



Board of Directors

MEETING AGENDA

Meeting Details

Date: Wednesday, February 28, 2024

Time: 8:00 a.m.

Location: Administrative Office
584 NW University Blvd. Suite 100
Port St. Lucie, FL 34986

Microsoft TEAMS Virtual Meeting Access

Access Code: 453 288 743#

Phone: 1-772-800-5467

URL: [Click here to join the meeting](#)

Opening Remarks

1. Welcome & Call to Order
2. Pledge of Allegiance
3. Roll Call and Attendance (Page 3)
 - a. Board Members
 - b. Staff
4. Declarations of Conflict of Interest (Pages 4-6)

Voting Items

5. Consent Agenda (Page 7)
 - a. Review and Approve December 20, 2023, Board of Directors Meeting Minutes (Pages 8-13)
 - b. Review and Approve January 16, 2024, Youth Council Meeting Minutes (Pages 14-17)
 - c. Review and Approve February 16, 2024, Executive Meeting Minutes (Pages 18-22)
 - I. Review and Approve Financial Reports for November and December - PY 2023-2024 (Pages 23-31)
6. Review and Approve Acceptance of 2022 - IRS Form 990 Tax Return (Page 32)
7. Review and Approve Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs (Pages 33-35)
8. Review and Approve WT (Welfare Transition) - Incentive Policy (Pages 36-40)
9. Review and Approve President/CEO Annual Performance Bonus for 2023-2024 (Pages 41-43)



Information/Discussion

10. One-Stop Operator Quarterly Report 2nd Quarter - PY 2023-2024 (Pages 44-46)
11. Chair's Report (Page 47)
12. President's Report (Page 48)
 - a. FLORIDACOMMERCE Programmatic Monitoring Preliminary Review (Page 49)
 - b. Ad Hoc Search Committee - Board Membership (Page 50)
 - c. Regional Planning Area Designation Request (Pages 51-54)
 - d. National Association of Workforce Boards (NAWB) Forum - March 23-26, 2024
13. Open to the Board (Page 55)
14. Open to the Public (Page 56)
15. Adjournment - Next Board of Directors Meeting April 24, 2024





**BOARD OF DIRECTORS MEETING
AGENDA
ATTENDANCE ROSTER
JULY 1, 2022 - JUNE 30, 2024**

#	BOARD MEMBER		08/30	11/01	12/20	02/28	04/24	6/26	Total
1	Werner	Bols	T	T	T				
2	Jim	Brann - Vice Chair	T	T	X				
3	Pamela	Burchell - Past Chair	T	E	E				
4	Jose	Capellan	T	X	T				
5	Helene	Caseltine	T	E	X				
6	Bob	Cenk	T	T	E				
7	Comm Larry	Leet	X	X	X				
8	David	Freeland	E	E	E				
9	Jon Aliesha	Prince Seitz (Designee)	T	T	E				
10	Mike	Kauffmann	E	T	T				
11	Leslie	Kristof - Chair	X	X	E				
12	Michael Tracey	Maine Miller (Designee)	T	T	T				
13	Dr. Tim Bill	Moore Solomon (Designee)	T	E	T				
14	Terrance	Moore	T	T	E				
15	Dr. David Christie	Moore Shields (Designee)	T	E	T				
16	Wayne	Olson	T	T	T				
17	Lorna	Landherr	X	X	T				
18	Pete	Tesch	E	E	E				
19	Maddie	Williams - Treasurer	T	X	T				
20	Will	Armstead	X	T	T				
21	Kevin	Staten	T	E	T				
22	Dori	Stone	E	T	E				
#	ADMINISTRATIVE STAFF		08/30	10/25	12/20	02/28	04/24	6/26	Total
1	Brian	Bauer	X	X	X				
2	Tracey	McMorris	X	X	X				
3	Lisa	Delligatti	X	X	X				
4	Shelly	Batton	X	X	X				
5	Martin	Rivera/IT Dept	X	X	X				
5	Jennifer	Eimann	X	X	X				

T – Attended Virtually X – Attended In-Person E – Excused U - Unexcused

AGENDA ITEM SUMMARY

Title	Declarations of Conflict of Interest
Strategic Plans/Goals	N/A
Policy/Plan/Law	Public Law 105-220
Action Requested	None - Information Only
Background	In the event that a conflict of interest arises due to business or employment interests of associates or close family members, a Regional Workforce Development Board member would be required to reveal that conflict, to refrain from voting on the issue and to file a memorandum of voting conflict Commission Form 8B
Staff Recommendations	None - Information Only
Supporting Material	8B Memorandum of Voting Conflict of Interest Form
Board Staff	Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418

collaborate.

innovate.

lead.

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
 - The form must be read publicly at the next meeting after the form is filed.
- IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:
- You must disclose orally the nature of your conflict in the measure before participating.
 - You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, _____, hereby disclose that on _____, 20: ____

A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows

Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

AGENDA ITEM SUMMARY

Title	Consent Agenda
Strategic Plans/Goals	Operational Intelligence
Policy/Plan/Law	Board By-Laws
Action Requested	Approve Consent Agenda as Presented
Background	<p>Consent Agenda</p> <ul style="list-style-type: none"> a. Review and Approve December 20, 2023, Board of Directors Meeting Minutes (Pages) b. Review and Approve January 16, 2024, Youth Council Meeting Minutes (Pages) c. Review and Approve February 16, 2024, Executive Meeting Minutes (Pages) <ul style="list-style-type: none"> i. Review and Approve Financial Reports for November and December - PY 2023-2024
Staff Recommendation	Review and Approve Consent Agenda Items as presented
Supporting Material	Board/Committee Meeting Minutes, Financial Statements - November and December 2023, WT- Incentive Policy
Board Staff	<p>Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418</p>



Agenda Item 5a

Board of Directors

Meeting Minutes

December 20, 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. Consent Agenda
 - a. Review and Approve November 1, 2023, Board of Directors Meeting Minutes
 - b. Review and Approve November 21, 2023, Youth Council Meeting Minutes
 - c. Review and Approve November 29, 2023, Program and Services Meeting Minutes
 - d. Review and Approve December 8, 2023, Executive Meeting Minutes
 - I. Review and Approve Financial Reports for September and October - PY 2023-2024
 - II. Review and Approve Welfare Transition (WT) - Work Registration Policy Revisions
6. Review and Approve Local Targeted Occupations List (LTOL) for the 3rd Quarter of PY 2023-2024
7. Review and Approve Executive Staff Holiday Bonuses

Information/Discussion

8. Chair's Report
9. President's Report
 - a. Financial and Programmatic Monitoring as of November 3, 2023 - Taylor, Hall, Miller, and Parker, P.A.
 - b. LWDB 20 Primary Indicators of Performance for Program Year (PY) 2022-2023 3rd Quarter
 - c. Letter Grade Update - Change in Methodology - PY 2023-2024
 - d. Regional Planning Area Update - Collaboration with CareerSource Palm Beach/Letter of Intent
 - e. Education and Industry Consortium Update
 - f. Florida Department of Commerce (FLORIDACOMMERCE) Monitoring March 16 - 22, 2023
10. Open to the Board
11. Open to the Public
12. Adjournment

Members Present

Jim Brann Helene Castletine Larry Leet

Members Participating by Teleconference

Werner Bols Bill Solomon Tracey Miller
Kevin Staten Lorna Landherr Maddie Williams
Jose Capellan William Armstead Mike Kauffmann
Christie Shields Wayne Olson

Members Absent (Excused)

David Freeland Terrance Moore Pete Tesch
Pamela Burchell Bob Cenk Leslie Kristof
Dori Stone Aliesha Seitz

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

Jim Brann, Vice-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):

Jim Brann, Vice-Chair, asked if any items on the agenda had a conflict of interest. No conflicts of interest were declared.

Agenda Item 5 - Consent Agenda:

Jim Brann, Vice-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 6 - Review and Approve Local Targeted Occupations List (LTOL) for the 3rd Quarter of PY 2023-2024:

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 3rd Quarter of PY 2023-2024 list. Staff recommend approval of this LTOL for the 3rd Quarter of PY 2023-2024.

A motion was made by Werner Bols to approve the Local Targeted Occupations List for the 3rd Quarter of PY 23-24, as presented. Larry Leet seconded the motion. The motion passed unanimously.

Agenda Item 7 - 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 Executive Committee recommends 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 receive holiday bonuses this year, equivalent to one week's pay, minus payroll taxes and deductions.

A motion was made by Bill Solomon to approve the Executive Staff Holiday Bonuses, as presented. William Armstead seconded the motion. The motion passed unanimously.

Agenda Item 8 - Chair's Report:

Jim Brann, Vice-Chair, on behalf of himself and Leslie Kristoff, Chair, wish the board a wonderful holiday and new year.

Agenda Item 9 - President's Report:

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

Financial and Programmatic Monitoring as of November 3, 2023 - Taylor, Hall, Miller, and Parker, PA:

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.

LWDB 20 Primary Indicators of Performance for Program Year (PY) 2022-2023 1st Quarter:

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.

Letter Grade Update - Change in Methodology - PY 2023-2024:

Brian Bauer, President/CEO 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 made 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.

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). The letter was presented to the CSFL Board of Directors at their meeting on December 12, 2023. The letter outlines the intent of CSRC and CSPB to form a regional planning area.

Education and Industry Consortium Update:

Brian Bauer, President/CEO, gave a brief overview of the Education and Industry Consortium membership requirements.

Mr. Bauer stated that individuals had been identified to represent the following industries of focus for our designated service delivery area, as well as education. A letter of appointment was sent to the following representatives from Leslie Kristof, Chair:

Five Sectors of Industry:

1. Healthcare & Social Assistance: HCA Florida Lawnwood Hospital, Karen Giovengo
2. Manufacturing: Phoenix Metals, Bill Wilcox
3. Transportation and Warehousing: Armellini Logistics, Eric Swiechowski
4. Construction/Skilled Trades: RV Johnson, Kelly Johnson
5. Administrative/Support Services, Waste Management, and Remediation Services: Hoskins, Turco, Lloyd & Lloyd, PA, Taylor Hoskins

Education Representatives:

6. K- 12:
St. Lucie Public Schools, Aliesha Seitz
Martin County Schools, Lana Barros
CTE Indian River County Schools, Kristine Burr
7. District Technical Colleges:
Indian River State College, Bill Solomon
8. Universities:
Keiser University, Linda Fitzpatrick
9. Other Degree or Credential-granting Institutions in the Local Area:
Treasure Coast Technical College, Christi Shields

The board members agreed that the first meeting of the Workforce Readiness Taskforce (Education and Industry Consortium) will be held on March 7, 2024. In addition, the appointment letter to the representatives gave notice of a meeting on January 1, 2024. At that time, the consortium will appoint a chairperson and propose an agenda that meets the requirements of Section 445.007, Florida Statutes. Consortium members shall be appointed for two-year terms beginning on Jan. 1, 2024.

Florida Department of Commerce (FLORIDACOMMERCE) Monitoring:

Brian Bauer, President/CEO, stated that the Department of Commerce (FLORIDACOMMERCE) monitoring period, Oct. 2022 thru Sept. 2023, programmatic quality assurance review of CareerSource Research Coast's workforce programs, including career center operations, is scheduled for January 16-22, 2024. The workforce programs to be reviewed include Welfare Transition, Supplemental Nutrition Assistance Program Employment and Training, Workforce Innovation and Opportunity Act, Trade Adjustment Assistance, Wagner-Peyser, Migrant and Seasonal Farmworker, and any identified special projects operational during the review period. The monitoring review will be conducted remotely.

Agenda 12 - 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 8:38 a.m.

