



# Agenda Item 5d Executive Committee Meeting Minutes

**February 17, 2023**

## **Opening Remarks**

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

## **Voting Items**

3. Review and Approve Financial Statement - December 31, 2022
4. Review and Approve Acceptance of 2021 - IRS Form 990 Tax Return
5. Review and Approve Local Targeted Occupations List (LTOL) - 4th Quarter of PY 2022-2023
6. Review and Approve WIOA - Local Targeted Occupations List Policy Revisions
7. Review and Approve WIOA - Customized Training Policy Revisions
8. Review and Approve WIOA - Incumbent Worker Training Policy Revisions
9. Review and Approve WIOA - Individual Training Account Policy Revisions
10. Review and Approve Universal - OJT Program Policy Revisions
11. Review and Approve WIOA - Adult and Dislocated Worker Program Eligibility Policy
12. Review and Approve President/CEO Annual Performance Evaluation for 2022-2023
  - a. Evaluation Composite Rating Form
  - b. President/CEO Annual Performance Bonus

## **Information/Discussion**

13. Primary Indicators of Performance 1<sup>st</sup> Quarter PY 2022-2023
14. Other Business
  - a. Program & Services Committee Meeting Time Change - PY 2023-2024
  - b. CareerSource Florida Board/Committee Meetings - February 20-23, 2023
  - c. CareerSource Florida Board Appointment - President/CEO
  - d. Board Membership - Ad Hoc Committee
  - e. REACH Act Update
    - i. Letter Grade Performance
    - ii. Board Realignment
15. Adjournment



**Member Present:**

Leslie Kristof

**Members Participating by Teleconference:**

Larry Hawes	Maddie Williams	Werner Bols
Pamela Burchell	Terrance Moore	

**Members Excused:**

Bob Cenk	Pamela Houghton	Jim Brann
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**Administrative Staff Present/Teleconference:**

Brian Bauer	Tracey McMorris	Gerard Melville
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**Call to Order:**

Leslie Kristof, Chair, called the meeting to order at 8:05 am. A quorum was not established.

The committee determined that the agenda items for discussion (13-14) would be presented to the committee members first, allowing additional committee members to join the meeting to address voting items.

**Agenda Item 13 - Primary Indicators of Performance 1<sup>st</sup> Quarter PY 2022-2023:**

Brian Bauer, President/CEO, presented CSRC Primary Indicators of Performance for PY 2022-2023 1st Quarter. Mr. Bauer explained that the areas highlighted in blue below 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 reflected in yellow still need to be met (less than 90% of negotiated) by CSRC.

Overall, the numbers in WIOA Adult, Youth, and Wagner-Peyser programs reflect that performance goals have been either exceeded or met. WIOA Dislocated Worker program shows that we did not meet the performance goals for the 1st quarter under the Employed 2nd Quarter After Exit category.

Tracey McMorris, Vice-President of Operations/COO, explained that Career Planners had previously closed case files that constituted non-compliant or unlocatable clients. Closure of these cases with no verified employment is reflected in the metrics for 1st quarter under the Employed 2nd Quarter After Exit category.

Ms. McMorris stated that Christina Coble and Shelly Batton had developed a strategic approach to monitor and manage this metric as the Program Year advanced. CSRC staff are confident that performance in this area will improve.

#### **Agenda Item 14 - Other Business:**

- a. Program & Services Committee Meeting Time Change - PY 2023-2024 - Brian Bauer, President/CEO, explained that Larry Hawes would be stepping down as Chair of the Program & Services (P&S) Committee on June 30, 2023. Angela Williams, the current Vice Chair, has agreed to move into the Chair position. However, due to a conflict in her schedule, Ms. Williams is requesting a change in the time of the P&S Committee meeting time to 11:30 am - 12:30 pm. In addition, Ms. Williams has suggested that lunch could be provided at the meetings, with the committee members taking turns sponsoring the cost.

