

Board of Directors Meeting Minutes

June 26, 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

Voting Items

5. Review and Approve Slate of Officers/Installation of Officers - Michelle Miller, Clerk of Court, St. Lucie County
6. Consent Agenda
 - a. Review and Approve April 24, 2024, Board of Directors Meeting Minutes
 - b. Review and Approve May 17, 2024, Executive Committee Meeting Minutes
 - i. Review and Approve Financial Statements - March 2024
 - ii. Review and Approve Board/Committee Schedule - PY 2024-2025
 - iii. Review and Approve CSRC Paid Holidays/Compressed Work Schedule - PY 2024-2025
 - c. Review and Approve May 21, 2024, Youth Council Meeting Minutes
 - d. Review and Approve May 29, 2024, Program and Services Committee Meeting Minutes
 - e. Review and Approve June 14, 2024, Executive Committee Meeting
 - I. Review and Approve April Financial Report - 2023-2024
 - II. Review and Approve Renewable Vendor Contracts - PY 2024-2025
 - Manpower
 - Spherion
 - Taylor, Hall, Miller, Parker (THMP)
 - Ward Damon, Attorneys at Law
 - James Moore, CPA
7. Review and Approve Board Member Contract/COI Exemption Requests - PY 2024- 2025
8. Review and Approve Draft Budget PY 2024-2025
9. Review and Approve Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs - PY 2024-2024

10. Review and Approve Comprehensive One-Stop Career Center Memorandum of Understanding (MOU) and Infrastructure Agreement (IFA)
11. Review and Approve Risk Evaluation Form Subrecipient Services Workforce Coordination Consulting OSO Contract PY2024-2025
12. Review and Approve Risk Evaluation Form Subrecipient Services - WIOA Youth Services - PY 2024-2025
13. Local Workforce Development Area Designation-CSF Policy 94
14. Review and Approve Proposed Local Targeted Occupations List (LTOL) 1st Quarter - PY 2024-2025
15. Review and Approve Training Provider Recommendation - Sage Commercial Driving Scholl (CDLA)
16. Review and Approve WIOA - Policy Revisions
 - a. Review and Approve WIOA - Individual Training Account Policy Revisions
 - b. Local Targeted Occupations List Policy Revisions

Information/Discussion

17. Workforce Readiness Taskforce Quarterly Report
18. Primary Indicators of Performance 3rd Quarter - PY 2023-2024
19. Chair's Report
 - a. CSFL Hope Florida Initiative - Employer Outreach
 - b. Board of Directors Member Orientation - PY 2024-2025
 - c. Four-Year Plan Strategic Planning Session - July 26, 2024 (Cancel July 12th Executive Meeting)
20. President's Report
 - a. Board of Directors Membership Recertification - PY 2023-2024
 - b. Regional Planning Area Update
 - c. CareerSource Florida (CSFL) Updates
 - i. CSFL Administrative Policy 074
 - ii. CSFL Board/Council Meetings Update - June 17-18, 2024
 - iii. Form 1 - Due by July 1, 2024
21. Open to the Board
22. Open to the Public
23. Adjournment - Next Meeting September 25, 2024

Members Present

Leslie Kristof	Jim Brann	Will Armstead
Werner Bols	Helene Caseltine	

Members Participating by Teleconference

Pamela Burchell	Pete Tesch	Aliesha Seitz
Tracey Miller	Terrance Moore	Christie Shields
Wayne Olson	David Freeland	

Members Excused

Jose Capellan	Bob Cenk	Larry Leet
David Moore	Michael Kauffmann	Timothy Moore
Kevin Staten	Dori Stone	Lorna Landherr
Maddie Williams	Kelly Johnson	Jonathan Prince

Public in Attendance

Michelle Miller	Deb Frazier
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Administrative Staff Participating In-person/Teleconference

Brian Bauer	Tracey McMorris	Shelly Batton
Martin Rivera/IT	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 board members for any potential conflict of interest for the agenda, excluding Agenda Item 7 - Board Member Contract/COI Exemption Requests. No conflicts of interest were declared.

Agenda Item 5 - Review and Approve Slate of Officers/Installation of Officers - Michelle Miller, Clerk of Court, St. Lucie County:

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 in sequence or in different offices.

The Slate of Officers presented for approval were James Brann for Chair and William Armstead for Vice-Chair.

A motion was made by Helene Caseltine to approve the Slate of Officers - PY 2024-2025, as presented. Werner Bols seconded the motion. The motion passed unanimously.

