



Executive Committee Meeting Minutes

April 14, 2023

Opening Remarks

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

Voting Items

3. Review and Approve Financial Statements - January and February 2023
4. Review and Approve Local Targeted Occupations List (LTOL) Additions for 4th Quarter PY 2022-2023
5. Review and Approve Application for Extension of Provider of Direct Services 2023-2026
6. Review and Approve Welfare Transition (WT) Program - Incentive Policy Revisions
7. Review and Approve Welfare Transition (WT) Program - Transitional Support Services Policy Revisions
8. Review and Approve Welfare Transition (WT) Program - Program Requirements Policy Revisions
9. Review and Approve Supplemental Nutrition Assistance Program (SNAP) - Program Requirements Policy Revisions
10. Review and Approve Training Provider Recommendation - Treasure Coast Medical Institute

Information/Discussion

11. Primary Indicators of Performance 2nd Quarter PY 2022-2023
12. Application for Subsequent Local Workforce Development Area (LWDA) Designation - PY2023 & PY2024
13. RFP/RFQ Composite Rating Sheet - Award of Contract for Audit Services
14. Other Business
 - a. On-the-Job Training Termination Appeal - GPI Healthcare Services, LLC
 - b. Port St. Lucie Satellite Career Center - Closure
 - c. Board Membership - Ad Hoc Committee
 - d. Board Member Orientation Training - Annual Refresher
 - e. CareerSource Florida Board of Directors and Council Meetings
 - f. REACH Act Update
15. Adjournment



Members Present:

Maddie Williams Werner Bols Bob Cenk
Pamala Houghton Pamala Burchell

Members Participating by Teleconference:

Larry Hawes Terrance Moore

Members Excused:

Leslie Kristof Jim Brann

Administrative Staff Present/Teleconference:

Brian Bauer Tracey McMorris Lisa Delligatti
Gerard Melville

Call to Order:

Maddie Williams, Treasurer, called the meeting to order at 8:05 am. A quorum was established.

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

Maddie Williams, Treasurer, asked if there were any Conflicts of Interest, and none were declared.

Agenda Item 3 - Review and Approve Financial Statements - January and February 2023:

Lisa Delligatti, CFO, stated the following amendments to the budget and monthly expenditures are as follows:

- Expenditures are at 36%.
- Individual Training Accounts (ITA) are at 21.99%, which is slightly behind the allotted 25% requirement.
- Currently using PY2021-2022 Dislocated Worker (DW) program funds for the Adult Program for PY 2022-2023 expenditures.

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/training opportunities 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.

In addition, Mr. Bauer stated that the current ITA Tiers of \$3,500 Tier 1, and \$5,000 Tier II, the current policy allows for the President/CEO to approve additional expenditures that are reassessed, on a case-by-case review, if deemed appropriate by the ITA Committee. This effort will also help to increase ITA expenditure.

A motion was made by Pamela Houghton to approve the Financial Statements for January and February 2023, as presented. Werner Bols seconded the motion. The motion passed unanimously.

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

Tracey McMorris, Vice President of Operations, COO, stated CareerSource Research Coast (CSRC) is requesting to add two occupations to the LTOL that align with our Registered Apprenticeship program. This is a requirement for us to fund potential apprentices.

- Industrial Engineering Technologists - aligns with Industrial Manufacturing Technician (IMT) Registered Apprenticeship
- Technicians and Stockers and Order Fillers - aligns with Distribution and Logistics Registered Apprenticeship

Ms. McMorris explained that the IMT apprenticeship has a cohort of twelve individuals that are currently being assessed for eligibility and suitability.

A motion was made by Werner Bols to approve the Local Targeted Occupations (LTOL) additions for 4th Quarter PY 2022-2023, as presented. Bob Cenk seconded the motion. The motion passed unanimously.

Agenda Item 5 - Review and Approve Application for Extension of Provider of Direct Services 2023-2026:

Brian Bauer, President/CEO, explained that WIOA allows Local Workforce Development Boards (LWDBs) to be designated as direct providers of intake, assessment, eligibility determination, or other services except for training services. This designation may occur only with the agreement of the Chief Elected Official and the Governor and must be approved by CareerSource Florida for a period not to exceed three years.

A motion was made by Pamela Houghton to approve the Application for the Extension of Provider of Direct Services 2023-2026, as presented. Werner Bols seconded the motion. The motion passed unanimously.

Agenda Item 6 - Review and Approve Welfare Transition (WT) Program - Incentive Policy Revisions:

Tracey McMorris, Vice President of Operations/COO, explained that Florida Statutes allow Local Workforce Development Boards (LWDBs) to provide incentives to Welfare Transition (WT) participants to complete assigned activities. In addition, the LWDBs may determine the value of the incentive payments and create policies related to their use.

The local policy was updated to increase incentive payment amounts and to provide additional opportunities for WT Program participants to earn incentive payments for the completion of mandated activities and move towards self-sufficiency.

