

# TC Workforce Consortium Meeting Minutes

**JUNE 28, 2021**

## Meeting Summary

- 1 & 2. Welcome and Roll Call
3. Review and Approve Minutes from April 5, 2021
4. Review and Approve Board of Directors Membership Recertification
  - a. Board Member Recruitment Ad-Hoc Committee
  - b. By-Laws Update/Term Limits (House Bill 1507)
5. Review and Approve Draft Budget for Program Year 2021-22
6. Review and Approve Comprehensive One-Stop Career Center Memorandum of Understanding and Infrastructure Agreement for Program Year 2021-22

## Information/Discussion

7. DEO Grantee/Subgrantee Agreement for Program Years 2021-2023
8. Review 2019 990 Tax Return
9. Board Governance/Interlocal Agreement
10. Adjournment

## Members Participating by Teleconference

Commissioner Susan Adams, Commissioner Chris Dzadoovsky

## General Public by Teleconference

Dylan Reingold, IRC Attorney; Heather Young, MC Attorney; &, Caroline Valentine, SLC Attorney

## Staff Participating by Teleconference and In Person

Brian Bauer	Martin Rivera
Tracey McMorris	Caren Belowch

## Call To Order

The meeting was called to order at 3:00 p.m.

## Agenda Item 3 – Review and Approve Minutes from April 5, 2021

Susan Adams, Vice Chair for the Treasure Coast Workforce Consortium called for a motion to approve the minutes as provided from the April 5, 2021, Consortium Meeting. Chris Dzadoovsky made the motion to approve the minutes as presented, Susan Adams seconded the motion and it passed unanimously.

#### **Agenda Item 4 – Review and Approve Board of Directors Membership Recertification**

Brian Bauer, President/CEO explained that each year term renewal come up for the Board Members and as one of the Consortium’s responsibilities, the Commissioners are asked to renew or recertify the Board Members for a new term of three years. This year 10 members need to be recertified. They are Helene Caseltine, Business – IRC Chamber; Robert Cenk, Business – Homecrete Homes; Pamela Houghten, Education – FIU Center for Translation Science; Terrance Moore, Business – Moore Solutions, Inc.; Jeannie McCall, Business – Sandhill Cove Retirement Living; David Freeland, Labor Organization – SLC Classroom Teacher’s Union; Maddie Williams, Business – Treasure Coast Builders Association; Dr. David Moore, Education – Indian River County School District; Angella Williams, Business – Treasure Coast Hospice; & Leslie Kristof, Education – Keiser University. Attached you will see the schedule of whose membership needs to be approved for 21-22. Due to the new House Bill members will only be allowed to remain on the board for a maximum amount of 8 years. Staff will put together a new terms roster for all boards to be sure to stagger dates, so they are not exited from the Board at the same time. This schedule will be developed and presented to the Consortium for final approval. New board recruitment will have to be on a yearly basis until this 8-year maximum is worked out.

A motion was made by Commissioner Chris Dzadoovsky to approve the recertification of the board members for two-year increments. The motion was seconded by Susan Adams and passed unanimously.

##### a. Board Member Recruitment Ad-Hoc Committee

The Consortium stated staff will develop a plan for the existing board members for 2-year terms on staggered dates and present it to the Consortium at the next meeting for approval. Also, a plan needs to be developed to recruit new members out in the community to fill positions as they become vacant.

##### b. By-Laws Update/Term Limits (House Bill 1507)

The new House Bill has mandated a maximum of eight years that a board member can serve on the Board. The By-Laws will need to be updated with this information. Once staff has revised the By-Laws they will be presented to the Consortium for final approval.

#### **Agenda Item 5 – Review and Approve Program Year 2021-2022 Draft Budget**

Brian Bauer, President/CEO presented the 2021/2022 draft budget to the Consortium and made note that CareerSource Research Coast (CSRC) received a cut in its WIOA Funding for Program Year 2020/2021 of \$500,000 which mostly affected Dislocated Workers. There is level funding on the grants, and we currently have spent 30% in ITA’s. There is an overall increase in the budget due to COVID dollars being extended through March 2022.

A motion was made by Commissioner Chris Dzadoovsky to approve the PY 2021/2022 Draft Budget as presented, it was seconded by Commissioner Susan Adams. The motion passed unanimously.

