



Board of Directors Meeting Minutes

November 1, 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 Acceptance of Financial Statements Audit - June 30, 2023, and 2022
6. Consent Agenda
 - a. Review and Approve August 30, 2023, Board of Directors Meeting Minutes
 - b. Review and Approve September 27, 2023, Program and Services Meeting Minutes
 - c. Review and Approve October 13, 2023, Executive Meeting Minutes
 - I. Review and Approve Financial Reports for July and August - PY 2023-2024
 - II. Review and Approve Internal Control Questionnaire (ICQ) - PY 2023-2024
 - III. Review and Approve Supplemental Nutrition Assistance Program (SNAP) - Requirements Policy Revisions
7. Review and Approve Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs - July 1, 2023 - June 30, 2023
8. Review and Approved Local Targeted Occupations List (LTOL) for 2nd Quarter - PY 2023-2024

Information/Discussion

9. LWDB 20 One-Stop Operator Quarterly Report 1st Quarter - PY 2023-2024
10. Department of Commerce (FLORIDACOMMERCE) Financial and Programmatic Compliance Monitoring Review - PY 2022-2023
11. Chair's Report
12. President's Report
 - a. St. Lucie County Comprehensive Center Discussion
 - b. CareerSource Research Coast Succession Plan
 - c. CareerSource Florida Board of Directors
 - i. Letter Grade Performance 4th Quarter - PY 2023-2024
 - d. CareerSource Florida Approved Policies
 - i. Strategic Policy - Regional Planning Areas
 - ii. Strategic Policy - Education and Industry Consortia
 - iii. Administrative Policy - Eligible Training Provider List
13. Open to the Board
14. Open to the Public
15. Adjournment

Members Present

Leslie Kristof Maddie Williams Larry Leet
Jose Capellan

Members Participating by Teleconference

Werner Bols Dori Stone Tracey Miller
Aliesha Seitz Lorna Landherr Pamela Burchell
Jim Brann William Armstead Mike Kauffmann
Bob Cenk Wayne Olson

Members Absent (Excused)

David Freeland Hele Caseltine Pete Tesch
Bill Solomon Kevin Staten
Christie Shields Terrance Moore

Members Absent (Unexcused)

None

Staff in Attendance (Teleconference and On-site)

Brian Bauer Tracey McMorris Lisa Delligatti
Shelly Batton Melvin Joseph 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 any items on the agenda had a conflict of interest. No conflicts of interest were declared.

Agenda Item 5 - Review and Approve Acceptance of Financial Statements Audit - June 30, 2023, and 2022:

Corrine LaRoche Partner/CPA with James Moore Certified Public Accountants and Consultants, Presented the overall findings for the audit of financial statements for June 30, 2023, and 2022.

Audit Reports:

- Report on Financial Statements (pages 1-2), Unmodified Opinion
- Report on Internal Control and Compliance (pages 25-26), No findings
- Report on Compliance for Major Federal Program (pages 27-28), No findings
- Financial Highlights - Revenues General Fund 2023 \$5,946,882
- Federal Grants: Decrease \$971,975 (14% from prior year)
- Local Grants: Increase \$13,995 (7% from prior year)
- Charges for Services: Decrease \$32,584 (29% from prior year)
- Expenses Full Accrual 2023 - \$5,948,841
- No audit findings for the year ending June 30, 2023, 2022

A motion was made by Bob Cenk to approve the Acceptance of Financial Statements Audit - June 30, 2023, and 2022, as presented. Werner Bols seconded the motion. The motion passed unanimously.

Agenda Item 6 - 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. Jose Capellan seconded the motion. The motion was passed unanimously.

Agenda Item 7 - Review and Approve Review and Approve Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs - July 1, 2023 - June 30, 2023:

Brian Bauer, President/CEO, reiterated that the Department of Commerce (FLORIDACOMMERCE) and the State Workforce Development Board grant the authority, on behalf of the Governor, to allow Local Workforce Development Boards (LWDBs) 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 of the WIOA Adult - 2023 funding prior to June 2024. Therefore, CSRC is requesting the ability to utilize \$645,150 of WIOA Dislocated Worker 2023 funding to cover PY 2023-2024 Adult expenditures.

With no further discussion, a motion was made by Dori Stone to approve the Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs - PY 2023-2024, as presented. Jose Capellan seconded the motion. The motion passed unanimously.

Agenda Item 8 - Review and Approve the Local Targeted Occupations List (LTOL) - 2nd Quarter of PY 2023-2024:

Tracey McMorris, Vice President of Operations/COO, explained that 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.

For On-The-Job Training (OJT) opportunities to be offered in these industries, the occupations must be represented on the Local Targeted Occupations List (LTOL). As a result, staff reviewed local labor market information and resources regarding the LTOL and are not deleting or adding any occupations to the LTOL for the 2nd Quarter of PY 2023-2024.

A motion was made by Jose Capellan to approve the LTOL for the 2nd Quarter of PY 2023-2024, as presented. Larry Leet seconded the motion. The motion passed unanimously.



