



Executive Committee Meeting Minutes

October 13, 2023

Opening Remarks

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

Voting Items

3. Consent Agenda
 - a. Review and Approve Supplemental Nutrition Assistance Program (SNAP) - Requirements Policy Revisions
4. Review and Approve Financial Reports for July and August - PY 2023-2024
5. Review and Approve Local Targeted Occupations List (LTOL) for 2nd Quarter - PY 2023-2024
6. Review and Approve Internal Control Questionnaire (ICQ) - PY 2023-2024
7. Review and Approve Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs - July 1, 2023- June 30, 2024
8. Other Business
 - a. St. Lucie County Comprehensive Center Discussion
 - b. Organizational Chart Direct Services Model - PY 2023-2024
 - c. CareerSource Research Coast (CRSC) Succession Plan Update
 - d. CareerSource Florida Board of Directors
 - i. Letter Grades - 4th Quarter PY 2022-2023
 - ii. Strategic Policy - Regional Planning Areas
 - iii. Strategic Policy - Education and Industry Consortiums
 - iv. Administrative Policy - Eligible Training Provider List
9. Adjournment

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Members Present:

Leslie Kristof

Members Participating by Teleconference:

Werner Bols Pamela Burchell Jim Brann
Maddie Williams

Members Excused

Terrance Moore Bob Cenk

Administrative Staff Present/Teleconference:

Brian Bauer Lisa Delligatti Jennifer Eimann
Gerard Melville

Call to Order:

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

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

Leslie Kristof, Chair, asked if there were any Conflicts of Interest. None were declared.

Agenda Item 3 - 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 Werner Bols to approve the Consent Agenda as presented. Pamela Burchell seconded the motion. The motion was passed unanimously.

Agenda Item 4 - Review and Approve Financial Reports for July and August - PY 2023-2024:

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

- New Grant - 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 was refunded for PY 2023-2024, and CareerSource Research Coast received \$62,500.
- 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 ended on June 30, 2023, and will not be refunded for PY 2023-2024.
- FATES - Total funding that rolled over from PY 2022-2023 was \$156,308.



- National Dislocated Worker Grant (NDWG) Hurricane Ian - The grant ended on June 30, 2023. As a result, \$112,000 was de-obligated.
- State Individual Training Account (ITA) Requirement - CareerSource Research Coast (CSRC) is currently at 36% of the State ITA requirement, which is 40%.

A motion was made by Werner Bols to approve the Financial Reports for July and August - PY 2023-2024, as presented. Maddie Williams seconded the motion. The motion passed unanimously.

Agenda Item 5 - Review and Approve Local Targeted Occupations List (LTOL) for 2nd Quarter of PY 23-24:

Brian Bauer, President/CEO, explained that 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.

Staff reviewed local labor market information and resources regarding the LTOL. There is no recommended addition of occupations to the 2nd Quarter of PY 2023-2024 list. Staff recommend approval of this LTOL for the 2nd Quarter of PY 2023-2024.

A motion was made by Jim Brann to approve the Local Targeted Occupations List for the 2nd Quarter of PY 23-24, as presented. Maddie Williams seconded the motion. The motion passed unanimously.

Agenda Item 6 - Review and Approve Internal Control Questionnaire (ICQ) - PY 2023-2024:

Brian Bauer, President/CEO, explained that The Internal Control Questionnaire (ICQ) has been developed by the Department of Economic Opportunity (DEO) as a self-assessment tool for the agency's sub-recipients to help evaluate whether a system of sound internal control exists within an organization.

Each year, the LWDBs are required to submit the ICQ to DEO that demonstrates its commitment to integrity and ethical values. The ICQ is submitted to DEO by the President/CEO of the organization. Responses should reflect the entity's management team's knowledge and perspective of the controls in place as of the time the questionnaire is completed.

Mr. Bauer stated that the ICQ reflects that LWDB 20 is strong in most categories. One Item that will be looked at further by the Board and the Executive team is the succession plans for senior management. Mr. Bauer stated that once the ICQ is approved, it will be presented to the Board of Directors at the November 1, 2022, meeting.

A motion was made by Jim Brann to approve the Internal Control Questionnaire - PY 2023-2024, as presented. Werner Bols seconded the motion. The motion passed unanimously.



