



# Board of Directors Meeting Minutes

**August 30, 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. Review and Approve WIOA Youth - Services Subrecipient Contract for PY 2023-2024
6. Review and Approve Board Member UPDATED Contract/COI Exemption Request PY 2023-2024
7. Review and Approve One-Stop Operator - RFP 23-002-OSO.
8. Review and Approve Executive Staff Annual Performance-Based Bonus Recommendation - PY 2022-2023
9. Consent Agenda
  - a. Review and Approve June 28, 2023, Board of Directors Meeting Minutes
  - b. Review and Approve July 18, 2023, Youth Council Meeting Minutes
  - c. Review and Approve July 26, 2023, Program and Services Meeting Minutes
  - d. Review and Approve August 11, 2023, Executive Meeting Minutes
    - i. Review and Approve Financial Statements - May and June 2023
    - ii. Review and Approve WIOA Youth - Incentive Payment Policy Revisions
    - iii. Review and Approve WIOA Youth - Supportive Services Policy Revisions
    - iv. Review and Approve WIOA - Individual Training Account Policy Revisions
    - v. Review and Approve Board/Committee UPDATED Schedule for PY 2023-2024

## **Information/Discussion**

10. LWDB 20 Primary Indicators of Performance for Program Year (PY) 2022-2023 4th Qtr
11. Review LWDB 20 Budget FINAL - PY 2023-2024
12. One-Stop Operator Report 4<sup>th</sup> Quarter PY 2022-2023
13. Chair's Report
14. President's Report
  - a. Legislative/CareerSource Florida Updates
15. Open to the Board
16. Open to the Public
17. Adjournment

**Members Present**

Leslie Kristof                      Lorna Landherr                      William Armstead  
Larry Leet

**Members Participating by Teleconference**

Werner Bols                      Maddie Williams                      Tracey Miller  
Aliesha Seitz                      Bill Solomon                      Terrance Moore  
Jim Brann                      Kevin Staten                      Jose Capellan  
Wayne Olson                      Bob Cenk                      Helene Caseltine  
Pamela Burchell                      Terrance Moore

**Members Absent (Excused)**

David Freeland                      Mike Kauffmann                      Christie Shields  
Pete Tesch                      Dori Stone

**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**

Leslie Kristof, Chair, called the meeting to order at 8:05 a.m. The Board recited the Pledge of Allegiance. A quorum was established.

**Agenda Item 4 - Declarations of Conflicts of Interest (COI):**

Leslie Kristof, Chair, asked if there were any Conflicts of Interest related to the specific agenda items numbered 5 through 19, excluding item number 6. None were declared.

**Agenda Item 5 - Review and Approve WIOA Youth - Services Subrecipient Contract for PY 2023-2024:**

Brian Bauer, President/CEO, explained that CareerSource Research Coast (CSRC) is working with Eckerd Youth to renew the contract for PY 2023-2024 (3 of 5 years of RFP term).

Mr. Bauer explained that CSRC and Eckerd had reviewed the PY 2022-2023 Statement of Work and discussed changes for the upcoming PY 2023-2024. Both parties updated the Statement of Work for PY 2023-2024, and a final contract was completed.

Mr. Bauer stated that Eckerd Youth will be awarded \$800,000, an increase from last year’s award of \$750,000.

Performance expectations were increased to 70 additional enrollments (comprised of 53 Out-of-School Youth and 17 In-School Youth) for Work Experiences and/or Internships during PY 23-24. Toward that goal, Internships no longer require a time frame of 6-8 weeks for completion.



Instead, the duration will be driven by the hours (140-192) worked, allowing the participants more flexible schedules.

A motion was made by Larry Leet to approve the WIOA Youth Services Subrecipient Contract for PY2023-2024, as presented. Christie Shields seconded the motion. The motion passed unanimously.

**Agenda Item 6 - Review and Approve Board Member UPDATED Contract/COI Exemption Request PY 2023-2024:**

Bauer, President/CEO, stated that annually, the LWDBs must disclose any/all board members who receive workforce-related services and/or approved contracts/agreements. Exceptions to contracting with board members include workforce training services offered by CSRC, such as Work Experience, OJT, and ITA. These services include training providers, on-the-job training contracts for private businesses and our lease/facility use agreements with St. Lucie Public Schools and Ft. Pierce - Garden City career center, as well as the School District of Indian River County for our Facilities Use Agreement for the Eckerd Connects Career Center at Treasure Coast Technical College (TCTC).