Agenda Item 9 - Review the One-Stop-Operator (OSO) Report - 1st Quarter PY 2023-2024:

Shelly Batton, Director of Programs, presented the On-Stop-Operator (OSO) reports for the 1st quarter of PY23-24. Ms. Batton explained that the OSO contract was awarded to Workforce Coordination Consulting, LLC. Glenda Harden and Eleanor Eberhart-Chin signed the contract on October 5, 2023, and will perform the work as identified for the period of October 5, 2023, through June 30, 2024.

Ms. Batton stated 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 31 referrals took place in the 1st quarter.

The first in-person meeting since COVID-19 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 10 - Department of Commerce (FLORIDACOMMERCE) Financial and Programmatic Compliance Monitoring Review - PY 2022-2023:

Brian Bauer, President/CEO, explained that FLORIDACOMMERCE conducted a monitoring review January 10-13, 2023, to ensure that programs comply with federal/state/local regulations and policies.

Mr. Bauer reported that there were no findings, observations, or other noncompliance issues (ONIs) on the fiscal side. There were seven findings within the programs for the current year:

- Workforce Innovation and Opportunity Act (WIOA) - 0 findings
- Welfare Transition (WT) - 0 findings
- RESEA - 0 findings
- Supplemental Nutrition Assistance Program (SNAP) Employment and Training - 2 findings
- Wagner-Peyser (WP) - 3 findings
- Migrant and Seasonal Farmworker (MSFW) - 2 findings

Tracey McMorris, COO, added that the findings attached to Wagner-Peyser are related to our newest program, Reemployment Services and Eligibility Assessment (RESEA), and staff working with this program for the first time.

Agenda Item 11 - Chair's Report:

Leslie Kristof, Chair, shared that she attended the September 2023 Workforce Professional Development (WDP) Summit in Orlando and the CareerSource Florida (CSFL) Board of Directors and Council meetings. One of the items discussed was the CareerSource Florida Education and Industry Consortium Strategic Policy, Senate Bill 240, which requires each local workforce development board (LWDB) to create an education and industry consortium composed of representatives of educational entities and businesses (industry) in the designated service delivery area. CSRC defines five industry sectors of focus: Advanced Manufacturing, Logistics and Distribution, Healthcare, Skilled Trades, and Professional Services.



Ms. Kristof asked the board members to assist in the search for qualified individuals to sit on the Education and Industry Consortium. The chair of the LWDB will appoint the consortium members. Consortium member's two-year terms will begin January 1, 2024, and names must be presented to the CareerSource Florida Board of Directors in early December 2023.

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 attended the September 2023 Workforce Professional Development (WDP) Summit in Orlando and the CareerSource Florida (CSFL) Board of Directors and Council meetings along with Leslie Kristof and Werner Bols.

Mr. Bauer expanded on creating an education and industry consortium previously discussed by Ms. Kristof. Mr. Bauer felt confident that representatives for the educational entities could be found via the already existing Workforce Readiness Taskforce. We are looking for ten individuals to serve.

We have three Career & Technical Education (CTE) representatives who serve as designees for the Superintendents of all three school boards (Martin, St. Lucie, and Indian River Counties), and Bill Solomon, who serves as a Designee for Indian River State College President Dr. Timothy Moore. These individuals would meet the requirements put forth in the CareerSource Florida Education and Industry Consortium Strategic Policy. Moreover, the Strategic Policy defines the requirements for consortium membership and quarterly reporting.

As for the business sectors, we will have to look to our associations to vet individuals to serve on the consortium. Again, if individuals already sit on the Work Readiness Taskforce and are in Human Resources, Management, or above, these would be viable candidates for the consortium.

- St. Lucie County Comprehensive Center:

Brian Bauer 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 Unit 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.

- CareerSource Florida Succession Plan:

Mr. Bauer explained that a copy of the current CareerSource Research Coast Succession Plan is provided in the board members' packet for their review and comment. The plan needs to be updated and should focus on the President/CEO, Vice president of Operations/COO, and Chief Financial Officer.

- REACH Act Update:

Letter Grade Performance - Mr. Bauer 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%) to complete the 22-23 Program Year.

- CareerSource Florida Board Policies:

Mr. Bauer reiterated that on September 19, 2023, the CareerSource Florida Board of Directors approved three policies: CareerSource Florida Regional Planning Area Strategic Policy, Education and Industry Policy, and Eligible Training Provider List Policy.

Mr. Bauer stated that the Eligible Training Provider List 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 more information would be forthcoming from the Department of Commerce (FLORIDA COMMERCE).

The Regional Planning Area Strategic Policy was another of the three pillars resulting from the REACH Act and Senate Bill 240: Reimagining Florida's Workforce System: A Three-Pillar Plan for Transformation. Mr. Bauer restated 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 two 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. CareerSource Research Coast (CSRC) is part of this recommendation pilot by working with CS Palm Beach in serving as a proposed Regional Planning Area.



CSRC is working with Ernst & Young to draft a letter of intent to present to the CareerSource Florida Board of Directors meeting on December 12, 2023, regarding the intent of CSRC to form a regional planning area with CareerSource West Palm Beach

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

With no further items to discuss, Leslie Kristof, Chair, made a motion for adjournment. All members agreed, and the meeting was adjourned at 9:20 a.m.

The next Board of Directors Meeting will be held on December 20, 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

12/20/2023

Date

collaborate.
innovate.
lead.