Mr. Bauer presented the slate of officers of the Workforce Development Board of the Treasure Coast for the 2024 – 2025 Program Year:

Jim Brann - Chair
William Armstead - Vice-Chair

Installation of Officers: Michelle Miller, Clerk of Court, St. Lucie County, swore in James Brann as Chair and William Armstead as Vice Chair.

Mr. Bauer thanked Leslie Kristof for her service as Chair and presented her with a token of appreciation.

The gavel was passed to Jim Brann, the new Chairperson of the Treasure Coast Workforce Development Board, dba CareerSource Research Coast.

Agenda Item 6 - Consent Agenda:

Jim Brann, Chair, presented the Consent Agenda and asked members if any items needed further discussion.

With no further discussion, Werner Bols moved to approve the Consent Agenda as presented. William Armstead seconded the motion, which passed unanimously.

Agenda Item 7 - Review and Approve Board Member Contract/COI Exemption Requests - PY 2022- 2023:

Bauer, President/CEO, stated that annually, the LWDBs are required to 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-the-Job-Training contracts for private businesses, and Facility Use Agreements.

Any contract must be approved by two-thirds of the board members, with a quorum having been established. Before execution, any contract over \$10,000 must have prior approval by the Florida Department of Commerce (FLORIDACOMMERCE). Prior approval is not required for contracts under the \$10,000 threshold.

Contracts with a Board Member receiving a grant for workforce services are as follows:

A motion was made by Leslie Kristof and seconded by Werner Bols to approve any/all potential OJT contracts as stated in the OJT agreement with Cleveland Clinic Indian River not to exceed \$150,000. The motion was passed with board member Lorna Landherr completing a Disclosure and Certification of Conflict of Interest in a Contract, as she did not attend the meeting.

A motion was made by Helene Caseltine and seconded by Werner Bols to approve any/all potential student training vouchers as stated in the training provider agreement with Indian River State College not to exceed \$150,000. The motion was passed with board member Dr. Timothy Moore completing a Disclosure and Certification of Conflict of Interest in a Contract, as he did not attend the meeting.

A motion was made by William Armstead and seconded by Helene Caseltine to approve any/all potential student training vouchers as stated in the training provider agreement with Keiser University not to exceed \$150,000. The motion was passed with Leslie Kristof abstaining.

A motion was made by Helene Caseltine and seconded by Leslie Kristof to approve any/all potential student training vouchers as stated in the training provider agreement with Treasure Coast Technical College not to exceed \$50,000. The motion was passed with Christie Shields, Designee, abstaining, and board member Dr. David Moore completing a Disclosure and Certification of Conflict of Interest in a Contract, as he did not attend the meeting.

A motion was made by Werner Bols and seconded by William Armstead to approve any/all potential OJT contracts as stated in the OJT agreement with The Porch Factory not to exceed \$30,000. The motion was passed with Jim Brann abstaining.

A motion was made by Werner Bols and seconded by Helene Caseltine to approve the worksite agreement/contract with Moore Solutions, Inc. not to exceed \$10,000. The motion was passed with Terrance Moore abstaining.

A motion was made by Leslie Kristof and seconded by Helene Caseltine to approve the facilities use agreement/contract with St. Lucie Public Schools not to exceed \$20,000. The motion was passed with Aliessa Seitz, Designee, abstaining, and Board member Dr. Jonathan Prince completing a Disclosure and Certification of Conflict of Interest in a Contract, as he did not attend the meeting.

A motion was made by Leslie Kristof and seconded by Helene Caseltine to approve the facilities use agreement/contract with Treasure Coast Technical College not to exceed \$10,000. The motion was passed with Christie Shields, Designee, abstaining, and board member Dr. David Moore completing a Disclosure and Certification of Conflict of Interest in a Contract, as he did not attend the meeting.

A motion was made by Helene Caseltine and seconded by Werner Bols to approve any/all potential student training vouchers as stated in the training provider agreement with Boys & Girls Club of St. Lucie County not to exceed \$ 60,000. The motion was passed with William Armstead abstaining.

A motion was made by Werner Bols and seconded by Helene Caseltine to approve any/all potential OJT contracts as stated in the OJT agreement with RV Johnson Insurance not to exceed \$10,000. The motion was passed with board member Kelly Johnson completing a Disclosure and Certification of Conflict of Interest in a Contract, as she did not attend the meeting.

