

# Board of Directors Meeting Minutes

**April 26, 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 March 1, 2023, Board of Directors Meeting Minutes
  - b. Review and Approve March 29, 2023, Program and Services Meeting Minutes
  - c. Review and Approve April 14, 2023, Executive Meeting Minutes
    - I. Review and Approve Financial Statements - January and February 2023
    - II. Review and Approve Local Targeted Occupations List (LTOL) Additions for the 4<sup>th</sup> Quarter 2022-2023
    - III. Review and Approve the Application for Extension of Provider of Direct Services 2023-2026
    - IV. Review and Approve Welfare Transition (WT) Program - Incentive Policy Revisions
    - V. Review and Approve Welfare Transition (WT) Program - Transitional Support Services Policy Revisions
    - VI. Review and Approve Welfare Transition (WT) Program - Program Requirements Policy Revisions
    - VII. Supplemental Nutrition Assistance Program (SNAP) - Program Requirements Policy Revisions
    - VIII. Training Provider Recommendation - Treasure Coast Medical Institute
    - IX. Application for Subsequent Local Workforce Development Area (LWDA) Designation - PY2023 & PY2024
    - X. RFP/RFQ Composite Rating Sheet - Award of Contract for Audit Services

**Information/Discussion**

- 6. One-Stop-Operator Report - 2<sup>nd</sup> and 3<sup>rd</sup> Quarters PY 2022-2023
- 7. Primary Indicators of Performance 2<sup>nd</sup> Quarter PY 2022-2023
- 8. Chair’s Report
- 9. President’s Report
  - a. Board Membership - Ad Hoc Committee
  - b. Board Member Orientation Training - Annual Refresher
  - c. CareerSource Florida Board of Directors and Council Meetings - June 2023
  - d. 2023 Summer of Success Project
  - e. All-Staff Professional Development Day - June 15, 2023 (Office Closure)
  - f. Legislative Update
- 10. Open to the Board
- 11. Open to the Public
- 12. Adjournment

**Members Present**

Helene Castletine	Pamela Burchell	Bob Cenk
Larry Leet		

**Members Participating by Teleconference**

Werner Bols	Maddie Williams	Mike Kauffmann
Aliesha Seitz	Bill Solomon	Terrance Moore
Christie Shields	Angela Williams	Jim Brann

**Members Absent (Excused)**

Jim Brann	David Freeland	Larry Hawes
Jeannie McCall	Leslie Kristof	Pam Houghton
Wayne Olson	Debbie Perez	Pete Tesch
Jose Capellan		

**Members Absent (Unexcused)**

None

**Staff in Attendance (Teleconference and on-Site)**

Brian Bauer	Tracey McMorris	Lisa Delligatti
Shelly Batton	Martin Rivera	Jennifer Eimann



## **Call to Order**

Jim Brann, Vice-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):**

Jim Brann, Vice-Chair, asked if any items on the agenda had a conflict of interest. No conflicts of interest were declared.

## **Agenda Item 5 - Consent Agenda:**

Jim Brann, Vice-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. Helen Caseltine seconded the motion. The motion was passed unanimously.

## **Agenda Item 6 - Review the One-Stop-Operator Report - 2<sup>nd</sup> and 3<sup>rd</sup> Quarters PY 2022-2023:**

Shelly Batton, Director of Programs, explained that she would present the On-Stop-Operator (OSO) reports for the 2<sup>nd</sup> and 3<sup>rd</sup> quarters of PY22-23. Ms. Batton explained that improvements were being made to the Ft. Pierce Comprehensive Center during these two quarters. With those improvements completed, partner agencies can now return to the center. The expectation is to have all partners back in the center by July 1, 2023.

Eleanor Eberhart-Chin, Comprehensive Center Manager, and Ms. Batton have met with all the partners to discuss the delivery of services and the referral process. A total of 15 referrals took place in the 2<sup>nd</sup> quarter. During the 3<sup>rd</sup> quarter, there were a total of 34 referrals.

Cross-training took place on February 28, 2023. This was an opportunity for staff to be refreshed on all the services the partners offer CSRC clients.

Ms. Batton stated that the meeting minutes from the 2<sup>nd</sup> and 3<sup>rd</sup> quarters are attached to the board meeting packets for members to review.

Brian Bauer, President/CEO, stated that the Florida statutes require the local workforce development boards (LWDBs) to designate a one-stop delivery system operator. As a result, CSRC will seek Requests for Quotes (RFQ) in June 2023 to search for an individual to fill the On-Stop Operator (OSO) role independent of the local board. Currently, LWDB 20 is serving as the OSO through September 2023.

