

# Board of Directors Meeting Minutes

October 26, 2022

## Meeting Agenda

1. Welcome & Call to Order
2. Pledge of Allegiance
3. Roll Call and Attendance
  - a. Board
4. Declarations of Conflicts of Interest
5. Introduction of the 2022 Workforce Professional Champion Nominee

## Voting Items

6. Consent Agenda
  - a. Review and Approve August 31, 2022, Board of Directors Meeting Minutes
  - b. Review and Approve September 20, 2022, Youth Council Meeting Minutes
  - c. Review and Approve October 14, 2022, Executive Meeting Minutes
    - I. Review and Approve Financial Reports for July and August 2022
    - II. Review and Approve Internal Control Questionnaire (ICQ) - PY 2022-2023
    - III. Review and Approve Workforce Innovation & Opportunity Act (WIOA) Youth - Incentive Payments Policy Revisions
    - IV. Review and Approve Administrative - Rapid Response Program Policy - PY 2021-2022
7. Review and Approve WIOA Local Two-Year Plan Modification - January 1, 2023 - December 31, 2024
8. Review and Approve Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs - July 1, 2022 - June 30, 2023
9. Local Targeted Occupations List (LTOL) for 2nd Quarter of PY 2022-2023

## Information/Discussion

10. One-Stop Operator Report 1<sup>st</sup> Quarter - PY 2022-2023
11. Negotiated Primary Indicators of Performance for Workforce Innovation and Opportunity Act (WIOA) Title 1 and Title III Programs - PY 2022 and PY 2023
12. Chair's Report
13. President's Report
  - a. Board Member Update
  - b. Reach Act Update
14. Open to the Board
15. Open to the Public
16. Adjournment

**Members Present**

Leslie Kristof            Jim Brann            Larry Hawes  
Bob Cenk

**Members Participating by Teleconference**

Werner Bols            Jose Capellan            Helene Castletine  
Wayne Olson            Aliesha Seitz            Mike Kaufmann  
Michael Maine            Dr. Tim Moore            Chris Dzadovsky  
Christie Shields            Maddie Williams

**Members Absent (Excused)**

David Freeland            Jeannie McCall            Debbie Perez  
Pamela Burchell            Terrance Moore            Angela Williams  
Pete Tesch

**Members Absent (Unexcused)**

None

**Staff in Attendance (Teleconference and on-Site)**

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. No conflicts of interest were declared.

**Agenda Item 5 - Introduction of the 2022 Workforce Professional Champion Nominee:**

Brian Bauer, President/CEO, introduced the 2022 Workforce Professional Champion nominee to the Board of Directors:

Marie Gilliom, Front Desk Customer Service Specialist  
Indian River County Career Center

**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 Chris Dzadovsky to approve the Consent Agenda, as presented. Jim Brann seconded the motion. The motion was passed unanimously.

**Agenda Item 7 - Review and Approve WIOA Local Two-Year Plan Modification - January 1, 2023 - December 31, 2024:**

Brian Bauer, President/CEO, presented WIOA Local Two-Year Plan Modification - January 1, 2023 - December 31, 2024. Mr. Bauer stated that WIOA requires each local workforce development board (LWDB) to develop and deliver a comprehensive two-year plan to the state. The two-year plan presented includes changes requested by CareerSource Florida and the Department of Economic Opportunity (DEO) and takes CareerSource Research Coast (CSRC) through December 31, 2024.

Mr. Bauer stated that one of the main focuses of the plan reflects LWDB 20 shift from six sectors of focus down to four. These four sectors include healthcare, advanced manufacturing, distribution, and logistics, as well as all-encompassing professional services. These four sectors are in alignment with the demands of the businesses and employers in the region (Martin, St. Lucie, and Indian River Counties). In addition, CSRC updated the statistical data regarding supply and demand for sectors and businesses of focus.

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

The WIOA Local Two-Year Plan Modification had to be sent to the state by October 3, 2022. Therefore, the Board is being asked to approve the acceptance of the plan as presented. The plan was presented to the Treasure Coast Workforce Consortium on October 20, 2022, and the Consortium approved the acceptance of the plan at that meeting.

A motion was made by Larry Hawes to approve the acceptance of WIOA Local Two-Year Plan Modification - January 1, 2023 - December 31, 2024, as presented. Jim Brann 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's, CFO, calculations and projections over the last fiscal year as well as other historical data the LWDB 20 is asking that \$704,217 of WIOA Dislocated Worker program funds be spent on WIOA Adult Worker program activities.

A motion was made by Jim Brann 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. Chris Dzadovsky seconded the motion. The motion passed unanimously.

