



# Executive Committee Meeting Minutes

**December 8, 2023**

## **Opening Remarks**

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

## **Voting Items**

3. Review and Approve Financial Reports for September and October - PY 2023-2024
4. Review and Approve Local Targeted Occupations List (LTOL) for 3rd Quarter - PY 2023-2024
5. Review and Approve Welfare Transition (WT) - Work Registration Policy Revisions
6. Review and Approve Executive Staff Holiday Bonuses

## **Other Business**

7. Taylor, Hall, Miller, and Parker (THMP) Monitoring Review
8. President/CEO Evaluation
9. CareerSource Florida Board of Directors
  - a. Letter Grade Update - Change in Methodology - PY 2023-2024
  - b. Regional Planning Area Update - Collaboration with CareerSource Palm Beach/Letter of Intent
  - c. Education and Industry Consortium Update
10. National Association of Workforce Boards (NAWB) Forum - March 23-26, 2024
11. Primary Indicators of Performance Q1 - PY 2023-2024
12. Adjournment

**Members Present:**

Leslie Kristof                      Jim Brann

**Members Participating by Teleconference:**

Werner Bols                      Maddie Williams

**Members Excused**

Terrance Moore                  Pam Burchell                      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 8:00 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 - Review and Approve Financial Reports for September and October - PY 2023-2024:**

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

- Expenditures are 33%.
- Individual Training Accounts (ITA) are at 36%, which is slightly behind the 40% ITA sliding scale set by FloridaCommerce .
- Currently using PY2022-2023 Dislocated Worker (DW) program funds for the Adult Program for PY 2023-2024 expenditures.
- Mr. Bauer shared that CareerSource Research Coast was not granted a continuation of the formal Individual Training Account (ITA) Waiver request of 25% for PY 2023-2024. The State ITA requirement is 40%.

A motion was made by Jim Brann to approve the Financial Reports for September and October, as presented. Werner Bols seconded the motion. The motion passed unanimously.

**Agenda Item 4- Review and Approve Local Targeted Occupations List (LTOL) for 3<sup>rd</sup> Quarter of PY 23-24:**

Tracey McMorris, Vice President of Operations/COO, 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 3<sup>rd</sup> Quarter of PY 2023-2024 list. Staff recommend approval of this LTOL for the 3<sup>rd</sup> Quarter of PY 2023-2024.

A motion was made by Werner Bols to approve the Local Targeted Occupations List for the 3<sup>rd</sup> Quarter of PY 23-24, as presented. Jim Brann seconded the motion. The motion passed unanimously.

**Agenda Item 5 - Review and Approve Welfare Transition (WT) - Work Registration Policy:**

Brian Bauer, President/CEO, explained that this policy was updated to better align with the CareerSource Florida policy. Requirements regarding participant orientations being conducted in a group setting were added to the policy, and the language of the policy was made clearer and more concise.

A motion was made by Jim Brann to approve the Welfare Transition - Work Registration Policy Revisions, as presented. Werner Bols seconded the motion. The motion passed unanimously.

**Agenda Item 6 - Review and Approve Executive Staff Holiday Bonuses:**

Brian Bauer, President/CEO, stated that per the DEO (FLORIDACOMMERCE) 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.

Therefore, the staff requests the Board to approve Executive Staff Holiday Bonuses equivalent to one week's pay, less payroll taxes and deductions for Brian Bauer, Tracey McMorris, and Lisa Delligatti.

In addition, Mr. Bauer noted that all CareerSource Research Coast (CSRC) staff will be receiving holiday bonuses this year also equivalent to one week's pay, less payroll taxes and deductions.

A motion was made by Maddie Willaims to approve the Executive Staff Holiday Bonuses, as presented. Jim Brann seconded the motion. The motion passed unanimously.

**Agenda Item 7 - Taylor, Hall, Miller, and Parker (THMP) Monitoring Review:**

Brian Bauer, President/CEO, presented the Taylor, Hall, Miller, and Parker (THMP) Monitoring Report dated November 3, 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 8 - President/CEO Evaluation:**

Brian Bauer, President/CEO, stated that annually, the Executive Committee members rate the performance of the President/CEO. The customary process is for an evaluation form to be e-mailed to Executive Committee members. Completed forms are to be returned to the Chairperson via e-mail. The Chairperson then tabulates the scores, presents the results to the Executive Committee, and discusses the results with the CEO.

Mr. Bauer stated that Jennifer Eimann, Executive Assistant, would send the evaluation forms via e-mail during the first week of January 2024. The deadline for completion is January 31, 2024. Leslie Kristof, Chair, will then compile the scores and present them to the Executive Committee at the February 16, 2024 executive committee meeting.

**Agenda Item 9a - Review Letter Grade Update - Change to Methodology for PY 2023-2024:**

Tracey McMorris, Vice President of Operations/COO, explained that the Reimagining Education and Career Help (REACH) Act calls for the assignment of local workforce development board letter grades to improve accountability in the workforce system. The law charges the Governor’s REACH Office with developing criteria for determining letter grades and the CareerSource Florida Board of Directors with assigning and publicly releasing the letter grades annually.

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%).

The data that make up the letter grades were analyzed by FloridaCommerce, the REACH office and CareerSource Florida for continuous improvement. In an effort to continue to improve the state’s workforce system, the following updates are being implemented to the letter grades methodology for program year 2023-2024:

Adjustments to two metric targets are as follows:

- Participants with Increased Earnings: Target (PY22-23) 45% to (PY23-24) 50%
- Reduction in Public Assistance: Target (PY22-23) 35% to (PY23-24) 50%

Adjustments to the Extra Credit points scale are as follows:

- Extra Credit Points: Expanded to include WIOA title II - Adult Education participants and WIOA title IV - Vocational Rehabilitation, Division of Blind Services participants.

**Agenda Item 9b - Regional Planning Area Update - Collaboration with CareerSource Palm Beach/Letter of Intent:**

Brian Bauer, President/CEO, updated the committee on the CareerSource Florida Regional Planning Area Strategic Policy that 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.

A Letter of Intent was provided to CareerSource Florida (CSFL) by CareerSource Research Coast (CSRC) and CareerSource Palm Beach (CSPB). It will be presented to the CSFL Board of Directors at their December 12, 2023, meeting. The letter outlines the intent of CSRC and CSPB to form a regional planning area.

**Agenda Item 9c - Review Industry and Education Consortium:**

Brian Bauer, President/CEO, gave a brief overview of the membership requirements for the Education and Industry Consortium. In addition, Mr. Bauer stated that the committee needs to put forth candidates to represent the following industries of focus for our designated service delivery area:

Five Sectors of Industry:

1. Healthcare & Social Assistance
2. Manufacturing
3. Transportation and Warehousing
4. Construction
5. Administrative/Support Services, Waste Management, and Remediation Services

Once all representatives have been identified, Leslie Kristof, Chair, shall appoint the consortium members. Consortium members shall be appointed for two-year terms beginning on Jan. 1, 2024.

**Agenda Item 10 – Primary Indicators of Performance Q1 - PY 2023-2024:**

Brian Bauer, President/CEO, presented CSRC Primary Indicators of Performance for PY 2023-2024 1st 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 and Youth programs show that we did not meet the performance goals for the 1st quarter under the Employed 4th Quarter After Exit category. Tracey McMorris stated that we would be meeting with Youth staff to explore strategies to increase performance.

**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  
Board Staff

---

12/20/2023  
Date

