



# Executive Committee Meeting Minutes

**August 11, 2023**

## **Opening Remarks**

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

## **Voting Items**

3. Review and Approve May and June Financial Reports - PY2022-2023
4. Review and Approve WIOA Youth - Services Subrecipient Contract for PY 2023-2024
5. Review and Approve WIOA Youth - Incentive Payment Policy Revisions
6. Review and Approve WIOA Youth - Supportive Services Policy Revisions
7. Review and Approve WIOA - Individual Training Account Policy Revisions
8. Review and Approve UPDATED Board Member Contract/COI Exemption Request - PY 2023-2024
9. Review and Approve One-Stop Operator - RFP 23-002-OSO
10. Review and Approve Executive Staff Annual Performance-Based Bonus Recommendations - PY 2022-2023

## **Information/Discussion**

11. Review and Approve LWDB 20 Budget - PY 2023-2024
12. President's Report
  - 2023 Workforce Professional Development Summit
13. Adjournment

## **Members Participating In-Person**

Leslie Kristof

## **Members Participating by Teleconference:**

Terrance Moore                  Werner Bols                  Jim Brann

## **Members Excused**

Pamela Burchell                  Bob Cenk                  Maddie Willims

## **Administrative Staff Present/Teleconference:**

Brian Bauer                  Tracey McMorris                  Lisa Delligatti  
Jennifer Eimann                  Martin Rivera

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**Call to Order:**

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

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

Leslie Kristof, 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:**

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

- Individual Training Accounts (ITA) are at 27%, over the allotted 25% requirement
- Pie Chart provided outlines the following expenditures for PY 23-24:
  - Salaries and Benefits: \$2,511,427.79
  - Training/Support/Incentive: \$381,594.10
  - Participant Wages: \$258,980.81
  - One-Stop Costs: \$563,276.52
  - Operating: \$898,355.37
  - Administrative: \$613,322.55
  - WIOA Youth Contract: \$721,882.21

A motion was made by Werner Bols to approve the Financial Statements for May and June 2023, as presented. Terrance Moore seconded the motion. The motion passed unanimously.

**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 (3rd of 5 year from 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 2023-2024.

Mr. Bauer explained that CSRC and Eckerd had reviewed PY 2022-2023 Statement of Work and discussed changes for the upcoming PY 2023-2024. Both parties are working to update the Statement of Work, and once fully executed, a final contract will be completed.

Mr. Bauer stated that Eckerd Youth will be awarded \$800,000, an increase from last year's award of \$750,000.

Performance expectations were increased to 70 additional enrollments (comprised of 53 Out-of-School Youth and 17 In-School Youth) for Work Experiences and/or Internships during PY 23-24. Toward that goal, Internships no longer require a time frame of 6-8 weeks for completion. Instead, the duration will be driven by the hours (140-192) worked, allowing the participants more flexible schedules.

A motion was made by Jim Brann to approve the WIOA Youth Services Subrecipient Contract for PY2023-2024, as presented. Werner Bols seconded the motion. The motion passed unanimously.



**Agenda Item - 5 Review and Approve WIOA Youth - Incentive Payment Policy Revisions:**

Tracey McMorris, Vice President of Operations/COO, explained that Workforce Innovation and Opportunity Act (WIOA) regulations authorize the use of incentive payments for youth participants. Incentive payments are allowable for recognition and achievements directly tied to training activities, education, and work experience. Local Workforce Development Boards (LWDBs) are tasked with determining the value of the incentive payments and creating policies governing their use.

Ms. McMorris stated that the revision to this policy is the removal of the language that requires the completion of an internship to be six-eight consecutive weeks with an incentive value of \$150 upon completion. Instead, the duration will be driven by the number of hours (140-192), allowing the process to be more participant driven. The incentive value upon completion remains \$150.

A motion was made by Werner Bols to approve the WIOA Youth - Incentive Payments Policy Revisions, as presented. Jim Brann seconded the motion. The motion passed unanimously.