## **Agenda Item 7 - Review Primary Indicators of Performance 2<sup>nd</sup> Quarter PY 2022-2023:**

Brian Bauer, President/CEO, presented CSRC Primary Indicators of Performance 2<sup>nd</sup> quarter PY 2022-2023. 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% 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 programs show that CSRC did not

meet the performance goals for the 2<sup>nd</sup> quarter under the Employed 2<sup>nd</sup> and 4<sup>th</sup> Quarter After Exit categories.

As per DEO's strategic policy change to common exit, Mr. Bauer explained that in 2021 Career Planners had closed 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 2<sup>nd</sup> quarter under the Employed 2<sup>nd</sup> and 4<sup>th</sup> Quarter After Exit categories. A strategic approach has been developed to monitor and manage these two metrics. Part of this strategic approach was to expand the definition of "unlikely to return," as was done in the Adult and Dislocated Worker (DW) Program Policy previously approved by the board. This policy will allow CSRC to enroll more DW into this pool of eligible participants. Thus, we are confident that performance in this area will improve.

**Agenda Item 8 - Chair's Report:**

Leslie Kristof, Chair, is excused from this meeting. As a result, there is no report.

**Agenda Item 9 - President's Report:**

Brian Bauer, President/CEO, discussed the following information with board members:

- Board Membership - Ad Hoc Committee - Mr. Bauer updated the committee members on the search for new board members. Five seats will be vacated as of June 30, 2023.  
The chair of this Ad Hoc Committee, Jim Brann, put forth the slate of recommendations to the Treasure Coast Workforce Consortium for appointment on the CareerSource Research Coast Board of Directors. BU appointment is for our local Chambers of Commerce for the three counties we serve.  
The chair of this Ad Hoc Committee, Jim Brann, put forth the slate of recommendations to the Treasure Coast Workforce Consortium for appointment on the CareerSource Research Coast Board of Directors. 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 completed an application for membership representing the financial sector.  
Will Armstead, CEO, Boys & Girls Clubs of Port St. Lucie, has completed an application for a Business Member (BU) seat.
- Board Member Orientation Training - Annual Refresher - Mr. Bauer reminded board members that Jennifer Eimann would send the Board Member Refresher Orientation on May 1, 2023. The orientation should be completed by June 30, 2023.
- CareerSource Florida Board of Directors and Council Meetings - Mr. Bauer informed board members that he would attend the June 2023 CareerSource Florida (CSFL) Council and Board of Directors meetings in Tallahassee.

Mr. Bauer explained that the state budget would be approved at the CSFL Board of Directors meeting. The LWDBs are awaiting the state’s budget approval so that specific allocations can be given to the local boards to determine their budgets for PY23-24.

- 2023 Summer of Success Project – Mr. Bauer thanked the St. Lucie Board of County Commissioner (SLCBOCC) for providing grant funding for the seventh year. This funding will allow the Summer of Success project to proceed in St. Lucie County. CSRC will work with the school district, municipality partners, and private businesses, to provide the Y.E.S.S. program and work experience for eligible youth who live in St. Lucie County.

In addition, the grant from the SCLBOCC will fund a pilot project with Treasure Coast Manufacturing Association (TCMA), Treasure Coast Builders Association (TCBA), and their applicable boot camps. Once ten eligible individuals complete the assigned boot camp successfully, they will be funded through this grant for a four-week internship, so the employer does not have to bear that cost. This will incentivize the employer to hire and assess and hire the individual for possible full-time employment.

- All-Staff Professional Development Day - Mr. Bauer shared that on June 15, 2023, CSRC will have an all-staff professional training day. The event will be held at the STEM Auditorium, Pruitt Campus, Indian River State College. All offices will be closed for the day, and lunch will be provided for staff.
- Legislative Update - Mr. Bauer stated that new legislation, SB240, is looking at requiring all high schools to host job fairs for students. The local workforce development boards are being considered to conduct the job fair component in partnership with the schools and districts.

### **Agenda Item 12 - Adjournment**

With no further items to discuss, Jim Brann, Vice-Chair, made a motion for adjournment. All members agreed, and the meeting was adjourned at 8:37 a.m.

**The next Board of Directors Meeting will be held on August 30, 2023**

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### **STAFF CERTIFICATION**

I hereby certify that these minutes reflect the proceedings by the Board of Directors of CareerSource Research Coast, which have been reviewed by the Board of Directors and approved or approved with modifications incorporated herein.

\_\_\_\_\_  
Brian Bauer  
Secretary

6/29/2023  
\_\_\_\_\_  
Date

collaborate.  
innovate.  
lead.

