



# Board of Directors

## MEETING AGENDA

### Meeting Details

**Date:** Wednesday, January 29, 2025

**Time:** 8:00 a.m.

**Location:** **Virtual Only**

Microsoft TEAMS Virtual Meeting Access

**Access Code:** 596 052 058#

**Phone:** 1-772-800-5467

**URL:** [Join the meeting now](#)

### 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 (Pages 3-5)
5. Presentation by James Moore & Company of the Financial Statement Audit Year End June 30, 2024, and the 2023-IRS Form 990 Tax Return (Page 6)

### Voting Item

6. Review and Approve Acceptance of Financial Statement Audit - Year-End June 30, 2024 (Page 7)
7. Review and Approve Acceptance of 2023-IRS Form 990 Tax Return (Page 8)
8. Consent Agenda (Page 9)
  - a. Review and Approve September 25, 2024, Board of Directors Meeting Minutes (Pages 10-17)
  - b. Review and Approve November 15, 2024, Executive Committee Meeting Minutes (Pages 18-21)
    - i. Review and Approve August and September Financial Reports - PY 2023-2024 (Pages 22-34)
  - c. Review and Approve November 20, 2024, Program and Services Committee Meeting Minutes (Pages 35-42)
  - d. Review and Approve January 17, 2025, Executive Committee Meeting Minutes (Pages 43-46)
    - i. Review and Approve October and November Financial Reports - PY 2024-2025 (Pages 47-59)
  - e. Review and Approve January 21, 2024, Youth Council Meeting Minutes (Pages 60-62)
9. Review and Approve December Financial Reports - PY 2024-2025 (Pages 63-69)
10. Review and Approve Release of Employer of Record (EOR)/National Dislocated Worker Grant (DWG) Request for Proposal (RFP) (Page 70)
11. Review and Approve Executive Staff Holiday Gift Cards (Page 71)

## Information/Discussion

12. Approved Negotiated Performance Levels - PY 2024 and PY 2025 (Pages 72-73)
13. Primary Indicators of Performance 1st Quarter - PY 2024-2025 (Pages 74-75)
14. One-Stop Operator Quarterly Report - 1st and 2nd Quarter - PY 2024-2025 (Pages 76-87)
15. Workforce Readiness Taskforce Quarterly Report (Pages 88-95)
16. Chair's Report (Page 96)
17. President's Report (Page 97)
  - a. CareerSource Florida Council/Board Meetings - February 18-20, 2025
  - b. CareerSource Research Coast Consolidation/Reorganization Update
18. Open to the Board (Page 98)
19. Open to the Public (Page 99)
20. Adjournment - Next Board of Directors Meeting April 30, 2025

## AGENDA ITEM SUMMARY

<b>Title</b>	Declarations of Conflict of Interest
<b>Strategic</b>	N/A
<b>Plans/Goals</b>	Public Law 105-220
<b>Policy/Plan/Law</b>	Information Only
<b>Background/Action Requested</b>	In the event that a conflict of interest arises due to business or employment interests of associates or close family members, a Regional Workforce Development Board member would be required to reveal that conflict, to refrain from voting on the issue and to file a memorandum of voting conflict Commission Form 8B
<b>Staff Recommendations</b>	Conflict of Interest Statement Form
<b>Supporting Material</b>	8B Memorandum of Voting Conflict
<b>Board Staff</b>	Brian Bauer President/CEO <a href="mailto:bbauer@careersourcerc.com">bbauer@careersourcerc.com</a> (866) 482-4473 ext. 418

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**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
  - The form must be read publicly at the next meeting after the form is filed.
- IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:
- You must disclose orally the nature of your conflict in the measure before participating.
  - You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, \_\_\_\_\_, hereby disclose that on \_\_\_\_\_, 20: \_\_\_\_

A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_;
- inured to the special gain or loss of my relative, \_\_\_\_\_;
- inured to the special gain or loss of \_\_\_\_\_, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows

\_\_\_\_\_  
Date Filed

\_\_\_\_\_  
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

## AGENDA ITEM SUMMARY

<b>Title</b>	Presentation by James Moore and Co. of Financial Statements Audit - Year End June 30, 2024, and 2023-IRS Form 990 Tax Return
<b>Strategic Plans/Goals</b>	Optimal Use of Resources
<b>Policy/Plan/Law</b>	Workforce Innovation and Opportunity Act (WIOA)
<b>Action Requested</b>	Review Presentation by James Moore and Company
<b>Background</b>	<p>Each year, CSRC receives an audit report from its auditing firm. A representative from James Moore &amp; Company will present the draft audit of the financial statements report to the Board of Directors. Our Administrative Plan requires that the Board of Directors review the report.</p> <p>In addition, the 2023-IRS Form 990 consists of core form and supplemental schedules. Board governance and policies and the IRS strongly recommends that all voting members of the governing body receive a copy of the organization's final IRS Form 990 Tax Return prior to its filing.</p>
<b>Staff Recommendations</b>	James Moore & Company representative will present Financial Statements Audit - Year End June 30, 2024, and 2023-IRS Form 990 Tax Return to the Board of Directors.
<b>Supporting Material</b>	Presentation by James Moore and Company
<b>Board Staff</b>	Brian Bauer President/CEO <a href="mailto:bbauer@careersourcerc.com">bbauer@careersourcerc.com</a> (866) 482-4473 ext. 418

## AGENDA ITEM SUMMARY

<b>Title</b>	Acceptance of the Financial Statements Audit - Year End June 30, 2024
<b>Strategic Plans/Goals</b>	Optimal Use of Resources
<b>Policy/Plan/Law</b>	Workforce Innovation and Opportunity Act (WIOA)
<b>Action Requested</b>	Approve Acceptance of the Financial Statements Audit - Year End June 30, 2024
<b>Background</b>	<p>Each year, CSRC receives an audit report from its auditing firm. A representative from James Moore &amp; Company will present the draft audit of the financial statements report to the Executive Committee meeting.</p> <p>The CSRC Board of Directors are required to officially review and accept the audit report presented by the auditing firm. Our Administrative Plan requires that the Executive Committee reviews the report. After the Executive Committee review, a James Moore &amp; Company representative will present the FINAL financial statements audit to the Board of Directors.</p>
<b>Staff Recommendations</b>	Approve Acceptance of the Financial Statement Audit
<b>Supporting Material</b>	Link to WFDB of Treasure Coast Monitoring Report on the Audit of the Financial Statements: <a href="https://careersourcerc.com/wp-content/uploads/2025/01/James-Moore-Audit-1.pdf">https://careersourcerc.com/wp-content/uploads/2025/01/James-Moore-Audit-1.pdf</a>
<b>Board Staff</b>	Brian Bauer President/CEO <a href="mailto:bbauer@careersourcerc.com">bbauer@careersourcerc.com</a> (866) 482-4473 ext. 418

## AGENDA ITEM SUMMARY

<b>Title</b>	2023-IRS Form 990 Tax Return Optimal Use of Resources
<b>Strategic Plans/Goals</b>	Optimal Use of Resources
<b>Policy/Plan/Law</b>	Workforce Innovation and Opportunity Act (WIOA)/Role of LWDB's
<b>Action Requested</b>	Review and Approve Acceptance of 2023-IRS Form 990 Tax Return
<b>Background</b>	<p>The IRS Form 990 (Return of Organization Exempt from Income Tax) is designed to provide:</p> <ul style="list-style-type: none"><li>• Transparency of activities</li><li>• A realistic picture of the organization and its operation</li><li>• A basis for comparing the organization to similar organizations</li><li>• Tax Compliance</li></ul> <p>The 2023-IRS Form 990 consists of a core form and supplemental schedules. There are questions concerning Board governance and policies and the IRS strongly recommends that all voting members of the governing body receive a copy of the organization's final IRS Form 990 Tax Return prior to its filing.</p>
<b>Staff Recommendations</b>	Review and Approve Acceptance of 2023-IRS Form 990 Tax Return
<b>Supporting Material</b>	Link to 2023 IRS Form 9090 Tax Return: <a href="https://careersourcerc.com/wp-content/uploads/2025/01/990-Tax-Return-Revised-2.pdf">https://careersourcerc.com/wp-content/uploads/2025/01/990-Tax-Return-Revised-2.pdf</a>
<b>Board Staff</b>	Brian Bauer President/CEO <a href="mailto:bbauer@careersourcerc.com">bbauer@careersourcerc.com</a> (866) 482-4473 ext. 418



## AGENDA ITEM SUMMARY

<b>Title</b>	Consent Agenda
<b>Strategic Plans/Goals</b>	Operational Intelligence
<b>Policy/Plan/Law</b>	Board By-Laws
<b>Action Requested</b>	Approve Consent Agenda as Presented
<b>Background</b>	<p>Consent Agenda</p> <ul style="list-style-type: none"> <li>a. Review and Approve September 25, 2024, Board of Directors Meeting Minutes</li> <li>b. Review and Approve November 15, 2024, Executive Committee Meeting Minutes <ul style="list-style-type: none"> <li>I. Review and Approve August and September Financial Reports - PY 2024-2025</li> </ul> </li> <li>c. Review and Approve November 20, 2024, Program and Services Committee Meeting Minutes</li> <li>d. Review and Approve January 17, 2025, Executive Committee Meeting Minutes <ul style="list-style-type: none"> <li>I. Review and Approve October and November Financial Reports - PY 2024-2025</li> </ul> </li> <li>e. Review and Approve January 21, 2024, Youth Council Meeting Minutes</li> </ul>
<b>Staff Recommendation</b>	Review and Approve Consent Agenda Items as presented
<b>Supporting Material</b>	Meeting Minutes, Financial Reports
<b>Board Staff</b>	<p>Brian Bauer  President/CEO  <a href="mailto:bbauer@careersourcerc.com">bbauer@careersourcerc.com</a>  (866) 482-4473 ext. 418</p>



# Agenda Item 8a 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) - 2<sup>nd</sup> 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 4<sup>th</sup> Quarter - PY 2023-2024
15. One-Stop Operator Quarterly Report 4<sup>th</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 4<sup>th</sup> Quarter PY 2023-2024:**

Brian Bauer, President/CEO, presented the Primary Indicators of Performance for the 4<sup>th</sup> 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 4<sup>th</sup> 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.

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**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.

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Brian Bauer  
Board Secretary

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Date



# Agenda Item 8b Executive Committee Meeting Minutes

**November 15, 2024**

### **Opening Remarks**

1. Welcome & Attendance
2. Declaration of Conflict of Interest
3. James Moore and Company Presentation of the Financial Statement Audit - Year End June 30, 2024

### **Voting Items**

4. Approve Acceptance of Financial Statement Audit - Year End June 30, 2024
5. Review and Approve August and September Financial Reports -PY2024-2025
6. Review and Approve Release of Employer of Record (EOR)/National Dislocated Worker Grant (DWG) Request for Proposal (RFP)
7. Review and Approve Release of the Workforce Innovation and Opportunity Act (WIOA) Youth Services Request for Proposal (RFP)

### **Information/Discussion**

8. 401K Retirement Plan Amendment - PY 2024-2025
9. CareerSource Research Coast (CSRC) Updates - PY 2024-2025
  - Board of Directors Orientation - PY 2024-2025
  - CSRC Reorganization of Centers/Staff
10. Adjournment - Next Executive Meeting - December 13, 2024

### **Members Participating In-Person**

None – Virtual Only

### **Members Participating by Teleconference:**

Bob Cenk	Werner Bols	Jim Brann
William Armstead	Leslie Kristof	

### **Members Excused**

Terrance Moore

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

Brian Bauer	Tracey McMorris	Lisa Delligatti
Jennifer Eimann		

collaborate.  
innovate.  
lead.



**Call to Order:**

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

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

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

**Agenda Item 3 - James Moore and Company Presentation of the Financial Statement Audit - Year End June 30, 2024:**

Corrine LaRoche, James Moore Certified Public Accountants & Consultants, presented to the Executive Committee the overall findings for the audit of financial statements for June 30, 2024, and 2023. Discussion included the following:

Audit Adjustments - None

Audit Reports:

Report on Financial Statements (pages 1-2), Unmodified Opinion

Report on Internal Control and Compliance (pages 22-23), No findings

Report on Compliance for Major Federal Program (pages 27-28), No findings

Financial Highlights - Revenues \$5,980,335

Federal Grants: Decrease \$33,453 (18% from prior year)

Charges for Services: Decrease \$33,000 (29% from prior year)

Expenses Full Accrual - \$5,978,145

Increase \$869,000 (13% from prior year)

Net Position 2024 - \$94,431

Total: Decrease - \$516,112 (0.33% from prior year)

Unrestricted: Decrease - \$24,000 (3% from prior year)

**Agenda Item 4 - Approve Acceptance of Financial Statement Audit - Year End June 30, 2024:**

Following the presentation of the Financial Statement Audit - Year End June 30, 2024, by Corrine LaRoche, James Moore Certified Public Accountants & Consultants, the staff asked for committee members to approve the acceptance of the financial audit statement.