The next Board of Directors Meeting will be held on February 28, 2024

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 Secretary

Date

Agenda Item 5b Youth Council Meeting Minutes

January 16, 2024

Meeting Summary

1. Welcome & Attendance

Information/Discussion

2. LWDB 20 Primary Indicators of Performance - 1st Quarter PY 2023-2024
3. WIOA Youth Connections Performance Report - 2nd Quarter PY 2023-2024
4. YouthBuild Program Update
5. Youth Success Story Video
6. Adjournment

Members Participating by Teleconference:

Lana Barros, Robert McPartlan, Alisha Seitz, Christie Shields, Rebecca Petrie, Tracey Miller, Prashanth Pilly

Members Present

Maddie Williams

Members Excused

Theresa Bishop, Margie Dotson, Terrance Moore, William Armstead, Lorna Landherr, Freddie Woolfork

Members Unexcused

None

Other Attendees

Angie Strickland, Kimberly Grey

Staff Participating by Teleconference and On-Site

Shelly Batton, Christina Coble, Martin Rivera/IT, Jennifer Eimann

Call to Order

Terrance Moore, Chair, was not in attendance. Maddie Williams, Vice-Chair, called the meeting to order at 8:05 am.

Agenda Item 2 - LWDB 20 Primary Indicators of Performance - 1st Quarter PY 2023-2024:

Christina Coble, Business Services Manager, reviewed WIOA Youth Indicators of Performance for the 1st quarter of PY 2023-2024. Ms. Coble noted that WIOA Youth did meet or exceed all the performance goals for the 1st quarter except the Employed 4th Quarter After Exit category, which was not met.

Ms. Coble stated that in 2021, Career Planners had closed case files where clients were either non-compliant or could not be located. As a result, the closure of these cases with no verified employment is reflected in the metrics under the Employed 4th Quarter After Exit categories.

Ms. Coble explained that a strategic approach to adjust the delivery service model had been developed to manage this metric in the future. Staff are confident that WIOA Youth's performance in this area will improve and appear to be on track to meet performance metrics for the next quarter.

Agenda Item 3 - Review WIOA Youth Connections Performance Report PY 2023-2024 2nd Quarter:

Angie Strickland, Program Manager, presented the WIOA Youth Connections Performance Report for the 2nd quarter of PY 2023-2024.

Ms. Strickland shared the following performance measures for PY 2023-2024:

Enrollments:

- Out of School Youth (OSY) Enrollments - On Track
Goal 53 Participants - YTD 29 OSY Enrolled
- In-School Youth (ISY) Enrollments - Needs Improvement
Goal 17 Participants - YTD 3 ISY Enrolled
- Total Number of Enrollments - On Track
Goal 70 - YTD 32 Participants Enrolled
- % ISY Enrollments - On Track
Goal 25% - YTD 9.40% ISY Enrollments

Work Experience:

- Internship Placements - Needs Improvement
Goal 60 - YTD 19 Internship Placement
- Successful Internship Completions - Needs Improvement
Goal 51 - YTD 16 Successful Internship Completions
- Internship Completion Percentage - On Track
Goal 85% - YTD 84.20% Internship Completion Percentage
- W/Ex Expenditures - Needs Improvement
Goal \$222,735.00 - YTD \$84,947.61

Ms. Strickland explained that the categories of In-School Youth (ISY) Enrollments, % of ISY Enrollments, and Internship Placements still need improvements to meet the YTD performance measures.

To increase enrollments for ISY, Ms. Strickland stated that the staff was doing extensive outreach, connecting with educational partners and stakeholders in an effort to expand awareness of our services. By increasing ISY enrollments, the other categories will benefit as well. As a result, Ms. Strickland is very optimistic about successfully meeting the performance benchmarks for PY 2023- 2024.

Christina Coble, Business Services Manager, noted that the Department of Commerce (FLORIDACOMMERCE) had not published the applicable benchmark status data for the bottom two categories of the performance report as of January 16, 2024. Therefore, that data could not be provided to the Youth Council at this time.

Agenda Item 4 - YouthBuild Program Update:

Shelly Batton, Director of Programs, stated that under the YouthBuild Funding Opportunity Announcement, the Department of Labor (DOL) will award YouthBuild grants through a competitive process to organizations providing pre-apprenticeship services that support education, occupational skills training, and employment services to opportunity youth, ages 16 to 24, who are performing meaningful work and service to their communities.

Applications for this funding opened on November 15, 2023. CareerSource Research Coast (CRSC) and Eckerd staff explored the application requirements for this grant opportunity. After much discussion, it was determined that CSRC would not be applying at this time. However, CSRC will be preparing for the next grant cycle as there are additional steps CSRC needs to accomplish before applying for this grant.

Kimberly Grey, Eckerd Youth Connections Operations Director, having applied for and worked with YouthBuild in the past, shared her experience and insights into the preparation process that will meet the grant's requirements.

Ms. Grey stated that, for example, CSRC needs to have preset commitments from stakeholders regarding building in low-income areas and matched funding. This includes commitments for land, community service, and employment opportunities.

This process will be an ongoing work in progress, and staff members will keep the council updated.

Agenda Item 5 - Youth Success Story Video

Angie Strickland, Program Manager, presented a video highlighting Kimberly Orr-Monto, Owner of Hair Envy. Ms. Orr-Monto stated that the partnership with Eckerd and CareerSource Research Coast has benefited her and the youth who have taken advantage of the opportunities presented to them. These opportunities provided internships, mentorships, and employment to those participating in the program.

Information Updates from Council Members:

Lana Barros, Director of Innovation & Choice Martin County School District, shared that there will be a Career Fair at the District office located at 1939 SE Federal Highway, Stuart, on February 8, 2024.

Aliesha Seitz, Director of Career and Technical Education, St. Lucie County Public Schools, announced that there will be a Career Fair sponsored by the SLC School Board & EDC on February 27, 2024, at the MidFlorida Event Center, Port St. Lucie.

Christie Shields, Principal, Treasure Coast Technical College, shared that two events will occur in Indian River County. A career fair for high school students will be held on May 3, 2024, at the Gifford Youth Achievement Center. In addition, there will be a Career and Technical Education (CTE) showcase tour for high school students on February 2, 2024.

Adjournment:

Having no other business, Maddie Williams adjourned the Youth Council meeting at 8:33 AM.

BOARD STAFF CERTIFICATION

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



Agenda Item 5c Executive Committee Meeting Minutes

February 16, 2024

Opening Remarks

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

Voting Items

3. Review and Approve President/CEO Annual Performance Evaluation for 2023-2024
 - a. Evaluation Composite Rating Form
 - b. President/CEO Annual Performance Bonus
4. Review and Approve Financial Statement - November and December 31, 2023
5. Review and Approve Acceptance of 2022 - IRS Form 990 Tax Return
6. Review and Approve Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs

Other Business

7. Primary Indicators of Performance 2nd Quarter PY 2023-202 (Tentative)
8. President/CEO Evaluation
9. Ad Hoc Search Committee - Board Membership
10. Other Business
 - a. Regional Planning Area Designation Request
 - b. CareerSource Florida Board and Council Meetings - February 25-28, 2024
 - c. National Association of Workforce Boards (NAWB) Forum - March 23-26, 2024
 - d. Legislative/CareerSource Florida Update

Members Participating In-Person:

Leslie Kristof Maddie Williams Bob Cenk

Members Participating by Teleconference:

Terrance Moore Jim Brann Werner Bols

Members Excused

Pam Burchell

Administrative Staff Present/Teleconference:

Brian Bauer Lisa Delligatti Jennifer Eimann
Martin Rivera

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 - Review and Approve President/CEO Annual Performance Evaluation for 2023-2024:

Leslie Kristof, Chair, discussed Mr. Bauer's CEO Performance Evaluations/Tabulation with the Executive Committee members. Once the meeting reconvened, the Executive Committee informed Mr. Bauer that they recommended that he receive a 5% annual performance bonus award.

A motion was made by Bob Cenk to approve Mr. Bauer's annual performance evaluation increase, and it was seconded by Jim Brann. The motion passed unanimously. This recommendation will be taken to the full Board of Directors at the February 28, 2024, meeting for final approval.

Agenda Item 4 - Review and Approve Financial Reports for November and December - 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%, 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 Maddie Williams to approve the Financial Reports for November and December, as presented. Bob Cenk seconded the motion. The motion passed unanimously.

Agenda Item 5 - Review and Approve Acceptance of 2022-IRS Form 990 Tax Return:

Brian Bauer, President/CEO, presented the 2022-IRS 990 tax return, which consists of a core form and supplemental schedules. The committee is being asked to review and approve the acceptance of the presented 2022-IRS Form 990 Tax Return.

A motion was made by Maddie Williams to approve the Acceptance of the 2022-IRS Form 990 Tax Return, as presented. Bob Cenk seconded the motion. The motion passed unanimously.

Agenda Item 6 - Review and Approve Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs:

Brian Bauer, President/CEO, explained that the local workforce development boards (LWDBs) 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 to fully expend the WIOA Adult - 2023 funding prior to June 2024. The previous Prior Approval Transfer Request completed was approved for \$788,000. LWDB20 requests the approval of an additional \$101,412.80 in WIOA DW 2022 funding to be utilized for WIOA Adult 2023 expenditures, for a total transfer of \$889,412.80. Based on the historical data for Dislocated Workers in our LWDA, this transfer will allow service to additional WIOA Adult participants.

A motion was made by Bob Cenk 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 7 - Primary Indicators of Performance 2nd Quarter PY 2023-2024 (Tentative):

The state has not published the Primary Indicators of Performance for the 2nd quarter. Therefore, the Executive Committee could not review the information at this meeting.

Agenda Item 8 - FLORIDACOMMERCE Programmatic Monitoring Preliminary Review:

Brian Bauer, President/CEO, stated that FLORIDACOMMERCE completes an annual programmatic quality assurance review of all CareerSource Research Coast programs and special projects, including career center operations.

Mr. Bauer provided the Committee with the Programmatic monitoring results the Department of Commerce (FLORIDACOMMERCE) completed during the week of January 16-22, 2024. The review period for this monitoring covered October 1, 2022 thru September 30, 2023.

Findings - 5

Other Non-Compliance Issues (ONIs) - 6

Mr. Bauer explained that CareerSource Research Coast has requested technical assistance from the state for 2 of these findings. Overall, Mr. Bauer stated that the monitoring was very favorable.

Agenda Item 9 - Ad Hoc Search Committee for New Board Membership:

Brian Bauer, President/CEO, explained that the Governor, in partnership with CareerSource Florida (CSFL) Board of Directors, establishes criteria for use by the Chief Local Elected Officials (CLEO) for appointment of members to the LWDB's in accordance with WIOA sec. 107(b)(2).

As a result, Mr. Bauer shared the need to establish an Ad Hoc Search Committee to replace current vacancies as outlined in the By-Laws. In addition, Mr. Bauer asked the committee to put forth any recommendations for board appointment.

As Vice Chair, Jim Brann agreed to act as the new board member liaison for the board member search committee.

Agenda Item 10 - Other Business:

Regional Planning Area Designation Request: 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.

As per CareerSource Florida Strategic Policy 2023.09.19.A.1, the request to be identified as a regional planning area (planning region) requires that the local workforce development boards have relevant relationships as evidenced by labor markets, economic development areas, education and training resources, population centers, commuting patterns, industrial composition, location quotients, labor force conditions, and geographic boundaries.

Mr. Bauer explained that if the request for designation is approved, the local workforce development boards within the regional planning area will be required to engage in a regional planning process that will produce a Regional Plan to be added as an addendum to each local workforce development board plan per FloridaCommerce Regional Planning Instructions.

