

Board of Directors Meeting Minutes

December 21, 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

Voting Items

5. Review and Approve Acceptance of Financial Statements Audit - June 30, 2022
6. Consent Agenda
 - a. Review and Approve October 26, 2022, Board of Directors Meeting Minutes
 - b. Review and Approve November 18, 2022, Executive Meeting Minutes
 - i. Review and Approve Financial Statement - September 2022
 - c. Review and Approve November 30, 2022, Program and Services Meeting Minutes
 - d. Review and Approve December 9, 2022, Executive Meeting Minutes
 - I. Review and Approve Families' Ascent to Economic Security (FATES) - Program Requirements Policy
 - II. Review and Approve Trade Adjustment Assistance (TAA) - Employment and Case Management Services Administration Policy
 - III. Review and Approve Trade Adjustment Assistance (TAA) Training - Services Program Administration Policy
 - IV. Review and Approve Wagner-Peyser (WP) - Job Orders and Placements Program Administration Policy
 - V. Review and Approve WIOA - Local Targeted Occupations List Policy Revisions
 - VI. Review and Approve WIOA - Guidelines for Self-Sufficiency Policy Revisions
7. Review and Approve Local Targeted Occupations List (LTOL) for the 3rd Quarter of PY 2022-2022

Information/Discussion

- 8. Financial and Programmatic Monitoring as of October 6, 2022 - Taylor, Hall, Miller, Parker, P.A.
- 9. Chair’s Report
- 10. President’s Report
 - a. Reach Act Update
 - i. Board Realignment
 - ii. Annual DEO Monitoring for Review Period 2021-2022 - January 9-13
- 11. Open to the Board
- 12. Open to the Public
- 13. Adjournment

Members Present

Leslie Kristof Helen Castletine Pamela Houghton

Members Participating by Teleconference

Werner Bols Jose Capellan Larry Hawes
Mike Kauffmann Christie Shields Wayne Olson
Pete Tesch Angela Williams Aliesha Seitz
Terrance Moore Bill Solomon

Members Absent (Excused)

Jim Brann Pamela Burchell Bob Cenk Jeannie McCall
Larry Leet David Freeland Debbie Perez
Michael Maine 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, Chair, 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, Chair, asked if any items on the agenda had a conflict of interest. No conflicts of interest were declared.

Agenda Item 5 - Review and Approve Acceptance of Financial Statements Audit - June 30, 2022, and 2021 Draft:

Brian Bauer, President/CEO, reviewed the overall findings for the audit of financial statements for June 30, 2022, and 2021 prepared by Corrine LaRoche, Partner/CPA with James Moore Certified Public Accountants and Consultants.

Information provided in the Financial Statement Audit included the following:

Audit Adjustments: \$75k net adjustment to beginning fund balance and \$54k net adjustment to current year expenditures for GASB 87 implementation

Auditors Reports:

Report on Financial Statements (pages 1-3), Unmodified Opinion

Report on Internal Control and Compliance (pages 25-26), No findings

Report on Compliance for Major Federal Program (pages 30-31), No findings

Financial Highlights:

Revenues (page 9) \$6,937,446 (Charges for services and Operating Grants)

Federal Grants: Decrease \$448k (6.3%) from the prior year

Local Grants: Decrease \$70k (26.9) from the prior year

Charges for Services: Increase \$28k (34.4%) from the prior year

Expenses Full Accrual (page 9) - \$70,000,730

Decrease \$500k 6.7%) from the prior year

Net Position (page 8) - \$213,695

Total: Increase \$63k (22.9%) from the prior year

Unrestricted: Increase \$6k (3.0%) from the prior year

A motion was made by Helene Castletine to approve the Acceptance of Financial Statements Audit - June 30, 2022, and 2021 Draft, as presented. Pamela Houghton seconded the motion. The motion passed unanimously.

Agenda Item 6 - Consent Agenda:

Leslie Kristof, Chair, 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 Houghton seconded the motion. The motion was passed unanimously.

Agenda Item 7 - Review and Approve Local Targeted Occupations List (LTOL) for the 3rd Quarter of PY 2022-2023:

Brian Bauer, President/CEO, presented the Local Targeted Occupations List (LTOL) for the 3rd quarter of PY 2022-2023. Mr. Bauer stated that the LTOL is to be reviewed and approved on a quarterly basis in order to add occupations in demand or delete occupations that are declining.

Staff reviewed local labor market information and resources regarding the LTOL. There are no recommended additions or deletions of occupations to the 3rd Quarter of the PY 2022-2023 list. Staff recommends approval of this LTOL for the 3rd Quarter of PY 2022-2023.

A motion was made by Larry Hawes to approve Local Targeted Occupations List (LTOL) for the 3rd Quarter of PY 2022-2022, as presented. Bill Solomon seconded the motion. The motion passed unanimously.

Agenda Item 8 - Financial and Programmatic Monitoring as of October 6, 2022 - Taylor, Hall, Miller, Parker, P.A.:

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.

Mr. Bauer 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.

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.

Item 9 - Chair's Report:

Leslie Kristof, Chair, thanked the board members and reiterated that their involvement is essential to the achievement of the board and the organization. Ms. Kristof acknowledged that circumstances may arise that could prevent members from being able to attend meetings.

However, it is critical for the establishment of a quorum at all meetings to conduct business and provide the guidance that is necessary for the organization's continued effectiveness. Moreover, one duty of appointment by the Treasure Coast Workforce Consortium, attendance, and participation in committee assignments is a requirement.

Ms. Kristof wished the board members a happy and healthy holiday season.

Agenda Item 10 - President's Report:

- Brian Bauer, President/CEO, stated that the annual DEO Monitoring for Review Period 2021-2022 would be taking place January 9-13, 2023. Staff is currently preparing the data samples and information needed so that the DEO monitoring team can begin on January 9, 2023.
- 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. The REACH office will be reviewing the letter grades for the LWDBs on a quarterly basis.

Mr. Bauer thanked all board members that participated in the Ernst & Young roundtable discussions. In keeping with the Reimagining Education and Career Help (REACH) Act, Ernst & Young (EY) will be conducting 45-minute virtual interviews with the CLEO(s) from our local workforce development area on January 17-19, 2023. EY project leaders will be discussing the REACH Act directive for reducing the number of local workforce development boards.

The designated time slot for our local county commissioners to attend the virtual roundtable discussion is January 17, 2023, 2:00 - 2:45 p.m.

Mr. Bauer stated that Ernst & Young is required to present their final report regarding board realignment at the CareerSource Florida State Board meeting on February 22, 2023.

- Brian Bauer, President/CEO, explained that due to SNAP funding constraints, LWDB 20 would not require individuals to participate in the SNAP program. Still, we remain committed to assisting them in finding employment and training opportunities. Participants' SNAP benefits will not be interrupted.

The LWDBs are waiting on the approval of the state plan so that additional funding is provided to the boards for continued SNAP operations.

Agenda Item - Adjournment

With no further items to discuss a motion was made by Leslie Kristof, Chair. All members agreed and the meeting was adjourned at 8:42 a.m.

The next Board of Directors Meeting will be held on March 1, 2023

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.

3/1/2023

Brian Bauer
Board Secretary

Date

collaborate.
innovate.
lead.

