



Board of Directors Meeting Minutes

February 28, 2024

Meeting Agenda

1. Welcome & Call to Order
2. Pledge of Allegiance
3. Roll Call and Attendance
 - a. Board
 - b. staff
4. Declarations of Conflicts of Interest

Voting Items

5. Consent Agenda
 - a. Review and Approve December 20, 2023, Board of Directors Meeting Minutes
 - b. Review and Approve January 16, 2024, Youth Council Meeting Minutes
 - c. Review and Approve February 16, 2024, Executive Meeting Minutes
 - I. Review and Approve Financial Reports for November and December - PY 2023-2024
6. Review and Approve Acceptance of 2022 - IRS Form 990 Tax Return
7. Review and Approve Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs
8. Review and Approve WT (Welfare Transition) - Incentive Payment Policy Revisions
9. Review and Approve President/CEO Annual Performance Bonus for 2023-2024

Information/Discussion

10. One-Stop Operator Quarterly Report 2nd Quarter - PY 2023-2024
11. Chair's Report
12. President's Report
 - a. FLORIDACOMMERCE Programmatic Monitoring Preliminary Review
 - b. Ad Hoc Search Committee - Board Membership
 - c. Regional Planning Area Designation Request
 - d. National Association of Workforce Boards (NAWB) Forum - March 23-26, 2024
13. Open to the Board
14. Open to the Public
15. Adjournment

Members Present

Leslie Kristof	Jim Brann	Larry Leet
Maddie Williams	Bob Cenk	

Members Participating by Teleconference

Werner Bols	Bill Solomon	Tracey Miller
Terrance Moore	Lorna Landherr	Maddie Williams
Helene Caseltine	William Armstead	Mike Kauffmann
Christie Shields	Wayne Olson	Pete Tesch

Members Absent (Excused)

David Freeland	Jose Capellan	Dori Stone
Pamela Burchell	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

Leslie Kristof, Chair, called the meeting to order at 8:00 a.m. The Board recited the Pledge of Allegiance. A quorum was established.

Agenda Item 4 - Declarations of Conflicts of Interest (COI):

Leslie Kristof, Chair, asked if any items on the agenda had a conflict of interest. No conflicts of interest were declared.

Agenda Item 5 - Consent Agenda:

Leslie Kristof, Chair, presented the Consent Agenda and asked members if any items needed further discussion.

With no further discussion, a motion was made by Maddie Williams to approve the Consent Agenda as presented. Terrance Moore seconded the motion. The motion was passed unanimously.

Agenda Item 6 - Review and Approve Acceptance of 2021 - IRS Form 990 Tax Return:

Lisa Delligatti, CFO, explained that the 2022 - IRS Form 990 consists of a core form and supplemental schedules. Ms. Delligatti asked if there were any questions regarding the IRS Form 990 Tax Return.

With no further discussion, a motion was made by Larry Leet 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 7 - Review and Approve Review and Approve Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs - July 1, 2023 - June 30, 2023:

Lisa Delligatti, CFO, reiterated that the Department of Commerce (FLORIDACOMMERCE) and the State Workforce Development Board grant the authority, on behalf of the Governor, to allow Local Workforce Development Boards (LWDBs) to transfer up to and including 100 percent of the funds allocated to local areas for adult activities for expenditure on dislocated worker activities, and up to 100 percent of funds allocated to local areas for dislocated worker activities for expenditures on adult activities. Local Workforce Development Boards are required to ensure that any transfer of funds between WIOA programs complies with federal law and to record and document their use and application of local funds.

As a result, LWDB 20 anticipates full expenditure of the WIOA Adult - 2023 funding prior to June 2024. Therefore, CSRC is requesting the ability to utilize \$101,412.80 of WIOA Dislocated Worker 2023 funding to cover PY 2023-2024 Adult expenditures.

With no further discussion, a motion was made by Jim Brann to approve the Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs - PY 2023-2024, as presented. Larry Leet seconded the motion. The motion passed unanimously.

