bonus (one-time payment) is awarded to employee based on negotiated and approved individual performance metrics and/or established criteria and are guaranteed to those employees who meet the established performance metrics/criteria.

Conditions:

The following conditions must be satisfied for an employee to receive a non-discretionary bonus:

- Employee must be employed by CSRC during the program year covered by the bonus, as well as when the bonus is distributed.
- A bonus may be impacted if the employee has been issued a corrective action during the program year.
- Employee has not announced the intent to resign either verbally or in writing.
- Employee received at least satisfactory performance review during the program year.

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Discretionary Bonus

Discretionary Bonus is awarded at the sole discretion of the President/CEO. The President/CEO determines the percentage that will be awarded, equally, among all employees who worked during the program year covered by the award and are still employed by CSRC. This discretionary bonus cannot exceed 5% of an employee's annual salary.

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Note: An important difference between discretionary and nondiscretionary bonuses is that overtime pay must be included in a nondiscretionary bonus~~es must be included in overtime pay~~ calculation~~s~~. CSRC will follow its legal obligations. All bonuses are subject to local, state, and federal taxes. Benefit deductions and 401-K contributions are not applicable

~~**Policy Elements**~~

~~CSRC may receive monetary awards from time to time. CSRC may set aside a percentage of the award to be distributed amongst employees.~~

~~CSRC rewards employees for outstanding individual performance, as well as their contributions that help us achieve company goals. For this reason, we award bonuses in the following forms:~~

- ~~Lump Sum Bonuses~~
- ~~Year End Bonuses~~

~~The following conditions must be satisfied in order for an Employee to receive a bonus:~~

- ~~Employee must be employed by CSRC during the period covered by the bonus, as well as when the bonus is distributed~~
- ~~Employees cannot be on an active Corrective Action during the period covered by the bonus~~
- ~~Employee has not announced the intent to resign either verbally or in writing~~
- ~~Employee received at least satisfactory performance reviews~~

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~~Lump Sum Bonuses~~

~~Lump sum bonuses (one-time payments) are awarded to employees who show exemplary performance. We define "exemplary performance" as:~~

- ~~Exceeding goals, either financial or nonfinancial~~
- ~~Performing additional duties from what is expected~~
- ~~Serving as a good example of professional behavior to other employees (i.e. teamwork, ethics, leadership)~~

~~Lump-sum bonuses are discretionary and at the sole discretion of the President/CEO. The President/CEO determines the award amounts that will be divided among the employees who worked during the period covered by the award and are still employed by CSRC. The bonus cannot exceed 5% of an Employee's annual salary.~~

~~Year-End Bonus~~

~~CSRC's policy gives the President/CEO the ability to decide on year-end bonuses for all employees. The condition of the bonus is:~~

- ~~CSRC met or exceeded the adjusted levels of performance for primary indicators of performance for the last two consecutive years.~~
- ~~Sustained fiscal integrity as defined by USDOL for the past two fiscal years serving as the administrative entity.~~
- ~~The Board of Directors must approve the percentage of the total bonus to be allocated to employees.~~

CSRC will pay out bonuses according to the following tiered system:

- Employees who are employed by CSRC for the entire program year ~~of the period~~ covered by the bonus will receive a ~~year-end~~ bonus.
- Employees who are employed less than (12) months of the program year ~~period~~ covered by the bonus will receive a prorated ~~year-end~~ bonus.

~~Year-end bonuses are nondiscretionary and cannot exceed 5% of an Employee's annual salary.~~

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Purpose:
To set forth and provide a policy and guidelines for CareerSource Research Coast (CSRC) on how bonuses are calculated and distributed to employees.

Policy Elements:
Annually through the approval of the CSRC program year budget, the Board of Directors approve all employee bonus awards if the following elements are satisfied:

- CSRC met or exceeded the state/federal negotiated and approved primary indicators of performance for the last two consecutive program years.
- Serving as the administrative entity, CSRC sustained fiscal integrity as defined by USDOL for the past two program years.
- Bonuses are dependent upon the availability of funds and other business factors.

Scope:

- This policy applies to all regular full-time employees who have successfully completed their probationary period.
- This policy may be modified at any time and for any reason without notice.
- All bonuses must be approved by the President/CEO and submitted in writing to Human Resources.
- All executive management bonuses must be approved by the Board of Directors with the recommendation of the Executive Committee.

Bonus Categories:

Nondiscretionary Bonus

Nondiscretionary bonus cannot exceed 5% of an employee's annual salary. Nondiscretionary Bonus (one-time payment) is awarded to an employee based on negotiated and approved individual performance metrics and/or established criteria and are guaranteed to those employees who meet the established performance metrics/criteria.

Conditions:
The following conditions must be satisfied for an employee to receive a non-discretionary bonus:

- Employee must be employed by CSRC during the program year covered by the bonus, as well as when the bonus is distributed.
- A bonus may be impacted if the employee has been issued a corrective action during the program year.
- Employee has not announced the intent to resign either verbally or in writing.
- Employee received at least satisfactory performance review during the program year.

Discretionary Bonus

Discretionary bonus is awarded at the sole discretion of the President/CEO. The President/CEO determines the percentage that will be awarded, equally, among all employees who worked during the program year covered by the award and are still employed by CSRC. This discretionary bonus cannot exceed 5% of an employee's annual salary.

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NOTE: An important difference between discretionary and nondiscretionary bonus is that overtime pay must be included in a nondiscretionary bonus calculation. CSRC will follow its legal obligations. All bonuses are subject to local, state, and federal taxes. Benefit deductions and 401-k contributions are not applicable.

CSRC will pay out all bonuses according to the following tiered system:

- Employees who are employed by CSRC for the entire program year covered by the bonus will receive a bonus.
- Employees who are employed less than twelve (12) months of the program year covered by the bonus will receive a prorated bonus.

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CareerSource RESEARCH COAST

Agenda Item 5

AGENDA ITEM SUMMARY

Title	By-Laws Review
Strategic Plans/Goals	Optimal Use of Resources
Policy/Plan/Law	Productive, Collaborative Leadership for Florida's Research Coast
Action Requested	Review By-Laws for the Workforce Board of the Treasure Coast, Region 20
Background	Bylaws are the provisions by which the local area is governed and the LWDB and its operations are managed. They provide consistency and clarification on the roles and responsibilities of the various representatives governing the local workforce development system. The LWDB must ensure that its bylaws are up- to-date and in alignment with requirements of WIOA and state policy.
Staff Recommendations	Review and discuss By-Laws
Supporting Material	Copy of By-Laws
Board Staff	Brian Bauer President/CEO 772-335-3030, Ext. 418 bbauer@careesourcerc.com

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BY-LAWS

OF

THE WORKFORCE BOARD OF THE TREASURE COAST, REGION 20

ARTICLE I - OFFICES

The principal offices of the corporation, hereinafter referred to as the Corporation, shall be located in Indian River, Martin or St. Lucie County, Florida, as the Corporation shall from time to time determine.

ARTICLE II - MEMBERSHIP AND DUTIES

The Corporation shall have not less than five members who shall constitute the Board of Directors of the Corporation. The membership will be appointed by the Consortium under the terms of the Interlocal Agreement creating the Board and the Consortium and entered into by Indian River, Martin and St. Lucie Counties. Membership shall be composed of those members required or authorized by state and federal law and as determined to be desirable by the Board of Directors, subject to appointment by the Consortium as provided for hereinabove. The term of membership shall be as set forth in said Interlocal agreement. Vacancies in the Board shall be filled by appointment by the Consortium. Any member who has less than 60% attendance at Board or Committee meetings, based on a program year (7/1-6/30), shall be removed as a member of the Board. Attendance via teleconferencing is limited to three Board meetings, unless approved by the Board in advance. The Board will reflect representation of the local community in terms of industry, race, age, gender, ethnicity, and other characteristics, including persons with disabilities.

Mandatory Board members may designate a single, high-ranking designee with decision-making authority from their organization to represent them at Board and committee meetings, except for Executive Committee meetings. Designees shall have the authority to vote on Board matters provided the Board has approved the designees' appointment.

ARTICLE III - MEETINGS OF THE BOARD

1. Regular Meetings. The Board shall hold regular meetings at least six times annually. One meeting shall serve as the Annual Meeting.

2. Special Meetings. Special meetings may be called by the Chairperson or by a majority of the members of the Board.

3. Place of Meeting. The Chairperson shall designate the place of meeting.

4. Notice of meeting. All meetings will be advertised to the general public. Written notice of the date, time and place of regular and special meetings shall be mailed to all members at least seven days before such meetings, together with an agenda of the business to be conducted.

If the Chairperson or a majority of the membership of the Board determines that an emergency situation requires that a special meeting be called, the seven-day notice requirement may be waived.

5. Quorum. A majority of the membership qualified and sitting shall constitute a quorum for the transaction of business at meetings of the Board, including those members teleconferencing.

6. Voting. All matters before the board (excepting amendments to Bylaws) shall be determined by a majority vote of members present at the meeting with a quorum present. Whenever a conflict of interest exists, or is thought to exist, same shall be declared in an open meeting to the entire Board or committee, by the member having such conflict, and the member shall abstain from voting as is provided herein.

7. Conflict of Interest. A Board member shall not cast a vote on, nor participate in any decision-making capacity on, the provision of services by such member (or any organization which that member directly represents), nor on any matter which would provide any direct financial benefit to that member.

The officers, employees, or agents of the agency making the award will neither solicit nor accept gratuities or anything of monetary value from contractors, potential contractors or parties to sub-agreements.

8. Procedure at Meetings.

a. Robert's Rules of Order shall govern the procedure of Board meetings except when inconsistent with provisions of the Bylaws.

b. All business shall be conducted in accordance with an agenda.

c. All business of the Corporation shall be conducted in accordance with the Florida government in Sunshine Law.

d. Board Members may teleconference into meetings three times per year unless authorized (July – June).

ARTICLE IV – OFFICERS

Chairperson. The Chairperson shall be the chief elected officer of the corporation and shall preside at all Board and Executive Committee meetings. The Chairperson shall appoint committees and committee chairpersons, shall serve as an ex-officio member of all standing committees and shall perform such other duties as set forth in the Bylaws or as determined by the Corporation. The chairperson shall be a private sector representative.

