

Board of Directors Meeting Minutes

March 1, 2023

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. Consent Agenda
 - a. Review and Approve December 21, 2022, Board of Directors Meeting Minutes
 - b. Review and Approve January 17, 2023, Youth Council Meeting Minutes
 - c. Review and Approve January 31, 2023, Program and Services Meeting Minutes
 - d. Review and Approve February 17, 2023, Executive Meeting Minutes
 - I. Review and Approve Financial Statements - December 31, 2022
 - II. Review and Approve WIOA - Local Targeted Occupations List Policy Revisions
 - III. Review and Approve WIOA - Customized Training Policy Revisions
 - IV. Review and Approve WIOA - Incumbent Worker Training Policy Revisions
 - V. Review and Approve WIOA - Individual Training Account Policy Revisions
 - VI. Review and Approve Universal - OJT Program Policy Revisions
 - VII. Review and Approve WIOA - Adult and Dislocated Worker Program Policy
6. Review and Approve Acceptance of 2021 - IRS Form 990 Tax Return
7. Review and Approve Local Targeted Occupations List (LTOL) - 4th Quarter of PY 2022-2023
8. Review and Approve President/CEO Annual Performance Recommendation for Compensation Adjustment - 2022-2023
 - a. Evaluation Composite Rating Form
 - b. Compensation Recommendation Letter from Executive Committee Chair

Information/Discussion

- 9. Primary Indicators of Performance 1st Quarter PY 2022-2023
- 10. Chair's Report
- 11. President's Report
 - a. CareerSource Florida Board/Committee Meetings
 - b. CareerSource Florida Board Appointment - President/CEO
 - c. REACH Act Update
 - i. Letter Grade Performance
 - ii. Board Alignment
- 12. Open to the Board
- 13. Open to the Public
- 14. Adjournment

Members Present

Leslie Kristof	Maddie Williams	Larry Leet
Pamela Burchell	Pamela Houghton	Bob Cenk

Members Participating by Teleconference

Werner Bols	Jose Capellan	Helene Caseltine
Aliesha Seitz	Bill Solomon	Terrance Moore
Christie Shields	Angela Williams	

Members Absent (Excused)

Jim Brann	David Freeland	Larry Hawes
Mike Kauffmann	Jeannie McCall	Michael Maine
Wayne Olson	Debbie Perez	Pete Tesch

Members Absent (Unexcused)

None

Staff in Attendance (Teleconference and on-Site)

Brian Bauer	Tracey McMorris	Shelly Batton
Martin Rivera	Jennifer Eimann	

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 - 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 6 - Review and Approve Acceptance of 2021 - IRS Form 990 Tax Return:

Brian Bauer, President/CEO, explained that the 2021-IRS Form 990 consists of a core form and supplemental schedules. Mr. Bauer asked if there were any questions regarding the IRS Form 990 Tax Return.

With no further discussion, a motion was made by Pamela Burchell to approve acceptance of the 2021 - IRS Form 990 Tax Return, as presented. Helen Castletine seconded the motion. The motion passed unanimously.

Agenda Item 7 - 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.

With no further discussion, a motion was made by Pamela Houghton to approve the Local Targeted Occupations List (LTOL) - 4th Quarter of PY 2022-2023, as presented. Maddie Williams seconded the motion. The motion passed unanimously.

Agenda Item 8 - Review and Approve President/CEO Annual Performance Recommendation for Compensation Adjustment - 2022-2023:

Leslie Kristof, Chair, explained that the Executive Committee members rated the annual performance of Brian Bauer, President/CEO. The customary process is for an evaluation form to be e-mailed to Executive Committee members. Completed forms are to be returned to the Chairperson via e-mail. The Chairperson then tabulated the scores and presented the results to the Executive Committee for review and further discussion.

The Executive Committee met with Mr. Bauer on February 17, 2023, to present the evaluation and allow for conversation regarding the results of his performance. Ms. Kristof stated that Mr. Bauer exceeded the Executive Committee expectations with a strong performance with a total tabulation of 3.81 out of 4.

In compliance with CSRC Administrative - Employee Bonus Policy, the Executive Committee for CareerSource Research Coast approved the recommendation that Brian Bauer, President/CEO, receive as part of his annual performance evaluation for the calendar year 2022- 2023 a five percent (5%) merit salary increase and a five percent (5%) annual performance bonus.

With no further discussion, a motion was made by Pamela Houghton to approve Mr. Bauer's annual performance evaluation along with the compensation recommendation as presented. Pamela Burchell seconded the motion. The motion passed unanimously.

Agenda Item 9 - Review Primary Indicators of Performance 1st 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 on the chart highlighted in blue 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.

