



Agenda Item 6b Executive Committee Meeting Minutes

May 17, 2024

Opening Remarks

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

Voting Items

3. Review and Approve March Financial Reports - PY 2023-2024
4. Review and Review and Approve Board/Committee Schedule - PY 2024-2025
5. Review and Approve CSRC Paid Holidays/Compressed Work Schedule - PY 2024-2025
6. Review and Approve Board Member Contract/COI Exemption Requests - PY 2024-2025
7. Review and Approve Slate of Officers - PY 2024-2025

Other Business

8. Taylor, Hall, Miller, and Parker (THMP) Monitoring Report - March 28, 2024
9. Ad Hoc Search Committee - Board Membership
10. Regional Planning Area (RPA) Update
 - a. RPA Project Update and Feedback
 - b. Planning Allocation Draft - PY 2024-2025
11. CareerSource Florida Board/Council Meeting - June 17-18, 2024
12. Adjournment - Next Executive Committee Meeting June 14, 2024

Members Participating In-Person:

Leslie Kristof Jim Brann

Members Participating by Teleconference:

Terrance Moore Werner Bols

Members Excused

Pam Burchell Pamela Burchell

Administrative Staff Present/Teleconference:

Brian Bauer Tracey McMorris Jennifer Eimann
Melvin Joseph



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Call to Order:

Leslie Kristof, Chair, called the meeting to order at 8:05 a.m. A quorum was established.

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

Leslie Kristof, Chair, asked if there were any Conflicts of Interest. None were declared.

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

Brian Bauer, President/CEO, stated that amendments to the budget and monthly expenditures for February are as follows:

- Expenditures are 55.7%.
- Individual Training Accounts (ITA) are at 37%, slightly behind the 40% ITA sliding scale set by the Department of Commerce (FloridaCommerce).
- Currently using PY2022-2023 Dislocated Worker (DW) program funds for the Adult Program for PY 2023-2024 expenditures.
- Funding Exhausted for Apprenticeship Navigator - Waiting to see if additional funding for this position will exist.

A motion was made by Werner Bols to approve the Financial Reports for March, as presented. Jim Brann seconded the motion. The motion passed unanimously.

Agenda Item 4 - Review and Approve the Board/Committee Schedule - PY 2024-2025:

Brian Bauer, President/CEO, stated that based on the required number of meetings for the Board of Directors stipulated in the By-Laws, staff prepared the PY 2024 - 2025 meeting calendar.

The calendar presented reflects the Board of Directors meeting four times per year (September, January, April, and June) from 8:00 to 9:30 a.m.

Mr. Bauer stated that the intent of this change is to drive more participation by reducing the number of meetings, extending their length, and focusing more on strategic priorities or objectives during the meetings.

A motion was made by Werner Bols to approve the Board/Committee Schedule PY 2024-2025, as presented. Jim Brann seconded the motion. The motion passed unanimously.

Agenda Item 5 - Review and Approve CSRC Paid Holidays/Compressed Work Schedule - PY 2023-2024:

Brian Bauer, President/CEO, stated that per the DEO Grantee Subgrantee agreement, annually before July 1, the Board of Directors must approve the proposed office/staff work schedules to include paid holidays for the upcoming program year.



The following holidays were submitted for review and approval:

- o Independence Day, Thursday, July 04, 2024
- o Labor Day, Monday, September 02, 2024
- o Veterans Day, Monday, November 11, 2024
- o Thanksgiving, Thursday, November 28, 2024
- o Thanksgiving (Obs.), Friday, November 29, 2024
- o Christmas Day (Obs.), Tuesday, December 24, 2024
- o Christmas Day, Wednesday, December 25, 2024
- o New Year's Day (Obs.), Tuesday, December 31, 2024
- o New Year's Day, Wednesday, January 1, 2025
- o Martin Luther King Day, Monday, January 20, 2025
- o President's Day, Monday, February 17, 2025
- o Memorial Day, Monday, May 26, 2025

A motion was made by Jim Brann to approve the CSRC Paid Holidays/Compressed Work Schedule - PY 2024-2025, as presented. Werner Bols seconded the motion. The motion passed unanimously.

Agenda Item 6 - Review and Approve Board Member Contract/COI Exemption Requests - PY 2024-2025:

Bauer, President/CEO, stated that annually, the LWDBs are required to submit a waiver and disclosure statement for all board members for whom CareerSource Research Coast (CSRC)/LWDB 20 provides services. Exceptions to contracting with board members include workforce training services offered by CSRC, such as OJT and ITA. These services include training providers, on-job-training contracts for private businesses, our lease agreements with St. Lucie Public Schools for our Facilities Use Agreement of our Garden City career center, and our Facilities Use Agreement with Treasure Coast Technical College for the Eckerd Connects career center.

Any contract over \$10,000 must be approved by the Board, and documents must be sent to DEO for final approval prior to the execution of any contract over the \$10,000 threshold. Any contract under 10,000 must just be approved by 2/3rds of the board members with a quorum having been established. CSRC is required to submit to the Department of Commerce (FLORIDA COMMERCE), but prior approval is not required for contracts under the \$10,000 threshold.

Leslie Kristof moved to present the Board Member Exemption Requests to the June 26, 2024, Board of Directors meeting for final review and approval.