**Agenda Item 6 - Review and Approve WIOA Youth - Supportive Services Policy Revisions:**

Tracey McMorris, Vice President of Operations/COO, stated that the Workforce Innovation and Opportunity Act (WIOA) requires that WIOA participants have access to limited funds designated through program design to help them overcome barriers to employment. Supportive service payments are issued case-by-case and determined by the individual's need under WIOA regulations.

Based on the current change in cost for some supportive services items, the policy was revised to show an increase in the allowable cost limitation for the following:

- Uniforms - \$75. increased to \$100.
- Interview Attire - \$75. Increased to \$100.
- Uber Cards - \$25. Increased to \$50.00
- Driver's License - \$65. increased to no predetermined limit. Based on actual cost.

A motion was made by Werner Bols to approve the WIOA Youth - Supportive Services Policy Revisions, as presented. Jim Brann seconded the motion. The motion passed unanimously.

**Agenda Item 7 - Review and Approve WIOA - Individual Training Account Policy Revisions:**

Tracey McMorris, Vice President of Operations/COO, explained that the Workforce Innovation and Opportunity Act (WIOA) requires individuals to be provided an Individual Training Account (ITA) to pay for tuition, books, and fees for occupational skills training accessed through an approved training provider. CareerSource Florida requires that local boards establish policies related to the value of the Individual Training Account (ITA), cancellation, transferability, and limits that apply to these accounts.

Ms. McMorris presented revisions to the policy that would increase the tier structure from two to three tiers and increase the maximum ITA investment allowed for an individual based on their selected training program.

The requested revisions are as follows:

- Tier 1 - Maximum ITA increase from \$3,500 to \$5,000.
- Tier 2 - Maximum ITA Increase from \$5,000 To \$10,000.
- Tier 3 - Addition of Tier 3 with Maximum ITA to be the actual cost of the related Instruction portion of a Registered Apprenticeship.



Ms. McMorris stated that this 3<sup>rd</sup> tier was added to allow more flexibility in funding the cost of the related instruction. In addition, the increase in maximum allowable funding will benefit clients and assist in the LWDB meeting the performance goals for PY 2023-2024.

Additional revisions to this policy are that the duration of the ITA will now be determined on a case-by-case basis by reviewing the maximum allowable amount of the ITA, the duration of the program, and the prevailing costs of tuition, books, and fees, along with the career seeker's receipt of financial aid. This will maximize the funding opportunities for the participants enrolled in training.

This policy was presented to the Programs and Service (P&S) Committee on July 26, 2023. The committee members voted to approve the WIOA - Individual Training Account policy revisions with an amendment of adding a maximum ITA amount for Tier 3 or striking the addition of Tier 3 completely.

The Executive Committee discussed the validity of not attaching a specific maximum ITA dollar amount to Tier 3 of this policy. Committee members noted that not having a specific dollar amount addressed in this policy may open the door to confusion regarding ITA awards and allow for possible overspending for the related instruction.

After further discussion, a motion was made by Werner Bols to approve the WIOA - Individual Training Account Policy Revisions with the following amendment; under the Maximum ITA Investment category for Tier 3, add verbiage that states funding that exceeds the maximum ITA investment may be recommended by the ITA Committee on a case-by-case basis for clients with significant barriers to employment, with approval granted by the President.

Jim Brann seconded the motion. The motion passed unanimously.

**Agenda Item 8 - Review and Approve Updated Board Member Contract/COI Exemption Requests - PY 2023-2024:**

Bauer, President/CEO, stated that annually, the LWDBs must submit a waiver and disclosure statement for all board members who receive workforce-related services and/or approved contracts/agreements. Exceptions to contracting with board members include workforce training services offered by CSRC, such as Work Experience, OJT, and ITA. These services include training providers, on-job-job training contracts for private businesses, and our lease/facility use agreements.

Contract with a Board Member receiving a grant for workforce services is as follows:

- William Armstead, Boys & Girls Club of St. Lucie County

A motion by Jim Brann to approve the Board Member Exemption Request for the Boys & Girls Club of St. Lucie County TANF Summer Youth Teen Pregnancy contract not to exceed \$30,000. William Armstead was not in attendance at the meeting. Werner Bols seconded the motion. The motion passed unanimously.

