



Executive Committee Meeting Minutes

December 9, 2022

Opening Remarks

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

Voting Items

3. Consent Agenda
 - a. Review and Approve WIOA - Local Targeted Occupations List Policy Revisions
 - b. Review and Approve WIOA - Definition of "Unlikely to Return" for Dislocated Worker Eligibility
 - c. Review and Approve WIOA - Guidelines for Self-Sufficiency Policy Revisions
 - d. Review and Approve Families' Ascent to Economic Security (FATES) - Program Requirements Policy
 - e. Review and Approve Trade Adjustment Assistance (TAA) - Employment and Case Management Services Administration Policy
 - f. Review and Approve Trade Adjustment Assistance (TAA) Training - Services Program Administration Policy
 - g. Review and Approve Wagner-Peyser (WP) - Job Orders and Placements Program Administration Policy
4. Review and Approve Financial Statement - October 31, 2022
5. Review and Approve Local Targeted Occupations List (LTOL) for 3rd Quarter of PY 2022-2022

Information/Discussion

6. Other Business
 - a. Financial and Programmatic Monitoring as of October 6, 2022 - Taylor, Hall, Miller, Parker, P.A.
 - b. President/CEO Performance Evaluation
 - c. REACH Act Update
 - i. Board Realignment
7. Adjournment

Member Present:

Leslie Kristof Jim Brann Pamela Burchell
Pamela Houghton Bob Cenk

Members Participating by Teleconference:

Larry Hawes Maddie Williams Werner Bols

Members Excused:

Terrance Moore

Administrative Staff Present/Teleconference:

Brian Bauer Tracey McMorris Lisa Delligatti
Jennifer Eimann Martin Rivera

Call to Order:

Leslie Kristof, Chair, called the meeting to order at 8:05 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 - 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 Pamela Burchell to approve the Consent Agenda as presented. Pamela Houghton seconded the motion. The motion was passed unanimously.

Agenda Item 4 - Review and Approve Financial Statement - October 31, 2022:

Lisa Delligatti, CFO, stated that the Florida Rebuild grant has been added to the report for PY 2022-2023.

In addition, CareerSource Research Coast (CSRC), which serves the local workforce development area 20 (LWDA20), received approval for its requested continuation of the formal Individual Training Accounts (ITA) Waiver Request of 25% for the 2022-2023 program year.

A motion was made by Werner Bols to approve the Financial Statement - October 31, 2022, as presented. Pamela Burchell seconded the motion. The motion passed unanimously.

Agenda Item 5 - Review and Approve Local Targeted Occupations List (LTOL) for 3rd Quarter of PY 2022-2023:

Brian Bauer, President/CEO, presented the 3rd Quarter Local Targeted Occupations List (LTOL) for PY 2022-2023. As per the LTOL policy, the local workforce development boards (LWDBs) are required to review the LTOL every quarter to determine if any occupations in demand need to be added or any occupations declining that need to be deleted.

Ms. Bauer reported there are no recommended additions or deletions of occupations to the LTOL, and it will remain as presented for the 3rd Quarter.

A motion was made by Pamela Houghton to approve the Financial Statement - October 31, 2022, as presented. Pamela Burchell seconded the motion. The motion passed unanimously.

Agenda Item 6 - Other Business:

- Financial and Programmatic Monitoring as of October 6, 2022 -by Taylor, Hall, Miller, Parker: Brian Bauer, President/CEO, explained that CSRC's independent monitoring firm, Taylor, Hall, Miller, and Parker (THMP), P.A., conducts a monitoring review twice a year to ensure that programs comply with federal/state/local regulations and policies.

Lisa Delligatti, CFO, reported that there was one finding on the fiscal side relating to the procurement of Eve Lyon as the Recovery Navigator for CareerSource Research Coast. Ms. Delligatti stated that she is assessing the best way to address the issue which may be to complete the procurement documents by December 31, 2022

Brian Bauer, President/CEO, stated that there was a finding noted on the programmatic monitoring regarding a Work Experience cost for a WIOA Youth customer that was reported as an Out-of-School Youth (OSY) but should have been reported under an In-School-Youth (ISY) cost category.

