

Board of Directors

Meeting Minutes

February 23, 2022

Meeting Agenda

1. Welcome & Call to Order
2. Pledge of Allegiance
3. Roll Call and Attendance
 - a. Board
 - b. Staff
 - c. Public
4. Declarations of Conflict of Interest
5. DEO PY 2021-2022 Annual Performance Presentation to Board of Directors
6. Ted Astolfi, CEO/President, Economic Council of Martin County Presentation - Building an Aviation Talent Pipeline in Martin County

Voting Item

7. Consent Agenda
 - a. Review and Approve December 22, 2021, Board of Directors Meeting Minutes
 - b. Review and Approve February 11, 2022, Executive Meeting Minutes
 - i. Review and Approve Financial Statements - November 30, 2021, and December 31, 2021
 - ii. Review and Approve CSRC Administrative Plan - Revised February 1, 2022
8. Review and Approve Acceptance of 2020 - IRS Form 990 Tax Return
9. Review and Approve Executive Staff Salary Adjustment
10. Review and Approve President/CEO Annual Performance Evaluation for Calendar Year 2021-22
11. Review and Approve Issuance of RFP#22-002-EOR - Employer of Record

Information/Discussion

12. Chair's Report
 - a. Nominating Committee Formation for Recommendation of PY 2022-2023 Slate of Officers
13. President's Report
 - a. CareerSource Research Coast - Staff Reorganization Update
 - b. Legislative Update - REACH Act Implementation
 - c. One-Stop Operator 2nd Quarter Report - PY21-22
14. Open to the Board
15. Open to the Public
16. Adjournment
17. Next Board of Directors Meeting Date - April 27, 2022

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Members Present

Werner Bols	Bob Cenk	Pamela Houghton
Chris Dzadovsky		

Members Participating by Teleconference

Pamela Burchell	Helene Caseltine	Larry Hawes
Wayne Olson	Jose Capellan	Christie Shields
Angelia Williams	Aliesha Seitz	Dr. Ginger Featherstone
Jeannie McCall	Jim Brann	

Members Absent (Excused)

Maddie Williams	Leslie Kristof	Debbie Perez
Jill Hanson	Dr. Tim Moore	Terrance Moore
Pete Tesch	Terrance Moore	

Members Absent (Unexcused)

David Freeland

Staff in Attendance (Teleconference and on-Site)

Brian Bauer	Tracey McMorris	Lisa Delligatti
Shelly Batton	Melvin Joseph	Jennifer Eimann

Call to Order

Pamela Burchell, Chairperson, called the meeting to order at 8:08am. The Board recited the Pledge of Allegiance. A quorum was established.

Agenda Item 4 - Declarations of Conflicts of Interest (COI)

Pamela Burchell, Chairperson, asked if any items on the agenda had a conflict of interest, and none were declared.

Agenda Item 5 - DEO PY 2021-2022 Annual Performance Presentation

Daniel Harper and Charles Williams from the Department of Economic Opportunity (DEO) presented an overview of CSRC's Performance for Program Year (PY) 2020-2021. The presentation included a review of the Primary Indicators of Performance, where CSRC exceeded eleven, met six, and fell short on one measure, the Dislocated Worker (DW) Employed 2nd Quarter After Exit. Mr. Harper further explained that the DW pool comprised seventeen individuals. Mr. Harper also provided board members a summary of the results of the annual programmatic and financial monitoring. One finding or Other Noncompliance Issues (ONI) noted in each of the following programs: Welfare Transition (WT), Supplemental Nutrition Assistance Program (SNAP), and the Workforce Innovation and Opportunity Act (WIOA) Adult/Dislocated Worker/Youth. Three findings recorded in the Wagner Peyser (WP) program. No issues or ONIs recorded in the financial review.

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Agenda Item 6 - Economic Council of Martin County Presentation - Building an Aviation Talent Pipeline in Martin County

Ted Astolfi, President/CEO, Economic Council of Martin County, stated that the Economic Council of Martin County has recognized a need to create talent pipelines. The first of these pipelines will focus on addressing the future talent development for the aviation and aerospace sectors.