A motion was made by Werner Bols to approve the Acceptance of Financial Statements Audit-Year End June 30, 2024, as presented. Leslie Kristof seconded the motion. The motion passed unanimously.

**Agenda Item 5 - Review and Approve Financial Reports - PY2024-2025:**

Lisa Delligatti, CFO, stated that July 2024 had less activity than prior months due to the final approval of expenditures in June for PY 24-25. which happens in June.

Ms. Delligatti noted that \$8,026 was the last adult money carryforward from 2023. LWDB 20 is utilizing Dislocated Worker (DW) funding for all our adult expenditures until we fully expand the DW 2023 grant.

Bob Cenk made a motion to approve the Financial Reports for PY 2024-2025, as presented. Werner Bols seconded the motion. The motion passed unanimously.

**Agenda Item 6 - Review and Approve Release of Employer of Record (EOR)/National Dislocated Worker Grant (DWG) Request for Proposal (RFP):**

Tracey McMorris, COO, explained that the National Dislocated Worker Grant (DWG) provides funds to states, and the states allocate the dollars to areas impacted by a disaster.

The National Dislocated Worker Grant (DWG) provides funds to states, and the states allocate the dollars to areas impacted by a disaster. The dollars are earmarked for staffing disaster recovery efforts. Because of the potentially large numbers of people impacted by a disaster, the grant funds received and the number of people to be screened and placed into temporary jobs can be substantial. The Board does not have the capacity to handle the necessary background checks, payrolls, and workers' compensation associated with temporary jobs. Therefore, it has been the practice of the Board to competitively procure an Employer of Record (EOR) in case a national emergency occurs.

Werner Bols made a motion to approve the Financial Reports for PY 2024-2025, as presented. Leslie Kristof seconded the motion. The motion passed unanimously.

**Agenda Item 7 - Review and Approve Release of the Workforce Innovation and Opportunity Act (WIOA) Youth Services Request for Proposal (RFP):**

Tracey McMorris, COO, explained that career services available under CareerSource Research Coast's WIOA Youth program "Youth Connections" are provided by a competitively procured, sub-recipient service provider for a contract period of five years, renewed annually based on the performance of the Service Provider.

With the current Service Provider's term expiring on June 30, 2025, a formal Request for Proposals must be issued for Program Years 2025-2026 through 2026-2027. The Board of Directors must approve the issuance of the Request for Proposal prior to its release. Tracey McMorris, COO, stated that this policy's language changed regarding properly recording job referrals, job developments, hires, and obtained employment.

Leslie Kristof made a motion to approve the release of the Workforce Innovation and Opportunity Act (WIOA) Youth Services Request for Proposal (RFP), as presented. Will Armstead seconded the motion. The motion passed unanimously.

**Agenda Item 8 - Review 401K Retirement Plan Amendment - PY 2024-2025:**

Brian Bauer, President/CEO, explained that every six years, the IRS requires employers to restate their qualified retirement plan documents to incorporate any recent legislative and regulatory changes since the documents were last written.

Mr. Bauer pointed out that the restatement contains the following changes to the CareerSource Research Coast (CSRC) plan:

- Provision that allows staff to enroll after 90 days at the start of the next month instead of after 90 days but only at the start of a new quarter.

Lisa Delligatti, CFO, worked with our third-party administrator and John Hancock to ensure that everything in the CSRC plan document was updated and that the amendment signature page is now part of our plan. document for your all's review so we're in compliance

**Agenda 9 – Adjournment:**

With no further items to discuss, a motion was made by Jim Brann, Chair, to adjourn the meeting, seconded by Werner Bols. The motion passed unanimously, and the meeting was adjourned at 9:04 a.m.

*Next Executive Meeting – December 15, 2024*

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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.

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Brian Bauer  
Board Secretary

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Date

## AGENDA ITEM SUMMARY

<b>Title</b>	Review and Approve Financial Reports
<b>Strategic Plans/Goals</b>	Optimal Use of Resources
<b>Policy/Plan/Law</b>	Workforce Innovation and Opportunity Act (WIOA)/Role of LWDB's
<b>Action Requested</b>	Review and Approve August and September Financial Reports - PY 2024-2025
<b>Background</b>	The Board approved the budget for PY 2024-2025. The Board regularly reviews budgets, all amendments to the budget, and monthly expenditures.
<b>Staff Recommendations</b>	Review and Approve August and September Financial Reports
<b>Supporting Material</b>	Monthly Financial Reports, Balance Sheets
<b>Board Staff</b>	Lisa Delligatti Chief Financial Officer <a href="mailto:ldelligatti@careersourcerc.com">ldelligatti@careersourcerc.com</a> (866) 482-4473 ext. 430

LWDB 20  
Summary of Funding and Expenditures  
as of August 31, 2024

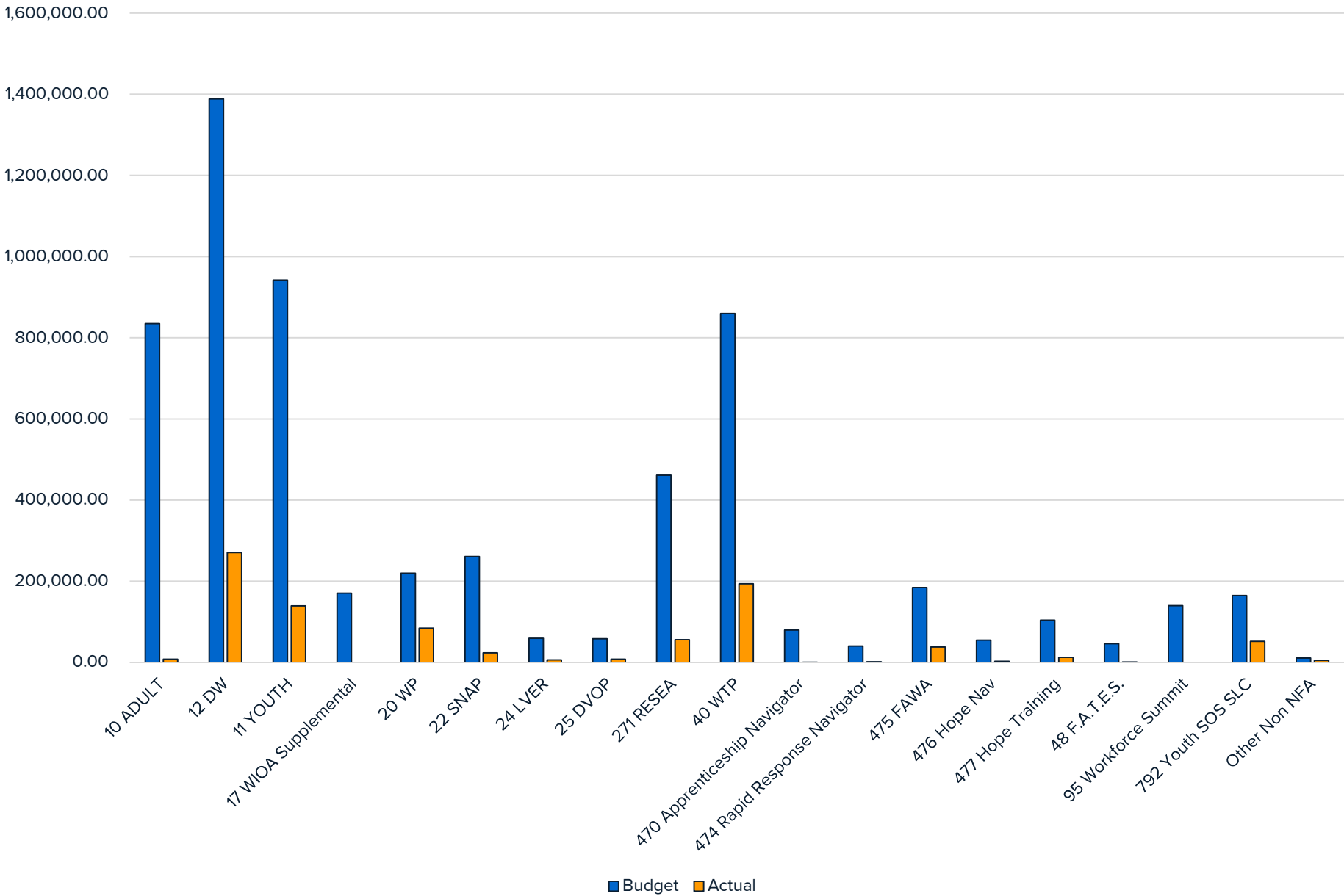
PY 24-25 TOTAL AVAILABLE FUNDING	INDIRECT	10 ADULT	12 DW	11 YOUTH	17 WIOA Supplemental	20 WP	22 SNAP	24 LVER	25 DVOP	271 RESEA	40 WTP	470 Apprenticeship Navigator	474 Rapid Response Navigator
PY 24-25 Allocations		\$ 826,927	\$ 747,469	\$ 684,294	\$ 170,532	\$ 794,094	\$ 277,746	\$ 126,167	\$ 166,108	\$ 453,000	\$ 963,229	\$ 80,000	\$ 75,000
PY 24-25 Supplemental		\$ -	\$ 164,384	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds/Incentives		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries		\$ -	\$ -	\$ -	\$ -	\$ (340,990)	\$ -	\$ (78,446)	\$ (91,168)	\$ -	\$ -	\$ -	\$ -
Carryforward to PY 25-26		\$ -	\$ (323,313)	\$ (337,262)	\$ -	\$ (334,387)	\$ (93,026)	\$ (8,699)	\$ (41,090)	\$ (114,078)	\$ (369,333)	\$ -	\$ (34,419)
Carryforward from PY 23-24		\$ 8,026	\$ 800,000	\$ 595,000	\$ -	\$ 101,125	\$ 76,500	\$ 20,463	\$ 24,529	\$ 122,540	\$ 265,803	\$ -	\$ -
<b>Total DEO Grant Funding</b>		\$ 834,953	\$ 1,388,540	\$ 942,032	\$ 170,532	\$ 219,842	\$ 261,220	\$ 59,485	\$ 58,379	\$ 461,462	\$ 859,699	\$ 80,000	\$ 40,581
OTHER NON DEO REVENUES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	\$ -	\$ 834,953	\$ 1,388,540	\$ 942,032	\$ 170,532	\$ 219,842	\$ 261,220	\$ 59,485	\$ 58,379	\$ 461,462	\$ 859,699	\$ 80,000	\$ 40,581
<b>FUNDING DRAWN DOWN YTD</b>													
FUNDING DRAWN DOWN YTD	INDIRECT	10 ADULT	12 DW	11 YOUTH	17 WIOA Supplemental	20 WP	22 SNAP	24 LVER	25 DVOP	271 RESEA	40 WTP	470 Apprenticeship Navigator	474 Rapid Response Navigator
PY 24-25 Allocations		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800
PY 24-25 Supplemental		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds/Incentives		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward to PY 25-26		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward from PY 23-24		\$ 8,026	\$ 269,106	\$ 95,817	\$ -	\$ 84,642	\$ 25,501	\$ 4,674	\$ 5,591	\$ 50,228	\$ 169,045	\$ -	\$ -
<b>Total DEO Grant Funding</b>		\$ 8,026	\$ 269,106	\$ 95,817	\$ -	\$ 84,642	\$ 25,501	\$ 4,674	\$ 5,591	\$ 50,228	\$ 169,045	\$ -	\$ 800
OTHER NON DEO REVENUES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>		\$ 8,026	\$ 269,106	\$ 95,817	\$ -	\$ 84,642	\$ 25,501	\$ 4,674	\$ 5,591	\$ 50,228	\$ 169,045	\$ -	\$ 800
<b>% of Total Budgeted Funding Received</b>		<b>0.96%</b>	<b>19.38%</b>	<b>10.17%</b>	<b>0.00%</b>	<b>38.50%</b>	<b>9.76%</b>	<b>7.86%</b>	<b>9.58%</b>	<b>10.88%</b>	<b>19.66%</b>	<b>0.00%</b>	<b>1.97%</b>
<b>EXPENDITURES</b>													
<b>Administrative</b>	\$ (0)	\$ -	\$ 19,982	\$ 5,432	\$ -	\$ 21,138	\$ 2,652	\$ 454	\$ 515	\$ 6,230	\$ 22,098	\$ 26	\$ 176
Salaries and Benefits	\$ 69,402	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General and Administrative	\$ 22,336	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Allocated Indirect Costs	\$ (91,737)	\$ 38,181	\$ 1,801	\$ 5,432	\$ -	\$ 1,138	\$ 2,652	\$ 454	\$ 515	\$ 6,230	\$ 22,098	\$ 26	\$ 176
Reclassification	\$ -	\$ (38,181)	\$ 18,181	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Program Training</b>	\$ -	\$ 8,026	\$ 250,999	\$ 134,189	\$ -	\$ 63,023	\$ 20,773	\$ 5,587	\$ 7,189	\$ 49,882	\$ 171,616	\$ 187	\$ 1,374
WIOA Youth Contracts	\$ -	\$ -	\$ -	\$ 109,505	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salaries and Benefits	\$ 34,599	\$ 130,561	\$ 6,439	\$ 2,863	\$ -	\$ 3,160	\$ 12,256	\$ 667	\$ 1,001	\$ 36,357	\$ 77,573	\$ -	\$ 1,110
Contract Labor	\$ -	\$ 4,829	\$ 190	\$ -	\$ -	\$ 18	\$ 579	\$ 7	\$ 11	\$ 1,489	\$ 12,917	\$ -	\$ 16
Internship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Incentives/Stipends	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,150	\$ -	\$ -
Support Services Non-ITA	\$ -	\$ 375	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,353	\$ -	\$ -
Support Services ITA	\$ -	\$ 7,655	\$ 1,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-ITA/OST/TAA	\$ -	\$ 60,704	\$ 2,925	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-OJT	\$ -	\$ 35,431	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-Cust./Employed Worker	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WEX/ Internships/ Participant Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ 819	\$ 46	\$ 427	\$ -	\$ 22	\$ 668	\$ 623	\$ 30	\$ 211	\$ 885	\$ -	\$ 4
One Stop Shared Costs	\$ -	\$ 21,106	\$ 907	\$ -	\$ -	\$ 7,145	\$ 2,141	\$ 3,564	\$ 5,346	\$ 6,792	\$ 15,282	\$ -	\$ 109
Other Operating Expenses	\$ 7,483	\$ 13,955	\$ 1,096	\$ 18,902	\$ -	\$ 4,505	\$ 3,912	\$ 517	\$ 565	\$ 2,175	\$ 52,319	\$ 175	\$ 53
Allocated Program Indirect	\$ (42,082)	\$ 17,514	\$ 826	\$ 2,492	\$ -	\$ 522	\$ 1,216	\$ 208	\$ 236	\$ 2,858	\$ 10,137	\$ 12	\$ 81
Reclassification	\$ -	\$ (284,921)	\$ 237,271	\$ -	\$ -	\$ 47,650	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	\$ 0	\$ 8,026	\$ 270,981	\$ 139,621	\$ -	\$ 84,161	\$ 23,424	\$ 6,040	\$ 7,704	\$ 56,112	\$ 193,714	\$ 213	\$ 1,550
<b>Funding Over/(under) expenditures</b>	\$ 0	\$ 0	\$ (1,875)	\$ (43,804)	\$ -	\$ 481	\$ 2,077	\$ (1,366)	\$ (2,113)	\$ (5,884)	\$ (24,670)	\$ (213)	\$ (750)
<b>YTD % of Budgeted Funds Expended</b>		<b>0.96%</b>	<b>19.52%</b>	<b>14.82%</b>	<b>0.00%</b>	<b>38.28%</b>	<b>8.97%</b>	<b>10.15%</b>	<b>13.20%</b>	<b>12.16%</b>	<b>22.53%</b>	<b>0.27%</b>	<b>3.82%</b>

