



Agenda Item 6a Board of Directors Meeting Minutes

April 24, 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
5. Department of Commerce (FLORIDACOMMERCE) Annual Performance Presentation (Tentative)

Voting Items

6. Consent Agenda
 - a. Review and Approve February 28, 2024, Board of Directors Meeting Minutes
 - b. Review and Approve April 12, 2024, Executive Meeting Minutes
 - I. Review and Approve Financial Reports for January and February - PY 2023-2024
 - II. Review and Approve Workforce Innovation and Opportunity Act (WIOA) - Supportive Services Policy Revisions
 - III. Review and Approve Welfare Transition (WT) - Excused Absence Policy Revisions
7. Review and Approve Local Targeted Occupations List (LTOL) for the 4th Quarter of PY 2023-2024
8. Review and Approve Training Provider Recommendation - Chapman School of Seamanship, Inc.
9. Review and Approve Administrative - Sexual Abuse and Misconduct Prevention Policy

Information/Discussion

10. One-Stop Operator Quarterly Report 3rd Quarter - PY 2023-2024
11. Workforce Readiness Taskforce Report - 1st Quarter
12. Primary Indicators of Performance 2nd Quarter - PY 2023-2024
13. Chair's Report
 - a. Board Membership - Ad Hoc Committee
 - b. Slate of Officers Recommendations for Vice-Chair (BU) and Treasurer (Any Area of Representation)

14. President's Report
 - a. Summer of Success Project: On-line Application Opened - April 15, 2024
 - b. National Association of Workforce Boards (NAWB) Forum – March 23-26, 2024
 - c. Regional Planning Area Update
15. Open to the Board
16. Open to the Public
17. Adjournment - Next Meeting June 26, 2024

Members Present

Jim Brann	Lorna Landherr	Larry Leet
William Armstead	Leslie Kristof	

Members Participating by Teleconference

Werner Bols	Bill Solomon	Tracey Miller
Kevin Staten	Helen Caseltine	Terrance Moore
Dori Stone	Pete Tesch	Mike Kauffmann
Christie Shields	Wayne Olson	

Members Absent (Excused)

David Freeland	Bob Cenk	Pamela Burchell
Aliesha Seitz	Jose Capellan	

Members Absent (Unexcused)

None

Staff in Attendance (Teleconference and On-site)

Brian Bauer	Tracey McMorris	Lisa Delligatti
Martin Rivera	Jennifer Eimann	

Call to Order

Leslie Kristof, Chair, called the meeting to order at 8:05 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 - Department of Commerce (FLORIDACOMMERCE) Annual Performance Presentation (Tentative):

The Department of Commerce (FLORIDACOMMERCE) did not present the annual performance Report. FLORIDACOMMERCE expects to present the information at the June 26, 2024, Board of Directors meeting.

Agenda Item 6 - 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 Jim Brann to approve the Consent Agenda as presented. Will Armstead seconded the motion. The motion was passed unanimously.

Agenda Item 7 - Review and Approve Local Targeted Occupations List (LTOL) for the 4th Quarter of 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 the PY 2023-2024 list. Staff recommends approval of this LTOL for the 4th Quarter of PY 2023-2024.

With no further discussion, a motion was made by Helene Caseltine to approve the Local Targeted Occupations List for the 4th Quarter of PY 23-24, as presented. Larry Leet seconded the motion. The motion passed unanimously.

Agenda Item 8 - 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, 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).

With no further discussion, a motion was made by Larry Leet to approve the Training Provider Recommendation - Chapman School of Seamanship, inc., as presented. Christie Shields seconded the motion. The motion passed unanimously.

Agenda Item 9 - Review and Approve Administrative - Sexual Abuse and Misconduct Prevention Policy:

Brian Bauer, President/CEO, explained that this policy was put in place to fulfill an insurance requirement. Section 5: Code of Conduct and Business Practices of our employee handbook outlines standards of conduct. The insurance company requires a policy specifically addressing sexual abuse.

With no further discussion, a motion was made by Jim Brann to approve the Administrative-Sexual Abuse and Misconduct Prevention Policy, as presented. Will Armstead seconded the motion. The motion passed unanimously.

Agenda Item 9 - Review and Approve Administrative - Sexual Abuse and Misconduct Prevention Policy:

Brian Bauer, President/CEO, explained that this policy was put in place to fulfill an insurance requirement. Section 5: Code of Conduct and Business Practices of our employee handbook outlines standards of conduct. The insurance company requires a policy specifically addressing sexual abuse.

With no further discussion, a motion was made by Jim Brann to approve the Administrative-Sexual Abuse and Misconduct Prevention Policy, as presented. Will Armstead seconded the motion. The motion passed unanimously.

