

April 27, 2022

Meeting Agenda

1. Welcome & Call to Order
2. Pledge of Allegiance
3. Roll Call and Attendance
 - a. Board Members
 - c. Staff
 - d. Public
4. Declarations of Conflict of Interest

Voting Items

5. Consent Agenda
 - a. Review and Approve February 15, 2022, Youth Council Meeting Minutes
 - b. Review and Approve February 23, 2022, Board of Director Meeting Minutes
 - c. Review and Approve March 30, 2022, Program & Services Committee Meeting
 - d. Review and Approve April 15, 2022, Executive Committee Meeting Minutes
 - i. Review and Approve Financial Statements - Jan. 31, 2022, and Feb. 28, 2022
 - ii. Review and Approve Migrant and Seasonal Farmworker (MSFW) - Initial Intake and Services Policy
 - iii. Review and Approve WIOA Youth - Program Eligibility Policy
 - iv. Review and Approve WIOA Youth - Incentive Payment Policy Revisions
 - v. Review and Approve Universal - Common Exit Policy
 - vi. Review and Approve WIOA - Individual Training Account Policy Revisions
 - vii. Review and Approve WIOA - Local Targeted Occupations List (LTOL) Policy Revisions
 - viii. Review and Approve 4th Quarter Local Targeted Occupations List - PY 2021-2022
 - ix. Review and Approve CareerSource Serving as One-Stop Operator for LWDB20
6. Review and Approve Slate of Officers for PY 2022-2023
7. Review and Approve the Award of Employer of Record (EOR) Contract

Information/Discussion

8. Chair's Report
9. President's Report
 - a. Annual Board Member Orientation Requirement
 - b. REACH Act - Board Member Consolidation Discussion
 - c. E-mail from CareerSource Florida (CSFL) President
10. Open to Board
11. Open to Public

Members Present

Bob Cenk Chris Dzadoovsky

Members Participating by Teleconference

Helene Caseltine	Pamela Houghton	Larry Hawes
Terrance Moore	Wayne Olson	Debbie Perez
Pete Tesch	Werner Bols	Pamela Burchell
Jose Capellan	Aliesha Seitz	Larry Hawes
Ginger Featherstone	Jeannie McCall	Christie Shield

Members Absent (Excused)

Jim Brann	Jill Hanson	Leslie Kristof
Debbie Perez	Angela Williams	Maddie Williams

Members Absent (Unexcused)

David Freeland

Staff in Attendance (Teleconference and on-Site)

Brian Bauer	Tracey McMorris	Lisa Delligatti
Shelly Batton	Martin Rivera	Jennifer Eimann

Call to Order

Pamela Burchell, Chairperson, called the meeting to order at 8:05 am. 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 - 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 Helene Caseltine to approve the Consent Agenda as presented, and it was seconded by Ginger Featherstone. The motion was approved and passed unanimously.

Agenda Item 6 - Review and Approve Slate of Officers for PY 2022-2023

Brian Bauer, President/CEO, explained that The Board's By-Laws state 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) year terms, and the Treasurer shall be limited to four (4) consecutive one (1) year terms. The slate of Officers proposed is as follows:

Leslie Kristof - Chair
Jim Brann - Vice Chair
Maddie Williams - Treasurer

A motion was made by Pamela Houghton to approve the Slate of Officers for PY 2022-2023 as presented, and it was seconded by Helene Casteltine. The motion was approved and passed unanimously.

Agenda Item 7 – Review and Approve the Award of Employer of Record (EOR) Contract

Brian Bauer, President/CEO, stated the current Employer of Record (EOR) contract is for services needed regarding staffing needs for CareerSource Research Coast (CSRC) Board, special projects, or any other programs where we may need staffing assistance that functions as a payroll administrator. The Request for Proposal (RFP) is awarded for five (5) years and the contract is renewable annually dependent upon the performance of EOR. CareerSource Research Coast released a formal Request for Proposal for an Employer of Record with a submission deadline of April 15, 2022, for the period of July 1, 2022, through June 30, 2027.

CSRC received two (2) proposals that passed technical review. The Review Team reviewed and discussed their evaluations of all proposals, combine the individual scores, and arrived at a composite technical score for each proposal. The rating team consisted of the Chief Financial Officer, financial accountant, and administrative staff member.

The RFP/RFQ Rating Team Compilation was proposed to the Board for review and approval. Based on the cumulative rating score of the team, Manpower, Inc. has been determined the most advantageous contract award for CSRC.

A motion was made by Chris Dzavdosky to approve the Award of Employer of Record (EOR) Contract as presented, and it was seconded by Helene Casteltine. The motion was approved and passed unanimously.

Agenda Item 8 - Chair's Report

Pamela Burchell, Chairperson stated that LWDB 20 efforts are being rewarded as job seekers are getting back to work. The unemployment rate continues to decrease in Martin, St. Lucie, and Indian River counties.

Ms. Burchell reiterated that 2021 saw a multitude of issues for individuals personally and professionally. Ms. Burchell stated the work that the Board contributes exacts change within our communities. The Board's job as a community partner adds value to our local workforce development area, thus extending to our borders and other regions. Ms. Burchell thanked the Board members for their continued effort and support.