LWDB 20  
Summary of Funding and Expenditures  
as of August 31, 2024

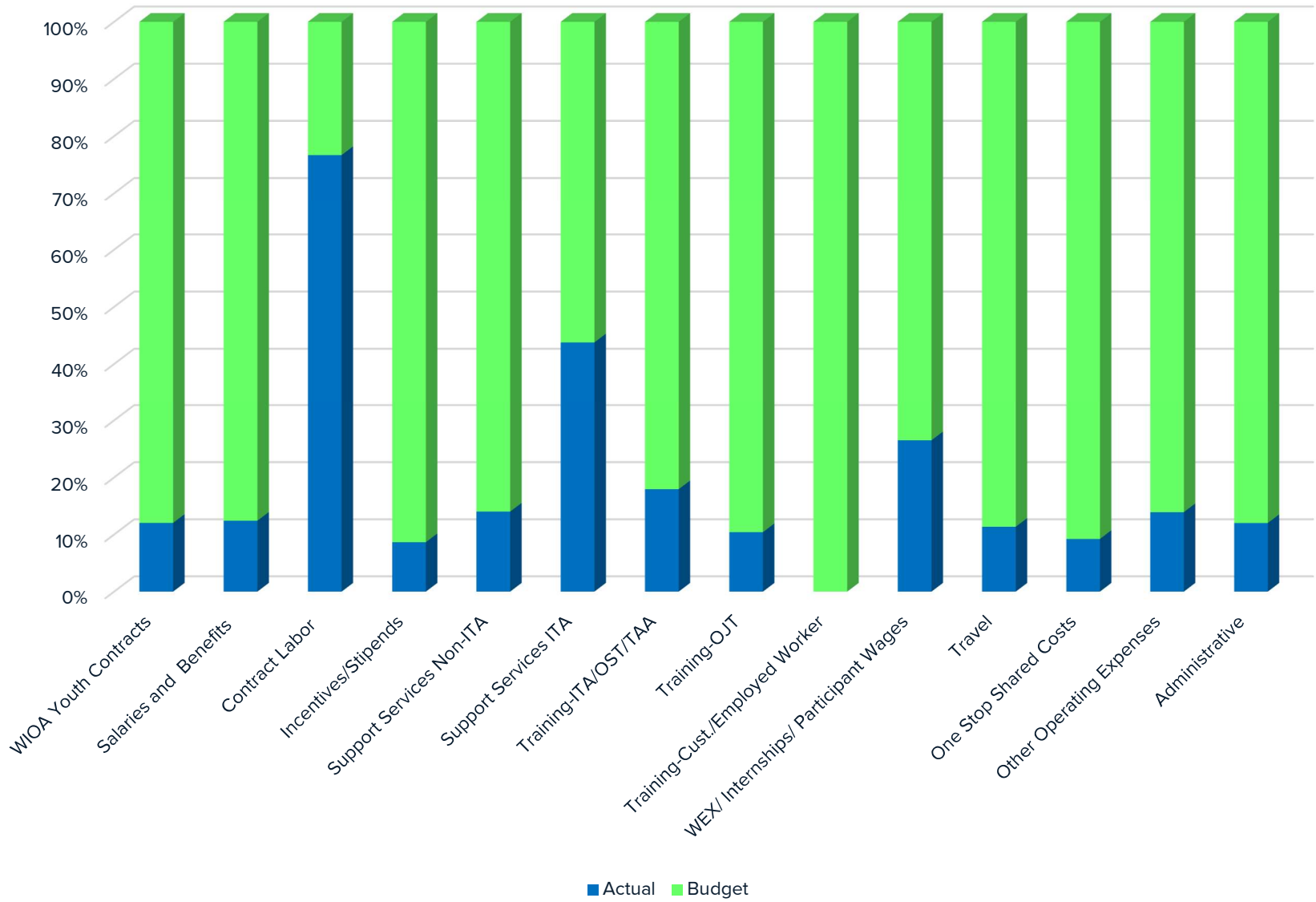
PY 24-25 TOTAL AVAILABLE FUNDING	475 FAWA	476 Hope Nav	477 Hope Training	48 F.A.T.E.S.	95 Workforce Summit	792 Youth SOS SLC	793 Youth SOS MC	Other Non NFA	YEAR TO DATE TOTALS				
PY 24-25 Allocations	\$ -	\$ 54,062	\$ -	\$ -	\$ 140,000	\$ -	\$ -	\$ -		\$ 5,558,628			
PY 24-25 Supplemental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 164,384			
Additional Funds/Incentives	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -			
Retained by DEO for Merit Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ (510,604)			
Carryforward to PY 25-26	\$ (794,777)	\$ (29,278)	\$ -	\$ (89,054)	\$ -	\$ -	\$ -	\$ -		\$ (2,568,716)			
Carryforward from PY 23-24	\$ 979,600	\$ 30,000	\$ 104,000	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 3,127,585			
<b>Total DEO Grant Funding</b>	\$ 184,823	\$ 54,784	\$ 104,000	\$ (89,054)	\$ 140,000	\$ -	\$ -	\$ -		\$ 5,771,277			
OTHER NON DEO REVENUES	\$ -	\$ -	\$ -	\$ 135,000	\$ -	\$ 165,000	\$ -	\$ 10,757		\$ 310,757			
<b>TOTAL</b>	\$ 184,823	\$ 54,784	\$ 104,000	\$ 45,946	\$ 140,000	\$ 165,000	\$ -	\$ 10,757	\$ -	\$ 6,082,034			
<b>FUNDING DRAWN DOWN YTD</b>													
	475 FAWA	476 Hope Nav	477 Hope Training	48 F.A.T.E.S.	95 Workforce Summit	792 Youth SOS SLC	793 Youth SOS MC	Other Non NFA	PY 24-25 Actual	PY 24-25 Budget	VARIANCE	% Expended	
PY 24-25 Allocations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800	\$ 5,558,628	\$ 5,557,828	0.014%	
PY 24-25 Supplemental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 164,384	\$ 164,384	0.000%	
Additional Funds/Incentives	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Retained by DEO for Merit Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (510,604)	\$ (510,604)		
Carryforward to PY 25-26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,568,716)	\$ (2,568,716)		
Carryforward from PY 23-24	\$ 35,313	\$ 3,623	\$ 4,065	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 755,633	\$ 3,127,585			
<b>Total DEO Grant Funding</b>	\$ 35,313	\$ 3,623	\$ 4,065	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 756,433	\$ 5,771,277			
OTHER NON DEO REVENUES	\$ -	\$ -	\$ -	\$ 135,239	\$ -	\$ 91,409	\$ -	\$ 11,039	\$ 237,686	\$ 310,757	\$ 73,071	76.486%	
<b>TOTAL</b>	\$ 35,313	\$ 3,623	\$ 4,065	\$ 135,239	\$ -	\$ 91,409	\$ -	\$ 11,039	\$ 994,119	\$ 6,082,034	\$ 5,087,915	16.345%	
<b>% of Total Budgeted Funding Received</b>	<b>19.11%</b>	<b>6.61%</b>	<b>3.91%</b>	<b>294.34%</b>	<b>0.00%</b>	<b>55.40%</b>	<b>#DIV/0!</b>	<b>102.62%</b>	<b>16.35%</b>				
<b>EXPENDITURES</b>													
	475 FAWA	476 Hope Nav	477 Hope Training	48 F.A.T.E.S.	95 Workforce Summit	792 Youth SOS SLC	793 Youth SOS MC	Other Non NFA	PY 24-25 Actual	PY 24-25 Budget	VARIANCE Under/(Over)	% Expended	
<b>Administrative</b>	\$ 4,388	\$ 288	\$ 1,428	\$ 104	\$ -	\$ 6,247	\$ -	\$ 580	\$ 91,737	\$ 671,966	\$ 580,229	13.65%	
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 69,402	\$ 511,554	\$ 442,153	13.57%	
General and Administrative	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,336	\$ 160,412	\$ 138,076	13.92%	
Allocated Indirect Costs	\$ 4,388	\$ 288	\$ 1,428	\$ 104	\$ -	\$ 6,247	\$ -	\$ 580	\$ (0)	\$ 0	\$ 0		
Reclassification	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<b>Program Training</b>	\$ 33,644	\$ 2,373	\$ 10,989	\$ 770	\$ -	\$ 45,938	\$ -	\$ 4,376	\$ 810,935	\$ 5,410,071	\$ 4,599,135	15.0%	
WIOA Youth Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 109,505	\$ 800,000	\$ 690,495	13.7%	
Salaries and Benefits	\$ 18,305	\$ 1,804	\$ 8,123	\$ 597	\$ -	\$ 1,055	\$ -	\$ 1,176	\$ 337,645	\$ 2,381,439	\$ 2,043,794	14.2%	
Contract Labor	\$ 722	\$ -	\$ 177	\$ 11	\$ -	\$ 1,751	\$ -	\$ -	\$ 22,717	\$ 6,903	\$ (15,814)	329.1%	
Internship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Incentives/Stipends	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,150	\$ 12,126	\$ 10,976	9.5%	
Support Services Non-ITA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,728	\$ 10,600	\$ 8,872	16.3%	
Support Services ITA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,955	\$ 11,500	\$ 2,545	77.9%	
Training-ITA/OST/TAA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,629	\$ 290,957	\$ 227,329	21.9%	
Training-OJT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,431	\$ 304,638	\$ 269,207	11.6%	
Training-Cust/Employed Worker	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	0.0%	
WEX/ Internships/ Participant Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,944	\$ -	\$ -	\$ 38,944	\$ 107,953	\$ 69,009	36.1%	
Travel	\$ 62	\$ -	\$ 443	\$ 3	\$ -	\$ 51	\$ -	\$ -	\$ 4,295	\$ 33,500	\$ 29,205	12.8%	
One Stop Shared Costs	\$ 3,285	\$ -	\$ 1,214	\$ 36	\$ -	\$ -	\$ -	\$ -	\$ 66,927	\$ 658,174	\$ 591,247	10.2%	
Other Operating Expenses	\$ 9,257	\$ 437	\$ 377	\$ 75	\$ -	\$ 1,271	\$ -	\$ 2,934	\$ 120,010	\$ 742,280	\$ 622,270	16.2%	
Allocated Program Indirect	\$ 2,013	\$ 132	\$ 655	\$ 48	\$ -	\$ 2,865	\$ -	\$ 266	\$ 0	\$ 0	\$ -		
Reclassification	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (0)	\$ -	\$ (0)		
<b>Total Expenditures</b>	\$ 38,032	\$ 2,661	\$ 12,416	\$ 874	\$ -	\$ 52,185	\$ -	\$ 4,956	\$ 902,673	\$ 6,082,037	\$ 5,179,365	14.8%	
<b>Funding Over/(under) expenditures</b>	\$ (2,719)	\$ 962	\$ (8,351)	\$ 134,364	\$ -	\$ 39,224	\$ -	\$ 6,082	\$ 91,447				
<b>YTD % of Budgeted Funds Expended</b>	<b>20.58%</b>	<b>4.86%</b>	<b>11.94%</b>	<b>1.90%</b>	<b>0.00%</b>	<b>31.63%</b>	<b>#DIV/0!</b>	<b>46.08%</b>	<b>14.84%</b>				