2. Vice Chairperson. The Vice Chairperson shall, in the absence of the Chairperson, or in the event of his or her inability, perform the duties of the Chairperson and shall perform such other duties as are assigned by the Chairperson. The Vice Chairperson shall be a private sector representative.

3. Treasurer. The Treasurer shall be responsible for the review of all funds received and disclosed by the Board. Such funds shall be kept on deposit in financial institutions or invested in a manner approved by the Board. Checks are to be signed by the President/CEO and at least one other officer. The Treasurer shall cause a quarterly financial report to be made to the Executive Committee. The Treasurer may be a private or public sector representative.

4. President/CEO. The President/CEO shall be the chief administrative and executive officer. The President/CEO shall serve as secretary to the Board and cause to be prepared notices, agendas, minutes of the meetings of the Board and committees and shall maintain the corporate books and records as required by law.

The President/CEO shall be a non-voting member of the Board, executive committee and all committees.

The President/CEO shall serve as advisor to the chairperson and all committee chairpersons and shall assemble information and data and cause to be prepared special reports as directed by the Board.

The President/CEO shall be responsible for hiring, discharging, directing, supervising and setting compensation for all employees.

With the cooperation of the Treasurer, the President/CEO shall be responsible for the preparation of an operating budget covering all activities of the Corporation, subject to approval by the Board. The President/CEO shall further be authorized to make disbursements with approved budget allocations.

The President/CEO shall be chosen by the Executive Committee of the Corporation with the ratification of the Board by majority vote by a properly called meeting. The President/CEO shall report directly to the Executive Committee, who shall maintain supervisory control to the extent necessary and practical.

5. Qualifications. All officers elected after the first annual meeting of the corporation must have been a member of the Board for at least one (1) year prior to being elected to office.

6. Election. The Chairperson, Vice Chairperson and Treasurer shall be elected annually by the membership and shall serve a one-year term commencing July 1. The Chairperson's and the Vice Chairperson's terms shall be limited to two (2) terms, and the Treasurer shall be limited to four (4) terms, The terms of the officers are limited to two (2) terms consecutively in the same office. There are no limitations on the number of terms not in sequence or in different offices.

ARTICLE V - COMMITTEES

1. Executive Committee. The Executive Committee shall be composed of the Chairperson, Vice Chairperson, Treasurer, Immediate Past Chairperson, and such other members of the Board as are appointed by the Chairperson for a one-year term. The Executive Committee shall serve as a committee with administrative oversight responsibilities and is empowered to act and take necessary interim action to implement the plans and programs of the Corporation between meetings of the Board. All restricted assets of the Corporation shall be managed by the Executive Committee of the Board. An Executive Committee report will be made at each Board meeting at which time the actions of the Executive Committee may be reviewed and ratified by the Board.

The Executive Committee shall assist the Treasurer with financial review responsibilities and shall review the President/CEO's recommended budget and make recommendations, regarding the budget to the Board. The annual audit will be reviewed by the Executive Committee at their first meeting after December 30 when the audit will be available.

If the Chairperson or a majority of the membership of the Board or Executive Committee determines that an emergency situation requires that a special meeting be called, the meeting may be called immediately and the requirement to advertise to the public can be waived.

2. Standing Committees. The Chairperson may establish additional committees, appoint the committee Chairpersons and specify their functions. Such committees shall not have the authority to act for the Board but may review issues or programs and make appropriate recommendations to the Board. Committee membership may include designees or non-Board members provided that the Chairperson and Vice Chairperson are Board members.

3. Ad Hoc Committees. Ad Hoc Committees shall consist of no more than five members of the Board and shall terminate upon completion of the matter of concern for which it was appointed. Membership of Ad Hoc Committees may include designees or non-Board members provided that the Chairperson and Vice Chairperson are Board members.

4. Committee Chairpersons. The committee Chairperson shall be appointed by the Board Chairperson. Each Committee Chairperson shall appoint a Committee Vice Chairperson from the Board members of that committee who will perform the duties of the Chairperson in his or her absence.

5. All committee meetings shall be advertised to the public and held in a location open and accessible to the public.

6. Committees may meet via teleconferencing.

ARTICLE VI - INDEMNIFICATION

The Board shall indemnify, defend, save and hold harmless each member from personal liability, to the maximum extent authorized by law as same may exist from time to time. It is specifically understood that each member is serving in a volunteer capacity and without compensation. It is the intent of this Article that no member shall have personal liability for his or her acts or omissions except in those instances where the Board is prohibited, by law, from indemnifying, defending, saving and holding harmless such member.

ARTICLE VII - AMENDMENTS TO BYLAWS

The Bylaws may be altered, amended or repealed and new Bylaws adopted by the affirmative vote of a two-thirds (2/3) majority of the membership of the Board in attendance at any meeting, provided that any proposal to alter, amend or repeal Bylaws must be submitted to each Board member at least seven days prior to the meeting at which the proposal is to be considered.

BY-LAWS

OF

THE WORKFORCE BOARD OF THE TREASURE COAST, LWDB 20

ARTICLE I
NAME, INCORPORATION, TAX EXEMPT STATUS, PURPOSES AND POWERS

Section 1.1 *Name* – The name of this Corporation shall be the Workforce Development Board of the Treasure Coast (Board) and shall from time to time be referred to as CareerSource Research Coast.

Section 1.2 *Incorporation* – The Board is a not-for-profit corporation organized and existing under the laws of the State of Florida.

Section 1.3 *Tax Exempt Status* – The Board is an organization which is exempt from federal income taxation under Code Section 501 (c)(3) of the Internal Revenue Service Code of 1954 and the Regulations thereunder as the same now exist or as they may hereafter be amended from time to time.

Section 1.4 *Mission* – Provide Opportunities…Improve Lives

Section 1.5 *Purpose* – The purpose of the Board shall be to provide strategic and operational oversight, assist in the achievement of the state's strategic and operational vision and goals, and maximize and continue to improve quality of services, customer satisfaction, and effectiveness of services provided. For a full list of functions and responsibilities of the Board, refer to CareerSource Florida Administrative Policy 110, WIOA, Section 107(d) and 20.CFR 679.370.

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Section 1.6 *Powers* – The Board shall have and exercise all rights and powers that be stated in its Bylaws, the Interlocal Agreement for the Treasure Coast Workforce Consortium (Consortium), and as permitted by the laws of the State of Florida for not-for-profit corporations, including but not limited to, the power to do all acts necessary or proper for the administration of its affairs and the attainment of its purposes, provided however, that when dealing directly with the State of Florida, the exercise of said rights and powers by the Corporation shall not be inconsistent with the provisions of Public Law 113-128, the Workforce Innovation and Opportunity Act of 2014 (WIOA), Chapter 445.004(5) Florida Statutes and amendments thereto.

ARTICLE II
OFFICES

Section 2.1 *Principal Office -* The principal office~~s~~ of the corporation, hereinafter referred to as the ~~Corporation~~Board, shall be located in ~~Indian River, Martin or~~ St. Lucie County, Florida~~,~~.

Section 2.2 *Other Offices -* ~~as the~~ The ~~Corporation~~ Board may establish additional offices as it ~~shall~~ may from time to time determine necessary.

ARTICLE III
LIMITATIONS OF METHODS

Section 3.1 *Limitation of Methods* – The Board shall be non-partisan, non-sectional and non-sectarian and shall take no part or lend its influence or facilities to the nomination, election, or appointment of any candidate for public office.

ARTICLE ~~II~~IV
MEMBERSHIP AND DUTIES

Section 4.1 *Function* – The members shall serve as the Board of Directors (Directors) for the Board as identified in the Interlocal Agreement of the Consortium. The Directors are vested with the management of the business an affairs of the Board, and all corporate powers shall be exercised by or under the authority of the Board subject to law, the Articles of Incorporation and when dealing directly with the State of Florida, the provisions of Chapter 445.004, Florida Statutes.

Section 4.2 *Representation* - The Directors shall be generally representative of the population of the service area. The membership shall be based on the diversity of the economic and demographic composition of the county to assure equitable representation.

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Section 4.3 *Categories of Membership* - Pursuant to Pub. L. No. 113-128, WIOA, Sections 106 & 107; 20 Code of Federal Regulations 679.320; and Sections 445.004 & 445.007, Florida Statutes, the Board shall include Directors from the following categories:

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A. Business

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A majority of the Directors must represent businesses in the LWDA as individuals who:

a. Are owners of a business, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority.
b. Represent businesses, including small businesses, or organizations representing businesses that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the LWDA (at least two representatives of small businesses must be included); and
c. Are appointed from individuals nominated by local business organizations and business trade associations such as chamber of commerce or economic development organizations.

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B. Labor/Apprenticeships

Not less than 20 percent of the Directors must be representatives of the workforce within the LWDA who:

a. Include at least two representatives of labor organizations nominated by local labor federations. For a LWDA in which no employees are represented by such organizations, at least two other representatives of employees will be included.

b. Include at least one representative of a labor organization or training director for a joint labor-management apprenticeship program. If no such joint program exists in the LWDA, at least one representative of an apprenticeship program in the LWDA, if such a program exists.

c. May include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans o provide/support competitive integrated employment for individuals with disabilities.

d. May include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives or organizations that serve out-of-school youth.

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C. Education:

Must include representatives of entities administering education and training activities in the LWDA who:

a. Include a representative of eligible providers administering adult education and literacy activities under Title II of WIOA.
b. Include a representative of institutions of higher education providing workforce investment activities (including community colleges).
c. Include a private education provider, if a public education or training provider is represented on the Board. The CareerSource Florida Board of Directors may waive this requirement if requested by a Board if it is demonstrated that such representative does not exist in the LWDA.
d. May include representatives of local educational agencies and of community- based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

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When there is more than one institution in each of the types of educational entities listed above, nominations are solicited from representatives of each of these entities.

Boards requesting to waive the requirement for private education provider representation must demonstrate that such a provider does not exist the LWDA.

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The Board will describe, in a locally defined process, how private education providers will be identified and efforts to include those representatives on the Board. If through the local process the Board finds that a private education provider representative of an entity administering education and training activities in the LWDA does not exist, the Board will submit a request to waive the requirement as outlined in CareerSource Florida Administrative Policy 91.