All contracts must be approved by 2/3rds of the board members present with a quorum having been established. Documents for any contract over \$10,000 must be sent to FloridaCommerce for prior approval before execution. Any contract under \$10,000 must be approved by the board members only. CSRC is required to submit to FloridaCommerce, but prior approval is not required for contracts under the \$10,000 threshold.

A motion was made by Larry Leet to approve the Board Member Exemption Request for Boys & Girls Club of St. Lucie County - Approved Training Provider Agreement - Under \$30,000, as presented. Werner Bols seconded the motion. The motion passed unanimously, with board member William Armstead abstaining.

**Agenda Item 7 - Review and Approve One-Stop Operator - RFP 23-002-OSO:**

Tracey McMorris, Vice President of Operations, COO, explained that CareerSource Research Coast released a Request for Proposal on June 13, 2023, to accept proposals from vendors to provide One-Stop Operator Services for the period of 9/01/2023 through 6/30/2027.

CSRC received one (1) proposal from Workforce Coordination Consulting that first passed technical review and was then rated by Board Member Bob Cenk, Vice President of Operations/COO Tracey McMorris, and Director of Programs Shelly Batton.

The RFP/RFQ Rating Team Compilation is being proposed to the Board for review and approval. Based on the cumulative rating score of the team, Workforce Coordination Consulting has been determined the most advantageous contract award for CSRC.

A motion was made by Werner Bols to approve the One-Stop Operator - RFP 23-002-OSO, as presented. Terrance Moore seconded the motion. The motion passed unanimously.

**Agenda Item 8 - Review and Approve Executive Staff Annual Performance-Based Bonus Recommendation - PY 2022-2023:**

Brian Bauer, President/CEO, explained that per the current DEO Grantee/Sub-Grantee Agreement, no changes to compensation for the board's executive staff are allowed without documented Board approval and must align with local policies and procedures.

Mr. Bauer recommended to the Board for Tracey McMorris, COO, and Lisa Delligatti, CFO, to receive up to a 5% performance bonus for PY 2022-2023. CSRC's Employee Bonus Policy allows for non-discretionary, performance-based, year-end bonuses for all CSRC staff not to exceed 5% of an employee's annual salary.

A motion was made by Larry Leet to approve the Executive Staff Performance-Based Bonuses - PY 2022-2023, as presented. William Armstead seconded the motion. The motion passed unanimously.

**Agenda Item 9 - Consent Agenda:**

Leslie Kristof, Chair, presented the Consent Agenda and asked members if any items needed further discussion.

With no further discussion, a motion was made by Larry Leet to approve the Consent Agenda, as presented. Christie Shields seconded the motion. The motion was passed unanimously.

**Agenda Item 10 - Review LWDB 20 Primary Indicators of Performance for Program Year (PY) 2022-2023 4th Quarter:**

Brian Bauer, President/CEO, presented CSRC Primary Indicators of Performance for PY 2022-2023 4th Quarter. Mr. Bauer explained that the areas highlighted in blue reflect those performance goals exceeded (greater than 100% of negotiated). Likewise, goals highlighted in green show that performance goals were met (90-100% of negotiated), and those reflected in yellow still need to be met (less than 90% of negotiated) by CSRC.

The numbers in WIOA Adult, Dislocated Worker, and Wagner-Peyser programs reflect that performance goals have been either exceeded or met. WIOA Youth program shows that we did not meet the performance goals for the 4th quarter under the Employed 2nd Quarter After Exit category.

Mr. Bauer stated that a strategic approach has been developed to monitor and manage these two metrics as we advance and are confident that performance in this area will improve.

**Agenda Item 11 - Review LWDB 20 Budget - FINAL - PY 2023-2024:**

Brian Bauer, President/CEO, explained that the Board approves a budget annually for the following program year. Board Staff has received final allocations for the WIOA, Wagner Peyser, and Welfare Transition programs for PY 2023-2024. Based on this information, the Finance department met with Executive Management staff and drafted a final budget to present to the Board of Directors.