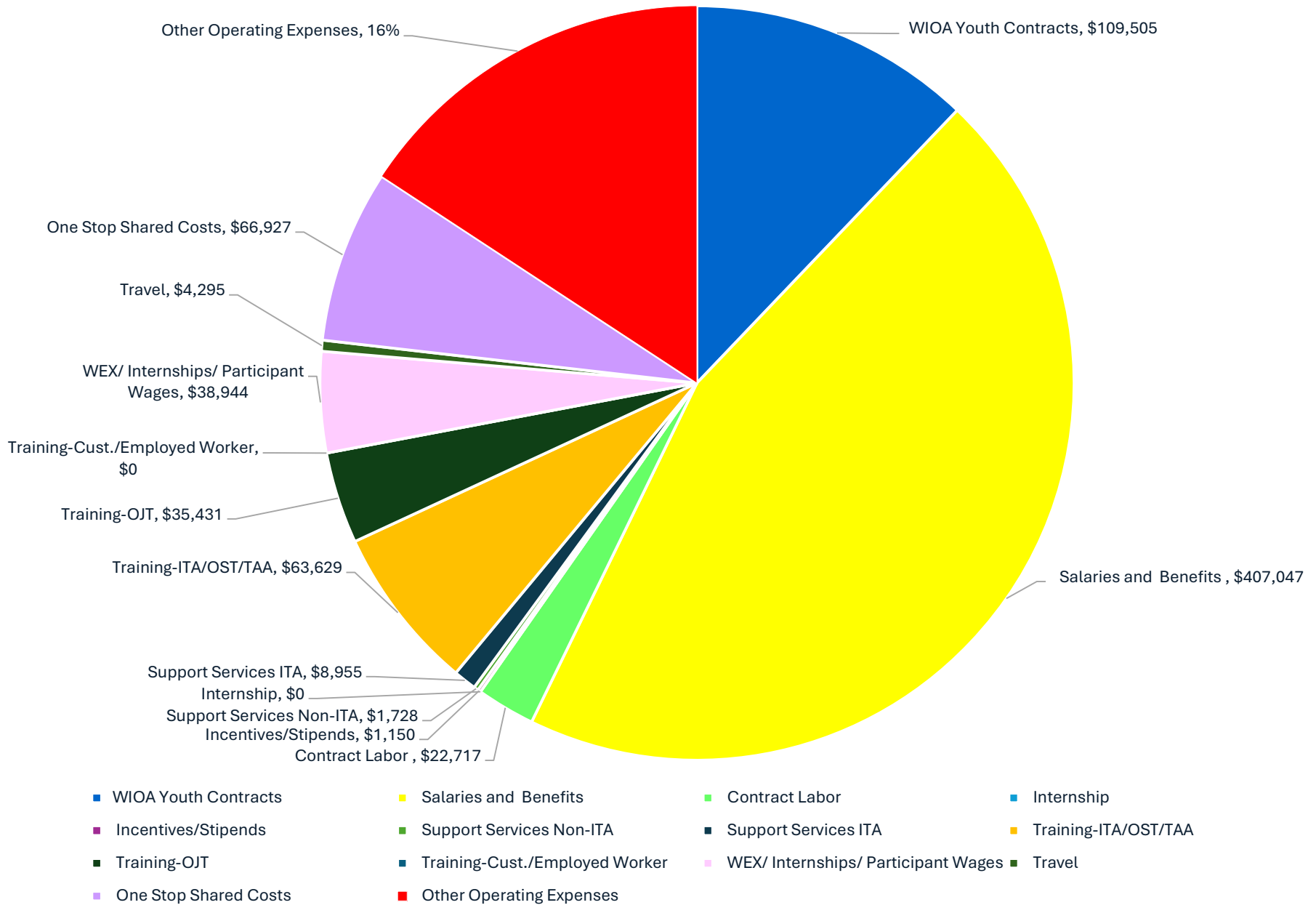
### Budget to Actual by Program



### Expenditures by Category



## Expenditure Categories



Workforce Development Board of the Treasure Coast, Inc.  
Statement of Financial Position  
As of 8/31/2024

	8/31/24
<b>Assets</b>	
Current assets	
Cash - Accounts Payable	21,291.77
Cash - Payroll	25,534.41
Cash - Business	446,881.65
Accounts Receivable	5,357.37
Accounts Receivable -	37.00
Grants Receivable	(91.58)
Prepaid Expenses	51,874.37
Deposits	10,035.12
Due TO/ Due FROM	3,139.61
Total Current assets	564,059.72
Non-current assets	
Data Processing	119,215.39
Vehicles	447,386.10
Lease Assets - Building	3,719,789.00
Lease Assets -	306,758.00
Leasehold Improvements	217,855.62
Accumulated	(697,654.63)
Accumulated	(1,184,467.00)
Other Assets	24,240.00
Total Non-current assets	2,953,122.48
<b>Total Assets</b>	<b>3,517,182.20</b>
 <b>Liabilities &amp; Net Assets</b>	
Current Liabilities	
Accounts Payable	95,256.91
Accrued Expenses	58,901.29
Federal Withholding Tax	(0.01)
FICA Payable	0.60
SUTA Payable	77.71
Principal Insurance	3,333.02
Health Insurance	(837.76)
AFLAC Payable	2,603.92
Legal Shield	741.60
Workers Comp Payable	5,931.55
Accrued Leave	101,681.04
Lease Interest Payable	5,966.00
Refundable Advances	1,844.19
Deferred Revenue	2,850.00
Total Current Liabilities	278,350.06
Non-current liabilities	
Short-term Lease Liability	357,347.00
Long-term Lease Liability	3,007,975.00
Lease Liability Offest	(357,347.00)
Total Non-current liabilities	3,007,975.00
<b>Net Assets</b>	
Beginning of Year	1,032,468.20
Current Year	(801,611.06)
	Current year
 Total Net Assets	 230,857.14
<b>Total Liabilities &amp; Net Assets</b>	<b>3,517,182.20</b>

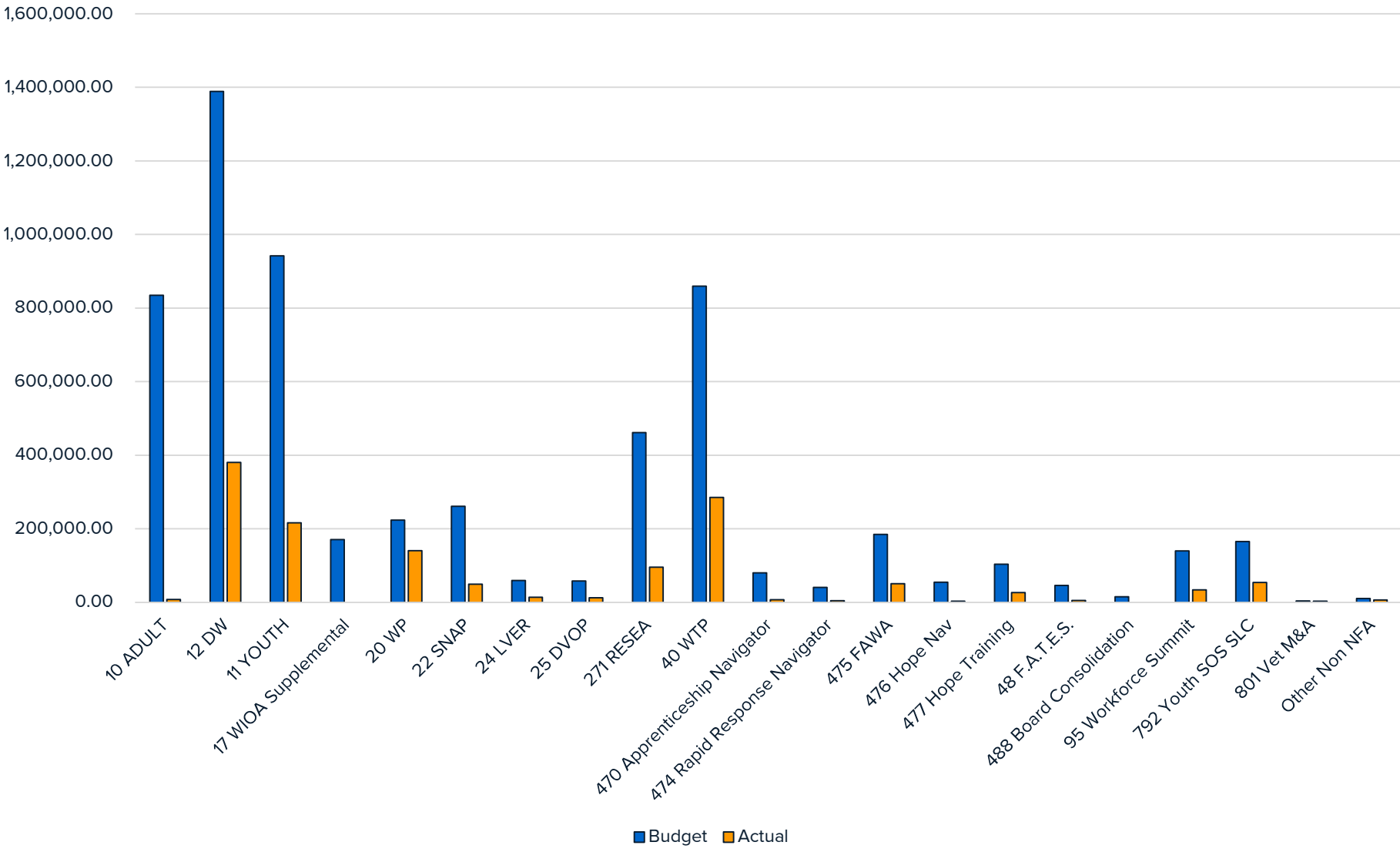
LWDB 20  
Summary of Funding and Expenditures  
as of September 30, 2024

