



# 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 3<sup>rd</sup> Quarter of PY 2023-2024 list. Staff recommend approval of this LTOL for the 3<sup>rd</sup> Quarter of PY 2023-2024.

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

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**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.

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Brian Bauer  
Board Secretary

3/4/2024

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Date