D. Governmental/Economic/Community Development

Must include representatives of economic a community development as well as governmental entities serving the local area who:

a. Represent economic and community development entities serving the LWDA.
b. Represent Vocational Rehabilitation serving the LWDA.
c. May represent agencies or entities serving the LWDA relating to transportation, housing, and/or public assistance.
d. May represent philanthropic organizations serving the LWDA.

E. Other Entity Representation

May include other individuals or representatives of entities determined by the Consortium in the LWDA to be appropriate.

Section 4.4 *Board Member Recruiting, Vetting and Nominating* – The Board, in consultation with the Consortium, {need to create a policy and refer to this policy here}. The Directors shall represent diverse geographic areas with the LWDA. The importance of minority and gender representation must be considered when making appointments to the Board.

Section 4.5 *Appointment of Directors* – The Consortium is authorized to appoint the Directors who meet the criteria outlined in **Section 4.3**. The Consortium may not delegate the responsibility of appointing Directors or to the President/CEO. If after a reasonable effort the Consortium is unable to reach agreement, the Governor may appoint the Directors from individuals so nominated or recommended. Upon appointment to the Board, Directors must be educated about and acknowledge state and local conflict-of-interest policies.

Section 4.6 *Terms/Term Limits* - Directors shall be appointed for fixed and staggered terms and shall serve until their successors are appointed. All appointments shall be for a term of four (4) years. All non-mandated members whose terms expire must be reappointed by the

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Consortium. Directors may be reappointed for one (1) additional term. A Director's service is not to exceed a total of two (2) consecutive terms or eight (8) consecutive years. Appointed Directors who represent governmental entities are exempt from term limit definition.

Section 4.7 *Vacancies* – Directors who no longer hold the position or status that made them eligible appointees must resign or be removed by the Consortium. Vacancies must be filled within a reasonable amount of time, but no more than twelve (12) months from the original vacancy occurrence. All appointments to fill vacancies must follow the same process as that used to initially fill the appointment and all vacancies shall be filled by the Consortium. New Directors must be appointed to fill the same category of membership as that in which the vacancy occurred; however, new members do not have to be from the same educational entity, organization or business as the members being replaced. All appointments for vacancies shall begin a new term.

Section 4.8 *New Director Orientation and Annual Training* –

A. Directors appointed to the Board are required to participate in orientation and annual training to ensure they understand the purpose of the participation on the Board. The purpose of orientation and training is to provide Directors with information that empowers them to effectively serve. All new Directors, within six (6) months of appointment, will complete a new Director orientation. The Board is responsible for and shall develop Director orientation.

B. Directors will complete annual refresher training to remind them of the purpose of their appointment as a Director of the Board.

C. New Director and refresher training may be offered in-person and/or virtually at the discretion of the Board. The Board must retain and provide attendance records of participants and the dates of completion.

Section 4.9 *Removal* – A Director may be removed from the Board as follows:

A. For Cause – Directors may be removed for cause the Governor, the Consortium or by 2/3 vote of the Board. The following shall be grounds for removal for cause:

a. Disclosure of confidential information
b. Misuse of position
c. Failure to disclose conflict of interest
d. Felony conviction while a member of the Board
e. Refusal to perform or gross neglect in performance of Board duties

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f. Other causes as may be determined by the Board and/or defined by the Governor.

B. Resignations

a. Voluntary resignations shall be those occurring when a Director, for his or her own reasons, elects to leave Board and gives due notice of such intent.

b. Involuntary resignations (de-facto resignations) shall occur when a member misses one-half of the regularly scheduled Board or Board Committee/Council meetings in a twelve (12) month period. An involuntary resignation may be set-aside at the request of the member followed by a majority vote of the Board.

~~The Corporation shall have not less than five members who shall constitute the Board of Directors of the Corporation. The membership will be appointed by the Consortium under the terms of the Interlocal Agreement creating the Board and the Consortium and entered into by Indian River, Martin and St. Lucie Counties. Membership shall be composed of those members required or authorized by state and federal law and as determined to be desirable by the Board of Directors, subject to appointment by the Consortium as provided for hereinabove. The term of membership shall be as set forth in said Interlocal agreement. Vacancies in the Board shall be filled by appointment by the Consortium. Any member who has less than 60% attendance at Board or Committee meetings, based on a program year (7/1-6/30), shall be removed as a member of the Board. Attendance via teleconferencing is limited to three Board meetings, unless approved by the Board in advance. The Board will reflect representation of the local community in terms of industry, race, age, gender, ethnicity, and other characteristics, including persons with disabilities.~~

Mandatory Board members may designate a single, high-ranking designee with decision-making authority from their organization to represent them at Board and committee meetings, except for Executive Committee meetings. Designees shall have the authority to vote on Board matters provided the Board has approved the designees' appointment.

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~~ARTICLE III - MEETINGS OF THE BOARD~~

1. Regular Meetings. The Board shall hold regular meetings at least six times annually. One meeting shall serve as the Annual Meeting.

2. Special Meetings. Special meetings may be called by the Chairperson or by a majority of the members of the Board.

3. Place of Meeting. The Chairperson shall designate the place of meeting.

4. Notice of meeting. All meetings will be advertised to the general public. Written notice of the date, time and place of regular and special meetings shall be mailed to all members at least seven days before such meetings, together with an agenda of the business to be conducted.

If the Chairperson or a majority of the membership of the Board determines that an emergency situation requires that a special meeting be called, the seven-day notice requirement may be waived.

5. Quorum. A majority of the membership qualified and sitting shall constitute a quorum for the transaction of business at meetings of the Board, including those members teleconferencing.

6. Voting. All matters before the board (excepting amendments to Bylaws) shall be determined by a majority vote of members present at the meeting with a quorum present. Whenever a conflict of interest exists, or is thought to exist, same shall be declared in an open meeting to the entire Board or committee, by the member having such conflict, and the member shall abstain from voting as is provided herein.

7. Conflict of Interest. A Board member shall not cast a vote on, nor participate in any decision-making capacity on, the provision of services by such member (or any organization which that member directly represents), nor on any matter which would provide any direct financial benefit to that member.

~~The officers, employees, or agents of the agency making the award will neither solicit nor accept gratuities or anything of monetary value from contractors, potential contractors or parties to sub-agreements.~~

~~8. Procedure at Meetings.~~

~~a. Robert's Rules of Order shall govern the procedure of Board meetings except when inconsistent with provisions of the Bylaws.~~

~~b. All business shall be conducted in accordance with an agenda.~~

~~c. All business of the Corporation shall be conducted in accordance with the Florida government in Sunshine Law.~~

~~e. Board Members may teleconference into meetings three times per year unless authorized (July – June).~~

ARTICLE ~~I~~V
OFFICERS

Section 5.1 *Appointed Officers* – The officers of the Corporation shall consist of a Chairperson, Vice-Chairperson, and Treasurer ratified by the Board.

Section 5.2 *Duties* – The officers of the Board shall have the following duties:

A. Chairperson. The Chairperson shall be the chief elected officer of the ~~corporation~~ Board and shall preside at all Board and Executive Committee meetings. The Chairperson shall appoint committees and committee chairpersons, shall serve as an ex-officio member of all standing committees and shall perform such other duties as set forth in the Bylaws or as determined by the ~~Corporation~~Board. The chairperson shall be a ~~private sector~~"business" representative.

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B. Vice Chairperson. The Vice Chairperson shall, in the absence of the Chairperson, or in the event of his or her inability, perform the duties of the Chairperson and shall perform such other duties as are assigned by the Chairperson. The Vice Chairperson shall be a private sector"business" representative.

C. Treasurer. The Treasurer shall be responsible for the review of all funds received and disclosed by the Board. Such funds shall be kept on deposit in financial institutions or invested in a manner approved by the Board. Checks are to be signed by the President/CEO and at least one other officer. The Treasurer shall cause a quarterly financial report to be made to the Executive Committee. The Treasurer may be a private or public sector representative from any of the membership categories.

D. Qualifications. All officers appointed after the first annual meeting of the Board must have been a member of the Board for at least one (1) year prior to being appointed to office

E. Appointment. The Chairperson, Vice Chairperson and Treasurer shall be appointed annually by the Board and shall serve a one (1) year term commencing July 1. The Chairperson's and the Vice Chairperson's terms shall be limited to two (2) consecutive one (1) terms, and the Treasurer shall be limited to four (4) consecutive one (1) year terms. There are no limitations on the number of terms not in sequence or in different offices.

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Section 5.3 *President/CEO -* The President/CEO shall be the chief administrative and executive officer for the Board. The President/CEO shall serve as Ssecretary to the Board and cause charged to be prepared notices, agendas, minutes of the meetings of the Board and Ceommittees and shall maintain the corporate books and records as required by lawserve as the custodian for all minutes and voting records of official Board business. The President/CEO shall be a non-voting member of the Board, executiveExecutive, standing Standing and adAd-hoc committees. The President/CEO shall serve as advisor to the chairperson and all committee chairpersons and shall assemble information and data and cause to be prepared special reports as directed by the Board. Board functions that are the responsibility of the President/CEO are as follows but not limited to:

A. The President/CEO shall be responsible for hiring, discharging, directing, supervising, and setting compensation for all CareerSource Research Coast employees. With the cooperation of the Treasurer, the President/CEO shall be responsible for the preparation of an operating budget covering all activities of the Corporation, subject to approval by the Board. The President/CEO shall further be authorized to make disbursements with approved budget allocations. The President/CEO shall be chosen by the Executive Committee of the Corporation with the ratification of the Board by majority vote by a properly called meeting. The President/CEO shall report directly to the Executive Committee, who shall maintain supervisory control to the extent necessary and practical.Coordinating with the Consortium regarding the identification and nomination of Directors to the Board and ensuring membership is compliant with WIOA and Florida Statutes.

B. Organizing Board meetings and ensuring meetings are held according to the Bylaws and Florida's Sunshine Laws.

C. Developing and submitting the local and regional workforce development plan.

D. Conducting oversight of the WIOA adult, dislocated worker, youth programs and the entire One-Stop delivery system including development of policies and monitoring the administration of the programs.

E. Negotiating and reaching agreements on local performance metrics.

F. Negotiating with the Consortium and required partners for the Memorandum of Understanding (as prescribed in CareerSource Florida Administrative Policy 106).

G. In compliance with Board procurement policy, provide oversight of the competitive procurement process for procuring or awarding contracts for providers of youth programs services, providers of workforce services (if applicable), and the One-Stop Operator as required in 20 CFR 679.370.