PY 24-25 TOTAL AVAILABLE FUNDING	INDIRECT	10 ADULT	12 DW	11 YOUTH	17 WIOA Supplemental	20 WP	22 SNAP	24 LVER	25 DVOP	271 RESEA	40 WTP	470 Apprenticeship Navigator	474 Rapid Response Navigator
PY 24-25 Allocations		\$ 826,927	\$ 747,469	\$ 684,294	\$ 170,532	\$ 794,094	\$ 277,746	\$ 126,167	\$ 166,108	\$ 453,000	\$ 963,229	\$ 80,000	\$ 75,000
PY 24-25 Supplemental		\$ -	\$ 164,384	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds/Incentives		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries		\$ -	\$ -	\$ -	\$ -	\$ (340,990)	\$ -	\$ (78,446)	\$ (91,168)	\$ -	\$ -	\$ -	\$ -
Carryforward to PY 25-26		\$ -	\$ (323,313)	\$ (337,262)	\$ -	\$ (330,407)	\$ (93,026)	\$ (8,699)	\$ (41,090)	\$ (114,078)	\$ (369,333)	\$ -	\$ (34,419)
Carryforward from PY 23-24		\$ 8,026	\$ 800,000	\$ 595,000	\$ -	\$ 101,125	\$ 76,500	\$ 20,463	\$ 24,529	\$ 122,540	\$ 265,803	\$ -	\$ -
<b>Total DEO Grant Funding</b>		\$ 834,953	\$ 1,388,540	\$ 942,032	\$ 170,532	\$ 223,822	\$ 261,220	\$ 59,485	\$ 58,379	\$ 461,462	\$ 859,699	\$ 80,000	\$ 40,581
OTHER NON DEO REVENUES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	\$ -	\$ 834,953	\$ 1,388,540	\$ 942,032	\$ 170,532	\$ 223,822	\$ 261,220	\$ 59,485	\$ 58,379	\$ 461,462	\$ 859,699	\$ 80,000	\$ 40,581
<b>FUNDING DRAWN DOWN YTD</b>													
	INDIRECT	10 ADULT	12 DW	11 YOUTH	17 WIOA Supplemental	20 WP	22 SNAP	24 LVER	25 DVOP	271 RESEA	40 WTP	470 Apprenticeship Navigator	474 Rapid Response Navigator
PY 24-25 Allocations		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,200	\$ 3,300
PY 24-25 Supplemental		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds/Incentives		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward to PY 25-26		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward from PY 23-24		\$ 8,026	\$ 429,106	\$ 190,817	\$ -	\$ 140,819	\$ 38,201	\$ 10,374	\$ 13,991	\$ 89,728	\$ 243,784	\$ -	\$ -
<b>Total DEO Grant Funding</b>		\$ 8,026	\$ 429,106	\$ 190,817	\$ -	\$ 140,819	\$ 38,201	\$ 10,374	\$ 13,991	\$ 89,728	\$ 243,784	\$ 3,200	\$ 3,300
OTHER NON DEO REVENUES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>		\$ 8,026	\$ 429,106	\$ 190,817	\$ -	\$ 140,819	\$ 38,201	\$ 10,374	\$ 13,991	\$ 89,728	\$ 243,784	\$ 3,200	\$ 3,300
<b>% of Total Budgeted Funding Received</b>		<b>0.96%</b>	<b>30.90%</b>	<b>20.26%</b>	<b>0.00%</b>	<b>62.92%</b>	<b>14.62%</b>	<b>17.44%</b>	<b>23.97%</b>	<b>19.44%</b>	<b>28.36%</b>	<b>4.00%</b>	<b>8.13%</b>
<b>EXPENDITURES</b>													
<b>Administrative</b>	\$ 0	\$ -	\$ 31,029	\$ 7,869	\$ -	\$ 41,472	\$ 6,686	\$ 1,192	\$ 1,086	\$ 12,881	\$ 39,252	\$ 933	\$ 564
Salaries and Benefits	\$ 104,683	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General and Administrative	\$ 63,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Allocated Indirect Costs	\$ (168,584)	\$ 66,820	\$ 3,208	\$ 7,869	\$ -	\$ 2,472	\$ 6,686	\$ 1,192	\$ 1,086	\$ 12,881	\$ 39,252	\$ 933	\$ 564
Reclassification	\$ -	\$ (66,820)	\$ 27,820	\$ -	\$ -	\$ 39,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Program Training</b>	\$ -	\$ 8,026	\$ 349,374	\$ 208,170	\$ -	\$ 99,348	\$ 42,689	\$ 12,976	\$ 11,668	\$ 82,915	\$ 246,000	\$ 6,004	\$ 3,618
WIOA Youth Contracts	\$ -	\$ -	\$ -	\$ 172,537	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salaries and Benefits	\$ 56,989	\$ 186,330	\$ 10,228	\$ 4,123	\$ -	\$ 5,096	\$ 25,372	\$ 990	\$ 1,486	\$ 56,824	\$ 117,435	\$ 3,979	\$ 2,717
Contract Labor	\$ -	\$ 6,237	\$ 295	\$ -	\$ -	\$ 34	\$ 1,600	\$ 14	\$ 21	\$ 2,104	\$ 19,059	\$ 117	\$ 56
Internship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Incentives/Stipends	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,775	\$ -	\$ -
Support Services Non-ITA	\$ -	\$ 375	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,116	\$ -	\$ -
Support Services ITA	\$ -	\$ 12,291	\$ 1,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-ITA/OST/TAA	\$ -	\$ 77,370	\$ 2,925	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-OJT	\$ -	\$ 37,875	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-Cust./Employed Worker	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WEX/ Internships/ Participant Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ 1,527	\$ 77	\$ 505	\$ -	\$ 58	\$ 674	\$ 1,130	\$ 525	\$ 385	\$ 1,352	\$ 272	\$ 8
One Stop Shared Costs	\$ -	\$ 33,891	\$ 1,860	\$ -	\$ -	\$ 11,837	\$ 5,834	\$ 9,685	\$ 8,465	\$ 12,373	\$ 26,850	\$ 1,064	\$ 476
Other Operating Expenses	\$ 12,221	\$ 27,922	\$ 1,852	\$ 27,775	\$ -	\$ 7,604	\$ 6,464	\$ 668	\$ 726	\$ 5,941	\$ 61,298	\$ 188	\$ 130
Allocated Program Indirect	\$ (69,210)	\$ 27,432	\$ 1,317	\$ 3,231	\$ -	\$ 1,015	\$ 2,745	\$ 489	\$ 446	\$ 5,288	\$ 16,114	\$ 383	\$ 231
Reclassification	\$ -	\$ (403,223)	\$ 329,520	\$ -	\$ -	\$ 73,703	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	\$ 0	\$ 8,026	\$ 380,402	\$ 216,039	\$ -	\$ 140,819	\$ 49,375	\$ 14,169	\$ 12,754	\$ 95,796	\$ 285,252	\$ 6,937	\$ 4,182
<b>Funding Over/(under) expenditures</b>	\$ 0	\$ (0)	\$ 48,704	\$ (25,222)	\$ -	\$ -	\$ (11,174)	\$ (3,794)	\$ 1,238	\$ (6,068)	\$ (41,468)	\$ (3,737)	\$ (882)
<b>YTD % of Budgeted Funds Expended</b>		<b>0.96%</b>	<b>27.40%</b>	<b>22.93%</b>	<b>0.00%</b>	<b>62.92%</b>	<b>18.90%</b>	<b>23.82%</b>	<b>21.85%</b>	<b>20.76%</b>	<b>33.18%</b>	<b>8.67%</b>	<b>10.31%</b>

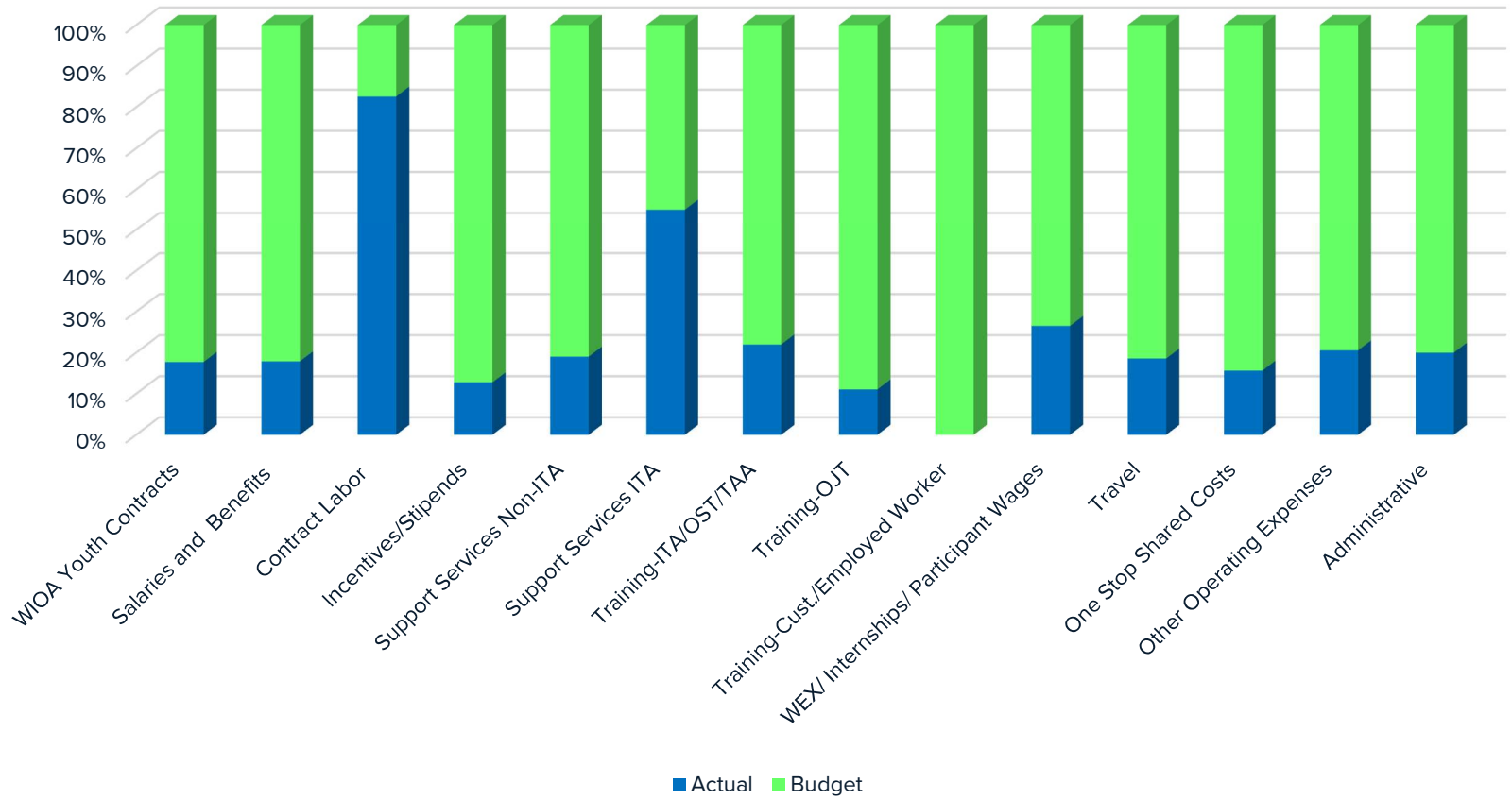
LWDB 20  
Summary of Funding and Expenditures  
as of September 30, 2024

PY 24-25 TOTAL AVAILABLE FUNDING	475 FAWA	476 Hope Nav	477 Hope Training	48 F.A.T.E.S.	488 Board Consolidation	801 Vet M&A	95 Workforce Summit	792 Youth SOS SLC	Other Non NFA	YEAR TO DATE TOTALS				
PY 24-25 Allocations	\$ -	\$ 54,062	\$ -	\$ -	\$ 15,000	\$ 4,008	\$ 140,000	\$ -	\$ -		\$ 5,577,636			
PY 24-25 Supplemental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 164,384			
Additional Funds/Incentives	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -			
Retained by DEO for Merit Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ (510,604)			
Carryforward to PY 25-26	\$ (794,777)	\$ (29,278)	\$ -	\$ (89,054)	\$ -	\$ -	\$ -	\$ -	\$ -		\$ (2,564,736)			
Carryforward from PY 23-24	\$ 979,600	\$ 30,000	\$ 104,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 3,127,585			
<b>Total DEO Grant Funding</b>	\$ 184,823	\$ 54,784	\$ 104,000	\$ (89,054)	\$ 15,000	\$ 4,008	\$ 140,000	\$ -	\$ -		\$ 5,794,265			
OTHER NON DEO REVENUES	\$ -	\$ -	\$ -	\$ 135,000	\$ -	\$ -	\$ -	\$ 165,000	\$ 10,757		\$ 310,757			
<b>TOTAL</b>	\$ 184,823	\$ 54,784	\$ 104,000	\$ 45,946	\$ 15,000	\$ 4,008	\$ 140,000	\$ 165,000	\$ 10,757	\$ -	\$ 6,105,022			
<b>FUNDING DRAWN DOWN YTD</b>														
	475 FAWA	476 Hope Nav	477 Hope Training	48 F.A.T.E.S.	488 Board Consolidation	801 Vet M&A	95 Workforce Summit	792 Youth SOS SLC	Other Non NFA	PY 24-25 Actual	PY 24-25 Budget	VARIANCE	% Expended	
PY 24-25 Allocations	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 3,006	\$ 27,500	\$ -	\$ -	\$ 52,006	\$ 5,577,636	\$ 5,525,630	0.932%	
PY 24-25 Supplemental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 164,384	\$ 164,384	0.000%	
Additional Funds/Incentives	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Retained by DEO for Merit Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (510,604)	\$ (510,604)		
Carryforward to PY 25-26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,564,736)	\$ (2,564,736)		
Carryforward from PY 23-24	\$ 52,813	\$ 5,323	\$ 21,365	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,244,349	\$ 3,127,585			
<b>Total DEO Grant Funding</b>	\$ 52,813	\$ 5,323	\$ 21,365	\$ -	\$ 15,000	\$ 3,006	\$ 27,500	\$ -	\$ -	\$ 1,296,355	\$ 5,794,265			
OTHER NON DEO REVENUES	\$ -	\$ -	\$ -	\$ 135,239	\$ -	\$ -	\$ -	\$ 91,409	\$ 16,278	\$ 242,926	\$ 310,757	\$ 67,831	78.172%	
<b>TOTAL</b>	\$ 52,813	\$ 5,323	\$ 21,365	\$ 135,239	\$ 15,000	\$ 6,012	\$ 27,500	\$ 91,409	\$ 16,278	\$ 1,539,281	\$ 6,105,022	\$ 4,565,742	25.213%	
<b>% of Total Budgeted Funding Received</b>	<b>28.58%</b>	<b>9.72%</b>	<b>20.54%</b>	<b>294.34%</b>	<b>100.00%</b>	<b>150.00%</b>	<b>19.64%</b>	<b>55.40%</b>	<b>151.32%</b>	<b>25.21%</b>				
<b>EXPENDITURES</b>											PY 24-25 Actual	PY 24-25 Budget	VARIANCE Under/(Over)	% Expended
<b>Administrative</b>	\$ 7,039	\$ 388	\$ 3,586	\$ 765	\$ -	\$ -	\$ 5,005	\$ 7,914	\$ 923	\$ 168,584	\$ 674,672	\$ 506,089	24.99%	
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 104,683	\$ 511,554	\$ 406,871	20.46%	
General and Administrative	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,900	\$ 163,118	\$ 99,218	39.17%	
Allocated Indirect Costs	\$ 7,039	\$ 388	\$ 3,586	\$ 765	\$ -	\$ -	\$ 5,005	\$ 7,914	\$ 923	\$ (0)	\$ 0	\$ 0		
Reclassification	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<b>Program Training</b>	\$ 43,528	\$ 2,547	\$ 22,993	\$ 4,600	\$ -	\$ 3,006	\$ 28,661	\$ 46,322	\$ 5,561	\$ 1,228,007	\$ 5,430,352	\$ 4,202,346	22.6%	
WIOA Youth Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 172,537	\$ 800,000	\$ 627,463	21.6%	
Salaries and Benefits	\$ 24,976	\$ 1,924	\$ 15,904	\$ 1,553	\$ -	\$ -	\$ -	\$ 1,055	\$ 1,625	\$ 518,607	\$ 2,381,439	\$ 1,862,833	21.8%	
Contract Labor	\$ 924	\$ -	\$ 484	\$ 46	\$ -	\$ -	\$ -	\$ 1,751	\$ -	\$ 32,742	\$ 6,903	\$ (25,839)	474.3%	
Internship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Incentives/Stipends	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,775	\$ 12,126	\$ 10,351	14.6%	
Support Services Non-ITA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,491	\$ 10,600	\$ 8,109	23.5%	
Support Services ITA	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,091	\$ 11,500	\$ (2,591)	122.5%	
Training-ITA/OST/TAA	\$ -	\$ -	\$ -	\$ 1,714	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82,009	\$ 290,957	\$ 208,949	28.2%	
Training-OJT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,875	\$ 304,638	\$ 266,763	12.4%	
Training-Cust./Employed Worker	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	0.0%	
WEX/ Internships/ Participant Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,944	\$ -	\$ 38,944	\$ 107,953	\$ 69,009	36.1%	
Travel	\$ 344	\$ -	\$ 717	\$ 7	\$ -	\$ -	\$ -	\$ 51	\$ 10	\$ 7,644	\$ 33,500	\$ 25,856	22.8%	
One Stop Shared Costs	\$ 5,116	\$ -	\$ 4,005	\$ 350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 121,805	\$ 658,174	\$ 536,369	18.5%	
Other Operating Expenses	\$ 9,279	\$ 464	\$ 411	\$ 116	\$ -	\$ 3,006	\$ 26,607	\$ 1,271	\$ 3,547	\$ 197,487	\$ 762,562	\$ 565,075	25.9%	
Allocated Program Indirect	\$ 2,890	\$ 159	\$ 1,472	\$ 314	\$ -	\$ -	\$ 2,055	\$ 3,249	\$ 379	\$ -	\$ (0)	\$ -		
Reclassification	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<b>Total Expenditures</b>	\$ 50,567	\$ 2,935	\$ 26,580	\$ 5,365	\$ -	\$ 3,006	\$ 33,666	\$ 54,235	\$ 6,485	\$ 1,396,591	\$ 6,105,025	\$ 4,708,434	22.9%	
<b>Funding Over/(under) expenditures</b>	\$ 2,246	\$ 2,388	\$ (5,215)	\$ 129,874	\$ 15,000	\$ 3,006	\$ (6,166)	\$ 37,174	\$ 9,793	\$ 142,690				
<b>YTD % of Budgeted Funds Expended</b>	<b>27.36%</b>	<b>5.36%</b>	<b>25.56%</b>	<b>11.68%</b>	<b>0.00%</b>	<b>75.00%</b>	<b>24.05%</b>	<b>32.87%</b>	<b>60.28%</b>	<b>22.88%</b>				