Mr. Astolfi explained that collaborating and aligning with the education system is critical in creating an efficient and direct pipeline of talent to the aviation & aerospace industry. He identified four segments that need to be addressed. The first segment of the pipeline will address the Early Learning/Pre-K through Elementary School age group with the development of a new aviation themed playground, also called an Outdoor Aviation Education Center. The second segment in the pipeline will address the Middle school age youth. School District CTE programs and industry tours will be developed along with not-for-profit programming to address the learning and career exploration needed at this age. The third segment addresses high school age students. The Martin County School District has developed and launched an aviation & aerospace CTE program at the high school level at Spectrum Academy in the fall of 2021. This CTE program combined with an increase in internships, pre-apprenticeships, and apprenticeships (in alignment with SB 366 and the REACH Act), as well as the addition of other programs offered by the not-for-profit community will add to this talent pipeline. Last, the final segment involves education after high school and continuing education for those adults looking to train, upskill, retrain, or maintain certifications. This segment will occur primarily in the REACH Center. Formerly building 17 at Witham Field and will bring together Indian River State College, CareerSource, Industry, and not-for-profits.

Agenda Item 7 - Consent Agenda

Pamela Burchell, Chairperson, presented the Consent Agenda and asked members if any items needed further discussion.

With no further discussion, a motion was made by Werner Bols to approve the Consent Agenda as presented, and it was seconded by Ginger Featherstone. The motion was approved and passed unanimously.

Agenda Item 8 - Review and Approve Acceptance of 2020 - IRS Form 990 Tax Return

Brian Bauer, President/CEO, explained that the 2020-IRS Form 990 consists of a core form and supplemental schedules. Mr. Bauer asked if there were any questions regarding the IRS Form 990 Tax Return.

With no further discussion, a motion was made by Pamela Houghton to approve acceptance of 2020 - IRS Form 990 Tax Return as presented, and it was seconded by Werner Bols. The motion was approved and passed unanimously

Agenda Item 9 - Review and Approve Executive Staff Salary Adjustment

Pamela Burchell, Chairperson, explained that per the DEO Grantee/Sub-Grantee Agreement, no changes to compensation for CSRC's executive staff are allowed without documented approval from the Board of Directors and must align with local policies and procedures.

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Due to CSRC's mid Program Year re-organization and the realignment of the Business Services unit, the following occurred:

1. Elimination of the VP of Strategic Initiatives and Apprenticeship Navigator positions along with the creation of three (3) Recruiter positions and the realignment of the Business Services unit to report directly to the COO.
2. Conversion of the HR manager position to a HR generalist and realignment of the HR generalist to report directly to the CFO.
3. With these realignments along with other additional responsibilities and duties added to both the COO and CFO, current job descriptions will be amended, and the Executive Committee recommended salary increases for both members of the executive team.

As a result, Ms. Burchell stated that the Executive Committee recommended that Tracey McMorris, COO, and Lisa Delligatti, CFO, receive a \$7,500 increase in their salaries.

With no further discussion, a motion was made by Pamela Houghton to approve the executive staff salary recommendation as presented, and it was seconded by Angela Williams. The motion was approved and passed unanimously.

Agenda Item 10 - Review and Approve President/CEO Annual Performance Evaluation for calendar year 2021-22

Pamela Burchell, Chairperson, explained the Executive Committee members rated the annual performance of Brian Bauer, President/CEO. The customary process is for an evaluation form to be e-mailed to Executive Committee members. Completed forms are to be returned to the Chairperson via e-mail. The Chairperson then tabulated the scores and presented the results to the Executive Committee for review and further discussion. The Executive Committee met with Mr. Bauer to present the evaluation and allow for conversation regarding results of his performance.

Ms. Burchell stated that Mr. Bauer exceeded the Executive Committee expectations with a strong performance with a total tabulation of 3.86 out of 4. As a result, the Executive Committee recommended that Mr. Bauer receive a 5% bonus, as well as a 1% salary increase.

With no further discussion, a motion was made by Werner Bols to approve Mr. Bauer's annual performance evaluation along with compensation recommendation as presented, and it was seconded by Bob Cenk. The motion was approved and passed unanimously.

Agenda Item 11 - Review and Approve Issuance of RFP#22-002-EOR - Employer of Record

Brian Bauer, President/CEO, explained that in the CSRC's Administrative Plan, a Request for Proposal (RFP) is required to procure an Employer of Record (EOR) as the current RFP-EOR expires at the end of PY 21-22 on June 30, 2022. Approval by the Board allows for LWDB 20 to begin the procurement process as defined in the Administrative Plan for an EOR. The contract award is for period of one year, renewable annually, based on performance and other measures for a term of five years.

