

Board of Directors Meeting Minutes

August 31, 2022

Meeting Agenda

1. Welcome & Call to Order
2. Pledge of Allegiance
3. Roll Call and Attendance
 - a. Board
 - b. Staff
4. Declaration of Conflict of Interest
5. Introduction of New Hires to CareerSource Research Coast/LWDB 20

Voting Items

6. Consent Agenda
 - a. Review and Approve June 29, 2022, Board of Directors Meeting Minutes
 - b. Review and Approve July 27, 2022, Programs and Services Meeting Minutes
 - c. Review and Approve August 12, 2022, Executive Meeting Minutes (Pages 23-28)
 - I. Review and Approve May and June Financial Reports - PY 2021-2022
 - II. Review and Approve Universal - Internal Monitoring Policy Revisions
 - III. Review and Approve Universal - On-Job-Training Program Policy Revisions
 - IV. Review and Approve WIOA - Internship Policy Revisions
 - V. Review and Approve WIOA - Customized Training Policy Revisions
 - VI. Review and Approve WIOA - Incumbent Worker Training Policy Revisions
 - VII. Review and Approve TAA/WIOA - Dislocated Worker Co-Enrollment Policy
 - VIII. Review and Approve TAA - Training and Other Activities Funding Policy
7. Review and Approve LWDB 20 Final Budget - PY2022-2023
8. Review and Approve Department of Economic Opportunity (DEO) Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs from July 1, 2022 - June 30, 2023
9. Review and Approve Board Member CSF Contract/COI Exemption Request - PY 2022-2023
10. Review and Approve Declaration of Authority Requests - PY 2022-2023
11. Review and Approve - WIOA Youth Programs Sub-Recipient Contract Draft - PY 2022-2023
12. Review and Approve Executive Staff Performance-Based Bonuses - PY 2021-2022

Information/Discussion

- 13. Board of Directors Certification - PY 2021-2022
- 14. One-Stop Operator 4th Quarter Report - PY 2021-2022
- 15. LWDB20 Primary Indicators of Performance for Program Year (PY) 2021-2022 and Negotiated Performance Goals for Program Year (PY) 2022-2023
- 16. Chair's/President's Report
 - a. Presentation and Roundtable Discussion - WIOA Two-Year Plan
- 17. Open to the Board
- 18. Open to the Public
- 19. Adjournment

Members Present

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|----------------|-----------------|-------------|
| Terrance Moore | Maddie Williams | Werner Bols |
| Leslie Kristof | Pamela Houghton | Bob Cenk |

Members Participating by Teleconference

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|------------------|-----------------|-----------------|
| Jim Brann | Chris Dzadovsky | Aliesha Seitz |
| Michael Maine | Bill Solomon | Angela Williams |
| Angelia Williams | Pamela Burchell | |

Members Absent (Excused)

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|----------------|----------------|-------------------|
| Pete Tesch | Jose Capellan | Helene Castletine |
| David Freeland | Jeannie McCall | Christie Shields |
| Wayne Olson | Debbie Perez | |

Members Absent (Unexcused)

None

Staff in Attendance (Teleconference and on-Site)

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

Call to Order

Leslie Kristof, Chairperson, called the meeting to order at 8:00 am. The Board recited the Pledge of Allegiance. A quorum was established.

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

Leslie Kristof, Chairperson, asked if any items on the agenda had a conflict of interest. Terrance Moore stated that he had a conflict of interest related to item 9 on the agenda - Review and Approve Board Member CSF Contract/COI Exemption Request - PY 2022-2023. No other conflicts of interest were declared.

Agenda Item 5 - Introduction of New Hires to CareerSource Research Coast/LWDB 20:

Brian Bauer, President/CEO, introduced the following new staff members hired during PY 2021-2022.

- Rona Brighthaupt, Recruiter
- Dionne Cammock, Recruiter
- Sylvia Gibbs, Workshop Instructor
- Kurt Hawker, Business Navigator
- Mary Holmgren, Resource Room Customer Service Specialist
- Mitch Kloorfain, Marketing Coordinator
- Raul Molina, Local Veteran Employment Representative (LVER)
- Keria Taylor, Customer Service Specialist
- RuthAnn Thompson, WTP/SNAP Career Planner
- Takiyah White, WTP/SNAP Career Planner
- Heidi Whybrew, Human Resources Generalist

Agenda Item 6 - Consent Agenda:

Leslie Kristof, 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. Pamela Burchell seconded the motion. The motion was passed unanimously.