Agenda Item 8 - Review and Approve WT (Welfare Transition) - Incentive Payment Policy Revisions:

Tracey McMorris, Vice President of Operations/COO, stated the revisions to this policy are necessary to establish a uniform standard for CareerSource Research Coast's (CSRC) use of Incentive Payments for Welfare Transition (WT) Program participants. Thus, incentive payments be provided to WT Program participants to encourage the completion of activities leading to self-sufficiency. Incentive payment amounts are based on the availability of funding.

Revisions to this policy are as follows:

Added under Incentive Payment Requirements - If the incentive request is for quarterly employment retention, the Temporary Cash Assistance case must have initially closed due to earnings generated from employment.

Added under WT Program Incentive Payments and Amounts: Attendance at a scheduled, in-person initial appointment with a WT Program Career Planner - \$25.

With no further discussion, a motion was made by Larry Leet to approve the WT - Incentive Payment Policy Revisions, as presented. Jim Brann seconded the motion. The motion passed unanimously.

Agenda Item 9 - Review and Approve President/CEO Annual Performance Bonus for 2023-2024:

Leslie Kristof, Chair, stated that in compliance with the CSRC Administrative-Employee Bonus Policy, the Executive Committee for CareerSource Research Coast reviewed and approved the recommendation that 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.

With no further discussion, a motion was made by Jim Brann to approve the President/CEO Annual Performance Bonus for 2023-2024, as presented. Maddie Williams seconded the motion. The motion passed unanimously.

Agenda Item 10 - One-Stop Operator Quarterly Report 2nd Quarter - PY 2023-2024:

Eleanor Eberhart-Chin, Workforce Coordination Consulting, LLC (WCC), explained that she and Glenda Harden were 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 the CareerSource Research Coast (CSRC) Administration and the WCC partners. WCC's primary function is to coordinate service delivery among the Comprehensive One-Stop Partners and their programs. WCC is responsible for navigating between the Comprehensive One-Stop partners to ensure service delivery coordination for employers and career seekers within the LWDB 20 One-Stop System.

Ms. Eberhart-Chin gave the following updates:

- All Memorandums of Understanding (MOU) 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.
- 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, 2023,
 - Division of Vocational Rehabilitation on November 8, 2023
- During the second quarter of Program Year 23-24, 28 referrals from the One-Stop System partners were received, and CSRC referred 21 customers to other partner services. Referrals are submitted through the Crosswalk system, which all partners utilize. The One-Stop Operator, WCC, is responsible for monitoring and evaluating the system's utilization and effectiveness.

The next One-Stop Operator meeting will take place on March 26, 2024. The partners are inviting other organizations to attend this meeting to expand resources that provide service delivery for employers and career seekers within the LWDB 20 One-Stop System.

Agenda Item 8 - Chair's Report:

Leslie Kristof, Chair, thanked Jim Brann for his work on the Ad Hoc Search Committee, where he serves as the board member liaison. Ms. Kristof explained that the committee was working to fill three board of director seats for the Workforce Development Board of the Treasure Coast by June 30, 2024.

In addition, Ms. Kristof asked if other board members would like to participate in the committee. William Armstead, Boys and Girls Club of St. Lucie County, and Larry Leet, St. Lucie Board of County Commissioners, volunteered.

Mr. Brann stated that he would contact Mr. Armstead and Commissioner Leet to update them on the status of the search committee's potential candidates.

Agenda Item 9 - President's Report:

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

Department of Commerce (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 January 16-22, 2024. The review period for this monitoring covered October 1, 2022, through 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.

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).

Mr. Bauer reiterated that an Ad Hoc Search Committee was established to fill the current board vacancies outlined in the By-Laws. He asked the committee to make any recommendations for board appointments.

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 December 12, 2023, meeting. 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. 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 Workforce Readiness Taskforce (Education and Industry Consortium) held its first meeting on February 1, 2024. At that time, the consortium discussed the appointment of a chairperson, proposed an agenda that meets the requirements of Section 445.007, Florida Statutes, and asked the members to decide the regularity of the meetings going forward. It was reiterated that consortium members shall be appointed for two-year terms beginning on Jan. 1, 2024.

Education and Industry Consortium Update:

Brian Bauer, President/CEO, informed the board that he and 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.

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 April 24, 2024

BOARD SECRETARY CERTIFICATION

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

Brian Bauer
Board Secretary

4/24/2024
Date