



Board of Directors Meeting

Meeting Agenda

Meeting Details

Date: Wednesday, June 28, 2023

Time: 8:00 a.m.

Location: Administrative Office 584
NW University Blvd.
Suite 100
Port St. Lucie, FL 34986

Microsoft TEAMS Virtual Meeting

Access Code: 505 319 105#

Phone: 1-772-800-5467

URL: [Click here to join the meeting](#)

Meeting Agenda

1. Welcome & Call to Order
2. Pledge of Allegiance
3. Roll Call and Attendance (Page 3)
 - a. Board
 - b. Staff
4. DEO Annual Performance Presentation (Page 4)
5. Declarations of Conflicts of Interest (Pages 5-7)

Voting Items

6. Review and Approve Board Member Contract/COI Exemption Requests - PY 2023-2024 (Pages 8-57)
7. Consent Agenda (Pages 58-59)
 - a. Review and Approve April 26, 2023, Board of Directors Meeting Minutes (Pages 60-64)
 - b. Review and Approve May 16, 2023, Youth Council Meeting Minutes (Pages 65-68)
 - c. Review and Approve May 31, 2023, Program and Services Meeting Minutes (Pages 69-73)
 - d. Review and Approve June 16, 2023, Executive Meeting Minutes (Pages 74-82)
 - i. Review and Approve Financial Statements - March and April 2023 (Pages 83-89)
 - ii. Review and Approve Renewable Vendor Contracts - PY 2023-2024 (Pages 90-97)
 - iii. Review and Approve Board/Committee Schedule - PY 2023-2024 (Pages 98-99)
 - iv. Review and Approve CSRC Paid Holidays/Compressed Work Schedule - PY 2023-2024 (Pages 100-101)
 - v. Review and Approve Designee for Michael Maine, Superintendent, Martin County Public Schools (Pages 102-103)
8. Review and Approve Draft Budget - PY 2023-2024 (Pages 104-110)
9. Review and Approve Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs - PY 2023-2024 (Pages 111-113)



10. Review and Approve Local Targeted Occupations List (LTOL) - 1st Quarter of PY 2023- 2024 (Pages 114-119)
11. Review and Approve Risk Evaluation Form Subrecipient Services - WIOA Youth Services - PY 2023-2024 (Pages 120-122)
12. Review and Approve Slate of Officers - PY 2023-2024 (Page 123)

Information/Discussion

13. Chair's Report (Page 124)
14. President's Report (Page 125)
 - a. Board of Directors Membership Recertification - PY 2023-2024 (Pages 126-129)
 - b. Appointment of Directors Nominated to the Workforce Development Board of the Treasure Coast (Pages 130)
 - c. Legislative/CareerSource Florida Updates
15. Open to the Board (Page 131)
16. Open to the Public (Page 132)
17. Adjournment

Next Board of Directors Meeting – August 30, 20

**BOARD OF DIRECTORS MEETING
 AGENDA
 ATTENDANCE ROSTER
 JULY 1, 2022 - JUNE 30, 2023**

| # | BOARD MEMBER | | 08/31 | 10/26 | 12/21 | 03/01 | 04/26 | 6/28 | Total |
|----|-----------------------|---|-------|-------|-------|-------|-------|------|-------|
| 1 | Werner | Bols | X | T | X | T | T | | |
| 2 | Jim | Brann - Vice Chair | T | X | E | E | T | | |
| 3 | Pamela | Burchell - Past Chair | T | E | E | X | X | | |
| 4 | Jose | Capellan | E | T | T | T | E | | |
| 5 | Helene | Caseltine | E | T | X | T | X | | |
| 6 | Bob | Cenk | X | X | E | X | X | | |
| * | Comm Chris | Dzadovsky - 12/2022 Assigned to TCWC | T | T | N/A | N/A | N/A | N/A | N/A |
| 7 | Comm Larry | Leet – 12/202 Assigned to BOD | N/A | N/A | E | X | X | | |
| 8 | David | Freeland | E | E | E | E | E | | |
| 9 | Jon Aliesha | Prince Seitz (Designee) | T | T | T | T | T | | |
| 10 | Larry | Hawes | T | X | T | E | E | | |
| 11 | Pamela | Houghten | X | E | T | X | E | | |
| 12 | Mike | Kauffmann | X | T | T | E | T | | |
| 13 | Leslie | Kristof - Chair | X | X | X | X | E | | |
| 14 | Jeannie | McCall | E | E | E | E | E | | |
| 15 | John Michael | Millay Maine (Designee) | T | T | E | E | E | | |
| 16 | Dr. Tim Bill | Moore Solomon (Designee) | T | T | T | T | T | | |
| 17 | Terrance | Moore | X | E | T | T | T | | |
| 18 | Dr. David Christie | Moore Shields (Designee) | E | T | T | T | T | | |
| 19 | Wayne | Olson | E | T | T | E | T | | |
| 20 | Debbie | Perez | E | E | E | E | E | | |
| 21 | Pete | Tesch | E | E | T | E | E | | |
| 22 | Angella | Williams | T | E | T | T | E | | |
| 23 | Maddie | Williams - Treasurer | X | T | T | X | T | | |
| | | | | | | | | | |
| # | ADMINISTRATIVE STAFF | | 08/31 | 10/26 | 12/21 | 03/01 | 04/26 | 6/28 | Total |
| 1 | Brian | Bauer | X | X | X | X | | | |
| 2 | Tracey | McMorris | X | X | X | X | | | |
| 3 | Lisa | Delligatti | X | X | X | E | | | |
| 4 | Shelly | Batton | X | X | X | X | | | |
| 5 | Martin | Rivera/IT Dept | X | X | X | X | | | |
| 5 | Jennifer | Eimann | X | X | X | X | | | |

T – Attended Virtually X – Attended In-Person E – Excused U - Unexcused

AGENDA ITEM SUMMARY

| | |
|------------------------------|---|
| Title | DEO Annual Performance Presentation |
| Strategic Plans/Goals | Effective Utilization of Current and Timely Operational Intelligence for all Stakeholders |
| Policy/Plan/Law | DEO Grantee/Sub-Grantee Agreement, CSRC Administrative Plan |
| Action Requested | None - Information Only |
| Background | The Department of Economic Opportunity's (DEO) Programmatic and Financial Compliance Monitoring Review will focus on the LWDB's compliance with State and federal expenditure requirements, programmatic and fiscal monitoring results, and WIOA performance results. |
| Staff Recommendations | None - Informational Only |
| Supporting Material | DEO Annual Performance Presentation https://careersourcerc.com/wp-content/uploads/2023/06/2023-Performance-Presentations-LWDB-20.pdf Link |
| Board Staff | Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418 |



Agenda Item 5

AGENDA ITEM SUMMARY

| | |
|------------------------------|--|
| Title | Declarations of Conflict of Interest |
| Strategic/Plans/Goals | N/A |
| Policy/Plan/Law | Public Law 105-220 |
| Action Requested | None - Information Only |
| Background | In the event that a conflict of interest arises due to business or employment interests of associates or close family members, a Regional Workforce Development Board member would be required to reveal that conflict, refrain from voting on the issue and file a memorandum of voting conflict Commission Form 8B |
| Staff | |
| Recommendations | None - Information Only |
| Supporting Material | Conflict of Interest Statement Form, 8B Memorandum of Voting Conflict |
| Board Staff | Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418 |

collaborate.
innovate.
lead.



APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
 - The form must be read publicly at the next meeting after the form is filed.
- IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:
- You must disclose orally the nature of your conflict in the measure before participating.
 - You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, _____, hereby disclose that on _____, 20: ____

A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows

Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

Agenda Item 6

AGENDA ITEM SUMMARY

| | |
|-----------------------------|---|
| TITLE | Review and Approve Board Member CSF Contract/COI Exemption Requests - PY 2023-2024 |
| STRATEGIC GOAL | Optimal Use of Resources |
| POLICY/PLAN/LAW | CareerSource Florida Strategic Policy # 2012.05.24.A.2 |
| ACTION REQUIRED | Review and Approve Board Member CSF Contract/COI Exemption Requests - PY 2023-2024 |
| BACKGROUND | <p>Under CSFL Strategic Policy # 2012.05.24.A.2, the policy establishes criteria and procedures used to address potential conflicts of interest and, when appropriate, “cure” such conflicts and ensure compliance with Public Law 113-128, Workforce Innovation and Opportunity Act (2014), section 445.007(1) and (11), Florida Statutes, and section 112.3143, Florida Statutes.</p> <p>At a board’s discretion, the following may be exempt from the policy described above:</p> <p>Contracts with a board member receiving a grant for workforce services. All contracts between a board and a board member or other person or entity who may benefit financially from a contract must be approved by a two-thirds vote of the board when a quorum has been established. Board members are required to complete a Contract Information Form and a Conflict of Interest Form.</p> |
| STAFF RECOMMENDATION | Review and Approve Board Member CSF Contract/COI Exemption Requests - PY 2023-2024 |
| SUPPORTING MATERIALS | Board Member CSF Contract/COI Exemption Request/Form 8B - PY 2023-2024 |
| BOARD STAFF | <p>Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418</p> |

Board Member Contract-COI Exemption Form - 2023-2024

| Date | Vendor | Party | Description | Purpose | Expense | State of Florida Approved Vendor | Low Bid | Comments |
|----------|--|-------------------|--|--|-----------------|----------------------------------|---------|---|
| PY 23-24 | Cleveland Clinic Indian River Hospital | Pamela Burchell | 2012.05.24.A.2 State and Local Workforce Development Board Contracting Conflict of Interest Policy with exemption to the prohibition to allow the workforce boards to provide statutorily- mandated services. | On-the-Job Training | under \$150,000 | n/a | n/a | A contract with a board member receiving a grant for workforce services under federal, state, or other governmental workforce programs. |
| PY 23-24 | Indian River State College | Dr. Timothy Moore | 2012.05.24.A.2 State and Local Workforce Development Board Contracting Conflict of Interest Policy with exemption to the prohibition to allow the workforce boards to provide statutorily- mandated services. | Approved training provider | under \$150,000 | n/a | n/a | A contract with a board member receiving a grant for workforce services under federal, state, or other governmental workforce programs. |
| PY 23-24 | Cleveland Clinic Martin Health | Lorna Landherr | 2012.05.24.A.2 State and Local Workforce Development Board Contracting Conflict of Interest Policy with exemption to the prohibition to allow the workforce boards to provide statutorily- mandated services. | On-the-Job Training | under \$150,000 | n/a | n/a | A contract with a board member receiving a grant for workforce services under federal, state, or other governmental workforce programs. |
| PY 23-24 | Keiser University | Leslie Kristoff | 2012.05.24.A.2 State and Local Workforce Development Board Contracting Conflict of Interest Policy with exemption to the prohibition to allow the workforce boards to provide statutorily- mandated services. | Approved training provider | under \$150,000 | n/a | n/a | A contract with a board member receiving a grant for workforce services under federal, state, or other governmental workforce programs. |
| PY 23-24 | Treasure Coast Technical College | Dr. David Moore | 2012.05.24.A.2 State and Local Workforce Development Board Contracting Conflict of Interest Policy with exemption to the prohibition to allow the workforce boards to provide statutorily- mandated services | Approved training provider | under \$75,000 | n/a | n/a | A contract with a board member receiving a grant for workforce services under federal, state, or other governmental workforce programs. |
| PY 23-24 | The Porch Factory | Jim Brann | 2012.05.24.A.2 State and Local Workforce Development Board Contracting Conflict of Interest Policy with exemption to the prohibition to allow the workforce boards to provide statutorily – mandated services. | On-the-Job Training | under \$40,000 | n/a | n/a | A contract with a board member receiving a grant for workforce services under federal, state, or other governmental workforce programs. |
| PY 23-24 | Treasure Coast Builders Association (TCBA) | Maddie Williams | 2012.05.24.A.2 State and Local Workforce Development Board Contracting Conflict of Interest Policy with exemption to the prohibition to allow the workforce boards to provide statutorily – mandated services. | On-the-Job Training | under \$10,000 | n/a | n/a | A contract with a board member receiving a grant for workforce services under federal, state, or other governmental workforce programs. |
| PY 23-24 | St. Lucie Public Schools | Jon Prince | 2012.05.24.A.2 State and Local Workforce Development Board Contracting Conflict of Interest Policy with exemption to the prohibition to allow the workforce boards to provide statutorily - mandated services. | Facility Use Agreement of the Garden City Career Center | under \$20,000 | n/a | n/a | A contract with a board member's employer, St. Lucie Public Schools, to receive rent for facility usage at Garden City, Fort. Pierce Career Center. |
| PY 23-24 | Moore Solutions, Inc. | Terrance Moore | 2012.05.24.A.2 State and Local Workforce Development Board Contracting Conflict of Interest Policy with exemption to the prohibition to allow the workforce boards to provide statutorily – mandated services. | Worksite Agreement for WIOA Youth Work Experience | under \$10,000 | n/a | n/a | A contract with a board member receiving a grant for workforce services under federal, state, or other governmental workforce programs. |
| PY 23-24 | Treasure Coast Technical College | Dr. David Moore | 2012.05.24.A.2 State and Local Workforce Development Board Contracting Conflict of Interest Policy with exemption to the prohibition to allow the workforce boards to provide statutorily – mandated services. | Facility Use Agreement for the Eckerd Connects Career Center | under \$10,000 | n/a | n/a | A contract with a board member's employer Treasure Coast Technical College (TCTC), School District of Indian River County, to receive rent for facility usage at TCTC for the Eckerd Connects Career Center |



CONTRACT INFORMATION FORM

This form is to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, Leslie Kristof, hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(11), Florida Statutes.

Identification of all parties to the contract: CareerSource Research Coast/LWDB 20

Contractor Name & Address: Pamela Burchell, Cleveland Clinic Indian River Hospital, 1000 36th Street, Vero Beach, FL. 32960

Contractor Contact Phone Number: 772-567-4311

Contract Number or Other Identifying Information, if any: n/a

Contract Term: PY23-24

Value of the Contract with **no** extensions or renewals exercised: Under \$150,000

Value of the Contract with **all** extensions and renewals exercised: n/a

Description of goods and/or services to be procured: On the Job Training Contract

Method of procurement for the goods and/or services to be procured: n/a

Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Pamela Burchell

The nature of the conflicting interest in the contract: Financial gain to parent organization

The board member or employee with the conflict of interest did _____ did not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract.

If the board member or employee with the conflict of interest attended the meeting(s), including subcommittee meetings, at which the board discussed or voted on the contract, the board member or employee abstained from voting.

I further attest that the following is being provided with this form:

- A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting(s), including subcommittee meetings, and for those in attendance, the affirmative and negative votes and abstentions for each member.
- Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting(s) in which a vote related to the contract took place, for board member/employee who has any relationship with the contracting vendor.
- A draft copy of the related party contract and amendments, as applicable.
- Documentation supporting the method of procurement of the related party contract.
- A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract.

I certify that the above is true and correct.

Signature of Board Chair / Vice Chair*

Leslie Kristof

Print Name

**Must be certified and attested to by the Board Chair*

Date



DISCLOSURE AND CERTIFICATION OF CONFLICT OF INTEREST IN A CONTRACT

I, Pamela Burchell, a board member, hereby disclose that My employer

Or "Other"(describe): _____ could benefit financially from the contract described below:

Local Workforce Development Board: CareerSource research Coast/LWDB 20

Contractor Name & Address: Pamela Burchell, Cleveland Clinic Indian River Hospital, 1000 36th Street, Vero Beach, FL. 32960

Contractor Contact Phone Number: 772-567-4311

Description or Nature of Contract: On the Job Training Contract

Description of Financial Benefit*: Financial gain to parent organization

For purposes of the above contract the following disclosures are made: The contractor's principals**/owners***: (check one)

have no relative who is a member of the board or an employee of the board; OR
 have a relative who is a member of the board or an employee of the board, whose name is:

The contractor's principals**/owners*** is is not (check one) a member of the board. If applicable, the principal's/owner's name is: _____

Signature of Board Member/Employee Print Name

Pamela Burchell
Print Name

Date

*"Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.

** "Principal" means an owner or high-level management employee with decision-making authority.

*** "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM VOTING DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
 - The form must be read publicly at the next meeting after the form is filed.
- IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:
- You must disclose orally the nature of your conflict in the measure before participating.
 - You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Pamela Burchell, hereby disclose that on June 28, 20: 23

A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of Cleveland Clinic Indian River Hospital, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows

Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.



CONTRACT INFORMATION FORM

This form is to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, Leslie Kristof, hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(11), Florida Statutes.

Identification of all parties to the contract: CareerSource Research Coast/LWDB 20

Contractor Name & Address: Dr. Timothy Moore, Indian River State College, 3209 Virginia Avenue, Fort Pierce, FL 34981

Contractor Contact Phone Number: 772-462-4701

Contract Number or Other Identifying Information, if any: n/a

Contract Term: PY23-24

Value of the Contract with **no** extensions or renewals exercised: Under \$150,000

Value of the Contract with **all** extensions and renewals exercised: n/a

Description of goods and/or services to be procured: Occupational Skills Training from Eligible Training Provider

Method of procurement for the goods and/or services to be procured: n/a

Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Dr. Timothy Moore

The nature of the conflicting interest in the contract: Financial gain to parent organization

The board member or employee with the conflict of interest _____ did did not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract.

If the board member or employee with the conflict of interest attended the meeting(s), including subcommittee meetings, at which the board discussed or voted on the contract, the board member or employee abstained from voting.

I further attest that the following is being provided with this form:

- A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting(s), including subcommittee meetings, and for those in attendance, the affirmative and negative votes and abstentions for each member.
- Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting(s) in which a vote related to the contract took place, for board member/employee who has any relationship with the contracting vendor.
- A draft copy of the related party contract and amendments, as applicable.
- Documentation supporting the method of procurement of the related party contract.
- A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract.

I certify that the above is true and correct.

Signature of Board Chair / Vice Chair*

Leslie Kristof

Print Name

**Must be certified and attested to by the Board Chair*

Date



DISCLOSURE AND CERTIFICATION OF CONFLICT OF INTEREST IN A CONTRACT

I, Dr. Timothy Moore, a board member, hereby disclose that My employer

Or "Other"(describe): _____ could benefit financially from the contract described below:

Local Workforce Development Board: CareerSource research Coast/LWDB 20

Contractor Name & Address: Dr. Timothy Moore, Indian River State College, 3209 Virginia Avenue, Fort Pierce, FL 34981

Contractor Contact Phone Number: 772-567-4311

Description or Nature of Contract: Occupational skills training from Eligible Training Provider

Description of Financial Benefit*: Financial gain to parent organization

For purposes of the above contract the following disclosures are made: The contractor's principals**/owners***: (check one)

have no relative who is a member of the board or an employee of the board; OR
 have a relative who is a member of the board or an employee of the board, whose name is:

The contractor's principals**/owners*** is is not (check one) a member of the board. If applicable, the principal's/owner's name is: _____

Signature of Board Member/Employee Print Name

Dr. Timothy Moore
Print Name

Date

*"Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.

** "Principal" means an owner or high-level management employee with decision-making authority.

*** "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM VOTING DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.



CONTRACT INFORMATION FORM

This form is to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, Leslie Kristof, hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(11), Florida Statutes.

Identification of all parties to the contract: CareerSource Research Coast/LWDB 20

Contractor Name & Address: William Solomon, Indian River State College, 3209 Virginia Avenue, Fort Pierce, FL 34981

Contractor Contact Phone Number: 772-462-4701

Contract Number or Other Identifying Information, if any: n/a

Contract Term: PY23-24

Value of the Contract with **no** extensions or renewals exercised: Under \$150,000

Value of the Contract with **all** extensions and renewals exercised: n/a

Description of goods and/or services to be procured: Occupational Skills Training from Eligible Provider

Method of procurement for the goods and/or services to be procured: n/a

Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: William Solomon

The nature of the conflicting interest in the contract: Financial gain to parent organization

The board member or employee with the conflict of interest did _____ did not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract.

If the board member or employee with the conflict of interest attended the meeting(s), including subcommittee meetings, at which the board discussed or voted on the contract, the board member or employee abstained from voting.

I further attest that the following is being provided with this form:

- A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting(s), including subcommittee meetings, and for those in attendance, the affirmative and negative votes and abstentions for each member.
- Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting(s) in which a vote related to the contract took place, for board member/employee who has any relationship with the contracting vendor.
- A draft copy of the related party contract and amendments, as applicable.
- Documentation supporting the method of procurement of the related party contract.
- A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract.

I certify that the above is true and correct.

Signature of Board Chair / Vice Chair*

Leslie Kristof

Print Name

**Must be certified and attested to by the Board Chair*

Date



DISCLOSURE AND CERTIFICATION OF CONFLICT OF INTEREST IN A CONTRACT

I, William Solomon, a board member, hereby disclose that My employer

Or "Other"(describe): _____ could benefit financially from the contract described below:

Local Workforce Development Board: CareerSource Research Coast/LWDB 20

Contractor Name & Address: William Solomon, Indian River State College, 3209 Virginia Avenue, Fort Pierce, FL 34981

Contractor Contact Phone Number: 772-462-4701

Description or Nature of Contract: Occupational skills training from Eligible Training Provider

Description of Financial Benefit*: Financial gain to parent organization

For purposes of the above contract the following disclosures are made: The contractor's principals**/owners***: (check one)

have no relative who is a member of the board or an employee of the board; OR
 have a relative who is a member of the board or an employee of the board, whose name is:

The contractor's principals**/owners*** is is not (check one) a member of the board. If applicable, the principal's/owner's name is: _____

Signature of Board Member/Employee Print Name

William Solomon
Print Name

Date

*"Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.

** "Principal" means an owner or high-level management employee with decision-making authority.

*** "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM VOTING DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
 - The form must be read publicly at the next meeting after the form is filed.
- IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:
- You must disclose orally the nature of your conflict in the measure before participating.
 - You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, William Solomon, hereby disclose that on June 28, 20: 23

A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of Indian River State College, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows

Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.



CONTRACT INFORMATION FORM

This form is to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, Leslie Kristof, hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(11), Florida Statutes.

Identification of all parties to the contract: CareerSource Research Coast/LWDB 20

Contractor Name & Address: Lorna Landherr, Cleveland Clinic Martin Health Systems, 10000 SW Innovation Way, Port St. Lucie FL 34987

Contractor Contact Phone Number: 772-223-5945

Contract Number or Other Identifying Information, if any: n/a

Contract Term: PY23-24

Value of the Contract with **no** extensions or renewals exercised: Under \$150,000

Value of the Contract with **all** extensions and renewals exercised: n/a

Description of goods and/or services to be procured: On the Job Training Contract

Method of procurement for the goods and/or services to be procured: n/a

Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Lorna Landherr

The nature of the conflicting interest in the contract: Financial gain to parent organization

The board member or employee with the conflict of interest did _____ did not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract.

If the board member or employee with the conflict of interest attended the meeting(s), including subcommittee meetings, at which the board discussed or voted on the contract, the board member or employee abstained from voting.

I further attest that the following is being provided with this form:

- A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting(s), including subcommittee meetings, and for those in attendance, the affirmative and negative votes and abstentions for each member.
- Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting(s) in which a vote related to the contract took place, for board member/employee who has any relationship with the contracting vendor.
- A draft copy of the related party contract and amendments, as applicable.
- Documentation supporting the method of procurement of the related party contract.
- A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract.

I certify that the above is true and correct.

Signature of Board Chair / Vice Chair*

Leslie Kristof

Print Name

**Must be certified and attested to by the Board Chair*

Date



DISCLOSURE AND CERTIFICATION OF CONFLICT OF INTEREST IN A CONTRACT

I, Lorna Landherr, a board member, hereby disclose that My employer

Or "Other"(describe): _____ could benefit financially from the contract described below:

Local Workforce Development Board: CareerSource research Coast/LWDB 20

Contractor Name & Address: Lorna Landherr, Cleveland Clinic Martin Health Systems, 10000 SW Innovation Way, Port St. Lucie FL 34987

Contractor Contact Phone Number: 772-223-5945

Description or Nature of Contract: On the Job Training Contract

Description of Financial Benefit*: Financial gain to parent organization

For purposes of the above contract the following disclosures are made: The contractor's principals**/owners***: (check one)

have no relative who is a member of the board or an employee of the board; OR
 have a relative who is a member of the board or an employee of the board, whose name is:

The contractor's principals**/owners*** is is not (check one) a member of the board. If applicable, the principal's/owner's name is: _____

Signature of Board Member/Employee Print Name

Lorna Landherr
Print Name

Date

*"Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.

** "Principal" means an owner or high-level management employee with decision-making authority.

*** "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM VOTING DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
 - The form must be read publicly at the next meeting after the form is filed.
- IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:
- You must disclose orally the nature of your conflict in the measure before participating.
 - You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Debbie Perez, hereby disclose that on June 28, 20: 23

A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of Cleveland Clinic Martin Health Systems, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows

Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.



CONTRACT INFORMATION FORM

This form is to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, Jim Brann, hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(11), Florida Statutes.

Identification of all parties to the contract: CareerSource Research Coast/LWDB 20

Contractor Name & Address: Leslie Kristof, Keiser University, 9400 SW Discovery Way, Port St. Lucie, FL 34987

Contractor Contact Phone Number: 772-398-9990

Contract Number or Other Identifying Information, if any: n/a

Contract Term: PY23-24

Value of the Contract with **no** extensions or renewals exercised: Under \$150,000

Value of the Contract with **all** extensions and renewals exercised: n/a

Description of goods and/or services to be procured: Occupational Skills Training from Eligible Training Provider

Method of procurement for the goods and/or services to be procured: n/a

Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Leslie Kristof

The nature of the conflicting interest in the contract: Financial gain to parent organization

The board member or employee with the conflict of interest did _____ did not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract.

If the board member or employee with the conflict of interest attended the meeting(s), including subcommittee meetings, at which the board discussed or voted on the contract, the board member or employee abstained from voting.

I further attest that the following is being provided with this form:

- A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting(s), including subcommittee meetings, and for those in attendance, the affirmative and negative votes and abstentions for each member.
- Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting(s) in which a vote related to the contract took place, for board member/employee who has any relationship with the contracting vendor.
- A draft copy of the related party contract and amendments, as applicable.
- Documentation supporting the method of procurement of the related party contract.
- A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract.

I certify that the above is true and correct.

Signature of Board Chair / Vice Chair*

Jim Brann

Print Name

**Must be certified and attested to by the Board Chair*

Date



DISCLOSURE AND CERTIFICATION OF CONFLICT OF INTEREST IN A CONTRACT

I, Leslie Kristof, a board member, hereby disclose that My employer

Or "Other"(describe): _____ could benefit financially from the contract described below:

Local Workforce Development Board: CareerSource research Coast/LWDB 20

Contractor Name & Address: Leslie Kristof, Keiser University, 9400 SW Discovery Way, Port St. Lucie, FL 34987

Contractor Contact Phone Number: 772-398-9990

Description or Nature of Contract: Occupational skills training from Eligible Training Provider

Description of Financial Benefit*: Financial gain to parent organization

For purposes of the above contract the following disclosures are made: The contractor's principals**/owners***: (check one)

have no relative who is a member of the board or an employee of the board; OR
 have a relative who is a member of the board or an employee of the board, whose name is:

The contractor's principals**/owners*** is is not (check one) a member of the board. If applicable, the principal's/owner's name is: _____

Signature of Board Member/Employee Print Name

Leslie Kristof
Print Name

Date

*"Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.