Mr. Bauer explained that there have been minor changes to the proposal that will allow LWDB 20 flexibility, and choice of vendors. Individuals hired by CareerSource Research Coast (CSRC), as well as hired through special projects such as Summer of Success (St. Lucie and Martin Counties), are retained by the EOR who functions as payroll administrator for these projects.

With no further discussion, a motion was made by Werner Bols to approve Issuance of RFP#22-002-EOR - Employer of Record as presented, and it was seconded by Pamela Houghton. The motion was approved and passed unanimously.

Agenda Item 12 - Chair's Report

Pamela Burchell, Chairperson, discussed having to form a nominating committee for our new officer slate. Pamela Burchell will complete her second single year term as Chair June 30, 2022. Leslie Kristof, Vice Chair, will move up to Chair position. In addition, Pamela Houghton's four-year term as Treasurer will complete June 30, 2022. As a result, the committee will be looking for a Vice Chair and Treasurer to fulfill officers as defined in the By-Laws. Werner Bols has agreed to serve as the lead for the nominating committee.

Agenda 13 - Presidents Report

- Mr. Bauer, President/CEO, stated CareerSource Florida has made available for public notice the two-year modification to their four-year Workforce Innovation & Opportunity Act (WIOA) state plan. This information can be obtained by going to: <https://careersourceflorida.com/about-us/reports-and-publications/>.

After completion of public comment and the state plan is submitted to USDOL, the LWDB's will receive guidance and a timeline for completing their two- year plan modifications to their individual local four-year plans.

Mr. Bauer stated that these updates come at a suitable time as the two-year plan is our strategic tool we use as we collaborate with our local communities, employers, and partner agencies. The LWDB's plan is expected to be approved late Summer or early Fall of 2022. Mr. Bauer stated he will keep the Board updated as information is passed down from DEO and CSFL.

- Mr. Bauer explained that the National Dislocated Worker Grant (NDWG) received in 2020 is ending as of March 2022. CSRC has expended the grant award received in the amount of \$3,000,000. The majority of those expenditures were wages for individuals we put in work assignments and were displaced due to the COVID pandemic.
- Mr. Bauer made the following observations regarding the DEO PY 2021-2022 Annual Performance report presented by Daniel Harper, DEO. As stated by Mr. Harper, when we did not meet the Dislocated Worker (DW) Employed 2nd Quarter After Exit metric we triggered a Technical Assistance with the state. However, as of December 31, 2021, we are back to meeting 90-100% of the negotiated amount for that metric. In addition, CSRC was only short of meeting that measure by 2.1% an indicator as to what was happening in the workforce at that time due to the Pandemic. LWDB 20 continues to track and accept any Technical Assistance that the state has to offer regarding these measures.

- Mr. Bauer provided a legislative update regarding REACH Act. Mr. Bauer stated that as part of the Reach Act the Credentials Review Committee has been established to define and identify credentials of value for non-degree and degree instructional programs for in-demand occupations. Mr. Bauer stressed the importance of the LWDB's working diligently with the state board in making sure that all LWDB's are represented, as well as have a voice in the decision making regarding what will be approved as an accepted credential.
- Another component of REACH Act is grading LWDB's. The current discussions are scheduled to determine what criteria will be used in establishing a letter grade for each Local Workforce Development Board.
- Mr. Bauer stated that as part of the REACH Act there is discussion regarding the consolidation of Board's. Currently, this is only in the discussion phase. The Boards have been asked for their input as to what their vision of Board consolidation might look like. Mr. Bauer stated he will keep the Board updated on this topic as he receives more information.
- Tracey McMorris, COO, presented the One-Stop-Operator Report. Ms. McMorris stated that going forward Christian Gavilanez, One-Stop Coordinator, once a quarter is contacting every client that has been referred to/from a partner agency to establish the satisfaction of delivery of services. The feedback received will be shared with the partner agencies in the hope it will cause improved delivery of services to our clients.

April 1st will be the roll-out of the new referral platform Crosswalk. Training with the partner agencies and staff will take place during the next month.

Adjournment

Pamela Burchell, Chairperson asked if there was any further discussion or business before the board. With nothing further, she asked for a motion to adjourn the meeting.

A motion was made by Ms. Burchell to adjourn the meeting at 9:04am, and the motion was passed unanimously.

Next Meeting Date

The next Board of Directors Meeting is scheduled for April 27, 2022.

BOARD SECRETARY CERTIFICATION

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

4/27/2022

Brian Bauer, President/CEO
Board Secretary

Date



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