A motion was made by Werner Bols to approve the Welfare Transition (WT) Program - Incentive Policy revisions, as presented. Pamela Houghton seconded the motion. The motion passed unanimously.

Agenda Item 7 - Review and Approve Welfare Transition (WT) Program - Transitional Support Services Policy Revisions:

Tracey McMorris, Vice President of Operations/COO, stated that the Local Workforce Development Boards (LWDBs) provide transitional services to support families after they have exited the Temporary Cash Assistance program due to earned income. Florida Statutes allow LWDBs to provide transitional supportive services for a maximum of two years.

Florida Statutes previously allowed LWDBs to provide transitional supportive services for a maximum of one year. The local policy was updated to expand access to transitional services for eligible participants for two years.

A motion was made by Larry Hawes to approve the Welfare Transition (WT) Program - Transitional Support Services Policy Revisions, as presented. Werner Bols seconded the motion. The motion passed unanimously.

Agenda Item 8 - Review and Approve Welfare Transition (WT) Program - Program Requirements Policy Revisions:

Tracey McMorris, Vice President of Operations/COO, explained that in accordance with state and federal guidelines, the Department of Economic Opportunity (DEO) tasks each Local Workforce Development Board (LWDB) with implementing and administering the state's workforce programs, including WT, at the local Career Centers. The WT Program emphasizes work, self-sufficiency, and personal responsibility. The program is structured to enable participants to move from public assistance to economic self-sufficiency.

To support the goals of the WT Program, the local policy was updated to expand access to transitional services for eligible participants for a maximum of two years.

A motion was made by Bob Cenk to approve the Welfare Transition (WT) Program - Program Requirements Policy Revisions, as presented. Pamela Houghton seconded the motion. The motion passed unanimously.

Agenda Item 9 - Review and Approve Supplemental Nutrition Assistance Program (SNAP) - Program Requirements Policy Revisions:

Tracey McMorris, Vice President of Operations/COO, explained that the SNAP Employment & Training (E&T) Program is funded by the United States Department of Agriculture's Food and Nutrition Services. Florida's SNAP E&T Program is designed to assist eligible SNAP E&T participants obtain skills through education, training, or work experience to increase the skills necessary for self-sufficient employment.

The local policy was updated to reflect a change in the process to increase initial in-person program engagement. These changes include the renaming of DEO's initial engagement letter and the removal of two work activity components no longer offered through the SNAP E&T Program.

A motion was made by Pam Burchell to approve the Supplemental Nutrition Assistance Program (SNAP)



- Program Requirements Policy Revisions, as presented. Pamela Houghton seconded the motion. The motion passed unanimously

Agenda Item 10 - Review and Approve Training Provider Recommendation - Treasure Coast Medical Institute:

Tracey McMorris, Vice President of Operations/COO, explained providers of training services may apply for initial eligibility by completing a CareerSource Research Coast (CSRC) application for inclusion on the local list of eligible training providers. Applications received are reviewed by CSRC staff members to confirm all required documentation is provided and minimal performance levels have been met. If the review team determines the provider has submitted all required documentation and met minimal performance levels, the application will be reviewed by a rating team based on a 100-point scale. The average score of the team must be 75 for the application to be presented for approval.

Based on the rating team's metrics, the team recommended that the Treasure Coast Medical Institute should be added to the Eligible Training Provider List (ETPL).

A motion was made by Pamela Burchell to approve the Training Provider Recommendation Treasure Coast Medical Institute, as presented. Werner Bols seconded the motion. The motion passed unanimously.

Agenda Item 11 - Primary Indicators of Performance 2nd Quarter PY 2022-2023:

Brian Bauer, President/CEO, presented CSRC Primary Indicators of Performance for PY 2022- 2023 2nd 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, and Wagner-Peyser programs reflect that performance goals have been either exceeded or met. WIOA Dislocated Worker and Youth program show that CSRC did not meet the performance goals for the 2nd quarter under the Employed 2nd and 4th Quarter After Exit categories.

Mr. Bauer explained that in 2021 DEO required all LWDBs to complete a purge of WIOA and requested the closure of case files that were non-compliant or clients who could not be located. Closure of these cases with no verified employment is reflected in the metrics for the 2nd quarter under the Employed 2nd and 4th Quarter After Exit categories. A strategic approach has been developed to monitor and manage these two metrics. CSRC staff are confident that performance in this area will improve over time.

Agenda Item 12 - Application for Subsequent Local Workforce Development Area (LWDA) Designation - PY2023 & PY2024:

Brian Bauer, President/CEO, explained that this application is a recertification of board membership for PY2023 & 2024. Under WIOA, the Governor must designate local workforce development areas after consultation with the State Workforce Board, CareerSource Florida, Chief Local Elected Officials (CLEO), and the Local Workforce Development Boards.