Leslie Kristof, Chair, stated that this would be possible and that a poll should be sent out to the Program & Services Committee members to verify that this change is amenable to all members. If approved, this change will take place in July 2023.

- b. CareerSource Florida Board/Committee Meetings - February 20-23, 2023 - Brian Bauer, President/CEO, announced that he and Leslie Kristof would attend the upcoming Florida Workforce Development Association (FWDA), Board of Directors, and Council Committee meetings in Tallahassee on February 20 - 23, 2023. Mr. Bauer presented the list of Tallahassee meetings/activities for the committee members' information.
- c. CareerSource Florida Board Appointment - President/CEO - Brian Bauer, President/CEO, Michelle Dennard, the former President/CEO of CareerSource Florida Board, resigned from her position effective January 31, 2023. CareerSource Florida Board of Directors unanimously approved the appointment of Adrienne Johnson as the President/CEO of CareerSource Florida on February 7, 2023.

Ms. Johnson, who was recommended for the position by Governor Ron DeSantis, most recently served as deputy secretary of the Department of Economic Opportunity's Division of Workforce Services.

- d. Board Membership - Ad Hoc Committee - Brian Bauer, President/CEO, stated that LWDB 20 would be down two board members, Jeannie McCall and Larry Hawes, in PY 2023-2024.

Jim Brann, who had previously stated he would lead the ad hoc search committee, will be asked to begin the process of identifying possible candidates to fill the upcoming vacancies.

- e. REACH Act Update - Letter Grade Performance - Brian Bauer, President/CEO, explained that CareerSource Florida offered updates on the most recent data regarding the LWDBs quarter-one performance for PY 2022-2023. The CareerSource Florida website is updated quarterly as the data becomes available. LWDB 20 achieved a letter grade of B+ (89.3%).

- f. REACH Act Update - Board Realignment - Brian Bauer, President/CEO, explained that CareerSource Florida identified the LWDBs that would be involved in the board realignment. They are CareerSource Pinellas, Tampa Bay, Crown, Capital, North Central Florida, South Florida, Southwest Florida Brevard, and Flagler Volusia. The changes will be reflected in the number of LWDBs, currently 24. Once finalized, there will be 21 LWDBs.

A formal presentation by Ernst & Young on their recommendation of the board realignment will be presented at the CareerSource Florida Board of Directors meeting on February 23, 2023, in Tallahassee. Mr. Bauer and Ms. Kristof will be in attendance.

**Quorum Established:**

Leslie Kristof, Chair, asked attendance to be taken at 8:25 am. A quorum was established. Ms. Kristof asked that the voting items (3-12) be addressed at this time.

**Agenda Item 2 - Declarations of Conflicts of Interest (COI):**

Leslie Kristof, Chair, asked if there were any Conflicts of Interest, and none were declared.

**Agenda Item 3 - Review and Approve Financial Statement - December 31, 2022:**

Brian Bauer, President/CEO, stated that we are halfway through PY2022-2023, and amendments to the budget and monthly expenditures for December are as follows:

- Expenditures are at 36%.
- Individual Training Accounts (ITA) are at 23.95%, which is slightly behind the allotted 25% allowed.
- Currently using PY2021-2022 Dislocated Worker (DW) program funds for the Adult Program for PY 2022-2023 expenditures.
- Estimate that the DW program PY 2021-2022 funds will be exhausted by March of this year, leading to a favorable carry forward with the DW program PY 2022-2023 funding.

Mr. Bauer shared that due to the low unemployment rate, we are seeing a decrease in ITA funding as individuals with gainful employment are not seeking schooling at this time. As a result, the focus will be placed on obtaining more On-The-Job training (OJT) contracts as a way of meeting ITA expenditures.

A motion was made by Maddie Williams to approve the Financial Statement - December 31, 2022, as presented. Terrance Moore seconded the motion. The motion passed unanimously.

