



Board of Directors Meeting Minutes

September 25, 2024

Opening Remarks

1. Welcome & Call to Order
2. Pledge of Allegiance
3. Roll Call and Attendance
 - a. Board Members
 - b. Staff
4. Declarations of Conflict of Interest
5. Florida Department of Commerce (FLORIDACOMMERCE) Program Year (PY) 2023-2024 Programmatic & Financial Compliance Monitoring Review Annual Performance

Voting Items

6. Consent Agenda
 - a. Review and Approve June 26, 2024, Board of Directors Meeting Minutes
 - b. Review and Approve July 16, 2024, Youth Council Meeting Minutes
 - c. Review and Approve August 16, 2024, Executive Committee Meeting Minutes
 - I. Review and Approve May and June Financial Report - PY 2023-2024
 - d. Review and Approve August 28, 2024, Program and Services Committee Meeting Minutes
 - e. Review and Approve September 13, 2024, Executive Committee Meeting Minutes
 - I. Review and Approve July Financial Reports - PY 2024-2025
 - II. Review and Approve Wagner Peyser (WP) - Job Seeker Registration Application and Services Policy Revisions
 - III. Review and Approve Wagner Peyser (WP) - Job Orders and Placement Policy Revisions
 - IV. Review and Approve Welfare Transition (WT) Program - Supportive Services Policy Revisions
 - V. Review and Approve Workforce Innovation Opportunity Act (WIOA) - Adult/Dislocated Worker (DW) Supportive Services Policy Revisions
 - VI. Review and Approve Workforce Innovation Opportunity Act (WIOA) - Eligible Training Provider List Policy Revisions
 - VII. Review and Approve Workforce Innovation Opportunity Act (WIOA) - Adult/DW Program Eligibility Policy Revisions

7. Review and Approve Workforce Innovation Opportunity Act (WIOA) - Youth Services Subrecipient Contract Renewal - PY2024-2025
8. Review and Approve Local Targeted Occupations List (LTOL) - 2nd Quarter PY 2024-2025
9. Review and Approve Acceptance of the Florida Department of Commerce (FLORIDACOMMERCE) Grantee/Subgrantee Agreement - PY 2024-2027
10. Review and Approve WIOA Local and Regional Workforce Plan Draft - PY 2025-2028
11. Review and Approve Acceptance of the Florida Department of Commerce (FLORIDACOMMERCE) Internal Control Questionnaire (ICQ) and Assessment - PY 2024-2025
12. Review and Approve Acceptance of LWDB20 Proposed Primary Indicators of Performance - PY2024 and 2025
13. Review and Approve Prasanth Pilly as Designee for Timothy Moore, President, of Indian River State College

Information/Discussion

14. Primary Indicators of Performance 4th Quarter - PY 2023-2024
15. One-Stop Operator Quarterly Report 4th Quarter - PY 2023-2024
16. Workforce Readiness Taskforce Quarterly Report
17. Chair's Report
 - a. Board of Directors Member Orientation for PY 2024-2025 - Update
 - b. Board Member Participation in the Programs and Services Committee and the Youth Council
18. President's Report
 - a. Workforce Professional Development Summit - September 8-11, 2024
 - b. CareerSource Research Coast Reorganization - PY 2024-2025
19. Open to the Board
20. Open to the Public
21. Adjournment - Next Board of Directors Meeting January 29, 2024

Members Participating In-Person

Jim Brann	Bob Cenk	William Armstead
Leslie Kristof	Helene Caseltine	Kelly Johnson
Larry Leet	Prasanth Pilly	

Members Participating by Teleconference:

Lorna Landherr	Wayne Olson	Terissa Aronson
Christie Shields	Pete Tesch	David Bean
Terrance Moore	Aliesha Seitz	Tracey Miller

Members Excused

Pamela Burchell	Jose Capellan	David Freeland
Mike Kauffmann	Kevin Staten	Deb Frazier
Werner Bols		

Administrative Staff Present/Teleconference:

Brian Bauer	Lisa Delligatti	Cristina Coble
Martin Rivera	Jennifer Eiman	

Call to Order:

Jim Brann, 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):

Jim Brann, Chair, asked if there were any Conflicts of Interest, and none were declared.

Agenda Item 5 - Department of Commerce (FLORIDACOMMERCE) Annual Presentation Programmatic and Financial Compliance Monitoring Review Annual Performance:

Daniel Harper from FLORIDACOMMERCE presented an overview of CareerSource Research Coast's (CSRC) Annual Programmatic and Financial Compliance Monitoring Performance.