### Budget to Actual by Program

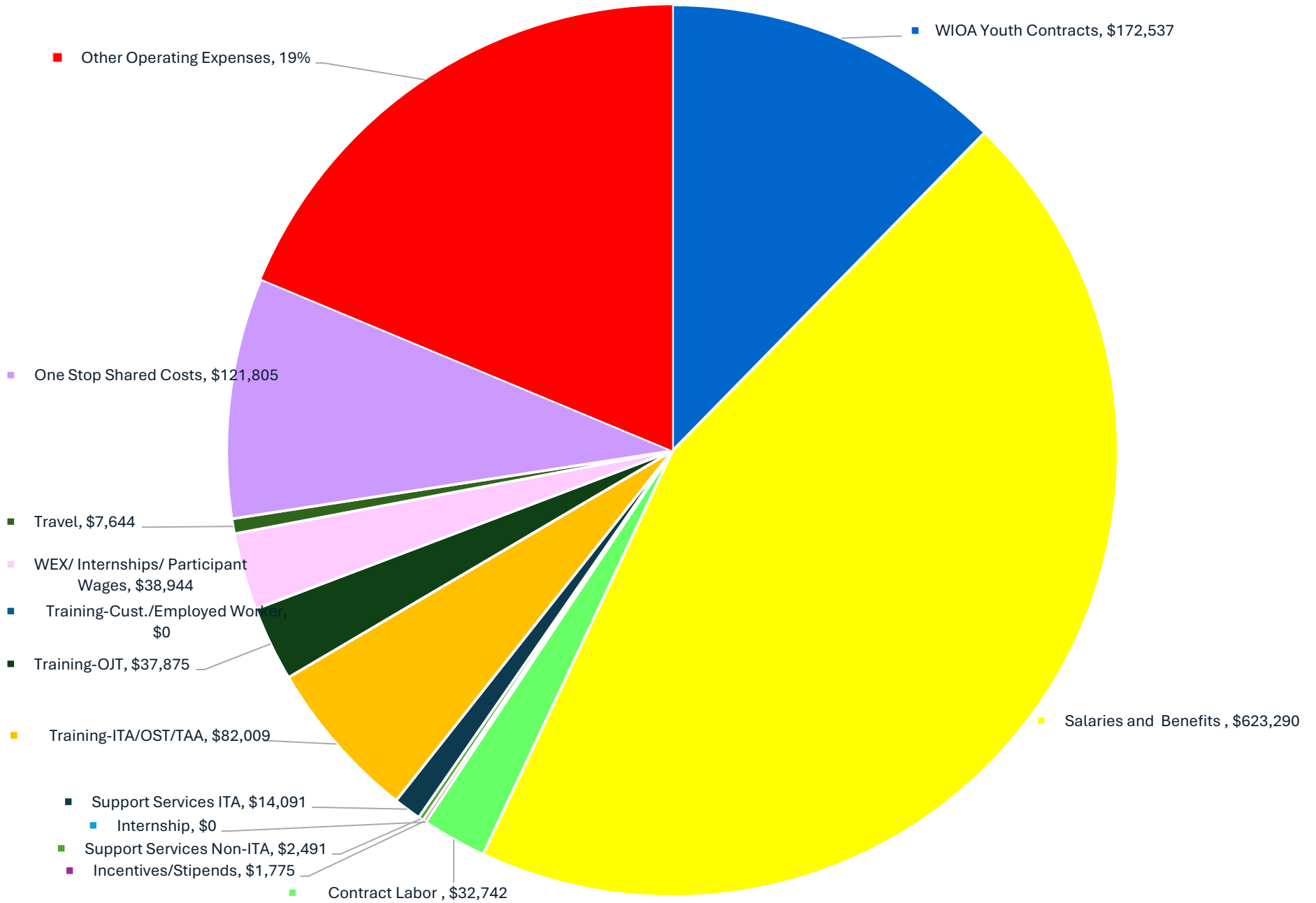


### Expenditures by Category





## Expenditure Categories



Workforce Development Board of the Treasure Coast, Inc.  
Statement of Financial Position  
As of 9/30/2024

As of 9/30/24

Assets

Current assets

Cash - Accounts Payable	5,560.40
Cash - Payroll	37,009.25
Cash - Business Checking W/Int.	542,523.21
Accounts Receivable Customers	2,012.14
Accounts Receivable - Other	181.50
Grants Receivable	(91.58)
Prepaid Expenses	43,196.28
Deposits	10,035.12
Due TO/ Due FROM	3,139.61
Total Current assets	643,565.93

Non-current assets

Data Processing Equipment	119,215.39
Vehicles	447,386.10
Lease Assets - Building	3,719,789.00
Lease Assets - Equipment	248,370.00
Leasehold Improvements	217,855.62
Accumulated Depreciation	(711,185.63)
Accumulated Amortization	(1,515,593.00)
Other Assets	24,240.00
Total Non-current assets	2,550,077.48

Total Assets	3,193,643.41
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Liabilities & Net Assets

Current Liabilities

Accounts Payable	125,604.09
Payroll Accounts Payable	533.33
Accrued Expenses	63,031.93
Federal Withholding Tax	(0.01)
FICA Payable	0.60
SUTA Payable	104.06
Principal Insurance	59.77
Health Insurance Payable	(1,022.63)
AFLAC Payable	1,761.92
Legal Shield	167.15
Workers Comp Payable	5,931.55
Accrued Leave	101,681.04
Lease Interest Payable	5,257.00
Refundable Advances	1,844.19
Deferred Revenue	950.00
Total Current Liabilities	305,903.99

Non-current liabilities

Short-term Lease Liability	316,523.00
Long-term Lease Liability	2,650,628.00
Lease Liability Offest	(316,523.00)
Total Non-current liabilities	2,650,628.00

Net Assets

Beginning of Year	1,032,582.20
Current Year	(795,470.78)
Total Net Assets	237,111.42
Total Liabilities & Net Assets	3,193,643.41



# Agenda Item 8c Programs and Services Meeting Minutes

**November 20, 2024**

## Opening Remarks

1. Welcome & Attendance

## Voting Items

2. Review and Approve Local Targeted Occupations List (LTOL) - 3<sup>rd</sup> Quarter PY2024-2025

## Information/Discussion

3. Primary Indicators of Performance 4th Quarter - PY 2023-2024
4. Taylor, Hall, Miller, and Parker Monitoring Update
5. United Against Poverty (UAP) Satellite Center Opening Update
6. Regional Planning Update
7. CareerSource Research Coast (CSRC) Program Updates
  - a. Wagner-Peyser (WP)/Migrant and Seasonal Farmworkers (MSFW), Reemployment Services and Eligibility Assessment (RESEA) Programs - Mary Bell
    - RESEA
      - Virtual Appointments
      - Pool Count
      - No Shows
    - MSFW
      - Quality Contact Challenges
      - MSFW Outreach Plan for 2024-2028
      - Minimum Service Level Indicator Report for 1<sup>st</sup> Quarter - PY2024-2025
  - b. Welfare Transition (WT) Program, Supplemental Nutrition Assistance Program (SNAP), and Workforce Innovation and Opportunity Act (WIOA) Program - Kate Sayger
    - Welfare Transition/SNAP
      - House Bill 1267
      - Peer-to-Peer Monitoring
      - Staffing
    - WIOA
      - ITA Expenditures
      - Support Services Expenditures
      - Staffing



- WIOA Youth
    - Training Services Contract between CSRC and Treasure Coast Medical Institute
    - Staffing
  - c. Jobs for Veterans State Grant (JVSG)/Hope Florida Programs - Shelly Batton
    - Hope Florida
    - JVSG
      - Paychecks for Patriots
      - Annual Summit
      - Staffing
  - d. Workforce Innovation and Opportunity Act (WIOA) Program - On-the-Job Training (OJT) - Christina Coble
    - WIOA OJT Year-to-Date (YTD)
      - Enrollments
      - Expenditures
8. Adjournment - Next P & S Meeting - February 26, 2024

**Members Participating by Teleconference**

Bob Cenk	Wayne Olson	Prashanth Pilly
Deb Frazier	Kelly Johnson	David Bean
Wayne Olson		

**Members Present**

None - Virtual Only

**Members Excused**

Pete Tesch	Jose Capellan	Jim Brann
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**Members Unexcused**

None

**Staff Present**

Shelly Batton	Christina Coble	Mary Bell
Kate Sayger	Jennifer Eimann	

**Call to Order**

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

Mr. Cenk opened the Program and Service Committee meeting, welcoming new members Deb Frazier, Kelly Johnson, and David Bean.

Shelly Batton, Director of Programs, provided an overview of the committee's functions, which include programmatic oversight, policy review, and quarterly evaluations of the Local Targeted Occupations List (LTOL) to ensure alignment with local demand and state guidelines.



**Agenda Item 2 - Review and Approve Local Targeted Occupations List (LTOL) - 3<sup>rd</sup> Quarter PY 2024-2025:**

Shelly Batton, Director of Programs, presented the Local Targeted Occupations List for the 3<sup>rd</sup> Quarter of PY 2024-2025.