CareerSource Florida Board and Council Meetings: Mr. Bauer stated that he would be attending the CareerSource Florida Board and Council meetings in Tallahassee on February 25-28, 2024.

National Association of Workforce Boards (NAWB) Forum: Mr. Bauer said he along with board members, Jim Brann and Will Armstead, will be attending the National Board of Workforce Board Forum in Washington, D.C., March 23-26, 2024.

CareerSource Florida Updates - Brian Bauer, President/CEO, explained that due to Senate Bill 240, local workforce boards were tasked with creating an Education and Industry Consortium. As a result of discussions with the board and executive committee, it was decided to incorporate the newly formed Education and Industry Consortium into the existing Workforce Readiness Taskforce.

Mr. Bauer stated that the work that the Workforce Readiness Taskforce has been doing over the last five years aligns with what the state requires of the Education and Industry Consortia. As a result, the board determined it was a perfect opportunity to refocus the Workforce Readiness Taskforce while meeting the Education and Industry Consortium requirements set forth by Senate Bill 240 and the state.

One of the changes required under the new statute is that consortium members must be appointed to the committee. Individuals who have not been appointed are still welcome to attend and participate in the discussions in the meetings.

The appointed members of the consortium will serve two-year terms (January-December). Members will represent the following sectors: healthcare & social assistance, manufacturing, transportation & warehousing, construction/skilled trades, and administrative/support services, waste management, and remediation services.

Additional requirements are that a chairperson is appointed, the task force meets at least quarterly, and that a report of meetings is presented to the Board of Directors each quarter and posted on the CareerSource Research Coast (CSRC) website.

Mr. Bauer expressed the need for the task force to be the driver of information and ideas to educate CareerSource Research Coast, thus ensuring we do all we can to provide the services needed for businesses, job seekers, stakeholders, and community partners.

Agenda 11 - Adjournment:

With no further items to discuss, a motion was made by Leslie Kristof, Chair, to adjourn the meeting, seconded by Maddie Williams. 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

Date

Agenda Item 5ci

AGENDA ITEM SUMMARY

Title	November and December Financial Reports - PY 2023-2024
Strategic Plans/Goals	Optimal Use of Resources
Policy/Plan/Law	Workforce Innovation and Opportunity Act (WIOA)/Role of LWDB's
Action Requested	Review and Approve November and December Financial Reports - PY 2023-2024
Background	The Board approved the budget for PY 2023-2024. The Executive Committee regularly reviews budgets, all amendments to the budget, and monthly expenditures.
Staff Recommendations	Review and Approve November and December Financial Reports - PY 2023-2024
Supporting Material	November and December Financial Reports - PY 2023-2024
Board Staff	Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418

LWDB 20
Summary of Funding and Expenditures
As of November 30, 2023

PY 23-24 TOTAL AVAILABLE FUNDING	INDIRECT	10 ADULT	12 DW	11 YOUTH	20 WP	22 SNAP	24 LVER	25 DVOP	271 RESEA	40 WTP
PY 23-24 Allocations		\$ 1,020,696	\$ 768,878	\$ 890,940	\$ 812,239	\$ 405,841	\$ 126,167	\$ 166,108	\$ 398,384	\$ 995,764
PY 23-24 Supplemental		\$ -	\$ 164,384	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrestricted Funds Earned this year		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries		\$ -	\$ -	\$ -	\$ (354,062)	\$ -	\$ (78,699)	\$ (91,213)	\$ -	\$ -
Carryforward to PY 24-25		\$ -	\$ (919,443)	\$ (482,276)	\$ (114,544)	\$ (188,152)	\$ (37,396)	\$ (58,704)	\$ (51,322)	\$ (163,614)
Carryforward from PY 22-23		\$ 286,364	\$ 869,768	\$ 568,110	\$ 81,565	\$ 130,534	\$ 20,463	\$ 24,529	\$ 134,912	\$ 146,600
TOTAL	\$ -	\$ 1,307,060	\$ 883,587	\$ 976,774	\$ 425,197	\$ 348,223	\$ 30,535	\$ 40,720	\$ 481,974	\$ 978,750
FUNDING DRAWN DOWN YTD										
	INDIRECT	10 ADULT	12 DW	11 YOUTH	20 WP	22 SNAP	24 LVER	25 DVOP	271 RESEA	40 WTP
PY 23-24 Allocations		\$ 67,000	\$ -	\$ -	\$ 120,977	\$ 22,302	\$ -	\$ -	\$ -	\$ 96,417
PY 23-24 Supplemental		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrestricted Funds Earned this year		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward to PY 24-25		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward from PY 22-23		\$ 286,364	\$ 733,600	\$ 325,777	\$ 81,565	\$ 54,168	\$ 18,347	\$ 16,247	\$ 134,912	\$ 146,600
TOTAL		\$ 353,364	\$ 733,600	\$ 325,777	\$ 202,542	\$ 76,470	\$ 18,347	\$ 16,247	\$ 134,912	\$ 243,017
% of Total Budgeted Funding Received		27.04%	83.03%	33.35%	47.63%	21.96%	60.08%	39.90%	27.99%	24.83%
EXPENDITURES										
Administrative	\$ -	\$ 28,150	\$ 84,842	\$ 9,998	\$ 37,224	\$ 11,255	\$ 2,043	\$ 1,891	\$ 24,479	\$ 32,382
Salaries and Benefits	\$ 170,905	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General and Administrative	\$ 111,366	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Allocated Indirect Costs	\$ (282,272)	\$ 131,192	\$ 14,277	\$ 9,998	\$ 4,748	\$ 11,255	\$ 2,043	\$ 1,891	\$ 24,479	\$ 32,382
Reclassification	\$ -	\$ (103,042)	\$ 70,566	\$ -	\$ 32,477	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Program Training	\$ -	\$ 258,214	\$ 617,850	\$ 357,614	\$ 112,420	\$ 76,870	\$ 18,234	\$ 17,877	\$ 162,387	\$ 215,184
WIOA Youth Contracts	\$ -	\$ -	\$ -	\$ 291,991	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salaries and Benefits	\$ 105,294	\$ 430,300	\$ 43,488	\$ 8,507	\$ 10,432	\$ 49,003	\$ 2,875	\$ 3,247	\$ 105,490	\$ 122,404
Contract Labor	\$ -	\$ 6,727	\$ 623	\$ -	\$ 13	\$ 3,465	\$ 7	\$ 7	\$ 11,319	\$ 9,323
Internship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Incentives/Stipends	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150
Support Services Non-ITA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,446
Support Services ITA	\$ -	\$ 3,755	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-ITA/OST/TAA	\$ -	\$ 106,919	\$ 20,305	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75
Training-OJT	\$ -	\$ 107,221	\$ 6,926	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-Cust./Employed Worker	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WEX/ Internships/ Participant Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ 1,171	\$ 4,128	\$ 606	\$ 716	\$ 1,823	\$ 647	\$ 3,968	\$ 2,434	\$ 1,055	\$ 1,398
One Stop Shared Costs	\$ -	\$ 59,115	\$ 4,791	\$ 75	\$ 16,501	\$ 7,944	\$ 9,008	\$ 9,810	\$ 19,421	\$ 18,912
Other Operating Expenses	\$ 24,664	\$ 69,664	\$ 8,653	\$ 51,680	\$ 16,712	\$ 10,584	\$ 1,427	\$ 1,500	\$ 13,730	\$ 46,433
Allocated Program Indirect	\$ (131,129)	\$ 60,945	\$ 6,632	\$ 4,645	\$ 2,206	\$ 5,229	\$ 949	\$ 879	\$ 11,372	\$ 15,043
Reclassification	\$ -	\$ (590,560)	\$ 525,827	\$ -	\$ 64,734	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 0	\$ 286,364	\$ 702,692	\$ 367,612	\$ 149,645	\$ 88,125	\$ 20,277	\$ 19,768	\$ 186,866	\$ 247,567
Funding Over/(under) expenditures	\$ 0	\$ 67,000	\$ 30,908	\$ (41,835)	\$ 52,897	\$ (11,655)	\$ (1,930)	\$ (3,521)	\$ (51,953)	\$ (4,549)
YTD % of Budgeted Funds Expended		21.91%	79.53%	37.64%	35.19%	25.31%	66.41%	48.55%	38.77%	25.29%

LWDB 20
Summary of Funding and Expenditures
As of November 30, 2023

PY 23-24 TOTAL AVAILABLE FUNDING	470 Apprent Navigator	474 Rapid Response Navigator	475 FAWA	476 Hope Navigator	477 Hope Training	48 F.A.T.E.S.	95 Workforce Summit	792 Youth SOS SLC	801 VMA	Other Non NFA
PY 23-24 Allocations	\$ 62,499	\$ 75,000	\$ -	\$ 73,283	\$ 104,686	\$ -	\$ 140,000	\$ -	\$ 12,024	\$ -
PY 23-24 Supplemental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrestricted Funds Earned this year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,046
Additional Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 149,230	\$ -	\$ -
Retained by DEO for Merit Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward to PY 24-25	\$ -	\$ (42,940)	\$ (1,189,515)	\$ -	\$ -	\$ (97,043)	\$ -	\$ -	\$ -	\$ -
Carryforward from PY 22-23	\$ -	\$ -	\$ 2,760,541	\$ -	\$ -	\$ 156,308	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 62,499	\$ 32,060	\$ 1,571,026	\$ 73,283	\$ 104,686	\$ 59,265	\$ 140,000	\$ 149,230	\$ 12,024	\$ 60,046
FUNDING DRAWN DOWN YTD										
	470 Apprent Navigator	474 Rapid Response Navigator	475 FAWA	476 Hope Navigator	477 Hope Training	48 F.A.T.E.S.	95 Workforce Summit	792 Youth SOS SLC	801 VMA	Other Non NFA
PY 23-24 Allocations	\$ 39,600	\$ 4,700	\$ -	\$ 2,600	\$ -	\$ -	\$ 97,518	\$ -	\$ 8,016	\$ -
PY 23-24 Supplemental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrestricted Funds Earned this year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,559
Additional Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 156,308	\$ -	\$ 39,944	\$ -	\$ -
Retained by DEO for Merit Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward to PY 24-25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward from PY 22-23	\$ -	\$ -	\$ 123,441	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 39,600	\$ 4,700	\$ 123,441	\$ 2,600	\$ -	\$ 156,308	\$ 97,518	\$ 39,944	\$ 8,016	\$ 26,559
% of Total Budgeted Funding Received	0.00%	14.66%	7.86%	3.55%	0.00%	263.74%	0.00%	26.77%	66.67%	44.23%
EXPENDITURES										
Administrative	\$ 4,480	\$ 394	\$ 14,702	\$ 880	\$ -	\$ 394	\$ 20,114	\$ 6,678	\$ -	\$ 2,366
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General and Administrative	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Allocated Indirect Costs	\$ 4,480	\$ 394	\$ 14,702	\$ 880	\$ -	\$ 394	\$ 20,114	\$ 6,678	\$ -	\$ 2,366
Reclassification	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Program Training	\$ 29,027	\$ 2,607	\$ 94,601	\$ 5,796	\$ -	\$ 2,558	\$ 119,886	\$ 41,526	\$ 8,016	\$ 16,775
WIOA Youth Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salaries and Benefits	\$ 22,182	\$ 2,088	\$ 51,421	\$ 4,315	\$ -	\$ 1,526	\$ -	\$ 3,599	\$ -	\$ 7,052
Contract Labor	\$ 333	\$ 9	\$ 1,123	\$ 9	\$ -	\$ 43	\$ -	\$ -	\$ -	\$ -
Internship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Incentives/Stipends	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Support Services Non-ITA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Support Services ITA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -
Training-ITA/OST/TAA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-OJT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-Cust./Employed Worker	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WEX/ Internships/ Participant Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,733	\$ -	\$ -
Travel	\$ 319	\$ 4	\$ 827	\$ 16	\$ 9	\$ -	\$ -	\$ -	\$ -	\$ 225
One Stop Shared Costs	\$ 3,269	\$ 51	\$ 9,467	\$ 669	\$ -	\$ 282	\$ -	\$ 1,689	\$ -	\$ 3,329
Other Operating Expenses	\$ 843	\$ 273	\$ 24,932	\$ 378	\$ -	\$ 416	\$ 110,542	\$ 1,404	\$ 8,016	\$ 5,070
Allocated Program Indirect	\$ 2,081	\$ 183	\$ 6,830	\$ 409	\$ -	\$ 183	\$ 9,344	\$ 3,102	\$ -	\$ 1,099
Reclassification	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 33,507	\$ 3,001	\$ 109,303	\$ 6,675	\$ -	\$ 2,951	\$ 140,000	\$ 48,204	\$ 8,016	\$ 19,142
Funding Over/(under) expenditures	\$ 6,093	\$ 1,699	\$ 14,138	\$ (4,075)	\$ -	\$ 153,357	\$ (42,482)	\$ (8,260)	\$ -	\$ 7,417
YTD % of Budgeted Funds Expended	0.00%	9.36%	6.96%	9.11%	0.00%	4.98%	0.00%	32.30%	66.67%	31.88%