Mr. Bauer explained that DEO required a statewide previously closed case files constituting non-compliant or MIA clients going back to PY end 2020. Closure of these cases with no verified employment is reflected in the metrics for 1st quarter under the Employed 2nd Quarter After Exit category.

Tracey McMorris, Vice President of Operations/COO, stated that a strategic approach had been implemented to monitor and manage this metric as we advance. In addition, by expanding the definition of "unlikely to return" as was done in the Adult and Dislocated Worker (DW) Program Policy approved under Consent Agenda, CSRC will be able to enroll more DW into this pool of eligible participants. Thus, we are confident that performance in this area will improve.

Agenda Item 10 - Chair's Report:

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

- Ms. Kristoff discussed the CareerSource Florida Board of Directors and Council meeting that she and Mr. Bauer attended on February 21-23, 2023. She stated that the CareerSource Florida meetings were highly informative, with robust discussions regarding the REACH Act, including the final alignment evaluation reported by Ernst & Young at the CSFL Board of Directors meeting on February 23, 2023.
- Larry Hawes will 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 P&S Committee meeting time. The committee will continue meeting bi-monthly on the last Wednesday of the month.

Ms. Kristof stated that a poll would be taken during the Board of Directors meeting this morning to determine if 11:00 am or 1:00 pm best fits members' schedules. Jennifer Eimann, Executive Assistant, took a poll of P & S committee members attending the meeting. Members unanimously chose 1:00 pm.

This new time will take effect on July 23, 2023, and will be reflected on the PY2023-2024 Committee/Board Schedule approved calendar sometime in June 2023.

Angela Williams suggested that lunch could be provided at the Programs & Services meetings starting July 1, 2023, with the committee members taking turns sponsoring the cost. She has graciously offered to sponsor the first two lunches.

- Ms. Kristof shared that Maddie Williams will receive the Excellence in Mentorship award at the Inaugural Treasure Coast Women Who Rock luncheon on March 28, 2023.

Maddie Williams, Treasure, stated she was extremely honored to receive this award.

Agenda Item 11 - President's Report:

Brian Bauer, President/CEO, discussed further the CareerSource Florida Board of Directors and Council meeting that he and Leslie Kristof attended on February 21-23, 2023.

- Mr. Bauer stated that the CareerSource Florida Finance Council met on February 22, 2023. At that meeting, Andrew Collins, Chief Operating & Financial Officer, announced the new members of the Finance Council and their roles. In addition, the council will meet in June to approve the new budget for the state of Florida for PY 23-24.

- The CareerSource Florida Board of Directors Meeting was held on February 23, 2023. Mr. Bauer explained that the primary focus of the meeting was board realignment. In addition, Mr. Bauer stated that Jennifer Eimann, Executive Assistant, would provide the link for board members to access all the information provided at the CareerSource Florida Board of Directors meeting.

Mr. Bauer thanked all stakeholders who participated and assisted with CareerSource Florida's exploration of approaches to aligning Florida's 24 local workforce development boards consistent with the charge for reducing the number of local boards under the REACH Act and the Governor's REACH Office.

The main factors considered for the realignment and consolidation actions were population size, commuting patterns, labor market area, economic development area, education and training providers, industry compensation, stakeholder engagement, and regional planning councils.

The consulting firm, Ernst and Young, presented 3 options to the CareerSource Florida state board with the recommendation of Option I and was presented as follows: The realignment of Jefferson County with CareerSource Capitol Region resulted in a new four-county area. Monroe county will be realigned with CareerSource Southwest Florida. CareerSource Southwest Florida would become a six-county area by adding Monroe County. The changes will be reflected in the number of LWDBs, currently 24. Once finalized, there will be 21 LWDBs. CareerSource Florida identified the LWDBs that would be consolidated as CareerSource Florida Crown and CareerSource North Central Florida, CareerSource Flagler Volusia, and CareerSource Brevard, as well as CareerSource Pinellas and CareerSource Tampa Bay. This option was voted on by the CareerSource Florida board and passed unanimously.

- Mr. Bauer stated that 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 appointed to the position by Governor Ron DeSantis, most recently served as deputy secretary of the Department of Economic Opportunity's Division of Workforce Services.

Mr. Bauer explained that CareerSource Florida offered Reach Act updates on the most recent data regarding the LWDBs quarter-one letter grade 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%).

Agenda Item 12 - Adjournment

With no further items to discuss, Leslie Kristof, Chairperson, made a motion for adjournment. All members agreed, and the meeting was adjourned at 8:56 a.m.

The next Board of Directors Meeting will be held on April 26, 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.

April 26, 2023

Brian Bauer
Secretary

Date