

Board of Directors Meeting Minutes

June 28, 2023

Meeting Agenda

1. Welcome & Call to Order
2. Pledge of Allegiance
3. Roll Call and Attendance
 - a. Board
 - b. Staff
4. DEO Annual Presentation Programmatic and Financial Compliance Monitoring Review Annual Performance
5. Declarations of Conflicts of Interest

Voting Items

6. Review and Approve Board Member Contract/COI Exemption Requests - PY 2023-2024
7. Consent Agenda
 - a. Review and Approve April 26, 2023, Board of Directors Meeting Minutes
 - b. Review and Approve May 16, 2023, Youth Council Meeting Minutes
 - c. Review and Approve May 31, 2023, Program and Services Meeting Minutes
 - d. Review and Approve June 16, 2023, Executive Meeting Minutes
 - I. Review and Approve Financial Statements - March and April 2023
 - II. Review and Approve Renewable Vendor Contracts - PY 2023-2024
 - III. Review and Approve Board/Committee Schedule - PY 2023-2024
 - IV. Review and Approve CSRC Paid Holidays/Compressed Work Schedule - PY 2023-2024
 - V. Review and Approve Designee for Michael Maine, Superintendent, Martin County Public Schools
8. Review and Approve Draft Budget PY 2023-2024
9. Review and Approve Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs - PY 2023-2024
10. Review and Approve Local Targeted Occupations List (LTOL) - 1st Quarter of PY 2023- 2024
11. Review and Approve Risk Evaluation Form Subrecipient Services - WIOA Youth Services -PY 2023-2024
12. Review and Approve Slate of Officers - PY 2023-2024

Information/Discussion

- 13. Chair’s Report
- 14. President’s Report
 - a. Board of Directors Membership Recertification - PY 2023-2024
 - b. Appointment of Directors Nominated to the Workforce Development Board of the Treasure Coast
 - c. Legislative/CareerSource Florida Updates
- 15. Open to the Board
- 16. Open to the Public
- 17. Adjournment

Members Present

Leslie Kristof	Maddie Williams	Bob Cenk
Pamela Houghton	Helen Caseltine	

Members Participating by Teleconference

Werner Bols	Mike Kauffmann	Pamela Burchell
Aliesha Seitz	Bill Solomon	Wayne Olson
Angela Williams	Jim Brann	Michael Maine

Members Absent (Excused)

David Freeland	Larry Hawes	Larry Leet
Jeannie McCall	Terrance Moore	Christie Shields
Debbie Perez	Pete Tesch	Aliesha Seitz
Jose Capellan		

Members Absent (Unexcused)

None

Staff in Attendance (Teleconference and on-Site)

Brian Bauer	Tracey McMorris	Shelly Batton
Martin Rivera	Jennifer Eimann	



Call to Order

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

Agenda Item 4 - DEO Annual Presentation Programmatic and Financial Compliance Monitoring Review Annual Performance:

Daniel Harper from the Department of Economic Opportunity (DEO) presented an overview of CareerSource Research Coast's (CSRC) Annual Programmatic and Financial Compliance Monitoring Performance.

Direct Client Services and Administrative Expenditures Requirement - 90% of the \$3,109,502 in funding received must be spent on Direct Client Services.

- \$2,861,694 (92%) was spent on Direct Client Services
- \$247,808 (8%) was spent on Administrative Services

Individual Training Account (ITA) Expenditures Requirement - 25% (\$327,155) must be spent on annual ITA Expenditures.

- \$314,273 (24.02%) was spent on ITA Expenditures

The presentation included a review of the Primary Indicators of Performance PY2021. CSRC exceeded eleven, met six, and fell short on one measure, the Dislocated Worker (DW) Employed 2nd Quarter After Exit. Mr. Harper further explained that the DW pool comprised seventeen individuals and that the new common exit policy approved by CSFL Board in 2020 required a statewide mass case closure for those cases not meeting this new policy's guidelines.

Mr. Harper explained that the Reimagining and Career Help (REACH) Act calls for each local development board in Florida to be assigned a letter grade annually based on performance criteria developed by the Governor's REACH office. The CareerSource Florida Board of Directors assigns and makes public a letter grade for each local workforce development board. LWDB 20 received an 87.75% (B+) letter grade for the 3rd quarter.

Mr. Harper also provided board members with a summary of the annual programmatic and financial monitoring results. One finding or Other Noncompliance Issues (ONI) noted in each of the following programs: Supplemental Nutrition Assistance Program (SNAP), Workforce Innovation and Opportunity Act (WIOA) Adult/Dislocated Worker/Youth programs, and Jobs for Veterans State Grants (JVSG) program. No issues or ONIs were recorded in the financial review.