** "Principal" means an owner or high-level management employee with decision-making authority.

*** "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM VOTING DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
 - The form must be read publicly at the next meeting after the form is filed.
- IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:
- You must disclose orally the nature of your conflict in the measure before participating.
 - You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Leslie Kristof, hereby disclose that on June 28, 20: 23

A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of Keiser University, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows

Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.



CONTRACT INFORMATION FORM

This form is to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, Leslie Kristof, hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(11), Florida Statutes.

Identification of all parties to the contract: CareerSource Research Coast/LWDB 20

Contractor Name & Address: Dr. David Moore, School District of Indian River County/Treasure Coast Technical College, 6500 57th Street, Vero Beach, FL 32967

Contractor Contact Phone Number: 772-564-3150

Contract Number or Other Identifying Information, if any: n/a

Contract Term: PY23-24

Value of the Contract with **no** extensions or renewals exercised: Under \$75,000

Value of the Contract with **all** extensions and renewals exercised: n/a

Description of goods and/or services to be procured: Occupational Skills Training from Eligible Training Provider

Method of procurement for the goods and/or services to be procured: n/a

Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Dr. David Moore

The nature of the conflicting interest in the contract: Financial gain to parent organization

The board member or employee with the conflict of interest _____ did did not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract.

If the board member or employee with the conflict of interest attended the meeting(s), including subcommittee meetings, at which the board discussed or voted on the contract, the board member or employee abstained from voting.

I further attest that the following is being provided with this form:

- A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting(s), including subcommittee meetings, and for those in attendance, the affirmative and negative votes and abstentions for each member.
- Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting(s) in which a vote related to the contract took place, for board member/employee who has any relationship with the contracting vendor.
- A draft copy of the related party contract and amendments, as applicable.
- Documentation supporting the method of procurement of the related party contract.
- A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract.

I certify that the above is true and correct.

Signature of Board Chair / Vice Chair*

Leslie Kristof

Print Name

**Must be certified and attested to by the Board Chair*

Date



DISCLOSURE AND CERTIFICATION OF CONFLICT OF INTEREST IN A CONTRACT

I, Dr. David Moore, a board member, hereby disclose that My employer

Or "Other"(describe): _____ could benefit financially from the contract described below:

Local Workforce Development Board: CareerSource research Coast/LWDB 20

Contractor Name & Address: Dr. David Moore, School District of Indian River County/Treasure Coast Technical College, 6500 57th Street, Vero Beach, FL 32967

Contractor Contact Phone Number: 772-564-3150

Description or Nature of Contract: Occupational skills training from Eligible Training Provider

Description of Financial Benefit*: Financial gain to parent organization

For purposes of the above contract the following disclosures are made: The contractor's principals**/owners***: (check one)

have no relative who is a member of the board or an employee of the board; OR
 have a relative who is a member of the board or an employee of the board, whose name is:

The contractor's principals**/owners*** is is not (check one) a member of the board. If applicable, the principal's/owner's name is: _____

Signature of Board Member/Employee Print Name

Dr. David Moore
Print Name

Date

*"Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.

** "Principal" means an owner or high-level management employee with decision-making authority.

*** "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM VOTING DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.



CONTRACT INFORMATION FORM

This form is to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, Leslie Kristof, hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(11), Florida Statutes.

Identification of all parties to the contract: CareerSource Research Coast/LWDB 20

Contractor Name & Address: Christi Shields, School District of Indian River County/Treasure Coast Technical College, 6500 57th Street, Vero Beach, FL 32967

Contractor Contact Phone Number: 772-564-5006

Contract Number or Other Identifying Information, if any: n/a

Contract Term: PY23-24

Value of the Contract with **no** extensions or renewals exercised: Under \$75,000

Value of the Contract with **all** extensions and renewals exercised: n/a

Description of goods and/or services to be procured: Occupational Skills Training from Eligible Training Provider

Method of procurement for the goods and/or services to be procured: n/a

Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Christi Shields

The nature of the conflicting interest in the contract: Financial gain to parent organization

The board member or employee with the conflict of interest did _____ did not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract.

If the board member or employee with the conflict of interest attended the meeting(s), including subcommittee meetings, at which the board discussed or voted on the contract, the board member or employee abstained from voting.

I further attest that the following is being provided with this form:

- A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting(s), including subcommittee meetings, and for those in attendance, the affirmative and negative votes and abstentions for each member.
- Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting(s) in which a vote related to the contract took place, for board member/employee who has any relationship with the contracting vendor.
- A draft copy of the related party contract and amendments, as applicable.
- Documentation supporting the method of procurement of the related party contract.
- A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract.

I certify that the above is true and correct.

Signature of Board Chair / Vice Chair*

Leslie Kristof

Print Name

**Must be certified and attested to by the Board Chair*

Date



DISCLOSURE AND CERTIFICATION OF CONFLICT OF INTEREST IN A CONTRACT

I, Christi Shields, a board member, hereby disclose that My employer

Or "Other"(describe): _____ could benefit financially from the contract described below:

Local Workforce Development Board: CareerSource Research Coast/LWDB 20

Contractor Name & Address: Christi Shields, School District of Indian River County/Treasure Coast Technical College, 6500 57th Street, Vero Beach, FL 32967

Contractor Contact Phone Number: 772-564-5006

Description or Nature of Contract: Occupational skills training from Eligible Training Provider

Description of Financial Benefit*: Financial gain to parent organization

For purposes of the above contract the following disclosures are made: The contractor's principals**/owners***: (check one)

have no relative who is a member of the board or an employee of the board; OR
 have a relative who is a member of the board or an employee of the board, whose name is:

The contractor's principals**/owners*** is is not (check one) a member of the board. If applicable, the principal's/owner's name is: _____

Signature of Board Member/Employee Print Name

Christi Shields
Print Name

Date

*"Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.

** "Principal" means an owner or high-level management employee with decision-making authority.

*** "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM VOTING DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
 - The form must be read publicly at the next meeting after the form is filed.
- IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:
- You must disclose orally the nature of your conflict in the measure before participating.
 - You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Christi Shields, hereby disclose that on June 28, 20: 23

A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of School District of Indian River County/Treasure Coast Technical College, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows

Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.



CONTRACT INFORMATION FORM

This form is to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, Leslie Kristof, hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(11), Florida Statutes.

Identification of all parties to the contract: CareerSource Research Coast/LWDB 20

Contractor Name & Address: Jim Brann, The Porch Factory, 705 N 39th Street, Fort Pierce, FL 34947

Contractor Contact Phone Number: 772-465-6772

Contract Number or Other Identifying Information, if any: n/a

Contract Term: PY23-24

Value of the Contract with no extensions or renewals exercised: Under \$40,000

Value of the Contract with all extensions and renewals exercised: n/a

Description of goods and/or services to be procured: On the Job Training Contract

Method of procurement for the goods and/or services to be procured: n/a

Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Jim Brann

The nature of the conflicting interest in the contract: Financial gain to parent organization

The board member or employee with the conflict of interest X did did not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract.

If the board member or employee with the conflict of interest attended the meeting(s), including subcommittee meetings, at which the board discussed or voted on the contract, the board member or employee abstained from voting.

I further attest that the following is being provided with this form:

- A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting(s), including subcommittee meetings, and for those in attendance, the affirmative and negative votes and abstentions for each member.
• Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting(s) in which a vote related to the contract took place, for board member/employee who has any relationship with the contracting vendor.
• A draft copy of the related party contract and amendments, as applicable.
• Documentation supporting the method of procurement of the related party contract.
• A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract.

I certify that the above is true and correct.

Signature of Board Chair / Vice Chair*

Leslie Kristof
Print Name

*Must be certified and attested to by the Board Chair

Date



DISCLOSURE AND CERTIFICATION OF CONFLICT OF INTEREST IN A CONTRACT

I, Jim Brann, a board member, hereby disclose that My business

Or "Other"(describe): could benefit financially from the contract described below:

Local Workforce Development Board: CareerSource research Coast/LWDB 20

Contractor Name & Address: Jim Brann, The Porch Factory, 705 N 39th Street, Fort Pierce, FL 34947

Contractor Contact Phone Number: 772-465-6772

Description or Nature of Contract: On the Job Training Contract

Description of Financial Benefit*: Financial gain to parent organization

For purposes of the above contract the following disclosures are made: The contractor's principals**/owners***: (check one)

[X] have no relative who is a member of the board or an employee of the board; OR
___ have a relative who is a member of the board or an employee of the board, whose name is:

The contractor's principals**/owners*** [X] is ___ is not (check one) a member of the board. If applicable, the principal's/owner's name is:

Signature of Board Member/Employee Print Name

Jim Brann
Print Name

Date

*"Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.

** "Principal" means an owner or high-level management employee with decision-making authority.

*** "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM VOTING DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
 - The form must be read publicly at the next meeting after the form is filed.
- IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:
- You must disclose orally the nature of your conflict in the measure before participating.
 - You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Jim Brann, hereby disclose that on June 28, 20: 23

A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of The Porch Factory, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows

Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.



CONTRACT INFORMATION FORM

This form is to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, Leslie Kristof, hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(11), Florida Statutes.

Identification of all parties to the contract: CareerSource Research Coast/LWDB 20

Contractor Name & Address: Maddie Williams, Treasure Coast Builders Association, 6560 S Federal Highway, Port St. Lucie, FL 34952

Contractor Contact Phone Number: 772-336-8222

Contract Number or Other Identifying Information, if any: n/a

Contract Term: PY23-24

Value of the Contract with no extensions or renewals exercised: Under \$10,000

Value of the Contract with all extensions and renewals exercised: n/a

Description of goods and/or services to be procured: On-the-Job Training Contract

Method of procurement for the goods and/or services to be procured: n/a

Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Maddie Williams

The nature of the conflicting interest in the contract: Financial gain to parent organization

The board member or employee with the conflict of interest X did did not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract.

If the board member or employee with the conflict of interest attended the meeting(s), including subcommittee meetings, at which the board discussed or voted on the contract, the board member or employee abstained from voting.

I further attest that the following is being provided with this form:

- A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting(s), including subcommittee meetings, and for those in attendance, the affirmative and negative votes and abstentions for each member.
Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting(s) in which a vote related to the contract took place, for board member/employee who has any relationship with the contracting vendor.
A draft copy of the related party contract and amendments, as applicable.
Documentation supporting the method of procurement of the related party contract.
A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract.

I certify that the above is true and correct.

Signature of Board Chair / Vice Chair*

Leslie Kristof
Print Name

*Must be certified and attested to by the Board Chair

Date



DISCLOSURE AND CERTIFICATION OF CONFLICT OF INTEREST IN A CONTRACT

I, Maddie Williams, a board member, hereby disclose that My employer

Or "Other"(describe): could benefit financially from the contract described below:

Local Workforce Development Board: CareerSource research Coast/LWDB 20

Contractor Name & Address: Maddie Williams, Treasure Coast Builders Association, 6560 S Federal Highway, Port St. Lucie, FL 34952

Contractor Contact Phone Number: 772-336-8222

Description or Nature of Contract: On the Job Training Contract

Description of Financial Benefit*: Financial gain to parent organization

For purposes of the above contract the following disclosures are made: The contractor's principals**/owners***: (check one)

[X] have no relative who is a member of the board or an employee of the board; OR
___ have a relative who is a member of the board or an employee of the board, whose name is:

The contractor's principals**/owners*** [X] is ___ is not (check one) a member of the board. If applicable, the principal's/owner's name is:

Signature of Board Member/Employee Print Name

Maddie Williams
Print Name

Date

*"Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.

** "Principal" means an owner or high-level management employee with decision-making authority.

*** "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM VOTING DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
 - The form must be read publicly at the next meeting after the form is filed.
- IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:
- You must disclose orally the nature of your conflict in the measure before participating.
 - You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Maddie Williams, hereby disclose that on June 28, 20: 23

A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of Treasure Coast Builders Association, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows

Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.



CONTRACT INFORMATION FORM

This form is to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, Leslie Kristof, hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(11), Florida Statutes.

Identification of all parties to the contract: CareerSource Research Coast/LWDB 20

Contractor Name & Address: Dr. Jonathan Prince, St. Lucie Public Schools, 501 NW University Blvd., Port St. Lucie, FL 34986

Contractor Contact Phone Number: 772-429-3925

Contract Number or Other Identifying Information, if any: n/a

Contract Term: PY23-24

Value of the Contract with **no** extensions or renewals exercised: Under \$20,000

Value of the Contract with **all** extensions and renewals exercised: n/a

Description of goods and/or services to be procured: Facility Use Agreement of the Garden City Career Center

Method of procurement for the goods and/or services to be procured: n/a

Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Dr. Jonathan Prince

The nature of the conflicting interest in the contract: Financial gain to parent organization

The board member or employee with the conflict of interest _____ did did not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract.

If the board member or employee with the conflict of interest attended the meeting(s), including subcommittee meetings, at which the board discussed or voted on the contract, the board member or employee abstained from voting.

I further attest that the following is being provided with this form:

- A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting(s), including subcommittee meetings, and for those in attendance, the affirmative and negative votes and abstentions for each member.
- Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting(s) in which a vote related to the contract took place, for board member/employee who has any relationship with the contracting vendor.
- A draft copy of the related party contract and amendments, as applicable.
- Documentation supporting the method of procurement of the related party contract.
- A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract.

I certify that the above is true and correct.

Signature of Board Chair / Vice Chair*

Leslie Kristof

Print Name

**Must be certified and attested to by the Board Chair*

Date



DISCLOSURE AND CERTIFICATION OF CONFLICT OF INTEREST IN A CONTRACT

I, Dr. Jonathan Prince, a board member, hereby disclose that My employer

Or "Other"(describe): _____ could benefit financially from the contract described below:

Local Workforce Development Board: CareerSource research Coast/LWDB 20

Contractor Name & Address: Dr. Jonathan Prince, St. Lucie Public Schools, 501 NW University Blvd., Port St. Lucie, FL 34986

Contractor Contact Phone Number: 772-398-9990

Description or Nature of Contract: Facility Use Agreement for the Garden City Career Center

Description of Financial Benefit*: Financial gain to parent organization

For purposes of the above contract the following disclosures are made: The contractor's principals**/owners***: (check one)

have no relative who is a member of the board or an employee of the board; OR
 have a relative who is a member of the board or an employee of the board, whose name is:

The contractor's principals**/owners*** is is not (check one) a member of the board. If applicable, the principal's/owner's name is: _____

Signature of Board Member/Employee Print Name

Dr. Jonathan Prince
Print Name

Date

*"Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.

** "Principal" means an owner or high-level management employee with decision-making authority.

*** "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM VOTING DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.



CONTRACT INFORMATION FORM

This form is to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, Leslie Kristof, hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(11), Florida Statutes.

Identification of all parties to the contract: CareerSource Research Coast/LWDB 20

Contractor Name & Address: Aliesha Seitz, St. Lucie Public Schools, 501 NW University Blvd., Port St. Lucie, FL 34986

Contractor Contact Phone Number: 772-429-5559

Contract Number or Other Identifying Information, if any: n/a

Contract Term: PY23-24

Value of the Contract with **no** extensions or renewals exercised: Under \$20,000

Value of the Contract with **all** extensions and renewals exercised: n/a

Description of goods and/or services to be procured: Facility Use Agreement of the Garden City Career Center

Method of procurement for the goods and/or services to be procured: n/a

Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Aliesha Seitz

The nature of the conflicting interest in the contract: Financial gain to parent organization

The board member or employee with the conflict of interest did _____ did not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract.

If the board member or employee with the conflict of interest attended the meeting(s), including subcommittee meetings, at which the board discussed or voted on the contract, the board member or employee abstained from voting.

I further attest that the following is being provided with this form:

- A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting(s), including subcommittee meetings, and for those in attendance, the affirmative and negative votes and abstentions for each member.
- Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting(s) in which a vote related to the contract took place, for board member/employee who has any relationship with the contracting vendor.
- A draft copy of the related party contract and amendments, as applicable.
- Documentation supporting the method of procurement of the related party contract.
- A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract.

I certify that the above is true and correct.

Signature of Board Chair / Vice Chair*

Leslie Kristof

Print Name

**Must be certified and attested to by the Board Chair*

Date



DISCLOSURE AND CERTIFICATION OF CONFLICT OF INTEREST IN A CONTRACT

I, Aliesha Seitz, a board member, hereby disclose that My employer

Or "Other"(describe): _____ could benefit financially from the contract described below:

Local Workforce Development Board: CareerSource Research Coast/LWDB 20

Contractor Name & Address: Aliesha Seitz, St. Lucie Public Schools, 501 NW University Blvd., Port St. Lucie, FL 34986

Contractor Contact Phone Number: 772-429-5559

Description or Nature of Contract: Facility Use Agreement of the Garden City Career Center

Description of Financial Benefit*: Financial gain to parent organization

For purposes of the above contract the following disclosures are made: The contractor's principals**/owners***: (check one)

have no relative who is a member of the board or an employee of the board; OR
 have a relative who is a member of the board or an employee of the board, whose name is:

The contractor's principals**/owners*** is is not (check one) a member of the board. If applicable, the principal's/owner's name is: _____

Signature of Board Member/Employee Print Name

Aliesha Seitz
Print Name

Date

*"Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.

** "Principal" means an owner or high-level management employee with decision-making authority.

*** "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM VOTING DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
 - The form must be read publicly at the next meeting after the form is filed.
- IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:
- You must disclose orally the nature of your conflict in the measure before participating.
 - You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Aliesha Seitz, hereby disclose that on June 28, 2023

A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of St. Lucie Public Schools, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows

Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.



CONTRACT INFORMATION FORM

This form is to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, Leslie Kristof, hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(11), Florida Statutes.

Identification of all parties to the contract: CareerSource Research Coast/LWDB 20

Contractor Name & Address: Terrance Moore, Moore Solutions, Inc., 1680 SE Lyngate Drive, Ste. 202, Port St. Lucie, FL 34952

Contractor Contact Phone Number: 772-337-4005

Contract Number or Other Identifying Information, if any: n/a

Contract Term: PY23-24

Value of the Contract with **no** extensions or renewals exercised: Under \$10,000

Value of the Contract with **all** extensions and renewals exercised: n/a

Description of goods and/or services to be procured: Worksite Agreement for WIOA Youth Work Experience

Method of procurement for the goods and/or services to be procured: n/a

Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Terrance Moore

The nature of the conflicting interest in the contract: Financial gain to parent organization

The board member or employee with the conflict of interest did _____ did not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract.

If the board member or employee with the conflict of interest attended the meeting(s), including subcommittee meetings, at which the board discussed or voted on the contract, the board member or employee abstained from voting.

I further attest that the following is being provided with this form:

- A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting(s), including subcommittee meetings, and for those in attendance, the affirmative and negative votes and abstentions for each member.
- Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting(s) in which a vote related to the contract took place, for board member/employee who has any relationship with the contracting vendor.
- A draft copy of the related party contract and amendments, as applicable.
- Documentation supporting the method of procurement of the related party contract.
- A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract.

I certify that the above is true and correct.

Signature of Board Chair / Vice Chair*

Leslie Kristof

Print Name

**Must be certified and attested to by the Board Chair*

Date



DISCLOSURE AND CERTIFICATION OF CONFLICT OF INTEREST IN A CONTRACT

I, Leslie Kristof, a board member, hereby disclose that My business

Or "Other"(describe): _____ could benefit financially from the contract described below:

Local Workforce Development Board: CareerSource research Coast/LWDB 20

Contractor Name & Address: Terrance Moore, Moore Solutions, Inc., 1680 SE Lyngate Drive, Ste. 202, Port St. Lucie, FL 34952

Contractor Contact Phone Number: 772-337-4005

Description or Nature of Contract: Worksite Agreement for WIOA Youth Work Experience

Description of Financial Benefit*: Financial gain to parent organization

For purposes of the above contract the following disclosures are made: The contractor's principals**/owners***: (check one)

have no relative who is a member of the board or an employee of the board; OR
 have a relative who is a member of the board or an employee of the board, whose name is:

The contractor's principals**/owners*** is is not (check one) a member of the board. If applicable, the principal's/owner's name is: _____

Signature of Board Member/Employee Print Name

Terrance Moore
Print Name

Date

*"Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.

** "Principal" means an owner or high-level management employee with decision-making authority.

*** "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM VOTING DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
 - The form must be read publicly at the next meeting after the form is filed.
- IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:
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 - You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Terrance Moore, hereby disclose that on June 28, 20: 23

A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of Moore Solutions, Inc., by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows

Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.



CONTRACT INFORMATION FORM

This form is to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, Leslie Kristof, hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(11), Florida Statutes.

Identification of all parties to the contract: CareerSource Research Coast/LWDB 20

Contractor Name & Address: Dr. David Moore, School District of Indian River County/Treasure Coast Technical College, 6500 57th Street, Vero Beach, FL 32967

Contractor Contact Phone Number: 772-564-3150

Contract Number or Other Identifying Information, if any: n/a

Contract Term: PY23-24

Value of the Contract with **no** extensions or renewals exercised: Under \$10,000

Value of the Contract with **all** extensions and renewals exercised: n/a

Description of goods and/or services to be procured: Facility Use Agreement for the Eckerd Connects Career Center

Method of procurement for the goods and/or services to be procured: n/a

Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Dr. David Moore

The nature of the conflicting interest in the contract: Financial gain to parent organization

The board member or employee with the conflict of interest _____ did did not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract.

If the board member or employee with the conflict of interest attended the meeting(s), including subcommittee meetings, at which the board discussed or voted on the contract, the board member or employee abstained from voting.

I further attest that the following is being provided with this form:

- A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting(s), including subcommittee meetings, and for those in attendance, the affirmative and negative votes and abstentions for each member.
- Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting(s) in which a vote related to the contract took place, for board member/employee who has any relationship with the contracting vendor.
- A draft copy of the related party contract and amendments, as applicable.
- Documentation supporting the method of procurement of the related party contract.
- A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract.

I certify that the above is true and correct.

Signature of Board Chair / Vice Chair*

Leslie Kristof

Print Name

**Must be certified and attested to by the Board Chair*

Date



DISCLOSURE AND CERTIFICATION OF CONFLICT OF INTEREST IN A CONTRACT

I, Dr. David Moore, a board member, hereby disclose that My employer

Or "Other"(describe): _____ could benefit financially from the contract described below:

Local Workforce Development Board: CareerSource research Coast/LWDB 20

Contractor Name & Address: Dr. David Moore, School District of Indian River County/Treasure Coast Technical College, 6500 57th Street, Vero Beach, FL 32967

Contractor Contact Phone Number: 772-564-3150

Description or Nature of Contract: Facility Use Agreement for Eckerd Connects Career Center

Description of Financial Benefit*: Financial gain to parent organization

For purposes of the above contract the following disclosures are made: The contractor's principals**/owners***: (check one)

have no relative who is a member of the board or an employee of the board; OR
 have a relative who is a member of the board or an employee of the board, whose name is:

The contractor's principals**/owners*** is is not (check one) a member of the board. If applicable, the principal's/owner's name is: _____

Signature of Board Member/Employee Print Name

Dr. David Moore
Print Name

Date

*"Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.

** "Principal" means an owner or high-level management employee with decision-making authority.

*** "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM VOTING DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.



CONTRACT INFORMATION FORM

This form is to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, Leslie Kristof, hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(11), Florida Statutes.

Identification of all parties to the contract: CareerSource Research Coast/LWDB 20

Contractor Name & Address: Christi Shields, School District of Indian River County/Treasure Coast Technical College, 6500 57th Street, Vero Beach, FL 32967

Contractor Contact Phone Number: 772-564-5006

Contract Number or Other Identifying Information, if any: n/a

Contract Term: PY23-24

Value of the Contract with **no** extensions or renewals exercised: Under \$10,000.

Value of the Contract with **all** extensions and renewals exercised: n/a

Description of goods and/or services to be procured: Facility Use Agreement for the Eckerd Connects Career Center

Method of procurement for the goods and/or services to be procured: n/a

Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Christi Shields

The nature of the conflicting interest in the contract: Financial gain to parent organization

The board member or employee with the conflict of interest did _____ did not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract.

If the board member or employee with the conflict of interest attended the meeting(s), including subcommittee meetings, at which the board discussed or voted on the contract, the board member or employee abstained from voting.

I further attest that the following is being provided with this form:

- A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting(s), including subcommittee meetings, and for those in attendance, the affirmative and negative votes and abstentions for each member.
- Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting(s) in which a vote related to the contract took place, for board member/employee who has any relationship with the contracting vendor.
- A draft copy of the related party contract and amendments, as applicable.
- Documentation supporting the method of procurement of the related party contract.
- A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract.

I certify that the above is true and correct.

Signature of Board Chair / Vice Chair*

Leslie Kristof

Print Name

**Must be certified and attested to by the Board Chair*

Date



DISCLOSURE AND CERTIFICATION OF CONFLICT OF INTEREST IN A CONTRACT

I, Christi Shields, a board member, hereby disclose that My employer

Or "Other"(describe): _____ could benefit financially from the contract described below:

Local Workforce Development Board: CareerSource Research Coast/LWDB 20

Contractor Name & Address: Christi Shields, School District of Indian River County/Treasure Coast Technical College, 6500 57th Street, Vero Beach, FL 32967

Contractor Contact Phone Number: 772-564-5006

Description or Nature of Contract: Facility Use Agreement for the Eckerd Connects Career Center

Description of Financial Benefit*: Financial gain to parent organization

For purposes of the above contract the following disclosures are made: The contractor's principals**/owners***: (check one)

have no relative who is a member of the board or an employee of the board; OR
 have a relative who is a member of the board or an employee of the board, whose name is:

The contractor's principals**/owners*** is is not (check one) a member of the board. If applicable, the principal's/owner's name is: _____

Signature of Board Member/Employee Print Name

Christi Shields
Print Name

Date

*"Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.

** "Principal" means an owner or high-level management employee with decision-making authority.

*** "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM VOTING DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
 - The form must be read publicly at the next meeting after the form is filed.
- IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:
- You must disclose orally the nature of your conflict in the measure before participating.
 - You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Christi Shields, hereby disclose that on June 28, 20: 23

A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of School District of Indian River County/Treasure Coast Technical College, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows

Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

AGENDA ITEM SUMMARY

| | |
|------------------------------|--|
| Title | Consent Agenda |
| Strategic Plans/Goals | Operational Intelligence |
| Policy/Plan/Law | Board By-Laws |
| Action Requested | Approve Consent Agenda as Presented |
| Background | <p>Consent Agenda</p> <ul style="list-style-type: none"> a. Review and Appr Review and Approve April 26, 2023, Board of Directors Meeting Minutes b. Review and Approve May 16, 2023, Youth Council Meeting Minutes c. Review and Approve May 31, 2023, Program and Services Meeting Minutes d. Review and Approve June 16, 2023, Executive Meeting Minutes <ul style="list-style-type: none"> I. Review and Approve Financial Statements - March and April 2023 II. Review and Approve Renewable Vendor Contracts - PY 2023-2024 III. Review and Approve Board/Committee Schedule - PY 2023-2024 IV. Review and Approve CSRC Paid Holidays/Compressed Work Schedule - PY 2023-2024 V. Review and Approve Designee for Michael Maine, Superintendent, Martin County Public Schools |
| Staff Recommendation | Review and Approve Consent Agenda Items as presented |

Supporting Material

Board/Committee Meeting Minutes, Financial Statements - March/April 2023, Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs - PY 2023-2024, Renewable Vendor Contracts - PY 2023-2024, Risk Evaluation Form Subrecipient Services - WIOA Youth Services - PY 2023-2024, Board/Committee Schedule - PY 2023-2024, CSRC Paid Holidays/Compressed Work Schedule, Declaration of Authority for Michael Maine, Superintendent, Martin County Public Schools.

