



Executive Committee Meeting Minutes

August 12, 2022

Opening Remarks

1. Welcome & Attendance Declarations of Conflict of Interest
2. Declaration of Conflict of Interest

Voting Items

3. Review and Approve May and June Financial Reports - PY 2021-2022
4. Review and Approve Universal - Internal Monitoring Policy Revisions
5. Review and Approve Universal - On-Job-Training Program Policy Revisions
6. Review and Approve WIOA - Internship Policy Revisions
7. Review and Approve WIOA - Customized Training Policy Revisions
8. Review and Approve WIOA - Incumbent Worker Training Policy Revisions
9. Review and Approve TAA/WIOA - Dislocated Worker Co-Enrollment Policy
10. Review and Approve TAA - Training and Other Activities Funding Policy
11. Review and Approve LWDB 20 Budget - PY 2022-2023
12. Review and Approve Executive Staff Performance-Based Bonuses - PY 2021-2022

Information/Discussion

13. Other Business
 - a. Discussion of Attendance at Committee Meetings
 - b. WIOA Youth Services Sub-Recipient Update - PY 2022-2023
 - c. WIOA - Two-Year Plan Update to Local WIOA Four-Year Plan - PY 2022-2024
14. Adjournment

The next Executive Meeting will be on September 16, 2022



Members Participating by Teleconference:

Werner Bols Larry Hawes Maddie Williams
Terrance Moore Jim Brann

Members Present:

Leslie Kristof Pamela Houghton Bob Cenk

Members Excused:

Pamela Burchell

Call to Order:

Brian Bauer, President/CEO, called the meeting to order at 8:00 am. A quorum was established.

Agenda Item 2 - Declarations of Conflicts of Interest (COI):

Leslie Kristof, Chairperson, asked if there were any Conflicts of Interest and none were declared.

Agenda Item 3 - Review and Approve May and June Financial Reports - PY 2021-2022

Lisa Delligatti, CFO, stated that the June 30, 2022 report reflects fiscal year-end reporting. \$981,000 in Dislocated Worker funds will be carried over into the new program year. RESA had activity in May and June which is reflected in the June financials. End of the year ITAs ended up at 27.38% which is 2.38% above the required 25%.

Non-DEO grants include Summer of Success (SOS), FATES, Ticket to Work, Work Certified, Career Connect Conference, and Apprenticeship scholarships. These grants came in at a loss of approximately \$15,000 due to Work Certified not producing enough income to cover the cost of software and website activity.

Mr. Bauer stated that Local Workforce Development Board (LWDB) 20 is currently in negotiations with the entity that currently holds the labor market database/LMS system to transition Work Certified to them. In return, LWDB 20 will receive a royalty on any future sales of the Work Certified program.

A motion was made by Pamela Houghton to approve the May and June Financial Reports - PY 2021-2022, as presented. Bob Cenk seconded the motion. The motion passed unanimously.

Agenda Item 4 - Review and Approve Universal - Internal Monitoring Policy Revisions

Tracey McMorris, COO, stated that CareerSource Florida and the Department of Economic Opportunity require each LWDB to conduct local monitoring of programs to ensure compliance with state and federal guidelines. This updated policy reflects the requirement that the Trade Adjustment Assistance (TAA) program be included in the LWDBs monitoring schedule.

A motion was made by Larry Hawes to approve Universal - Internal Monitoring Policy Revisions, as presented. Pam Houghton seconded the motion. The motion passed unanimously.



Agenda Item 5 - Review and Approve Universal - On-the-Job Training Program Policy Revisions

Tracey McMorris, COO, stated that CareerSource Florida requires that local boards establish policies related to work-based training and learning, including on-the-job training. The CSRC On-the-Job Training (OJT) policy was revised to reflect recent updates to CareerSource Florida Administrative Policy 100: Work-Based Learning and Work-Based Training for Adults and Dislocated Workers. Specifically, revisions made to the policy reflect specific elements required in the On-the-Job Training (OJT) contract, as well as assurances that must be contained in the OJT contract.

A motion was made by Pam Houghton to approve the Universal - On-the-Job Training Program Policy Revisions, as presented. Bob Cenk seconded the motion. The motion passed unanimously.