LWDB 20
Summary of Funding and Expenditures
As of November 30, 2023

PY 23-24 TOTAL AVAILABLE FUNDING	YEAR TO DATE TOTALS			
PY 23-24 Allocations		\$	6,052,509	
PY 23-24 Supplemental		\$	164,384	
Unrestricted Funds Earned this year		\$	60,046	
Additional Funds		\$	149,230	
Retained by DEO for Merit Salaries		\$	(523,974)	
Carryforward to PY 24-25		\$	(3,344,949)	
Carryforward from PY 22-23		\$	5,179,694	
TOTAL		\$	7,736,939	
FUNDING DRAWN DOWN YTD				
	PY 23-24 Actual	PY 23-24 Budget	VARIANCE	% Expended
PY 23-24 Allocations	\$ 459,131	\$ 6,052,509	\$ 5,593,378	7.586%
PY 23-24 Supplemental	\$ -	\$ 164,384	\$ 164,384	0.000%
Unrestricted Funds Earned this year	\$ 26,559	\$ 60,046	\$ 33,487	44.231%
Additional Funds	\$ 196,252	\$ 149,230	\$ (47,022)	131.510%
Retained by DEO for Merit Salaries	\$ -	\$ (523,974)	\$ (523,974)	
Carryforward to PY 24-25	\$ -	\$ (3,344,949)	\$ (3,344,949)	
Carryforward from PY 22-23	\$ 1,921,021	\$ 5,179,694	\$ 3,258,673	37.088%
TOTAL	\$ 2,602,963	\$ 7,736,939	\$ 5,133,977	33.643%
% of Total Budgeted Funding Received	33.64%			
EXPENDITURES				
	PY 23-24 Actual	PY 23-24 Budget	VARIANCE	% Expended
Administrative	\$ 282,272	\$ 603,121	\$ 320,849	46.80%
Salaries and Benefits	\$ 170,905	\$ 515,350	\$ 344,445	33.16%
General and Administrative	\$ 111,366	\$ 86,486	\$ (24,880)	128.77%
Allocated Indirect Costs	\$ (0)	\$ 1,284	\$ 1,284	
Reclassification	\$ (0)	\$ -	\$ (0)	
Travel	\$ -	\$ -	\$ -	
Program Training	\$ 2,157,441	\$ 7,132,425	\$ 4,974,984	30.2%
WIOA Youth Contracts	\$ 291,991	\$ 800,000	\$ 508,009	36.5%
Salaries and Benefits	\$ 973,224	\$ 3,334,621	\$ 2,361,397	29.2%
Contract Labor	\$ 32,999	\$ 46,903	\$ 13,904	70.4%
Internship	\$ -	\$ -	\$ -	
Incentives/Stipends	\$ 150	\$ 17,126	\$ 16,976	0.9%
Support Services Non-ITA	\$ 1,446	\$ 11,759	\$ 10,313	12.3%
Support Services ITA	\$ 3,855	\$ 161,500	\$ 157,645	2.4%
Training-ITA/OST/TAA	\$ 127,299	\$ 668,415	\$ 541,116	19.0%
Training-OJT	\$ 114,147	\$ 670,424	\$ 556,276	17.0%
Training-Cust./Employed Worker	\$ -	\$ 78,000	\$ 78,000	0.0%
WEX/ Internships/ Participant Wages	\$ 31,733	\$ 99,226	\$ 67,493	32.0%
Travel	\$ 19,345	\$ 26,215	\$ 6,870	73.8%
One Stop Shared Costs	\$ 164,333	\$ 458,387	\$ 294,054	35.9%
Other Operating Expenses	\$ 396,919	\$ 760,393	\$ 363,474	52.2%
Allocated Program Indirect	\$ 0	\$ (544)	\$ -	
Reclassification	\$ (0)	\$ -	\$ (0)	
Total Expenditures	\$ 2,439,713	\$ 7,735,546	\$ 5,295,833	31.5%
Funding Over/(under) expenditures	\$ 163,249			
YTD % of Budgeted Funds Expended	31.53%			

LWDB 20
Summary of Funding and Expenditures
As of December 30, 2023

PY 23-24 TOTAL AVAILABLE FUNDING	INDIRECT	10 ADULT	12 DW	11 YOUTH	20 WP	22 SNAP	24 LVER	25 DVOP	271 RESEA	40 WTP	470 Apprent Navigator
PY 23-24 Allocations		\$ 1,020,696	\$ 768,878	\$ 890,940	\$ 812,239	\$ 405,841	\$ 126,167	\$ 166,108	\$ 398,384	\$ 995,764	\$ 62,499
PY 23-24Supplemental		\$ -	\$ 164,384	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrestricted Funds Earned this year		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries		\$ -	\$ -	\$ -	\$ (354,062)	\$ -	\$ (78,699)	\$ (91,213)	\$ -	\$ -	\$ -
Carryforward to PY 24-25		\$ -	\$ (919,443)	\$ (482,276)	\$ (114,544)	\$ (188,152)	\$ (37,396)	\$ (58,704)	\$ (51,322)	\$ (163,614)	\$ -
Carryforward from PY 22-23		\$ 286,364	\$ 869,768	\$ 568,110	\$ 81,565	\$ 130,534	\$ 20,463	\$ 24,529	\$ 134,912	\$ 146,600	\$ -
TOTAL	\$ -	\$ 1,307,060	\$ 883,587	\$ 976,774	\$ 425,197	\$ 348,223	\$ 30,535	\$ 40,720	\$ 481,974	\$ 978,750	\$ 62,499
FUNDING DRAWN DOWN YTD											
FUNDING DRAWN DOWN YTD	INDIRECT	10 ADULT	12 DW	11 YOUTH	20 WP	22 SNAP	24 LVER	25 DVOP	271 RESEA	40 WTP	470 Apprent Navigator
PY 23-24 Allocations		\$ 117,000	\$ -	\$ -	\$ 120,977	\$ 40,302	\$ -	\$ -	\$ -	\$ 133,511	\$ 45,100
PY 23-24Supplemental		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrestricted Funds Earned this year		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward to PY 24-25		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward from PY 22-23		\$ 286,364	\$ 869,768	\$ 327,777	\$ 81,565	\$ 54,168	\$ 23,647	\$ 23,347	\$ 235,912	\$ 146,600	\$ -
TOTAL		\$ 403,364	\$ 869,768	\$ 327,777	\$ 202,542	\$ 94,470	\$ 23,647	\$ 23,347	\$ 235,912	\$ 280,111	\$ 45,100
% of Total Budgeted Funding Received		30.86%	98.44%	33.56%	47.63%	27.13%	77.44%	57.34%	48.95%	28.62%	0.00%
EXPENDITURES											
Administrative	\$ -	\$ 28,810	\$ 108,795	\$ 10,943	\$ 37,874	\$ 15,498	\$ 2,299	\$ 2,192	\$ 30,724	\$ 42,122	\$ 5,728
Salaries and Benefits	\$ 211,852	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General and Administrative	\$ 121,575	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Allocated Indirect Costs	\$ (333,427)	\$ 152,597	\$ 17,485	\$ 10,943	\$ 5,398	\$ 15,498	\$ 2,299	\$ 2,192	\$ 30,724	\$ 42,122	\$ 5,728
Reclassification	\$ -	\$ (123,787)	\$ 91,310	\$ -	\$ 32,477	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Program Training	\$ -	\$ 264,215	\$ 760,973	\$ 415,320	\$ 118,801	\$ 103,786	\$ 20,723	\$ 21,179	\$ 201,339	\$ 277,005	\$ 36,723
WIOA Youth Contracts	\$ -	\$ -	\$ -	\$ 339,025	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salaries and Benefits	\$ 129,406	\$ 513,606	\$ 56,118	\$ 10,436	\$ 12,062	\$ 64,861	\$ 3,282	\$ 3,857	\$ 131,629	\$ 164,374	\$ 28,372
Contract Labor	\$ -	\$ 9,453	\$ 3,349	\$ -	\$ 13	\$ 8,803	\$ 7	\$ 7	\$ 15,796	\$ 14,119	\$ 333
Internship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Incentives/Stipends	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,250	\$ -
Support Services Non-ITA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,971	\$ -
Support Services ITA	\$ -	\$ 3,755	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-ITA/OST/TAA	\$ -	\$ 106,919	\$ 20,305	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75	\$ -
Training-OJT	\$ -	\$ 123,235	\$ 7,175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-Cust./Employed Worker	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WEX/ Internships/ Participant Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ 1,171	\$ 4,344	\$ 640	\$ 716	\$ 1,823	\$ 689	\$ 4,225	\$ 2,494	\$ 1,124	\$ 1,573	\$ 404
One Stop Shared Costs	\$ -	\$ 68,705	\$ 6,721	\$ 198	\$ 18,845	\$ 10,331	\$ 10,519	\$ 12,077	\$ 23,314	\$ 24,307	\$ 3,994
Other Operating Expenses	\$ 27,883	\$ 75,449	\$ 9,316	\$ 59,744	\$ 18,759	\$ 11,736	\$ 1,598	\$ 1,704	\$ 14,874	\$ 49,319	\$ 898
Allocated Program Indirect	\$ (158,460)	\$ 72,521	\$ 8,309	\$ 5,201	\$ 2,565	\$ 7,365	\$ 1,093	\$ 1,042	\$ 14,602	\$ 20,018	\$ 2,722
Reclassification	\$ -	\$ (713,772)	\$ 649,039	\$ -	\$ 64,734	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 0	\$ 293,025	\$ 869,768	\$ 426,264	\$ 156,675	\$ 119,284	\$ 23,022	\$ 23,371	\$ 232,064	\$ 319,127	\$ 42,451
Funding Over/(under) expenditures	\$ 0	\$ 110,339	\$ -	\$ (98,487)	\$ 45,866	\$ (24,813)	\$ 625	\$ (24)	\$ 3,848	\$ (39,016)	\$ 2,649
YTD % of Budgeted Funds Expended		22.42%	98.44%	43.64%	36.85%	34.25%	75.40%	57.39%	48.15%	32.61%	0.00%

