



Agenda Item 6e Executive Committee Meeting Minutes

September 13, 2024

Opening Remarks

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

Voting Items

3. Review and Approve July Financial Reports - PY2024-2025
4. Review and Approve Wagner Peyser (WP) - Job Seeker Registration Application and Services Policy Revisions
5. Review and Approve Wagner Peyser (WP) - Job Orders and Placement Policy Revisions
6. Review and Approve Welfare Transition (WT) Program - Supportive Services Policy Revisions
7. Review and Approve Workforce Innovation Opportunity Act (WIOA) - Adult/Dislocated Worker (DW) Supportive Services Policy Revisions
8. Review and Approve Workforce Innovation Opportunity Act (WIOA) - Eligible Training Provider List Policy Revisions
9. Review and Approve Workforce Innovation Opportunity Act (WIOA) - Adult/DW Program Eligibility Policy Revisions
10. Review and Approve Workforce Innovation Opportunity Act (WIOA) - Youth Services Subrecipient Contract Renewal - PY2024-2025
11. Review and Approve Local Targeted Occupations List (LTOL) - 2nd Quarter PY 2024-2025
12. Review and Approve Acceptance of the Florida Department of Commerce (FLORIDACOMMERCE) Grantee/Subgrantee Agreement - PY 2024-2027

Information/Discussion

13. CareerSource Research Coast Final Budget - PY 2024-2025
14. Florida Department of Commerce (FLORIDACOMMERCE) Internal Control Questionnaire (ICQ) and Assessment - PY 2024-2025
15. Updates:
 - WIOA Four-Year Plan
 - Workforce Professional Development Summit - September 8-11, 2024
 - Board Member Orientation/Refresher
16. Adjournment

Members Participating In-Person

Bob Cenk

Members Participating by Teleconference:

Terrance Moore Werner Bols Jim Brann
William Armstead

Members Excused

Leslie Kristof

Administrative Staff Present/Teleconference:

Brian Bauer Tracey McMorris Lisa Delligatti
Jennifer Eimann

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 Reports - PY2024-2025:

Lisa Delligatti, CFO, stated that July 2024 had less activity than prior months due to the final approval of expenditures in June for PY 23-24. which happens in June.

Ms. Delligatti noted that \$8,026 was the last Adult money carryforward from 2023. Currently, LWDB 20 is utilizing Dislocated Worker (DW) funding for all our adult expenditures until we fully expend the DW 2023 grant; at this point, we'll use Adult 2024.

Werner Bols made a motion to approve the Financial Reports for PY 2024-2025, as presented. Bob Cenk seconded the motion. The motion passed unanimously.

Agenda Item 4 - Review and Approve Wagner Peyser (WP) - Job Seeker Registration Application and Services Policy Revisions:

Tracey McMorris, COO, stated that at the beginning of the program year, staff reviews all of the local policies and procedures, comparing them to the CareerSource Florida Administrative Policies to ensure that they align.

The following WP - Job Seeker Registration Application and Services Policy Revisions had some language changes to clarify the definition of a full registration vs. a partial registration in EmployFlorida and further guidance on how a client can register.

Terrance Moore made a motion to approve the acceptance of the Wagner Peyser (WP) - Job Seeker Registration Application and Services Policy Revisions, as presented. Will Armstead seconded the motion. The motion passed unanimously.

Agenda Item 5 - Review and Approve Wagner Peyser (WP) - Job Orders and Placement Policy Revisions:

Tracey McMorris, COO, stated that this policy's language changed regarding properly recording job referrals, job developments, hires, and obtained employment.

The language was changed to clarify the expectations further, but nothing materially changed in how we operate.

Terrance Moore made a motion to approve the acceptance of the Wagner Peyser (WP) - Job Order and Placement Policy Revisions, as presented. Will Armstead seconded the motion. The motion passed unanimously.

Agenda Item 6 - Review and Approve Welfare Transition (WT) Program - Supportive Services Policy Revisions:

Tracey McMorris, COO, stated that the one significant change is the addition of supportive services we can invest in for welfare transition participants. These include training activities, tools, books, exams, physicals that might be required for their employment, and background checks.

This change is a concerted effort to further support and guide these individuals toward employment. While many other supportive services are about transportation and childcare, which is allowable, we want to ensure that we have the structure to support these participants and guide them toward employment.

Will Armstead made a motion to approve the acceptance of the Welfare Transition (WT) – Supportive Services Policy Revisions, as presented. Bob Cenk seconded the motion. The motion passed unanimously.

Agenda Item 7 - Review and Approve Workforce Innovation Opportunity Act (WIOA) - Adult/Dislocated Worker (DW) Supportive Services Policy Revisions:

Tracey McMorris, COO, stated that the policy revisions were incorrect and should not have been presented to the committee.

Werner Bols made a motion to approve the withdrawal of the Workforce Innovation Opportunity Act (WIOA) - Adult/Dislocated Worker (DW) Supportive Services Policy Revisions from the agenda. Terrance Moore seconded the motion. The motion passed unanimously.

Agenda Item 8 - Review and Approve Workforce Innovation Opportunity Act (WIOA) - Eligible Training Provider List Policy Revisions:

Tracey McMorris, COO, stated that this policy is a complete overhaul of the previous policy and greatly changes how we approach managing our eligible training provider list. The major change in this policy is that the state is now taking the lead in approving all eligible training providers. In contrast, each local workforce development board had previously approved their training providers.