Agenda Item 7- 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 complete expenditure of the WIOA Adult - 2023 funding prior to June 2024. Therefore, CSRC is requesting the ability to utilize \$645,150 of WIOA Dislocated Worker funding to cover PY 2023-2024 Adult expenditures.

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

Agenda Item 8a - St. Lucie County Comprehensive Center Discussion:

Brian Bauer, President/CEO, reiterated that the St. Lucie Comprehensive Center was moved to Avenue Q, Ft. Pierce, in June 2023. However, the age of the current building and the repairs needed no longer make it a viable location to house the Comprehensive Center.

As a result, Mr. Bauer presented a Letter of Intent to lease Units A-C at 4152 Okeechobee Road, Ft. Pierce. Mr. Bauer is in negotiations for this new location. The intent is to finalize the contract by January 2024.

Agenda Item 8b - Organizational Chart Direct Services Model - PY 2023-2024:

Brian Bauer, President/CEO, presented the Organizational Chart for LWDB 20. The chart reflects the internal structure of CSRC. The employees and positions are represented.

Agenda Item 8c - CareerSource Research Coast (CRSC) Succession Plan Update:

Brian Bauer, President/CEO, explained that succession planning is a process of systematically and deliberately preparing for future leadership changes in key positions. The process may identify potential replacements and provide strategies for developing and/or hiring individuals to meet future needs. The plan serves as a guideline for addressing changes in key leadership.

Mr. Bauer stated that key positions are the President/CEO, Vice President of Operations/COO, Chief Financial Officer/CFO, Director of Programs, Director of Information Technology, Career Center Managers, Business Services, and Program Managers. These positions may be filled from within by promoting employees who were adequately prepared to assume the duties of the higher position.

The plan was last updated in 2017. Mr. Bauer and his staff are working to update the current plan's language, titles, and information.

Agenda Item 8di - Letter Grades - 4th Quarter PY 2022-2023:

REACH Act Update - Letter Grade Performance - Brian Bauer, President/CEO, explained that CareerSource Florida offered updates on the most recent data regarding the LWDBs quarter-four performance for PY 2022-2023. The CareerSource Florida website is updated quarterly as the data becomes available. LWDB 20 achieved a letter grade of A- (90.58%).

Agenda Item 8dii - Strategic Policy - Regional Planning Areas:

Brian Bauer, President/CEO, stated that the State board passed the Strategic Policy. The policy operationalizes one of the three pillars of the Florida Workforce System Transformation Plan in accordance with the REACH Act. This Strategic Policy defines the goals and requirements for Florida's Regional Planning Areas to promote workforce system alignment with education and economic development and optimize regional growth opportunities.

Currently, two to three regional planning areas could start the implementation process of the regional planning areas, of which LWDB 20 will be part. Mr. Bauer stated that LWDB 20 offered to be a pilot as one of the two to three regional planning areas that will be in place by July 1, 2024. CareerSource Research Coast (CSRC) will partner with CareerSource Palm Beach in this process. There are already components in place that make this workforce alliance make sense, such as:

- Treasure Coast Regional Planning Council
- Commuting Patterns
- Business Structure and Industries Sectors Align

Agenda Item 8diii - Strategic Policy - Education and Industry Consortiums:

Brian Bauer, President/CEO, stated that Senate Bill 240 requires each local workforce development board to create an education and industry consortium composed of representatives of educational entities and businesses in the designated service delivery area. The Strategic Policy defines the requirements for consortium membership and quarterly reporting.

Leslie Kristof, Chair, asked the committee members to provide input on possible candidates who meet the criteria described in the policy for appointment to the consortium.

Agenda Item 8div - Administrative Policy - Eligible Training Provider List:

Brian Bauer, President/CEO, stated that this policy was revised to implement a critical system-wide improvement included in the Florida Workforce System Transformation Plan and describes the state policy on enforcement of Eligible Training Providers, including denials, deactivation, removal, loss of eligibility, re-application, and the appeals process for local workforce development boards and providers.

Moreover, the Eligible Training Provider List will be driven at the state level. As a result, this will open training opportunities and more choices for job seekers.

Mr. Bauer stated that there would be more information forthcoming from the state.



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 8:57 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

11/1/2023
Date

