



Executive Committee Meeting Minutes

Friday, June 17, 2022

Opening Remarks

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

Voting Items

3. Review and Approve Wagner-Peyser (WP) - Job Seeker Registration, Application, and Services Policy
4. Review and Approve Financial Report - April 2022
5. Review and Approve Draft Budget - PY 2022-2023
6. Review and Approve Board Member Contract/COI Exemption Requests - PY 2022-2023
7. Review and Approve Comprehensive One-Stop Career Center Memorandum of Understanding (MOU) and Infrastructure Agreement (IFA)
8. Review and Approve Vendor Contracts for PY 2022-2023
 - a. Manpower
 - b. Spherion
 - c. Taylor, Hall, Miller, Parker (THMP)
9. Review and Approve CareerSource Research Coast Administrative Plan Update
10. Review and Approve Local Targeted Occupations List (LTOL) for 1st Quarter of PY 2022-2023

Information/Discussion

11. WIOA Youth Services Sub-Recipient Letter of Intent - PY 2022-2023
12. Committee/Board Meeting Schedule Revision
13. Other Business
14. Set Agenda Items for the next Executive Committee Meeting - July 15, 2022
15. Adjournment

Members Participating by Teleconference:

Werner Bols Larry Hawes

Members Present:

Pamela Burchell Pamela Houghton Terrance Moore

Members Excused:

Leslie Kristof Bob Cenk

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):

Pamela Burchell, Chairperson, asked if there were any Conflicts of Interest related to the specific agenda items numbered 1 through 12. None were declared.

Agenda Item 3 - Review and Approve Wagner-Peyser (WP) - Job Seeker Registration, Application, and Services Policy:

Brian Bauer, President/CEO, stated that this new policy aligns with CareerSource Florida policy 96 that addresses Wagner-Peyser's requirements for registering job seekers, completing the Wagner-Peyser application, and provision of services.

Ms. McMorris explained that the requirements for how the LWDBs are required to work with job seekers have become more stringent. Wagner-Peyser job seekers, our universal customers that come into the career centers, are now required to have a full Wagner-Peyser application. Thus, ensuring that all individuals coming into the career centers are being served and receiving the appropriate services.

The policy states that anytime the LWDBs provide a service to the job-seekers staff must ensure that a full application is completed in Wagner-Peyser, and anytime a service is provided staff must document via case note that staff had permission from the job seeker to provide applicable service.

Ms. McMorris noted that in some recent monitoring from Taylor, Hall, Miller, Parker (THMP), and the Department of Economic Opportunity (DEO) some of the minor issues that are notated are instances where staff did not properly document permission from the job seeker to provide services. This policy governs those practices.

A motion was made by Pamela Houghton to approve the Wagner-Peyser (WP) - Job Seeker Registration, Application, and Services Policy, as presented. Terrance Moore seconded the motion. The motion passed unanimously.

Agenda Item 4 - Review and Approve Financial Report - April 2022:

Lisa Delligatti, CFO, stated that by utilizing Wagner-Peyser funding the LWDB 20 was able to increase the Individual Training Account (ITA) waiver up to 26.5%, which is above the negotiated 25% needed for PY 2022-2023.

Pam Houghton made a motion to approve the Financial Report - April 2022, as presented. Werner Bols seconded the motion. The motion passed unanimously.

Agenda Item 5 - Review and Approve Draft Budget - PY 2022-2023:

Brian Bauer, President/CEO, stated that this is a draft of the budget for PY 2022-2023. Mr. Bauer noted the following factors as to why is it currently in draft form. First, PY 2021-2022 is not closed out until July 2022. Second, some grants have been extended outside of the current program year. As a result, Boards have the option to spend those grant dollars past the end of the current program year. Mr. Bauer stated that a final budget for PY 2022-2023 will most likely be ready to present at the October 2022 Board meeting.

Mr. Bauer explained that the draft budget reflects the completion of certain grants including the National Dislocated Worker Grant (NDWG). Over two years, the grant served individuals who were dislocated from their employment due to the COVID pandemic or were long-term unemployed. The grant provided temporary paid positions with various employers in Martin, St. Lucie, and Indian River counties. The LWDB 20 received \$3,000,000. There is a remainder of \$65,000 that will be used to provide supportive services to current NDWG) participants. In addition, the funding for the Apprenticeship Navigator position was eliminated in December 2021, as well as the Families Ascent to Economic Security (FATES) grant.

Mr. Bauer explained that the Florida Department of Economic Opportunity (DEO) is providing a grant that will be added to the PY 2022-2023 budget. The Reemployment Services and Eligibility Assessment (RESEA) program is a grant program for states to assist individuals receiving unemployment insurance (UI) benefits. The funds are used to connect participants with in-person one-on-one assessments and reemployment services.