CareerSource Florida released its eligible training provider policy in August, so the revisions we've made are aligned with that administrative policy. Eligible training providers now apply at the state level to employ Florida. Our local board staff does have a part in guiding the training provider through the application process, ensuring that all the applications are complete. Still, Florida Commerce has the final approval.

Once an eligible training provider is approved at the state level, every board in the state has access to it. This process opens opportunities for our clients and allows us to connect them to even more training opportunities. So, we are kind of excited about this change and the diversity of training that it's going to bring.

Bob Cenk made a motion to approve the Workforce Innovation Opportunity Act (WIOA) - Eligible Training Provider List Policy Revisions, as presented. Werner Bols seconded the motion. The motion passed unanimously.

Agenda Item 9 - Review and Approve Workforce Innovation Opportunity Act (WIOA) - Adult/DW Program Eligibility Policy Revisions:

Tracey McMorris, COO, explained that the revisions to this policy were made to better align the language with the CareerSource Florida Administrative Policy.

One change clarifies how income is assessed based on someone's current financial situation and the number of people living in the household. This policy outlines guidance on calculating income and what documents are appropriate.

Werner Bols made a motion to approve the Workforce Innovation Opportunity Act (WIOA) - Adult/DW Program Eligibility Policy Revisions, as presented. Bob Cenk seconded the motion. The motion passed unanimously.

Agenda Item 10 - Review and Approve Workforce Innovation Opportunity Act (WIOA) - Youth Services Subrecipient Contract Renewal - PY2024-2025:

Agenda Item 4 - Review and Approve WIOA Youth - Services Subrecipient Contract for PY 2023-2024:

Brian Bauer, President/CEO, explained that CareerSource Research Coast (CSRC) is working with Eckerd Youth to renew the contract for PY 2023-2024 (4 of 5 years from the RFP term). Based on performance and fiscal integrity, a letter of intent has been executed to renew the WIOA Youth Services contract with Eckerd Connects for PY 2024-2025.

Mr. Bauer explained that CSRC and Eckerd had reviewed the Statement of Work and discussed changes for the upcoming PY 2024-2025. Mr. Bauer stated that the contract awards Eckerd Youth \$800,000 for PY 2024-2025.

Bob Cenk made a motion to approve the WIOA Youth Services Subrecipient Contract for PY2024-2025, as presented. Terrance Moore seconded the motion. The motion passed unanimously.

Agenda Item 11 - Review and Approve Local Targeted Occupations List (LTOL) for the 2nd Quarter of PY 2024-2025:

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 2nd Quarter of the PY 2024-2025 list. Staff recommends approval of this LTOL for the 2nd Quarter of PY 2024-2025.

Terrance Moore made a motion to approve the Local Targeted Occupations List for the 2nd Quarter of PY 2024-2025, as presented. Will Armstead seconded the motion. The motion passed unanimously.

Agenda Item 12 - Review and Approve Acceptance of the Florida Department of Commerce (FLORIDACOMMERCE) Grantee/Subgrantee Agreement - PY 2024-2027:

Brian Bauer, President/CEO, explained that the LWDBs have a contract with Florida Commerce called the grantee-subgrantee agreement. This agreement defines the LWDBs' fiscal, programmatic, monitoring, and auditing roles and responsibilities. The boards are required to renew the agreement every three years.

A motion was made by Werner Bols to approve the Acceptance of the Florida Department of Commerce (FLORIDACOMMERCE) Grantee/Subgrantee Agreement - PY 2024-2027, as presented. Terrance Moore seconded the motion. The motion passed unanimously.

Agenda Item 13 - CareerSource Research Coast Final Budget - PY 2024-2025:

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 be able to approve the 2024-2025 final budget at the September 25, 2024 meeting.

Agenda Item 14 - Florida Department of Commerce (FLORIDACOMMERCE) Internal Control Questionnaire (ICQ) and Assessment - PY 2024-2025:

Brian Bauer, President/CEO, explained that FLORIDACOMMERCE has developed the Internal Control Questionnaire (ICQ) as a self-assessment tool for the agency's sub-recipients to help evaluate whether an organization has a sound internal control system.

The LWDBs must submit the ICQ to FLORIDACOMMERCE each year, which demonstrates their commitment to integrity and ethical values. The organization's President/CEO submits the ICQ to FLORIDACOMMERCE. Responses should reflect the entity's management team's knowledge and perspective of the controls in place as of the time the questionnaire is completed.

Mr. Bauer stated that once the ICQ is completed, it will be presented to the Board of Directors for approval at the September 25 meeting.

Agenda Item 14 - Updates:

- Workforce Professional Development (WPD) Summit - This year's summit was held at the Renaissance Orlando at SeaWorld from September 9 to 11, 2024. CSRC sent twelve staff members.
- Board Member Orientation/Refresher - Mr. Bauer explained that Taylor, Hall, Miller, and Parker (THMP) updated the LWDBs orientation. The orientation video is expected to be sent to Board members on September 25, 2024, 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. 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 at least six staff members and will occur 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 9:04 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