Board Staff

Brian Bauer
President/CEO
bbauer@careersourcerc.com
(866) 482-4473 ext. 418

Agenda Item 7a

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 4th 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 - 2nd and 3rd Quarters PY 2022-2023
7. Primary Indicators of Performance 2nd 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 - 2nd and 3rd Quarters PY 2022-2023:

Shelly Batton, Director of Programs, explained that she would present the On-Stop-Operator (OSO) reports for the 2nd and 3rd 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 2nd quarter. During the 3rd 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 2nd and 3rd 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 2nd Quarter PY 2022-2023:

Brian Bauer, President/CEO, presented CSRC Primary Indicators of Performance 2nd 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 2nd quarter under the Employed 2nd and 4th 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 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. 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. 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

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

Date

Agenda Item 7b Youth Council Meeting Minutes

May 16, 2023

Meeting Summary

1. Welcome & Attendance

Information/Discussion

2. WIOA Youth Connections Performance Report PY 2022-2023 - 3rd Quarter and YTD
3. WIOA Youth Quarterly Indicators of Performance Review and Discussion
4. Taylor Hall Miller Parker Programmatic Monitoring Review
5. Summer of Success Update
6. TANF Summer Youth Program Update
7. Career Connect Conference Recap and Video
8. Youth Success Story Video
9. Adjournment

Members Participating by Teleconference:

William Armstead, Lana Barros, David Freeland, Robert McPartlan, Aliesha Seitz, Christie Shields, Freddie Woolfork, Prashanth Pilly

Members Present

Maddie Williams

Members Excused

Teresa Bishop, Debbie Perez, Margie Dotson, Monica Jacobson, Terrance Moore

Members Unexcused

None

Other Attendees

Angie Strickland, Dannielle Brun

Staff Participating by Teleconference and On-Site

Shelly Batton, Christina Coble, Rick Conway, Gerard Melville/IT, Jennifer Eimann

Call to Order

Maddie Williams, Vice-Chair, called the meeting to order at 8:05.

Agenda Item 2 - Review WIOA Youth Connections Performance Report PY 2022-2023 - 3rd Quarter and YTD:

Angie Strickland, Program Manager, Eckerd Youth Connections, presented the WIOA Youth Connections Performance Report for 3rd quarter of PY 2022-2023. The performance presented also reflected the current year-to-date status as well.

Ms. Strickland stated that current enrollments are 96% of the 2022-2023 enrollment goal. In- School Youth (ISY) metrics is at 67%. Ms. Strickland stated that she feels confident this metric will increase by the end of the fiscal year.

Work Experience Internships completion percentage is 79%, with five additional youth completing their assigned internships by June 30, 2023.

The Measurable Skills Gain (MSG) is 91%. Credential attainment is at 81%. Ms. Strickland stated that the benchmark status is on track for PY 2023-2023.

Agenda Item 3 - Review WIOA Youth Quarterly Indicators of Performance - PY 2022-2023 - 2nd Quarter:

Danielle Brun, Operations Director, Eckerd Youth Connections, presented the WIOA Youth Connections Indicators of Performance for 2nd quarter. Ms. Brun explained that the WIOA Youth program measures reflect that performance goals for Employed 2nd and 4th Quarter After Exit categories were unmet.

Ms. Brun stated that in 2021 Career Planners had closed case files where clients were either non-compliant or 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.

Ms. Brun explained that a strategic approach to adjust the delivery service model had been developed to manage these two metrics in the future. Staff are confident that performance in this area will improve over time.

Agenda Item 4 - Review Taylor Hall Miller Parker Programmatic WIOA Youth Monitoring Review:

Christina Coble, WIOA Programs Manager, stated that Taylor Hall Miller Parker (THMP) completed a programmatic review of CareerSource Research Coast (CSRC) WIOA Youth files.

Ms. Coble provided the Committee with the preliminary results of the WIOA Youth monitoring completed by the DEO during the week of March 27, 2023. There were no findings or observations. Ms. Coble reiterated that THMP complemented CSRC's case management and file organization.

Agenda Item 5 - Summer of Success:

Christina Coble, WIOA Programs Manager, provided an update on the St. Lucie County (SLC) Summer of Success (SOS) Initiative. St. Lucie County Board of County Commissioners (SLCBOCC) provided funding for this year's program.

Ms. Coble explained that Summer of Success combines in-classroom employability skills training through the Youth Employment Success Solutions Y.E.S.S. program with work experience for SLC students through a paid internship.

The program is as follows:

- June 12-14 - In-classroom Y.E.S.S. program
- June 19-July 14 - Four-week paid internship (Up to 32/hrs per week @ \$15.00/hour)

The application opened in late April 2023 with 30 available openings. Forty-two youths applied and are currently being vetted for suitability.

In addition, the grant from the SLCBOCC will fund a pilot project with Treasure Coast Manufacturing Association (TCMA), Treasure Coast Builders Association (TCBA), and their combined boot camp. Ten individuals who complete the assigned boot camp successfully 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.

Agenda Item 6 - TANF Summer Youth Program:

Shelly Batton, Director of Programs, explained that the TANF program was able to fund a summer youth program focusing on reducing teen pregnancy in partnership with the Boys & Girls Clubs of St. Lucie County (BGCSLC) and E.N.D. It! (Everybody's Not Doing It!).

This funding will pay for 32 participants from BGCSLC and 25 from E.N.D. It! to attend summer camp. This will be an eight-week program running from June 5-July 28, 2023.

Agenda Item 7 - Career Connect Conference and Video:

Rick Conway, Project Coordinator, shared highlights from the 2023 Career Connect Conference. Four hundred youths attended this year, and the event was held at the Mid Florida Event Center, Port St. Lucie, on April 6, 2023.

Mr. Conway explained that the Career Connect Conference helps build a local talent pipeline by connecting hundreds of high school students from Indian River, St. Lucie, and Martin counties with participating businesses and education advisors.

This half-day conference features keynote speakers and industry leaders who engage students with leadership skills and career readiness and expose them to multiple career opportunities and post-secondary education options in six industry sectors: manufacturing, skilled trades, hospitality, healthcare, technology, and entrepreneurship.

Agenda Item 8 - View WIOA Youth Success Story Video, Adan Cruz:

Angie Strickland, Program Manager, Eckerd Youth Connections, presented a success story

video for Adan Cruz. In the video, Mr. Cruz explained that he was enrolled in the Youth Connections program and successfully completed the Y.E.S.S. program and an eight-week internship where he learned the value of customer service skills. Through hard work and perseverance, he gained life skills that assisted him in preparing for employment. In addition, he earned his G.E.D. and is looking forward to entering boot camp for the U.S. Marine Corps in January 2024.

Mr. Cruz thanked Teri Gaul, Career Coach, for all her encouragement along this journey and for helping him realize his potential.

Adjournment:

Having no other business, Maddie Williams, Vice-Chair, adjourned the Youth Council meeting at 8:35 AM.

BOARD STAFF CERTIFICATION

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

Christina Coble
Board Staff

Date

Agenda Item 7c Programs and Services Committee Meeting Minutes

May 31, 2023

Opening Remarks

1. Welcome & Attendance

Voting Items

2. Review and Approve Additions to Local Targeted Occupations List (LTOL) for 4th Quarter of PY 22-23

Information/Discussion

3. Programs and Services Committee Chair and Vice-Chair Vacancies
4. One-Stop Operator Request for Proposal (RFP) Update
5. Spring 2023 Taylor Hill Miller Parker (THMO) Monitoring
6. CareerSource Research Coast Program/Services Updates
 - a. Summer of Success Program
 - b. TANF Summer Youth Program
 - c. Florida Atlantic Workforce Alliance (FAWA) Initiative
 - I. Career Connect Conference
 - II. FAWA Consortium Update
7. Other Business
8. Adjournment

Members Participating by Teleconference

Wayne Olson Bill Solomon Jose Capellan

Members Present

Larry Hawes Pamela Houghton Bob Cenk

Members Excused

Pamela Burchell Angela Williams Pete Tesch
Debbie Perez Jim Brann

Members Unexcused

None

Staff Present

| | | |
|-----------------|-----------------|---------------|
| Tracey McMorris | Christina Coble | Rachel Pamer |
| Mary Bell | Jennifer Eimann | Melvin Joseph |

Call to Order

Larry Hawes, Chair, called the meeting to order at 8:05 am. A quorum was established.

Tracey McMorris, Vice-President of Operations/COO, introduced Richard Conway, who started with CareerSource Research Coast in June 2022 as a Recruiter. As a result of his performance, he was promoted to the position of Project Coordinator for the Florida Atlantic Alliance (FAWA) Initiative.

Under the Alliance, Mr. Conway works directly with CareerSource Research Coast Flagler Volusia and Brevard to spearhead local projects funded under the FAWA grant.

Agenda Item 2 - Review and Approve Local Targeted Occupations List (LTOL) for 4th Quarter of PY 22-23:

Tracey McMorris, Vice-President Of Operations/COO, presented the 4th Quarter Local Targeted Occupations List (LTOL) for PY 2022-2023. As per the LTOL policy, the local workforce development boards (LWDBs) are required to review the LTOL every quarter to determine if any occupations in demand need to be added or any occupations declining need to be deleted.

Ms. McMorris stated that CareerSource Research Coast (CSRC) is requesting the addition of Public Safety Telecommunications to the LTOL. Our Apprenticeship Navigator identified this occupation as being in high demand in our region. Specifically, the need for 911 Operators falls under this occupational title on the LTOL.

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

Agenda Item 3 - Review: Programs and Services Committee (P & S) Chair and Vice-Chair Vacancies:

Tracey McMorris, Vice-President of Operations/COO, explained that Larry Hawes' term as Chair of the Program & Services Committee ends June 30, 2023. As a result, the board is seeking to assign a committee member to replace Mr. Hawes' seat on the P & S Committee. In addition, Angela Williams, Vice-Chair, will be resigning as of June 30, 2023, and she will need a replacement too.

Ms. McMorris asked if any committee members would be interested in serving as the Chair or Vice-Chair to contact Jennifer Eimann, Executive Assistant, at their earliest convenience.

Agenda Item 4 - Review One-Stop Operator Request for Proposal (RFP) Update:

Tracey McMorris, Vice-President of Operations/COO, stated that the LWDB 20 would release the formal Request for Proposals the first week in June 2023. Ms. McMorris noted that with the release of this RFP request, we would be able to secure a One-Stop Operator.

Agenda Item 5 - Spring 2023 Taylor Hill Miller Parker (THMP) Monitoring:

Tracey McMorris, Vice-President of Operations/COO, explained that THMP conducted a biannual review of CareerSource Research Coast programs and special projects, including career center operations, during the week of March 27, 2023. Ms. McMorris stated that the Program Managers would present the monitoring outcome.

Mary Bell, Wagner-Peyser Program Manager/TAA Coordinator, presented the following THMP monitoring results:

Jobs for Veterans State Grants (JVSG) Program: Three veterans files were reviewed.

- 1 Finding: veteran EDP was not recorded at a minimum of every 30 days after being created in EmployFlorida as required.
- 1 Observation: all the required information was not recorded in EmployFlorida for a veteran's job development.

Wagner-Peyser Program: Ten sample job orders were reviewed.

- 1 Observation: job order did not comply with EEO laws regarding restrictions that are not bonafide occupational qualifications.

Reemployment Services and Eligibility Assessment (RESEA) Program: Five sample files were reviewed.

- 1 Finding: the EDP listed an erroneous long-range career goal.

Rachel Pamer, Welfare Transition & SNAP Program Manager, presented the following THMP monitoring results:

Welfare Transition Program (WTP) - Fifteen sample files were reviewed:

- 3 Observations: individual Responsibility Plan (IRP) did not clearly identify the assigned work activity, or the hours assigned, a 30-day employment follow-up was missing, and case notes did not provide a clear picture of what was happening with the case. Ms. Pamer noted no Supplemental Nutrition Assistance Program (SNAP) files were reviewed.

WIOA Adult/DW/NDWG/and Youth Programs - Twenty-Nine sample files were reviewed:

- There were no findings or observations.

Agenda Item 6 - CareerSource Research Coast (CSRC) Program Updates:

Richard Conway, Project Coordinator, shared updates on the Florida Atlantic Alliance (FAWA) Initiative and the Career Connect Conference.

- Florida Atlantic Alliance (FAWA) Initiative - Mr. Conway explained that the Alliance includes CareerSource Research Coast, Flagler Volusia, and Brevard. It unites and aligns workforce development, education, economic development, and employers to collectively boost the Aerospace/Aviation, Advanced Manufacturing, and IT/Cyber Security workforce to meet growing industry demands on the East Coast.
The first consortium meeting took place on Tuesday, May 23, 2023. A total of 157 businesses, education partners, and community stakeholders attended this virtual meeting. Topics discussed included curriculum development, career pathways, and talent attraction. As a result, industry councils will be formed in the upcoming months to begin taking action to address the workforce needs and promote awareness of the Florida Atlantic Alliance (FAWA) Initiative.
- Career Connect Conference - Mr. Conway shared 2023 Career Connect Conference highlights. Three hundred and fifty youths attended this year, and the event was held at the Mid Florida Event Center, Port St. Lucie, on April 6, 2023.

Mr. Conway explained that the Career Connect Conference helps build a local talent pipeline by connecting hundreds of high school students from Indian River, St. Lucie, and Martin counties with participating businesses and education advisors.

This half-day conference features keynote speakers and industry leaders who engage students with leadership skills and career readiness and expose them to multiple career opportunities and post- secondary education options in six industry sectors: manufacturing, skilled trades, hospitality, healthcare, technology, and entrepreneurship.

Christina Coble, WIOA Programs Manager, provided an update on the St. Lucie County (SLC) Summer of Success (SOS) Initiative. St. Lucie County Board of County Commissioners (SLCBOCC) funded this year's program.

- Summer of Success Initiative - Ms. Coble explained that Summer of Success combines in-classroom employability skills training through the Youth Employment Success Solutions Y.E.S.S. program with work experience for SLC students through a paid internship.

The program is as follows:

June 12-14 - In-classroom Y.E.S.S. program

June 19-July 14 - Four-week paid internship (Up to 32/hours per week @ \$15.00/hour)

The application opened in late April 2023 with 30 available openings. Forty-two youths applied and are currently being vetted for suitability.

In addition, the grant from the SLCBOCC will fund a pilot project with Treasure Coast Manufacturing Association (TCMA), Treasure Coast Builders Association (TCBA), and their combined boot camp. Ten individuals who complete the assigned boot camp successfully 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.

Rachel Pamer, Welfare Transition & SNAP Program Manager, explained that the TANF program was able to fund a summer youth program focusing on reducing teen pregnancy in partnership with the Boys & Girls Clubs of St. Lucie County (BGCSLC) and E.N.D. It! (Everybody's Not Doing It!).

- TANIF Summer Youth Program - This funding will pay for 32 participants from BGCSLC and 25 from E.N.D. It! to attend summer camp. This will be an eight-week program running from June 5-July 28, 2023.

Agenda Item 8 - Adjournment:

With no further items to discuss, a motion was made by Larry Hawes to adjourn the meeting, seconded by Pamela Houghton. All members agreed, and the meeting was adjourned at 8:32 a.m.

The next Programs and Services Committee Meeting will be on July 26, 2023

STAFF CERTIFICATION I hereby certify these minutes reflect the proceedings by the Programs and Services Committee of CareerSource Research Coast, have been reviewed by the Board and approved or approved with modifications which have been incorporated herein.

Tracey McMorris
Vice President of Operations/COO

Date



Agenda Item 7d Executive Committee Meeting Minutes

June 16, 2023

Opening Remarks

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

Voting Items

3. Review and Approve Financial Statements - March and April 2023
4. Review and Approve Draft Budget - PY 2023-2024
5. Review and Approve Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs - PY 2023-2024
6. Review and Approve Renewable Vendor Contracts - PY 2023-2024
7. Review and Approve Risk Evaluation Form Subrecipient Services - WIOA Youth Services - PY 2023-2024
8. Review and Approve Board/Committee Schedule - PY 2023-2024
9. Review and Approve CSRC Paid Holidays/Compressed Work Schedule - PY 2023-2024
10. Review and Approve Board Member Contract/COI Exemption Requests - PY 2023-2024
11. Review and Approve Designee for Michael Maine, Superintendent, Martin County Public Schools

Information/Discussion

12. Taylor Hall Miller Parker (THMP) Monitoring Review - Spring 2023
13. Board of Directors Membership Recertification - PY 2023-2024
14. Other Business
 - a. Legislative/CareerSource Florida Updates
15. Adjournment

Members Present:

Leslie Kristof Pamela Burchell Bob Cenk
Pamala Houghton Maddie Williams

Members Participating by Teleconference:

Larry Hawes Pamela Burchell Jim Brann

Members Excused

Terrance Moore

Administrative Staff Present/Teleconference:

Brian Bauer Tracey McMorris Lisa Delligatti
Jennifer Eimann Martin Rivera

Call to Order:

Leslie Kristof, Chair, called the meeting to order at 8:05 am. A quorum was established.

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

Leslie Kristof, Chair, asked if there were any Conflicts of Interest related to the specific agenda items numbered 1 through 11, excluding item number 10. None were declared.

Agenda Item 3 - Review and Approve Financial Statements - March and April 2023:

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

- Individual Training Accounts (ITA) are at 22.1%, slightly behind the allotted 25% requirement.
- Expect to reach the 25% requirement by June 30, 2023, due to an increase in On-the-Job Training contracts for the 4th quarter of PY 22-23.

A motion was made by Pamela Houghton to approve the Financial Statements for March and April 2023, as presented. Pamela Burchell seconded the motion. The motion passed unanimously.

Agenda Item 4 - Review and Approve Draft Budget - PY 2022-2023:

Lisa Delligatti, CFO, presented the preliminary funding allocations for PY 2023-2024. Ms. Delligatti highlighted the following:

- Florida Atlantic Workforce Alliance (FAWA) Grant - CareerSource Research Coast (CSRC) received \$3,000,000 through the FAWA grant in PY 2022-2023. \$2,807,519 is still available for carryover into PY 2023-2024. This grant is the only funding source that will be carried forward 100% for PY 2023-2024.
- Hope Florida - A Pathway to Potential Initiative (HOPE Navigator Grant) - Spearheaded by First Lady Casey DeSantis and implemented by the Florida Department of Children and Families. The Hope Navigator is responsible for helping clients access a wide variety of services and resources to achieve economic independence.

- Apprenticeship Navigator Grant - This grant will be refunded for PY 2023-2024.
- National Dislocated Worker Grant (NDWG) - This grant will end on June 30, 2023, and will not be refunded for PY 2023-2024.
- Recovery Navigator Grant - This grant will end on June 30, 2023, and will not be refunded for PY 2023-2024.

A motion was made by Bob Cenk to approve the Draft Budget - PY 2022-2023, as presented. Maddie Williams seconded the motion. The motion passed unanimously.

Agenda Item 5 - Review and Approve Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs - PY 2023-2024:

Brian Bauer, President/CEO, explained that the Department of Economic Opportunity (DEO) and the State Workforce Development Board grant the authority, on behalf of the Governor, to allow Local Workforce Development Boards to transfer up to and including 100 percent of the funds allocated to local areas for adult activities for expenditure on dislocated worker activities, and up to 100 percent of funds allocated to local areas for dislocated worker activities for expenditures on adult activities. Local Workforce Development Boards are required to ensure that any transfer of funds between WIOA programs complies with federal law and to record and document their use and application of local funds.

As a result, LWDB 20 anticipates full expenditure the WIOA Adult - 2023 funding prior to June 2024. Therefore, CSRC is requesting the ability to utilize \$788,000 of WIOA Dislocated Worker funding to cover PY 2023-2024 Adult expenditures.

A motion was made by Pamela Houghton to approve the Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs - PY 2023-2024, as presented. Bob Cenk seconded the motion. The motion passed unanimously.

Agenda Item 6 - Review and Approve Renewable Vendor Contracts - PY 2023-2024:

Brian Bauer, President/CEO, discussed that each year of the Vendor Contract term, CSRC staff will report to the Board of Directors on the performance and intent to renew the contract(s) or seek new vendor(s)/provider(s). Types of contracts to be renewed include Employer of Record, Audit Services, and Legal Services.

Presented to the Executive Committee are Renewable Vendor Contracts for PY 2023-2024 for the following:

- Manpower - serves as our current Employer of Record (EOR)
- Spherion - serves as the EOR for National Dislocated Worker Grant (NDWG)
- Taylor, Hall, Miller, Parker (THMP) - serves as an independent monitor
- Ward, Damon, Posner, Pheterson & Bleau - serves as legal counsel based on the need for service.

A motion was made by Maddie Williams to approve the Renewable Vendor Contracts - PY 2023-2024, as presented. Pamela Houghton seconded the motion. The motion passed unanimously.

Agenda Item 7 - Review and Approve Risk Evaluation Form Subrecipient Services - WIOA Youth Services - PY 2023-2024:

Brian Bauer, President/CEO, stated that CareerSource Research Coast (CSRC) entered into a multiple-year sub-recipient procurement to provide WIOA Youth Services.

CSRC staff will recommend to the board, based on fiscal integrity and performance, to renew the WIOA Youth Services contract with Eckerd Connects for PY 2023-2024.

A motion was made by Pamela Houghton to approve the Risk Evaluation Form Subrecipient Services - WIOA Youth Services - PY 2023-2024, as presented. Maddie Williams seconded the motion. The motion passed unanimously.

Agenda Item 8 - Review and Approve Board/Committee Schedule - PY 2023-2024:

Brian Bauer, President/CEO, stated that based on the required number of meetings for the Board of Directors stipulated in the By-Laws, staff prepared the meeting calendar for PY 2023 - 2024. A change has been made to the calendar to reflect a new time for the Program and Services Committee meeting, as approved by the Board of Directors on April 26, 2023.

A motion was made by Bob Cenk to approve the Board/Committee Schedule PY 2023-2024, as presented. Maddie Williams seconded the motion. The motion passed unanimously.

Agenda Item 9 - Review and Approve CSRC Paid Holidays/Compressed Work Schedule - PY 2023-2024:

Brian Bauer, President/CEO, stated that as per the DEO Grantee Subgrantee agreement, annually before July 1, the Board of Directors must approve the proposed office/staff work schedules to include paid holidays for the upcoming program year.

The following holidays were submitted for review and approval:

- Independence Day, Tuesday, July 04, 2023
- Labor Day, Monday, September 04, 2023
- Columbus Day, Monday, October 09, 2023
- Veterans Day (Obs.), Friday, November 10, 2023
- Thanksgiving, Thursday, November 23, 2023
- Thanksgiving (Obs.), Friday, November 24, 2023
- Christmas Day (Obs.), Friday, December 22, 2023
- Christmas Day, Monday, December 25, 2023
- New Year's Day (Obs.), Monday, January 01, 2024
- Martin Luther King Day, Monday, January 15, 2024
- President's Day, Monday, February 19, 2024
- Memorial Day, Monday, May 27, 2024

A motion was made by Pamela Houghton to approve the CSRC Paid Holidays/Compressed Work Schedule - PY 2023-2024 as presented. Bob Cenk seconded the motion. The motion passed unanimously.

Agenda Item 10 - Review and Approve Board Member Contract/COI Exemption Requests - PY 2023-2024:

Bauer, President/CEO, stated that annually the LWDBs are required to submit a waiver and disclosure statement for all board members for whom CareerSource Research Coast (CSRC)/LWDB 20 provides services. Exceptions to contracting with board members include workforce training services offered by CSRC, such as OJT and ITA. These services include training providers, on-job-training contracts for private businesses, our lease agreements with St. Lucie Public Schools for our Facilities Use Agreement of our Garden City career center, and our Facilities Use Agreement with Treasure Coast Technical College for the Eckerd Connects career center.

Any contract over \$10,000 must be approved by the Board, and documents must be sent to DEO for final approval prior to the execution of any contract over the \$10,000 threshold. Any contract under 10,000 must just be approved by 2/3rds of the board members with a quorum having been established. CSRC is required to submit to DEO, but prior approval is not required for contracts under the \$10,000 threshold.

- Pamela Houghton made a motion to approve the Board Member Exemption Request for Cleveland Clinic Indian River Hospital - On-the-Job Training Contracts - Under \$150,000. Pamela Burchell abstained from the vote. Bob Cenk seconded the motion as presented. The motion passed unanimously.
- Bob Cenk made a motion to approve the Board Member Exemption Request for Indian River State College - Approved Training Provider Agreement - Under \$150,000. Dr. Timothy Moore was not in attendance at the meeting. Pamela Burchell seconded the motion as presented. The motion passed unanimously.
- Pamela Houghton made a motion to approve the Board Member Exemption Request for Cleveland Clinic Martin Health Systems - On-the-Job Training Contracts - Under \$150,000. Lorna Landherr was not in attendance at the meeting. Maddie Williams seconded the motion as presented. The motion passed unanimously.
- Maddie Williams made a motion to approve the Board Member Exemption Request for Keiser University - Approved Training Provider Agreement - Under \$150,000. Leslie Kristof abstained from the vote. Pamela Burchell seconded the motion as presented. The motion passed unanimously.
- Pamela Houghton made a motion to approve the Board Member Exemption Request for Treasure Coast Technical College - Approved Training Provider Agreement - Under \$75,000. Dr. David Moore was not in attendance at the meeting. Pamela Burchell seconded the motion as presented. The motion passed unanimously.
- Pamela Houghton made a motion to approve the Board Member Exemption Request for The Porch Factory - On-the-Job Training Contracts - Under \$40,000. Jim Brann abstained from the vote. Pamela Burchell seconded the motion as presented. The motion passed unanimously.

- Pam Houghten made a motion to approve the Board Member Exemption Request for Treasure Coast Builders Association - On-the-Job Training Contracts - Under \$10,000. Maddie Williams abstained from the vote. Pamela Burchell seconded the motion as presented. The motion passed unanimously.
- Pamela Burchell made a motion to approve the Board Member Exemption Request for St. Lucie Public Schools – Facility Use Agreement of the Garden City Career Center - Under \$20,000. Jonathan Prince was not in attendance at the meeting. Maddie Williams seconded the motion as presented. The motion passed unanimously.
- Pamela Burchell made a motion to approve the Board Member Exemption Request for Moore Solutions, Inc. - Worksite Agreement for WIOA Youth Work Experience - Under \$10,000. Terrance Moore was not in attendance at the meeting. Bob Cenk seconded the motion as presented. The motion passed unanimously.
- Pamela Burchell made a motion to approve the Board Member Exemption Request for Treasure Coast Technical College - Facilities Use Agreement for the Eckerd Connects Career Center- Under \$10,000. Dr. David Moore was not in attendance at the meeting. Pamela Houghton seconded the motion as presented. The motion passed unanimously.