Agenda Item 5 - Declarations of Conflicts of Interest (COI):

Leslie Kristof, Chair, asked board members for any potential conflict of interest for the agenda, excluding Agenda Item 6 - Board Member Contract/COI Exemption Requests. No conflicts of interest were declared.

Agenda Item 6 - Review and Approve Board Member Contract/COI Exemption Requests - PY 2022-2023:

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-job-training contracts for private businesses, and our lease agreements with St. Lucie Public Schools for our Facilities Use Agreement of our 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 the by 2/3rds of the board members with a quorum having been established. Documents for any contract over \$10,000 must be sent to DEO for prior approval before execution. Any contract under \$10,000 must just be approved. CSRC is required to submit to DEO, but prior approval is not required for contracts under the \$10,000 threshold.

Contracts with a Board Member receiving a grant for workforce services are as follows:

Motion by Pamela Houghton and seconded by Werner Bols to approve any/all potential OJT contracts as stated with Cleveland Clinic Indian River not to exceed \$150,000. The motion was passed with Pamela Burchell abstaining.

Motion by Jim Brann and seconded by Helene Caseltine to approve any/all potential student training vouchers as stated in the training provider agreement with Indian River State College not to exceed \$150,000. The motion was passed with William Solomon, Designee, abstaining. Board member Dr. Timothy Moore signed a Conflict of Interest as he did not attend the meeting.

Motion by Jim Brann and seconded by Helene Caseltine to approve any/all potential OJT contracts as stated with Cleveland Clinic Martin Health not to exceed \$150,000. The motion was passed with board member Lorna Landherr signing a Conflict of Interest as she did not attend the meeting.

Motion by Pamela Houghton and seconded by Bob Cenk to approve any/all potential student training vouchers as stated in the training provider agreement with Keiser University not to exceed \$150,000. The motion was passed with Leslie Kristof abstaining.

Motion by Helene Caseltine and seconded by Jim Brann to approve any/all potential student training vouchers as stated in the training provider agreement with Treasure Coast Technical College not to exceed \$75,000. The motion was passed with Christie Shields, Designee, and board member Dr. David Moore signing a Conflict of Interest as they did not attend the meeting.

Motion by Werner Bols and seconded by Helene Caseltine to approve any/all potential OJT contracts as stated with The Porch Factory not to exceed \$40,000. The motion was passed with Jim Brann abstaining.

Motion by Helene Caseltine and seconded by Jim Brann to approve any/all potential OJT contracts as stated with Treasure Coast Builders Association not to exceed \$10,000. The motion was passed with Maddie Williams abstaining.

Motion by Maddie Williams and seconded by Jim Brann to approve the facilities use agreement/contract as stated with St. Lucie Public Schools not to exceed \$20,000. The motion was passed with Aliasha Seitz, Designee, and Board member Dr. Jon Prince signing Conflict of Interest forms as they did not attend the meeting.

Motion by Jim Brann and seconded by Pamela Houghton to approve worksite agreement for WIOA Youth Work Experiences not to exceed \$10,000. The motion was passed with Terrance Moore signing Conflict of Interest forms as he did not attend the meeting.

Motion by Helene Caseltine and seconded by Jim Brann to approve the facilities use agreement/contract with Treasure Coast Technical College not to exceed \$10,000. The motion was passed with Christie Shields, Designee, and board member Dr. David Moore signing a Conflict of Interest as they did not attend the meeting.

Agenda Item 7 - 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 Houghton seconded the motion. The motion was passed unanimously.

Agenda Item 8 - Review and Approve Draft Budget PY 2023-2024:

Brian Bauer, President/CEO, presented the preliminary funding allocations for PY 2023-2024. Mr. Bauer 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 funded for PY 2023-2024.
- Recovery Navigator Grant - This grant will end on June 30, 2023, and will not be refunded for PY2023-2024.

With no further discussion, a motion was made by Werner Bols to approve acceptance of the Draft Budget for PY 2023-2024, as presented. Pamela Houghton seconded the motion. The motion passed unanimously.

Agenda Item 9 - 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 of the WIOA Adult - 2023 funding prior to June 2024. Therefore, CSRC is requesting the ability to utilize \$788,000 of WIOA Dislocated Worker 2022 funding to cover PY 2023-2024 Adult expenditures.

With no further discussion, 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. Jim Brann seconded the motion. The motion passed unanimously.