H. Developing an annual budget of CareerSource Research Coast for each program year.

I. Certifying the One-Stop career centers per the CareerSource Florida Administrative Policy 93.

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~~Qualifications. All officers elected after the first annual meeting of the corporation must have been a member of the Board for at least one (1) year prior to being elected to office~~.

~~Election. The Chairperson, Vice Chairperson and Treasurer shall be elected annually by the membership and shall serve a one-year term commencing July 1. The Chairperson's and the Vice Chairperson's terms shall be limited to two (2) terms, and the Treasurer shall be limited to four (4) terms, The terms of the officers are limited to two (2) terms consecutively in the same office. There are no limitations on the number of terms not in sequence or in different offices.~~

ARTICLE VI
BOARD OF DIRECTORS/COMMITTEES

Section 6.1 *Regular Meetings* - The Board shall hold regular meetings at least six times during a Program Year. One meeting shall serve as the Annual Meeting.

Section 6.2 *Special Meetings* - Special meetings may be called by the Chairperson or by a majority of the members of the Board.

Section 6.3 *Place of Meeting* - The Chairperson shall designate the place of meeting.

Section 6.4 *Notice of meeting* - All meetings will be advertised and open to the general public. Written/electronic notice of the date, time and place of regular and special meetings shall be mailed to all members at least seven days before such meetings, together with an agenda of the business to be conducted.

If the Chairperson or a majority of the membership of the Board determines that an emergency situation requires that a special meeting be called, the seven-day notice requirement may be waived.

Section 6.5 *Quorum* - A majority of the membership qualified and sitting shall constitute a quorum for the transaction of business at meetings of the Board, including those members teleconferencing. In the absence of a quorum, no official action shall be taken on any item brought before the Board.

Section 6.6 *Voting* - All matters before the board (excepting amendments to Bylaws) shall be determined by a majority vote of members present at the meeting with a quorum present. Each member, or assigned designee, shall be able to cast one vote, and must vote, on any business of the Board or any standing/ad-hoc committee to which he/she is assigned unless a conflict of interest, or appearance thereof, exists. Whenever a conflict of interest exists, or is thought to exist, same shall be declared in an open meeting to the entire Board or Committee, by the member having such conflict, and the member shall abstain from voting as is provided herein.

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Section 6.7 *Conflict of Interest* - A Board member shall not cast a vote on, nor participate in any decision-making capacity on, the provision of services by such member (or any organization which that member directly represents), nor on any matter which would provide any direct financial benefit to that member. Refer to CareerSource Florida Strategic Policy 2012.05.24.A.2-State and Local Workforce Development Board Contracting Conflict of Interest Policy.

Section 6.8 *Procedure at Meetings*

A. Robert's Rules of Order shall govern the procedure of Board meetings except when inconsistent with provisions of the Bylaws.

B. All business shall be conducted in accordance with an agenda.

C. Participation in meetings shall be limited to members, Board staff and other invited guests and speakers.

D. All business of the Board shall be conducted in accordance with the Florida government in Sunshine Law.

E. Board Members may teleconference into meetings three times per year unless authorized (July – June).

F. Minutes shall be kept of all meetings, which shall be reviewed, amended, corrected as necessary and approved at the next regularly scheduled or calling meeting. Following approval of the Board, minutes shall serve as the official record of the business transacted at the meeting to which they pertain. Copies of approved minutes shall be posted to the CareerSource Research Coast's website within 15 calendar days of Board acceptance.

Section 6.9 *Executive Committee* - The Executive Committee shall be composed of the Chairperson, Vice Chairperson, Treasurer, Immediate Past Chairperson, and such other members of the Board as are appointed by the Chairperson for a one-year term. The Executive Committee shall serve as a committee with administrative oversight responsibilities and is empowered to act and take necessary interim action to implement the plans and programs of the Corporation between

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meetings of the Board. All restricted assets of the Corporation shall be managed by the Executive Committee of the Board. An Executive Committee report will be made at each Board meeting at which time the actions of the Executive Committee may be reviewed and ratified by the Board.

The Executive Committee shall serve as the Finance/Audit committee to oversee the development of annual budget and ensure accurate tracking, monitoring and accountability for funds. The Executive Committee ensures adequate financial controls and assists the Treasurer with financial monitoring review responsibilities and shall review the President/CEO's recommended budget and make recommendations, regarding the budget to the Board. The annual audit will be reviewed by the Executive Committee at their first meeting after December 30 when the audit will be when available.

If the Chairperson or a majority of the membership of the Board or Executive Committee determines that an emergency situation requires that a special meeting be called, the meeting may be called immediately and the requirement to advertise to the public can be waived.

Section 6.10 *Standing Committees* - . The Chairperson may establish additional committees, appoint the committee ChairpersonsChairpersons, and specify their functions. Such committees shall not have the authority to act for the Board but may review issues or programs and make appropriate recommendations to the Board. Committee membership may include designees or non-Board members provided that the Chairperson and Vice Chairperson are Board members.

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Section 6.11 *Ad Hoc Committees* - . Ad Hoc Committees shall consist of no more than five members of the Board and shall terminate upon completion of the matter of concern for which it was appointed. Membership of Ad Hoc Committees may include designees or non-Board members provided that the Chairperson and Vice Chairperson are Board members.

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Committee Chairpersons. The committee Chairperson shall be appointed by the Board Chairperson. Each Committee Chairperson shall appoint a Committee Vice Chairperson from the Board members of that committee who will perform the duties of the Chairperson in his or her absence.

All committee meetings shall be advertised to the public and held in a location open and accessible to the public and committees may meet via teleconferencing.

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ARTICLE VII
INDEMNIFICATION

The Board shall indemnify, defend, save and hold harmless each member from personal liability, to the maximum extent authorized by law as same may exist from time to time. It is specifically understood that each member is serving in a volunteer capacity and without compensation. It is the intent of this Article that no member shall have personal liability for his or her acts or omissions except in those instances where the Board is prohibited, by law, from indemnifying, defending, saving and holding harmless such member.

ARTICLE VIII
ENACTMENT/AMENDMENTS PROVISIONS

Section 8.1 *Enactment* – These bylaws shall become effective upon approval of the Board. Approval for enactment shall require two-thirds vote of the membership voting thereon, after notice to the membership. Said notice shall be made no later than ten (10) days prior to the meeting at which they are placed on the agenda. These Bylaws shall not be construed to take precedence over Federal, State or local laws or regulations or to limit or constrain the rights and obligations of the Board or the Consortium as specified in their agreement.

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Section 8.2 *Amendments -* The Bylaws may be altered, amended or repealed and new Bylaws adopted by the affirmative vote of a two-thirds (2/3) majority of the membership of the Board in attendance at any meeting, provided that any proposal to alter, amend or repeal Bylaws.

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ARTICLE IX
STAFF SUPPORT AND PROFESSIONAL ASSISTANCE

Section 9.1 *Staff Support and Professional Assistance* – The Board and its committees shall be provided administrative, clerical, and technical support by the Board's staff. It shall be the President/CEO's responsibility to assure such support is available as necessary or as requested by any Board/Committee. If determined necessary, the Board may hire professional consultants, including legal counsel, to assist in carrying out its responsibilities.

BY-LAWS

OF

THE WORKFORCE BOARD OF THE TREASURE COAST, LWDB 20

ARTICLE I
NAME, INCORPORATION, TAX EXEMPT STATUS, PURPOSES AND POWERS

Section 1.1 *Name* – The name of this Corporation shall be the Workforce Development Board of the Treasure Coast (Board) and shall from time to time be referred to as CareerSource Research Coast.

Section 1.2 *Incorporation* – The Board is a not-for-profit corporation organized and existing under the laws of the State of Florida.

Section 1.3 *Tax Exempt Status* – The Board is an organization which is exempt from federal income taxation under Code Section 501 (c)(3) of the Internal Revenue Service Code of 1954 and the Regulations thereunder as the same now exist or as they may hereafter be amended from time to time.

Section 1.4 *Mission* – Provide Opportunities…Improve Lives

Section 1.5 *Purpose* – The purpose of the Board shall be to provide strategic and operational oversight, assist in the achievement of the state's strategic and operational vision and goals, and maximize and continue to improve quality of services, customer satisfaction, and effectiveness of services provided. For a full list of functions and responsibilities of the Board, refer to CareerSource Florida Administrative Policy 110, WIOA, Section 107(d) and 20.CFR 679.370.

Section 1.6 *Powers* – The Board shall have and exercise all rights and powers that be stated in its Bylaws, the Interlocal Agreement for the Treasure Coast Workforce Consortium (Consortium), and as permitted by the laws of the State of Florida for not-for-profit corporations, including but not limited to, the power to do all acts necessary or proper for the administration of its affairs and the attainment of its purposes, provided however, that when dealing directly with the State of Florida, the exercise of said rights and powers by the Corporation shall not be inconsistent with the provisions of Public Law 113-128, the Workforce Innovation and Opportunity Act of 2014 (WIOA), Chapter 445.004(5) Florida Statutes and amendments thereto.

ARTICLE II
OFFICES

Section 2.1 *Principal Office* - The principal office of the corporation, hereinafter referred to as the Board, shall be located in St. Lucie County, Florida.

Section 2.2 *Other Offices* - The Board may establish additional offices as it may from time to time determine necessary.

ARTICLE III
LIMITATIONS OF METHODS

Section 3.1 *Limitation of Methods* – The Board shall be non-partisan, non-sectional and non-sectarian and shall take no part or lend its influence or facilities to the nomination, election, or appointment of any candidate for public office.

ARTICLE IV
MEMBERSHIP AND DUTIES

Section 4.1 *Function* – The members shall serve as the Board of Directors (Directors) for the Board as identified in the Interlocal Agreement of the Consortium. The Directors are vested with the management of the business an affairs of the Board, and all corporate powers shall be exercised by or under the authority of the Board subject to law, the Articles of Incorporation and when dealing directly with the State of Florida, the provisions of Chapter 445.004, Florida Statutes.

Section 4.2 *Representation* - The Directors shall be generally representative of the population of the service area. The membership shall be based on the diversity of the economic and demographic composition of the county to assure equitable representation.