Agenda Item 11 - Review and Approve Designee for Michael Maine, Superintendent, Martin County Public Schools:

Brian Bauer, President/CEO, stated that the By-Laws of the Workforce Development Board permit mandatory board members to designate a single, high-ranking designee with decision-making authority from his/her organization to represent him/her at Board and/or at standing or Ad-Hoc committee meetings. Per the Board's By-Laws, Michael Maine has requested that Tracey Miller represent him at the Board of Directors and Youth Council meeting when Mr. Maine is not available to attend. The Board must approve all designees.

A motion was made by Maddie Williams to approve the Designee for Michael Maine, Superintendent of Martin County Public Schools, as presented. Werner Bols seconded the motion. The motion passed unanimously.

Agenda Item 12 - Taylor Hall Miller Parker (THMP) Monitoring Review - Spring 2023:

Brian Bauer, President/CEO, presented Taylor, Hall, Miller, and Parker (THMP) Monitoring Report dated March 30, 2023. CSRC monitors all administration and program operations to ensure maximum effectiveness, efficiency, and compliance of all management, programmatic, and fiscal systems. Per State requirements, CSRC conducts internal monitoring on a scheduled basis. Mr. Bauer stated that the monitoring done by Taylor, Hall, Miller, and Parker was very favorable.

Agenda Item 13 - Board of Directors Membership Recertification - PY 2023-2024:

Board Members shall be appointed for fixed and staggered terms and may serve until their successors are appointed. After the initial staggered terms, the terms of Workforce Development Board Members shall be four (4) years. Any vacancy in the membership of the Workforce Development Board shall be filled in the same manner as the original appointment. Members may be

reappointed for successive terms if the sponsoring organization agrees. Any member of the Workforce Development Board may be removed for cause in accordance with procedures established by the Workforce Development Board. Under the REACH Act, term limits have been set at 8 years for Business members.

Brian Bauer, President/CEO, presented the following board members for membership re-certification:

Pamela Burchell (BU), Wayne Olson (GRVRD), Dr. Timothy Moore (WOY/ETPC), Lorna Landherr (BU), Jose Capellan (WOV/GRO), Pete Tesch (BU/GRED), Jim Brann (BU)

- BU - Business
- GRVRD - Government Representative-Vocational Rehabilitation
- WOY - Workforce Community-Based Organization Representing Youth
- EPTC - Education and Training Provider-Institute of Higher Learning
- WOY - Workforce Community-Based Organization Representing Veterans
- GRO - Government Representative
- GRED - Government Representative Economic Development

Agenda Item 14 - Other Business:

Brian Bauer, President/CEO, presented the following information:

- Primary Indicators of Performance for PY 2022- 2023 3rd 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 (DW) did not meet the performance goal under Employed 2nd Quarter After Exit. However, this metric is only .6% from our required performance goal.

The Youth program shows that CSRC did not meet the performance goals for the 3rd 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.

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 as was updated in the Common Exit policy. Closure of these cases with no verified employment is reflected in the metrics for DW and Youth programs.

- Capital Update - Reimagining Florida's Workforce System: A Three-Pillar Plan for Transformation (Senate Bill 240) - Mr. Bauer stated that the board realignment outcome saw six boards consolidated and two counties that were reassigned. These changes will reduce the number of local boards in

Florida from 24 to 21 to comply with the state REACH Act.

Under Senate Bill 240, Ernst and Young have been contracted to work with the boards that are required to consolidate. The intent is to have the new boards in place by July 1, 2024.

CareerSource Florida professional team and the Department of Economic Opportunity, in collaboration with the Governor's REACH Office and local workforce development boards, will work to develop a plan for specific system-wide improvements for consistency, improved customer experience, and efficiencies to include, but may not be limited to, technology, administration, fiscal, procurement/contracts, and programmatic policies.

In addition, the local workforce development boards have been asked to develop recommendations to the Governor and state workforce development board for the designation of WIOA-compliant regional planning areas made up of two or more local workforce development boards to further improve workforce system alignment with larger economic development areas to support economic mobility, growth, and prosperity.

Senate Bill 240 - The bill directs the Governor's Reimagining Education and Career Help (REACH) Office to work with the Florida Department of Economic Opportunity, Florida Department of Education, and CareerSource Florida to:

- create additional work-based learning opportunities for students.
- expand the internship tax credit program to include businesses that employ student apprentices and pre-apprentices.
- requires high schools to establish career fairs.
- call for the local workforce development boards to create education and industry consortiums.
- authorize universities to create workforce partnerships to help students eliminate student debt.

School Boards would have to provide all high school students with the option to enroll in one work-based learning opportunity.

The legislation also calls for \$100 million for the Workforce Development Capitalization Incentive Grant Program for schools to fund the creation or expansion of career and technical education programs.

- Effective July 1, 2023, the Department of Economic Opportunities will be rebranded to the Department of Commerce.
- Alex Kelly, a Deputy Chief of Staff to Gov. Ron DeSantis, will be named Secretary of the newly renamed Department of Commerce.

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 9:07 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

Date

AGENDA ITEM SUMMARY

| | |
|------------------------------|---|
| Title | March and April Financial Reports |
| Strategic Plans/Goals | Optimal Use of Resources |
| Policy/Plan/Law | Workforce Innovation and Opportunity Act (WIOA)/Role of LWDB's |
| Action Requested | Review and Approve March and April Financial Reports |
| Background | The Board approved the budget for PY 2022-2023. The Executive Committee regularly reviews budgets, all amendments to the budget, and monthly expenditures. |
| Staff Recommendations | Review and Approve March and April Financial Reports |
| Supporting Material | Monthly Financial Reports |
| Board Staff | Lisa Delligatti Chief Financial Officer ldelligatti@careersourcerc.com (866) 482-4473 ext. 430 |

LWDB 20
Summary of Funding and Expenditures
As of March 31, 2023

| PY 22-23 TOTAL AVAILABLE FUNDING | INDIRECT | 10 ADULT | 12 DW | 11 YOUTH | 122 Florida Rebuild | 20 WP | 22 SNAP | 24 LVER | 25 DVOP | 271 RESEA | 282 TAA |
|---|--------------|-------------------|---------------------|--------------------|---------------------|-------------------|-------------------|------------------|------------------|-------------------|------------------|
| PY 22-23 Allocations | | \$ 964,646 | \$ 795,960 | \$ 857,133 | \$ - | \$ 773,417 | \$ 481,855 | \$ 248,645 | \$ 178,980 | \$ 339,954 | \$ - |
| PY 22-23 Supplemental | | \$ - | \$ 246,460 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Unrestricted Funds Earned this year | | \$ - | \$ - | \$ - | \$ 32,721 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Additional Funds | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Retained by DEO for Merit Salaries | | \$ - | \$ - | \$ - | \$ - | \$ (319,065) | \$ - | \$ (179,522) | \$ (116,207) | \$ - | \$ - |
| Carryforward to PY 23-24 | | \$ - | \$ (517,287) | \$ (578,590) | \$ - | \$ (49,086) | \$ (101,461) | \$ (41,935) | \$ (11,534) | \$ - | \$ - |
| Carryforward from PY 21-22 | | \$ - | \$ 985,700 | \$ 594,618 | \$ - | \$ 80,265 | \$ 87,859 | \$ 17,232 | \$ 11,328 | \$ 196,004 | \$ 71,614 |
| TOTAL | \$ - | \$ 964,646 | \$ 1,510,833 | \$ 873,161 | \$ 32,721 | \$ 485,531 | \$ 468,253 | \$ 44,420 | \$ 62,567 | \$ 535,958 | \$ 71,614 |
| FUNDING DRAWN DOWN YTD | | | | | | | | | | | |
| FUNDING DRAWN DOWN YTD | INDIRECT | 10 ADULT | 12 DW | 11 YOUTH | 122 Florida Rebuild | 20 WP | 22 SNAP | 24 LVER | 25 DVOP | 271 RESEA | 282 TAA |
| PY 22-23 Allocations | | \$ 502,694 | \$ - | \$ - | \$ - | \$ 232,688 | \$ 141,278 | \$ - | \$ 28,414 | \$ 235,396 | \$ - |
| PY 22-23 Supplemental | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Unrestricted Funds Earned this year | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Additional Funds | | \$ - | \$ - | \$ - | \$ 5,112 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Retained by DEO for Merit Salaries | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Carryforward to PY 23-24 | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Carryforward from PY 21-22 | | \$ - | \$ 886,577 | \$ 575,285 | \$ - | \$ 80,265 | \$ 87,859 | \$ 29,075 | \$ 11,328 | \$ 196,004 | \$ 209 |
| TOTAL | | \$ 502,694 | \$ 886,577 | \$ 575,285 | \$ 5,112 | \$ 312,953 | \$ 229,137 | \$ 29,075 | \$ 39,742 | \$ 431,400 | \$ 209 |
| % of Total Budgeted Funding Received | | 52.11% | 58.68% | 65.89% | 15.62% | 64.46% | 48.93% | 65.45% | 63.52% | 80.49% | 0.29% |
| EXPENDITURES | | | | | | | | | | | |
| Administrative | \$ - | \$ 44,275 | \$ 110,329 | \$ 13,355 | \$ 641 | \$ 49,158 | \$ 31,270 | \$ 2,504 | \$ 3,632 | \$ 49,169 | \$ 8 |
| Salaries and Benefits | \$ 312,087 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| General and Administrative | \$ 149,509 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Allocated Indirect Costs | \$ (461,596) | \$ 179,494 | \$ 12,410 | \$ 13,355 | \$ 641 | \$ 11,858 | \$ 31,270 | \$ 2,504 | \$ 3,632 | \$ 49,169 | \$ 8 |
| Reclassification | \$ - | \$ (135,219) | \$ 97,919 | \$ - | \$ - | \$ 37,300 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Travel | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Program Training | \$ (0) | \$ 433,613 | \$ 764,805 | \$ 610,904 | \$ 4,482 | \$ 255,538 | \$ 207,244 | \$ 25,487 | \$ 35,104 | \$ 343,666 | \$ 202 |
| WIOA Youth Contracts | \$ - | \$ - | \$ - | \$ 504,913 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Salaries and Benefits | \$ 164,611 | \$ 721,400 | \$ 44,339 | \$ 17,956 | \$ 3,452 | \$ 28,878 | \$ 141,141 | \$ 4,835 | \$ 6,291 | \$ 231,432 | \$ 13 |
| Contract Labor | \$ - | \$ 10,259 | \$ 975 | \$ - | \$ 4 | \$ 78 | \$ 15,704 | \$ 25 | \$ 44 | \$ 17,415 | \$ - |
| Internship | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Incentives/Stipends | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Support Services Non-ITA | \$ - | \$ 900 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Support Services ITA | \$ - | \$ 604 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Training-ITA/OST/TAA | \$ - | \$ 124,112 | \$ 1,714 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Training-OJT | \$ - | \$ 46,411 | \$ 4,717 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Training-Cust./Employed Worker | \$ - | \$ 19,000 | \$ 10,500 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| WEX/ Internships/ Participant Wages | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Travel | \$ 525 | \$ 4,046 | \$ 386 | \$ 282 | \$ 23 | \$ 650 | \$ 1,021 | \$ 1,685 | \$ 1,526 | \$ 1,438 | \$ - |
| One Stop Shared Costs | \$ - | \$ 147,147 | \$ 8,757 | \$ - | \$ 597 | \$ 58,247 | \$ 31,352 | \$ 13,809 | \$ 19,784 | \$ 53,534 | \$ 83 |
| Other Operating Expenses | \$ 36,300 | \$ 78,509 | \$ 6,888 | \$ 81,925 | \$ 126 | \$ 36,404 | \$ 15,833 | \$ 2,706 | \$ 5,874 | \$ 18,390 | \$ 103 |
| Allocated Program Indirect | \$ (201,436) | \$ 78,329 | \$ 5,416 | \$ 5,828 | \$ 280 | \$ 5,175 | \$ 13,646 | \$ 1,093 | \$ 1,585 | \$ 21,457 | \$ 3 |
| Reclassification | \$ - | \$ (797,102) | \$ 681,113 | \$ - | \$ - | \$ 126,107 | \$ (11,453) | \$ 1,335 | \$ - | \$ - | \$ - |
| Total Expenditures | \$ 0 | \$ 477,888 | \$ 875,135 | \$ 624,259 | \$ 5,123 | \$ 304,696 | \$ 238,514 | \$ 27,991 | \$ 38,735 | \$ 392,834 | \$ 210 |
| Funding Over/(under) expenditures | \$ 0 | \$ 24,806 | \$ 11,442 | \$ (48,974) | \$ (11) | \$ 8,257 | \$ (9,377) | \$ 1,084 | \$ 1,007 | \$ 38,566 | \$ (1) |
| YTD % of Budgeted Funds Expended | | 49.54% | 57.92% | 71.49% | 15.66% | 62.76% | 50.94% | 63.01% | 61.91% | 73.30% | 0.29% |

LWDB 20
Summary of Funding and Expenditures
As of March 31, 2023

| PY 22-23 TOTAL AVAILABLE FUNDING | 39 DWG COVID-19 | 390 DWG Hurricane Ian | 40 WTP | 470 Apprent Navigator | 473 Recovery Navigator | 474 Rapid Response Navigator | 475 FAWA | 48 F.A.T.E.S. | 792 Youth SOS SLC | Other Non NFA |
|---|------------------|-----------------------|---------------------|-----------------------|------------------------|------------------------------|---------------------|-------------------|-------------------|-------------------|
| PY 22-23 Allocations | \$ - | \$ 178,000 | \$ 1,144,745 | \$ 62,500 | \$ - | \$ - | \$ 3,000,000 | \$ 125,000 | \$ - | \$ - |
| PY 22-23 Supplemental | \$ - | \$ 180,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Unrestricted Funds Earned this year | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Additional Funds | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 74,342 | \$ 300,000 | \$ - |
| Retained by DEO for Merit Salaries | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Carryforward to PY 23-24 | \$ (66,763) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (1,500,000) | \$ - | \$ - | \$ - |
| Carryforward from PY 21-22 | \$ 129,310 | \$ - | \$ 165,908 | \$ - | \$ 166,510 | \$ 65,577 | \$ - | \$ - | \$ - | \$ - |
| TOTAL | \$ 62,547 | \$ 358,000 | \$ 1,310,653 | \$ 62,500 | \$ 166,510 | \$ 65,577 | \$ 1,500,000 | \$ 199,342 | \$ 300,000 | \$ - |
| FUNDING DRAWN DOWN YTD | 39 DWG COVID-19 | 390 DWG Hurricane Ian | 40 WTP | 470 Apprent Navigator | 473 Recovery Navigator | 474 Rapid Response Navigator | 475 FAWA | 48 F.A.T.E.S. | 792 Youth SOS SLC | Other Non NFA |
| PY 22-23 Allocations | \$ - | \$ 159,800 | \$ 442,474 | \$ 27,000 | \$ - | \$ - | \$ 105,500 | \$ - | \$ - | \$ - |
| PY 22-23 Supplemental | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Unrestricted Funds Earned this year | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 47,401 |
| Additional Funds | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 199,342 | \$ 94,835 | \$ - |
| Retained by DEO for Merit Salaries | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Carryforward to PY 23-24 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Carryforward from PY 21-22 | \$ 5,010 | \$ - | \$ 165,908 | \$ - | \$ 100,140 | \$ 17,632 | \$ - | \$ - | \$ - | \$ - |
| TOTAL | \$ 5,010 | \$ 159,800 | \$ 608,382 | \$ 27,000 | \$ 100,140 | \$ 17,632 | \$ 105,500 | \$ 199,342 | \$ 94,835 | \$ 47,401 |
| % of Total Budgeted Funding Received | 8.01% | 44.64% | 46.42% | 0.00% | 60.14% | 26.89% | 7.03% | 100.00% | 31.61% | 0.00% |
| EXPENDITURES | | | | | | | | | | |
| Administrative | \$ 553 | \$ 20,240 | \$ 75,138 | \$ 4,513 | \$ 13,699 | \$ 1,319 | \$ 15,500 | \$ 5,484 | \$ 14,245 | \$ 6,564 |
| Salaries and Benefits | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| General and Administrative | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Allocated Indirect Costs | \$ 553 | \$ 20,240 | \$ 75,138 | \$ 4,513 | \$ 13,699 | \$ 1,319 | \$ 15,500 | \$ 5,484 | \$ 14,245 | \$ 6,564 |
| Reclassification | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Travel | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Program Training | \$ 3,545 | \$ 128,367 | \$ 522,261 | \$ 31,031 | \$ 85,173 | \$ 9,421 | \$ 103,969 | \$ 36,329 | \$ 88,349 | \$ 50,216 |
| WIOA Youth Contracts | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Salaries and Benefits | \$ 677 | \$ 20,676 | \$ 336,304 | \$ 22,519 | \$ 3,867 | \$ 6,980 | \$ 33,274 | \$ 15,493 | \$ 862 | \$ 21,232 |
| Contract Labor | \$ 2,400 | \$ 9,074 | \$ 13,580 | \$ 844 | \$ 67,680 | \$ 16 | \$ 1,432 | \$ 85 | \$ 7,597 | \$ - |
| Internship | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Incentives/Stipends | \$ - | \$ - | \$ 2,650 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Support Services Non-ITA | \$ - | \$ - | \$ 818 | \$ - | \$ - | \$ - | \$ - | \$ 600 | \$ - | \$ - |
| Support Services ITA | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 178 | \$ - | \$ - |
| Training-ITA/OST/TAA | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 4,950 | \$ - | \$ - |
| Training-OJT | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,568 |
| Training-Cust./Employed Worker | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 8,500 | \$ - | \$ - |
| WEX/ Internships/ Participant Wages | \$ - | \$ 84,525 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 73,509 | \$ - |
| Travel | \$ - | \$ 52 | \$ 1,968 | \$ 228 | \$ 1,030 | \$ 51 | \$ 134 | \$ 52 | \$ 83 | \$ 374 |
| One Stop Shared Costs | \$ - | \$ 3,862 | \$ 71,122 | \$ 2,504 | \$ 23 | \$ 1,413 | \$ 5,004 | \$ 2,871 | \$ 7 | \$ 14,587 |
| Other Operating Expenses | \$ 226 | \$ 1,345 | \$ 63,029 | \$ 2,966 | \$ 6,596 | \$ 385 | \$ 57,360 | \$ 1,208 | \$ 75 | \$ 9,591 |
| Allocated Program Indirect | \$ 241 | \$ 8,833 | \$ 32,789 | \$ 1,969 | \$ 5,978 | \$ 575 | \$ 6,764 | \$ 2,393 | \$ 6,216 | \$ 2,864 |
| Reclassification | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total Expenditures | \$ 4,098 | \$ 148,607 | \$ 597,399 | \$ 35,544 | \$ 98,872 | \$ 10,740 | \$ 119,469 | \$ 41,813 | \$ 102,594 | \$ 56,779 |
| Funding Over/(under) expenditures | \$ 912 | \$ 11,193 | \$ 10,983 | \$ (8,544) | \$ 1,268 | \$ 6,892 | \$ (13,969) | \$ 157,529 | \$ (7,759) | \$ (9,379) |
| YTD % of Budgeted Funds Expended | 6.55% | 41.51% | 45.58% | 0.00% | 59.38% | 16.38% | 7.96% | 20.98% | 34.20% | 0.00% |

LWDB 20
Summary of Funding and Expenditures
As of March 31, 2023

| PY 22-23 TOTAL AVAILABLE FUNDING | YEAR TO DATE TOTALS | | | |
|---|---------------------|---------------------|-----------------------|----------------|
| PY 22-23 Allocations | | \$ 9,150,835 | | |
| PY 22-23 Supplemental | | \$ 426,460 | | |
| Unrestricted Funds Earned this year | | \$ 32,721 | | |
| Additional Funds | | \$ 374,342 | | |
| Retained by DEO for Merit Salaries | | \$ (614,794) | | |
| Carryforward to PY 23-24 | | \$ (2,866,656) | | |
| Carryforward from PY 21-22 | | \$ 2,571,925 | | |
| TOTAL | \$ - | \$ 9,074,833 | | |
| FUNDING DRAWN DOWN YTD | | | | |
| | PY 22-23 Actual | PY 22-23 Budget | VARIANCE | % Expended |
| PY 22-23 Allocations | \$ 1,875,245 | \$ 9,150,835 | \$ 7,275,591 | 20.493% |
| PY 22-23 Supplemental | \$ - | \$ 426,460 | \$ 426,460 | 0.000% |
| Unrestricted Funds Earned this year | \$ 47,401 | \$ 32,721 | \$ (14,680) | 144.863% |
| Additional Funds | \$ 299,289 | \$ 374,342 | \$ 75,053 | 79.951% |
| Retained by DEO for Merit Salaries | \$ - | \$ (614,794) | | |
| Carryforward to PY 23-24 | \$ - | \$ (2,866,656) | | |
| Carryforward from PY 21-22 | \$ 2,155,291 | \$ 2,571,925 | \$ 416,634 | 83.801% |
| TOTAL | \$ 4,377,226 | \$ 9,074,833 | \$ 4,697,607 | 48.235% |
| % of Total Budgeted Funding Received | 48.23% | | | |
| EXPENDITURES | | | | |
| | PY 22-23 Actual | PY 22-23 Budget | VARIANCE Under/(Over) | % Expended |
| Administrative | \$ 461,596 | \$ 614,481 | \$ 152,885 | 75.12% |
| Salaries and Benefits | \$ 312,087 | \$ 469,158 | \$ 157,070 | 66.52% |
| General and Administrative | \$ 149,509 | \$ 145,323 | \$ (4,186) | 102.88% |
| Allocated Indirect Costs | \$ (0) | \$ 0 | \$ 0 | |
| Reclassification | \$ 0 | \$ - | \$ (0) | |
| Travel | \$ - | \$ - | \$ - | |
| Program Training | \$ 3,739,704 | \$ 7,089,198 | \$ 3,349,494 | 52.8% |
| WIOA Youth Contracts | \$ 504,913 | \$ 750,000 | \$ 245,087 | 67.3% |
| Salaries and Benefits | \$ 1,826,231 | \$ 3,232,785 | \$ 1,406,554 | 56.5% |
| Contract Labor | \$ 147,212 | \$ 199,311 | \$ 52,099 | 73.9% |
| Internship | \$ - | \$ - | \$ - | |
| Incentives/Stipends | \$ 2,650 | \$ 16,500 | \$ 13,850 | 16.1% |
| Support Services Non-ITA | \$ 2,318 | \$ 10,500 | \$ 8,182 | 22.1% |
| Support Services ITA | \$ 782 | \$ 105,185 | \$ 104,403 | 0.7% |
| Training-ITA/OST/TAA | \$ 130,776 | \$ 247,144 | \$ 116,368 | 52.9% |
| Training-OJT | \$ 52,695 | \$ 651,551 | \$ 598,856 | 8.1% |
| Training-Cust./Employed Worker | \$ 38,000 | \$ 50,000 | \$ 12,000 | 76.0% |
| WEX/ Internships/ Participant Wages | \$ 158,034 | \$ 328,460 | \$ 170,426 | 48.1% |
| Travel | \$ 15,550 | \$ 24,872 | \$ 9,322 | 62.5% |
| One Stop Shared Costs | \$ 434,704 | \$ 744,875 | \$ 310,171 | 58.4% |
| Other Operating Expenses | \$ 425,839 | \$ 728,015 | \$ 302,177 | 58.5% |
| Allocated Program Indirect | \$ (0) | \$ (0) | \$ - | |
| Reclassification | \$ (0) | \$ - | \$ (0) | |
| Total Expenditures | \$ 4,201,301 | \$ 7,703,679 | \$ 3,502,379 | 54.5% |
| Funding Over/(under) expenditures | \$ 175,925 | | | |
| YTD % of Budgeted Funds Expended | 46.30% | | | |

LWDB 20
Summary of Funding and Expenditures
As of April 30, 2023

| PY 22-23 TOTAL AVAILABLE FUNDING | INDIRECT | 10 ADULT | 12 DW | 11 YOUTH | 122 Florida Rebuild | 20 WP | 22 SNAP | 24 LVER | 25 DVOP | 271 RESEA | 282 TAA |
|---|--------------|-------------------|---------------------|--------------------|---------------------|--------------------|-------------------|------------------|------------------|-------------------|------------------|
| PY 22-23 Allocations | | \$ 964,646 | \$ 795,960 | \$ 857,133 | \$ - | \$ 773,417 | \$ 481,855 | \$ 248,645 | \$ 178,980 | \$ 339,954 | \$ - |
| PY 22-23 Supplemental | | \$ - | \$ 246,460 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Unrestricted Funds Earned this year | | \$ - | \$ - | \$ - | \$ 32,721 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Additional Funds | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Retained by DEO for Merit Salaries | | \$ - | \$ - | \$ - | \$ - | \$ (319,065) | \$ - | \$ (179,522) | \$ (116,207) | \$ - | \$ - |
| Carryforward to PY 23-24 | | \$ - | \$ (517,287) | \$ (578,590) | \$ - | \$ (49,086) | \$ (101,461) | \$ (41,935) | \$ (11,534) | \$ - | \$ - |
| Carryforward from PY 21-22 | | \$ - | \$ 985,700 | \$ 594,618 | \$ - | \$ 80,265 | \$ 87,859 | \$ 17,232 | \$ 11,328 | \$ 196,004 | \$ 71,614 |
| TOTAL | \$ - | \$ 964,646 | \$ 1,510,833 | \$ 873,161 | \$ 32,721 | \$ 485,531 | \$ 468,253 | \$ 44,420 | \$ 62,567 | \$ 535,958 | \$ 71,614 |
| FUNDING DRAWN DOWN YTD | | | | | | | | | | | |
| FUNDING DRAWN DOWN YTD | INDIRECT | 10 ADULT | 12 DW | 11 YOUTH | 122 Florida Rebuild | 20 WP | 22 SNAP | 24 LVER | 25 DVOP | 271 RESEA | 282 TAA |
| PY 22-23 Allocations | | \$ 562,694 | \$ - | \$ - | \$ - | \$ 242,688 | \$ 188,278 | \$ - | \$ 32,614 | \$ 237,896 | \$ - |
| PY 22-23 Supplemental | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Unrestricted Funds Earned this year | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Additional Funds | | \$ - | \$ - | \$ - | \$ 5,112 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Retained by DEO for Merit Salaries | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Carryforward to PY 23-24 | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Carryforward from PY 21-22 | | \$ - | \$ 985,700 | \$ 647,618 | \$ - | \$ 80,265 | \$ 87,859 | \$ 32,475 | \$ 11,328 | \$ 196,004 | \$ 209 |
| TOTAL | | \$ 562,694 | \$ 985,700 | \$ 647,618 | \$ 5,112 | \$ 322,953 | \$ 276,137 | \$ 32,475 | \$ 43,942 | \$ 433,900 | \$ 209 |
| % of Total Budgeted Funding Received | | 58.33% | 65.24% | 74.17% | 15.62% | 66.52% | 58.97% | 73.11% | 70.23% | 80.96% | 0.29% |
| EXPENDITURES | | | | | | | | | | | |
| Administrative | \$ 0 | \$ 48,076 | \$ 123,106 | \$ 14,363 | \$ 637 | \$ 58,092 | \$ 34,893 | \$ 2,775 | \$ 3,836 | \$ 51,208 | \$ 8 |
| Salaries and Benefits | \$ 342,381 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| General and Administrative | \$ 168,633 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Allocated Indirect Costs | \$ (511,014) | \$ 203,184 | \$ 13,187 | \$ 14,363 | \$ 637 | \$ 12,903 | \$ 34,893 | \$ 2,775 | \$ 3,836 | \$ 51,208 | \$ 8 |
| Reclassification | \$ - | \$ (155,108) | \$ 109,919 | \$ - | \$ - | \$ 45,189 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Travel | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Program Training | \$ 0 | \$ 446,027 | \$ 862,594 | \$ 685,625 | \$ 4,485 | \$ 332,861 | \$ 234,278 | \$ 28,767 | \$ 38,019 | \$ 360,487 | \$ 202 |
| WIOA Youth Contracts | \$ - | \$ - | \$ - | \$ 567,207 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Salaries and Benefits | \$ 184,762 | \$ 801,176 | \$ 48,379 | \$ 20,191 | \$ 3,452 | \$ 31,650 | \$ 156,827 | \$ 5,458 | \$ 6,915 | \$ 241,603 | \$ 13 |
| Contract Labor | \$ - | \$ 11,860 | \$ 1,055 | \$ - | \$ 4 | \$ 84 | \$ 18,358 | \$ 27 | \$ 46 | \$ 18,738 | \$ - |
| Internship | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Incentives/Stipends | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Support Services Non-ITA | \$ - | \$ 900 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Support Services ITA | \$ - | \$ 604 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Training-ITA/OST/TAA | \$ - | \$ 158,085 | \$ 1,714 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Training-OJT | \$ - | \$ 53,806 | \$ 4,717 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Training-Cust./Employed Worker | \$ - | \$ 19,000 | \$ 10,500 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| WEX/ Internships/ Participant Wages | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Travel | \$ 670 | \$ 4,434 | \$ 404 | \$ 287 | \$ 23 | \$ 656 | \$ 1,105 | \$ 2,028 | \$ 1,526 | \$ 1,496 | \$ - |
| One Stop Shared Costs | \$ - | \$ 160,013 | \$ 9,399 | \$ - | \$ 597 | \$ 63,323 | \$ 34,320 | \$ 15,839 | \$ 21,815 | \$ 55,599 | \$ 83 |
| Other Operating Expenses | \$ 41,106 | \$ 99,857 | \$ 7,786 | \$ 91,572 | \$ 126 | \$ 40,322 | \$ 19,654 | \$ 2,849 | \$ 6,017 | \$ 20,351 | \$ 103 |
| Allocated Program Indirect | \$ (226,538) | \$ 90,074 | \$ 5,846 | \$ 6,367 | \$ 282 | \$ 5,720 | \$ 15,469 | \$ 1,230 | \$ 1,700 | \$ 22,701 | \$ 3 |
| Reclassification | \$ - | \$ (953,782) | \$ 772,794 | \$ - | \$ - | \$ 191,107 | \$ (11,453) | \$ 1,335 | \$ - | \$ - | \$ - |
| Total Expenditures | \$ 0 | \$ 494,103 | \$ 985,700 | \$ 699,988 | \$ 5,121 | \$ 390,953 | \$ 269,171 | \$ 31,542 | \$ 41,854 | \$ 411,696 | \$ 210 |
| Funding Over/(under) expenditures | \$ 0 | \$ 68,591 | \$ - | \$ (52,370) | \$ (9) | \$ (68,000) | \$ 6,965 | \$ 933 | \$ 2,088 | \$ 22,204 | \$ (1) |
| YTD % of Budgeted Funds Expended | | 51.22% | 65.24% | 80.17% | 15.65% | 80.52% | 57.48% | 71.01% | 66.90% | 76.81% | 0.29% |

