

**October 15, 2021**

**Meeting Summary**

1. Welcome & Attendance
2. Declarations of Conflict of Interest
3. Review and Approve Financial Statements Audit – June 30, 2021, and 2020
4. Review and Approve Designee for Dr. Timothy Moore, President, Indian River State College
5. Review and Approve Financial Statement - August 2021
6. Review and Approve Updated Board Member-Contract COI Exemption Requests PY21-22
7. Review and Approve WIOA - Needs - Related Payment Policy
8. Review and Approve WIOA - Disaster Recovery Dislocated Worker Grant Policy
9. Review and Approve WIOA Youth - Supportive Services Policy
10. Review and Approve WIOA Youth - Incentive Payment Policy LWDB20
11. Review and Approve 2<sup>nd</sup> Quarter Local Targeted Occupations List for PY21-22
12. THMP Monitoring Report - Fall 2021 Monitoring
13. Other Business
  - a. Career Center - Re-employment Assistance Updates
  - b. CareerSource Research Coast - Staff Reorganization
  - c. Letter of Agreement - IRSC Foundation - Marketing Plan and Public Service Announcement (PSA) PY21-22
14. Set Agenda Items for Next Executive Meeting – November 12, 2021
15. Adjournment

**Members Present**

Leslie Kristof                      Pamela Houghton                      Bob Cenk

**Members Participating by Teleconference**

Larry Hawes                      Werner Bols                      Terrance Moore

**Members Absent (Excused):**

Pamela Burchell

**Staff in Attendance (Teleconference and On-Site)**

Brian Bauer                      Lisa Delligatti  
Jennifer Eimann                      Martin Rivera

**Call to Order:**

Leslie Kristof, Vice-Chair, called the meeting to order at 8:05 a.m. A quorum was established.

## **Agenda Item #2 - Declaration of Conflict of Interest:**

None declared at this time. Refer to Agenda Item #6 for conflict of interest (COI) declarations.

## **Agenda Item #3 - Review and Approve Financial Statement Audit - June 30, 2021, and 2020**

James Halleran, Partner/CPA with James Moore Certified Public Accountants and Consultants, presented to the Executive Committee the overall findings for the audit of financial statements for June 30, 2021, and 2020. Discussion included the following:

Audit Adjustments – None

Audit Reports:

Report on Financial Statements (pages 1-2), Unmodified Opinion

Report on Internal Control and Compliance (pages 22-23), No findings

Report on Compliance for Major Federal Program (pages 27-28), No findings

Financial Highlights - Revenues \$7,427,913

Federal Grants: Increase \$1,100,000 (18% from prior year)

Local Grants: Decrease \$110,000 (33% from prior year)

Charges for Services: Decrease \$33,000 (29% from prior year)

Expenses Full Accrual - \$7,425,796

Increase \$869,000 (13% from prior year)

Net Position - \$351,989

Total: Increase \$2,000 (0.61% from prior year)

Unrestricted: Increase \$24,000 (13% from prior year)

A motion was made by Pamela Houghton to approve the Draft Audit of Financial Statements - June 30, 2021, and 2020, as presented, and it was seconded by Bob Cenk. The motion passed unanimously.

## **Agendas Item #4 - Approve Designee for Dr. Timothy Moore, President, Indian River State College**

Brian Bauer, President/CEO, explained that The By-Laws of the Workforce Development Board permits mandatory board members to designate a single, high-ranking designee with decision-making authority from his/her organization to represent him/her at Board and/or at standing or Ad-Hoc committee meetings. Per the Boards By-Laws, Dr. Timothy Moore has requested that William Solomon be appointed as his designee for the Programs and Services Committee meetings when Dr. Moore cannot attend. All designees must be approved by the Board.

A motion was made by William Bols to approve the request to appoint William Solomon to the Program and Services Committee as a designee for Dr. Timothy Moore, President, Indian River State College, as presented, and it was seconded by Terence Moore. The motion passed unanimously.