Agenda Item 7 - Review and Approve LWDB 20 Final Budget - PY2022-2023:

Brian Bauer, President/CEO, presented the final budget for PY 2022-2023. Mr. Bauer explained each year the Board approves a budget for the following program year. Board Staff has received final allocations for the WIOA, Wagner Peyser, and Welfare Transition programs for PY 2022-2023. The Finance department met with Executive Management staff and drafted a final budget to present to the Board of Directors based on this information.

Mr. Bauer noted the following:

- The amount of WIOA Dislocated Worker program funds used to cover the WIOA Adult program decreased by \$106,000.
- The amount of Wagner-Peyser funds used to cover the WIOA Adult program one-stop costs increased by \$126,000.
- Overall, the amount of WIOA Adult program expenditures covered by Dislocated Worker and Wagner-Peyser funds decreased over last year by \$20,000.
- The Dislocated Worker supplemental funding increased by \$61,000.
- The Dislocated Worker carry forward funding from PY 21-22 is \$253,000.
- Training dollars spent for WIOA Adult, and Dislocated Workers increased by \$19,500.
- WIOA Youth program carry forward decreased by \$16,700 for PY 22-23, which reflects more funding spent on WIOA Youth for PY 21-22.

- Wagner-Peyser carry forward decreased to \$150,000 for PY22-23.
- Received an additional \$31,000 in RESEA funding which is an increase of what was already accounted for in the draft budget.
- The FATES grant had a carry forward of \$6,000.

A motion was made by Pamela Houghton to approve the LWDB 20 Final Budget, as presented. Pamela Burchell seconded the motion. The motion passed unanimously.

Agenda Item 8 - Review and Approve Department of Economic Opportunity (DEO) Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs from July 1, 2022 - June 30, 2023:

Brian Bauer, President/CEO, explained that the Department of Economic Opportunity (DEO) and the State Workforce Development Board will continue to grant the authority, on behalf of the Governor, to allow Local Workforce Development Boards to transfer up to and including 100 percent of the funds allocated to local areas for adult activities for expenditure on dislocated worker activities, and up to 100 percent of funds allocated to local areas for dislocated worker activities for expenditures on adult activities. Local Workforce Development Boards are required to ensure any transfer of funds between WIOA programs complies with federal law and to record and document their use and application of local funds.

Based on Lisa Delligatti calculations and projections over the last fiscal year as well as other historical data the LWDB 20 is asking that \$833,137 of WIOA Dislocated Worker program funds be spent on WIOA Adult Worker program activities.

A motion was made by Maddie Williams to approve the Department of Economic Opportunity (DEO)_Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs from July 1, 2022 - June 30, 2023, as presented. Terrance Moore seconded the motion. The motion passed unanimously.

Agenda Item 9 - Review and Approve Board Member CSF Contract/COI Exemption Request - PY 2022-2023:

Brian Bauer, President/CEO, stated that all contracts between a board and a board member or other person or entity who may benefit financially from a contract must be approved by a two-thirds vote of the board when a quorum has been established.

Mr. Bauer stated that this process usually takes place annually in May/June. However, Terrance Moore, Moore Solutions, Inc., is asking the Board to approve Work Experience Contracts for WIOA Youth participants to gain work experience at Moore Solutions, Inc.

Board member Terrance Moore completed a Contract Information Form and a Conflict-of-Interest Form for review and approval by the Board of Directors.

A motion was made by Pamela Houghton to approve the Board Member CSF Contract/COI Exemption Request - PY 2022-2023, as presented. Maddie Williams seconded the motion. Terrance Moore abstained. The motion passed unanimously.

Agenda Item 10 - Review and Approve Declaration of Authority Requests - PY 2022-2023:

Brian Bauer, President/CEO, explained that the By-Laws of the Workforce Development Board permit mandatory board members to designate a single, high-ranking designee with decision-making authority from his/her organization to represent him/her at Board and/or at standing or Ad-Hoc committee meetings.