Section 4.3 *Categories of Membership* - Pursuant to Pub. L. No. 113-128, WIOA, Sections 106 & 107; 20 Code of Federal Regulations 679.320; and Sections 445.004 & 445.007, Florida Statutes, the Board shall include Directors from the following categories:

A. Business

A majority of the Directors must represent businesses in the LWDA as individuals who:

a. Are owners of a business, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority.
b. Represent businesses, including small businesses, or organizations representing businesses that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the LWDA (at least two representatives of small businesses must be included); and
c. Are appointed from individuals nominated by local business organizations and business trade associations such as chamber of commerce or economic development organizations.

B. Labor/Apprenticeships

Not less than 20 percent of the Directors must be representatives of the workforce within the LWDA who:

a. Include at least two representatives of labor organizations nominated by local labor federations. For a LWDA in which no employees are represented by such organizations, at least two other representatives of employees will be included.

b. Include at least one representative of a labor organization or training director for a joint labor-management apprenticeship program. If no such joint program exists in the LWDA, at least one representative of an apprenticeship program in the LWDA, if such a program exists.

c. May include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans o provide/support competitive integrated employment for individuals with disabilities.

d. May include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives or organizations that serve out-of-school youth.

C. Education:

Must include representatives of entities administering education and training activities in the LWDA who:

a. Include a representative of eligible providers administering adult education and literacy activities under Title II of WIOA.
b. Include a representative of institutions of higher education providing workforce investment activities (including community colleges).
c. Include a private education provider, if a public education or training provider is represented on the Board. The CareerSource Florida Board of Directors may waive this requirement if requested by a Board if it is demonstrated that such representative does not exist in the LWDA.
d. May include representatives of local educational agencies and of community- based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

When there is more than one institution in each of the types of educational entities listed above, nominations are solicited from representatives of each of these entities.

Boards requesting to waive the requirement for private education provider representation must demonstrate that such a provider does not exist the LWDA. The Board will describe, in a locally defined process, how private education providers will be identified and efforts to include those representatives on the Board. If through the local process the Board finds that a private education provider representative of an entity administering education and training activities in the LWDA does not exist, the Board will submit a request to waive the requirement as outlined in CareerSource Florida Administrative Policy 91.

D. Governmental/Economic/Community Development

Must include representatives of economic a community development as well as governmental entities serving the local area who:

a. Represent economic and community development entities serving the LWDA.
b. Represent Vocational Rehabilitation serving the LWDA.
c. May represent agencies or entities serving the LWDA relating to transportation, housing, and/or public assistance.
d. May represent philanthropic organizations serving the LWDA.

E. Other Entity Representation

May include other individuals or representatives of entities determined by the Consortium in the LWDA to be appropriate.

Section 4.4 *Board Member Recruiting, Vetting and Nominating* – The Board, in consultation with the Consortium, {need to create a policy and refer to this policy here}. The Directors shall represent diverse geographic areas with the LWDA. The importance of minority and gender representation must be considered when making appointments to the Board.

Section 4.5 *Appointment of Directors* – The Consortium is authorized to appoint the Directors who meet the criteria outlined in **Section 4.3**. The Consortium may not delegate the responsibility of appointing Directors or to the President/CEO. If after a reasonable effort the Consortium is unable to reach agreement, the Governor may appoint the Directors from individuals so nominated or recommended. Upon appointment to the Board, Directors must be educated about and acknowledge state and local conflict-of-interest policies.

Section 4.6 *Terms/Term Limits* - Directors shall be appointed for fixed and staggered terms and shall serve until their successors are appointed. All appointments shall be for a term of four (4) years. All non-mandated members whose terms expire must be reappointed by the Consortium. Directors may be reappointed for one (1) additional term. A Director's service is not to exceed a total of two (2) consecutive terms or eight (8) consecutive years. Appointed Directors who represent governmental entities are exempt from term limit definition.

Section 4.7 *Vacancies* – Directors who no longer hold the position or status that made them eligible appointees must resign or be removed by the Consortium. Vacancies must be filled within a reasonable amount of time, but no more than twelve (12) months from the original vacancy occurrence. All appointments to fill vacancies must follow the same process as that used to initially fill the appointment and all vacancies shall be filled by the Consortium. New Directors must be appointed to fill the same category of membership as that in which the vacancy occurred; however, new members do not have to be from the same educational entity, organization or business as the members being replaced. All appointments for vacancies shall begin a new term.

Section 4.8 *New Director Orientation and Annual Training* –

A. Directors appointed to the Board are required to participate in orientation and annual training to ensure they understand the purpose of the participation on the Board. The purpose of orientation and training is to provide Directors with information that empowers them to effectively serve. All new Directors, within six (6) months of appointment, will complete a new Director orientation. The Board is responsible for and shall develop Director orientation.
B. Directors will complete annual refresher training to remind them of the purpose of their appointment as a Director of the Board.
C. New Director and refresher training may be offered in-person and/or virtually at the discretion of the Board. The Board must retain and provide attendance records of participants and the dates of completion.

Section 4.9 *Removal* – A Director may be removed from the Board as follows:

A. For Cause - Directors may be removed for cause the Governor, the Consortium or by 2/3 vote of the Board. The following shall be grounds for removal for cause:
   a. Disclosure of confidential information
   b. Misuse of position
   c. Failure to disclose conflict of interest
   d. Felony conviction while a member of the Board
   e. Refusal to perform or gross neglect in performance of Board duties
   f. Other causes as may be determined by the Board and/or defined by the Governor.
B. Resignations
   a. Voluntary resignations shall be those occurring when a Director, for his or her own reasons, elects to leave Board and gives due notice of such intent.
   b. Involuntary resignations (de-facto resignations) shall occur when a member misses one-half of the regularly scheduled Board or Board Committee/Council meetings in a twelve (12) month period. An involuntary resignation may be set-aside at the request of the member followed by a majority vote of the Board.

Mandatory Board members may designate a single, high-ranking designee with decision-making authority from their organization to represent them at Board and committee meetings, except for Executive Committee meetings. Designees shall have the authority to vote on Board matters provided the Board has approved the designees' appointment.

ARTICLE V
OFFICERS

Section 5.1 *Appointed Officers* – The officers of the Corporation shall consist of a Chairperson, Vice-Chairperson, and Treasurer ratified by the Board.

Section 5.2 *Duties* – The officers of the Board shall have the following duties:

A. Chairperson. The Chairperson shall be the chief elected officer of the Board and shall preside at all Board and Executive Committee meetings. The Chairperson shall appoint committees and committee chairpersons, shall serve as an ex-officio member of all standing committees, and shall perform such other duties as set forth in the Bylaws or as determined by the Board. The chairperson shall be a "business" representative.

B. Vice Chairperson. The Vice Chairperson shall, in the absence of the Chairperson or in the event of his or her inability, perform the duties of the Chairperson and shall perform such other duties as are assigned by the Chairperson. The Vice Chairperson shall be a "business" representative.

C. Treasurer. The Treasurer shall be responsible for the review of all funds received and disclosed by the Board. Such funds shall be kept on deposit in financial institutions or invested in a manner approved by the Board. Checks are to be signed by the President/CEO and at least one other officer. The Treasurer may be a representative from any of the membership categories.

D. Qualifications. All officers appointed after the first annual meeting of the Board must have been a member of the Board for at least one (1) year prior to being appointed to office

E. Appointment. The Chairperson, Vice Chairperson and Treasurer shall be appointed annually by the Board and shall serve a one (1) year term commencing July 1. The Chairperson's and the Vice Chairperson's terms shall be limited to two (2) consecutive one (1) terms, and the Treasurer shall be limited to four (4) consecutive one (1) year terms. There are no limitations on the number of terms not in sequence or in different offices.

Section 5.3 *President/CEO* - The President/CEO shall be the chief administrative and executive officer for the Board. The President/CEO shall serve as Secretary to the Board and charged to prepare notices, agendas, minutes of the meetings of the Board and Committees and shall serve as the custodian for all minutes and voting records of official Board business. The President/CEO shall be a non-voting member of the Board, Executive, Standing and Ad-hoc committees. The President/CEO shall serve as advisor to the chairperson and all committee chairpersons and shall assemble information and data and cause to be prepared special reports as directed by the Board. Board functions that are the responsibility of the President/CEO are as follows but not limited to:

A. Coordinating with the Consortium regarding the identification and nomination of Directors to the Board and ensuring membership is compliant with WIOA and Florida Statutes.
B. Organizing Board meetings and ensuring meetings are held according to the Bylaws and Florida's Sunshine Laws.
C. Developing and submitting the local and regional workforce development plan.
D. Conducting oversight of the WIOA adult, dislocated worker, youth programs and the entire One-Stop delivery system including development of policies and monitoring the administration of the programs.
E. Negotiating and reaching agreements on local performance metrics.
F. Negotiating with the Consortium and required partners for the Memorandum of Understanding (as prescribed in CareerSource Florida Administrative Policy 106).

G. In compliance with Board procurement policy, provide oversight of the competitive procurement process for procuring or awarding contracts for providers of youth programs services, providers of workforce services (if applicable), and the One-Stop Operator as required in 20 CFR 679.370.
H. Developing an annual budget of CareerSource Research Coast for each program year.
I. Certifying the One-Stop career centers per the CareerSource Florida Administrative Policy 93.

ARTICLE VI
BOARD OF DIRECTORS/COMMITTEES

Section 6.1 *Regular Meetings* - The Board shall hold regular meetings at least six times during a Program Year. One meeting shall serve as the Annual Meeting.

Section 6.2 *Special Meetings* - Special meetings may be called by the Chairperson or by a majority of the members of the Board.

Section 6.3 *Place of Meeting* - The Chairperson shall designate the place of meeting.

Section 6.4 *Notice of Meeting* - All meetings will be advertised and open to the general public. Written/electronic notice of the date, time and place of regular and special meetings shall be mailed to all members at least seven days before such meetings, together with an agenda of the business to be conducted. If the Chairperson or a majority of the membership of the Board determines that an emergency situation requires that a special meeting be called, the seven-day notice requirement may be waived.

Section 6.5 *Quorum* - A majority of the membership qualified and sitting shall constitute a quorum for the transaction of business at meetings of the Board, including those members teleconferencing. In the absence of a quorum, no official action shall be taken on any item brought before the Board.