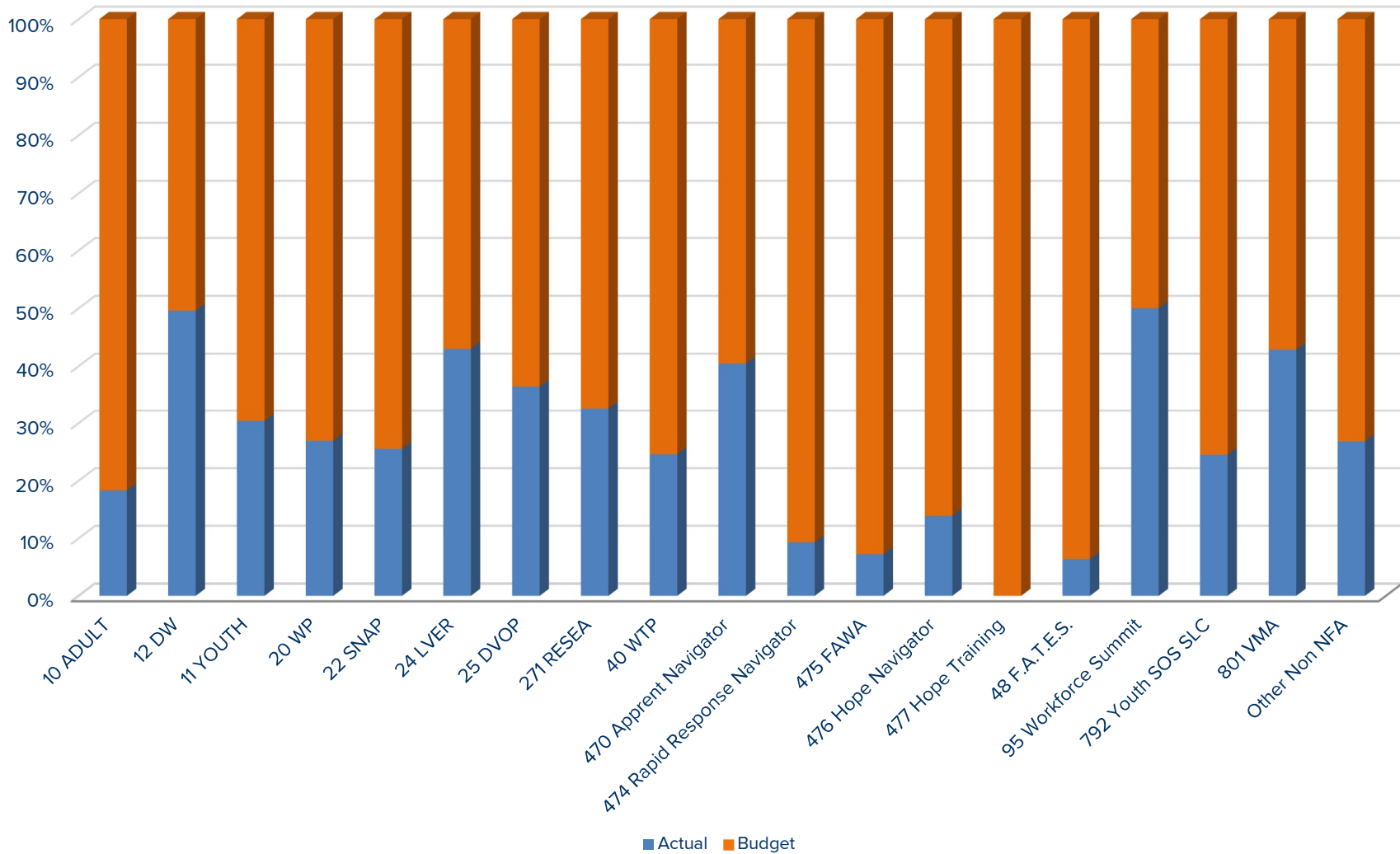
LWDB 20
Summary of Funding and Expenditures
As of December 30, 2023

PY 23-24 TOTAL AVAILABLE FUNDING	474 Rapid Response Navigator	475 FAWA	476 Hope Navigator	477 Hope Training	48 F.A.T.E.S.	95 Workforce Summit	792 Youth SOS SLC	801 VMA	Other Non NFA
PY 23-24 Allocations	\$ 75,000	\$ -	\$ 73,283	\$ 104,686	\$ -	\$ 140,000	\$ -	\$ 12,024	\$ -
PY 23-24 Supplemental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrestricted Funds Earned this year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,046
Additional Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 149,230	\$ -	\$ -
Retained by DEO for Merit Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward to PY 24-25	\$ (42,940)	\$ (1,189,515)	\$ -	\$ -	\$ (97,043)	\$ -	\$ -	\$ -	\$ -
Carryforward from PY 22-23	\$ -	\$ 2,760,541	\$ -	\$ -	\$ 156,308	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 32,060	\$ 1,571,026	\$ 73,283	\$ 104,686	\$ 59,265	\$ 140,000	\$ 149,230	\$ 12,024	\$ 60,046
FUNDING DRAWN DOWN YTD									
PY 23-24 Allocations	474 Rapid Response Navigator	475 FAWA	476 Hope Navigator	477 Hope Training	48 F.A.T.E.S.	95 Workforce Summit	792 Youth SOS SLC	801 VMA	Other Non NFA
PY 23-24 Allocations	\$ 4,700	\$ -	\$ 12,100	\$ -	\$ -	\$ 140,000	\$ -	\$ 9,018	\$ -
PY 23-24 Supplemental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrestricted Funds Earned this year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,220
Additional Funds	\$ -	\$ -	\$ -	\$ -	\$ 156,308	\$ -	\$ 39,944	\$ -	\$ -
Retained by DEO for Merit Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward to PY 24-25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward from PY 22-23	\$ -	\$ 131,441	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 4,700	\$ 131,441	\$ 12,100	\$ -	\$ 156,308	\$ 140,000	\$ 39,944	\$ 9,018	\$ 27,220
% of Total Budgeted Funding Received	14.66%	8.37%	16.51%	0.00%	263.74%	0.00%	26.77%	75.00%	45.33%
EXPENDITURES									
Administrative	474 Rapid Response Navigator	475 FAWA	476 Hope Navigator	477 Hope Training	48 F.A.T.E.S.	95 Workforce Summit	792 Youth SOS SLC	801 VMA	Other Non NFA
Administrative	\$ 435	\$ 16,689	\$ 1,606	\$ -	\$ 506	\$ 19,720	\$ 6,763	\$ -	\$ 2,722
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General and Administrative	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Allocated Indirect Costs	\$ 435	\$ 16,689	\$ 1,606	\$ -	\$ 506	\$ 19,720	\$ 6,763	\$ -	\$ 2,722
Reclassification	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Program Training	\$ 2,857	\$ 106,388	\$ 10,213	\$ -	\$ 3,538	\$ 120,280	\$ 41,637	\$ 9,018	\$ 19,191
WIOA Youth Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salaries and Benefits	\$ 2,282	\$ 60,856	\$ 8,166	\$ -	\$ 1,891	\$ -	\$ 3,598	\$ -	\$ 8,344
Contract Labor	\$ 9	\$ 1,123	\$ 9	\$ -	\$ 43	\$ -	\$ -	\$ -	\$ -
Internship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Incentives/Stipends	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Support Services Non-ITA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Support Services ITA	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -
Training-ITA/OST/TAA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-OJT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-Cust./Employed Worker	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WEX/ Internships/ Participant Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,733	\$ -	\$ -
Travel	\$ 4	\$ 869	\$ 39	\$ -	\$ 9	\$ -	\$ -	\$ -	\$ 225
One Stop Shared Costs	\$ 51	\$ 10,601	\$ 763	\$ -	\$ 702	\$ -	\$ 1,689	\$ -	\$ 3,878
Other Operating Expenses	\$ 305	\$ 25,007	\$ 474	\$ -	\$ 552	\$ 110,909	\$ 1,404	\$ 9,018	\$ 5,451
Allocated Program Indirect	\$ 207	\$ 7,931	\$ 763	\$ -	\$ 241	\$ 9,372	\$ 3,214	\$ -	\$ 1,294
Reclassification	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 2,857	\$ 123,077	\$ 11,819	\$ -	\$ 4,045	\$ 140,000	\$ 48,401	\$ 9,018	\$ 21,913
Funding Over/(under) expenditures	#VALUE!	\$ 8,364	\$ 281	\$ -	\$ 152,264	\$ -	\$ (8,457)	\$ -	\$ 5,307
YTD % of Budgeted Funds Expended	#VALUE!	7.83%	16.13%	0.00%	6.82%	0.00%	32.43%	75.00%	36.49%