Direct Client Services and Administrative Expenditures Requirement - 90% of the \$5,039,333 in funding received must be spent on Direct Client Services.

- 92% was spent on Direct Client Services
- 8% was spent on Administrative Services

Individual Training Account (ITA) Expenditures Requirement - 25% must be spent on annual ITA Expenditures.

- 27.38% was spent on ITA Expenditures

Work Experience (WE) Expenditures Requirement - 20% must be spent on WE Expenditures.

- 25.31% was spent on WE Expenditures

Out-of-School Youth Expenditures - 92%

In-School Youth Expenditures - 7.7%

The presentation included a review of the Primary Indicators of Performance PY2023. CSRC exceeded fourteen and met three. Mr. Harper explained that LWDB20 did an outstanding job meeting its metrics.

Mr. Harper explained that the Reimagining and Career Help (REACH) Act calls for each local development board in Florida to be assigned a letter grade annually based on performance criteria developed by the Governor's REACH office. The CareerSource Florida Board of Directors assigns and makes public a letter grade for each local workforce development board. LWDB 20 received a B letter grade.

Mr. Harper also provided board members with a summary of the annual programmatic and financial monitoring results. Findings for PY's 2023 and 2022 were noted and compared in each of the following programs: Supplemental Nutrition Assistance Program (SNAP), Wagner-Peyser Program, and Migrant and Seasonal Farmworker Program. The programmatic monitoring had seven (7) findings, up four from PY 2022. The financial monitoring review had zero (0) findings.

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, a motion was made by William Armstead to approve the Consent Agenda, as presented. Helene Caseltine seconded the motion. The motion was passed unanimously.

Agenda Item 7 - Review and Approve Workforce Innovation Opportunity Act (WIOA) - Youth Services Subrecipient Contract Renewal - PY2024-2025:

Brian Bauer, President/CEO, explained that CareerSource Research Coast (CSRC) is working with Eckerd Youth to renew the contract for PY 2024-2025 (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 8 - 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 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.

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

Agenda Item 9 - 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 LWDBs are required to renew the agreement with the Florida Department of Commerce (FLORIDACOMMERCE) every three years.

Larry Leet made a motion to approve the Acceptance of the FLORIDACOMMERCE Grantee/Subgrantee Agreement - PY 2024-2027, as presented. Bob Cenk seconded the motion. The motion passed unanimously.

Agenda Item 10 - Review and Approve WIOA Local and Regional Workforce Plan Draft - PY 2025-2028:

Brian Bauer, President/CEO, stated that the Workforce Innovation & Opportunity Act (WIOA) requires each local workforce development board (LWDB), in partnership with the appropriate chief local elected official(s), to develop and submit a comprehensive four-year local plan to the state. If the local workforce development area (local area) is part of a planning region, the LWDB will submit its regional plan as part of the local plan and will not submit a separate regional plan. The local and regional plan provides the framework for local areas to define how their workforce development systems will achieve the purposes of WIOA.

Additionally, local and regional plans must be modified at the end of the first two-year period of the four-year local plan to reflect changes in the labor market and economic conditions and other factors affecting the implementation of the local plan. Federal regulations require states and LWDBs to regularly revisit and recalibrate local and regional plan strategies in response to the state's changing economic conditions and workforce needs.

Mr. Bauer explained that the regional planning area aspect has identified areas of focus requiring a regional standpoint or approach. Along with CareerSource Palm Beach County (CSPB), CareerSource Research Coast (CSRC) can tackle some of the issues on regionalism strategies for industry sectors that have shared interests, commuting patterns, and key elements of shared administrative costs.

Helene Caseltine made a motion to approve the WIOA Local and Regional Workforce Plan Draft - PY 2025-2028, as presented. Larry Leet seconded the motion. The motion passed unanimously.

Agenda Item 11 - 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, demonstrating 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.

William Armstead made a motion to approve the acceptance of the Florida Department of Commerce (FLORIDACOMMERCE) Internal Control Questionnaire (ICQ) and Assessment - PY 2024-2025, as presented. Larry Leet seconded the motion. The motion passed unanimously.