LWDB 20
Summary of Funding and Expenditures
As of April 30, 2023

| PY 22-23 TOTAL AVAILABLE FUNDING | 39 DWG COVID-19 | 390 DWG Hurricane Ian | 40 WTP | 470 Apprent Navigator | 473 Recovery Navigator | 474 Rapid Response Navigator | 475 FAWA | 48 F.A.T.E.S. | 792 Youth SOS SLC | Other Non NFA |
|---|------------------|-----------------------|---------------------|-----------------------|------------------------|------------------------------|---------------------|-------------------|-------------------|-------------------|
| PY 22-23 Allocations | \$ - | \$ 178,000 | \$ 1,144,745 | \$ 62,500 | \$ - | \$ - | \$ 3,000,000 | \$ 125,000 | \$ - | \$ - |
| PY 22-23 Supplemental | \$ - | \$ 180,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Unrestricted Funds Earned this year | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Additional Funds | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 74,342 | \$ 300,000 | \$ - |
| Retained by DEO for Merit Salaries | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Carryforward to PY 23-24 | \$ (66,763) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (1,500,000) | \$ - | \$ - | \$ - |
| Carryforward from PY 21-22 | \$ 129,310 | \$ - | \$ 165,908 | \$ - | \$ 166,510 | \$ 65,577 | \$ - | \$ - | \$ - | \$ - |
| TOTAL | \$ 62,547 | \$ 358,000 | \$ 1,310,653 | \$ 62,500 | \$ 166,510 | \$ 65,577 | \$ 1,500,000 | \$ 199,342 | \$ 300,000 | \$ - |
| FUNDING DRAWN DOWN YTD | 39 DWG COVID-19 | 390 DWG Hurricane Ian | 40 WTP | 470 Apprent Navigator | 473 Recovery Navigator | 474 Rapid Response Navigator | 475 FAWA | 48 F.A.T.E.S. | 792 Youth SOS SLC | Other Non NFA |
| PY 22-23 Allocations | \$ - | \$ 178,000 | \$ 508,974 | \$ 46,000 | \$ - | \$ - | \$ 145,600 | \$ - | \$ - | \$ - |
| PY 22-23 Supplemental | \$ - | \$ 4,700 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Unrestricted Funds Earned this year | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 63,191 |
| Additional Funds | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 199,342 | \$ 94,835 | \$ - |
| Retained by DEO for Merit Salaries | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Carryforward to PY 23-24 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Carryforward from PY 21-22 | \$ 5,010 | \$ - | \$ 165,908 | \$ - | \$ 114,240 | \$ 17,632 | \$ - | \$ - | \$ - | \$ - |
| TOTAL | \$ 5,010 | \$ 182,700 | \$ 674,882 | \$ 46,000 | \$ 114,240 | \$ 17,632 | \$ 145,600 | \$ 199,342 | \$ 94,835 | \$ 63,191 |
| % of Total Budgeted Funding Received | 8.01% | 51.03% | 51.49% | 0.00% | 68.61% | 26.89% | 9.71% | 100.00% | 31.61% | 0.00% |
| EXPENDITURES | | | | | | | | | | |
| Administrative | \$ 549 | \$ 23,096 | \$ 81,196 | \$ 5,840 | \$ 15,433 | \$ 1,528 | \$ 18,125 | \$ 5,574 | \$ 14,239 | \$ 8,438 |
| Salaries and Benefits | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| General and Administrative | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Allocated Indirect Costs | \$ 549 | \$ 23,096 | \$ 81,196 | \$ 5,840 | \$ 15,433 | \$ 1,528 | \$ 18,125 | \$ 5,574 | \$ 14,239 | \$ 8,438 |
| Reclassification | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Travel | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Program Training | \$ 3,547 | \$ 147,368 | \$ 568,824 | \$ 40,508 | \$ 96,756 | \$ 10,972 | \$ 126,236 | \$ 37,269 | \$ 89,157 | \$ 62,986 |
| WIOA Youth Contracts | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Salaries and Benefits | \$ 677 | \$ 21,539 | \$ 365,265 | \$ 29,643 | \$ 4,461 | \$ 8,198 | \$ 47,280 | \$ 16,060 | \$ 1,392 | \$ 23,163 |
| Contract Labor | \$ 2,400 | \$ 10,057 | \$ 15,357 | \$ 1,026 | \$ 77,040 | \$ 16 | \$ 1,692 | \$ 93 | \$ 7,597 | \$ - |
| Internship | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Incentives/Stipends | \$ - | \$ - | \$ 2,650 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Support Services Non-ITA | \$ - | \$ - | \$ 818 | \$ - | \$ - | \$ - | \$ - | \$ 600 | \$ - | \$ - |
| Support Services ITA | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 272 | \$ - | \$ - |
| Training-ITA/OST/TAA | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 4,950 | \$ - | \$ - |
| Training-OJT | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,568 |
| Training-Cust./Employed Worker | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 8,500 | \$ - | \$ - |
| WEX/ Internships/ Participant Wages | \$ - | \$ 100,028 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 73,509 | \$ - |
| Travel | \$ - | \$ 53 | \$ 2,113 | \$ 268 | \$ 1,187 | \$ 51 | \$ 254 | \$ 53 | \$ 83 | \$ 432 |
| One Stop Shared Costs | \$ - | \$ 3,883 | \$ 76,227 | \$ 3,967 | \$ 23 | \$ 1,413 | \$ 7,089 | \$ 2,938 | \$ 7 | \$ 15,714 |
| Other Operating Expenses | \$ 226 | \$ 1,570 | \$ 70,399 | \$ 3,014 | \$ 7,203 | \$ 616 | \$ 61,886 | \$ 1,331 | \$ 258 | \$ 18,368 |
| Allocated Program Indirect | \$ 244 | \$ 10,239 | \$ 35,995 | \$ 2,589 | \$ 6,842 | \$ 677 | \$ 8,035 | \$ 2,471 | \$ 6,312 | \$ 3,741 |
| Reclassification | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total Expenditures | \$ 4,096 | \$ 170,465 | \$ 650,020 | \$ 46,348 | \$ 112,189 | \$ 12,500 | \$ 144,361 | \$ 42,842 | \$ 103,396 | \$ 71,424 |
| Funding Over/(under) expenditures | \$ 914 | \$ 12,235 | \$ 24,862 | \$ (348) | \$ 2,051 | \$ 5,132 | \$ 1,239 | \$ 156,500 | \$ (8,562) | \$ (8,233) |
| YTD % of Budgeted Funds Expended | 6.55% | 47.62% | 49.60% | 0.00% | 67.38% | 19.06% | 9.62% | 21.49% | 34.47% | 0.00% |

LWDB 20
Summary of Funding and Expenditures
As of April 30, 2023

| PY 22-23 TOTAL AVAILABLE FUNDING | YEAR TO DATE TOTALS | | | |
|---|---------------------|---------------------|-----------------------|----------------|
| PY 22-23 Allocations | | \$ 9,150,835 | | |
| PY 22-23 Supplemental | | \$ 426,460 | | |
| Unrestricted Funds Earned this year | | \$ 32,721 | | |
| Additional Funds | | \$ 374,342 | | |
| Retained by DEO for Merit Salaries | | \$ (614,794) | | |
| Carryforward to PY 23-24 | | \$ (2,866,656) | | |
| Carryforward from PY 21-22 | | \$ 2,571,925 | | |
| TOTAL | \$ - | \$ 9,074,833 | | |
| FUNDING DRAWN DOWN YTD | | | | |
| | PY 22-23 Actual | PY 22-23 Budget | VARIANCE | % Expended |
| PY 22-23 Allocations | \$ 2,142,745 | \$ 9,150,835 | \$ 7,008,091 | 23.416% |
| PY 22-23 Supplemental | \$ 4,700 | \$ 426,460 | \$ 421,760 | 1.102% |
| Unrestricted Funds Earned this year | \$ 63,191 | \$ 32,721 | \$ (30,470) | 193.119% |
| Additional Funds | \$ 299,289 | \$ 374,342 | \$ 75,053 | 79.951% |
| Retained by DEO for Merit Salaries | \$ - | \$ (614,794) | | |
| Carryforward to PY 23-24 | \$ - | \$ (2,866,656) | | |
| Carryforward from PY 21-22 | \$ 2,344,247 | \$ 2,571,925 | \$ 227,678 | 91.148% |
| TOTAL | \$ 4,854,172 | \$ 9,074,833 | \$ 4,220,661 | 53.490% |
| % of Total Budgeted Funding Received | 53.49% | | | |
| EXPENDITURES | | | | |
| | PY 22-23 Actual | PY 22-23 Budget | VARIANCE Under/(Over) | % Expended |
| Administrative | \$ 511,014 | \$ 614,481 | \$ 103,467 | 83.16% |
| Salaries and Benefits | \$ 342,381 | \$ 469,158 | \$ 126,777 | 72.98% |
| General and Administrative | \$ 168,633 | \$ 145,323 | \$ (23,310) | 116.04% |
| Allocated Indirect Costs | \$ (0) | \$ 0 | \$ 0 | |
| Reclassification | \$ 0 | \$ - | \$ (0) | |
| Travel | \$ - | \$ - | \$ - | |
| Program Training | \$ 4,176,968 | \$ 7,089,198 | \$ 2,912,231 | 58.9% |
| WIOA Youth Contracts | \$ 567,207 | \$ 750,000 | \$ 182,793 | 75.6% |
| Salaries and Benefits | \$ 2,018,102 | \$ 3,232,785 | \$ 1,214,683 | 62.4% |
| Contract Labor | \$ 165,449 | \$ 199,311 | \$ 33,862 | 83.0% |
| Internship | \$ - | \$ - | \$ - | |
| Incentives/Stipends | \$ 2,650 | \$ 16,500 | \$ 13,850 | 16.1% |
| Support Services Non-ITA | \$ 2,318 | \$ 10,500 | \$ 8,182 | 22.1% |
| Support Services ITA | \$ 876 | \$ 105,185 | \$ 104,309 | 0.8% |
| Training-ITA/OST/TAA | \$ 164,749 | \$ 247,144 | \$ 82,395 | 66.7% |
| Training-OJT | \$ 60,091 | \$ 651,551 | \$ 591,460 | 9.2% |
| Training-Cust./Employed Worker | \$ 38,000 | \$ 50,000 | \$ 12,000 | 76.0% |
| WEX/ Internships/ Participant Wages | \$ 173,537 | \$ 328,460 | \$ 154,923 | 52.8% |
| Travel | \$ 17,123 | \$ 24,872 | \$ 7,749 | 68.8% |
| One Stop Shared Costs | \$ 472,248 | \$ 744,875 | \$ 272,627 | 63.4% |
| Other Operating Expenses | \$ 494,616 | \$ 728,015 | \$ 233,400 | 67.9% |
| Allocated Program Indirect | \$ 0 | \$ (0) | \$ - | |
| Reclassification | \$ 0 | \$ - | \$ 0 | |
| Total Expenditures | \$ 4,687,982 | \$ 7,703,679 | \$ 3,015,698 | 60.9% |
| Funding Over/(under) expenditures | \$ 166,190 | | | |
| YTD % of Budgeted Funds Expended | 51.66% | | | |

AGENDA ITEM SUMMARY

| | |
|------------------------------|---|
| Title | Renewable Vendor Contracts for PY 2023-2024 |
| Strategic Plans/Goals | Optimal Use of Resources |
| Policy/Plan/Law | Board Policy/Board Responsibility |
| Action Requested | Review and Approve Renewal of Contracts |
| Background | <p>CareerSource Research Coast enters into multiple-year contracts with several vendors.</p> <p>Each year of the Vendor Contract term, CSRC staff will report to the Board of Directors on the performance and intent to renew the contract(s) or seek new vendor(s)/provider(s).</p> <p>Contracts to be renewed include Employer of Record, Audit Services, and Legal Services</p> |
| Staff Recommendations | Approve contract renewals for Program Year 2023-2024 |
| Supporting Material | Performance Memos |
| Board Staff | Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418 |



Memorandum

Risk Assessment Summary Memo for Famosa, Inc., dba Manpower RFP# 22-002-EOR

CareerSource Research Coast (CSRC) awarded Famosa Inc, d/b/a Manpower (Manpower), the above noted RFP for the period July 1, 2022, to June 30, 2027. As agreed, CSRC has entered into a vendor contract with Manpower starting 7/1/23 and ending on 6/30/2024. Under 200.331 this award has clearly been identified to a vendor.

CareerSource Research Coast staff review the monthly invoices received from Manpower for financial accuracy and compliance.

An external independent monitoring firm performs review of additional aspects of the documentation to determine compliance with all requirements. Current procedures require that any errors or deficiencies are addressed, documented, and reviewed for correction.

In addition, we have received and reviewed the Audited Financial Statements for Famosa Inc., dba Manpower as of December 31, 2020, 2021 and 2022. It was noted that Manpower appears financially sufficient to provide contract reimbursable services. Manpower has proven over the years to understand the actions, procedures and requirements that need to occur to make our organization and programs successful. Full satisfaction was met during this program year, July 1, 2022, through the date of this memorandum, May 22, 2023. The Manpower staffing management team respond on all issues of concern and requests submitted for special reporting. Manpower has met and exceeded all expectations. The EOR contract is for 4 more years, renewable annually.

Lisa Delligatti

Digitally signed by Lisa Delligatti
Date: 2023.05.22 13:56:49 -04'00'

APPROVED

By Brian Bauer at 2:50 pm, May 22, 2023

info@careersourcerc.com
Administrative Office

584 NW University Boulevard, Suite 100 | Port Saint Lucie, FL 34986
p: 866.482.4473 | f: 866.314.6580



Memorandum

Risk Assessment Summary Memo for KJJ, LLC., d/b/a Spherion RFP# 20-001 DWG EOR

CareerSource Research Coast (CSRC) awarded KJJ, LLC d/b/a Spherion (Spherion), the above noted RFP for the period July 1, 2020, to June 30, 2025. As agreed, CSRC has entered into a vendor contract with Spherion starting 7/1/23 and ending on 6/30/2024. Under 200.331 this award has clearly been identified to a vendor.

The National Dislocated Worker Grant (DWG) Employer of Record (EOR) named above satisfactorily met performance expectations for Program Year 2022-2023 as of the date of this memorandum. An external independent monitoring firm performed a review of additional aspects of the documentation to determine compliance with all requirements and found no deficiencies. Current procedures require that any errors or deficiencies are addressed, documented, and reviewed for correction.

Spherion has proven to understand the actions, procedures and requirements that need to occur to make our organization and programs successful. Full satisfaction was met during this program year, July 1, 2022, through the date of this memorandum, May 22, 2023. The Spherion staffing management team respond on all issues of concern and requests submitted for special reporting. Spherion has met all expectations. The EOR contract is for 2 more years, renewable annually.

Based on their performance over the past year, staff recommends renewal of the DWG EOR contract for the period July 1, 2023 through June 30, 2024.

Lisa Delligatti Digitally signed by Lisa Delligatti
Date: 2023.05.22 15:30:18 -04'00'



memorandum

To: Brian K. Bauer, President/CEO

From: Lisa Delligatti, Chief Financial Officer Lisa Delligatti Digitally signed by Lisa Delligatti
Date: 2023.05.22 13:22:29 -0400

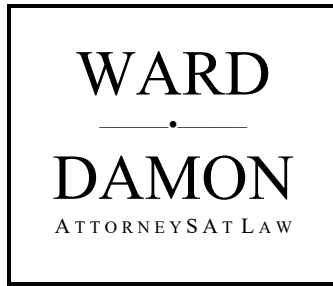
APPROVED
By Brian Bauer at 2:52 pm, May 22, 2023

RE: Performance Evaluation of Taylor Hall Miller & Parker, P.A.

Date: May 22, 2023

The Independent Monitoring/CPA firm named above has performed their monitoring engagement satisfactorily for this past program year by completing all work timely, making themselves available for consultation and when necessary, responding promptly when needed. The firm kept costs in line with the agreed upon amount as contracted. As such, the recommendation is to renew the contract for an additional one-year period effective July 1, 2023 through June 30, 2024.





4420 BEACON CIRCLE
WEST PALM BEACH, FL 33407
Telephone: (561) 842-3000
Facsimile: (561) 842-3626
www.warddamon.com

Bari L. Goldstein, Esquire
bgoldstein@warddamon.com

May 22, 2023

VIA EMAIL

Mr. Brian Bauer
President/CEO

Workforce Board of the Treasure Coast d/b/a CareerSource Research Coast
bbauer@careersourcerc.com

RE: Workforce Board of the Treasure Coast d/b/a CareerSource Research Coast

Dear Mr. Bauer:

Thank you for continuing to retain Ward, Damon, Posner, Pheterson & Bleau (the "Firm" or "Ward Damon") as your legal counsel for the upcoming program year, July 1, 2023 through June 30, 2024. This letter will confirm the terms of the Firm's representation during that Program Year. In addition, this letter will explain our fees and billing procedures, as well as what you, Workforce Board of the Treasure Coast d/b/a CareerSource Research Coast. (the "Client" or "CareerSource"), can expect from us and what we expect from the Client.

The Firm will represent the Client on an hourly rate basis. Discrete matters or special projects that the Client wishes the Firm to handle may be the subject of a separate agreement. Please know that the Firm is not advising the Client under this agreement on the tax consequences of the real or potential outcome of any litigation, corporate tax issues, or regulatory and compliance issues.

During this upcoming Program Year, we have agreed to offer CareerSource a special rate, time spent by Bari L. Goldstein is currently charged at \$325.00 per hour and time spent by other Firm attorneys will range from \$220.00 to \$325.00. Time spent by any law clerk or para-professional is currently charged at \$140.00 per hour. Our hourly rates are subject to change from time to time during our representation in this matter and insurance matters may be billed at a different rate, agreed upon by your carrier.

We bill fees and other services on a monthly basis and payment is due upon the Client's receipt of the invoice.

REASONABLENESS OF FEE

If at any time you believe the Firm's interim periodic hourly bills are not fair and reasonable, you agree that you will notify the Firm within thirty (30) days of the date of the questioned invoice, and together, you and the Firm will review the invoice. If no notice is received, it is understood that the invoice is accepted by you as correct and accurate, and as setting forth fair and reasonable charges for services rendered.

If at any time the Client wants to terminate our services, please notify the undersigned in writing. Likewise, if at any time we find that we are unable to continue representing the Client, we will notify you in writing. We may terminate our representation if the Client fails to comply with the terms of this fee agreement, or as allowed by the terms of the Florida Rules of Professional Conduct, and the Client agrees not to contest our withdrawal from any court or administrative proceeding in such event. As soon as possible after any such termination, a final statement will be prepared and sent to the Client. Should the Firm's representation be terminated for any reason, the Client agrees to promptly pay, within the following thirty (30) days, for all attorneys' fees and costs incurred through the date of such termination. The prevailing party in any proceedings shall be entitled to recover its costs of enforcement including, without limitation, reasonable attorneys' fees and court costs required to collect any balance due, in court or in the Agreed Dispute Resolution Process.

We will perform the legal services which we have agreed to undertake on the Client's behalf in a professional manner and we will keep you informed of all material developments in a reasonable and timely manner. To enable us to do this, the Client agrees to disclose such facts as are requested and which are reasonably necessary for us to perform the services for which they have retained us. Although we may give the Client our professional judgment regarding a matter, as to the likelihood of a favorable outcome on a particular case, the amount of a potential recovery, what a clause in a document says, or whether a particular contract or negotiation will result in the desired outcome, we are never able to guarantee any of these. We will, however, endeavor to give the Client our best judgment in light of the law and the particular facts made known to us.

After you have had the opportunity to review this proposed fee agreement, please feel free to call me with any comments or questions you may have. If the agreement meets with your approval, please sign where indicated below to evidence your agreement with the matters set forth herein and return same to my assistant Rebecca Gianoutsos via email.

Finally, attached hereto is the Firm's e-mail policy for your review. By signing this retainer agreement, you agree to the terms of Ward Damon's e-mail policy and procedures.

We look forward to working with you on this matter.

Very truly yours,



Bari L. Goldstein
For the Firm

*I/We hereby accept the legal representation
by Ward Damon as described above.*

By: _____
Workforce Board of the Treasure Coast
d/b/a CareerSource Research Coast

Date: _____

WARD DAMON'S E-MAIL POLICY AND PROCEDURES

We regard e-mail as an important business tool and would like to make appropriate use of it in our dealings with our clients. However, clients will appreciate that there are certain risks associated with e-mail communications and, therefore, our use of it must be subject to certain guidelines and restrictions.

You may wish to send us a list of your home and office e-mail addresses so that these can be addressed to our outlook contacts file. We will use these addresses only as a means of sending individual messages on matters on which you have retained us. We will not, of course, make the addresses available to any outside organization without your prior agreement or as required by law.

We treat e-mails as having the same priority as items sent by regular U.S. Mail or by fax. However, please do not use e-mail as a means of sending communications with which you wish for us to deal as a matter of urgency. There may be delays from your e-mail server sending your e-mail or there may be an exceptionally high volume of incoming mail which our server is unable to deal with instantly, or e-mails can be lost or deleted before they reach our office or your e-mail may be blocked by spam software or considered to be junk mail due to factors beyond our control. Therefore, please do not assume that we have received your message until we have responded to it or specifically acknowledged it.

We may or may not place in our file a copy of any e-mail that you send to us. However, we strongly recommend that you also send us a separate hard copy by U.S. Mail wherever possible if the message is uniquely important. Please ensure that you do not send us your only copy of a document as it may not reach us safely.

Ordinary e-mail is not a very secure environment in which to send particularly sensitive messages. Internally, our staff members have been instructed to treat e-mails as confidential, just as they would any other communication from a client. We have no reason to believe that our system is not secure, and we have various security procedures to protect our system as far as possible. However, we recommend that you do not use e-mail as a means of sending us information of a highly confidential nature. You should also not send us information which could be construed as defamatory or obscene.

We have measures in place to protect our system against sending or receiving viruses, but we cannot guarantee that these will be completely effective. Please ensure that you take appropriate measures to check against viruses in all communications to or from the firm.

Finally, please ensure that your messages are addressed correctly. You can send an e-mail to the following addresses:

Bari L Goldstein, Esquire
Rebecca Gianoutsos - Assistant

bgoldstein@warddamon.com
rgianoutsos@warddamon.com

Agenda Item 7diii

AGENDA ITEM SUMMARY

| | |
|------------------------------|---|
| Title | Board/Committee Schedule for Program Year 2023 - 2024 |
| Strategic Plans/Goals | N/A |
| Policy/Plan/Law | By-Laws of The Workforce Board of the Treasure Coast, Region 20 |
| Action Requested | Review and Approve Board/Committee Schedule for Program Year 2023 - 2024 |
| Background | Based on the required number of meetings for the Board of Directors stipulated in the by-laws, staff have prepared the meeting calendar for Program Year 2023 - 2024. |
| Staff Recommendations | Review and Approve Board/Committee Schedule for Program Year 2023 - 2024 |
| Supporting Material | PY2023 - 2024 Board/Committee Schedule |
| Board Staff | Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 x418 |

Committee/Board Schedule

| July '23 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| August '23 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
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| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |
| | | | | | | |

| September '23 | | | | | | |
|---------------|----|----|----|----|----|----|
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | | | | | | |

| October '23 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
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| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |
| | | | | | | |

| November '23 | | | | | | |
|--------------|----|----|----|----|----|----|
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |
| | | | | | | |

| December '23 | | | | | | |
|--------------|----|----|----|----|----|----|
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| January '24 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |
| | | | | | | |

| February '24 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | | |
| | | | | | | |

| March '24 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| April '24 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |
| | | | | | | |

| May '24 | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |
| | | | | | | |

| June '24 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
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| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

- Youth Council meets at 8:00am on the third Tuesday
- Programs & Services Committee meets bi-monthly at 1:00pm on the last Wednesday
- Executive Committee meets monthly at 8:00am on the second Friday after the first Tuesday (except December)
- Board of Directors meets bi-monthly at 8:00am on the last Wednesday (except December)

Members will be notified of any changes in the above schedule. All meetings are held at the Workforce Board of the Treasure Coast, Inc. d/b/a CareerSource Research Coast Administrative Office located at 584 NW University Boulevard, Suite 100, Port. St. Lucie. If you have any questions or special needs special accommodations, please contact Jennifer Eimann at (866) 482-4473 x. 418 or via email at atjeimann@careersourcerc.com.