## **Agenda Item #5 - Review and Approve Financial Statement - August 30, 2021**

Lisa Delligatti, CFO, provided an overview to the Committee of the Financial Statement for August 30, 2021. Ms. Delligatti stated that CSRC was able to obtain additional funding from other Boards that de-obligated to cover our shortage in SNAP funding. As a result, \$22,771 was reclassified to cover all SNAP expenses through September 2021.

A motion was made by Bob Cenk to approve the August Financial Statement - August 2021 as

presented, and it was seconded by Pamela Houghton. The motion passed unanimously.

**Agenda Item #6 - Review and Approve Updated Board Member - Contract COI Exemption Requests PY21-22**

Brian Bauer, President/CEO, explained that Florida Statute and CareerSource Florida (CSFL) Strategic Policy requires us to notify of exemptions to contracting with Board Member. REACH Act (new law effective 7/1/21) has changed the dollar threshold for the minimum amount where LWDBs are required to report and get prior approval from DEO. This amount changed from \$25,000 to \$10,000 which is why we are bringing to the committee and full Board at this time vs. back in June of 2021.

Conflict of Interest (COI) Exemptions were requested for approval as follows:

St. Lucie Public Schools not to exceed \$15,000 rent for facility usage at Garden City, Fort Pierce Career Center. Board members Wayne Gent, Superintendent, St. Lucie Public Schools and Aliesha Seitz, Director of Career Technical Education declared conflicts of Interest.

A motion was made by Pamela Houghton to approve the updated Board Member - Contract COI Exemption Requests PY21-22, as presented, and was seconded by Bob Cenk. The motion was passed unanimously.

**Agenda #7 - Review and Approve WIOA Needs - Related Payment Policy (NRPs)**

Brian Bauer, President/CEO, explained that while participating in training services, a WIOA participant may need NRPs to complete their training activity. Like other supportive services, CSRC may provide NRPs to participants with a documented need who cannot obtain such supportive services through other programs or resources. This newly created policy establishes the eligibility criteria and allowable payment limits for Needs-Related Payments for WIOA participants

A motion was made by Werner Bols to approve WIOA Needs - Related Payment Policy as presented, and it was seconded by Leslie Kristof. The motion passed unanimously.

**Agenda Item #8 - Review WIOA Disaster Recovery Dislocated Worker Grant Policy**

Brian Bauer, President/CEO, presented the WIOA Disaster Recovery Dislocated Worker Grant (DWGs) Policy. Disaster Recovery DWGs temporarily expand the service capacity of training and employment programs to respond to large, unexpected economic event which cause significant job losses. DWGs provide states and local areas funding and resources to quickly reemploy laid-off workers by offering training and career services to help laid-off workers regain employment.

The purpose of the newly created policy is to establish CRCS's requirements for administering DWGs.

A motion was made by Werner Bols to approve WIOA Disaster Recovery Dislocated Worker Grant Policy as presented, and it was seconded by Lawrence Hawes. The motion passed unanimously.

### **Agenda Item #9 - Review and Approve WIOA Youth - Supportive Services**

Brian Bauer, President/CEO, explained that the Workforce Innovation and Opportunity Act (WIOA) requires that WIOA participants have access to limited funds designated through program design to help them overcome barriers to employment. Supportive service payments are issued on a case-by-case basis and determined by the individual participant's needs under WIOA regulations. The policy was updated to reflect an increase in the allowable cost for background screenings due to a change in local pricing.

A motion was made by Werner Bols to approve the WIOA Youth Supportive Services as presented, and it was seconded by Bob Cenk. The motion passed unanimously.

### **Agenda #10 - Review and Approve WIOA Youth Incentive Payment Policy**

Brian Bauer, President/CEO, stated that WIOA regulations authorize the use of incentive payments for youth participants. Incentive payments are allowable for recognition and achievements directly tied to training activities, education, and work experience. Local Workforce Development Boards are tasked with determining the value of the incentive payments and to create policies governing their use.

The local policy was updated to clarify eligibility requirements for incentives available to WIOA Youth participants and to amend the monetary value for the job shadow incentive.

A motion was made by Pamela Houghton to approve the Employment Eligibility Verification policy as presented, and it was seconded by Bob Cenk. The motion passed unanimously.

