



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 Leslie Kristof, Chair, 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

6/29/2023
Date

collaborate.
innovate.
lead.