#### **Agenda Item 6 – Review and Approve Comprehensive One-Stop Career Center Memorandum of Understanding and Infrastructure Agreement for Program Year 2021-22**

Brian Bauer, President/CEO explained that WIOA requires all Local Workforce Development Boards (LWDBs) to enter into a Memorandum of Understanding (MOU)

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with its required one-stop partners. The MOU is an agreement that details the operations of the local one-stop delivery system, provision of programs and services, and apportionment of costs. The MOU/IFAs must be reviewed and renewed at least every three years and the current MOU/IFA expires on June 30, 2020. The complete description of the MOU/IFAs is in the packet for review it outlines who the partners are, what their responsibilities are as a partner, and the partner contribution amount needed. This document needs to be signed by either the chair or vice chair, whoever is conducting this meeting.

A motion was made by Commissioner Chris Dzadovsky to approve the One Stop Memorandum of Understanding (MOU) and Infrastructure Agreement (IFA) as presented. This was seconded by Susan Adams and passed unanimously.

### **Agenda Item 7 – DEO Grantee/Subgrantee Agreement for Program Years 2021-2023**

Brian Bauer, President/CEO brought to the Committee's attention the official DEO Grantee-Subgrantee Agreement, which includes our responsibilities, requirements, duties, and functions, as a Local Workforce Development Board, as it pertains to staff and clients, fiscal integrity, programmatic integrity to the point of rules and responsibilities of our Chief Elected officials who serve on the Treasure Coast Consortium. At the discretion of the CSRC Board of Directors, signatory authority may be granted to the Board Chair. In the past this agreement was presented yearly. DEO is now allowing this agreement to be every two years instead of yearly.

A motion was made by Commissioner Chris Dzadovsky to acknowledge the DEO Grantee-Subgrantee Agreement for PY21-23 as provided and it was seconded by Commissioner Susan Adams. The motion passed unanimously.

### **Agenda Item 8 – Review 2019 990 Tax Return**

Brian Bauer, President/CEO stated this is the first year the Federal 990 (Return of Organization Exempt from Income Tax) is being presented to the Consortium. DEO is asking this to be reviewed by the Consortium. We have always presented this to the full Board and Executive Committee level by the independent CPA firm that completes this tax return. If the Consortium members would like we can have them present this at the Consortium meeting as well. The purpose of this is designed to provide:

- Transparency of activities
- A realistic picture of the organization and its operation
- A basis for comparing the organization to similar organizations
- Tax Compliance

Our Form 990 consists of a core form and supplemental schedules. There are questions concerning Board governance and policies and the IRS strongly recommends that all voting members of the governing body receive a copy of the organization's final 990 Tax Return prior to its filing. Commissioner Chris Dzadovsky stated the procedures we have followed in the past are sufficient. CSRC can provide a copy to the Consortium just for review.

### **Agenda Item 9 – Board Governance/Interlocal Agreement**

Brian Bauer, President/CEO stated the Interlocal Agreement between the three counties and WDB/CSRC is attached for review. Commissioner Chris Dzadovsky stated that the counties' attorneys have been reviewing this document and would like revisions to this document to show better clarity as to the responsibility of all three counties. One item

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in this document needs to state that the responsibility needs to be stated that each county will be responsible evenly, in three ways. It was also advised that possibly Consortium Board Liability Insurance might be in line to obtain. Mr. Bauer stated this liability has always been there just never brought to the forefront before. It was suggested that an ad hoc committee of the Consortium be developed to review and update the agreement. The Commissioners in attendance stated that rather than an Adhoc committee that Mr. Bauer and the attorneys get together to update that document.

Dylan Reingold, Attorney for Indian River County, stated they are aware of the liability issues and will keep a closer eye on WDB/CSRC in the future. The attorneys agreed that Mr. Bauer, all county attorneys, and county clerks work together to update this document to outline the roles and responsibilities. This will be presented to the Consortium at the next meeting for discussion and possible approval.

The committee schedule in the past has been meeting meets twice a year it was suggested that with all the new roles and responsibilities of the Consortium will set a quarterly meeting schedule and if the meeting is not needed it is easier to cancel than try to set up for an additional meeting. Mr. Bauer stated he would prepare a calendar for future meetings and present to the Consortium.

### **Adjournment**

With no further business to discuss Commissioner Dzadovsky adjourned the meeting at 3:50 p.m.

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### **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 and approved or approved with modifications which have been incorporated herein.

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Brian Bauer, President/CEO  
Board Secretary

6/29/2022  
\_\_\_\_\_  
Date

*TC Workforce Consortium Approved*