A motion was made by William Armstead and seconded by Helene Caseltine to approve any/all potential OJT contracts as stated in the OJT agreement with Walmart Distribution Center 7038 not to exceed \$30,000. The motion was passed with board member David Bean completing a Disclosure and Certification of Conflict of Interest in a Contract, as he did not attend the meeting.

Agenda Item 8 - Review and Approve Draft Budget PY 2024-2025:

Brian Bauer, President/CEO, presented the preliminary funding allocations for PY 2024-2025 and explained that the proposed budget was approved at the June 11, 2024, Treasure Coast Workforce Consortium meeting and wanted to highlight the following:

- Total Funding Allocations for PY 24-25 - \$5,408,676
- Overall funding decrease of 19% for PY 24-25
- Dislocated Worker Carry-Forward for PY 25-26 - \$152,781
- Hope Navigator Grant - ends June 30, 2025

Mr. Bauer noted that historically, the Dislocated Worker (DW) carry-forward monies have totaled closer to \$700,000. As a result, the executive team will need to closely monitor the available carry-forward for PY25-26 and make fiscal decisions accordingly.

With no further discussion, Werner Bols moved to approve the Draft Budget - PY 2024-2025, as presented. William Armstead seconded the motion, which passed unanimously.

Agenda Item 9 - Review and Approve Prior Approval Transfer Request Forms - WIOA Adult and Dislocated Worker (DW) Programs - PY 2023-2024:

Brian Bauer, President/CEO, explained that the Florida Department of Commerce (FLORIDACOMMERCE) and the State Workforce Development Board grant the authority, on behalf of the Governor, to allow Local Workforce Development Boards to transfer up to and including 100 percent of the funds allocated to local areas for adult activities for expenditure on dislocated worker activities, and up to 100 percent of funds allocated to local areas for dislocated worker activities for expenditures on adult activities. Local Workforce Development Boards are required to ensure that any transfer of funds between WIOA programs complies with federal law and to record and document their use and application of local funds.

LWDB 20 anticipates fully expending the WIOA Adult - 2024 funding prior to June 2025 and requests the ability to utilize \$810,500 of WIOA DLW - 2023 funding to be spent on PY24-25 WIOA Adult expenditures. In addition, the LWDB 20 anticipates fully expending the WIOA Adult - 2024 funding prior to June 2025 and requests the ability to utilize \$502,000 of WIOA DLW - 2024 funding to be spent on PY24-25 WIOA Adult expenditures.

With no further discussion, Leslie Kristof moved to approve the Prior Approval Transfer Request Forms - WIOA Adult and Dislocated Worker (DW) Programs - PY 2024-2025, as presented. Werner Bols seconded the motion, which passed unanimously.

Agenda Item 10 - Review and Approve Review and Approve Comprehensive One-Stop Career Center Memorandum of Understanding (MOU) and Infrastructure Agreement (IFA):

Brian Bauer, President/CEO, explained that the LWDB is required by law to review and approve our comprehensive one-stop career center MOU and associated infrastructure funding agreement (IFA) every three years for our mandatory partners: Indian River State College, AARP, FLDOE Division of Blind Services, FLDOE Division of Vocational Rehabilitation, and St. Lucie County Community Services.

The MOU is an agreement that details the operations of the local one-stop delivery system, the provision of programs and services, and the apportionment of costs. The infrastructure funding agreement outlines costs incurred by those mandatory partners who are being reimbursed to the LWDB.

With no further discussion, William Armstead moved to approve the Comprehensive One-Stop Career Center Memorandum of Understanding (MOU) and Infrastructure Agreement (IFA), as presented. Werner Bols seconded the motion, which passed unanimously.

Agenda Item 11 - Review and Approve Risk Evaluation Form Subrecipient Services Workforce Coordination Consulting OSO Contract PY2024-2025:

Brian Bauer, President/CEO, stated that based on the financial and programmatic risk evaluation forms for subrecipient services from our one-stop operator, Workforce Coordination Consulting, LLC., is being recommended for renewal for PY 24-25.

With no further discussion, Werner Bols moved to approve the Risk Evaluation Form Subrecipient Services - Workforce Coordination Consulting OSO Contract - PY2024-2025, as presented. William Armstead seconded the motion, which passed unanimously.

Agenda Item 12 - Review and Approve Risk Evaluation Form Subrecipient Services - WIOA Youth Services - PY 2024-2025:

Brian Bauer, President/CEO, stated that CareerSource Research Coast (CSRC) entered into a multiple-year sub-recipient procurement to provide WIOA Youth Services.