Lisa Delligatti, CFO, shared a breakdown of the following PY 23-24 Budget Expenditures by Category:

- Administrative: \$601,836.
- Other Operating Costs: \$747,655.
- One Stop Costs: \$458,387.
- Training: \$1,652,364
- Supportive Services non-ITA: \$28,885.
- Salaries and Benefits: \$3,225,192.
- WIOA Youth Contracts: \$800,000.

Brian Bauer, President/CEO, stated that the Individual Training Account (ITA) waiver has increased from \$25% to 40%. CareerSource Research Coast has implemented a local policy change to reflect an increase in the current ITA maximum investment amounts.

- Tier 1 - Was up to \$3,500. Increased up to \$5,000.
- Tier 2 - Was up to \$5,000. Increased up to \$10,000.

**Agenda Item 12 - Review the One-Stop-Operator Report - 4th Quarter's PY 2022-2023:**

Shelly Batton, Director of Programs, presented the On-Stop-Operator (OSO) reports for the 4<sup>th</sup> quarter of PY22-23. Ms. Batton explained that all partners were back in the Ft. Pierce - Garden City career center.

Gregory MacDonald, the new Comprehensive Center Manager, met with all the partners to discuss the delivery of services and the referral process. A total of 38 referrals took place in the 4<sup>th</sup> quarter.

The first in-person meeting since COVID took place last month. Ms. Batton stated it was a robust discussion, and the partners were fully engaged.

Still to be implemented are the Customer Satisfaction Surveys that will be ready for delivery by next quarter.

**Agenda Item 13 - Chair's Report:**

Leslie Kristof, Chair, welcomed the newly appointed members of the Board:

- William Armstead, Boys & Girls Club of St. Lucie County
- Lorna Landherr, Cleveland Clinic Martin Health
- Kevin Staten, Bank of America
- Dori Stone, Indian River County Chamber of Commerce
- Tracey Miller, Designee for Michael Maine, Superintendent, Martin County School District

Ms. Kristof invited the new board members to serve on one of our two standing committees: The

Programs & Services Committee or the Youth Council. She asks that they contact Jennifer Eimann at [jeimann@careersourcerc.com](mailto:jeimann@careersourcerc.com) for further information.

Ms. Kristof stated that she will attend the Workforce Development Professional (WDP) Summit in Orlando, September 18-20, 2023. The WDP Summit coincides with the CareerSource Florida Board and council meetings.

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

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

- 2023 Workforce Professional Development Summit - Mr. Bauer informed board members that he would attend the September 2023 Workforce Professional Development (WDP) Summit in Orlando and the CareerSource Florida (CSFL) Board of Directors and Council meetings. In addition, CareerSource Research Coast is sending 15 staff members to the WDP Summit.

Mr. Bauer stated that he still had one opening for a committee member to attend the Summit. Werner Bols noted that he would like to participate this year. Mr. Bauer asked Ms. Eimann to contact Mr. Bols and provide specific information.

- 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.

The intent is to have the new boards in place by July 1, 2024.

CareerSource Florida professional team and the Department of Commerce (FloridaCommerce) in collaboration with the Governor's REACH Office and local workforce development boards, are working on Pillar 2 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.

Under Pillar 3 and by December of 2023, local workforce development boards have been asked to submit 2 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. CSRC is part of this recommendation pilot by working with CS Palm Beach in serving as a proposed Regional Planning Area.

The Governor's REACH Office would like the 2 proposed regional planning areas in place by June 1, 2024.

Mr. Bauer hopes to receive more guidance at CareerSource Florida Board/Council meetings in September 2023.

Business Services - Mr. Bauer announced that Christina Coble has accepted the position of Business Services Manager. Ms. Coble joined CareerSource Research Coast in 2013, and over the past ten years, she has shown remarkable commitment and versatility in various roles.

With no further items to discuss, Leslie Kristof, Chair, made a motion for adjournment. All members agreed, and the meeting was adjourned at 8:52 a.m.

**The next Board of Directors Meeting will be held on November 1, 2023**

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**STAFF CERTIFICATION**

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

11/1/2023

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

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Date