**Agenda Item 4 - Review and Approve Acceptance of 2021 - IRS Form 990 Tax Return:**

Brian Bauer, President/CEO, presented the 2021-IRS 990 tax return, which consists of a core form and supplemental schedules. The committee is being asked to review and approve the acceptance of the 2021 - IRS Form 990 Tax Return as presented.

A motion was made by Werner Bols to approve the Acceptance of the 2021 - IRS Form 990 Tax Return, as presented. Larry Hawes seconded the motion. The motion passed unanimously.

**Agenda Item 5 - Review and Approve Local Targeted Occupations List (LTOL) - 4th Quarter of PY 2022-2023:**

Tracey McMorris, Vice President of Operations/COO, stated that the LWDB 20 requests adding Architectural and Civil Drafters and Computer Numerically Controlled (CNC) Tool Operators to the Local Targeted Occupations List (LTOL). Both occupations are high wages and high demand in our region.

For On-The-Job Training (OJT) opportunities to be offered in these industries, the occupations must be represented on the Local Targeted Occupations List (LTOL). As a result, staff reviewed local labor market information and resources regarding the LTOL and recommends adding Architectural and Civil Drafters and Computer Numerically Controlled (CNC) Tool Operators occupations to the LTOL for the 4th Quarter of PY 2022-2023.

A motion was made by Werner Bols to approve the Local Targeted Occupations List (LTOL) - 4th Quarter of PY 2022-2023, as presented. Pamela Burchell seconded the motion. The motion passed unanimously.

**Agenda Item 6 - 10 Policy Revisions:**

Tracey McMorris, Vice President of Operations/COO, stated that Agenda Items 6-10 all incorporate the same revisions. Instead of listing targeted industries separately, these five policies have stricken the language from being specific industries and now reference the CareerSource Research Coast (CSRC) Four-Year Plan.

Ms. McMorris noted that the targeted industries are as follows:

- Healthcare and Social Science
- Construction and Skilled Trades
- Transportation and Warehousing
- Advanced Manufacturing
- Administrative Support and Waste Management and Remediation Services

A motion was made by Larry Hawes to approve the five policy revisions made to Agenda Items 6 - 10, as presented. Werner Bols seconded the motion. The motion passed unanimously.

**Agenda Item 11 - Review and Approve WIOA - Adult and Dislocated Worker Program Eligibility Policy:**

Tracey McMorris, Vice President of Operations/COO, explained that this newly developed policy outlines the eligibility requirements for the WIOA Adult and Dislocated Worker programs and sets local definitions allowable by CareerSource Florida.

The WIOA and Dislocated programs provide training and employment services to eligible participants. Adult services are provided to job seekers at least 18 years of age to help them succeed in the labor market. Dislocated Worker services are provided to workers who have lost their job through no fault of their own to help them obtain quality employment in in-demand industries. Expanding Adult and Dislocated Worker eligibility definitions will allow more individuals to participate in training opportunities.

A motion was made by Pamela Burchell to approve the Approve WIOA - Adult and Dislocated Worker Program Eligibility Policy, as presented. Werner Bols seconded the motion. The motion passed unanimously.

**Agenda Item 12 - Review and Approve President/CEO Annual Performance Evaluation for 2022-2023:**

Leslie Kristof, Chair, presented Mr. Bauer’s annual performance evaluation tabulation score of 3.81. The Executive Committee members agreed that Mr. Bauer had performed beyond expectation over the past year and agreed to rate him as outstanding in his performance.

Upon reaching their conclusion, the Executive Committee informed Mr. Bauer that he would receive a 5% merit salary increase and a 5% annual performance bonus award.

A motion was made by Werner Bols to approve Mr. Bauer’s Annual Performance Evaluation and increase, as presented. Maddie Williams seconded the motion. The motion passed unanimously. This recommendation will be taken to the Board of Directors meeting for final approval on March 1, 2023.

**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.

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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.

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Brian Bauer, President  
Board Secretary

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3/1/2023  
Date

collaborate.  
innovate.  
lead.

