

## SEPTEMBER 17, 2021

### **Meeting Summary**

1. Welcome & Attendance
2. Declarations of Conflict of Interest
3. Review and Approve Financial Statement for July 30, 2021
4. Review and Approve Internal Control Questionnaire (ICQ) for PY 2021 – 2022
5. Review and Approve Administrative Policy – Employment Eligibility Verification –September 2021
6. Review WIOA Youth Programs Sub-Recipient Contract PY 2021 - 2022
7. LWDB20 Primary Indicators of Performance for Program Years 2021 and 2022
8. Other Business
9. Set Agenda Items for Next Executive Meeting – October 15, 2021
10. Adjournment

### **Members Present**

Terrance Moore

### **Members Participating by Teleconference**

Pamela Burchell                      Leslie Kristof  
Werner Bols                              Pamela Houghton

### **Members Absent (Excused):**

Bob Cenk  
Larry Hawes

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

Brian Bauer                              Tracey McMorris                      Lisa Delligatti  
Jennifer Eimann                              Martin Rivera

### **Call to Order:**

Pamela Burchell, 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.

### **Agenda Item #3 - Review and Approve Financial Statement for July 30, 2021:**

Lisa Delligatti, CFO, provided an overview to the Committee of the Financial Statement for July 30, 2021. Ms. Delligatti stated that expenditures provided on statement are low as all expenditures from June 2021 are accrued as of July 31, 2021. Expenditures in training under 472 Sector Strategy reflect Apprenticeship monies that were approved to be utilized to fund WIOA projects. As a result, ITA expenditures were zero for July 2021. Final allocations are reflected on the July 31, 2021 financial statement.

A motion was made by Werner Bols to approve the July financial report as presented and it was seconded by Pamela Houghton. The motion passed unanimously.

**Agenda Item #4 - Review and Approve Internal Control Questionnaire (ICQ) for PY 2021 - 2022:**

Brian Bauer, President/CEO explained that The Internal Control Questionnaire (ICQ) has been developed by the Department of Economic Opportunity (DEO) as a self-assessment tool for the agency's sub-recipients to help evaluate whether a system of sound internal control exists within an organization. Each year the LWDB's are required to submit the ICQ to DEO that demonstrates its commitment to integrity and ethical values. The current ICQ reflected some word changes, as well as adding two additional questions to the questionnaire.

The ICQ is submitted to DEO by the President/CEO of the organization. Responses should reflect the entity's management team's knowledge and perspective of the controls in place as of the time the questionnaire is completed. Mr. Bauer stated that the ICQ reflects that LWDB is very strong in majority of categories. Items that will be looked at further by Board and as an Executive team are as follows:

1. LWDB's internal controls.
2. Succession plans for senior management.
3. Timely publication of application information to LWDB's website.

Mr. Bauer stated that once the ICQ is approved it will be sent Pamela Burchell and himself for signatures. Then it will be forwarded to the DEO by deadline of September 30, 2021.

A motion was made by Terrence Moore to approve the Internal Control Questionnaire as presented and it was seconded by Pamela Houghton. The motion passed unanimously.

**Agenda #5 - Review and Approve Administrative Policy – Employment Eligibility Verification – September 2021:**

Brian Bauer stated that Employment Eligibility Verification is a new policy that aligns with some changes DEO has made in the sub-grantee/grantee agreement. The state of Florida requires all WDB's use the E-verify system to verify the work authorization status of all newly hired employees. The policy reflects the requirement of the LWDB and outlines the steps that will be taken to ensure compliance with state requirements.

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

**Agenda Item #6 - Review WIOA Youth Programs Sub-Recipient Contract PY 2021 – 2022:**

Brian Bauer presented the fully executed sub-recipient contract entered into with Eckerd Connects, LTD., effective from July 1, 2021, through June 30, 2022. Eckerd Connects, LTD. will provide youth ages 16 to 24 access to services and activities that assist them in overcoming challenges, as well as determine education and career goals.

**Agenda Item #7 – LWDB20 Primary Indicators of Performance for PY 20-21 and PY 21-22:**

Brian Bauer presented to the committee the completed Primary Indicators of Performance that was approved by the DEO and the United States Department of Labor (USDOL) for PY 20-21 and 21-22. Included are the CSRC's final measures for PY 20-21, along with negotiated



and approved measures for PY 21 - 22. CSRC exceeded in the majority of measures. Noted was the decrease in our performance regarding Dislocated Workers employed 2<sup>nd</sup> quarter after exit. Mr. Bauer explained that prior to the pandemic we did not have a lot of unemployed individuals in our local workforce development area. Thus, the 78.90% reflects the low unemployment rate prior to the COVID-19 pandemic.

At the CareerSource Florida Board meeting the state provided the metrics for PY 2020 – 2021. The state of Florida met or exceeded all the metrics for PY 2020 - 2021.

**Agenda Item #8 – Other Business:**

1. Brian Bauer discussed the 2021 Workforce Development Professional Summit that took place September 13 - 15 in Orlando. CSRC had 18 individuals attend this year. Feedback from staff was that the workshop was very beneficial and engaging.
  - a. The LWDB's were provided the opportunity to purchase glass plaques for staff acknowledging their unwavering commitment during the 2020-2021 COVID-19 pandemic. CareerSource Research Coast participated by purchasing plaques for all frontline staff.
  - b. Mr. Bauer attended the Board of Directors meeting at the Summit. Discussed were the DEO memos addressing the WDB's role in supporting unemployed Floridians, reemployment assistance claimants, enhanced communication, and customer service. As a result, the state has created a strategic policy titled Availability of Services to Floridians. This policy further outlines the role of the State and LWDB's in ensuring Florida's workforce system provides economic opportunity for everyone who wants to work, find a better job, or improve their skills to succeed.
  - c. Mr. Bauer was part of a panel discussion that included Central Florida, Gulf Coast Florida, and Palm Beach. The topic of discussion was the REACH Act and how implementation is working at the local levels. Further discussed by the panel were the following items:
    - i. The requirement that LWDB's are to be assigned a letter grade, which must be made public, based on improvement of participants long-term self-sufficiency, and return on investment.
    - ii. Regionalism and how we partner with other Boards outside our local workforce development area to better serve our communities.
    - iii. The adult education component of the REACH Act and how we can partner with the Department of Education and other partners in adult education to address issues of why there are 1.8 million individuals that are not able to read at the proper level as adults.
2. Brian Bauer announced the following resignations:
  - a. Marcelo Dossantos, Vice President of Strategic Initiative has resigned effective September 30, 2021. As a result, there will be some shift in our model towards having a Director of Programs. Shelly Batton is being considered for this position. Tracey McMorris will assume the role of Director of Operations.



- b. Sandy Robinson, Human Resources Manager resigned as of September 16, 2021. The position has been restructured for a Human Resources Generalist and will report directly to Lisa Delligatti, CFO.
- 3. There was an incident September 2, 2021, that occurred in our Martin County location. The incident reflected the increase in emotionally charged interactions taking place in the career centers. Clients frustrated with their inability to navigate through the RA Connect website to claim and receive their benefits are becoming increasingly agitated and frustrated with staff. As a result, 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.

**Next Meeting Date:**

The next Board of Executive Committee Meeting is scheduled for October 15, 2021.

**Adjournment:**

Pamela Burchell, 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**