Section 6.6 *Voting* - All matters before the board (excepting amendments to Bylaws) shall be determined by a majority vote of members present at the meeting with a quorum present. Each member, or assigned designee, shall be able to cast one vote, and must vote, on any business of the Board or any standing/ad-hoc committee to which he/she is assigned unless a conflict of interest, or appearance thereof, exists. Whenever a conflict of interest exists, or is thought to exist, same shall be declared in an open meeting to the entire Board or Committee, by the member having such conflict, and the member shall abstain from voting as is provided herein.

Section 6.7 *Conflict of Interest* - A Board member shall not cast a vote on, nor participate in any decision-making capacity on, the provision of services by such member (or any organization which that member directly represents), nor on any matter which would provide any direct financial benefit to that member. Refer to CareerSource Florida Strategic Policy 2012.05.24.A.2-State and Local Workforce Development Board Contracting Conflict of Interest Policy.

Section 6.8 *Procedure at Meetings*

A. Robert's Rules of Order shall govern the procedure of Board meetings except when inconsistent with provisions of the Bylaws.
B. All business shall be conducted in accordance with an agenda.
C. Participation in meetings shall be limited to members, Board staff and other invited guests and speakers.
D. All business of the Board shall be conducted in accordance with the Florida government in Sunshine Law.
E. Board Members may teleconference into meetings three times per year unless authorized (July – June).
F. Minutes shall be kept of all meetings, which shall be reviewed, amended, corrected as necessary and approved at the next regularly scheduled or calling meeting. Following approval of the Board, minutes shall serve as the official record of the business transacted at the meeting to which they pertain. Copies of approved minutes shall be posted to the CareerSource Research Coast's website within 15 calendar days of Board acceptance.

Section 6.9 *Executive Committee* - The Executive Committee shall be composed of the Chairperson, Vice Chairperson, Treasurer, Immediate Past Chairperson, and such other members of the Board as are appointed by the Chairperson for a one-year term. The Executive Committee shall serve as a committee with administrative oversight responsibilities and is empowered to act and take necessary interim action to implement the plans and programs of the Corporation between meetings of the Board. All restricted assets of the Corporation shall be managed by the Executive Committee of the Board. An Executive Committee report will be made at each Board meeting at which time the actions of the Executive Committee may be reviewed and ratified by the Board.

The Executive Committee shall serve as the Finance/Audit committee to oversee the development of annual budget and ensure accurate tracking, monitoring and accountability for funds. The Executive Committee ensures adequate financial controls and assists the Treasurer with financial monitoring review responsibilities and shall review the President/CEO's recommended budget and make recommendations, regarding the budget to the Board. The annual audit will be reviewed by the Executive Committee when available.

If the Chairperson or a majority of the membership of the Board or Executive Committee determines that an emergency situation requires that a special meeting be called, the meeting may be called immediately and the requirement to advertise to the public can be waived.

Section 6.10 *Standing Committees* - The Chairperson may establish additional committees, appoint the committee Chairpersons, and specify their functions. Such committees shall not have the authority to act for the Board but may review issues or programs and make appropriate recommendations to the Board. Committee membership may include designees or non-Board members provided that the Chairperson and Vice Chairperson are Board members.

Section 6.11 *Ad Hoc Committees* - Ad Hoc Committees shall consist of no more than five members of the Board and shall terminate upon completion of the matter of concern for which it was appointed. Membership of Ad Hoc Committees may include designees or non-Board members provided that the Chairperson and Vice Chairperson are Board members.

Committee Chairpersons. The committee Chairperson shall be appointed by the Board Chairperson. Each Committee Chairperson shall appoint a Committee Vice Chairperson from the Board members of that committee who will perform the duties of the Chairperson in his or her absence.

All committee meetings shall be advertised to the public and held in a location open and accessible to the public and committees may meet via teleconferencing.

ARTICLE VII
INDEMNIFICATION

Section 7.1 *Indemnification* - The Board shall indemnify, defend, save and hold harmless each member from personal liability to the maximum extent authorized by law as same may exist from time to time. It is specifically understood that each member is serving in a volunteer capacity and without compensation. It is the intent of this Article that no member shall have personal liability for his or her acts or omissions except in those instances where the Board is prohibited, by law, from indemnifying, defending, saving, and holding harmless such member.

ARTICLE VIII
ENACTMENT/AMENDMENT PROVISIONS

Section 8.1 *Enactment* - These bylaws shall become effective upon approval of the Board. Approval for enactment shall require two-thirds vote of the membership voting thereon, after notice to the membership. Said notice shall be made no later than ten (10) days prior to the meeting at which they are placed on the agenda. These Bylaws shall not be construed to take precedence over Federal, State, or local laws or regulations or to limit or constrain the rights and obligations of the Board or the Consortium as specified in their agreement.

Section 8.2 *Amendments* - The Bylaws may be altered, amended, or repealed and new Bylaws adopted by the affirmative vote of a two-thirds (2/3) majority of the membership of the Board in attendance at any meeting, provided that any proposal to alter, amend or repeal Bylaws.

ARTICLE IX
STAFF SUPPORT AND PROFESSIONAL ASSISTANCE

Section 9.1 *Staff Support and Professional Assistance* – The Board and its committees shall be provided administrative, clerical, and technical support by the Board's staff. It shall be the President/CEO's responsibility to assure such support is available as necessary or as requested by any Board/Committee. If determined necessary, the Board may hire professional consultants, including legal counsel, to assist in carrying out its responsibilities.

CareerSource RESEARCH COAST

Agenda Item 6

AGENDA ITEM SUMMARY

TITLE: Review Final 2021-2022 Budget

STRATEGIC GOAL: Optimal Use of Resources

POLICY/PLAN/LAW: Workforce Innovation & Opportunity Act: Role of Local Workforce Boards

ACTION REQUIRED: Review Final Budget for Program Year 2021 - 2022

BACKGROUND: Each year, the Board approves a budget for the following program year. Board Staff has received preliminary allocations for the WIOA, Wagner Peyser and Welfare Transition programs for the 2021 – 2022 Program Year. The Finance department meets with Executive Management staff, and drafts a projected budget to present to the Board of Directors based on this preliminary information.

Attached is a copy of the approved 2021-2022 budget for the Executive Committee's review. The Board approved the 2021-2022 budget at the Annual Meeting on June 30, 2021.

STAFF RECOMMENDATION: Review the budget for the 2021- 2022 program year.

SUPPORTING MATERIALS: Draft Budget

BOARD STAFF: Lisa Delligatti
CFO
866-482-4473 ext. 430
ldelligatti@careersourcerc.com

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LWDB 20
PY 21-22 BUDGET

Budget for PY 21-22	TOTAL LWDB20 FUNDING	INDIRECT	10 ADULT	12 DW	11 YOUTH	102 WIOA PI	122 Florida Rebuild	20 WP	22 SNAP	24 LVER	25 DVOP	282 TAA	39 DWG COVID-19	40 WTP	470 Apprent Navigator	471 Sector Strategy
Funding:																
PY 21-22 Allocations	$ 5,648,793		$ 1,085,046	$ 919,374	$ 964,333	$ -	$ 32,721	$ 743,943	$ 171,957	$ 252,197	$ 173,093	$ 102,011	$ -	$ 1,063,369		
PY 21-22 Supplemental	$ 140,749			$ 140,749												
Unrestricted Funds Earned this year	$ 75,702															
Additional Funds/Incentives	$ 470,000		$ -													
Retained by DEO for Merit Salaries	$ (637,506)							$ (319,065)		$ (179,522)	$ (116,207)	$ (22,711)				
Carryforward to PY 22-23	$ (1,357,657)			$ (509,645)	$ (270,415)			$ (199,949)	$ (21,564)	$ (7,895)	$ (4,048)	$ (103,218)	$ -			
Carryforward from PY 20-21	$ 3,421,248		$ -	$ 1,157,134	$ 478,481	$ 66,247		$ 106,915	$ 22,535	$ 17,232	$ 11,328	$ 75,268	$ 924,868		$ 42,820	$ 74,192
Total DEO Grant Funding	**$ 7,215,600**	**$ -**	**$ 1,085,046**	**$ 1,707,612**	**$ 1,172,399**	**$ 66,247**	**$ 32,721**	**$ 331,844**	**$ 172,928**	**$ 82,012**	**$ 64,166**	**$ 51,350**	**$ 924,868**	**$ 1,063,369**	**$ 42,820**	**$ 74,192**
OTHER NON DEO REVENUES	$ 545,730															
Total Available Funding	**$ 7,761,330**	**$ -**	**$ 1,085,046**	**$ 1,707,612**	**$ 1,172,399**	**$ 66,247**	**$ 32,721**	**$ 331,844**	**$ 172,928**	**$ 82,012**	**$ 64,166**	**$ 51,350**	**$ 924,868**	**$ 1,063,369**	**$ 42,820**	**$ 74,192**
Budgeted Expenditures:																
Administrative	**$ 726,767**	**$ 0**	**$ 294,849**	**$ 23,158**	**$ 21,140**	**$ -**	**$ 3,504**	**$ 23,697**	**$ 18,519**	**$ 8,783**	**$ 6,872**	**$ 5,499**	**$ 99,046**	**$ 113,879**	**$ 4,586**	**$ 7,945**
Salaries and Benefits	$ 403,973	$ 403,973														
General and Administrative	$ 322,794	$ 322,794														
Allocated Indirect Costs	$ (0)	$ (726,767)	$ 294,849	$ 23,158	$ 21,140	$ -	$ 3,504	$ 23,697	$ 18,519	$ 8,783	$ 6,872	$ 5,499	$ 99,046	$ 113,879	$ 4,586	$ 7,945
Reclassification	$ -															
Travel	$ -															
Program Training	**$ 7,034,594**	**$ 0**	**$ 790,197**	**$ 1,684,454**	**$ 1,151,260**	**$ 66,247**	**$ 29,217**	**$ 308,147**	**$ 154,409**	**$ 73,230**	**$ 57,294**	**$ 45,851**	**$ 825,822**	**$ 949,490**	**$ 38,234**	**$ 66,247**
WIOA Youth Contracts	$ 1,000,000	$ -	$ -	$ -	$ 1,000,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Salaries and Benefits	$ 2,960,815	$ 249,895	$ 1,340,991	$ 113,834	$ 40,621	$ -	$ 25,124	$ 62,833	$ 120,062	$ 16,676	$ 12,669	$ 1,587	$ 106,656	$ 618,821	$ 30,700	$ 30,516
Contract Labor	$ 185,884	$ 1,653	$ 10,480	$ 850	$ -	$ -	$ -	$ 300	$ 1,300	$ 150	$ 110	$ 25	$ 20,000	$ 16,000	$ -	$ -
Internship	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Incentives/Stipends	$ 19,975	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 9,000	$ -	$ -
Support Services Non-ITA	$ 15,228	$ -	$ 6,071	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,557	$ 6,600	$ -	$ -
Support Services ITA	$ 23,935	$ -	$ 19,704	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 650	$ -	$ -	$ -	$ -
Training-ITA/OST/TAA	$ 258,548	$ -	$ 149,483	$ 22,520	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 36,350	$ -	$ 10,000	$ -	
Training-OJT	$ 434,763	$ -	$ 350,000	$ 4,612	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 26,410
Training-Cust./Employed Worker	$ 101,000	$ -	$ 16,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 40,000	$ -	$ -
WEX/ Internships/ Participant Wages	$ 815,951	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 615,753	$ -	$ -	$ -
Travel	$ 11,749	$ 6,000	$ 500	$ 50	$ 50	$ -	$ -	$ 50	$ 50	$ 150	$ 800	$ 25	$ 400	$ 350	$ 5	$ -
One Stop Shared Costs	$ 621,905	$ -	$ 255,750	$ 20,000	$ -	$ -	$ -	$ 97,000	$ 15,750	$ 48,700	$ 38,500	$ 2,000	$ 11,859	$ 117,254	$ -	$ 2,934
Other Operating Expenses	$ 584,840	$ 61,393	$ 180,000	$ 21,060	$ 101,311	$ -	$ 2,556	$ 27,000	$ 9,120	$ 3,700	$ 2,200	$ 2,801	$ 25,131	$ 81,489	$ 5,517	$ 2,900
Allocated Program Indirect	$ 0	$ (318,941)	$ 129,394	$ 10,163	$ 9,277	$ -	$ 1,538	$ 10,400	$ 8,127	$ 3,854	$ 3,016	$ 2,413	$ 43,466	$ 49,976	$ 2,012	$ 3,487
Reclassification	$ -	$ -	$ (1,668,176)	$ 1,491,365	$ -	$ 66,247	$ -	$ 110,564	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Planned Expenditures	**$ 7,761,330**	**$ 0**	**$ 1,085,046**	**$ 1,707,612**	**$ 1,172,399**	**$ 66,247**	**$ 32,721**	**$ 331,844**	**$ 172,929**	**$ 82,013**	**$ 64,166**	**$ 51,350**	**$ 924,868**	**$ 1,063,369**	**$ 42,820**	**$ 74,192**
	0	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