Per the Board's By-Laws, Dr. Timothy Moore has requested that William Solomon represent him at the Board of Directors and the Programs and Services Committee meetings when Dr. Moore cannot attend. In addition, Dr. John Millay has requested that Michael Maine represent him at the Board of Directors and Youth Council meeting when Dr. Millay is not available to attend.

Declarations of Authority for both Dr. Moore and Dr. Millay were presented to the Board for review and approval.

A motion was made by Pamela Houghton to approve the Declaration of Authority Requests - PY 2022-2023, as presented. Maddie Williams seconded the motion. Terrance Moore abstained. The motion passed unanimously.

Agenda Item 11 - Review and Approve - WIOA Youth Programs Sub-Recipient Contract Draft - PY 2022-2023:

Brian Bauer, President/CEO, stated that after a competitive review and approval process CareerSource Research Coast (CSRC), at the discretion of the CSRC Board of Directors, will finalize and enter into a contract with Eckerd Connects. The contract with Eckerd Connects will be for the RFP term of five (5) Program Years (PY's) 2021-2025 based on procurement and contract award.

Based on negotiations with Eckerd Connects for PY 2022-2023, the negotiated contract draft is being presented to the Board of Directors for review and approval.

A motion was made by Terrance Moore to approve the WIOA Youth Programs Sub-Recipient Contract Draft - PY 2022-2023, as presented. Maddie Williams seconded the motion. The motion passed unanimously.

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

Brian Bauer, President/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.

Mr. Bauer made the recommendation to the Board for Tracey McMorris, COO, and Lisa Delligatti, CFO, to receive up to a 5% performance bonus for PY 2021-2022. 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.

A motion was made by Werner Bols to approve the Executive Staff Performance-Based Bonuses - PY 2021-2022, as presented. Bob Cenk seconded the motion. The motion passed unanimously.

Agenda Item 13 - Board of Directors Membership Certification:

Brian Bauer, President/CEO, introduced Mike Kauffman, Training Director, Local 402 Ironworkers, as a replacement for the vacant seat on the Board of Directors. Mr. Kauffmann's area of representation is Workforce-Labor Organization and Workforce-Joint Labor management apprenticeship program.

Mike Kauffmann's Board of Directors Membership Certification was approved at the June 23, 2022 meeting of the Treasure Coast Workforce Consortium.

Mr. Bauer stated that an Ad Hoc committee will be formed to start a search to fill the private sector vacancy left by Jill Hanson's resignation from the Board of Directors. Once the process is completed the individual will be brought to the Consortium for approval to serve as a member of the Board of Directors.

Agenda Item 14 - One-Stop Operator 4th Quarter Report - PY 2021-2022:

Tracey McMorris, COO, explained that CareerSource Research Coast's (CSRC) designation as the One-Stop Operator requires submission of written, quarterly reports to the Board of Directors regarding the progress towards the established goals of the One-Stop Operator.

Ms. McMorris stated that the new referral platform Crosswalk is fully functioning. All departments have been trained on the platform, and most partners seem engaged in the process.

In addition, there have been changes to the plans for CareerSource Research Coasts' move to Ft. Pierce and Mr. Bauer will speak to these specific changes during his President's report later in the meeting.

Agenda Item 15 - LWDB20 Primary Indicators of Performance for Program Year (PY) 2021-2022 and Negotiated Performance Goals for Program Year (PY) 2022-2023:

Brian Bauer, President/CEO, explained that the areas on the chart that are highlighted in blue reflect those performance goals exceeded (greater than 100% of negotiated). Likewise, goals highlighted in green show that performance goals were met (90-100% of negotiated), and those performance goals reflected in yellow were not met (less than 90% of negotiated) by CSRC for PY 2021-2022.

Overall, in WIOA Adult, Youth, and Wagner-Peyser programs the numbers reflect that the performance goals have been either exceeded or met. Dislocated Worker program shows that we have not met the performance goals for the 4th quarter under the category Employed 2nd Quarter After Exit. However, as Mr. Bauer pointed out CSRC is within 2.6% of meeting this goal.

