



# 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 2<sup>nd</sup> 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

collaborate.  
collaborate.  
innovate.  
lead.  
lead.



**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 2<sup>nd</sup> 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 Consortiums. 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.

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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 Staff

3/4/2024  
Date