Mr. Bauer explained that the draft budget reflects revised allocations provided by DEO. These allocations show a reduction in WIOA funding of 11.82%. This year LWDB 20 received the second largest reduction of all local workforce boards. Number one was Northcentral Florida and number three was Southwest Florida. Mr. Bauer explained that these allocations are based on a specific formula that does not consider areas such as Fellsmere, Gifford, and Sebastian which have the highest unemployment rates in our region.

LWDB 20 did receive a Dislocated Worker (DW) supplemental of approximately \$247,000, a 2.6% increase in our Temporary Assistance for Needy Families (TANIF) funding, and a 4% increase in Wagner-Peyser (WP) funding.

Mr. Bauer stated that due to the overall funding reduction LWDB 20 will be invoking the material reduction clause in the St. Lucie County lease. No longer leased will be a significant portion of the career center space in suite 300. The decision was made to move the one-stop center to a partner agency in Fort Pierce allowing for a large reduction in the rent costs. Mr. Bauer stated that he will cover this issue in more detail later in the meeting.

A motion was made by Pamela Houghton to approve the Draft Budget - PY 2022-2023, as presented. Werner Bols seconded the motion. The motion passed unanimously.

Agenda Item 6 - Review and Approve Board Member Contract/COI Exemption Requests - PY 2022-2023:

Bauer, President/CEO, stated that annually the LWDBs are required to submit a waiver and disclosure statement for all board members for who CareerSource Research Coast (CSRC)/LWDB 20 provides services. Exceptions to contracting with board members include workforce training services offered by CSRC such as OJT and ITA. These services include training providers, on-job-training contracts for private businesses, and our lease agreement with St. Lucie Public Schools for our Facilities Use Agreement of our Garden City career center. Any contract over \$10,000 must be approved by the Board and documents sent to DEO for final approval prior to the execution of any contract over the \$10,000 threshold. Any contract under 10,000 just must be approved by 2/3rds of the board members with a quorum having been established. CSRC is required to submit to DEO, but prior approval is not required for contracts under the \$10,000 threshold.

Werner Bols made a motion to approve Board Member Contract/COI Exemption Requests - PY 2022-2023, as presented. Terrance Moore seconded the motion. The motion passed unanimously.

Agenda Item 7 - Review and Approve Comprehensive One-Stop Career Center Memorandum of Understanding (MOU) and Infrastructure Agreement (IFA):

Tracey McMorris, COO, explained that the agreement signifies an extension to the Division of Vocation Rehabilitations' (DVR) Memorandum of Understanding (MOU). Currently, all our one-stop partners fall under one MOU umbrella. DVR is one entity not on the same MOU cycle. This extension will put the partners on the same cycle by extending the current agreement to the end of 2024. At that time all the MOUs will be reviewed, revised, and updated.

Pamela Houghton made a motion to approve the Comprehensive One-Stop Career Center Memorandum of Understanding (MOU) and Infrastructure Agreement (IFA), as presented. Leslie Kristof seconded the motion. The motion passed unanimously.

Agenda Item 8 - Review and Approve Vendor Contracts for PY 2022-2023:

Brian Bauer, President/CEO, discussed that each year of the Vendor Contract term, CSRC staff will report to the Board of Directors on the performance and intent to renew the contract(s) or seek new vendor(s)/provider(s). Types of contracts to be renewed include Employer of Record, Audit Services, Maintenance/Cleaning Services, and Cleaning Services for Satellite Offices.

Presented to the Executive Committee are Risk Assessment Summary Memos for the following:

- Manpower - serves as our current Employer of Record (EOR) - Manpower is in year two of five of the Request for Proposal (RFP)
- Spherion - serves as the EOR for National Dislocated Worker Grant (NDWG) - Spherion is in year three of five of the Request for Proposal (RF)
- Taylor, Hall, Miller, Parker (THMP) - serves as auditing services - THMP is in year two of five of the Request for Proposal (RFP)



Leslie Kristof asked if Spherion had addressed the issues regarding their past performance serving the EOR for the NDWG. Lisa Delligatti stated that after the administrative staff met with them to review and address these past issues, there was definite progress noted. In addition, Spherion's services are only utilized during a declared national disaster such as the past pandemic.

Leslie Kristof made a motion to approve the Vendor Contracts for PY 2022-2023, as presented. Pamela Burchell seconded the motion. The motion passed unanimously.

Agenda Item 9 - Review and Approve CareerSource Research Coast Administrative Plan Update:

Brian Bauer, President/CEO, stated that CSRC's Administrative Plan was revised based on updated requirements stipulated in the DEO Grantee/Subgrantee agreement. Mr. Bauer stated the majority of revisions were language changes and edits to align with current guidance from our independent monitoring as well as a recent Office of Civil Rights monitoring.

Pamela Houghton made a motion to approve the CareerSource Research Coast Administrative Plan Update, as presented. Terrance Moore seconded the motion. The motion passed unanimously.

Agenda Item 10 - Review and Approve Local Targeted Occupations List (LTOL) for 1st Quarter of PY 2022-2023:

Tracey McMorris, COO, stated that in the 4th quarter of every year the DEO publishes the Florida Statewide Demand Occupations List. From that list, the LWDB 20 determines what of these occupations are in demand for our region for the upcoming program year and what programs need to be excluded.

