

**October 14, 2022**

## Opening Remarks

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

## Voting Items

3. Review and Approve Financial Reports for July and August 2022
4. Local Targeted Occupations List (LTOL) for 2nd Quarter of PY 2022-2023
5. Review and Approve Internal Control Questionnaire (ICQ) - PY 2022-2023
6. Review and Approve Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs - July 1, 2022 - June 30, 2023
7. Review and Approve Workforce Innovation & Opportunity Act (WIOA) Youth - Incentive Payments Policy Revisions
8. Review and Approve Administrative - Rapid Response Program Policy

## Information/Discussion

9. Other Business
  - a. Negotiated Primary Indicators of Performance for Workforce Innovation and Opportunity Act (WIOA) Title I and Title III programs - PY 2022 and PY 2023
  - b. WIOA Local Two-Year Plan Modification - January 1, 2023 - December 31, 2024
  - c. Board Member Update
  - d. REACH Act Update
    - i. Board Realignment
    - ii. Letter Grade
10. Adjournment

**Members Present:**

Werner Bols                      Pamela Houghton                      Maddie Williams

**Members Participating by Teleconference:**

Leslie Kristof                      Pamela Burchell

**Members Excused:**

Larry Hawes                      Terrance Moore                      Bob Cenk  
Jim Brann

**Staff Present/Virtual:**

Brian Bauer                      Tracey McMorris                      Lisa Delligatti  
Jennifer Eimann

**Call to Order:**

Brian Bauer, President/CEO, called the meeting to order at 8:08 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 July and August Financial Reports - PY 2022-2023:**

Lisa Delligatti, CFO, stated that the August 31, 2022, report reflects 1<sup>st</sup> quarter reporting for PY 2022-2023. \$985,700 in Dislocated Worker funds will be carried over into the new program year. RESA had activity in July which is reflected in the August financials.

A motion was made by Pamela Houghton to approve the July and August Financial Reports - PY 2022-2023, as presented. Maddie Williams seconded the motion. The motion passed unanimously.

**Agenda Item 4 - Review and Approve 1st Quarter Local Targeted Occupations List - PY 2022-2023:**

Tracey McMorris, COO, explained that pursuant to CareerSource Florida policy, LWDBs are to develop their Local Targeted Occupations Lists (LTOL), in consultation with local business and industry representatives. As per the LTOL policy, the LWDB's are required to review the LTOL every quarter to determine if there are any occupations in demand that need to be added or any occupations declining that need to be deleted.

Mr. McMorris reported there are no recommended additions or deletions of occupations to the LTOL, and it will remain as presented for the 1st Quarter.

A motion was made by Werner Bols to approve the 1st Quarter Local Targeted Occupations List - PY 2022-2023, as presented. Pamela Houghton seconded the motion. The motion passed unanimously.

**Agenda Item 5 - Review and Approve Internal Control Questionnaire (ICQ) – PY 2022-2023:**

Brian Bauer, President/CEO explained that The Internal Control Questionnaire (ICQ) has been developed by the Department of Economic Opportunity (DEO) as a self-assessment tool for the agency’s sub-recipients to help evaluate whether a system of sound internal control exists within an organization. Each year the LWDB’s are required to submit the ICQ to DEO that demonstrates its commitment to integrity and ethical values.

The ICQ is submitted to DEO by the President/CEO of the organization. Responses should reflect the entity’s management team’s knowledge and perspective of the controls in place as of the time the questionnaire is completed. Mr. Bauer stated that the ICQ reflects that LWDB 20 is strong in most categories. One Item that will be looked at further by Board and the Executive team is the succession plans for senior management.

Mr. Bauer stated that once the ICQ is approved it will be presented to the Board of Directors at the October 26, 2022, meeting.

A motion was made by Pamela Burchell to approve the Internal Control Questionnaire - PY 2022-2023, as presented. Maddie Williams seconded the motion. The motion passed unanimously.

**Agenda Item 6 - Review and Approve Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs - 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.

Lisa Delligatti stated that LWDB 20 anticipates fully expending the WIOA Adult - 2022 funding prior to June 2023. As a result, LWDB 20 is requesting \$704,217 of WIOA Dislocated Worker funding to cover PY 2022-2023 WIOA Adult Worker program activities.

A motion was made by Pamela Burchell 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. Pamela Houghton seconded the motion. The motion passed unanimously.

**Agenda Item 7 - Review and Approve Workforce Innovation & Opportunity Act (WIOA) Youth - Incentive Payments Policy Revisions:**

Tracey McMorris, COO, stated that CareerSource Research Coast (CSRC) recently revised the Statement of Work with Eckerd Connects for PY 2022-2023. As a result of language changes in the Statement of Work, there were language changes made to the WIOA - Youth Incentive Payment Policy.

