



Executive Committee Meeting Minutes

April 12, 2024

Opening Remarks

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

Voting Items

3. Review and Approve January and February Financial Reports - PY 2023-2024
4. Review and Approve Local Targeted Occupations List (LTOL) 4th Quarter - PY 2023-2024
5. Review and Approve Training Provider Recommendation - Chapman School of Seamanship, Inc.
6. Review and Approve Workforce Innovation and Opportunity Act (WIOA) - Supportive Services Policy Revisions
7. Review and Approve Welfare Transition (WT) - Excused Absence Policy Revisions

Other Business

8. Primary Indicators of Performance 2nd Quarter - PY 2023-2024
9. Ad Hoc Search Committee - Board Membership
10. Other Business
 - a. National Association of Workforce Boards (NAWB) Forum - March 23-26, 2024
 - b. Legislative/CareerSource Florida Update
 - c. Regional Planning Area Update
11. Adjournment

Members Participating In-Person:

None

Members Participating by Teleconference:

Terrance Moore Jim Brann Bob Cenk
Leslie Kristof

Members Excused

Pam Burchell Werner Bols

Administrative Staff Present/Teleconference:

Brian Bauer Lisa Delligatti Jennifer Eimann
Martin Rivera

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Call to Order:

Jim Brann, Vice Chair, called the meeting to order at 8:05 a.m. A quorum was established. Note: Leslie Kristof had issues with her Teams connection. As a result, Jim Brann chaired the meeting.

Agenda Item 2 - Declarations of Conflicts of Interest (COI):

Jim Brann, Vice Chair, asked if there were any Conflicts of Interest. None were declared.

Agenda Item 3 - Review and Approve Financial Reports for January and February - PY 2023-2024:

Lisa Delligatti, CFO, stated that amendments to the budget and monthly expenditures for February Bob Cenkare as follows:

- Expenditures are 43.28%.
- Individual Training Accounts (ITA) are at 35%, 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.
- Funding Exhausted – Apprenticeship Navigator

A motion was made by Bob Cenk to approve the Financial Reports for January and February, as presented. Terrance Moore seconded the motion. The motion passed unanimously.

Agenda Item 4 - Review and Approve Local Targeted Occupations List (LTOL) 4th Quarter - 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 4th Quarter of PY 2023-2024 list. Staff recommends approval of this LTOL for the 4th Quarter of PY 2023-2024.

A motion was made by Terrance Moore to approve the Local Targeted Occupations List for the 4th Quarter of PY 23-24, as presented. Bob Cenk seconded the motion. The motion passed unanimously.

Agenda Item 5 - Review and Approve Training Provider Recommendation - Chapman School of Seamanship, Inc.:

Brian Bauer, President/CEO, explained that training services providers may apply for initial eligibility by completing a CareerSource Research Coast (CSRC) application for inclusion on the local list of eligible training providers. Applications are reviewed by a team of at least 3 members, which are comprised of CSRC staff and/or Board members, to confirm that all required documentation is provided and that minimal performance levels have been met. If the review team determines the provider has submitted all required documentation and met minimal performance levels, the application will be reviewed by a rating team based on a 100-point scale. The average score of the team must be 75 for the application to be presented for approval.

Based on the rating team's metrics, the team recommended that the Chapman School of Seamanship, Inc. be added to the Eligible Training Provider List (ETPL).

A motion was made by Terrance Moore to approve the Training Provider Recommendation – Chapman School of Seamanship, inc., as presented. Bob Cenk seconded the motion. The motion passed unanimously.

Agenda Item 6 - Review and Approve Workforce Innovation Opportunity Act (WIOA) Adult and Dislocated Workers - Supportive Services Policy Revisions:

Brian Bauer, President/CEO, stated that WIOA requires access to supportive services, which participants may need to overcome barriers that affect their abilities to participate successfully in and/or complete training activities.

To align with CareerSource Florida's Supportive Services and Needs Related Payments Administrative Policy Number 109, staff revised the WIOA A/DW Supportive Services Policy as follows:

- Increased the types of supportive services available at CSRC based on current WIOA guidelines.
- Updated limitations per program year for each type of WIOA-funded supportive service available.
- Established a process for requesting, reviewing, and approving other types of supportive services that a participant may express a need for that are not listed in the current Supportive Services Policy.