Agenda Item 6 - Review and Approve Review and Approve WIOA - Internship Policy Revisions

Tracey McMorris, COO, stated that the requirements and assurances were updated to align with CareerSource Florida's policy 100. In addition, the requirement of having an Individual Employment Plan (IEP) for all internship participants was added to the local policy.

A motion was made by Bob Cenk to approve the WIOA - Internship Policy Revisions, as presented. Larry Hawes seconded the motion. The motion passed unanimously.

Agenda Item 7 - Review and Approve WIOA - Customized Training Policy Revisions

Tracey McMorris, COO, discussed that the CSRC Customized Training policy was revised to reflect recent updates to CareerSource Florida Administrative Policy 100: Work-Based Learning and Work-Based Training for Adults and Dislocated Workers. In addition, the IEP requirements were added to this policy, as well as the contract requirement and assurances.

A motion was made by Pamela Houghton to approve the WIOA - Internship Policy Revisions, as presented. Bob Cenk seconded the motion. The motion passed unanimously.

Agenda Item 8 - Review and Approve WIOA – Incumbent Worker Training Policy Revisions

Tracey McMorris, COO, stated that the contract requirements and assurances were added to the policy, and the language of the policy was made clearer and more concise.

A motion was made by Pamela Houghton to approve the WIOA - Internship Policy Revisions, as presented. Larry Hawes seconded the motion. The motion passed unanimously.

Agenda Item 9 - Review and Approve TAA/WIOA - Dislocated Worker Co-Enrollment Policy

Tracey McMorris, COO, explained that CareerSource Administrative Policy 116 communicates the requirement to co-enroll eligible trade-affected workers in the Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker program as well as the Trade Adjustment Assistance (TAA) program and the associated procedures. Thus, the local policy was created to reflect these requirements.

This policy communicates the requirements that all participants in TAA must be co-enrolled in the WIOA Dislocated Worker program to produce the best outcomes for the individual. The policy outlines that the participant must receive a minimum of one funded service and eligibility is determined prior to enrollment in the programs.



A motion was made by Pamela Houghton to approve the TAA/WIOA - Dislocated Worker Co-Enrollment Policy, as presented. Werner Bols seconded the motion. The motion passed unanimously.

Agenda Item 10 - Review and Approve TAA - Training and Other Activities Funding Policy

Tracey McMorris, COO, stated that the purpose of this new policy is to align with CareerSource Florida Administrative Policy 101 and provide the LWDBs with the requirements for Trade Adjustment Assistance (TAA) Training and Other Activities (TaOA) funding.

The policy states that the TAA Coordinator must ensure that the TaOA funds are used as the first option to support allowable expenses for trade-affected workers eligible for and receiving services under TAA, including those who are co-enrolled in WIOA. TaOA funds allocated to LWDB 20 fall into four cost categories: Training, Case Management, Job Search and Relocation, and Administrative Funds.

A motion was made by Larry Hawes to approve the TAA - Training and Other Activities Funding Policy, as presented. Terrance Moore seconded the motion. The motion passed unanimously.

Agenda Item 11 - Review and Approve LWDB 20 Budget - PY 2022-2023

Lisa Delligatti, CFO, stated that the budget presented reflects updates to the draft budget. Ms. Delligatti stated she added the revenue carry forward amounts, as well as any additional final funding amounts, and then balanced out the expenditures.

Ms. Delligatti stated that at the end of each program year the LWDBs submit to the DEO their indirect cost rate plan. At the end of June 2022, CSRC's indirect cost rate was 17.67% which is in line with what has been submitted over the last three years.

A motion was made by Bob Cenk to approve the LWDB 20 Budget - PY 2022-2023, as presented. Pamela Houghton seconded the motion. The motion passed unanimously.

Agenda Item 12 - Review and Approve Executive Staff Performance-Based Bonuses - PY 2021-2022

Brain Bauer, CEO, explained that per the DEO Grantee/Sub-Grantee Agreement, no changes to compensation for the board's executive staff are allowed without documented Board approval and must align with local policies and procedures.

CSRC's Employee Bonus Policy allows for non-discretionary, performance-based, year-end bonuses for all CSRC staff not to exceed 5% of an employee's annual salary. As a result of the current performance reviews for PY 2021-2022, Mr. Bauer is presenting this voting item to approve up to a 5% bonus for Tracey McMorris, COO, and Lisa Delligatti, CFO based on their performance reviews.