AGENDA ITEM SUMMARY

| | |
|------------------------------|--|
| Title | CSRC Paid Holidays & Compressed Work Schedule for PY 2023-2024 |
| Strategic Plans/Goals | N/A |
| Policy/Plan/Law | DEO Grantee Subgrantee Agreement |
| Action Requested | Review and Approve CSRC Paid Holidays & Compressed Work Schedule for PY 2023-2023 |
| Background | Per the DEO Grantee Subgrantee agreement, annually before July 1, the Board of Directors must approve the proposed office/staff work schedules to include paid holidays for the upcoming program year. |
| Staff Recommendations | Approve CSRC Paid Holidays & Compressed Work Schedule for PY 2023-2024 |
| Supporting Material | PY23-24 Paid Holiday Schedule Memo & Compressed Work Schedule |
| Board Staff | Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 x.418 |

Memorandum

To: Brian K. Bauer



From: Jennifer Eimann

Re: PY23-24 Paid Holiday Schedule

Date: June 28, 2023

Of the standard working days in a year, twelve (12) of those days will be paid holidays and are scheduled to occur as listed below per the CareerSource Research Coast Employee Handbook:

- o Independence Day, Tuesday, July 04, 2023
- o Labor Day, Monday, September 04, 2023
- o Columbus Day, Monday, October 09, 2023
- o Veterans Day (Obs.), Friday, November 10, 2023
- o Thanksgiving, Thursday, November 23, 2023
- o Thanksgiving (Obs.), Friday, November 24, 2023
- o Christmas Day (Obs.), Friday, December 22, 20223
- o Christmas Day, Monday, December 25, 2023
- o New Year's Day (Obs.), Monday, January 01, 2024
- o Martin Luther King Day, Monday, January 15, 2024
- o President's Day, Monday, February 19, 2024
- o Memorial Day, Monday, May 27, 2024

Accepted by Board Chair: _____

Date: _____

AGENDA ITEM SUMMARY

| | |
|------------------------------|---|
| Title | Designee for Micheal Maine, Superintendent, Martin County Public Schools |
| Strategic Plans/Goals | Operational Intelligence |
| Policy/Plan/Law | Workforce Innovation and Opportunity Act (WIOA): Role of Local Workforce Boards |
| Action Requested | Review and Approve Declarations of Authority |
| Background | The By-Laws of the Workforce Development Board permits mandatory board members to designate a single, high-ranking designee with decision-making authority from his/her organization to represent him/her at Board and/or at standing or Ad-Hoc committee meetings. Per the Boards By-Laws, Micheal Maine has requested that Tracey Miller represent him at the Board of Directors and Youth Council meeting when Mr. Maine is not available to attend. The Board must approve all designees. |
| Staff Recommendations | Review and Approve Declaration of Authority, as presented. |
| Supporting Material | Declarations of Authority |
| Board Staff | Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418 |



DECLARATION OF AUTHORITY
THE WORKFORCE DEVELOPMENT
BOARD OF THE TREASURE COAST, INC.

Board Member's Name: Michael Maine

Board Member's Title: Superintendent

Board Member's Organization: Martin County School District

Board Seat (select all that apply):

- Local Educational Entity
- Postsecondary educational institution/community college
- Labor or employee representative
- Community based organization
- Economic development agency
- One-Stop partner
- Private education provider (non-profit)
- Private education provider (for-profit)

I hereby designate the following individual to represent me at Board and Board committee meetings for the duration of my appointment to the Workforce Development Board, as necessary. I have instructed this designee as to the roles and responsibilities of a Board member, as well as the policies and procedures of the Board and have given this designee the authority to act on my behalf and attest that this individual has authority to make decisions and commitments for our organization.

Name of Designee: Tracey Miller

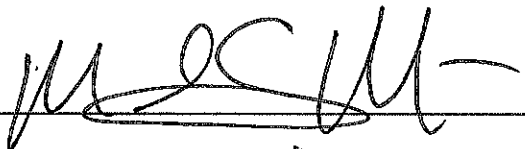
Title of Designee: Assistant Superintendent of Academics

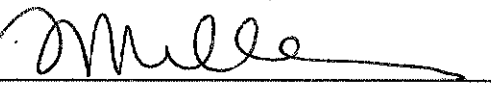
Mailing Address of Designee: 1939 SE Federal Highway, Stuart FL 34994

Designee Telephone Number: 772-219-1200 x30141 Fax Number: _____

Designee Email: millert@martinschools.org

By our signatures below, we agree that the above designee will represent the above named Board member at Board and Board committee meetings until further notice:

Board Member Signature:  Date: 5-3-23

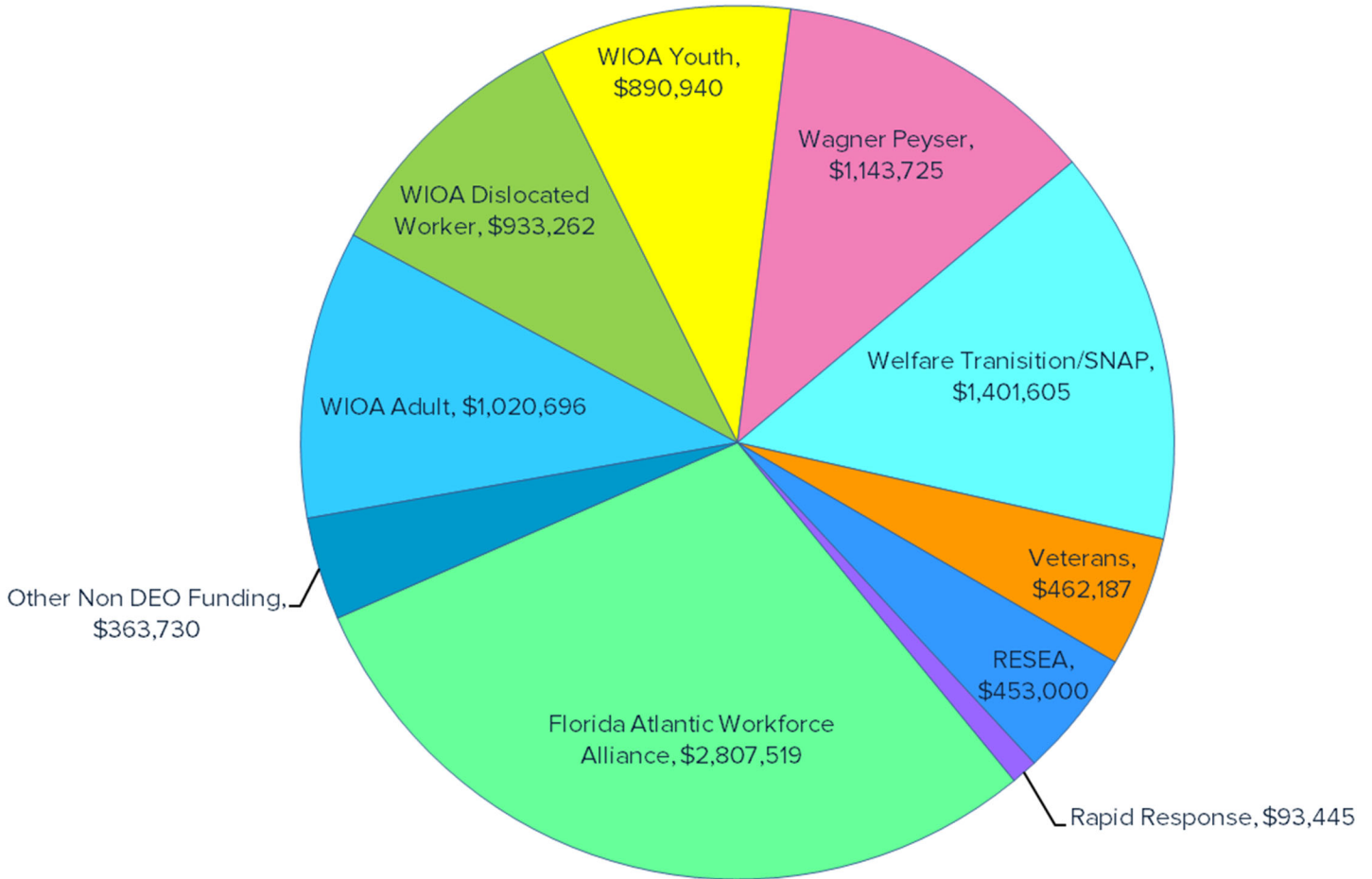
Designee Signature:  Date: 5-3-23

Agenda Item 8

AGENDA ITEM SUMMARY

| | |
|-----------------------------|--|
| TITLE | Review and Approve 2023-2024 Draft Budget |
| STRATEGIC GOAL | Optimal Use of Resources |
| POLICY/PLAN/LAW | Workforce Innovation & Opportunity Act: Role of Local Workforce Boards |
| ACTION REQUIRED | Review and Approve Preliminary Budget for PY 2023-2024 |
| BACKGROUND | <p>Each year, the Board approves a budget for the following program year. Board Staff has received preliminary allocations for the WIOA, Wagner Peyser, and Welfare Transition programs for PY 2023-2024. The Finance department meets with Executive Management staff, and drafts a projected budget to present to the Board of Directors based on this preliminary information.</p> <p>Attached is a copy of the draft budget for the Executive Committee's review and approval. The Board will have the opportunity to approve the 2023-2024 budget at the Annual meeting on June 28, 2023.</p> |
| STAFF RECOMMENDATION | Approve the preliminary draft budget for PY 2023-2024 |
| SUPPORTING MATERIALS | Draft Budget PY 2023-2024 |
| BOARD STAFF | Brian Bauer President/CEO bbauer@careersourcerc.com 866-482-4473 ext. 418 |

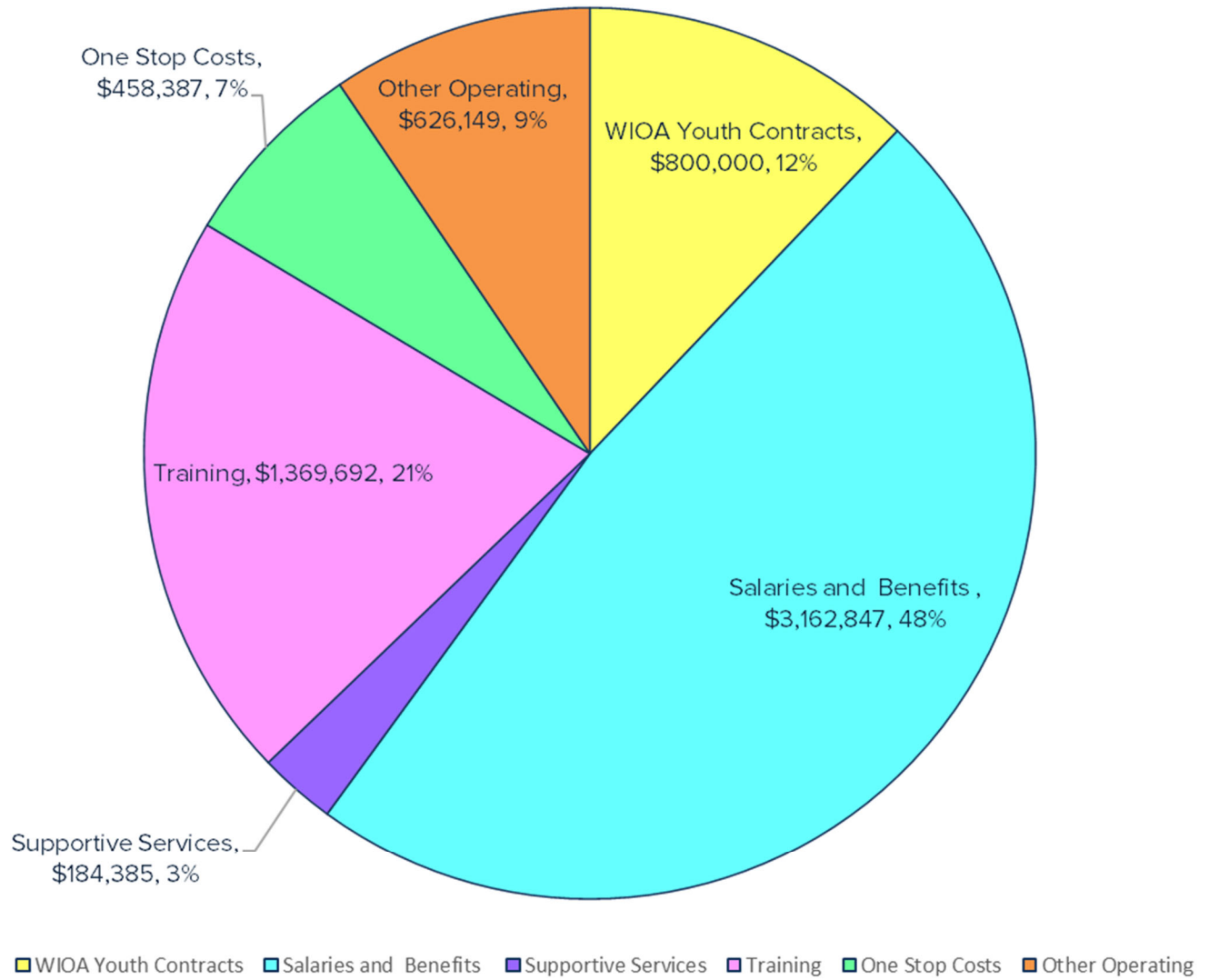
PY 23-24 Preliminary Funding



- WIOA Adult
- Wagner Peyser
- RESEA
- Other Non DEO Funding
- WIOA Dislocated Worker
- Welfare Transition/SNAP
- Rapid Response
- WIOA Youth
- Veterans
- Florida Atlantic Workforce Alliance

Note: Preliminary Funding does not include carryforward funding from PY22-23 and carryforward funding to PY24-25 as these amounts cannot be determined until final closeout of PY22-23, as some expenditures have been annualized at the time this draft budget was prepared. The final budget will reflect all funding available for PY23-24.

PY 23-24 Preliminary Expenditures by Category



SALARIES AND BENEFITS

This category contains the salaries, payroll taxes, insurances (health, vision, dental, short term disability, and life), CSRC 401K match, workers compensation, and contract labor costs for EOR temporary to conversion employees.

WIOA YOUTH CONTRACT

The subrecipient for the WIOA Youth program for PY23-24 is Eckerd Connects.

OTHER OPERATING COSTS

This category represents the Administrative Office costs as well as the allocable programmatic indirect costs. This may include but is not limited to facility and equipment rent, utilities, non-capitalized equipment, staff development and training, dues and memberships, service charges and fees, marketing, programmatic indirect, professional fees, supplies, repairs and maintenance, security, and employee relations costs.

ONE STOP COSTS

All costs associated with the operation of CSRC's three One Stop Centers.

TRAINING

This category represents the training and training support costs for participants. This includes Individual Training Accounts (ITA), On the Job Training (OJT), Customized Training, Employed Worker Training, Work Experience, Internships and Participant wages paid through the CSRC Employer of Record.

SUPPORTIVE SERVICES

This category includes participant incentives and stipends and participant supportive services including but not limited to books, mandatory fees, equipment, tools, supplies, uniforms, drug test, physicals, background checks, transportation assistance, child and dependent care assistance, and other needs related payments.

**LWDB 20
PY 23-24 DRAFT Budget**

| Budget for PY 23-24 | TOTAL LWDB20 FUNDING | INDIRECT | 10 ADULT | 12 DW | 11 YOUTH | 122 Florida Rebuild | 20 WP | 22 SNAP | 24 LVER | 25 DVOP | 271 RESEA |
|-------------------------------------|----------------------|---------------|---------------------|---------------------|-------------------|---------------------|-------------------|-------------------|------------------|------------------|-------------------|
| Funding: | | | | | | | | | | | |
| PY 23-24 Allocations | \$ 5,719,016 | | \$ 1,020,696 | \$ 768,878 | \$ 890,940 | \$ - | \$ 798,177 | \$ 405,841 | \$ 126,167 | \$ 166,108 | \$ 453,000 |
| PY 23-24 Supplemental | \$ 164,384 | | \$ - | \$ 164,384 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Unrestricted Funds Earned this year | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Additional Funds/Incentives | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Retained by DEO for Merit Salaries | \$ (515,460) | | \$ - | \$ - | \$ - | \$ - | \$ (345,548) | \$ - | \$ (78,699) | \$ (91,213) | \$ - |
| Carryforward to PY 24-25 | \$ (3,307,327) | | \$ - | \$ (929,505) | \$ (475,861) | \$ - | \$ (44,670) | \$ (217,586) | \$ (16,731) | \$ (33,921) | \$ (68,456) |
| Carryforward from PY 22-23 | \$ 4,778,953 | | \$ - | \$ 1,014,174 | \$ 560,000 | \$ - | \$ - | \$ 156,888 | \$ - | \$ - | \$ 122,540 |
| Total DEO Grant Funding | \$ 6,839,566 | \$ - | \$ 1,020,696 | \$ 1,017,931 | \$ 975,079 | \$ - | \$ 407,959 | \$ 345,143 | \$ 30,737 | \$ 40,974 | \$ 507,084 |
| OTHER NON DEO REVENUES | \$ 363,730 | | | | | \$ - | | | | | |
| Total Available Funding | \$ 7,203,296 | \$ - | \$ 1,020,696 | \$ 1,017,931 | \$ 975,079 | \$ - | \$ 407,959 | \$ 345,143 | \$ 30,737 | \$ 40,974 | \$ 507,084 |
| Budgeted Expenditures: | | | | | | | | | | | |
| Administrative | \$ 601,836 | \$ (0) | \$ 190,143 | \$ 22,301 | \$ 16,753 | \$ - | \$ 10,703 | \$ 31,864 | \$ 2,108 | \$ 2,644 | \$ 46,722 |
| Salaries and Benefits | \$ 515,350 | \$ 515,350 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| General and Administrative | \$ 86,486 | \$ 86,486 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Allocated Indirect Costs | \$ 0 | \$ (601,836) | \$ 190,143 | \$ 22,301 | \$ 16,753 | \$ - | \$ 10,703 | \$ 31,864 | \$ 2,108 | \$ 2,644 | \$ 46,722 |
| Reclassification | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Travel | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Program Training | \$ 6,601,460 | \$ 0 | \$ 830,553 | \$ 995,630 | \$ 958,327 | \$ - | \$ 397,256 | \$ 313,279 | \$ 28,629 | \$ 38,330 | \$ 460,362 |
| WIOA Youth Contracts | \$ 800,000 | \$ - | \$ - | \$ - | \$ 800,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Salaries and Benefits | \$ 3,115,943 | \$ 236,706 | \$ 1,080,480 | \$ 157,664 | \$ 34,595 | \$ - | \$ 40,645 | \$ 231,514 | \$ 7,742 | \$ 9,719 | \$ 353,558 |
| Contract Labor | \$ 46,903 | \$ - | \$ 14,013 | \$ 900 | \$ 6,119 | \$ - | \$ 3,418 | \$ 2,353 | \$ 276 | \$ 366 | \$ 3,599 |
| Internship | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Incentives/Stipends | \$ 17,126 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Support Services Non-ITA | \$ 11,759 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Support Services ITA | \$ 155,500 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Training-ITA/OST/TAA | \$ 585,239 | \$ - | \$ 150,221 | \$ 5,017 | \$ - | \$ - | \$ - | \$ 5,000 | \$ - | \$ - | \$ - |
| Training-OJT | \$ 607,227 | \$ - | \$ 190,221 | \$ 5,006 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Training-Cust./Employed Worker | \$ 78,000 | \$ - | \$ 40,000 | \$ 10,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| WEX/ Internships/ Participant Wages | \$ 99,226 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Travel | \$ 26,215 | \$ - | \$ 6,301 | \$ 887 | \$ 447 | \$ - | \$ 360 | \$ 1,255 | \$ 1,690 | \$ 2,265 | \$ 1,800 |
| One Stop Shared Costs | \$ 458,387 | \$ - | \$ 158,180 | \$ 9,291 | \$ - | \$ - | \$ 62,598 | \$ 33,927 | \$ 15,658 | \$ 21,565 | \$ 54,962 |
| Other Operating Expenses | \$ 599,934 | \$ 18,443 | \$ 130,670 | \$ 10,191 | \$ 110,063 | \$ - | \$ 52,772 | \$ 25,722 | \$ 2,370 | \$ 3,295 | \$ 26,635 |
| Allocated Program Indirect | \$ 0 | \$ (255,149) | \$ 80,611 | \$ 9,454 | \$ 7,102 | \$ - | \$ 4,538 | \$ 13,509 | \$ 894 | \$ 1,121 | \$ 19,808 |
| Reclassification | \$ - | \$ - | \$ (1,020,145) | \$ 787,219 | \$ - | \$ - | \$ 232,926 | \$ - | \$ - | \$ - | \$ - |
| Total Planned Expenditures | \$ 7,203,296 | \$ 0 | \$ 1,020,696 | \$ 1,017,931 | \$ 975,079 | \$ - | \$ 407,959 | \$ 345,143 | \$ 30,737 | \$ 40,974 | \$ 507,084 |
| | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**LWDB 20
PY 23-24 DRAFT Budget**

| Budget for PY 23-24 | 40 WTP | 474 Rapid Response Navigator | 475 FAWA | 48 F.A.T.E.S. | 792 Youth SOS SLC | Other Non NFA | TOTAL FORMULA FUNDS |
|-------------------------------------|-------------------|-------------------------------------|---------------------|----------------------|--------------------------|----------------------|----------------------------|
| Funding: | | | | | | | |
| PY 23-24 Allocations | \$ 995,764 | \$ 93,445 | \$ - | \$ - | \$ - | \$ - | \$ 5,719,016 |
| PY 23-24 Supplemental | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 164,384 |
| Unrestricted Funds Earned this year | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Additional Funds/Incentives | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Retained by DEO for Merit Salaries | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (515,460) |
| Carryforward to PY 24-25 | \$ (141,397) | \$ (61,227) | \$ (1,223,530) | \$ (94,443) | \$ - | \$ - | \$ (3,307,327) |
| Carryforward from PY 22-23 | \$ 117,832 | \$ - | \$ 2,807,519 | \$ - | \$ - | \$ - | \$ 4,778,953 |
| Total DEO Grant Funding | \$ 972,199 | \$ 32,218 | \$ 1,583,989 | \$ (94,443) | \$ - | \$ - | \$ 6,839,566 |
| OTHER NON DEO REVENUES | | | | \$ 154,000 | \$ 150,000 | \$ 59,730 | \$ 363,730 |
| Total Available Funding | \$ 972,199 | \$ 32,218 | \$ 1,583,989 | \$ 59,557 | \$ 150,000 | \$ 59,730 | \$ 7,203,296 |
| Budgeted Expenditures: | | | | | | | |
| Administrative | \$ 91,198 | \$ 3,094 | \$ 158,476 | \$ 5,735 | \$ 15,107 | \$ 4,991 | \$ 601,836 |
| Salaries and Benefits | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 515,350 |
| General and Administrative | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 86,486 |
| Allocated Indirect Costs | \$ 91,198 | \$ 3,094 | \$ 158,476 | \$ 5,735 | \$ 15,107 | \$ 4,991 | \$ (0) |
| Reclassification | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Travel | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Program Training | \$ 881,001 | \$ 29,124 | \$ 1,425,513 | \$ 53,822 | \$ 134,894 | \$ 54,739 | \$ 6,601,460 |
| WIOA Youth Contracts | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 800,000 |
| Salaries and Benefits | \$ 584,132 | \$ 25,249 | \$ 300,046 | \$ 18,195 | \$ 12,912 | \$ 22,786 | \$ 3,115,943 |
| Contract Labor | \$ 5,682 | \$ - | \$ 1,262 | \$ 375 | \$ 6,903 | \$ 1,638 | \$ 46,903 |
| Internship | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Incentives/Stipends | \$ 15,000 | \$ - | \$ - | \$ - | \$ 2,126 | \$ - | \$ 17,126 |
| Support Services Non-ITA | \$ 10,000 | \$ - | \$ - | \$ 600 | \$ 1,159 | \$ - | \$ 11,759 |
| Support Services ITA | \$ 5,000 | \$ - | \$ 150,000 | \$ 500 | \$ - | \$ - | \$ 155,500 |
| Training-ITA/OST/TAA | \$ 10,000 | \$ - | \$ 400,000 | \$ 15,000 | \$ - | \$ - | \$ 585,239 |
| Training-OJT | \$ - | \$ - | \$ 400,000 | \$ 12,000 | \$ - | \$ - | \$ 607,227 |
| Training-Cust./Employed Worker | \$ - | \$ - | \$ 28,000 | \$ - | \$ - | \$ - | \$ 78,000 |
| WEX/ Internships/ Participant Wages | \$ - | \$ - | \$ - | \$ - | \$ 99,226 | \$ - | \$ 99,226 |
| Travel | \$ 2,950 | \$ 360 | \$ 6,200 | \$ 75 | \$ 135 | \$ 1,490 | \$ 26,215 |
| One Stop Shared Costs | \$ 75,354 | \$ 1,397 | \$ 7,008 | \$ 2,905 | \$ 10 | \$ 15,534 | \$ 458,387 |
| Other Operating Expenses | \$ 134,220 | \$ 806 | \$ 65,811 | \$ 1,742 | \$ 6,019 | \$ 11,176 | \$ 599,934 |
| Allocated Program Indirect | \$ 38,663 | \$ 1,312 | \$ 67,186 | \$ 2,431 | \$ 6,404 | \$ 2,116 | \$ (0) |
| Reclassification | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total Planned Expenditures | \$ 972,199 | \$ 32,218 | \$ 1,583,989 | \$ 59,557 | \$ 150,000 | \$ 59,730 | \$ 7,203,296 |
| | 0 | 0 | 0 | 0 | 0 | 0 | \$ 0 |

Local Workforce Development Board 20 Formula Allocations

- Program Year 2023 Workforce Innovation and Opportunity Act WIOA:
\$ 2, 680, 514 Increase of 2.40%

- Program Year 2023 Workforce Innovation and Opportunity Act WIOA
Adult Program:
\$ 1, 020, 696 Increase of 5.81%

- Program Year 2023 Workforce Innovation and Opportunity Act WIOA
Youth Program:
\$ 890, 940 Increase of 3.94%

- Program Year 2023 Workforce Innovation and Opportunity Act WIOA
Dislocated Worker Program:
\$ 768, 878 Decrease of 3.40%

- Program Year 2023 Workforce Innovation and Opportunity Act
Wagner-Peyser Program:
\$ 798, 177 Increase of 3.20%

- Program Year 2023 Welfare Transition Program:
\$ 995, 764 Decrease of 13.01%

Agenda Item 9

AGENDA ITEM SUMMARY

| | |
|------------------------------|--|
| Title | Department of Economic Opportunity (DEO) - Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs from July 1, 2023 - June 30, 2024 |
| Strategic Plans/Goals | Operational Intelligence |
| Policy/Plan/Law | CareerSource Florida Administrative Policy Number 118 |
| Action Requested | Review and Approve Department of Economic Opportunity (DEO) Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs from July 1, 2023 - June 30, 2024 |
| Background | The Department of Economic Opportunity (DEO) and the State Workforce Development Board will continue to grant the authority, on behalf of the Governor, to allow Local Workforce Development Boards to transfer up to an including 100 percent of the funds allocated to local areas for adult activities for expenditure on dislocated worker activities, and up to 100 percent of funds allocated to local areas for dislocated worker activities for expenditures on adult activities. Local Workforce Development Boards are required to ensure any transfer of funds between WIOA programs complies with federal law and to record and document their use and application of local funds. |
| Staff Recommendations | Review and Approve DEO - Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs from July 1, 2023 - June 30, 2024 |
| Supporting Material | DEO - Prior Approval Transfer Request Form - WIOA Adult 2023 and Dislocated Worker (DW) 2023 funding for Programs from July 1, 2023 - June 30, 2024 |
| Board Staff | Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418 |

Department of Economic Opportunity (DEO)



Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs
From July 1, 2023 through June 30, 2024

LWDB Number and Name (Requestor): LWDB 20 CareerSource Research Coast

Name / Title of Requestor Representative: Brian Bauer, President/CEO

Adult and Dislocated Worker Transfer Request

| Program Year | Program | Total Award Amount | Amount of Adult Requested to be Spent on DW | Percentage of Adult Requested to be Spent on DW | Amount of DW Requested to be Spent on Adult | Percentage of DW Requested to be Spent on Adult |
|--------------|---------|--------------------|---|---|---|---|
| 2022 | DW | 1,042,420.00 | 0.00 | 0 | 788,000.00 | 76% |

COMPLETE THE BELOW SECTIONS FOR REQUESTS THAT EXCEED 25% OF THE PROGRAM'S ANNUAL ALLOCATION

Reason for requesting the use of one program's funding for the other (e.g. anticipated depletion of current funds, changes in labor market conditions, etc.):

LWDB 20 anticipates to fully expend the WIOA Adult - 2023 funding prior to June 2024 and requests the ability to utilize \$788,000 of WIOA DLW - 2022 funding to cover PY23-24 WIOA Adult expenditures. The PY22-23 transfer request for 2022 DW funding transfer for use in PY22-23 was significantly less than estimated and there will be sufficient DW funding to utilize for DW expenditures and the requested transfer to cover PY23-24 Adult expenditures.