LWDB 20
Summary of Funding and Expenditures
As of December 30, 2023

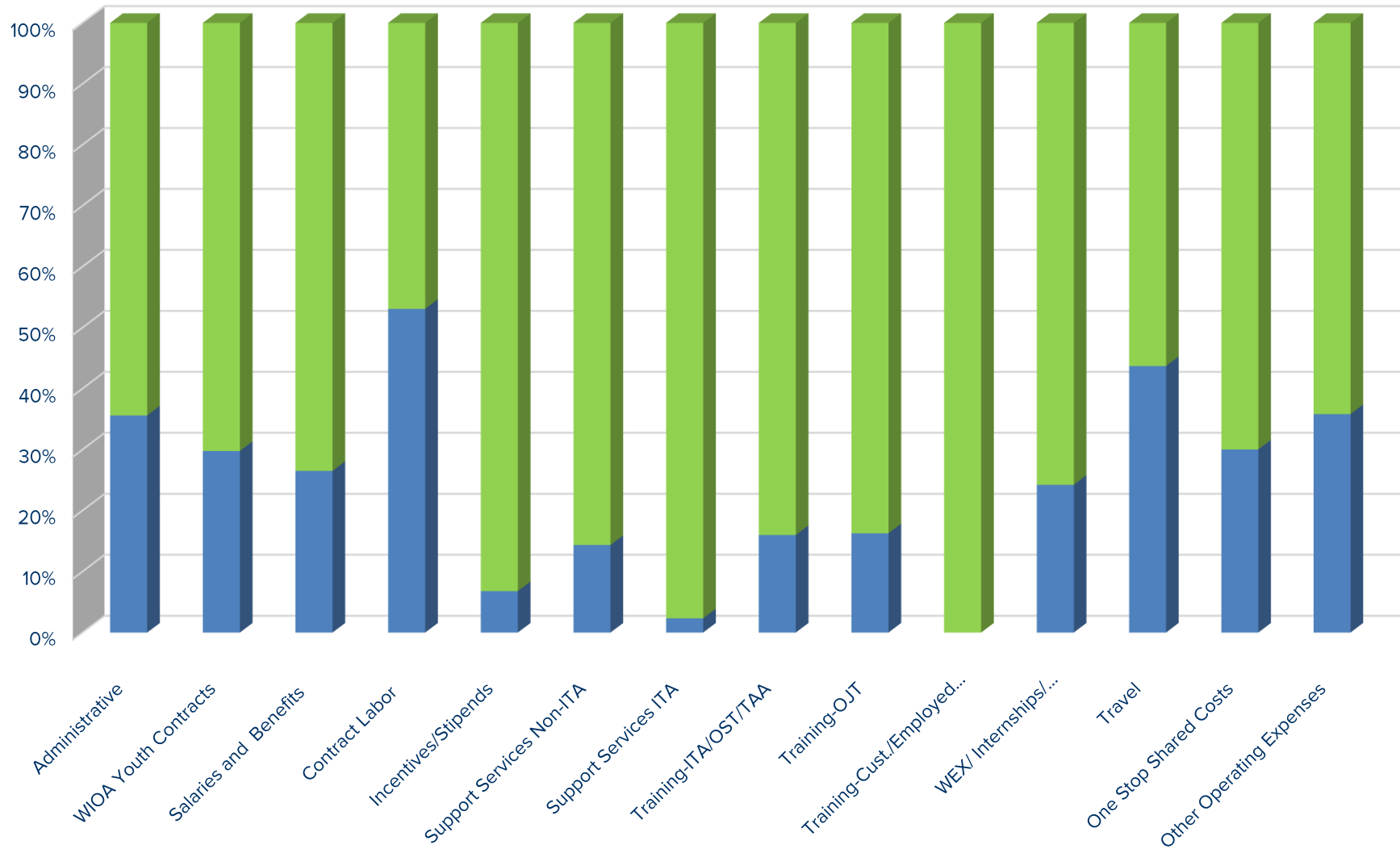
PY 23-24 TOTAL AVAILABLE FUNDING	YEAR TO DATE TOTALS			
PY 23-24 Allocations		\$	6,052,509	
PY 23-24 Supplemental		\$	164,384	
Unrestricted Funds Earned this year		\$	60,046	
Additional Funds		\$	149,230	
Retained by DEO for Merit Salaries		\$	(523,974)	
Carryforward to PY 24-25		\$	(3,344,949)	
Carryforward from PY 22-23		\$	5,179,694	
TOTAL		\$	7,736,939	
FUNDING DRAWN DOWN YTD				
	PY 23-24 Actual	PY 23-24 Budget	VARIANCE	% Expended
PY 23-24 Allocations	\$ 622,708	\$ 6,052,509	\$ 5,429,801	10.288%
PY 23-24 Supplemental	\$ -	\$ 164,384	\$ 164,384	0.000%
Unrestricted Funds Earned this year	\$ 27,220	\$ 60,046	\$ 32,826	45.332%
Additional Funds	\$ 196,252	\$ 149,230	\$ (47,022)	131.510%
Retained by DEO for Merit Salaries	\$ -	\$ (523,974)	\$ (523,974)	
Carryforward to PY 24-25	\$ -	\$ (3,344,949)	\$ (3,344,949)	
Carryforward from PY 22-23	\$ 2,180,589	\$ 5,179,694	\$ 2,999,105	42.099%
TOTAL	\$ 3,026,769	\$ 7,736,939	\$ 4,710,170	39.121%
% of Total Budgeted Funding Received	39.12%			
EXPENDITURES				
	PY 23-24 Actual	PY 23-24 Budget	VARIANCE	% Expended
Administrative	\$ 333,427	\$ 603,121	\$ 269,694	55.28%
Salaries and Benefits	\$ 211,852	\$ 515,350	\$ 303,498	41.11%
General and Administrative	\$ 121,575	\$ 86,486	\$ (35,089)	140.57%
Allocated Indirect Costs	\$ (0)	\$ 1,284	\$ 1,284	
Reclassification	\$ (0)	\$ -	\$ (0)	
Travel	\$ -	\$ -	\$ -	
Program Training	\$ 2,533,188	\$ 7,132,970	\$ 4,599,782	35.5%
WIOA Youth Contracts	\$ 339,025	\$ 800,000	\$ 460,975	42.4%
Salaries and Benefits	\$ 1,203,139	\$ 3,334,621	\$ 2,131,482	36.1%
Contract Labor	\$ 53,065	\$ 46,903	\$ (6,161)	113.1%
Internship	\$ -	\$ -	\$ -	
Incentives/Stipends	\$ 1,250	\$ 17,126	\$ 15,876	7.3%
Support Services Non-ITA	\$ 1,971	\$ 11,759	\$ 9,788	16.8%
Support Services ITA	\$ 3,855	\$ 161,500	\$ 157,645	2.4%
Training-ITA/OST/TAA	\$ 127,299	\$ 668,415	\$ 541,116	19.0%
Training-OJT	\$ 130,410	\$ 670,424	\$ 540,013	19.5%
Training-Cust./Employed Worker	\$ -	\$ 78,000	\$ 78,000	0.0%
WEX/ Internships/ Participant Wages	\$ 31,733	\$ 99,226	\$ 67,493	32.0%
Travel	\$ 20,348	\$ 26,215	\$ 5,867	77.6%
One Stop Shared Costs	\$ 196,695	\$ 458,387	\$ 261,692	42.9%
Other Operating Expenses	\$ 424,397	\$ 760,393	\$ 335,996	55.8%
Allocated Program Indirect	\$ 0	\$ 0	\$ -	
Reclassification	\$ 0	\$ -	\$ 0	
Total Expenditures	\$ 2,866,615	\$ 7,736,091	\$ 4,869,476	37.1%
Funding Over/(under) expenditures	\$ 160,154			
YTD % of Budgeted Funds Expended	37.05%			

Budget to Actual Expenditures by Program as of December 31, 2023



Budget to Actual by Expenditure Category as of December 31, 2023

■ PY 23-24 Actual ■ PY 23-24 Budget



AGENDA ITEM SUMMARY

Title	2022-IRS Form 990 Tax Return Optimal Use of Resources
Strategic Plans/Goals	Optimal Use of Resources
Policy/Plan/Law	Workforce Innovation and Opportunity Act (WIOA)/Role of LWDB's
Action Requested	Review and Approve Acceptance of 2022-IRS Form 990 Tax Return
Background	<p>The IRS Form 990 (Return of Organization Exempt from Income Tax) is designed to provide:</p> <ul style="list-style-type: none"> • Transparency of activities • A realistic picture of the organization and its operation • A basis for comparing the organization to similar organizations • Tax Compliance <p>The 2022-IRS Form 990 consists of a core form and supplemental schedules. There are questions concerning Board governance and policies and the IRS strongly recommends that all voting members of the governing body receive a copy of the organization's final IRS Form 990 Tax Return prior to its filing.</p>
Staff Recommendations	Review and Approve Acceptance of 2022-IRS Form 990 Tax Return
Supporting Material	Link to 2022 IRS Form 9090 Tax Return: https://careersourcerc.com/wp-content/uploads/2024/02/WFDB-Treasure-Coast-2022-Draft-Form-990-for-Mgmt-Review-201853.pdf
Board Staff	<p>Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418</p>

AGENDA ITEM SUMMARY

Title	Department of Commerce (FLORIDACOMMERCE) - Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs from July 1, 2023 - June 30, 2024
Strategic Plans/Goals	Operational Intelligence
Policy/Plan/Law	CareerSource Florida Administrative Policy Number 118
Action Requested	Review and Approve the FLORIDACOMMERCE - Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs from July 1, 2023 - June 30, 2024
Background	FLORIDACOMMERCE and the State Workforce Development Board will continue to grant the authority, on behalf of the Governor, to allow Local Workforce Development Boards to transfer up to an 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 any transfer of funds between WIOA programs complies with federal law and to record and document their use and application of local funds.
Staff Recommendations	Review and Approve FLORIDACOMMERCE - Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs from July 1, 2023 - June 30, 2024
Supporting Material	FLORIDACOMMERCE - Prior Approval Transfer Request Form - WIOA Adult 2023 and Dislocated Worker (DW) 2023 funding for Programs from July 1, 2023 - June 30, 2024
Board Staff	Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418



**Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs
From July 1, 2023 through June 30,2024**

LWDB Number and Name (Requestor): SWDB20 CareerSource Research Coast

Name / Title of Requestor Representative: Brian Bauer, President/CEO

Adult and Dislocated Worker Transfer Request

Program Year	Program	Total Award Amount	Amount of Adult Requested to be Spent on DW	Percentage of Adult Requested to be Spent on DW	Amount of DW Requested to be Spent on Adult	Percentage of DW Requested to be Spent on Adult
2022	DW	1,042,420.00	0.00	0	889,412.80	85%

COMPLETE THE BELOW SECTIONS FOR REQUESTS THAT EXCEED 25% OF THE PROGRAM'S ANNUAL ALLOCATION

Reason for requesting the use of one program's funding for the other (e.g. anticipated depletion of current funds, changes in labor market conditions, etc.):

LWDB 20 anticipates to fully expend the WIOA Adult - 2023 funding prior to June 2024. The previous Prior Approval Transfer Request completed was approved for \$788,000. LWDB20 requests the approval of an additional \$101,412.80 in WIOA DW 2022 funding to be utilized for WIOA Adult 2023 expenditures, for a total transfer of \$889,412.80. Based on the historical data for Dislocated Workers in our LWDA, this transfer will allow service to additional WIOA Adult participants.

A description of outreach/marketing activities conducted to ensure underserved populations were aware of available services:

Website, social media such as Facebook, Instagram, LinkedIn and Radio advertising, job fairs, flyers and print advertising. In addition, we perform outreach through our community partners and training providers.

Labor market conditions contributing to the need for the transfer:

Current labor market conditions have led to an increase in Dislocated worker participation, however there is still a greater need for WIOA Adult participant funding for training and operating expenditures.

The number of participants originally planned to be served by the base allocation compared to the estimated number of participants expected to be served after funds are transferred.

LWDB20 DW - 2022 funding would allow for an estimated 94 DW participants to be served in PY23-24, based on the prior program year cost per DW participant. However, given the historical number of DW participants served, this transfer request would allow for an estimated additional 223 WIOA Adult participants to receive career/basic services, training and individualized services for PY23-24 while continuing to serve an additional 9 DW participants, which is a 64% increase from PY22-23.

COMPLETE THE BELOW CERTIFICATION FOR REQUESTS THAT EXCEED 25% OF THE PROGRAM'S ANNUAL ALLOCATION

I certify the following:

1. When transferring from Adult to Dislocated Worker - The LWDB has sufficient funds to serve the WIOA Adult priority populations.
2. When transferring from Dislocated Worker to Adult - The LWDB has sufficient Dislocated Worker funds to serve dislocated workers in the local area; there are no pending layoffs that may impact the need for dislocated workers in the local area.
3. The full board voted to approve this request to transfer funds and a copy of the LWDB's meeting minutes are included with this request.

I certify the above information is true and correct.

Signature of Board Chair

Print Name

Date

AGENDA ITEM SUMMARY

Title	Welfare Transition (WT) Program-Incentive Policy
Strategic Plans/Goals	Optimal Use of Resources
Policy/Plan/Law	N/A
Action Requested	Review and approve the Welfare Transition (WT) Program-Incentive Policy
Background	<p>Florida Statutes allow Local Workforce Development Boards (LWDBs) to provide incentives to WT participants to complete assigned activities. In addition, the LWDBs may determine the value of the incentive payments and create policies related to their use.</p> <p>The local policy was updated to add a new incentive payment to encourage participant engagement in the WT Program.</p>
Staff Recommendations	Approve the Welfare Transition (WT) Program-Incentive Policy
Supporting Material	Welfare Transition (WT) Program-Incentive Policy
Board Staff	<p>Brian Bauer President/CEO bbauer@careersourcerc.com (866)482-4473 ext. 418</p>



PURPOSE

The purpose of this policy is to establish a uniform standard for CareerSource Research Coast’s (CSRC) use of Incentive Payments for Welfare Transition (WT) Program participants.

REFERENCES

Personal Responsibility and Work Opportunity Reconciliation Act, Federal Regulations (45CFR 263.11(b), and Florida Statue 414.085.

BACKGROUND

Florida Statutes allow Local Workforce Development Boards (LWDBs) to provide incentives to WT participants to complete assigned activities. In addition, the LWDBs may determine the value of the incentive payments and create policies related to their use.