Ms. Batton explained the Florida Department of Commerce, Bureau of Labor Market Statistics (LMS), publishes Florida's statewide demand occupations list and local area demand occupations lists of high growth/high wage occupations annually. These lists are used by the local workforce development boards (LWDBs) to create their local targeted occupations list (LTOL). An LTOL is a list of occupations in demand based on high growth and/or high wages in the local area. Each LWDB can use LMS's demand occupations list and other resources to develop their LTOL.

Staff reviewed local labor market information and resources regarding LTOL. There was no recommended addition of occupations to the 3<sup>rd</sup> Quarter of the PY 2024-2025 list. Staff recommends approval of this LTOL for the 3<sup>rd</sup> Quarter of PY 2024-2025.

Prashanth Pilly moved to approve the Local Targeted Occupations List (LTOL) 3<sup>rd</sup> Quarter PY 2024-2025, as presented. Deb Frazier seconded the motion, which passed unanimously.

**Agenda Item 3 - Primary Indicators of Performance 4th Quarter - PY 2023-2024:**

Shelly Batton, Director of Programs, explained that the State of Florida must negotiate and agree upon performance levels for WIOA and WP programs funded by the United States Department of Labor, Employment, and Training Administration. Once the state levels are established, the Florida Department of Commerce must negotiate and reach agreements with the Local Workforce Development Boards (LWDBs) for their local performance targets.

Ms. Batton explained further that the areas highlighted in blue reflect performance goals that were exceeded (greater than 100% of negotiated). Likewise, goals highlighted in green show performance goals that 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 LWDB 20 has either met or exceeded all performance goals. Ms. Batton stated that staff had worked hard to meet the negotiated performance targets and that strategic, operational steps taken are working for monitoring purposes.

**Agenda Item 4 - Taylor, Hall, Miller, and Parker Monitoring Update:**

Shelly Batton, Director of Programs, shared that per State requirements, CareerSource Research Coast (CSRC) conducts monitoring on a scheduled basis and contracts with an independent monitoring firm through a competitive procurement process to review any potential programmatic or fiscal issues.

Taylor, Hall, Miller, and Parker (THMP), P.A. was approved as the outside monitoring agency from July 1, 2024, to June 30, 2025. Staff members will present the outcome of the THMP monitoring conducted in the week of October 28, 2024.



Mary Bell, Wagner Peyser Program Manager/TAA Coordinator, provided the following information:

Job Orders: One Finding

- No documented consent to refer job seeker to job order.

JVSG Program: No Findings

- No findings

MSFW Program: Two Findings

- Form 511N was not provided to farm worker nor recorded, as required.
- No documentation of referral to supportive services.

MSFW: One observation:

- Type of agricultural crop worked was not case noted.

Ms. Bell stated that the staff did a good job and that continued training on these issues would be conducted as needed.

Kate Sayger, Programs Coordinator (SNAP, Welfare Transition (WT), and WIOA programs), provided the following information:

WT: No Findings

- No findings

WT: Three Observations

- Transportation services were provided but are not reflected in the signed Individual Responsibility Plan.
- Transportation services were provided, but the code was not entered in OSST.
- Sanctions were not requested in a timely manner.

SNAP: Two Findings

- The Food Stamp Reimbursement (FSR) Self-Attestation form was missing the dollar amount.
- SNAP participants were not held accountable for submitting assigned work activities or education hours for October. No sanction was requested, as required.

SNAP: Two Observations

- Supporting documentation for one week of assigned activities missing from the case file.
- Case management issues regarding untimely follow-up and case notes not reflecting participants' progress in a clear and concise manner.

WIOA Adult/Dislocated Worker Programs: No Findings

WIOA Youth Program: No Findings

**Agenda Item 5 - United Against Poverty (UAP) Satellite Center Opening Update:**

Shelly Batton, Director of Programs, stated that a satellite office opened at the United Against Poverty facility in Vero Beach on November 14, 2024.

The staff consists of a full-time Welfare Transition and SNAP career planner who are there full-time, and a HOPE Florida navigator and customer service specialist who will be at the satellite office part-time. Office hours are Monday through Wednesday, and Friday, 8:00 a.m. to 5:00 p.m. and Thursday 9:00 a.m. to 5:00 p.m.



**Agenda Item 6 - Regional Planning Update:**

Shelly Batton, Director of Programs, provided an update on the Regional Planning Committee. CSRC is working jointly with CareerSource Palm Beach County to form a regional planning area (RPA) due to having similar labor markets sharing a common economic development area, similar commuting patterns, and labor force conditions.

The two boards have developed a regional plan, which has been incorporated into CareerSource Research Coast and CareerSource Palm Beach's four-year WIOA plan and submitted to the state.

Currently, the two boards are focusing on support services, what services we have in common, and how to best pool our resources to align workforce development activities and resources to provide coordinated and efficient services to job seekers and employers. It develops, aligns, and integrates strategies to support regional economic growth.

**Agenda Item 7 - CareerSource Research Coast (CSRC) Program Updates:**

Mary Bell, Wagner-Peyser Program Manager, shared updates on Reemployment Services and Eligibility Assessment (RESEA) and the Migrant Seasonal Farmworker (MSFW) Programs:

- Reemployment Services and Eligibility Assessment (RESEA) Program: Ms. Bell explained RESEA allows clients to engage with their Career Center staff and have targeted services provided to them. Initially, staff are required to provide an orientation of our services and an initial assessment to determine the individual skills, work history, and barriers in order to complete a detailed career plan with the client.

Due to the consolidation of the Martin and Indian River career centers, RESEA virtual appointments are currently offered to clients. Those clients who want to participate in virtual appointments need smartphone or computer access.

The Florida Department of Commerce had previously stated that individuals must attend their mandatory initial appointment as a requirement of the RESEA program. If they do not, they will be disqualified from receiving their benefits for the week of the missed appointment.

Ms. Bell shared that this information was incorrect and that clients who missed their appointments were indefinitely disqualified from receiving their benefits until they could reschedule and attend their appointments.

These clients have been notified of the issue and are given priority when contacting the RESEA Program Specialists for new appointments.

Ms. Bell stated that the total pool of participants required to attend the RESEA orientation has been increased to forty-nine to meet contractual requirements for PY24-25.

- Migrant Seasonal Farmworkers (MSFW): Ms. Bell explained that the MSFW program is a federal program that assists seasonal and migrant farm workers and their families who experienced underemployment and unemployment to achieve self-sufficiency. Hector Ramirez, MSFW Specialist, works specifically with the MSFW population.



The CSRC four-year plan provides insight into how the assessment of available resources, our services, and our outreach activities will be provided in the 2024-2028 program years.

Mr. Ramirez has been tasked with providing at least five quality contacts per day. Mr. Ramirez will be available to meet with MSFWs within our career centers every Friday from 8 am to 12 pm to increase his engagement in the community.

Minimum Service Level Indicator Report for 1<sup>st</sup> Quarter - PY2024-2025 - Ms. Bell stated that the Minimum Service Level Indicator Report includes equity ratio indicators that measure the level of services provided to MSFWs by staff. There were eight equity ratio measures. CSRC met all eight of those equity measures.

Kate Sayger, Program Coordinator, gave updates on Welfare Transition (WT), WIOA Adult/Dislocated Worker, and Youth Programs:

- Welfare Transition (WT) Program House Bill 1267: The Department of Children and Families refers individuals/participants receiving temporary cash assistance benefits to CareerSource. These individuals in the WT program will be required to complete certain activities assigned by career planners in an effort to assist them with attaining self-sufficiency. House Bill 1267 was implemented on July 1, 2024, amending the state plan for the Welfare Transition program to include entrance and exit surveys for all welfare transition participants.

In addition, the Florida CLIFF Dashboard will be implemented to provide information that will assist individuals in understanding their potential earnings through paid employment while also mapping the timing and magnitude of the loss of public assistance as individuals progress along various career pathways.

Working in tandem with the CLIFF Dashboard, the Budget Wizard application will walk clients through the four areas (income, savings, fixed expenses, and variable expenses) needed to establish a budget. Once all applicable information has been entered, the Budget Wizard creates a report for the client, which can be reviewed and analyzed.

Staff Update: Jodi Thomas is now the Lead SNAP Career Planner.

- Workforce Innovation and Opportunity Act (WIOA) Adult/DW Program: Ms. Sayger explained that the WIOA program provides eligible and suitable candidates with a wide range of training opportunities. These training programs can increase pay, job security, and career satisfaction. Training is available through Apprenticeship, On-the-Job Training, and Classroom/Vocational training for in-demand careers.

Individual Training Account (ITA) Expenditures - \$132,135, as of 1<sup>st</sup> quarter PY24-25.

- Workforce Innovation and Opportunity Act (WIOA) Youth Program: Ms. Sayger stated that the WIOA Youth program assists young adults ages 16 to 24 who face barriers to employment, education, and training.





A new Services Contract between CSRC and Treasure Coast Technical College (TCTC) has been executed to allow eligible youth to enroll in the Emergency Medical Technician Training at TCTC, starting December 6, 2024.

- Peer-to-peer Monitoring: Ms. Sayger stated that the Youth Career Planners will implement peer-to-peer monitoring starting December 2024. This aligns with the same monitoring process used in the WIOA Adult/DW programs.
- Staff Update: Two Youth Career Planners are assigned to the Treasure Coast Technical College, Vero Beach, and four are assigned to the Garden City Career Center.

Shelly Batton, Director of Programs, shared updates on the Hope Florida Program and Jobs for Veterans State Grant (JVSG):

- Hope Florida Program: Ms. Batton stated that Mayra Hernandez, Hope Florida Navigator, is located at the United Against Poverty (UAP) Center in Vero Beach.

Ms. Batton explained that the Department of Child and Family Services (DCF) initially used Smartsheet as their referral system software. However, DCF has decided to transition to a case management platform called Unite Us. The LWDBs are now using this system for all client referrals. Staff training on the platform has been completed.

As of December 2024, CSRC received thirty-two referrals through the Unite Us platform. Ms. Hernandez is working directly with thirteen of these referrals, assisting them in becoming job-ready and referring them to employability workshops, career planning, and training opportunities leading to sufficient employment.

Once participants are deemed “job ready,” they are referred to the Business Services staff for assistance with job placement.

- Annual Paychecks for Patriots Job Fair: This event was held on November 14, 2024, at the Riverwalk Center in Ft. Pierce. Fifteen employers and six community partners attended. There were thirty-four job seekers.
- Annual Florida Veterans Workforce Summit: The 2024 Florida Veterans Workforce Summit serves as Florida's Jobs for Veterans State Grant (JVSG) statewide training. The summit addresses program management, JVSG staff coordination, Employ Florida functionality, the VA Work Study program, and employment outreach services. The summit provides networking opportunities with our LWDB's of the CareerSource Florida network.

The event was held at the Orlando Hilton from October 21-25, 2024.



- Staffing Update: The staff consists of two Disabled Veteran Outreach Program Specialists (DVOP's), and two Local Employment Veterans Representatives (LVERS).

Christina Coble, Business Services Manager, shared updates on the Workforce Innovation and Opportunity Act (WIOA) Program - On-the-Job Training (OJT):

- On-the-Job Training (OJT): Two OJT contracts have been implemented since July 1, 2024. Staff are currently working on eight OJTs, of which six will be tied to registered apprentices that we currently have enrolled with A1 Industries. They are Truss Design Technician apprenticeships, and CSRC is looking to fund the on-the-job learning portion of their training.

Ms. Coble stated that the OJTs are projected to account for \$113,000 in expenditure for this fiscal year.

**Agenda Item 8 - Adjournment:**

With no further items to discuss, Bob Cenk moved to adjourn the meeting, seconded by Wayne Olson. All members agreed, and the meeting was adjourned at 9:11 a.m.

*The next Programs and Services Committee Meeting will be on February 26, 2025*

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**BOARD STAFF CERTIFICATION**

I hereby certify these minutes reflect the proceedings by the Program and Services Committee of CareerSource Research Coast, have been reviewed by the Board of Directors, and approved or approved with modifications which have been incorporated herein.

\_\_\_\_\_  
Shelly Batton  
Board Staff

\_\_\_\_\_  
Date



# Agenda Item 8d Executive Committee Meeting Minutes

**January 17, 2025**

## **Opening Remarks**

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

## **Voting Items**

3. Presentation by James Moore & Company of 2023-IRS Form 990 Tax Return and Approve Acceptance of the 990 Tax Return
4. Review and Approve October and November Financial Reports - PY 2024-2025
5. Review and Approve Executive Staff Holiday Gift Cards

## **Information/Discussion**

6. WIOA Primary Indicators of Performance PY2024 and 2025
7. CareerSource Research Coast (CSRC) Updates - PY 2024-2025
  - CareerSource Research Coast Organizational Chart
8. Adjournment - Next Executive Meeting - February 14, 2025

## **Members Present:**

None - Virtual Only

## **Members Participating by Teleconference:**

Werner Bols            Leslie Kristof            Jim Brann  
William Armstead

## **Members Excused**

Terrance Moore      Bob Cenk

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

Brian Bauer            Lisa Delligatti            Jennifer Eimann  
Tracey McMorris

**Call to Order:**

Jim Brann, Chair, called the meeting to order at 8:08 a.m. A quorum was established.