Agenda Item 10 - Review and Approve Local Targeted Occupations List (LTOL) - 1st 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 any occupations but are requesting the addition of the following to the LTOL for the 1st Quarter of PY 2023-2024:

- Airline Pilots, Copilots, and Flight Engineers, Biological Technicians, Business, Teachers Postsecondary, Cardiovascular Technologists and Technicians, Civil Engineers, Computer and Information Systems Managers, Education Administrators, Kindergarten through Secondary, Education Administrators, Postsecondary, Electrical Engineers, Electronics Engineers, Except Computer; Farmers, Ranchers, and Other Agricultural Managers, Human Resources Managers, Industrial Engineers, Interpreters, and Translators, Logisticians, Marketing Managers, Mechanical Engineers, Medical Equipment Repairers, Mobile Heavy Equipment Mechanics, Except Engines, Occupational Therapy Assistants, Physician Assistants, Producers and Directors, Public Relations Specialists, Special Education Teachers, Kindergarten and Elementary School, and Surveying and Mapping Technicians.

With no further discussion, a motion was made by Werner Bols to approve the Local Targeted Occupations List (LTOL) - 1st Quarter of PY 2023-2024, as presented. Helene Caseltine seconded the

motion. The motion passed unanimously.

Agenda Item 11 - 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 recommends that the board, based on fiscal integrity and performance, 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. Jim Brann seconded the motion. The motion passed unanimously.

Agenda Item 12 - Review and Approve Slate of Officers - PY 2023-2024:

Brian Bauer, President/CEO, stated that the Board's By-Laws state that the Chairperson, Vice Chairperson, and Treasurer shall be appointed annually by the Board and shall serve a one (1) year term commencing July 1. The Chairperson's and the Vice Chairperson's terms shall be limited to two (2) consecutive one (1) year terms, and the Treasurer shall be limited to four (4) consecutive one (1) year terms. There are no limitations on the number of terms not in sequence or in different offices.

The Slate of Officers presented for approval:

- Leslie Kristof - Chair
- Jim Brann - Vice Chair
- Maddie Williams - Treasurer

A motion was made by Helene Caseltine to approve the Slate of Officers - PY 2023-2024, as presented. Pamela Burchell seconded the motion. The motion passed unanimously.

Agenda Item 13 - Chair's Report:

Leslie Kristof, Chair, thanked Pamela Houghton for her years of service to LWDB 20. Pamela was presented with a parting gift of gratitude.

Ms. Houghton stated she was extremely honored to have been part of the organization and to have served.

Ms. Kristoff also thanked Larry Hawes, who was not at the meeting, for serving as the Programs & Services Chair.

Ms. Kristoff stated that with Mr. Hawe's term ending, the Program & Services (P & S) Committee needs a new Chair. Bob Cenk volunteered to Chair the P & S Committee starting with the July 26, 2023, meeting.

A motion was made by Maddie Williams to approve Bob Cenk as the Chair for the Programs & Services

Committee, as presented. Pamela Houghton Seconded the motion. The motion passed unanimously.

Agenda Item 11 - President's Report:

Brian Bauer, President/CEO, presented the following information:

- Appointment of Directors Nominated to the Workforce Development Board of the Treasure Coast - Mr. Bauer thanked Jim Brann for his work on the ad hoc search committee serving as the new board member liaison. As a result of Mr. Brann's and other board members' efforts, the following individuals were appointed as Directors to the Workforce Development Board of the Treasure Coast at the June 15, 2023, Treasure Coast Workforce Consortium meeting.

Will Armstead, CEO - B/U
Boys & Girls Clubs of SLC

Kevin Staten, VP - B/U
Bank of America

Kate Sterling, COO - B/U
Freshco & Indian River Select, LLC

Dori Stone, President - B/U
Indian River Chamber of Commerce

Lorna Landherr, Director Human Resource Services - B/U
Cleveland Clinic Martin Health Systems (Replaces Debbie Perez)

- Board of Directors Membership Recertification - PY 2023-2024 – Mr. Bauer explained that 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 or until their term limit of 8 consecutive years is satisfied. 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 eight years for Business members.

Brian Bauer, President/CEO, presented the following board members who were recertified as Directors to the Workforce Development Board of the Treasure Coast at the June 15, 2023, Treasure Coast Workforce Consortium meeting:

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)

- Capital Update - Reimagining Florida's Workforce System: A Three-Pillar Plan for Transformation (Senate Bill 240) - Mr. Bauer stated that the first pillar 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 second pillar directs the CareerSource Florida professional team and the Department of Economic Opportunity, in collaboration with the Governor's REACH Office and local workforce development boards, 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.

The third pillar directs the CareerSource Florida professional team, in collaboration with the Governor's REACH Office, the Department of Economic Opportunity, and local workforce development boards, to develop recommendations to the Governor and state workforce development board for the designation of WIOA-compliant planning regions made up of two or more local workforce development areas and boards to further improve workforce system alignment with larger economic development areas to support economic mobility, growth, and prosperity.

Agenda Item 12 - Adjournment

With no further items to discuss, Leslie Kristof, Chairperson, 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 August 30, 2023

STAFF CERTIFICATION

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

8/30/2023

Brian Bauer
Secretary

Date

collaborate.
innovate.
lead.