In the review of the data five occupations were identified from the DEO list and recommended to be excluded. All other occupations on the DEO Florida Statewide Demand Occupations List are being recommended to be retained or added to the CSRC Local Targeted Occupation List for PY 2022-2023.

Ms. McMorris stated that once the LTOL is approved the next step is to complete the Eligible Training Provider List (ETPL) for PY 2022-2023.

Pamela Houghton made a motion to approve the Local Targeted Occupations List (LTOL) for the 1st Quarter of PY 2022-2023, as presented. Terrance Moore seconded the motion. The motion passed unanimously.

Agenda Item 11 - Review the WIOA Youth Services Sub-Recipient Letter of Intent - PY 2022-2023:

Tracey McMorris, COO, explained that this Letter of Intent is from LWDB 20 WIOA Youth Services Provider Eckerd Connects, LTD. Currently, CSRC and Eckerd are in the process of creating their Statement of Work based on the CSRC budget for PY 2022-2023. As we are still in negotiations with Eckerd Connects, the Letter of Intent serves as a record that we are engaged in contract negotiation, the amount of funding that they expect to receive, and the minimum service levels they will provide.

Agenda Item 12 – Review Committee/Board Meeting Schedule Revision:

Brian Bauer, President/CEO, stated that Based on the required number of meetings for the Board of Directors stipulated in the by-laws, staff prepared the meeting calendar for Program Year 2022 - 2023.

A change has been made to the calendar to reflect the November Executive Committee meeting now being held on November 18, 2022. Moving the meeting from November 11, 2022, is a result of CSRC's observance of Veterans Day and the offices closing.

Agenda Item 13 - Other Business:

Brian Bauer, President/CEO, explained that he and Pamela Houghton had attended the CareerSource Florida Board of Directors and Council meeting on June 6-9, 2022, as well as the Florida Workforce Development Association (FWDA) meeting. Pamela Houghton now serves as CSRC/LWDBs 2nd Board member for FDWA.

- Mr. Bauer stated that the two items of the Reach Act that were of high importance at the meetings were the LWDBs realignment and letter grades.

Board Realignment - Ernst & Young reported their findings regarding the issue of consolidation of the current LWDB network at the CareerSource Florida Board meeting on June 9, 2022. Mr. Bauer stated that the report was relatively positive. Ernst & Young had met with some local workforce of Executive Directors, business stakeholders, and education individuals.

Mr. Bauer stated that the Ernst & Young report did not define any specific plan regarding the need for realignment or reduction of the LWDBs. The second phase will be a discussion of this issue with the county consortiums. It was stated that the LWDBs still do not have any idea what the legislature is looking to do regarding the topic of consolidation of the current LWDB network.

Letter Grade - The metrics were presented at the May 13, 2022 Executive meeting. The LWDBs were presented with data that will be used to dictate how the LWDBs are assessed and assigned letter grades based on the metrics provided. Mr. Bauer stated that the administrative staff is reviewing that data and does expect that grades will start to be assigned to the LWDBs in September 2022.

Mr. Bauer stated that he will keep the Board and Consortium informed on these topics. Mr. Bauer announced that the Treasure Coast consortium will be meeting on June 23, 2022, and these issues will be further discussed.

- As previously mentioned, a notice of intent to modify the business center lease was provided to our current landlord, Port St. Lucie (PSL) Business Center. Cited in the letter is that due to the reduction in funding, CareerSource is unable to continue to carry the expense of the Lease for 13,362 square feet of the demised premises. PSL Business Ctr and CareerSource have come to a verbal agreement on a modification of the Lease by reducing the demised premises by estimated 11,000 square feet and of CareerSource's intention to vacate by September 30, 2022.



The intent is to relocate the one-stop center to the Means Court Center, Fort Pierce. A satellite PSL career center will remain at 584 NW University Blvd., suite 200. Eckerd Youth Connects will remain in suite 400 in Poet St. Lucie/Eventually, the Garden City career center will be consolidated into Means Court Center.

- Mr. Bauer stated that we have our two-year plan instructions for the current four-year plan. Mr. Bauer stated that at the August 31, 2022 Board meeting the plan will be presented and discussed with the Board members.
- As there are no pending voting items or new updates to put before the committee at this time the decision to cancel July 15, 2022, Executive Committee meeting was approved by Pamela Burchell, Chair. The next Executive Committee Meeting is scheduled for September 16, 2022.

Agenda 14 - Adjournment:

With no further items to discuss a motion was made by Pamela Burchell, Chairperson, to adjourn the meeting, seconded by Werner Bols. The motion passed unanimously, and the meeting was adjourned at 9:00 a.m.

The next Executive Committee Meeting is scheduled for August 16, 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.

6/29/2022

Brian Bauer, President
Board Secretary

Date

collaborate.
innovate.
lead.



collaborate.
innovate.
lead.