Ms. Burchell addressed the REACH Act and items directly impacting the Local Workforce Development Boards (LWDBs). The most critical item to be addressed is the legislation's requirement to look at and consider the consolidation of the current LWDB network.

Ms. Burchell explained that there is no action to be taken at this time by the LWDBs as CareerSource Florida, the state workforce board, has hired a consultant to begin the process. Ms. Burchell encouraged the Board to remain diligent in their support of LWDB 20 as the process progresses.

Agenda 8 - Presidents Report

Brian Bauer, President/CEO, stated that we are currently working on our annual board member orientation which is an annual requirement as set forth by our sub-grantee agreement with the Department of Economic Opportunity (DEO). LWDB 20 is working with Taylor, Hall, Miller, and Parker (THMP) to update the orientation video with applicable documents for PY 2022-2023. The orientation video is expected to be sent out to Board members in May and should be completed by June 30, 2022.

- Mr. Bauer discussed CareerSource Research Coast (CSRC) staff updates:

Business Services: Dawn Riccardi has been rehired as a Business Navigator in the Port St. Lucie career center. Mary Murphy has been selected to fill a second Business Navigator position and will be assigned to the Martin County career center.

LWDB 20 is still interviewing for a third Business Navigator and that individual will be assigned to the Indian River County career center. In addition, three Recruiter positions are still vacant.

Welfare Transition/SNAP: Interviews have been taking place to fill the one Welfare Transition/SNAP Career Planner position that is open in the Martin County career center.

DVOP/LVR: There are 4 FTE positions vacant that include three Disabled Veterans' Outreach Program Specialists (DVOPs) and one Local Veterans' Employment Representatives (LVR position). CareerSource continues to assess and work to secure individuals to fulfill these positions.

- Mr. Bauer stated that he attended the National Association Workforce Board Forum 2022. Mr. Bauer presented along with CareerSource Florida and the Atlanta Federal Reserve on the CLIFF Dashboard. Specifically, Mr. Bauer discussed LWDBs participation in the CLIFF Dashboard pilot and the work being done with the FATES (Families Ascending to Economic Security) initiative. Mr. Bauer stated it went very well.
- Mr. Bauer shared that CareerSource Florida (CSFL) will be having the annual Board of Directors meeting in Tallahassee in the first week of June 2022. Mr. Bauer shared that it is expected that Ernst & Young will report their findings regarding the issue of consolidation of the current LWDB network, as well as approval of CSFL budget for PY 22-23.
- The Economic Development Council of St. Lucie County sponsored a strategic session which Mr. Bauer attended. The focus was to look at what the LWDB can do to address the workforce shortage within Martin, St. Lucie, and Indian River counties. With the influx of new businesses coming into our region there is a need to connect employers with the qualified, skilled talent to achieve economic prosperity. The number of individuals in the workforce is equivalent to pre-Covid numbers which are a positive outcome after the high unemployment rate of the last two years due to the Covid pandemic.

- Commissioner Dzadovsky shared that the Tourism Development Council of St. Lucie County has been discussing the creation of a tourism employment sector within the tourism umbrella. Commissioner Dzadovsky is interested in working with the LWDB 20 Board of Directors in a joint mission to recruit and bring viable candidates to the region.

Helene Casteltine mentioned the cooperative relationship between the three counties (Martin, St. Lucie, and Indian River). Commissioner Dzadovsky stated that as the LWDB consists of three counties it is important for the counties to work together to provide the important services our resident's and businesses expect and deserve.

- Mr. Bauer discussed the Workforce Innovation Opportunity Act (WIOA) unified two-year modification plan which is required by Federal and State law. The state is in the final stages of having its two-year plan approved by the Federal government. After completion of public comment, the state plan is submitted to USDOL and the LWDBs will receive guidance and a timeline for completing their two-year plan modifications to their individual four-year plans.

Further discussion by Mr. Bauer addressed the need to explore whether a tourism sector needs to be added to the LWDB 20 two-year plan, or if there is already an associated sector that tourism falls under. Commissioner Dzadovsky thanked the Board for their consideration regarding this matter.

- In addition, Mr. Bauer discussed that the CSRC executive staff will be creating a strategic plan that will be presented to the Board for discussion/review sometime in the first quarter of PY22-23 before it goes to the public, Consortium, and then the Governor's office for approval.
- Mr. Bauer discussed the notice received from CareerSource Florida regarding the REACH Act and the legislation's requirement to look at and consider the consolidation of the current LWDB network.

The consolidation intends to improve efficiencies, through the direct pairing of training services, the labor exchange, and employment services. In addition, The CareerSource Florida Board is looking at the possible elimination of multiple layers of administrative entities to improve coordination of the workforce development system and establish consistent eligibility standards across the state to improve the accountability of workforce programs.

Mr. Bauer has accepted an invitation from the CareerSource Florida Board to sit in a listening session where the topic of the LWDB network consolidation will be discussed. Mr. Bauer stated that he will keep the Board of Directors and Consortium updated on this topic and will have more information following the June 2022 CSFL annual Board of Directors meeting.

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 8:50 a.m., and the motion was passed unanimously.

Next Meeting Date

The next Board of Directors Meeting is scheduled for June 29, 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.

Brian Bauer, President/CEO
Board Secretary

6/29/2022

Date