LWDB 20
PY 21-22 BUDGET

Budget for PY 21-22	472 Sector Strategy	473 Recovery Navigator	474 Rapid Response Navigator	48 F.A.T.E.S.	792 Youth SOS SLC	793 Youth SOS MC	Other Non NFA	TOTAL FORMULA FUNDS
Funding:								
PY 21-22 Allocations			$ 140,749					$ 5,648,793
PY 21-22 Supplemental								$ 140,749
Unrestricted Funds Earned this year							$ 75,702	$ 75,702
Additional Funds/Incentives				$ 125,000	$ 300,000	$ 45,000		$ 470,000
Retained by DEO for Merit Salaries								$ (637,506)
Carryforward to PY 22-23		$ (137,926)	$ (102,997)					$ (1,357,657)
Carryforward from PY 20-21	$ 183,356	$ 260,870	$ -					$ 3,421,248
Total DEO Grant Funding	**$ 183,356**	**$ 122,944**	**$ 37,752**			**$ -**		**$ 7,215,628**
OTHER NON DEO REVENUES				**$ 125,000**	**$ 300,000**	**$ 45,000**	**$ 75,730**	**$ 545,730**
Total Available Funding	**$ 183,356**	**$ 122,944**	**$ 37,752**	**$ 125,000**	**$ 300,000**	**$ 45,000**	**$ 75,730**	**$ 7,761,330**
Budgeted Expenditures:								
Administrative	**$ 19,636**	**$ 13,166**	**$ 4,043**	**$ 13,387**	**$ 32,128**	**$ 4,819**	**$ 8,110**	**$ 726,767**
Salaries and Benefits								$ 403,973
General and Administrative							$ -	$ 322,794
Allocated Indirect Costs	$ 19,636	$ 13,166	$ 4,043	$ 13,387	$ 32,128	$ 4,819	$ 8,110	$ 0
Reclassification								$ -
Travel								$ -
Program Training	**$ 163,721**	**$ 109,778**	**$ 33,709**	**$ 111,614**	**$ 267,872**	**$ 40,181**	**$ 67,620**	**$ 7,034,594**
WIOA Youth Contracts	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,000,000
Salaries and Benefits	$ 58,689	$ -	$ 27,002	$ 40,563	$ 19,139	$ 5,425	$ 39,013	$ 2,960,815
Contract Labor	$ -	$ 104,000	$ -	$ -	$ 26,876	$ 4,140	$ -	$ 185,884
Internship	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Incentives/Stipends	$ -	$ -	$ -	$ -	$ 10,000	$ 975	$ -	$ 19,975
Support Services Non-ITA	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 15,228
Support Services ITA	$ -	$ -	$ -	$ 3,581	$ -	$ -	$ -	$ 23,935
Training-ITA/OST/TAA	$ -	$ -	$ -	$ 40,196	$ -	$ -	$ -	$ 258,548
Training-OJT	$ 45,999	$ -	$ -	$ 7,742	$ -	$ -	$ -	$ 434,763
Training-Cust./Employed Worker	$ 40,000	$ -	$ -	$ -	$ 5,000	$ -	$ -	$ 101,000
WEX/ Internships/ Participant Wages	$ -	$ -	$ -	$ -	$ 174,480	$ 25,718	$ -	$ 815,951
Travel	$ -	$ -	$ -	$ -	$ 1,658	$ 189	$ 1,472	$ 11,749
One Stop Shared Costs	$ 658	$ -	$ -	$ -	$ -	$ -	$ 11,500	$ 621,905
Other Operating Expenses	$ 9,759		$ 4,933	$ 13,657	$ 16,620	$ 1,620	$ 12,075	$ 584,840
Allocated Program Indirect	$ 8,617	$ 5,778	$ 1,774	$ 5,875	$ 14,099	$ 2,115	$ 3,559	$ (0)
Reclassification	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Planned Expenditures	**$ 183,356**	**$ 122,944**	**$ 37,752**	**$ 125,000**	**$ 300,000**	**$ 45,000**	**$ 75,730**	**$ 7,761,331**
	0	**0**	**0**	**0**	**0**	**0**	**0**	**$ 0**

CareerSource RESEARCH COAST

Agenda Item 7

AGENDA ITEM SUMMARY

Title	Discussion-DEO Re-employment Assistance Memos
Strategic Plans/Goals	N/A
Policy/Plan/Law	N/A
Action Requested	Discuss DEO Re-employment Memos
Background	Florida's state and local workforce boards must set clear expectations, provide quality customer service, and ensure compliance with federal and state laws. State and local workforce development boards ensure Florida's workforce system provides economic opportunity for everyone who wants to work, find a better job, or improve their skills to succeed. The Florida Department of Economic Opportunity serves as the administrative entity for state workforce programs in accordance with Chapter 20.60 and Chapter 445, Florida Statutes. The department offers technical consultation, comprehensive infrastructure, and compliance support to the state board and CareerSource Florida in accordance with Chapter 445, Florida Statutes. The DEO released memos to address supporting unemployed Floridians, reemployment assistance claimants, enhanced communication, and customer service.
Staff Recommendations	Discuss DEO Re-employment Memos
Supporting Material	DEO Re-employment Assistance Memos
Board Staff	Brian Bauer President/CEO 772-335-3030, Ext. 418 bbauer@careesourcerc.com

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MEMORANDUM

DATE: August 3, 2021

TO: Local Workforce Development Board Executive Directors

FROM: Dane Eagle, Secretary, Department of Economic Opportunity and Michelle Dennard, President, CareerSource Florida

SUBJECT: Supporting Unemployed Floridians

Shortly after taking office, Governor DeSantis issued Executive Order 19-31, which set an ambitious goal for Florida to become No. 1 in the nation for workforce education by 2030. Ensuring Floridians are prepared for the workforce is critical to the future success of our state. The Governor recognizes Florida's Local Workforce Development Boards (LWDB) play a vital role in ensuring Floridians have access to the resources and services needed to obtain meaningful employment. The purpose of this memo is to underscore the expectations of the Governor's Office, the Florida Department of Economic Opportunity (DEO), and CareerSource Florida Board of Directors as we work collectively toward achieving this important goal and vision for equitable access to exemplary workforce services and economic stability.

Additionally, on May 3, 2021, Governor DeSantis issued Executive Orders 21-101 and 21-102, which reinforced the Governor's commitment to help Floridians return to the workforce and lifted all local COVID-19 restrictions and mandates on individuals and businesses.

On May 12, 2021, DEO announced Florida's 'Return to Work' initiative focused on encouraging Floridians to return to the workforce, helping employers attract job seekers, and continuing to fuel the state's economic growth. Through the 'Return to Work' initiative, DEO encouraged Floridians who are interested in learning a new career path or need assistance looking for employment to turn to their community's LWDB for assistance. Our LWDBs are responsible for formulating, leading, and communicating the Governor's vision for the state's workforce system in support of the customers they serve.

The following attachments are to be used as a tool to enhance the customer's experience when visiting our state's LWDBs. We look forward to discussing these matters further when we meet in person on September 15, 2021. Thank you in advance for your collaboration.

Sincerely,

Michelle Dennard

Michelle Dennard

Dane Eagle

Local Workforce Development Boards and Reemployment Assistance

PURPOSE AND SCOPE

The state workforce development board, known as the CareerSource Florida Board of Directors, is established pursuant to Public Law 113-128, the Workforce Innovation and Opportunity Act, Title I, Section 101. Charged with assisting the Governor with state workforce policy and investments, the state workforce development board establishes and directs the vision for the state workforce system, known as the CareerSource Florida network, to align with strategic partners within workforce investment, education, and economic development systems. The CareerSource Florida network's strategic partners are those described within the federal Workforce Innovation and Opportunity Act (WIOA) and Florida Statutes. The CareerSource Florida network comprises the state workforce development board, the Florida Department of Economic Opportunity, Florida's 24 local workforce development boards, chief local elected officials, local boards of directors, and local career centers.