CSRC staff will recommend to the board, based on fiscal integrity and performance, that the WIOA Youth Services contract with Eckerd Connects be renewed for PY 2024-2025.

With no further discussion, Leslie Kristof moved to approve the Risk Evaluation Form Subrecipient Services - WIOA Youth Services - PY 2024-2025, as presented. Werner Bols seconded the motion, which passed unanimously.

Agenda Item 13 - Application for Subsequent Local Workforce Development Area (LWDA) Designation - PY2024 & PY2025:

Brian Bauer, President/CEO, explained that this application recertifies board membership for PY2024 & 2025. Under WIOA, the Governor must designate local workforce development areas after consultation with the State Workforce Board, CareerSource Florida, Chief Local Elected Officials (CLEO), and the Local Workforce Development Boards.

LWDAs that received an initial designation shall be granted a subsequent designation if, for the two most recent program years, the LWDA performed successfully and sustained financial integrity.

With no further discussion, Leslie Kristof moved to approve the Application for Subsequent Local Workforce Development Area (LWDA) Designation - PY2024 & PY2025, as presented. Werner Bols seconded the motion, which passed unanimously.

Agenda Item 14 - Review and Approve Local Targeted Occupations List (LTOL) for the 1st 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. Three occupations, Chief Executive, Financial Risk Specialist, and Medical Dosimetrist, are recommended to be deleted from the 1st Quarter of the PY 2024-2025 list. Staff recommends approval of this LTOL for the 1st Quarter of PY 2024-2025.

With no further discussion, Helene Caseltine moved to approve the Local Targeted Occupations List for the 1st Quarter of PY 24-25, as presented. Werner Bols seconded the motion, which passed unanimously.

Agenda Item 15 - Review and Approve Training Provider Recommendation - Sage Commercial Driving School (CDLA):

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 three 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 seventy-five for the application to be presented for approval.

Based on the rating team's metrics, the team recommended that Sage Commercial Driving School (CDLA) be added to the Eligible Training Provider List (ETPL).

With no further discussion, Helene Caseltine moved to approve the Training Provider Recommendation, as presented. Christie Shields seconded the motion, which passed unanimously.

Agenda Item 16 - Review and Approve WIOA - Policy Revisions:

Brian Bauer, President/CEO, stated that there are two policies with revisions being put forth for review and approval by the board.

1. WIOA - Individual Training Account Policy Revisions
2. Local Targeted Occupations List Policy Revisions

Mr. Bauer explained that the Workforce Innovation and Opportunity Act (WIOA) requires that individuals be provided an Individual Training Account (ITA) to pay for tuition, books, and fees related to occupational skills training accessed through an approved training provider.

CareerSource Florida requires that local boards establish policies related to the value of the ITA, cancellation, transferability, and limits that apply to these accounts.

Due to increased performance accountability regarding ITA spending in an environment with reduced demand for funding for classroom training, staff has revised the policy to raise the minimum investment of \$5000 to \$7500, which will allow CSRC to cover more training expenses for clients served.

With no further discussion, Helene Caseltine moved to approve the Policy Revisions, as presented. William Armstead seconded the motion, which passed unanimously.

Agenda Item 17 - Workforce Readiness Taskforce Quarterly Report:

Christina Coble, Business Services Manager, provided an update on the Workforce Readiness Taskforce meeting held on June 6, 2024.

Ms. Coble stated that the task force discussed the local workforce development board's labor market information for Martin, St. Lucie, and Indian River Counties. As part of the work being done by staff on the four-year plan and the regional planning area, the LMI assists in determining future workforce training needs, identifying labor availability, ascertaining prevailing wage rates, and exploring potential markets.

Christi Shields, Director of Treasure Coast Technical College, discussed the master credentials list and the potential implications of certifications slated for deletion in 2025-2026, particularly for the healthcare and food service industries.

Ms. Shields stated that the Master Credentials List application is open year-round for Florida school districts, Florida College System institutions, and local workforce development boards to submit credentials for consideration and remove those no longer eligible.

Ms. Shields stated that two certifications, nursing assistant and safe serve safe, are up for deletion in 2025-2026 from the master credential list.

After further discussion, the Workforce Readiness Task Force proposed involving industry partners in assessing how these changes could impact credentialing requirements for hiring purposes. The discussion also revolved around the impending September 30, 2024, deadline for credential applications and the potential addition of new certifications aligned with employer needs.