CSRC offers incentives to WIOA Youth participants as determined allowable and upon meeting the requirements listed for each incentive. The complete details regarding specific requirements could previously be found on the OSY/ISY Youth Connections Incentive Plans. The language changes in the WIOA - Youth Incentive Payment Policy now reference OSY/ISY Youth Connections Incentive Sheets.

In addition, under the incentive heading of Youth Positive Outcome-Enrolled in Post-Secondary Education or Occupational Skills Training, the requirement has been changed from earning an industry work readiness certificate to earning an industry-recognized credential if enrolled in a training activity. Ms. McMorris stated that this language aligns with the WIOA performance metrics.

A motion was made by Pamela Houghton to approve Workforce Innovation & Opportunity Act (WIOA) Youth - Incentive Payments Policy Revisions, as presented. Maddie Williams seconded the motion. The motion passed unanimously.

**Agenda Item 8 - Review and Approve Administrative - Rapid Response Program Policy:**

Tracey McMorris, COO, stated that this new policy aligns with CareerSource Florida Administrative Policy 114, Rapid Response Program Administration.

WIOA requires states to implement statewide Rapid Response activities to assist adversely affected employers and workers as quickly as possible following the announcement of permanent closure, layoff, or natural disaster resulting in mass dislocation.

A motion was made by Werner Bols to approve the Administrative - Rapid Response Program Policy, as presented. Maddie Williams seconded the motion. The motion passed unanimously.

**Agenda Item 9 - Other Business:**

Brian Bauer, President/CEO, discussed the following items:

- Reach Act - Letter Grades: Mr. Bauer stated that the letter grades will be posted next week. LWDB 20 received an A- letter grade. Of the 24 LWDBs, there were 13 A's, 10 B's, and 1 C given.

Mr. Bauer noted that this is a baseline metric due to being the first year that letter grades were awarded. As more historical data is accumulated the metrics will most likely change.

- Reach Act - 10% Holdback for Training Providers: This has been put on hold as there are statutes already in place that conflict with the Reach Act on this issue. As a result, until these issues are addressed the 10% holdback for training providers will be put on hold.
- Ernst & Young Virtual Roundtable Discussion: Mr. Bauer thanked those that participated in the virtual roundtable discussions.

Pamela Burchell stated that she felt as though Ernst & Young had a specific directive and was only going through these exercises to show stakeholders' engagement.

Mr. Bauer shared that the next steps are Ernst & Young meetings with the Commissioners of the Consortiums in November 2022.

In addition, an in-person roundtable discussion has been scheduled for November 2, 2022. This event will be held in Palm Beach County and Mr. Bauer offered to drive the Board van if any members of the Executive Committee would like to carpool.

Mr. Bauer asked committee members to let either him or Jennifer Eimann know if they would be attending the roundtable event.

- Negotiated Primary Indicators of Performance: Mr. Bauer presented the Negotiated Primary Indicators of Performance for Workforce Innovation and Opportunity Act (WIOA) Title I and Title III programs - PY 2022 and PY 2023.

Mr. Bauer stated that DEO did an excellent job of providing historical data and a tool to use so that the LWDBs could look at their metrics and if applicable negotiate metrics. This information provided to the LWDBs by the DEO removed a lot of the ambiguity that surrounded this process in the past.

- WIOA Local Two-Year Plan Modification - January 1, 2023 - December 31, 2024: Mr. Bauer stated that the plan will be presented to the Consortium for review on October 20, 2022, and to the Board of Directors on October 26, 2022, for review and approval.

Mr. Bauer stated that Tracey McMorris and staff did an excellent job of compiling the information in the final report. Modifications made to the plan included suggestions from members of the board that attended the August 31, 2022, Board of Directors meeting.

- Board Member Update: Mr. Bauer stated that three individuals have been identified for Board membership. Mr. Bauer is completing a letter that will be sent out to each candidate asking if they would be interested in serving on our board and identifying the role/duty of the board member. LWDB 20 is down two private board members, Jill Hanson, and Jeannie McCall.

Maddie Williams suggested Bryan Gardner, Level 4 Telecom, as a potential candidate for the Board of Directors. Mr. Bauer stated that he will add Mr. Gardner's name to the list for consideration.

- Reach Act 2.0: Mr. Bauer explained that there have been discussions regarding a REACH Act 2.0 coming out this year in session. Reach Act 2.0 will supersede the REACH Act and address any changes, additions, etc. to the original REACH Act.

#### **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 8:47 a.m.

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## BOARD SECRETARY CERTIFICATION

I hereby certify these minutes reflect the proceedings by the Executive Committee of CareerSource Research Coast, which have been reviewed by the Board of Directors and approved or approved with modifications incorporated herein.

October 26, 2022

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Brian Bauer, President  
Board Secretary

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Date

collaborate.  
innovate.  
lead.