Agenda Item 10 - One-Stop Operator Quarterly Report 3rd Quarter - PY 2023-2024:

Brian Bauer, President/CEO, introduced Glenda Harden and Eleanor Eberhart-Chin of Workforce Coordination Consulting (WCC), LLC., whose primary function is coordinating service delivery among the Comprehensive One-Stop Partners and their programs. WCC is responsible for navigating between the Comprehensive One-Stop partners to ensure coordination of service delivery for employers and career seekers within the LWDB 20 One-Stop System.

Ms. Hardin explained that as the Comprehensive One-Stop Operator, WCC has finalized all Memorandums of Understanding (MOUs) with One-Stop Partners effective June 30, 2024.

The Program Year 23-24 third quarter meeting was held in person at the Eastman Advanced Workforce Training Center at Indian River State College on 03/26/2024. The meeting was well attended by the Partners and their staff.

At this meeting, The CareerSource Research Coast (CSRC) Team presented the services they provide to our “other customers, EMPLOYERS.” Christina Coble, Business Services Manager, and Dawn Riccardi, Business Services Navigator, discussed the array of services made available to employers.

Ms. Eberhart-Chin stated that during the third quarter of Program Year 23-24, 35 referrals came from the One-Stop System partners. CSRC referred 14 customers to other partner services, Vocational Rehabilitation referred 16, and Indian River State College referred 5. Referrals are submitted through the Crosswalk system, which is utilized by all partners. It is the responsibility of the One-Stop Operator, WCC, to monitor and evaluate the utilization and effectiveness of the system.

Agenda Item 11 - Workforce Readiness Taskforce Report - 1st Quarter:

Christina Coble, Business Services Manager, explained that the Workforce Readiness Taskforce met on March 7, 2024, and a discussion was initiated regarding the current local labor market and how it addresses the needs of the taskforce members from an industry standpoint. In addition, how educational offerings through the school districts, colleges, and universities are pairing with the needs of the sector industries in the region.

Aliesha Seitz and Bridget Hargadine from St. Lucie County Public Schools presented their school district's five-year plan, with an emphasis on Career and Technical Education. They explained that during the last school year, the school district met with stakeholder groups from St. Lucie County to develop their annual plan, pick a direction, and get feedback as part of their accreditation process. One of the most significant feedback areas was recognition of their work in CTE programs and the importance of having strong career and technical programs for all students in grades 6-12.

Ms. Coble announced that the taskforce agreed to quarterly meetings, and Bill Solomon, Indian River State College, accepted the position of Chairperson.

Agenda Item 12 - 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% 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 that the LWDB 20 has either met or exceeded all performance goals. Mr. Bauer stated that staff have worked hard to meet the negotiated performance targets and that strategic, operational steps taken are working for monitoring purposes.

Agenda Item 13 - Chair's Report:

Leslie Kristof, Chair, gave an update to the board as follows:

Ad Hoc Search Committee: Leslie Kristof, Chair, thanked Jim Brann, Vice Chair, for his role as new board member liaison. Mr. Brann 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)
- Amanda Commander, HR Partner, HCA
- Kelly Johnson, RV Johnson Insurance
- 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.

Slate of Officers: Ms. Kristof explained 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. Ms. Kristof asked the committee for recommendations.

Agenda Item 13 - President's Report:

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

Summer of Success Project: Mr. Bauer explained that the Summer of Success online application opened on April 15, 2024.

Mr. Bauer thanked the St. Lucie Board of County Commissioner (SLCBOCC) for providing grant funding for this year. This funding will allow the Summer of Success project to proceed in St. Lucie County. CSRC will work with the school district, municipality partners, and private businesses to provide the Y.E.S.S. program and work experience for eligible youth who live in St. Lucie County.

In addition, the grant from the SCLBOCC will fund a pilot project with the Treasure Coast Manufacturing Association (TCMA), Treasure Coast Builders Association (TCBA), and their applicable boot camps. Once eligible individuals complete the assigned boot camp successfully, they will be funded through this grant for a four-week internship, so the employer does not have to bear that cost. This will incentivize the employer to hire and assess and hire the individual for possible full-time employment.

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 and Mr. Armstead agreed that the meeting was very informative. Mr. Armstead 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.

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.

Draft Budget Allocation: Mr. Bauer explained that the Board Staff has received preliminary allocations for the WIOA, Wagner Peyser, and Welfare Transition programs for PY 2024-2025. Mr. Bauer explained that LWDB 20 received a decrease of \$424,000. In allocations for PY 2024-2025.

Mr. Bauer stated that the Finance department will meet with Executive Management staff and draft a projected budget based on this preliminary information to present to the board of directors. Additional information will be provided as the Executive Management staff moves forward.

Agenda 12 - Adjournment:

With no further items to discuss, a motion was made by Leslie Kristof, Chair, to adjourn the meeting, seconded by Will Armstead. The motion passed unanimously, and the meeting was adjourned at 9:05 a.m.

The next Board of Directors Meeting will be held on June 26, 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.

6/26/2024

Brian Bauer
Board Sec

Date