**Agenda Item 9 - Review and Approve Local Targeted Occupations List (LTOL) for 2nd Quarter - PY 2022-2023:**

Brian Bauer, President/CEO, 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. Bauer reported there are no recommended additions or deletions of occupations to the LTOL from the 1st Quarter, and it will remain as presented.

A motion was made by Helene Castletine to approve the Local Targeted Occupations List (LTOL) for the 2nd Quarter - PY 2022-2023, as presented. Bob Cenk seconded the motion. The motion passed unanimously.

**Agenda Item 10 - Review One-Stop Operator Report 1<sup>st</sup> Quarter - PY 2022-2023:**

Tracey McMorris, COO, stated that with the transition of the one-stop comprehensive career center to Ft. Pierce there have not been a lot of activities with the one-stop partners. The report presented reflects details regarding the move to Avenue Q, Fort Pierce. Once all accommodations have been completed CareerSource Research Coast (CSRC) looks forward to welcoming the partners to the St. Lucie County comprehensive career center.

Ms. McMorris stated that there is one update to the report regarding the online referral process. Changes have been made to the referral platform to make the referral process much more user-friendly, therefore resulting in more referrals going forward.

Brian Bauer, President/CEO, expanded on the move to Fort Pierce. 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 came to a verbal agreement on a modification of the lease by reducing a significant portion of suite 300. CSRC gave back approximately 10,000 sq. feet of space in Port St. Lucie.

As of September 30, 2022, CSRC now has a satellite office in suite 200, Port St. Lucie, that will continue to serve clients. In addition, Eckerd Connects will maintain its current location in suite 400, Port. St. Lucie.

**Agenda Item 11 - Review Negotiated Primary Indicators of Performance for Workforce Innovation and Opportunity Act (WIOA) Title I and Title III Programs - PY 2022 and PY 2023:**

Brian Bauer, President/CEO, presented to the Board the negotiated metrics that the LWDBs are required to negotiate with the state for PY 2022 and PY 2023. CSRC negotiated a lower performance level for credential rate attainment for both Dislocated and Adult Workers.

Mr. Bauer stated that for the PY 2021-2022 performance goals in Wagner-Peyser, WIOA Adult, and WIOA Youth programs CSRC exceeded ten metrics and met four. WIOA Dislocated Worker program shows that we have not met the performance goal under the category of 2nd Quarter After Exit. Mr. Bauer pointed out that these figures are in direct correlation with the Covid pandemic reflecting low unemployment metric rates.

Mr. Bauer stated the LWDB 20 was one of the top 5% of local workforce boards that had met all but one or less of their established performance goals.

**Agenda Item 12 - Chair's Report:**

Leslie Kristof, Chairperson, thanked the members of the Board who participated in the Ernst & Young virtual roundtable focus group discussions regarding the reduction of the number of local workforce development boards as directed under the REACH Act.

Ms. Kristoff discussed the 2022 Workforce Development Professional Summit that she attended in September 2022. She stated that the CareerSource Florida meeting was highly informative with robust discussions regarding the REACH Act including letter grades and alignment evaluation.

**Agenda Item 13 - President's Report:**

Brian Bauer, President/CEO, stated as part of the REACH Act, Florida's local workforce development boards received their letter grades. Using criteria set by the Governor's REACH Office in 2022 and based on 2021-2022 data, CareerSource Research Coast was assigned an A- as its baseline grade.

This is the first year of the calculations used in these metrics. These metrics will be tracked and analyzed on a continuous basis and used as a baseline for historical data purposes to start grading the LWDBs in future years.

The overall performance of local workforce development boards was particularly good. Of the twenty-four boards thirteen received A's, ten received B's, and one received a C.

Mr. Bauer noted 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.

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.

The Governor's set-aside 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 Department of Economic Opportunity (DEO) should be presenting to the Board the overview of CSRC's Performance for Program Year (PY) 2021-2022 in the 1<sup>st</sup> quarter of 2023.

James Moore & Co. is completing the 2021 - IRS Form 990 Tax Return. Mr. Bauer explained that the 2021-IRS Form 990 consists of a core form and supplemental schedules. Once completed the 990 will be presented to the Executive Committee at the November 18, 2022 meeting, and then to the Board on December 21, 2022.

**Agenda Item 9 - Adjournment**

With no further items to discuss a motion was made by Leslie Kristof, Chairperson. All members agreed and the meeting was adjourned at 8:39 a.m.

**The next Board of Directors Meeting will be held on December 21, 2022**

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**STAFF CERTIFICATION**

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

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Brian Bauer  
Board Secretary

12/21/2022  
\_\_\_\_\_  
Date