A description of outreach/marketing activities conducted to ensure underserved populations were aware of available services:

Website, social media such as Facebook, Instagram, LinkedIn and Radio advertising, job fairs, flyers and print advertising. In addition, we perform outreach through our community partners and training providers.

Labor market conditions contributing to the need for the transfer:

Current labor market conditions have led to an increase in Dislocated worker participation, however there is still a greater need for WIOA Adult participant funding for training and operating expenditures.

The number of participants originally planned to be served by the base allocation compared to the estimated number of participants expected to be served after funds are transferred.

LWDB20 DW - 2022 funding would allow for an estimated 94 DW participants to be served in PY23-24, based on the prior program year cost per DW participant. However, given the historical number of DW participants served, this transfer request would allow for an estimated additional 223 WIOA Adult participants to receive career/basic services, training and individualized services for PY23-24 while continuing to serve an additional 9 DW participants, which is a 64% increase from PY22-23.

COMPLETE THE BELOW CERTIFICATION FOR REQUESTS THAT EXCEED 25% OF THE PROGRAM'S ANNUAL ALLOCATION

I certify the following:

1. When transferring from Adult to Dislocated Worker - The LWDB has sufficient funds to serve the WIOA Adult priority populations.
2. When transferring from Dislocated Worker to Adult - The LWDB has sufficient Dislocated Worker funds to serve dislocated workers in the local area; there are no pending layoffs that may impact the need for dislocated workers in the local area.
3. The full board voted to approve this request to transfer funds and a copy of the LWDB's meeting minutes are included with this request.

I certify the above information is true and correct.

Signature of Board Chair

Print Name

Date

Agenda Item 10

AGENDA ITEM SUMMARY

| | |
|-----------------------------|---|
| Title | Local Targeted Occupations List (LTOL) for 1st Quarter of PY 23-24 |
| Strategic Goal | Strong Advancement of Existing and Emerging Local Targeted Industry Clusters |
| Policy/Plan/Law | Workforce Innovation & Opportunity Act |
| Action Required | Review and Approve the LTOL for the 1st Quarter of Program Year 2023-2024 |
| Background | <p>The Department of Economic Opportunity's (DEO) Bureau of Labor Market Statistics (LMS) has published the 2023-2024 Statewide Targeted Occupations List on the DEO website. The Statewide Demand Occupations list identifies the labor market needs of Florida's business community and encourages job training based on those needs, with emphasis on jobs that are both high demand and high skill/high wage, and is used as a baseline for establishing the Local Targeted Occupations Lists (LTOLs). The Local Workforce Development Boards (LWDBs) develop and use their LTOLs to identify occupations for which eligible adults and dislocated workers may receive training assistance under the Workforce Innovation and Opportunity Act.</p> <p>Pursuant to CareerSource Florida policy, LWDBs are to develop their LTOLs, in consultation with local business and industry representatives, using the LMS-generated Demand Occupations Lists, as well as other resources, such as Help Wanted Online Lists and Supply/Demand lists. The LWDBs must publish their updated LTOLs on their websites and update them as they make changes. CareerSource Research Coast adopted a local policy to incorporate CareerSource Florida's LTOL policy and process. As part of our local policy, 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.</p> |
| Staff Recommendation | Staff reviewed local labor market information and resources regarding the LTOL. There is a recommended addition of occupations to the 1st Quarter of PY 2023-2024 list. Staff recommends approval of this LTOL for the 1st Quarter of PY 2023-2024. |
| Supporting Materials | CareerSource Research Coast Local Targeted Occupations List |
| Board Staff | Tracey McMorris Vice President of Operations/COO tmcmorris@careersourcerc.com (866) 482-4473 ext. 528 |

CSRC Proposed Local Targeted Occupations List PY2023 - 2024

115 of 132
 115 of 132
 Workforce Development Area 20 - Indian River, Martin, and Saint Lucie Counties

Selection Criteria:

- 1 FLDOE Training Code 3 (PSAV Certificate), 4 (Community College Credit/Degree), or 5 (Bachelor's Degree)
- 2 30 annual openings and positive growth
- 3 Mean Wage of \$16.39/hour and Entry Wage of \$13.32/hour
- 4 High Skill/High Wage (HSHW) Occupations:
 Mean Wage of \$25.67/hour and Entry Wage of \$16.39/hour

*SOC Code and Occupational Title refer to Standard Occupational Classification codes and titles.

**HSHW = High Skill/High Wage.

N/A = Not available (either due to lack of data, or as a result of suppression requirements to protect confidentiality).

***Qualifying Level:

R = Meets regional wage and openings criteria based on state Labor Market Statistics employer survey data. Regional data are shown.

S = Meets statewide wage and openings criteria, but does not reach regional criteria based on state Labor Market Statistics employer survey data. Statewide data are shown.

NR = Not releasable.

EFI - Enterprise Florida, Inc.

| SOC Code* HSHW** | | Occupational Title† | | Data Provided by DEO | | | | | | | | | | Additional Labor Market Data Available | | | | | | |
|--|------|--|--------|----------------------|-----------------|------------------|-------|-----------------|-----------------|------------------|--------------|---------------------|---------------------------|--|-----------|-----|-----------------|-----------|------|--|
| | | | | Regional | | | | Statewide | | | | FLDOE Training Code | In EFI Targeted Industry? | Qualifying Level*** | JobsEQ | | | | | |
| | | | | Annual % Growth | Annual Openings | 2021 Hourly Wage | | Annual % Growth | Annual Openings | 2021 Hourly Wage | | | | | Current | | 5-Year Forecast | | | |
| | | Mean | Entry | | | Mean | Entry | Empl | Mean Ann Wages | Online Job Ads | Total Demand | #Jobs Added | Ann % Growth | | | | | | | |
| Recommendations to include on PY23-24 LTOL | | | | | | | | | | | | | | | | | | | | |
| <i>New Occupations listed on DEO PY23 state list with good local growth/demand</i> | | | | | | | | | | | | | | | | | | | | |
| 532011 | HSHW | Airline Pilots, Copilots, and Flight Engineers | N/A | N/A | N/A | N/A | 1.19 | 665 | \$111.83 | \$63.62 | 4 | Yes | S | 26 | \$246,700 | n/a | 20 | 2 | 1.7% | |
| 119041 | HSHW | Architectural and Engineering Managers | 156.3% | 10 | \$67.69 | \$45.74 | 1.76 | 723 | \$70.33 | \$46.08 | 5 | Yes | S | | | | | | | |
| 194021 | | Biological Technicians | 139.9% | 21 | N/A | N/A | 1.89 | 566 | \$20.84 | \$14.82 | 4 | Yes | S | | | | | | | |
| 251011 | HSHW | Business Teachers, Postsecondary | N/A | N/A | N/A | N/A | 2.23 | 525 | \$45.70 | \$23.69 | 5 | No | S | 37 | \$102,000 | 5 | 21 | 4 | 2.0% | |
| 292031 | | Cardiovascular Technologists and Technicians | 140.2% | 18 | N/A | N/A | 1.55 | 517 | \$24.33 | \$14.20 | 3 | No | S | | | | | | | |
| 172051 | HSHW | Civil Engineers | 207.7% | 30 | N/A | N/A | 1.67 | 1,642 | \$45.22 | \$27.52 | 5 | Yes | S | | | | | | | |
| 113021 | HSHW | Computer and Information Systems Managers | 93.3% | 11 | N/A | N/A | 1.82 | 2,248 | \$70.34 | \$44.67 | 5 | Yes | S | | | | | | | |
| 119032 | HSHW | Education Administrators, Kindergarten through Secondary | 136.6% | 33 | \$42.28 | \$27.95 | N/A | N/A | N/A | N/A | 5 | No | R | | | | | | | |
| 119033 | HSHW | Education Administrators, Postsecondary | N/A | N/A | N/A | N/A | 1.42 | 1,111 | \$46.05 | \$33.25 | 5 | No | S | 183 | \$91,300 | 22 | 90 | 17 | 1.7% | |
| 172071 | HSHW | Electrical Engineers | 106.1% | 8 | N/A | N/A | 1.97 | 656 | \$45.32 | \$28.99 | 5 | Yes | S | | | | | | | |
| 172072 | HSHW | Electronics Engineers, Except Computer | N/A | N/A | N/A | N/A | 1.69 | 519 | \$50.30 | \$35.33 | 5 | Yes | S | 104 | \$106,500 | 0 | 43 | 8 | 1.6% | |
| 172199 | HSHW | Engineers, All Other | 50.0% | 3 | N/A | N/A | 1.32 | 693 | \$49.99 | \$26.74 | 5 | Yes | S | | | | | | | |
| 119013 | HSHW | Farmers, Ranchers, and Other Agricultural Managers | N/A | N/A | N/A | N/A | 0.10 | 5,002 | \$44.56 | \$22.53 | 4 | No | S | 579 | \$92,200 | n/a | 353 | 33 | 1.1% | |
| 113121 | HSHW | Human Resources Managers | 120.4% | 13 | \$51.70 | \$33.03 | 1.35 | 766 | \$56.98 | \$34.83 | 5 | Yes | S | | | | | | | |
| 172112 | HSHW | Industrial Engineers | 232.6% | 8 | N/A | N/A | 2.36 | 1,025 | \$44.86 | \$30.14 | 5 | Yes | S | | | | | | | |
| 273091 | | Interpreters and Translators | 306.6% | 7 | N/A | N/A | 3.15 | 522 | \$24.63 | \$13.67 | 4 | Yes | S | | | | | | | |
| 131081 | HSHW | Logisticians | 373.4% | 11 | \$28.30 | \$15.58 | 1.47 | 932 | \$33.32 | \$20.00 | 5 | Yes | S | | | | | | | |
| 112021 | HSHW | Marketing Managers | 125.7% | 18 | N/A | N/A | 1.54 | 1,463 | \$72.48 | \$36.91 | 5 | Yes | S | | | | | | | |
| 172141 | HSHW | Mechanical Engineers | 201.9% | 11 | \$43.22 | \$27.22 | 1.75 | 711 | \$43.30 | \$27.76 | 5 | Yes | S | | | | | | | |
| 499062 | | Medical Equipment Repairers | 85.8% | 12 | N/A | N/A | 1.49 | 569 | \$24.55 | \$15.53 | 3 | Yes | S | | | | | | | |
| 493042 | | Mobile Heavy Equipment Mechanics, Except Engines | 1 | 11 | \$23.12 | \$16.98 | 1.10 | 937 | \$24.11 | \$17.19 | 3 | Yes | S | | | | | | | |
| 312011 | HSHW | Occupational Therapy Assistants | N/A | N/A | N/A | N/A | 3.36 | 588 | \$31.43 | \$24.74 | 4 | No | S | 89 | \$72,300 | 34 | 99 | 18 | 3.7% | |
| 291071 | HSHW | Physician Assistants | 4 | 18 | N/A | N/A | 3.99 | 837 | \$50.39 | \$28.97 | 5 | No | S | | | | | | | |
| 272012 | HSHW | Producers and Directors | 150.0% | 3 | N/A | N/A | 1.81 | 774 | \$34.98 | \$18.61 | 5 | Yes | S | | | | | | | |
| 273031 | HSHW | Public Relations Specialists | 107.2% | 40 | \$27.45 | \$17.33 | 1.40 | 1,596 | \$30.57 | \$17.13 | 5 | Yes | R | | | | | | | |
| 252052 | HSHW | Special Education Teachers, Kindergarten and Elementary School | 171.6% | 5 | N/A | N/A | 1.22 | 615 | \$30.63 | \$19.78 | 5 | No | S | | | | | | | |
| 173031 | | Surveying and Mapping Technicians | 109.1% | 17 | \$21.38 | \$14.62 | 1.65 | 717 | \$20.52 | \$14.73 | 3 | Yes | S | | | | | | | |
| <i>Occupations on CSRC's PY22 LTOL with good growth/sector focus but not on state's PY23 list</i> | | | | | | | | | | | | | | | | | | | | |
| 113012 | | Administrative Services Managers | | | | | | | | | | | | 254 | \$97,600 | n/a | 136 | 22 | 1.7% | |
| 493021 | | Automotive Body and Related Repairers | | | | | | | | | | | | 286 | \$48,900 | 15 | 158 | 14 | 1.0% | |
| 472021 | | Brickmasons and Blockmasons | | | | | | | | | | | | 159 | \$45,500 | n/a | 80 | 3 | 0.3% | |
| 533051 | | Bus Drivers, School or Special Client | | | | | | | | | | | | 510 | \$35,600 | 9 | 453 | 32 | 1.2% | |
| 535021 | | Captains, Mates, and Pilots of Water Vessels | | | | | | | | | | | | 43 | \$67,600 | 15 | 29 | 4 | 1.6% | |
| 251194 | HSHW | Career/Technical Education Teachers, Postsecondary | | | | | | | | | | | | 253 | \$63,000 | 51 | 130 | 18 | 1.4% | |
| 111011 | HSHW | Chief Executives | | | | | | | | | | | | 547 | \$171,400 | 5 | 209 | 9 | 0.3% | |
| 519161 | | Computer Numerically Controlled Tool Operators | | | | | | | | | | | | 112 | \$46,700 | 10 | 62 | 15 of 132 | 0.5% | |

| SOC Code* HSHW** Occupational Title† | | | Data Provided by DEO | | | | | | | | | | Additional Labor Market Data Available | | | | | | |
|--|------|--|----------------------|-----------------|------------------|---------|-----------------|-----------------|------------------|---------|---------------------|---------------------------|--|--------------|-------------|--------------|-----------------|------|--|
| | | | Regional | | | | Statewide | | | | FLDOE Training Code | In EFI Targeted Industry? | Qualifying Level*** | JobsEQ | | | | | |
| | | | Annual % Growth | Annual Openings | 2021 Hourly Wage | | Annual % Growth | Annual Openings | 2021 Hourly Wage | | | | | Current | | | 5-Year Forecast | | |
| | | | | | Mean | Entry | | | Mean | Entry | Empl | Mean Ann Wages | Online Job Ads | Total Demand | #Jobs Added | Ann % Growth | | | |
| 151299 | HSHW | Computer Occupations, All Other | | | | | | | | | | | 322 | \$86,400 | 7 | 138 | 17 | 1.0% | |
| 151242 | | Database Administrators | | | | | | | | | | | 126 | \$92,000 | 0 | 56 | 10 | 1.5% | |
| 151243 | | Database Architects | | | | | | | | | | | 57 | \$118,800 | 0 | 25 | 4 | 1.5% | |
| 119072 | | Entertainment and Recreation Managers, Except Gambling | | | | | | | | | | | 64 | \$83,200 | 4 | 46 | 7 | 2.0% | |
| 113013 | | Facilities Managers | | | | | | | | | | | 130 | \$92,300 | n/a | 69 | 12 | 1.7% | |
| 512051 | | Fiberglass Laminators and Fabricators | | | | | | | | | | | 441 | \$39,600 | 1 | 288 | 21 | 0.9% | |
| 132051 | | Financial and Investment Analysts | | | | | | | | | | | 245 | \$96,300 | 8 | 118 | 21 | 1.7% | |
| 132054 | | Financial Risk Specialists | | | | | | | | | | | 55 | \$95,900 | 2 | 29 | 5 | 1.7% | |
| 132099 | | Financial Specialists, All Other | | | | | | | | | | | 140 | \$60,100 | n/a | 72 | 12 | 1.7% | |
| 391022 | | First-Line Supervisors of Personal Service Workers | | | | | | | | | | | 214 | \$48,800 | n/a | 168 | 24 | 2.2% | |
| 391014 | | First-Line Supervisors of Entertainment and Recreation Workers, Except Gambling Services | | | | | | | | | | | 191 | \$50,400 | n/a | 150 | 21 | 2.1% | |
| 292099 | HSHW | Health Technologists and Technicians, All Other | | | | | | | | | | | 231 | \$45,200 | 41 | 107 | 19 | 1.6% | |
| 173026 | HSHW | Industrial Engineering Technologists and Technicians | | | | | | | | | | | 32 | \$59,200 | 3 | 18 | 2 | 1.1% | |
| 119081 | HSHW | Lodging Managers | | | | | | | | | | | 91 | \$78,900 | 2 | 63 | 8 | 1.8% | |
| 499071 | | Maintenance and Repair Workers, General | | | | | | | | | | | 2488 | \$40,500 | 211 | 1504 | 204 | 1.6% | |
| 119199 | HSHW | Managers, All Other | | | | | | | | | | | 587 | \$104,600 | 15 | 294 | 45 | 1.5% | |
| 319011 | | Massage Therapists | | | | | | | | | | | 335 | \$48,800 | 26 | 318 | 56 | 3.1% | |
| 292036 | | Medical Dosimetrists | | | | | | | | | | | 4 | \$135,800 | 1 | 1 | 0 | 1.3% | |
| 292072 | | Medical Records Specialist | | | | | | | | | | | 349 | \$47,300 | 14 | 158 | 26 | 1.4% | |
| 311131 | | Nursing Assistant | | | | | | | | | | | 2519 | \$32,100 | 132 | 2228 | 199 | 1.5% | |
| 292043 | | Paramedics | | | | | | | | | | | 126 | \$60,400 | 16 | 45 | 9 | 1.5% | |
| 472151 | | Pipelayers | | | | | | | | | | | 99 | \$42,400 | 1 | 54 | 4 | 0.8% | |
| 131082 | | Project Management Specialists | | | | | | | | | | | 1188 | \$88,600 | n/a | 595 | 87 | 1.4% | |
| 292053 | | Psychiatric Technicians | | | | | | | | | | | 429 | \$37,500 | 31 | 256 | 53 | 2.3% | |
| 435031 | | Public Safety Telecommunications | | | | | | | | | | | 142 | \$46,700 | 3 | 90 | 11 | 1.4% | |
| 419021 | | Real Estate Brokers | | | | | | | | | | | 297 | \$85,800 | 1 | 160 | 18 | 1.2% | |
| 435071 | | Shipping, Receiving, and Traffic Clerks | | | | | | | | | | | 1018 | \$36,300 | 18 | 584 | 15 | 0.3% | |
| 211093 | | Social and Human Service Assistants | | | | | | | | | | | 727 | \$40,200 | 155 | 550 | 89 | 2.3% | |
| 151252 | | Software Developers | | | | | | | | | | | 1451 | \$106,000 | 10 | 689 | 163 | 2.2% | |
| 151253 | | Software Quality Assurance Analysts and Testers | | | | | | | | | | | 229 | \$77,200 | 2 | 117 | 27 | 2.3% | |
| 252058 | HSHW | Special Education Teachers, Secondary School | | | | | | | | | | | 231 | \$70,900 | n/a | 109 | 18 | 1.5% | |
| 537065 | | Stockers and Order Fillers | | | | | | | | | | | 4731 | \$33,800 | 246 | 4830 | 450 | 1.8% | |
| 472221 | | Structural Iron and Steel Workers | | | | | | | | | | | 136 | \$49,500 | 2 | 83 | 9 | 1.3% | |
| 292056 | | Veterinary Technologists and Technicians | | | | | | | | | | | 277 | \$38,100 | 20 | 193 | 41 | 2.8% | |
| 319096 | | Veterinary Assistants and Laboratory Animal Caretakers | | | | | | | | | | | 225 | \$32,800 | 7 | 278 | 33 | 2.8% | |
| 151255 | | Web and Digital Interface Designers | | | | | | | | | | | 91 | \$77,700 | 4 | 47 | 7 | 1.4% | |
| 151254 | | Web Developers | | | | | | | | | | | 111 | \$87,500 | 1 | 52 | 9 | 1.5% | |
| Occupations on both CSRC PY22 LTOL and State's PY23 TOL | | | | | | | | | | | | | | | | | | | |
| 132011 | HSHW | Accountants and Auditors | 148.9% | 149 | \$35.59 | \$19.68 | 1.43 | 9,327 | \$36.69 | \$21.86 | 5 | Yes | R | | | | | | |
| 493011 | HSHW | Aircraft Mechanics and Service Technicians | 218.3% | 32 | N/A | N/A | 1.28 | 1,424 | \$31.28 | \$19.87 | 3 | Yes | S | | | | | | |
| 173011 | HSHW | Architectural and Civil Drafters | 206.0% | 22 | N/A | N/A | 1.36 | 831 | \$26.84 | \$18.87 | 3 | Yes | S | | | | | | |
| 274011 | | Audio and Video Technicians | 122.0% | 4 | N/A | N/A | 2.49 | 1,013 | \$24.05 | \$14.84 | 4 | No | S | | | | | | |
| 493023 | | Automotive Service Technicians and Mechanics | 15.1% | 124 | \$21.54 | \$14.49 | 0.33 | 5,289 | \$21.79 | \$13.91 | 3 | No | R | | | | | | |
| 433031 | | Bookkeeping, Accounting, and Auditing Clerks | 23.4% | 320 | \$20.25 | \$14.08 | 0.22 | 12,179 | \$20.40 | \$13.86 | 4 | Yes | R | | | | | | |
| 493031 | | Bus and Truck Mechanics and Diesel Engine Specialists | 88.2% | 26 | \$24.59 | \$18.10 | 1.26 | 1,594 | \$25.08 | \$18.05 | 3 | No | S | | | | | | |
| 533052 | | Bus Drivers, Transit and Intercity | N/A | N/A | N/A | N/A | 0.73 | 1,327 | \$20.76 | \$14.27 | 3 | No | S | | | | | | |

