



Agenda Item 6C Executive Committee Meeting Minutes

August 16, 2024

Opening Remarks

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

Voting Items

3. Review and Approve May and June Financial Reports - PY2023-2024
4. Review and Approve Designee for Timothy Moore, President, Indian River State College
5. Review and Approve Individual Training Account (ITA) Waiver Request - PY 2024-2025

Information/Discussion

6. LWDB 20 Final Budget - PY 2024-2025
7. CareerSource Research Coast Administrative Plan - Draft
8. WIOA Four-Year Plan Development - Planning Sessions
9. CareerSource Research Coast - Employee Handbook
10. Updates:
 - Workforce Professional Development Summit - September 8-11, 2024
 - Board Member Orientation/Refresher
 - Regional Planning Area (RPA)
 - CareerSource Research Coast Reorganization - PY 2024-2025
11. Adjournment - Next Executive Meeting September 13, 2024

Members Participating In-Person

Bob Cenk William Armstead

Members Participating by Teleconference:

Terrance Moore Werner Bols Jim Brann

Members Excused

Leslie Kristof

Administrative Staff Present/Teleconference:

Brian Bauer Tracey McMorris Lisa Delligatti
Jennifer Eimann

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Call to Order:

Jim Brann, Chair, called the meeting to order at 8:05 am. A quorum was established.

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

Jim Brann, Chair, asked if there were any Conflicts of Interest, and none were declared.

Agenda Item 3 - Review and Approve Financial Statements - May and June 2023-2024:

Lisa Delligatti, CFO, stated the following amendments to the budget and monthly expenditures are as follows:

- Individual Training Accounts (ITA) are at 35%, which is 5% short of the 40% requirement
- The Pie Chart provided outlines the following expenditures for PY 24-25:
 - Salaries and Benefits: \$2,536,434
 - Training/Support/Incentive: \$313,636
 - Participant Wages: \$65,128
 - One-Stop Costs: \$422,455
 - Operating: \$710,918
 - Administrative: \$680,357
 - WIOA Youth Contract: \$756,710

A motion was made by Werner Bols to approve the Financial Statements for May and June 2024, as presented. Bob Cenk seconded the motion. The motion passed unanimously.

Agenda Item 4 - Review and Approve Designee for Timothy Moore, President, Indian River State College:

Brian Bauer, President/CEO, stated that the By-Laws of the Workforce Development Board permit mandatory board members to designate a single, high-ranking designee with decision-making authority from his/her organization to represent him/her at Board and/or at standing or Ad-Hoc committee meetings. Per the Board's By-Laws, Timothy Moore has requested that Prashanth Pilly represent him at the Board of Directors and Youth Council meeting when Dr. Moore is not available to attend. The Board must approve all designees.

A motion was made by Terrance Moore to approve the Designee for Michael Maine, Superintendent of Martin County Public Schools, as presented. William Armstead seconded the motion. The motion passed unanimously.

Agenda Item 5 - Review and Approve Individual Training Account (ITA) Waiver Request:

Brian Bauer, President/CEO, explained that CareerSource Florida allows Local Workforce Development Boards (LWDBs) to request a Waiver of the 50% ITA expenditure required under Florida Statute. The percentage of ITA expenditures to be reduced by a waiver request is in direct relationship to the reduction of the LWDB's program year budget.

Career Source Research Coast (CSRC) is requesting that our formal ITA Waiver Request of 35% be continued for the 2024-2025 program year.



A motion was made by William Armstead to approve the Individual Training Account (ITA) Waiver Request, as presented. Bob Cenk seconded the motion. The motion passed unanimously.

Agenda Item 6 - Review LWDB 20 Final Budget - PY 2023-2024:

Lisa Delligatti, CFO, presented the funding allocations for PY 2024-2025. Ms. Delligatti explained that each year, the Board approves a budget for the following program year.

Board Staff has received final allocations for the WIOA, Wagner Peyser, and Welfare Transition programs for PY 2024-2025. Based on this information, the finance department met with Executive Management staff and drafted a final budget to present to the Board of Directors. The Board will have the opportunity to approve the 2024-2025 final budget at the September 25, 2024 meeting.

Agenda Item 7 - CareerSource Research Coast Administrative Plan - Draft:

Brian Bauer, President/CEO, stated that CSRC's Administrative Plan was revised based on updated requirements stipulated in the DEO Grantee/Subgrantee agreement. Mr. Bauer stated that most revisions were language changes and edits to align with current guidance from our independent monitoring and a recent Office of Civil Rights monitoring.

Agenda Item 8 - WIOA Four-Year Plan Development - Planning Sessions:

Brian Bauer, President/CEO, stated that WIOA requires each local workforce development board (LWDB) to develop and deliver a comprehensive four-year plan to the state. These plans must be submitted in partnership with the local chief elected official. Regulations require states and LWDBs to regularly revisit and recalibrate state plan strategies in response to changing economic conditions and workforce needs of the state (20 CFR, Unified and Combined Plans Under Title I of the Workforce Innovation and Opportunity Act, (676.135).

The Administrative Plan addresses how LWDB20 will foster strategic alignment, improve service integration, and ensure the workforce system is industry-relevant. It responds to the economic needs of the local workforce development area and matches employers with skilled workers. Services described in the plan lead to greater efficiencies, reduce duplication, and maximize financial and human resources. The plan guidelines require the LWDB to address current and future strategies and efficiencies to address Florida's workforce system's continuous improvement and focus on customer service excellence.

Agenda Item 9 - CareerSource Research Coast - Employee Handbook:

Brian Bauer, President/CEO, stated that the handbook provides general information about the working conditions, benefits, and guidelines affecting your employment. It has been prepared for informational purposes and is not to be considered or construed as a contract of employment. CareerSource Research Coast may amend any or all information in this handbook as necessary. In addition, the information in this handbook is not a complete description of all CareerSource Research Coast benefits and procedures.



Agenda Item 10 - Updates:

- Workforce Professional Development (WPD) Summit—The summit will be held this year at the Renaissance Orlando at SeaWorld from September 9 to 11, 2024. CSRC is sending ten staff members this year.
- Board Member Orientation/Refresher - Mr. Bauer explained that we are currently working on our annual board member orientation, an annual requirement outlined in our sub-grantee agreement with the Department of Commerce (FLORIDACOMMERCE.). LWDB 20 is working with Taylor, Hall, Miller, and Parker (THMP) to update the orientation video with applicable documents for PY 2024-2025. The orientation video is expected to be sent out to Board members in September and should be completed by June 30, 2025.
- CareerSource Research Coast Reorganization—PY 2024-2025: Mr. Bauer announced that due to an approximately 18% funding reduction, LWDB 20 will be consolidated into one comprehensive center. This means we will close the Indian River Career and Martin County Career Centers effective October 2024. Likewise, the current administrative offices will also be closed. Mr. Bauer is working to finalize a new lease at Renaissance Business Park, Ft. Pierce, to house the one-stop comprehensive center.

Mr. Bauer explained that an all-staff meeting was called on September 8, 2024, and these changes and a reduction in the workforce (RIF) were announced. The RIF includes a minimum of six staff members and will take place on 9/30/2024.

Business will continue as usual, and all services will remain available to clients. Additional information will be provided to the board as we move forward.

Agenda 11 – Adjournment:

With no further items to discuss, a motion was made by Jim Brann, Chair, to adjourn the meeting, seconded by Werner Bols. The motion passed unanimously, and the meeting was adjourned at 8:53 a.m.

BOARD SECRETARY CERTIFICATION

I hereby certify that 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
Secretary

9/25/2024
Date

Next Executive Meeting – October 11, 2024

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