**Agenda Item 9 - Review and Approve One-Stop Operator - RFP 23-002-OSO:**

Tracey McMorris, Vice President of Operations/COO, explained that CareerSource Research Coast released a Request for Proposal on June 13, 2023, to accept proposals from vendors to provide One-Stop Operator Services for the period of 9/01/2023 through 6/30/2027.



CSRC received one (1) proposal from Glenda Harden that first passed technical review and was then rated by Board Member Bob Cenk, Vice President of Operations/COO Tracey McMorris, and Director of Programs Shelly Batton. The RFP/RFQ Rating Team Compilation was presented to the committee for review and approval.

A motion was made by Terrance Moore to approve One-Stop Operator RFP 23-002, as presented. Werner Bols seconded the motion. The motion passed unanimously.

**Agenda Item 10 - Review and Approve Executive Staff Performance Bonuses for PY 22-23**

Brian Bauer, President/CEO, explained that per the DEO Grantee/Sub-Grantee Agreement, no changes to compensation for the board's executive staff are allowed without documented Board approval and must align with local policies and procedures.

CSRC's Employee Bonus Policy allows for non-discretionary, performance-based, year-end bonuses for all CSRC staff not to exceed 5% of an employee's annual salary.

Mr. Bauer is asking the committee to review and approve Executive Staff Performance-Based Bonuses of up to 5% in PY 2022-2023 for:

- Tracey McMorris, Vice President of Operations, COO
- Lisa Delligatti, CFO

A motion was made by Terrance Moore to approve the Executive Staff Performance Bonuses, as presented. Jim Brann seconded the motion. The motion passed unanimously.

**Agenda Item 11 - Review LWDB 20 Final Budget - PY 2023-2024:**

Bauer, President/CEO, presented the funding allocations for PY 2023-2024. Mr. Bauer highlighted the following:

- Florida Atlantic Workforce Alliance (FAWA) Grant - CareerSource Research Coast (CSRC) received \$3,000,000 through the FAWA grant in PY 2022-2023. \$1,571,026 is still available for carryover into PY 2023-2024. This grant is the only funding source that will be carried forward 100% for PY 2023-2024.
- Hope Florida - A Pathway to Potential Initiative (HOPE Navigator Grant) - Spearheaded by First Lady Casey DeSantis and implemented by the Florida Department of Children and Families. The Hope Navigator is responsible for helping clients access a wide variety of services and resources to achieve economic independence.

The LWDBs will receive funding for a designated Hope Navigator and dollars towards administrative costs under this grant.

- Apprenticeship Navigator Grant - This grant will be refunded for PY 2023-2024.



- Recovery Navigator Grant - This grant ended on June 30, 2023, and will not be refunded for PY 2023-2024

Lisa Delligatti, CFO, noted that PY 23-24 Funding represents budgeted funding to be utilized during the program year. Funding may be comprised of prior year carry forward or reduced by funding budgeted for carry over to PY 24-25.

Mr. Bauer stated that the Individual Training Account (ITA) percentage has increased. The state did a recalculation of the baseline for the ITA Waiver sliding scale of the LWDBs funding allocations looking at 5-year historical data vs. original data going back to 2012. As a result, CSRC's new ITA percentage is now 40%, up from 25%.

**Agenda Item 12 - Presidents Report:**

Brian Bauer, President/CEO, gave information on the following:

2023 Workforce Professional Development Summit – The 2023 Workforce Professional Development Summit takes place September 18 - September 20, 2023, at the Rosen Shingle Creek Resort, Orlando.

Mr. Bauer stated that two openings were available for committee members to attend. If they wish to attend, Mr. Bauer asked that they notify Jennifer Eimann, Executive Assistant. Werner Bols and Leslie Kristof stated they were interested in attending the Summit this year.

**Agenda 14 - Adjournment**

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

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**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.

8/30/2023

\_\_\_\_\_  
Brian Bauer  
Secretary

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Date

*Next Executive Meeting - September 15, 2023*

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