A motion was made by Pamela to approve the LWDB 20 Budget - PY 2022-2023, as presented. Bob Cenk seconded the motion. The motion passed unanimously.



Agenda Item 13 - Other Business:

Brian Bauer, President/CEO, explained that he and Leslie Kristof met to review the roles and responsibilities of the Chair. Items of focus included committee meeting attendance, the make-up of the Executive Committee, and the award of Governor's funding.

- Committee Meeting Attendance: Mr. Bauer discussed the various options of all in-person meetings vs. a hybrid of virtual and in-person.

Larry Hawes shared that he felt an attendance policy once put in place, needs to be reinforced. In addition, a hybrid model would allow for the option to attend meetings even if not able to attend in-person.

Pamela Houghton stated that in-person meetings do seem to breed more collaboration and participation amongst the committee members.

Leslie Kristof asked to receive the attendance rosters for PY 2021-2022 for all Board/committee meetings for review, as well as the Local Workforce Development Board Membership for PY 2022-2023. Mr. Bauer stated that Ms. Kristof would receive those items and once reviewed the discussion of attendance can be revisited at the September 16, 2022 Executive meeting. All committee members in attendance agreed unanimously.

- Executive Committee Members: Mr. Bauer stated that as the new Chair Leslie Kristof would like for Pamela Houghton and Bob Cenk to remain on the Executive Committee for the upcoming PY 2022-2023. While they are no longer required to remain on the committee, their continued involvement and service are invaluable. Werner Bols will continue to serve as an at-large member as well.
- Mr. Bauer made note of the fact that Taylor, Hall Miller, and Parker (THMP) provided CSRC with a refresher Board Member Orientation that can now be utilized to fulfill the annual requirements. Jennifer Eimann has sent out the shorter orientation to members who have not yet completed this requirement for PY2022-2023.
- Governor's Funding Award: Mr. Bauer stated LWDB 20 was one of three workforce boards (Research Coast, Brevard, Flagler/Volusia) to receive the Governor's set-aside funding. The total amount of funding was \$9,000,000. Each workforce board will receive \$3,000,000 to work collaboratively focusing on advanced manufacturing, aerospace, aviation, and Cybersecurity. This is a two-year grant funding. There are a total of six counties involved in this project. Mr. Bauer stated he is finalizing the concept paper to send to the state board.

Mr. Bauer stated this funding will allow us opportunities to do some creative projects. One is a job skill gap study strategic analysis regarding supply and demand. To include our K-12 CTE's and how that is affecting our pipeline through our industry sectors. This study can be a great resource for our employers to show where the gaps exist.

Mr. Bauer stated that the three workforce boards have created an alliance called Atlantic Workforce Alliance and they plan to create a region-wide consortium that encompasses all six counties. The plan is to meet four times in two years. Once the concept is finalized and shared with stakeholders it will be a tremendous opportunity to expand beyond the LWDB's three counties and to a regional level.

- **Additional Business:**

CareerSource Florida Private Sector Board Member: Mr. Bauer stated that CareerSource Florida is seeking a private sector member for their Board to represent the Southeast coast. Mr. Bauer asked anyone interested or who has a viable option to contact him directly.

Reach Act Update:

10% Holdback for Training Providers: Mr. Bauer explained that no specific guidance has come down from the state regarding the 10% holdback for training providers. CareerSource Florida has stated that should be put in place by October 1, 2022.

Board Re-alignment: This has moved into phase two with Ernst and Young speaking with local elected officials to discuss apprenticeship opportunities.

Letter Grades: Mr. Bauer stated they should be coming out sometime in November 2022.

Agenda 14 - Adjournment

With no further items to discuss a motion was made by Leslie Kristof, Chairperson, to adjourn the meeting, seconded by Pamela Houghton. The motion passed unanimously, and the meeting was adjourned at 9:22 a.m.

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 of Directors, and approved or approved with modifications incorporated herein.

DocuSigned by:

Brian K. Bauer

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Brian Bauer, President
Board Secretary

8/31/2022 | 3:31 PM EDT

Date

collaborate.
innovate.
lead.