POLICY:

It is the policy of CSRC to provide incentive payments to WT Program participants to encourage the completion of activities leading to self-sufficiency. Incentive payment amounts are based on the availability of funding.

INCENTIVE PAYMENT REQUIREMENTS:

All participants must either:

- Received cash assistance benefits in the month the incentive is earned or
- Cash assistance benefits closed within the previous three months from the date of request due to earnings generated from employment.
- If the incentive request is for quarterly employment retention, the Temporary Cash Assistance case must have initially closed due to earnings generated from employment.

WT PROGRAM INCENTIVE PAYMENTS AND AMOUNTS*

CSRC provides the following incentives to WT participants as determined allowable and upon meeting the requirements listed for each:

- Attendance at a scheduled, in-person, initial appointment with a WT Program Career Planner - \$25
- Obtainment of GED or high school diploma - \$100
- College Degree, Applied Technical Diploma, Nationally Recognized Credential, Industry Certification or State License - \$100 - **Participants may not receive an incentive if they do not complete the related credential for the program of study.**
- Unsubsidized Job Placement
 - Full time (30 hours or more) employment - \$200
 - Part time (29 hours or less) employment - \$100
 - Employment incentive will only be requested after verification of employment and the receipt of the first full paystub.
- Completion of four consecutive weeks of participation (can be ongoing) - \$75
- Completion of a resume approved by a CSRC Workshop Instructor and completion of three approved job readiness workshops - \$75
- Completion of three assessments in the Skills, Interests, and Proficiency Assessments workshop - \$75
- Completion of each 75-hour Office Administration course - \$175
- Completion of two consecutive weeks of vocational training (can be ongoing) - \$75
- Completion of a WIOA intake and assessment with a CSRC (WIOA) Career Planner - \$25
- Completion of the Florida Ready to Work program, attainment of the Florida Soft Skills Credential, and attainment of the Florida Ready to Work Credential - \$150



WELFARE TRANSITION PROGRAM

INCENTIVE POLICY

ORIGINAL APPROVAL DATE: 8/10/2011

REVISION DATE: ~~03/29/2023~~02/28/2024

BOARD APPROVAL DATE: ~~04/26/2023~~02/28/2024

- Retention of employment after case closure by DCF for earned income-
 - 1st quarter following case closure \$50
 - 2nd quarter following case closure \$50
 - 3rd quarter following case closure \$50
 - 4th quarter following case closure \$50

* The amount of incentive payments are subject to change based on the amount of Welfare Transition Program funding available and awarded to CSRC each program year.

Refer to the Following Documents:

WTP - Incentive Procedure

WTP - Issuance of Transportation and Incentive Payments Policy

WTP - Issuance of Transportation Assistance and Incentive Payments Procedure



PURPOSE

The purpose of this policy is to establish a uniform standard for CareerSource Research Coast's (CSRC) use of Incentive Payments for Welfare Transition (WT) Program participants.

REFERENCES

Personal Responsibility and Work Opportunity Reconciliation Act, Federal Regulations (45CFR 263.11(b), and Florida Statute 414.085.

BACKGROUND

Florida Statutes allow Local Workforce Development Boards (LWDBs) to provide incentives to WT participants to complete assigned activities. In addition, the LWDBs may determine the value of the incentive payments and create policies related to their use.

POLICY:

It is the policy of CSRC to provide incentive payments to WT Program participants to encourage the completion of activities leading to self-sufficiency. Incentive payment amounts are based on the availability of funding.

INCENTIVE PAYMENT REQUIREMENTS:

All participants must either:

- Received cash assistance benefits in the month the incentive is earned or
- Cash assistance benefits closed within the previous three months from the date of request due to earnings generated from employment.
- If the incentive request is for quarterly employment retention, the Temporary Cash Assistance case must have initially closed due to earnings generated from employment.

WT PROGRAM INCENTIVE PAYMENTS AND AMOUNTS*

CSRC provides the following incentives to WT participants as determined allowable and upon meeting the requirements listed for each:

- Attendance at a scheduled, in-person, initial appointment with a WT Program Career Planner - \$25
- Obtainment of GED or high school diploma - \$100
- College Degree, Applied Technical Diploma, Nationally Recognized Credential, Industry Certification or State License - \$100 - ***Participants may not receive an incentive if they do not complete the related credential for the program of study.***
- Unsubsidized Job Placement
 - Full-time (30 hours or more) employment - \$200
 - Part-time (29 hours or less) employment - \$100
 - Employment incentives will only be requested after verification of employment and the receipt of the first full paystub.
- Completion of four consecutive weeks of participation (can be ongoing) - \$75
- Completion of a resume approved by a CSRC Workshop Instructor and completion of three approved job readiness workshops - \$75
- Completion of three assessments in the Skills, Interests, and Proficiency Assessments workshop - \$75
- Completion of each 75-hour Office Administration course - \$175
- Completion of two consecutive weeks of vocational training (can be ongoing) - \$75
- Completion of a WIOA intake and assessment with a CSRC (WIOA) Career Planner - \$25
- Completion of the Florida Ready to Work program, attainment of the Florida Soft Skills Credential, and attainment of the Florida Ready to Work Credential - \$150



- Retention of employment after case closure by DCF for earned income-
 - 1st quarter following case closure \$50
 - 2nd quarter following case closure \$50
 - 3rd quarter following case closure \$50
 - 4th quarter following case closure \$50

* The amount of incentive payments are subject to change based on the amount of Welfare Transition Program funding available and awarded to CSRC each program year.

Refer to the Following Documents:

WTP - Incentive Procedure

WTP - Issuance of Transportation and Incentive Payments Policy

WTP - Issuance of Transportation Assistance and Incentive Payments Procedure

AGENDA ITEM SUMMARY

Title	President/CEO Annual Performance Evaluation
Strategic Plans/Goals	Administration & Strategic Planning
Policy/Plan/Law	Workforce Innovation and Opportunity Act (WIOA)/Role of LWDB's/DEO Grantee-Subgrantee Agreement /CSRC Employee Bonus Policy
Action Requested	Discuss the President/CEO Performance Evaluation & Approve any Annual Performance Bonus deemed appropriate.
Background	<p>The Executive Committee members rate the performance of the President/CEO annually. 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.</p> <p>Per the DEO Grantee/Sub-Grantee Agreement, no changes to compensation for CSRC's executive staff are allowed without documented approval from the Board of Directors and must align with local policies and procedures. CSRC's Employee Bonus Policy allows for non-discretionary, performance-based, year-end bonus/raise for all CSRC staff not to exceed 5% of an employee's annual salary.</p>
Staff Recommendations	None
Supporting Material	President/CEO Performance Evaluation - Composite Rating Form
Board Staff	<p>Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418</p>



February 16, 2024

To whom it may concern,

Per the DEO Grantee/Sub-Grantee Agreement, no changes to compensation for CareerSource Research Coast (CSRC) executive staff are allowed without documented Board approval and must align with local policies and procedures. The Board shall ensure that all bonuses, pay raises, and benefits are reasonable and necessary for the successful performance of the award and are a prudent use of federal funding.

In compliance with the CSRC Administrative-Employee Bonus Policy, the Executive Committee for CareerSource Research Coast has reviewed and approved the recommendation for Brian Bauer, President/CEO, to receive as part of his annual performance evaluation for the calendar year 2023- 2024 a five percent (5%) annual performance bonus.

Sincerely,

A handwritten signature in blue ink, appearing to read "Leslie Kristof", is written over a faint blue line.


Leslie Kristof
Chair, Executive Committee



CEO Evaluation Tabulation - 1/29/2024

Committee Member	I. Organization, Efficiency, Productivity and Effectiveness						II. Individual Efficiency, Productivity and Effectiveness						
	Leadership	Planning	Organizing	Work Products	Budget Management	Staffing	Analysis/ Decision Making	Presentations	Self-Direction	Self-Motivation	Communication Skills	Community Relations	Board Interaction
Committee Member - 1	4	4	4	4	4	3	4	4	4	4	4	4	3
Committee Member - 2	3	3	3	3	4	2	3	4	3	3	3	2	3
Committee Member - 3	4	4	4	4	4	4	4	4	4	4	4	4	4
Committee Member - 4	4	4	4	4	4	4	4	4	4	4	4	4	4
Committee Member - 5	4	4	4	4	4	4	4	4	4	4	4	4	4
Committee Member - 6	4	4	4	4	4	3	4	4	3	4	4	4	4
Committee Member - 7	4	4	3	4	4	3	4	4	4	4	3	3	4
Total	27	27	26	27	28	23	27	28	26	27	26	25	26
Average Grade	3.86	3.86	3.71	3.86	4.00	3.29	3.86	4.00	3.71	3.86	3.71	3.57	4.00

Combined Average	3.79
-------------------------	-------------

DocuSigned by:

 222D52D0E860408
 Leslie Kristof, Chair of the Board

2/9/2024 | 9:02 AM EST
 Date

This performance evaluation has been reviewed and discussed with me.

DocuSigned by:

 81CEFB6456304CC
 Brian Bauer, President/CEO

2/16/2024 | 9:49 AM EST
 Date

DocuSigned by:

 222D52D0E860408
 Leslie Kristof, Chair of the Board

2/16/2024 | 9:49 AM EST
 Date

Agenda Item 10

AGENDA ITEM SUMMARY

Title	One-Stop Operator Quarterly Reports 2nd Quarter - PY 2023-2024
Strategic Plans/Goals	Effective Utilization of Current and Timely Operational Intelligence for all Stakeholders
Policy/Plan/Law	Workforce Innovation and Opportunity Act (WIOA)/Role of the One-Stop Operator
Action Requested	None - Information Only
Background	<p>The One-Stop Operator’s major function is the coordination of the service delivery among the required One-Stop System Partners and their programs for the Local Workforce Development Area 20 (LWDA 20), CareerSource Research Coast. The One-Stop Operator will navigate between the One-Stop Partners to ensure there is coordination of service delivery for employers and job seekers within the LWDA 20 One-Stop System.</p> <p>CareerSource Research Coast’s (CSRC) designation as the One-Stop Operator requires a submission of written, quarterly reports to the Board of Directors regarding the progress towards the established goals of the One-Stop Operator.</p>
Staff Recommendations	None - Information Only
Supporting Material	One-Stop Operator Quarterly Report - Q2 PY 2023-2024
Board Staff	<p>Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418</p>

1. Overall Duty of the Comprehensive One-Stop Career Center Operator

Workforce Coordination Consulting, LLC (WCC) was approved as the Comprehensive One-Stop Operator and the contract was signed effective October 5, 2023. Transition, planning and oversight meetings have been held monthly during the second quarter with CareerSource Research Coast (CSRC) Administration and the WCC partners, Eleanor Eberhart-Chin and Glenda Harden. WCC's major function is the coordination of the service delivery among the Comprehensive One-Stop Partners and their programs. WCC is responsible to navigate between the Comprehensive One-Stop partners to ensure there is coordination of service delivery for employers and career seekers within the LWDB 20 One-Stop System.

2. Memorandums of Understanding (MOUs) and Infrastructure Agreements (IFAs)

MOU – All MOUS are finalized and are effective until June 30,2024. WCC, as the Comprehensive One-Stop Operator, will begin working with each of the Comprehensive One-Stop Partners during the third quarter to update their MOUs to reflect any changes/modifications and to ensure compliance with Comprehensive One-Stop Career Center Federal and State regulations and requirements.

IFA – Timesheets for Program Year 23-24 Quarter 1 and Quarter 2 have been sent to all partners to document their actual time spent in the Comprehensive One-Stop Career Center. In return, each partner has submitted their required quarterly time records for invoicing. Invoices for Quarter 1 and 2 have been sent to all partners.