Ms. Coble stated that we had just received instructions from the state regarding the four-year plan. Tracey McMorris, Vice President of Operations/COO, has taken the lead in that process and has identified Shelly Batton, Colleen Gill, and Christina Coble to work with on all data collection.

Agenda Item 18 - Primary Indicators of Performance 3rd Quarter PY 2023-2024:

Brian Bauer, President/CEO, presented the Primary Indicators of Performance for the 3rd 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% of 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 the LWDB 20 has either met or exceeded all performance goals except under Youth, Credential Attainment. Mr. Bauer stated that staff has worked hard to meet the negotiated performance targets and that strategic operational steps will continue to ensure all performance goals are met.

Agenda Item 19 - Chairs Report:

Jim Brann, Chair, presented the following information:

Hope Florida Pathway to Prosperity initiative: This initiative is spearheaded by First Lady Casey DeSantis and implemented by the Florida Department of Children and Families. Hope Florida is focused on guiding Floridians on an individualized path to prosperity, economic self-sufficiency, and hope by focusing on community collaboration between the private sector, the faith-based community, nonprofits, and government entities to break down traditional community silos to maximize resources and uncover opportunities. Businesses can interact with the community in a way that benefits both parties by working with Hope Florida to fill job vacancies and assist individuals in becoming financially independent.

Mr. Brann stated that he would be sending a letter to all board members holding a business seat asking for their participation in this initiative. This initiative relies on the support of employers to connect individuals facing barriers to employment with supportive workplaces, creating opportunities for them to thrive in the workforce.

Board Member Annual Orientation: A reminder was given that the annual Board of Directors Orientation will be sent out by Jennifer Eimann, Executive Assistant, in early August. Board members can expect to receive access to the on-line orientation via their email.

Four-Year Plan Strategic Planning Session/Cancellation of July 12, 2024, Executive Committee Meeting:

After discussion, Mr. Brann approved canceling the July 12, 2024, Executive Committee meeting and announced July 26, 2024, as the date for a strategic planning session to further discuss the LWDB 20 four-year plan.

Tracey McMorris stated that all board members and One-Stop-Operator partners would receive an invitation to participate in this important event.

Agenda Item 20 - President's Report:

Brian Bauer, President/CEO, presented the following information:

Board of Directors Membership Recertification - PY 2024-2025: Mr. Bauer explained that board members shall be appointed for fixed and staggered terms and may serve until their successors are appointed. After the initial staggered terms, the terms of Workforce Development Board Members shall be four (4) years. Any vacancy in the membership of the Workforce Development

Board shall be filled in the same manner as the original appointment. Members may be reappointed for successive terms if the sponsoring organization agrees or until their term limit of eight consecutive years is satisfied. Any member of the Workforce Development Board may be removed for cause in accordance with procedures established by the Workforce Development Board. Under the REACH Act, term limits have been set at eight years for Business members.

Brian Bauer, President/CEO, presented the following board members who were recertified as Directors to the Workforce Development Board of the Treasure Coast at the June 11, 2024, Treasure Coast Workforce Consortium meeting:

Helene Caseltine (BU/GRED), (BU), David Freeland (WOLO), Bob Cenk (BU), Leslie Kristof (BU/ETPC), David Moore (WOY/ ETPA), Terrance Moore (BU)
Deborah Frazier (B/U) - Filling seat vacated by Maddie Williams - TCBA

Appointment of Directors Nominated to the Workforce Development Board of the Treasure Coast: Mr. Bauer thanked Jim Brann for his work on the ad hoc search committee serving as the new board member liaison. As a result of Mr. Brann's and other board members' efforts, the following individuals were appointed as Directors to the Workforce Development Board of the Treasure Coast at the June 11, 2024, Treasure Coast Workforce Consortium meeting.

- Kelly Johnson - B/U
RV Johnson Insurance
- David Bean - B/U
Walmart Distribution Center
- Terissa Aronson, CEO/President - B/U
St. Lucie Chamber of Commerce

Agenda Item 21 - Open to the Board:

No further discussion from the board

Agenda Item 22 - Open to the Public:

No further discussion from the public

Agenda Item 23 - Adjournment

With no further items to discuss, Jim Brann, Chair, made a motion for adjournment. All members agreed, and the meeting was adjourned at 9:16 a.m.

The next Board of Directors Meeting will be held on September 25, 2024

STAFF 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 and approved or approved with modifications that have been incorporated herein.



9-25-2024

Brian Bauer
Board Secretary

Date