LWDAs that received an initial designation shall be granted a subsequent designation if, for the two most recent program years, the LWDA performed successfully and sustained financial integrity.



Mr. Bauer stated that there are no current changes to this application's Local Workforce Development Area (LWDA) Designation.

Agenda Item 13 - RFP/RFQ Composite Rating Sheet - Award of Contract for Audit Services:

Brian Bauer, President/CEO, explained the current Audit Services contract was for one year for the program year ending 6/30/2023. Contracts are awarded for a period of five (5) years renewable annually depending upon performance.

In February of 2023, CareerSource Research Coast released a Request for Quote to accept quotes from vendors for the program years starting 7/01/2023 through 6/30/2027.

CSRC received four (4) proposals. Only three (3) of these proposals passed technical review. A rating team consisting of the Director of Programs, the Chief Financial Officer, and the Finance Accountant. Based on the cumulative rating score of the team, James Moore and Company has been selected.

Agenda Item 15 - Other Business:

- a. On-the-Job Training Termination Appeal - QPI Healthcare Services, LLC - Brian Bauer, President/CEO, explained that QPI Healthcare Services, LLC. entered into a contract with CareerSource Research Coast for three On-the-Job Training (OJT) opportunities. As part of the contract, the employer is required to provide timesheets and proper documentation so that the employee's hours worked can be verified for reimbursement purposes.

After numerous attempts to obtain the proper documentation from QPI Healthcare Services, and information not being provided correctly or in a timely manner it was determined that the OJTs would be terminated. A letter was sent to the employer regarding the termination of the OJT contract, the reason for termination, and explaining the employer has a right to appeal.

QPI Health Services choose to appeal against the decision made by CSRC to terminate the contract. As part of their statement, the employer felt that the CSRC employee they had been working with gave improper information and falsely documented paperwork.

After a review by the executive team of all information, it was determined that the employee's misconduct did not reach the point of termination, but she agreed to be demoted with a reduction in pay.

After further discussion with the Executive Committee members who agreed with the decision, Mr. Bauer stated that a letter would be sent to QPI Healthcare Services CEO outlining the steps taken to resolve this matter. Mr. Bauer stated he would keep the members updated on the employer's response.

- b. Port St. Lucie Satellite Career Center - Closure - Brian Bauer, President/CEO, explained that as part of the phase-out program of office space for CSRC the satellite office in suite 200, Port St. Lucie will close in June 2023 and the employees who are currently in that space will be moved to other locations to include suite 400, St. Lucie career center, Stuart career center, and the Ft.



Pierce comprehensive career center. Once suite 200 is closed the phase-out program for the St. Lucie office space will be complete.

- c. Board Membership - Ad Hoc Committee - Brian Bauer, President/CEO, updated the committee members on the search for new board members. There are four/five seats that will be vacated as of June 30, 2023.

Mr. Bauer shared that he would be recommending a Business Member (BU) seat to the Treasure Coast Workforce Consortium for appointment on the CareerSource Research Coast Board of Directors. This BU appointment is for our local Chambers of Commerce for the three counties we serve. This seat will rotate annually (July 1 through June 30) between the three main entities. Dori Stone will be the first chamber head to serve on the Board of Directors starting July 1, 2023.

Katie Sterling, Freshco Inc., has agreed to be considered as Larry Hawes' replacement under the Business Member (BU) role on the Board of Directors for CareerSource Research Coast.

Kevin Statin, Bank of America, has also completed an application for membership representing the financial sector.

Tom Whittingham, Manatee Pocket Yacht Sales, is partnering with CSRC to find a possible candidate in the marine industry to serve on the board.

- d. Board Member Orientation Training - Annual Refresher - Brian Bauer, President/CEO, reminded committee members that Jennifer Eimann would be sending out the Board Member Refresher Orientation on May 1, 2023. The orientation should be completed by June 30, 2023.
- e. CareerSource Florida Board of Directors and Council Meetings - Brian Bauer, President/CEO, explained that the Board of Directors and Council Meetings will be taking place in Tallahassee, June 4-7, 2023.

Mr. Bauer explained that he would be speaking with Leslie Kristoff, Chair, about attending the Board and Council meetings.

- f. One-Stop-Operator Update - Brian Bauer, President/CEO, shared that he was informed by DEO that the LWDBs can only serve as the One-Stop-Operator on a temporary basis. Therefore, CSRC is preparing to put the position out for procurement.

The LWDBs are waiting on the state to provide more guidance in this matter and will keep the committee members updated.

- g. REACH Act Update - Brian Bauer, President/CEO, explained that 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 which 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.

Agenda 14 - Adjournment

With no further items to discuss, a motion was made by Maddie Williams, Treasurer, 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
Secretary

April 26, 2023
Date

collaborate.
innovate.
lead.



collaborate.
innovate.
lead.