Agenda Item 12 - Review and Approve Acceptance of LWDB20 Proposed Primary Indicators of Performance - PY2024 and 2025:

Brian Bauer, President/CEO, explained that the State of Florida must negotiate and agree upon performance levels for WIOA programs, and the WP Act funded by the United States Department of Labor, Employment, and Training Administration. Once the state levels are agreed upon, the Department of Commerce (FLORIDACOMMERCE) must negotiate and reach agreements with the Local Workforce Development Boards for their local performance metrics.

There are three proposed performance levels that CSRC is asking to negotiate for PY 2024. First, the Median Wage for Dislocated Workers 2nd quarter after exit. The state proposed a performance level of \$10,794, and CSRC proposed a level of \$9,800. Second, regarding the Median Wage 2nd quarter after the exit for Youth, the state proposed a performance level of \$3,196, and CSRC proposed \$3,500. Third, the state proposed 91.1% for the Credential Attainment for Youth. CSRC stated that based on 5-year historical data, 88.2% would be a more attainable goal.

Leslie Kristof made a motion to approve the Acceptance of LWDB20 Proposed Primary Indicators of Performance - PY2024 and 2025, as presented. Helene Caseltine seconded the motion. The motion passed unanimously.

Agenda Item 13 - Review and Approve Declaration of Authority Request – Dr. Prasanth Pilly as Designee for Timothy Moore, President, Indian River State College:

Brian Bauer, President/CEO, explained that the By-Laws of the Workforce Development Board permit mandatory board members to designate a single, high-ranking designee with a decision-making authority from his/her organization to represent him/her at Board and/or at standing or Ad- Hoc committee meetings.

Per the Board's By-Laws, Dr. Timothy Moore has requested that Dr. Prasanth Pilly represent him at the Board of Directors and the Programs and Services Committee meetings when Dr. Moore cannot attend. A Declaration of Authority was presented to the Board for review and approval.

Bob Cenk made a motion to approve the Declaration of Authority Request – Dr. Prasanth Pilly as Designee for Timothy Moore, President, Indian River State College, as presented. Terrance Moore seconded the motion. Dr. Prasanth Pilly abstained. The motion passed.

Agenda Item 14 - Primary Indicators of Performance 4th Quarter PY 2023-2024:

Brian Bauer, President/CEO, presented the Primary Indicators of Performance for the 4th 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 report categories show that the LWDB 20 has either met or exceeded all performance goals. Mr. Bauer stated that staff had worked hard to meet the negotiated performance targets and that strategic, operational steps would ensure all performance goals were met.

Agenda Item 15 - One-Stop Operator Quarterly Report 4th 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 partner meeting was held in person at CareerSource Research Coast on September 24, 2024. Ms. Eberhart-Chin stated that during the meeting, it was announced that 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. The One-Stop Operator, WCC, is responsible for monitoring and evaluating the system's utilization and effectiveness.

Agenda Item 16 - Workforce Readiness Taskforce Quarterly Report:

Christina Coble, Business Services Manager, provided an update on the Workforce Readiness Taskforce meeting held on September 5, 2024.

Ms. Coble stated that Rachel Ludwig from the Florida Chamber of Commerce presented information on the Florida 2030 Blueprint.

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.

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.

Agenda 17 - Chair's Report:

Jim Brann, Chair, presented the following information:

- Board of Directors Member Orientation for PY 2024-2025: Mr. Brann stated that the board member orientations would be sent directly after the meeting. Mr. Brann encouraged the board members to complete the orientation at their earliest convenience.
- Board Member Participation in the Programs and Services Committee and the Youth Council: Mr. Brann stated that letters would be forthcoming to new board members, assigning them to either the Program and Services Committee or Youth Council. These assignments are a requirement for serving on the Board of Directors.

Agenda 18 - President's Report:

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

- Workforce Professional Development (WPD) Summit: The summit was held this year at the Renaissance Orlando at SeaWorld from September 9 to 11, 2024. Thirteen staff attended.
- 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. This means we will close the Indian River Career and Martin County Career Centers effective October 31, 2024. Likewise, the current administrative offices will also be closed. Mr. Bauer has finalized 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 included four staff members and will take place 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 19 - Open to the Board:

No Comments

Agenda 20 - President's Report:

No Comments

Agenda 21 - Adjournment:

With no further items to discuss, a motion was made by Helne Caseltine to adjourn the meeting, seconded by William Armstead. The motion passed unanimously, and the meeting was adjourned at 9:30 a.m.

BOARD SECRETARY CERTIFICATION

I hereby certify that 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.

Brian Bauer
Board Secretary

2/11/2025
Date