A motion was made by Bob Cenk to approve the Revisions to the WIOA Adult and Dislocated Workers - Supportive Services Policy, as presented. Terrance Moore seconded the motion. The motion passed unanimously.

Agenda Item 7 - Review and Approve Welfare Transition (WT) - Excused Absences Policy Revisions:

Brian Bauer, President/CEO, explained that Florida's Work Verification Plan administers the State of Florida's excused absence policy for paid work activities, unpaid work activities, and holidays for the Temporary Assistance for Needy Families (TANF) program.

The State of Florida permits a maximum of 16 hours of excused time per month, totaling no more than 80 hours in a rolling 12-month period. The local policy was updated to allow flexibility in awarding excused absence hours when documentation cannot be provided.

A motion was made by Terrance Moore to approve the Welfare Transition (WT) – Excused Absences Policy Revisions, as presented. Bob Cenk seconded the motion. The motion passed unanimously.

Agenda Item 8 - Primary Indicators of Performance 2nd Quarter PY 2023-2024:

Brian Bauer, President/CEO, presented the Primary Indicators of Performance for 2nd Quarter of PY 2023-2024. Mr. Bauer explained that the areas highlighted in blue 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.

The numbers reflected in all categories of the report show the LWDB 20 has either met or exceeded all performance goals. Mr. Bauer stated that staff has worked hard to meet the negotiated performance targets and that strategic operational steps taken are working for purposes of monitoring.

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

Brian Bauer, President/CEO, thanked Jim Brann, Vice Chair, for his role as new board member liaison. Mr. Bauer stated that applications have been sent to the following individuals for board membership consideration:

- David Bean, Operations Manager, Walmart Distribution Center, Ft. Pierce, Business (BU)
- Keith Fletcher, President/CEO, Boys & Girls Club of Martin County, Stuart, Business (BU)
- Chris Hambleton, General Manager, APP Jet Center, Ft. Pierce, Business (BU)
- Deb Frazier, Executive Officer, Treasure Coast Builders Association (TCBA), Port St. Lucie, Business (BU) - Maddie Williams Replacement at TCBA

Mr. Brann stated that he would contact candidates next week to ensure that applications are completed in time for the Treasure Coast Workforce Consortium meeting on June 11, 2024.

Agenda Item 10 - Other Business:

Slate of Officers: Mr. Bauer stated that the Board’s By-Laws state that the Chairperson, Vice Chairperson, and Treasurer shall be appointed annually by the Board. Jim Brann, the current Vice Chair, is slated to move into the Chair seat for PY 2024-2025. A Vice Chair and Treasurer are still needed. Mr. Bauer asked the committee for recommendations.

Regional Planning Area Update: Mr. Bauer updated the committee on the CareerSource Florida Regional Planning Area Strategic Plan.

Mr. Bauer shared that CareerSource Research Coast will host CareerSource Florida Palm Beach on June 11, 2024, for an in-person regionalization discussion. This meeting will be the kickoff for the steps and strategic planning for the formation of the governor’s approved Regional Planning Area.

Mr. Bauer stated that he would update committee members once he had more specific information to share.

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

Mr. Brann stated that the meeting was very informative. He stated that it was a perfect opportunity to understand how important collaboration between all stakeholders is in order to best benefit the communities and businesses we serve.

New Board/Committee Schedule for PY 2024-2025: Mr. Bauer proposed changing the board meeting schedule for PY 2024-2025. The suggestion is to move from six yearly meetings to four (September, January, April, and June).

The meeting would be longer, thus allowing more time for various activities such as strategic planning, community stakeholder relationship building, board member training and keynote speakers.

Agenda 11 - Adjournment:

With no further items to discuss, a motion was made by Jim Brann, Vice Chair, to adjourn the meeting, seconded by Bob Cenk. The motion passed unanimously, and the meeting was adjourned at 8:31 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.

4/24/2024

Brian Bauer
Board Secretary

Date

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