3. Coordination and Collaboration Activities

- **Introduction/Communication** – WCC prepared an introduction letter and emailed to each of the Comprehensive One-Stop Career Center partners. As part of the introduction email, WCC requested an in person meeting, at their organization's location, with each of the partners and their staff who are involved in the Comprehensive One-Stop Career Center System.
- **Partner Meetings** –WCC met with each of the required Partners and their staff at their offices as follows:
 - St. Lucie County Community Services on October 19, 2023
 - Farmworker Career Development Program on November 2, 2023
 - Division of Blind Services on November 6, 2023
 - Indian River State College on November 7, 2023
 - AARP on November 7, 202
 - Division of Vocational Rehabilitation on November 8,2023

The Agenda for these meetings is attached to this report.

The Program Year 22-23 fourth quarter meeting was held in person at the Comprehensive One-Stop Career Center on 11/15/2023. The meeting was well attended by the Partners and their staff. A meeting Agenda was prepared and shared with all. Partners were reminded of their responsibilities as Partners in the One-Stop System and discussion followed regarding the required Quarterly Time Sheets, Sign In Sheets, Referrals utilizing the Crosswalk system and utilization of the Customer Satisfaction Survey. Questions, answers and comments were addressed.

Kate Sayger, the Program Performance Coordinator at CareerSource Research Coast (CSRC), presented information about the Career Services available at the One-Stop Career Center and the other CSRC

Centers. Kate also provided details about the application process for clients to access WIOA Training Services. A thorough discussion by all partners, Kate, Eleanor and Glenda ensued throughout the presentation.

Updates regarding their organization's programs and services were provided by each of the Partners.

An Open Discussion session concluded the meeting. Partners were asked by the One-Stop Operator regarding any concerns, needs and/or suggestions to improve our coordinated services to our clients. *For more detailed information of the quarterly meeting, the minutes are attached to this report for review.* The Program Year 23-24 third quarter partner meeting is scheduled for March 26, 2024, 10:00am at IRSC's Eastman Advance Workforce Training Complex.

Customer Satisfaction Survey - There was one response from a customer referred by AARP to CSRC. The customer reported they were very satisfied with both programs, however, they were not contacted within the expected timeframe. CSRC administration and WCC are in discussion about possible methods to improve the feedback from the One-Stop System customers.

Client Referrals - During the second quarter of Program Year 23-24 there were 28 referrals from the One-Stop System partners and CSRC referred 21 customers to other partner services. Referrals are submitted through the Crosswalk system which is being utilized by all partners. It is the responsibility of the One-Stop Operator, WCC, to monitor and evaluate the utilization and effectiveness of the system.

4. Conflict of Interest

The proposal submitted by WCC for the CSRC One-Stop Operator Request for Proposal included statements disclosing any potential conflicts of interest. At the time of contracting, WCC signed documents declaring Workforce Coordination Consulting, LLC. had no conflicts of interest. Currently, WCC has no conflicts of interest.

5. Complying with Federal Regulations and Procurement Policies

CSRC followed federal guidelines and procurement policies as outlined in their Administrative Plan in procuring and contracting with Workforce Coordination Consulting, LLC as the Comprehensive One-Stop Career Center Operator. Recent monitoring of their practices was completed by their contracted Monitoring firm the week of October 30th 2023. As the Comprehensive One-Stop Career Center Operator, WCC is responsible for monitoring the Comprehensive One-Stop Career Center System. WCC has created a monitoring/compliance tool and met with CSRC Administration for review and approval of the tool.

6. Recommendations

The following recommendations were made during WCC's individual meetings with each partner and at the One-Stop Partner's Quarterly Meeting:

1. Inviting other local organizations that provide services to present at the Partner's Quarterly Meetings
2. Creating a Display Board in the Resource Room at the Comprehensive One-Stop Career Center. This Board would be designed to inform clients entering the Center of the Partners that were available that particular day and their schedule for the week. Partners would indicate on the Board whether they were "in or out" on a particular day.
3. Holding the Quarterly Partner Meetings at the other Partner's Locations when possible. This would allow the partners to better understand each other's services and practices.

AGENDA ITEM SUMMARY

Title	Chair's Report
Strategic Plans/Goals	Operational Intelligence
Policy/Plan/Law	Board Procedure
Action Requested	None - Information Only
Background	Leslie Kristof, Chairperson will share information at the meeting with the Board.
Staff Recommendations	N/A
Supporting Material	None - Information Only
Board Staff	Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418

AGENDA ITEM SUMMARY

Title	President's Report
Strategic Plans/Goals	Operational Intelligence
Policy/Plan/Law	Board Procedure
Action Requested	None - Information Only
Background	Each meeting the President/CEO shares information with the Board on events and issues important for Board members to know.
Staff Recommendations	None - Information Only
Supporting Material	Presented at the Board Meeting
Board Staff	Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418

AGENDA ITEM SUMMARY

Title	LWDB20 - FLORIDACOMMERCE Preliminary Monitoring Review Summary PY 2023-2024
Strategic Plans/Goals	Effective Utilization of Current and Timely Operational Intelligence for all Stakeholders
Policy/Plan/Law	DEO Grantee/Sub-Grantee Agreement, CSRC Administrative Plan
Action Requested	None - Information Only
Background	<p>The CSRC is responsible for monitoring all functions of administration and program operations to ensure maximum effectiveness and efficiency of all management, programmatic and fiscal systems. Monitoring should ensure that abuses in program operations are identified in a timely manner, resulting in the prevention and/or elimination of any misuse of funds.</p> <p>Per State requirements, CSRC conducts self or internal monitoring on a scheduled basis. Various staff members with programmatic experience are utilized to ensure that programs are in compliance with federal/state/local regulations and policies. Internal monitoring is also completed to track performance, reach goals and provide for continuous improvement.</p> <p>FLORIDACOMMERCE also completes an annual programmatic quality assurance review of all CareerSource Research Coast programs and special projects, including career center operations.</p> <p>CSRC staff will provide the Committee with the preliminary results of the monitoring completed by the Florida Department of Commerce (FLORIDACOMMERCE) during the week of January 16-22, 2024.</p>
Staff Recommendation	None - Informational Only
Supporting Material	Link to Monitoring Review: Microsoft Word - LWDB 20 Preliminary Review Summary PY23-24 (secureserver.net)
Board Staff	<p>Brian Bauer President/CEO bbauer@careersourcerc.com (866)482-4473 ext. 418</p>



AGENDA ITEM SUMMARY

Title	Local Workforce Development Board Membership
Strategic Plans/Goals	Effective Utilization of Current and Timely Operational Intelligence for all Stakeholders
Policy/Plan/Law	Workforce Innovation and Opportunity Act (WIOA)/By-Laws-Role of LWDB's
Action Requested	Establish Ad Hoc Search Committee for New Board Membership
Background	The Governor, in partnership with CareerSource Florida (CSFL) Board of Directors, establish criteria for use by the Chief Local Elected Officials (CLEO) for appointment of members to the LWDB's in accordance with WIOA sec. 107(b)(2). In following the guidance set forth in the TC Workforce Consortium's Interlocal Agreement, the CLEO shall be the appointing authority for the members of the LWDB's.
Staff Recommendations	Establish Ad Hoc Committee for the replacement of current vacancies as set forth in the By-Laws.
Supporting Material	None - Information Only
Board Staff	Brian Bauer President/CEO bbaueri@careersourcerc.com (866) 482-4473 ext. 418

AGENDA ITEM SUMMARY

Title	Regional Planning Area Designation Request
Strategic Plans/Goals	Optimal Use of Resources
Policy/Plan/Law	Workforce Innovation and Opportunity Act (WIOA)/Role of LWDB's
Action Requested	None - Information Only
Background	As per CareerSource Florida Strategic Policy 2023.09.19.A.1, the request to be identified as a regional planning area (planning region) requires that the local workforce development boards have relevant relationships as evidenced by labor markets, economic development areas, education and training resources, population centers, commuting patterns, industrial composition, location quotients, labor force conditions, and geographic boundaries. If the request for designation is approved, the local workforce development boards within the regional planning area will be required to engage in a regional planning process that will produce a Regional Plan to be added as an addendum to each local workforce development board plan per FloridaCommerce Regional Planning Instructions.
Staff Recommendation	None - Information Only
Supporting Material	Local Workforce Development Board Regional Planning Area Application Letter, PowerPoint: Regional Planning - Data Book for Designation Requests
Board Staff	Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418

collaborate.
innovate.
lead.

Request for Regional Planning Area Identification	
Proposed Name of Planning Region: Palm Beach-Treasure Coast Regional Planning Area	
Local Workforce Development Boards included (Two or more contiguous boards): CareerSource Research Coast and CareerSource Palm Beach County	
Date of Submission: 2/6/2024	
Contact Person Name(s): Brian Bauer, President/CEO	Phone: 1-866-482-4473 ext. 418 Email Address: bbauer@careersourcerc.com

The request for designation requires that the local workforce development boards have relevant relationships as evidenced by labor markets, economic development areas, education and training resources, population centers, commuting patterns, industrial composition, location quotients, labor force conditions, and geographic boundaries. By signing below, the local chief elected officials and the local workforce development board executive directors certify that the local areas request designation as a qualified regional planning area per CareerSource Florida Strategic Policy 2023.09.19.A.1. If the request for designation is approved, the local workforce development boards within the regional planning area will be required to engage in a regional planning process that will produce a Regional Plan to be added as an addendum to each local workforce development board plan per FloridaCommerce Regional Planning Instructions.

{Remainder of page intentionally left blank.}

Signature Page

CareerSource Research Coast Executive Director	
Name: Brian Bauer	
<small>DocuSigned by:</small>	
Signature:	<i>Brian K. Bauer</i>
<small>81CEFB6456304CC</small>	
Date of Submission: 2/6/2024	

Treasure Coast Workforce Consortium Chair (CLEO) - CareerSource Research Coast	
Name and Title: Commissioner Jamie Fowler	County: BOCC St. Lucie County
<small>DocuSigned by:</small>	
Signature:	<i>Jamie Fowler</i>
<small>0DEE40086419455...</small>	
Date: 2/6/2024 9:13 AM EST	

Signature Page

CareerSource Palm Beach County Executive Director	
Name: Julia Dattolo	
Signature:	<small>DocuSigned by:</small> <i>Julia Dattolo</i>
Date of Submission:	<small>91D02ABE6EF04B0...</small> 1/29/2024 11:47 AM PST

Local Chief Elected Official – CareerSource Palm Beach County	
Name and Title: Commissioner Gregg Weiss	County: Palm Beach
Signature:	<small>DocuSigned by:</small> <i>Gregg K. Weiss</i> <small>CSA</small>
	Date: 1/29/2024 2:54 PM EST

AGENDA ITEM SUMMARY

Title	Open to the Board
Strategic Plans/Goals	Operational Intelligence
Policy/Plan/Law	Board Procedure
Action Requested	Discussion
Background	This agenda item gives Board members the opportunity to introduce issues for general discussion, make announcements pertinent to the Board or provide feedback.
Staff Recommendations	None - Information Only
Supporting Material	None
Board Staff	Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418

AGENDA ITEM SUMMARY

Title	Open to the Public
Strategic Plans/Goals	Operational Intelligence
Policy/Plan/Law	Board Procedure
Action Requested	Discussion
Background	At each meeting the public is given the opportunity to address the Board on any issues applicable to the Board.
Staff Recommendations	N/A
Supporting Material	None - Information Only
Board Staff	Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418