### **Agenda Item #11 - Review and Approve 2<sup>nd</sup> Quarter Local Targeted Occupations List (LTOL) - PY21-22**

Brian Bauer, President/CEO, reviewed the LTOL and noted there were no changes made on the LTOL from 1<sup>st</sup> quarter to 2<sup>nd</sup> quarter. This document is reviewed every quarter so if any of these additions or removals show they are in demand as the year progresses it will be added back.

Pamela Houghton made a motion to accept the 2<sup>nd</sup> Quarter Local Targeted Occupations List (LTOL) - PY21-22 as presented, and it was seconded by Bob Cenk. The motion passed unanimously.

### **Agenda Item #12 – Taylor, Hall, Miller, and Parker (THMP) Monitoring Report - Fall 2021 Monitoring**

Brian Bauer, President/CEO, presented Taylor, Hall, Miller, and Parker (THMP) Monitoring Report for Fall 2021. CSRC monitors all administration and program operations to ensure maximum effectiveness, efficiency, and compliance of all management, programmatic and fiscal systems. Per State requirements, CSRC conducts internal monitoring on a scheduled basis. Mr. Bauer stated that the Fall monitoring done by Taylor, Hall, Miller, and Parker was very favorable.

### **Agenda Item #13 - Other Business**

1. Brian Bauer, President/CEO, discussed the re-organization plan for the career centers as of October 25, 2021:
  - a. Joe Azevedo will be assigned the role of Martin County Center Manager.
  - b. Jennifer Sideregts will be assigned the role of St. Lucie County Center Manager
  - c. Dale Shepperson will be assigned the role of Indian River County Center Manager
  - d. Christian Gavilanez has been placed in the capacity of Assistant Facilities Manager. A succession plan has Mr. Gavilanez succeed Caren Belowch upon her retirement. Date to be determined.
  - e. Due to the increase in emotionally charged interactions taking place in the career centers that see clients frustrated with their inability to navigate through the RA Connect website to claim and receive their benefits, the Executive team determined the need for Security Guards to be brought back into all the centers on a month-to-month basis. This added security will help to ensure the safety of all staff members and job seekers.
  - f. Tracey McMorris, Vice President of Operations/COO will be taking over the Business Services team now that Marcelo Dossantos has resigned.
  - g. Shelly Batton will become the Director of Programs overseeing WTP/SNAP/WIOA/Wagner-Peyser Programs.
2. Mr. Bauer stated that CSRC is still interviewing for the HR Generalist position and is seeking an individual that can assist with finance duties, as applicable. To ensure smooth transitions in the future this person will become part of the succession plan for the finance department.
3. Mr. Bauer discussed the letter of agreement in partnership with Indian River Foundation, Inc. Mr. Bauer stated that with the Boards approval CSRC was able to include in the marketing budget monies for us to participate as a primary stake holder in a region wide branding campaign. Indian River State College, CareerSource Research Coast, The Economic Development Council of St. Lucie County, Okeechobee County Economic Development Corporation, Business Development Board of Martin County, and Indian River County Chamber of Commerce – Office of Economic Development (Principal Investors) have agreed in principle to address the identified gaps between employer needs and the workforce pipeline through the execution of a detailed marketing plan and public service announcement (PSA). IRSC will coordinate all Principal Investors in developing a full-fledged PSA campaign promoting the value of workforce (skilled trades, advanced manufacturing, and logistics/distribution) occupations, with an increased focus on skills gap areas - manufacturing, marine and aviation, etc.

### **Adjournment:**

Leslie Kristof, Vice Chair, asked if there was any further discussion, with none, Werner Bols made a motion to adjourn the meeting, it was unanimously agreed and adjourned at 8:40 am.

**BOARD SECRETARY CERTIFICATION**

I hereby certify these minutes reflect the proceedings by the Executive Committee of CareerSource Research Coast, have been reviewed by the Board, and approved or approved with modifications which have been incorporated herein.



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Brian Bauer, President/CEO  
Board Secretary

October 27, 2021

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Date

**Approved by Board: October 27, 2021**