Mr. Bauer shared a comparison of how LWDB 20 performance compared to the State of Florida's overall performance. The state did not meet two metrics in its 4th quarter performance this year. Dislocated Worker Employed 2nd Quarter After Exit and Adult Employed 2nd Quarter After Exit.

Mr. Bauer stated that LWDB 20 performance indicators were tied with CareerSource Tampa (LWDB 15), and CareerSource Broward (LWDB 22). Three boards were ahead of us in their performance goals. CareerSource Jacksonville (LWDB 8), CareerSource Brevard (LWDB 13), and CareerSource Heartland (LWDB 19).

As of June 30, 2022, any LWDB that shows they have not met at least 90% of the negotiated amount two quarters in a row could be placed on a corrective action plan by the state. Mr. Bauer expressed that the CSRC staff is tracking the performance goals and is confident that CSRC will meet all measures for PY 2022-2023.

In addition, the negotiated performance goals for PY 2022-2023 are reflected starting on page 150 of the agenda packet. As an example, Mr. Bauer pointed out that the LWDB 20 performance goal for PY 2021-2022 was 95%. The state has our proposed performance goal for PY 2022-2023 at 91.6% and CSRC has accepted that proposed performance level.

There are two proposed performance levels that CSRC is asking to negotiate for PY 2022-2023. First, is the Credential Attainment Rate for Adult Workers. The state proposed a performance level of 90.2% and CSRC proposed a level of 88%. Second, the Employed 2nd Quarter After Exit for Dislocated Workers. The state proposed a performance level of 90% and CSRC proposed 88%. Based on the 5-year average for performance and the downward trend, CSRC stated that 88% would be a more attainable goal in both categories.

Agenda 16 - Chair's/President's Report:

Brian Bauer, President/CEO, presented a slide show regarding CSRC's two-year plan. Specifically, the sectors of focus that CSRC has identified as high-demand target industries. In PY 2021-2022 the six target sectors were Construction (Skilled Trades), Advanced Manufacturing, Transportation and Warehouse (Distribution and Logistics), Professional and Business Services, Healthcare, and Leisure and Hospitality. Based on a snapshot of area demand and industries it is evident that the trajectory of the six identified target industries has changed for PY 2022-2023.

Ms. McMorris stated that CSRC needs to evaluate the number of targeted industries we have, the entered wage rate, and how training dollars should be spent for the targeted industries. Specifically, in the areas of Leisure and Hospitality and Professional and Business Services. Ms. McMorris explained these are two super-sectors with a broad range of sub-sectors.

Mr. Solomon asked if it were possible to limit the number of sub-sectors under the Leisure and Hospitality and Professional and Business Services to focus on the areas that are in high demand. Ms. McMorris responded that even though certain industries/sub-sectors may not be considered target industries the occupations can still reside on our Targeted Occupations List (LTOL) and CSRC can still invest in the right individual and opportunity.

Ms. Kristof asked if four or five targeted industries would be more realistic as a focus going forward into PY 2022-2023. Ms. McMorris stated that there were originally four targeted sectors: Construction (Skilled Trades), Advanced Manufacturing, Transportation and Warehouse (Distribution and Logistics), and Healthcare. Perhaps adding in the Professional and Business Services sector.

Mr. Bauer explained that 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 the concept paper has been sent to the state board for review. Once the award is received the monies will be used to focus on advanced manufacturing, aerospace, aviation, and Cybersecurity and then additional grants/funding can be earmarked for the other targeted industries and sub-sectors.

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 being awarded the Governor's set-aside funding have created an alliance called Florida 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.

Relocation of the One-Stop Comprehensive Center to Ft. Pierce Update:

Mr. Bauer wanted to update the Board of Directors on the One-Stop Comprehensive Center being moved to Fort Pierce. The center will now be located at the current site located at 2102 Avenue Q in Garden City. An additional classroom was procured to house the extra staff that will be relocating to that center.

Adjournment

Leslie Kristof, 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. Kristof to adjourn the meeting at 9:36 am, and the motion was passed unanimously.

Next Meeting Date

The next Board of Directors Meeting is scheduled for October 26, 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

October 26, 2022

Date

collaborate.

innovate.

lead.