The state board and local workforce boards must comply with federal and state laws, set clear expectations, and provide quality customer service. The state board and local workforce development boards shall ensure the workforce investment system provides economic opportunity for everyone who wants to work, find a better job, or improve their skills to succeed.

The Florida Department of Economic Opportunity (DEO) serves as the administrative entity for state workforce programs in accordance with Chapter 20.60 and Chapter 445, Florida Statutes. DEO offers technical consultation, comprehensive infrastructure, and compliance support to the state board and CareerSource Florida in accordance with Chapter 445, Florida Statutes.

The purpose of this resource document is to facilitate coordinated support for Reemployment Assistance claimants among all associated parties listed above within the state's workforce system. Also, engaging Reemployment Assistance claimants in a wholistic approach helps to promote interest in participating in Florida's workforce programs and services. It is encouraged that the CareerSource Florida network request training directly from DEO's Bureau of Reemployment Assistance to ensure front-line staff are trained on the Reemployment Assistance program, in general, as well as training to help identify potential eligibility issues for referral to adjudication.

SUPPORTING REEMPLOYMENT ASSISTANCE CLAIMANTS:

Customer Service

Every individual should be treated with dignity and respect at all times. Therefore, it is important to recognize that individual needs are as unique and varied as the individuals themselves. Treat all situations fairly. Strive to exceed expectations and ensure that every interaction with a customer is reflective of a high-quality organization. Acknowledge that every experience is an opportunity to ensure a positive outcome. Recognize that customer service is a cornerstone of a culture of excellence defined by quality, inclusiveness, collaboration and cooperation, transparency and accountability, and openness and candor.

No individual should ever be turned away from services due to appearance, race, and/or gender. The role of all CareerSource Florida network partners is to serve Floridians and provide them with opportunities to find a better job, improve their skills, and enhance their livelihood.

Examples Include:

- If a claimant requires assistance beyond the LWDBs capabilities, assist the claimant in facilitating a request to DEO through the Reemployment Assistance Help Center portal.
- Do not send claimants to Legislators or to a DEO facility.
- If an individual needs assistance in meeting the dress code requirement, please offer support services to educate and assist the individual with finding proper business attire. Reemployment Assistance claimants should not be turned away for dress code violations.
- Clearly advertise customer service hours of availability.

General Assistance

Per the state of Florida's Workforce Innovation and Opportunity Act Unified Plan, local workforce development boards shall provide the following assistance for Reemployment Assistance claimants:

- Provide Reemployment Assistance educational resources, such as general information and frequently asked questions, on their websites and in their career centers.
- Provide technological equipment, such as computers, printers, and scanners, for Reemployment Assistance claimants to use to enable them to file their Reemployment Assistance application.
- Assist claimants with general computer and RA application questions.
- Utilize the information in Employ Florida to match a claimant with a job.
- Reemployment Assistance claimants can complete an online skills assessment, which measures the claimant's skills, abilities, and career aptitude. The CareerSource Florida network can use the results obtained from the skills assessment to provide a customized and tiered level of service.
- The CareerSource Florida network must accept claimant information and help individuals file a claim for Reemployment Assistance. This includes uploading documentation and completing forms in the Reemployment Assistance Help Center or CONNECT benefits system where no discretion is required to determine the information to be entered.

Reemployment Services and Eligibility Assessment (RESEA)

- The RESEA program addresses reemployment needs of Reemployment Assistance claimants most likely to exhaust benefits and transitioning veterans receiving unemployment for ex-service members (UCX).
- The RESEA program provides specific intensive services to these populations and helps detect and prevent erroneous Unemployment Insurance (UI) payments.
- The RESEA program uses a one-on-one intensive appointment process.
- Consistent with section 443.091, Florida Statutes, failure to appear as directed for reemployment services at the appointed career center may affect a participant's eligibility for benefits and services.

CONTACTS

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Communications and External Affairs Strategic Resources

PURPOSE AND SCOPE

Florida's state and local workforce boards must set clear expectations, provide quality customer service, and ensure compliance with federal and state laws. State and local workforce development boards ensure Florida's workforce system provides economic opportunity for everyone who wants to work, find a better job, or improve their skills to succeed.

The state workforce development board, known as the CareerSource Florida Board of Directors, is charged with assisting the Governor with state workforce policy and investments. The state workforce development board establishes and directs the vision for the state workforce system, known as the CareerSource Florida network, to align with strategic partners within workforce investment, education, and economic development systems. The CareerSource Florida network comprises the state workforce development board, the Florida Department of Economic Opportunity, Florida's local workforce development boards, and chief local elected officials.

The Florida Department of Economic Opportunity serves as the administrative entity for state workforce programs in accordance with Chapter 20.60 and Chapter 445, Florida Statutes. The department offers technical consultation, comprehensive infrastructure, and compliance support to the state board and CareerSource Florida in accordance with Chapter 445, Florida Statutes.

This document provides helpful resources available to assist you in your communications planning.

IMPORTANCE OF COMPREHENSIVE COMMUNICATION

The Department of Economic Opportunity, CareerSource Florida, and all local workforce development boards within the CareerSource Florida network are responsible for communicating the Governor's vision for the state's workforce system in support of the Floridians they serve. It is important that communication both externally and internally remains comprehensive and organized. Being effective communicators for the state's workforce system leads Floridians down a path of economic prosperity to find a better career, job opportunities, or improve their skills to compete in Florida's workforce. Transparency and integrity are two of the most important aspects of being effective communicators. Our teams should be transparent with our stakeholders, customers, and with the public at all times.

In order to enhance communication and collaboration with all stakeholders, DEO, along with CareerSource Florida, will host a monthly call with local Workforce Development Board Communication liaisons. DEO and CareerSource Florida will have a weekly meeting to discuss communication efforts throughout the state and among Local Workforce Development Boards. Urgent inquiries will be coordinated immediately.

Please use the following recommendations to enhance communication, customer service, and accountability.

MEDIA RELATIONS

- Utilize messages shared by the Florida Department of Economic Opportunity and CareerSource in your local area. It is important that messaging is consistent, accurate, and timely.

- Notify CareerSource Florida as soon as possible of potential sensitive media coverage. Such notification can be particularly important if follow-up inquiries are made with other local workforce development boards to ensure a coordinated and consistent response.
- Media inquiries of significance and/or of a sensitive nature should be shared as soon as possible with the CareerSource Florida communication's team.
- If media inquiries have the potential to be of a sensitive nature, coordinate interviews, social media "live" events, podcasts or any other interaction with the communication director within CareerSource Florida. To be most helpful, please provide the name of the person calling, the media organization and, if available, the anticipated time of release of information in print or broadcast.
- Avoid speculation when responding to a reporter's question for which you do not have an answer, and rather than "no comment," offer to get back to the reporter once information is available.
- Remember that in responding to the media, you can be seen as representing and speaking for the state of Florida. Personal opinions should be avoided.
- Contact the CareerSource Florida's communication team if you receive media inquiries about legal issues, personnel issues, questions that involve integrity, such as ethics or issues that may result in harm to others, or a crisis or emergency.

SOCIAL MEDIA

Please follow these recommendations when communicating on any social media platform.

- Never reveal classified or sensitive information about your organization, partners, clients, or clients.
- Do not post information about customers, which could lead to such individuals being identified, without their expressed permission.
- Always respect the laws regarding brand, privacy, trademark, copyright, fair use, and trade secrets. If promoting, endorsing or speaking favorably about any agency or services, you must coordinate the messaging with the other agency.
- Use good judgment when posting on social media. Once you share, you can never retract your statement, so think about how they may be perceived by others.
- Do not post anything that could be viewed as malicious, libelous, obscene, abusive, threatening, or intimidating.
- If you make a mistake, quickly admit it. Be upfront and act with urgency to fix your mistake.
- Contact CareerSource Florida's or DEO's communication teams if you encounter negative comments about DEO or another CareerSource Florida network partner's products or services, or threats of any kind.

Your state level communications teams are here to assist you. If you have questions about messaging or best practices, please let us know how we can help.

COMMUNICATION CONTACTS

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Customer Service Resource

PURPOSE AND SCOPE

Customer service is a shared value of the state workforce system and directly influences how the public perceives our organizations. Customer service is about learning and understanding what success means to your customer. Our customers are Floridians in search of jobs, career changes, learning new skills, and finding new opportunities. As you are accustomed, providing customers with what they need could involve reconfiguring a current service to better serve their needs. Listening, knowledge, communication, availability, and patience are the foundations of customer service.

As the CareerSource Florida network consistently demonstrates, every individual should be treated with dignity and respect at all times. It is important to recognize that individual needs are as unique and varied as the individuals themselves. Treat all situations fairly. Strive to exceed expectations and ensure that every interaction with a customer is reflective of a high-quality organization. Every experience is an opportunity to ensure a positive outcome. Customer service is a cornerstone of our network and our culture of excellence defined by quality, inclusiveness, collaboration and cooperation, transparency and accountability, and openness and candor.

DRESS CODE

Our mission is to assist Floridians with finding gainful employment. No individuals are turned away from services due to appearance, race, and/or gender. If an individual needs assistance in meeting a dress code requirement, please offer support services to educate and assist the individual with finding proper business attire. Many local workforce development boards utilize the assistance of community partnerships or have their own wardrobe assistance programs.

AVAILABILITY AND HOURS OF OPERATION

The Department of Economic Opportunity, CareerSource Florida, and CareerSource Florida network partners are responsible for carrying out the Governor's vision for the state's workforce system in support of the customers they serve.

Our network strives to provide excellent customer services to all Floridians. Comprehensive one-stop centers must be open to the public for walk-up service a minimum of 8 hours a day, Monday through Friday. As is common practice across the state, local career centers may establish other service hours or services by appointment at other times to accommodate the schedules of individuals who work during regular business hours. Your leadership may also choose to evaluate the needs of job seekers in their regions to determine if comprehensive one-stop centers should operate during weekend hours. Days and hours of operation should be clearly visible to the public.

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