A motion was made by Jim Brann to approve the presentation of the Board Member Contract/COI Exemption Requests - PY 2024-2025 to the June 26, 2024, Board of Directors meeting for final review and approval. Werner Bols seconded the motion. The motion passed unanimously.



Agenda Item 7 - Review and Approve Slate of Officers - PY 2024-2025:

Brian Bauer, President/CEO, stated that the Board's By-Laws state that the Chairperson, Vice Chairperson, and Treasurer shall be appointed annually by the Board and shall serve a one (1) year term commencing July 1. The Chairperson's and the Vice Chairperson's terms shall be limited to two (2) consecutive one (1) year terms, and the Treasurer shall be limited to four (4) consecutive one (1) year terms. There are no limitations on the number of terms not in sequence or in different offices.

The Slate of Officers proposed:

- Jim Brann - Chair
- William Armstead - Vice Chair
- Open - Treasurer

Mr. Bauer explained that the Treasurer's seat was still open. Ms. Kristof suggested Lorna Landherr, Cleveland Clinic Indian River Hospital, as a candidate for the seat. In addition, Mr. Brann stated that Kevin Staten, Bank of America, would be a viable candidate.

Mr. Bauer stated that a letter would be sent to both individuals on behalf of Ms. Kristof, Chair, asking them to consider serving as the Treasurer for PY 2024-2025.

A motion was made by Terrance Moore to approve the Slate of Officers - PY 2024-2025, as presented. Leslie Kristof seconded the motion. The motion passed unanimously.

Agenda Item 8 - Review Taylor, Hall, Miller, and Parker (THMP) Monitoring Report - March 28, 2024:

Brian Bauer, President/CEO, presented the Taylor, Hall, Miller, and Parker (THMP) Monitoring Report dated March 28, 2024. CSRC monitors all administration and program operations to ensure maximum effectiveness, efficiency, and compliance of all management, programmatic, and fiscal systems.

Per State requirements, CSRC conducts internal monitoring on a scheduled basis. Mr. Bauer stated that the financial and programmatic monitoring done by Taylor, Hall, Miller, and Parker was very favorable.

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

Brian Bauer, President/CEO, thanked Jim Brann, Vice Chair, for his role as the board member liaison. Mr. Bauer stated that applications have been received from 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)
- Kelly Johnson, Producer/Commercial Lines Manager, RV Johnson Insurance, Business (BU)
- Amanda Commander, HR Business Partner, HCA Florida St. Lucie Hospital (BU)
- Deb Frazier, Executive Officer, Treasure Coast Builders Association (TCBA), Port St. Lucie, Business (BU) - Maddie Williams Replacement at TCBA

Mr. Bauer stated that these candidates would be presented to the Treasure Coast Workforce Consortium meeting on June 11, 2024.

Agenda Item 10 - Review Regional Planning Area (RPA) Update:

Regional Planning Area (RPA) Update: Tracey McMorris, Vice President of Operations/COO, shared that CareerSource Research Coast staff met with CareerSource Palm Beach County to establish a framework for realizing their shared vision. Staff reviewed the Smartsheet planning document, created a Microsoft Teams channel for streamlined communication across the RPA planning process, and established a weekly meeting schedule for the project team. Looking forward, staff determined a need to schedule four planning sessions, each focusing on specific RPA requirements as detailed below:

Planning Session 1

- Develop and implement sector strategies for in-demand sectors or occupations.
- Collect and analyze regional labor market data.
- Coordinate services with regional economic development services and providers.

Planning Session 2

- Establish regional service strategies using cooperative service delivery agreements.
- Coordinate transportation and other support services as appropriate.

Planning Session 3

- Coordinate administrative cost arrangements.
- Establish an agreement concerning how the planning region will collectively negotiate and reach an agreement with Florida Commerce on local levels of performance for and report on the performance accountability measures described in WIOA Sec. 116(c) for local areas or the planning region.

Planning Session 4

- Draft regional plan

Also discussed was the idea of creating a new logo to represent our new planning area. The project team sees value in having a shared logo vs. utilizing the two separate CSRC and CSPBC logos.



Program Year 2024 WIOA Planning Allocations Draft: Brian Bauer, President/CEO, explained that the draft budget reflects revised allocations provided by the Department of Commerce (FLORIDACOMMERCE). These allocations show a 15.74% reduction in WIOA funding. This year, CSRC received a total funding reduction of almost \$422,000.

Mr. Bauer also noted that the Workforce Innovation and Opportunity Act (WIOA) grant was broken down by the following reductions in funding:

- Adult Workers - 18.98%
- Dislocated Workers - 2.78%
- Youth - 23.19%
- Wagner Peyser -.51%

Mr. Bauer explained that we had carry-forward in Youth funding, so we are able to maintain our service provider contract with Eckerd Youth.

Mr. Bauer stated that the board will be crucial to the discussion of strategies to assist CSRC in adjusting to the decrease in funding.

Agenda Item 11- CareerSource Florida Board/Council Meeting - June 14, 2024:

CareerSource Florida Council and Board of Directors meetings will occur June 17-18, 2024, at the Westshore Grand Resort, Tampa, Florida.

Board members are welcome to attend and should contact Mr. Bauer for further details.

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 9:06 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.

Brian Bauer
Board Secretary

6/26/2024

Date

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