| SOC Code* HSHW** | | Occupational Title† | | Data Provided by DEO | | | | | | | | | Additional Labor Market Data Available | | | | | | |
|------------------|------|--|--------|----------------------|-----------------|------------------|-------|-----------------|-----------------|------------------|---|---------------------|--|---------------------|--------------|----------------|----------------|--------------|-------------|
| | | | | Regional | | | | Statewide | | | | FLDOE Training Code | In EFI Targeted Industry? | Qualifying Level*** | JobsEQ | | | | |
| | | | | Annual % Growth | Annual Openings | 2021 Hourly Wage | | Annual % Growth | Annual Openings | 2021 Hourly Wage | | | | | Current Empl | Mean Ann Wages | Online Job Ads | Total Demand | #Jobs Added |
| | | Mean | Entry | | | Mean | Entry | | | | | | | | | | | | |
| 271024 | | Graphic Designers | 31.0% | 24 | N/A | N/A | 0.70 | 1,716 | \$25.83 | \$16.87 | 4 | Yes | S | | | | | | |
| 499021 | | Heating, Air Conditioning, and Refrigeration Mechanics and Installers | 153.6% | 143 | \$21.93 | \$15.39 | 1.16 | 4,213 | \$22.52 | \$15.77 | 3 | No | R | | | | | | |
| 533032 | | Heavy and Tractor-Trailer Truck Drivers | 115.7% | 223 | \$20.45 | \$14.00 | 0.98 | 13,002 | \$21.62 | \$14.92 | 3 | Yes | R | | | | | | |
| 131071 | HSHW | Human Resources Specialists | 145.0% | 86 | \$28.61 | \$17.80 | 1.35 | 5,002 | \$31.42 | \$18.49 | 5 | Yes | R | | | | | | |
| 499041 | HSHW | Industrial Machinery Mechanics | 210.2% | 25 | \$27.25 | \$19.05 | 2.15 | 1,828 | \$26.07 | \$18.12 | 3 | Yes | S | | | | | | |
| 537051 | | Industrial Truck and Tractor Operators | 256.3% | 177 | \$19.04 | \$14.76 | 1.83 | 4,759 | \$19.30 | \$14.88 | 3 | Yes | R | | | | | | |
| 151212 | HSHW | Information Security Analysts | 283.0% | 6 | N/A | N/A | 4.14 | 1,047 | \$49.44 | \$30.80 | 3 | Yes | S | | | | | | |
| 413021 | | Insurance Sales Agents | 127.8% | 94 | N/A | N/A | 1.06 | 5,238 | \$28.19 | \$14.47 | 3 | Yes | S | | | | | | |
| 252012 | HSHW | Kindergarten Teachers, Except Special Education | 156.3% | 12 | N/A | N/A | 1.20 | 979 | \$28.39 | \$19.71 | 5 | No | S | | | | | | |
| 292061 | | Licensed Practical and Licensed Vocational Nurses | 202.6% | 167 | \$22.95 | \$19.44 | 1.57 | 3,969 | \$23.01 | \$18.96 | 3 | No | R | | | | | | |
| 132072 | HSHW | Loan Officers | -75.0% | 26 | \$35.09 | \$15.98 | 0.19 | 1,467 | \$35.86 | \$17.27 | 4 | Yes | S | | | | | | |
| 514041 | | Machinists | 187.9% | 36 | N/A | N/A | 1.36 | 1,125 | \$22.14 | \$15.46 | 3 | Yes | S | | | | | | |
| 131111 | HSHW | Management Analysts | 192.3% | 97 | \$40.52 | \$23.50 | 1.85 | 8,036 | \$41.63 | \$22.17 | 5 | Yes | R | | | | | | |
| 131161 | HSHW | Market Research Analysts and Marketing Specialists | 249.4% | 106 | \$30.34 | \$17.34 | 2.73 | 6,860 | \$32.99 | \$18.28 | 5 | Yes | R | | | | | | |
| 119111 | HSHW | Medical and Health Services Managers | 401.1% | 89 | \$47.10 | \$28.78 | N/A | N/A | N/A | N/A | 5 | No | R | | | | | | |
| 319092 | | Medical Assistants | 204.6% | 227 | \$16.88 | \$13.68 | 2.34 | 9,263 | \$17.06 | \$13.72 | 3 | No | R | | | | | | |
| 436013 | | Medical Secretaries and Administrative Assistants | 144.6% | 131 | \$17.18 | \$13.79 | 1.50 | 5,104 | \$17.21 | \$13.53 | 3 | No | R | | | | | | |
| 131121 | | Meeting, Convention, and Event Planners | 240.8% | 16 | N/A | N/A | 1.80 | 1,150 | \$25.39 | \$15.27 | 4 | Yes | S | | | | | | |
| 252022 | HSHW | Middle School Teachers, Except Special and Career/Technical Education | 134.2% | 87 | \$28.67 | \$21.27 | 1.22 | 2,908 | \$28.98 | \$20.31 | 5 | No | R | | | | | | |
| 493051 | | Motorboat Mechanics and Service Technicians | 167.3% | 34 | N/A | N/A | 1.12 | 507 | \$24.18 | \$15.78 | 3 | Yes | S | | | | | | |
| 151244 | HSHW | Network and Computer Systems Administrators | 97.9% | 17 | \$35.13 | \$21.99 | 1.34 | 1,592 | \$39.34 | \$24.60 | 4 | Yes | S | | | | | | |
| 472073 | | Operating Engineers and Other Construction Equipment Operators | 23.5% | 69 | \$19.96 | \$15.73 | 0.96 | 2,869 | \$21.27 | \$15.72 | 3 | No | R | | | | | | |
| 472141 | | Painters, Construction and Maintenance | 88.9% | 113 | N/A | N/A | 0.95 | 3,163 | \$18.62 | \$14.28 | 3 | No | S | | | | | | |
| 232011 | | Paralegals and Legal Assistants | 52.7% | 108 | \$23.37 | \$16.62 | 1.80 | 4,961 | \$25.93 | \$17.89 | 3 | Yes | R | | | | | | |
| 132052 | HSHW | Personal Financial Advisors | 26.2% | 32 | N/A | N/A | 0.57 | 1,939 | \$50.42 | \$20.04 | 5 | No | S | | | | | | |
| 372021 | | Pest Control Workers | 116.6% | 40 | N/A | N/A | 1.36 | 1,557 | \$18.60 | \$13.66 | 3 | No | S | | | | | | |
| 292052 | | Pharmacy Technicians | 129.0% | 54 | \$17.17 | \$13.74 | 0.96 | 2,629 | \$17.33 | \$13.75 | 3 | No | R | | | | | | |
| 319097 | | Phlebotomists | 209.3% | 31 | N/A | N/A | 2.29 | 1,214 | \$17.17 | \$13.78 | 3 | No | S | | | | | | |
| 312021 | HSHW | Physical Therapist Assistants | 335.2% | 37 | N/A | N/A | 3.39 | 1,330 | \$31.22 | \$22.28 | 4 | No | S | | | | | | |
| 472152 | | Plumbers, Pipefitters, and Steamfitters | 120.3% | 94 | \$23.17 | \$16.81 | 1.10 | 3,524 | \$23.13 | \$16.60 | 3 | No | R | | | | | | |
| 333051 | HSHW | Police and Sheriff/Es Patrol Officers | 62.5% | 55 | \$28.44 | \$21.43 | 0.60 | 3,358 | \$31.88 | \$22.46 | 3 | No | R | | | | | | |
| 251199 | HSHW | Postsecondary Teachers, All Other | N/A | N/A | N/A | N/A | 1.47 | 2,167 | \$33.81 | \$19.75 | 4 | No | S | | | | | | |
| 119141 | | Property, Real Estate, and Community Association Managers | 72.0% | 83 | \$30.23 | \$15.80 | 1.09 | 3,497 | \$32.01 | \$17.33 | 4 | No | R | | | | | | |
| 292034 | HSHW | Radiologic Technologists and Technicians | 140.6% | 43 | \$26.85 | \$20.37 | 1.39 | 1,359 | \$28.64 | \$20.96 | 3 | No | R | | | | | | |
| 291141 | HSHW | Registered Nurses | 172.9% | 387 | \$33.35 | \$25.96 | 1.53 | 13,568 | \$34.62 | \$26.50 | 4 | No | R | | | | | | |
| 291126 | HSHW | Respiratory Therapists | 310.1% | 21 | N/A | N/A | 3.03 | 742 | \$29.37 | \$24.46 | 4 | No | S | | | | | | |
| 472181 | | Roofers | 280.2% | 185 | N/A | N/A | 2.35 | 3,616 | \$19.63 | \$14.17 | 3 | No | S | | | | | | |
| 112022 | HSHW | Sales Managers | 34.1% | 35 | N/A | N/A | 1.37 | 2,575 | \$61.04 | \$30.43 | 5 | Yes | S | | | | | | |
| 414012 | | Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products | 74.1% | 230 | \$32.44 | \$15.96 | 0.83 | 9,474 | \$32.58 | \$16.02 | 3 | Yes | R | | | | | | |
| 414011 | HSHW | Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products | 37.7% | 34 | N/A | N/A | 1.05 | 2,619 | \$43.77 | \$21.11 | 3 | Yes | S | | | | | | |
| 252031 | HSHW | Secondary School Teachers, Except Special and Career/Technical Education | N/A | N/A | N/A | N/A | 1.22 | 3,890 | \$30.83 | \$21.75 | 5 | No | S | | | | | | |
| 413031 | HSHW | Securities, Commodities, and Financial Services Sales Agents | -6.3% | 68 | \$35.77 | \$19.04 | 0.49 | 3,393 | \$37.75 | \$18.80 | 5 | No | S | | | | | | |

CSRC Proposed Local Targeted Occupations List PY2023 - 2024

110 of 132 110 of 132

| SOC Code* HSHW** Occupational Title† | | Data Provided by DEO | | | | | | | | | | Additional Labor Market Data Available | | | | | | | |
|--------------------------------------|-------|---|-----------------|------------------|---------|-----------------|-----------------|------------------|----------------|---------------------|---------------------------|--|--------------|--|-----------------|--|--|--|--|
| | | Regional | | | | Statewide | | | | FLDOE Training Code | In EFI Targeted Industry? | Qualifying Level*** | JobsEQ | | | | | | |
| | | Annual % Growth | Annual Openings | 2021 Hourly Wage | | Annual % Growth | Annual Openings | 2021 Hourly Wage | | | | | Current | | 5-Year Forecast | | | | |
| Mean | Entry | | | Mean | Entry | | | Empl | Mean Ann Wages | Online Job Ads | Total Demand | #Jobs Added | Ann % Growth | | | | | | |
| 492098 | | Security and Fire Alarm Systems Installers | 39.5% | 9 | N/A | N/A | 2.00 | 687 | \$22.90 | \$16.23 | 3 | No | S | | | | | | |
| 472211 | | Sheet Metal Workers | 128.5% | 24 | N/A | N/A | 1.43 | 1,016 | \$21.68 | \$15.24 | 3 | Yes | S | | | | | | |
| 211018 | | Substance Abuse, Behavioral Disorder, and Mental Health Counselors | 265.2% | 59 | \$23.03 | \$16.01 | 2.37 | 2,200 | \$24.04 | \$15.52 | 5 | No | R | | | | | | |
| 292055 | | Surgical Technologists | 204.9% | 23 | N/A | N/A | 1.63 | 755 | \$23.10 | \$17.60 | 3 | No | S | | | | | | |
| 492022 | | Telecommunications Equipment Installers and Repairers, Except Line Installers | 62.8% | 47 | N/A | N/A | 1.41 | 2,320 | \$25.27 | \$16.05 | 3 | No | S | | | | | | |
| 499052 | | Telecommunications Line Installers and Repairers | 121.0% | 9 | N/A | N/A | 1.31 | 814 | \$22.57 | \$16.56 | 3 | No | S | | | | | | |
| 472044 | | Tile and Stone Setters | 182.3% | 26 | N/A | N/A | 2.06 | 777 | \$20.23 | \$14.53 | 3 | No | S | | | | | | |
| 131151 | | Training and Development Specialists | 146.5% | 67 | \$27.93 | \$15.79 | 1.58 | 2,558 | \$29.87 | \$17.25 | 5 | Yes | R | | | | | | |
| 113071 | HSHW | Transportation, Storage, and Distribution Managers | 107.4% | 10 | \$49.15 | \$26.02 | 1.45 | 757 | \$49.75 | \$28.08 | 4 | Yes | S | | | | | | |
| 514121 | | Welders, Cutters, Solderers, and Brazers | 172.3% | 47 | \$21.58 | \$16.65 | 1.35 | 1,917 | \$21.31 | \$15.86 | 3 | Yes | R | | | | | | |

AGENDA ITEM SUMMARY

| | |
|------------------------------|--|
| Title | Review and Approve Risk Evaluation Forms Subrecipient Services - WIOA Youth Services - PY 2023-2024 |
| Strategic Plans/Goals | Optimal Use of Resources |
| Policy/Plan/Law | Board Policy/Board Responsibility |
| Action Requested | Review and Approve Risk Evaluation Forms Subrecipient Services - WIOA Youth Services - PY 2023-2024 |
| Background | <p>CareerSource Research Coast entered into a multiple-year sub-recipient procurement to provide WIOA Youth Services.</p> <p>CSRC staff will report to the Board of Directors on the fiscal and programmatic risk evaluation and intent to renew the WIOA Youth Services contract with a current service provider or seek a new sub-recipient.</p> |
| Staff Recommendations | Review and Approve Risk Evaluation Forms Subrecipient Services - WIOA Youth Services - PY 2023-2024 |
| Supporting Material | Risk Evaluation Forms - Subrecipient Services |
| Board Staff | Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418 |

SUBRECIPIENT CONTRACT FINANCIAL RISK ASSESSMENT

Per 2 CFR 200.206 in Subpart C-Pre-Federal Award Requirements and Contents of Federal Awards, a risk assessment is required to be performed at the beginning of the contract period. This is done to determine if specific conditions (§200.208) need to be imposed.

NEW RENEWAL DATE: 05/22/2023 BY: Lisa Delligatti Lisa Delligatti Digitally signed by Lisa Delligatti
Date: 2023.05.22 13:07:59 -0400
(Signature & Print Name)

SERVICES PURCHASED: WIOA Youth Services CONTRACT TERM: 7/1/23-6/30/24 AMOUNT: \$800,000
SUBRECIPIENT ENTITY NAME/ADDRESS: Eckerd Connects 100 N. Starcrest Drive, Clearwater, FL 33765

Check the applicable box to the right by answering the below questions regarding the above subrecipient entity **for the period ending** 06/30/2023

| | YES | NO | COMMENTS |
|---|-------------------------------------|-------------------------------------|--|
| 1. Is the entity new to managing grant funds: | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 2. Has there been turnover in staff involved with the grant activity..... | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 3. Are personnel involved with the grant new/inexperienced in the grants area..... | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 4. Has the entity developed or implemented new or substantially changed systems..... | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 5. Is the entity involved in any active lawsuits, refer to most current audit report..... | <input checked="" type="checkbox"/> | <input type="checkbox"/> | The outcome of current litigation cannot be determined at the report date. Management believes any potential loss under these claims would be expected to fall within the Organization's insurance policy limits. + |
| 6. Is the entity currently suspended or debarred or have they been suspended or debarred in the past: | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 7. Were there any findings or violations from a prior audit..... | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 8. Has any on-site monitoring been performed in the recent years..... and, if so, what were the results of those monitoring visits | <input checked="" type="checkbox"/> | <input type="checkbox"/> | There were no findings or observations identified as a result of applying the procedures above to the sample selected. |
| Taylor Hall Miller and Parker last review in April of 2023 | | | |
| 9. Did the entity take timely and appropriate action on all monitoring deficiencies (per §200.332(d)(2))? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | None noted. + |
| 10. Has there been any federal awarding agency monitoring..... and, if so, what were the results, even if related to a different award: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| DEO monitoring noted no observations or findings for the WIOA Youth Program | | | |
| 11. Does the entity have an effective financial management system in place:..... | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 12. Does the accounting system identify the receipts and expenditures of programs separately for each award: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 13. Were invoices submitted timely: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 14. Was the contract budget followed: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

15. Recommendation Entity For Contract Renewal (to be completed for contract renewals only):

Yes, Recommended Yes, Recommended With Reservation
 No, Not Recommended

SUBRECIPIENT CONTRACT PROGRAMMATIC RISK ASSESSMENT

Per 2 CFR 200.206 in Subpart C-Pre-Federal Award Requirements and Contents of Federal Awards, a risk assessment is required to be performed at the beginning of the contract period. This is done to determine if specific conditions (§200.208) need to be imposed.

NEW RENEWAL DATE: 5/22/20 BY: Christina Coble Digitally signed by Christina Coble
Date: 2023.05.22 16:38:36 -0400
(Signature & Print Name)

SERVICES PURCHASED: WIOA Youth Services CONTRACT TERM: 07/01/2023-06/30/2024 AMOUNT: \$800,000

SUBRECIPIENT ENTITY NAME/ADDRESS: Eckerd Connects

Check the applicable box to the right by answering the below questions regarding the above subrecipient for the period ending 6/30/23.

| | EXCELLENT | GOOD | FAIR | POOR | |
|--|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--|
| 1. Timeliness of implementation of contracted services: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Follow through and completion of agreed upon expectations/services: | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. Professionalism during service provision: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. Quality of services provided & expertise of staff: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | YES | NO | N/A | | |
| 5. Were the required # of participants served: (contract renewals only) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | Data as of April indicates Eckerd is slightly behind with enrollments, but is in range to serve required number. |
| 6. Was the program implemented as stated in the contract: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 7. Is the entity determining eligibility: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 8. Is the entity meeting current reporting requirements: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 9. Is the entity meeting its measurable objectives and/or performance objectives; were deliverables met: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | Eckerd is on track in most areas and is in range to achieve goals as of most recent data received in April. |
| 10. Does the entity apprise of any potential delays or problems: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 11. Does the entity address customer complaints within a reasonable time: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 12. Has there been turnover in the entity's staff involved with the grant activity: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 13. Are personnel involved with the grant new/inexperienced in the grants area: | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | |
| 14. Has the subrecipient developed or implemented new or substantially changed systems: | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | |
| 15. Has any on-site monitoring been performed in the recent years. If yes, what were the results of those monitoring visits: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | No issues | | | | |
| 16. Did the entity take timely and appropriate action on all monitoring deficiencies | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | |

17. Recommendation Contractor For Contract Renewal (to be completed for contract renewals only):

Yes, Recommended Yes, Recommended With Reservation
 No, Not Recommended

AGENDA ITEM SUMMARY

| | |
|------------------------------|---|
| Title | Slate of Officers for PY 2023-2024 |
| Strategic Plans/Goals | Effective Utilization of Current and Timely Operational Intelligence for all Stakeholders |
| Policy/Plan/Law | Workforce Innovation and Opportunity Act (WIOA)/Role of LWDB's/Board By-Laws |
| Action Requested | Review and Approve Slate of Officers for Second 1-Year Term |
| Background | <p>The Board's By-Laws state that the Chairperson, Vice Chairperson, and Treasurer shall be appointed annually by the Board and shall serve a one (1) year term commencing July 1. The Chairperson's and the Vice Chairperson's terms shall be limited to two (2) consecutive one (1) year terms, and the Treasurer shall be limited to four (4) consecutive one (1) year terms. There are no limitations on the number of terms not in sequence or in different offices.</p> <p>Slate of Officers: Leslie Kristof - Chair Jim Brann - Vice Chair Maddie Williams - Treasurer</p> |
| Staff Recommendations | Review and Approve the Slate of Officers for PY 2023-2024 |
| Supporting Material | By-Laws of the Workforce Board of the Treasure Coast, LWDB20 BY-LAWS (careersourcerc.com) |
| Board Staff | <p>Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418</p> |

AGENDA ITEM SUMMARY

| | |
|------------------------------|---|
| Title | Chair's Report |
| Strategic Plans/Goals | Operational Intelligence |
| Policy/Plan/Law | Board Procedure |
| Action Requested | None - Information Only |
| Background | Leslie Kristof, Chairperson will share information at the meeting with the Board. |
| Staff Recommendations | N/A |
| Supporting Material | None - Information Only |
| Board Staff | Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418 |

AGENDA ITEM SUMMARY

| | |
|------------------------------|---|
| Title | President's Report |
| Strategic Plans/Goals | Operational Intelligence |
| Policy/Plan/Law | Board Procedure |
| Action Requested | None - Information Only |
| Background | Each meeting the President/CEO shares information with the Board on events and issues important for Board members to know. |
| Staff Recommendations | None - Information Only |
| Supporting Material | Presented at the Board Meeting |
| Board Staff | Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418 |

AGENDA ITEM SUMMARY

| | |
|------------------------------|---|
| Title | Board of Directors Membership Re-Certification |
| Strategic Plans/Goals | Administration & Strategic Planning |
| Policy/Plan/Law | Interlocal Agreement |
| Action Requested | None - Information Only |
| Background | <p>Board Members shall be appointed for fixed and staggered terms and may serve until their successors are appointed. After the initial staggered terms, the terms of Workforce Development Board Members shall be four (4) years. Any vacancy in the membership of the Workforce Development Board shall be filled in the same manner as the original appointment. Members may be reappointed for successive terms if the sponsoring organization agrees.</p> <p>The Consortium met on June 15, 2023, and approved the Board of Directors Membership Re-Certifications.</p> |
| Staff Recommendations | <p>Review Re-Certification for Pamela Burchell (BU), Wayne Olson (GRVRD), Dr. Timothy Moore (WOY/ETPC), Lorna Landherr (BU), Jose Capellan (WOV/GRO), Pete Tesch (BU/GRED), Jim Brann (BU)</p> <ul style="list-style-type: none">• BU - Business• GRVRD - Government Representative-Vocational Rehabilitation• WOY - Workforce Community-Based Organization Representing Youth• EPTC - Education and Training Provider-Institute of Higher Learning• WOY - Workforce Community-Based Organization Representing Veterans• GRO - Government Representative• GRED - Government Representative Economic Development |
| Supporting Material | LWDB Membership Roster PY23-24 |
| Board Staff | Brian Bauer President/CEO bbauer@careersourcerc.com (800) 482-4473 ext. 418 |

LOCAL WORKFORCE DEVELOPMENT BOARD (LWDB) MEMBERSHIP PY 23-24

LOCAL WORKFORCE DEVELOPMENT BOARD NAME: CareerSource Research Coast - 20

| NAME OF LWDB MEMBERS | COUNTY OF BUSINESS | WIOA PLAN-SECTORS OF FOCUS | AREA(S) OF REPRESENTATION | NOMINATING ORGANIZATION | ORIGINAL APPOINTMENT DATE | PERIOD OF APPOINTMENT | RENEWAL DATE | TERM LIMIT |
|------------------------|--------------------|----------------------------|---|--|---------------------------|-----------------------|--------------|------------|
| Werner Bols | | | BU - Business | Bols Construction | 07/01/83 | 07/01/22 06/30/26 | 07/01/26 | 06/30/29 |
| Pamela Burchell | | | BU - Business | Cleveland Clinic Indian River Medical Center | 01/28/08 | 07/01/23 06/30/27 | 07/01/27 | 06/30/29 |
| Helene Caseltine | | | BU - Business GRED - Government Rep- Economic Development | IRC Chamber of Commerce | 07/01/12 | 07/01/21 06/30/24 | 07/01/24 | 06/30/29 |
| Robert Cenk | | | BU - Business | Ce. Ce. Contracting | 09/28/15 | 07/01/21 06/30/24 | 07/01/24 | 06/30/29 |
| Wayne Olson | | | GRVRD - Government Representative-VR | DOE – Vocational Rehabilitation | 09/01/11 | 07/01/23 06/30/27 | 07/01/27 | 06/30/29 |
| Vacant (Pam Houghton) | | | BU - Business | | 07/01/23 | 07/01/23 06/30/27 | 07/01/27 | 06/30/31 |
| Dr. Tim Moore | | | WOY – Workforce-Community-Based Organization Representing Youth ETPC - Education and Training Provider - Higher Ed. | Indian River State College | 08/01/20 | 07/01/23 06/30/27 | 07/01/27 | N/A |
| Mike Kauffman | | | WOLO - Workforce-Labor Organization WOJ - Workforce-Joint Labor Mgmt. Apprenticeship Program | Local 402 Ironworkers | 07/01/22 | 07/01/22 06/30/26 | 07/01/26 | 06/30/30 |
| Terrance Moore | | | BU - Business | Moore Solutions Inc. | 07/01/12 | 07/01/21 06/30/24 | 07/01/24 | 06/30/29 |
| Lorna Landherr | | | BU - Business | Cleveland Clinic Martin Health Systems | 07/01/23 | 07/01/23 06/30/27 | 07/01/27 | 06/30/31 |
| Dr. Jon Prince | | | WOY – Workforce-Community-Based Organization Representing Youth WOJ - Workforce-Joint Labor Mgmt. Apprenticeship Program | St. Lucie Public Schools | 07/01/22 | 07/01/22 06/30/26 | 07/01/26 | N/A |

| NAME OF LWDB MEMBERS | COUNTY OF BUSINESS | WIOA PLAN-SECTORS OF FOCUS | AREA(S) OF REPRESENTATION | NOMINATING ORGANIZATION | ORIGINAL APPOINTMENT DATE | PERIOD OF APPOINTMENT | RENEWAL DATE | TERM LIMIT |
|--------------------------|--------------------|----------------------------|---|-------------------------------------|---------------------------|-----------------------|--------------|------------|
| Vacant (Jeanne McCall) | | | BU - Business | | 07/01/23 | 07/01/23 06/30/27 | 07/01/27 | 06/30/31 |
| David Freeland | | | WOLO - Workforce-Labor Organization | SLC Classroom Teachers' | 04/01/18 | 07/01/21 06/30/24 | 07/01/24 | N/A |
| Jose Capellan | | | WOV – Workforce-Community-Based Organization Representing Veterans GRO - Government Rep-Other | SLC Veteran Services | 11/01/20 | 07/01/23 06/30/27 | 07/01/27 | N/A |
| Peter Tesch | | | BU - Business GRED - Government Rep-Economic Development | SLC EDC | 06/25/14 | 07/01/23 06/30/27 | 07/01/27 | 06/30/29 |
| Larry Leet | | | GRO - Government Representative-Other | SLC BOCC | 11/01/22 | 01/01/23 12/31/23 | 01/01/24 | N/A |
| Maddie Williams | | | BU - Business | Treasure Coast Builders Association | 09/28/15 | 07/01/21 06/30/24 | 07/01/24 | 06/30/29 |
| Dr. David Moore | | | WOY - Workforce-Community Based Organizations Representing Youth ETPA - Education & Training Provider | Indian River County School District | 07/01/16 | 07/01/21 06/30/24 | 07/01/24 | N/A |
| Vacant (Angela Williams) | | | BU - Business | | 07/01/23 | 07/01/23 06/30/27 | 07/01/27 | 06/30/31 |
| Leslie Kristof | | | BU - Business ETPC - Education and Training Provider - Higher Ed. | Keiser University | 07/26/18 | 07/01/21 06/30/24 | 07/01/24 | 06/30/29 |
| Vacant (Jill Hansen) | | | BU - Business | | 07/01/23 | 07/01/23 06/30/27 | 07/01/27 | 06/30/31 |
| Vacant (Larry Hawes) | | | BU - Business | | 07/01/23 | 07/01/23 06/30/27 | 07/01/27 | 06/30/31 |
| Jim Brann | | | BU - Business | The Porch Factory | 03/11/20 | 07/01/23 06/30/27 | 07/01/27 | 06/30/29 |
| Michael Maine | | | WOY - Workforce-Community- Based Organizations Representing Youth ETPA - Education and Training Provider - Adult Ed. | Martin County School District | 07/01/23 | 07/01/23 06/30/27 | 07/01/27 | N/A |

AREA(S) OF REPRESENTATION CODES

BU – Business

WOLO – Workforce-Labor Organization

WOJ – Workforce-Joint labor-management Apprenticeship Program

WOD – Workforce-Community-based Organizations representing Individuals with Disabilities (optional)

WOV – Workforce-Community-based Organizations representing Veterans (optional)

WOY – Workforce-Community-based Organizations representing Youth (optional) ETPA – Education and Training Provider-Adult Education and Literacy

ETPC – Education and Training Provider-Institution of Higher Education ETPO – Education and Training Provider-Other Providers (optional) GRED – Government Representative-Economic Development

GRES – Government Representative-Employment Service GRVRD – Government Representative-Vocational Rehabilitation GRO – Government Representative-Other (optional)

OTHER – Other (please specific group/program being represented) (optional)

NOTE: No less than 20% of the members shall be representatives of the workforce within the LWDA be in Labor/Apprenticeships. (WOLO, WOJ, WOD, WOV, WOY

AGENDA ITEM SUMMARY

| | |
|------------------------------|---|
| Title | Appointment of Directors Nominated to the Workforce Development Board of the Treasure Coast |
| Strategic Plans/Goals | Administration & Strategic Planning |
| Policy/Plan/Law | Interlocal Agreement |
| Action Requested | None - Information Only |
| Background | <p>Board Members shall be appointed for fixed and staggered terms and may serve until their successors are appointed. All appointments shall be for a term of four (4) years. All non-mandated members whose terms expire must be reappointed by the Consortium. Directors may be reappointed for one (1) additional term. A Director's service is not to exceed a total of two (2) consecutive terms of eight (8) years. Appointed Directors who represent governmental entities are exempt from term limit definition.</p> <p>The Consortium met on June 15, 2023, and approved the appointment of Directors nominated to the Workforce Development Board of the Treasure Coast:</p> <p>William Armstead, Boys & Girls Club (BU), Kevin Staten, Bank of America (BU), Katie Sterling, Freshco/Indian River Select (BU), Dori Stone, IRC Chamber of Commerce (BU).</p> |
| Recommendations | None - Information Only |
| Supporting Material | None |
| Board Staff | Brian Bauer President/CEO bbauer@careersourcerc.com (800) 482-4473 ext. 418 |

AGENDA ITEM SUMMARY

| | |
|------------------------------|---|
| Title | Open to the Board |
| Strategic Plans/Goals | Operational Intelligence |
| Policy/Plan/Law | Board Procedure |
| Action Requested | Discussion |
| Background | This agenda item gives Board members the opportunity to introduce issues for general discussion, make announcements pertinent to the Board or provide feedback. |
| Staff Recommendations | None - Information Only |
| Supporting Material | None |
| Board Staff | Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418 |

AGENDA ITEM SUMMARY

| | |
|------------------------------|---|
| Title | Open to the Public |
| Strategic Plans/Goals | Operational Intelligence |
| Policy/Plan/Law | Board Procedure |
| Action Requested | Discussion |
| Background | At each meeting the public is given the opportunity to address the Board on any issues applicable to the Board. |
| Staff Recommendations | N/A |
| Supporting Material | None - Information Only |
| Board Staff | Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418 |