Tracey McMorris, COO, added that there were programmatic findings in the Wagner-Peyser, Welfare Transition/Snap programs. The findings and observations attached to Wagner-Peyser are related to our newest program Reemployment Services and Eligibility Assessment (RESEA), and staff working with this program for the first time.

Ms. McMorris noted the Welfare Transition (WT) and SNAP programs had several findings and observations. Ms. McMorris stated that this is due to new staff and continued training will be conducted to address these issues.

- President/CEO Performance Evaluation: Leslie Kristof, Chair, explained the Executive Committee members rate the performance of the President/CEO. Jennifer Eimann, Executive Assistant, e-mailed an evaluation form to the Executive Committee members on December 2, 2022. It was determined by the Executive Committee members that the completed forms are to be returned to Ms. Eimann no later than COB on January 31, 2023. Ms. Eimann will forward all forms to Chairperson to then tabulate the scores. The results will be presented to the Executive Committee at the February 17, 2023 meeting, and at the Board of Directors meeting in March 2023.

Reach Act:

Brian Bauer, President/CEO, stated that since the Alignment Evaluation In-Person Workshop attended by Mr. Bauer, Tracey McMorris, Jim Brann, and Werner Bols, Michelle Dennard, President/CEO, CareerSource Florida, CareerSource Palm Beach County, CareerSource Broward, and Ernst & Young on November 2, 2022, no new engagements have taken place.

Mr. Bauer stated that the Board members should have received the December Alignment Update from CareerSource Florida which includes information on the state's alignment process for 2023.

The Florida Workforce Development Association (FDWA) and CareerSource Florida Board meetings are taking place February 20-22, 2023, in Tallahassee. The final report from Ernst & Young regarding board re-alignment will be presented at the CareerSource Florida Board. Mr. Bauer extended an invitation to committee members to attend the conference.

In addition, Mr. Bauer announced that Commissioner Larry Leet has been assigned to the Workforce Development Board of the Treasure Coast dba CareerSource Research Coast's Board of Directors replacing Commissioner Chris Dzadoovsky.

Treasure Coast Workforce Consortium Assignments:

Brian Bauer, President/CEO, presented updates on the Treasure Coast Workforce Consortium (TCWC). Mr. Bauer stated we are waiting on verification that Commissioner Chris Dzadoovsky's assignment to the TCWC has been approved by the St. Lucie County Board of County Commissioners. Commissioner Dzadoovsky will be replacing Sean Mitchell. Susan Adams, Indian River County, and Doug Smith, Martin County will remain.

National Dislocated Worker Grant - Hurricane Ian:

Brian Bauer, President/CEO, stated that CareerSource Research Coast received a Dislocated Worker grant tied to Hurricane Ian. We partnered with Treasure Coast Food Bank (TCFB) which had been providing humanitarian relief to those affected by the hurricane. TCFB needed individuals to work in warehousing assisting with the packing and shipping of products to affected areas. The grant allowed for 15 individuals for a period of 3 months a piece to work within TCFB's warehouse.

Committee/Board Meeting Schedule:

Leslie Kristof, Chair, agreed that since there are no pending voting items or new updates to put before the Executive Committee at this time the January 13, 2023 meeting will be canceled.

Due to a scheduling conflict on February 22, 2023, Ms. Kristoff agreed that the Board of Directors meeting scheduled for that date shall be rescheduled for March 2023. It was determined that an e-mail will be sent out to all Board members asking them to choose one of two dates: March 1, or March 8, 2023. Once the poll is completed Jennifer Eimann will inform Board members as to the confirmed Board of Director's meeting date.

Agenda 14 – Adjournment

With no further items to discuss a motion was made by Leslie Kristof, Chairperson, to adjourn the meeting, seconded by Pamela Burchell. The motion passed unanimously, and the meeting was adjourned at 8:55 a.m.

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.

Brian Bauer, President
Board Secretary

12/21/2022
Date