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

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

**Agenda Item 3 - Presentation by James Moore & Company of 2023-IRS Form 990 Tax Return and Approve Acceptance of 990 Tax Return:**

Jim Brann, Chair, introduced Corrine LaRoche, James Moore, and Company, who presented the 2023-IRS 990 tax return, which consists of a core form and supplemental schedules. The committee is being asked to review and approve the acceptance of the presented 2022-IRS Form 990 Tax Return.

With no further discussion, a motion was made by Werner Bols to Approve the Acceptance of the 2023-IRS Form 990 Tax Return, as presented. Leslie Kristof seconded the motion. The motion was passed unanimously.

**Agenda Item 4 - Review and Approve October and November Financial Reports - PY 2024-2025:**

Lisa Delligatti, CFO, explained that the Board approved the PY 2024-2025 budget. The Executive Committee regularly reviews budgets, all amendments to the budget, and monthly expenditures.

- National Dislocated Worker Grant (NDWG) Hurricane Helene/Milton - Ms. Delligatti stated that LWDB20 received a Hurricane Helene grant of \$50,000, which was also used for Hurricane Milton. The Treasure Coast Food Bank is seeking assistance in distributing food to affected areas. Two different fisheries have requested aid in rebuilding due to damage incurred.
- That grant goes through 2026, and Ms. Delligatti was hopeful that additional funding would become available.
- New Grant - 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.

Ms. Delligatti stated that the HOPE Florida funding received was at 51% expenditure in November. Ms. Delligatti expects the current grant to be spent by February but is hopeful that additional funding will be available.

- Families Ascent to Economic Security (F.A.T.E.S.) - Total funding that rolled over from PY 2022-2023 was \$156,308. The program still has \$135,000 in grant funding available. No additional funding is expected
- State Individual Training Account (ITA) Requirement - CareerSource Research Coast (CSRC) is currently at 42% of the State ITA requirement, which is 40%. Of note, \$606,000 of Dislocated Worker carry-forward for adult expenditures.

With no further discussion, a motion was made by Will Armstead to Approve October and November Financial Reports - PY 2024-2025, as presented. Werner Bols seconded the motion. The motion was passed unanimously.

**Agenda Item 5 - Review and Approve Executive Staff Holiday Gift Cards:**

Brian Bauer, President/CEO, stated that per the DEO (FLORIDACOMMERCE) 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.

Staff is asking that the committee approve Executive Staff Holiday Gift Cards equal to \$100 for Tracey McMorris, Vice President of Operations/COO, and Lisa Delligatti, CFO. Mr. Bauer stated that all CareerSource Research Coast staff had already received their \$100 gift cards.

After discussion, Will Armstead motioned to approve the gift cards for Ms. Delligatti, Ms. McMorris, and Mr. Bauer. The motion was seconded by Leslie Kristof. The motion was passed unanimously.

**Agenda Item 6 - WIOA Primary Indicators of Performance PY2024 and 2025:**

Brian Bauer, President/CEO, explained that the State of Florida negotiated and agreed upon levels of performance for WIOA programs and Wagner Peyser-funded activities for PYs 2022-2023 with the United States Department of Labor, Employment, and Training Administration. Once the State levels were agreed upon, CareerSource Florida (CSF) and the Department of Economic Opportunity (DEO) negotiated performance levels with each Local Workforce Development Board.

Mr. Bauer reviewed the negotiated performance levels for program years 2024 and 2025 for the Workforce Innovation and Opportunity Act (WIOA) Title I and Title III programs with committee members.

**Agenda Item 7 - CareerSource Research Coast (CSRC) Updates - PY 2024-2025:**

Brian Bauer, President/CEO, presented the Organizational Chart for LWDB 20. The chart reflects the internal structure of CSRC. The employees and positions are represented.

Jim Brann asked if staff names could be added for each position indicated for easier reference. Mr. Bauer referred to Jennifer Eimann, Executive Assistant, to update the organization chart with staff names and positions.



**Agenda 8 - Adjournment**

With no further items to discuss, a motion was made by Leslie Kristof, Chair, to adjourn the meeting, seconded by Pamela Burchell. The motion passed unanimously, and the meeting was adjourned at 8:57 a.m.

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**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.

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**Brian Bauer**  
**Secretary**

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**Date**

*Next Executive Committee Meeting – February 14, 2025*



## AGENDA ITEM SUMMARY

<b>Title</b>	Review and Approve Financial Reports
<b>Strategic Plans/Goals</b>	Optimal Use of Resources
<b>Policy/Plan/Law</b>	Workforce Innovation and Opportunity Act (WIOA)/Role of LWDB's
<b>Action Requested</b>	Review and Approve October and November Financial Reports - PY 2024-2025
<b>Background</b>	The Board approved the budget for PY 2024-2025. The Board regularly reviews budgets, all amendments to the budget, and monthly expenditures.
<b>Staff Recommendations</b>	Review and Approve October and November Financial Reports
<b>Supporting Material</b>	Monthly Financial Report, Balance Sheet
<b>Board Staff</b>	Lisa Delligatti Chief Financial Officer <a href="mailto:ldelligatti@careersourcerc.com">ldelligatti@careersourcerc.com</a> (866) 482-4473 ext. 430

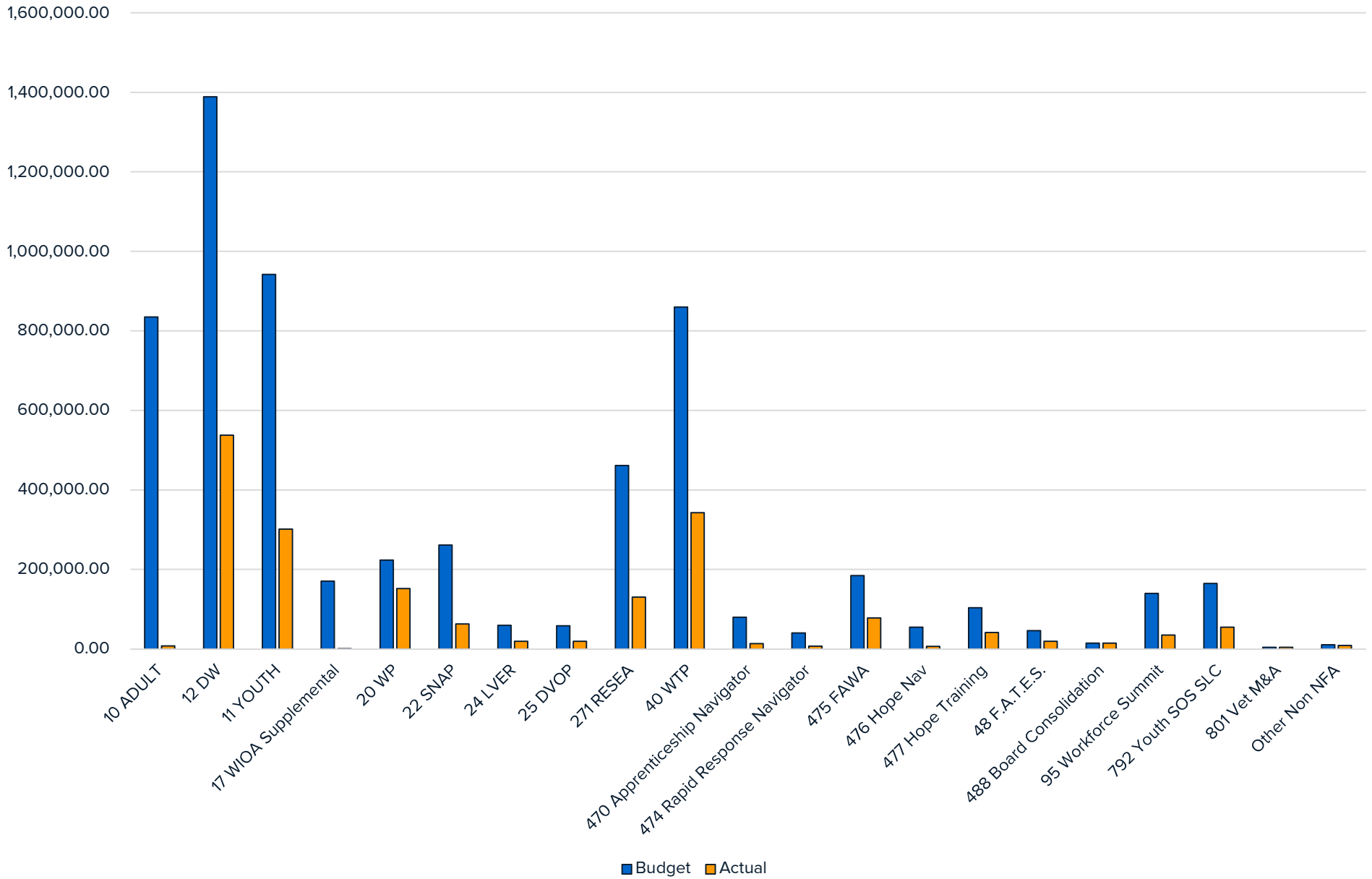
LWDB 20  
Summary of Funding and Expenditures  
as of October 31, 2024

PY 24-25 TOTAL AVAILABLE FUNDING	INDIRECT	10 ADULT	12 DW	11 YOUTH	17 WIOA Supplemental	20 WP	22 SNAP	24 LVER	25 DVOP	271 RESEA	40 WTP	470 Apprenticeship Navigator	474 Rapid Response Navigator
PY 24-25 Allocations		\$ 826,927	\$ 747,469	\$ 684,294	\$ 170,532	\$ 794,094	\$ 277,746	\$ 126,167	\$ 166,108	\$ 453,000	\$ 963,229	\$ 80,000	\$ 75,000
PY 24-25 Supplemental		\$ -	\$ 164,384	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds/Incentives		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries		\$ -	\$ -	\$ -	\$ -	\$ (340,990)	\$ -	\$ (78,446)	\$ (91,168)	\$ -	\$ -	\$ -	\$ -
Carryforward to PY 25-26		\$ -	\$ (323,313)	\$ (337,262)	\$ -	\$ (330,407)	\$ (93,026)	\$ (8,699)	\$ (41,090)	\$ (114,078)	\$ (369,333)	\$ -	\$ (34,419)
Carryforward from PY 23-24		\$ 8,026	\$ 800,000	\$ 595,000	\$ -	\$ 101,125	\$ 76,500	\$ 20,463	\$ 24,529	\$ 122,540	\$ 265,803	\$ -	\$ -
<b>Total DEO Grant Funding</b>		\$ 834,953	\$ 1,388,540	\$ 942,032	\$ 170,532	\$ 223,822	\$ 261,220	\$ 59,485	\$ 58,379	\$ 461,462	\$ 859,699	\$ 80,000	\$ 40,581
OTHER NON DEO REVENUES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	\$ -	\$ 834,953	\$ 1,388,540	\$ 942,032	\$ 170,532	\$ 223,822	\$ 261,220	\$ 59,485	\$ 58,379	\$ 461,462	\$ 859,699	\$ 80,000	\$ 40,581
<b>FUNDING DRAWN DOWN YTD</b>													
FUNDING DRAWN DOWN YTD	INDIRECT	10 ADULT	12 DW	11 YOUTH	17 WIOA Supplemental	20 WP	22 SNAP	24 LVER	25 DVOP	271 RESEA	40 WTP	470 Apprenticeship Navigator	474 Rapid Response Navigator
PY 24-25 Allocations		\$ -	\$ -	\$ -	\$ -	\$ 39,695	\$ 20,000	\$ -	\$ -	\$ 19,500	\$ 97,981	\$ 9,700	\$ 6,300
PY 24-25 Supplemental		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds/Incentives		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward to PY 25-26		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward from PY 23-24		\$ 8,026	\$ 604,106	\$ 235,817	\$ -	\$ 101,125	\$ 41,375	\$ 16,174	\$ 15,491	\$ 105,228	\$ 265,803	\$ -	\$ -
<b>Total DEO Grant Funding</b>		\$ 8,026	\$ 604,106	\$ 235,817	\$ -	\$ 140,819	\$ 61,375	\$ 16,174	\$ 15,491	\$ 124,728	\$ 363,784	\$ 9,700	\$ 6,300
OTHER NON DEO REVENUES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>		\$ 8,026	\$ 604,106	\$ 235,817	\$ -	\$ 140,819	\$ 61,375	\$ 16,174	\$ 15,491	\$ 124,728	\$ 363,784	\$ 9,700	\$ 6,300
<b>% of Total Budgeted Funding Received</b>		<b>0.96%</b>	<b>43.51%</b>	<b>25.03%</b>	<b>0.00%</b>	<b>62.92%</b>	<b>23.50%</b>	<b>27.19%</b>	<b>26.54%</b>	<b>27.03%</b>	<b>42.32%</b>	<b>12.13%</b>	<b>15.52%</b>
<b>EXPENDITURES</b>													
<b>Administrative</b>	\$ -	\$ -	\$ 57,963	\$ 9,260	\$ 159	\$ 42,977	\$ 9,011	\$ 1,973	\$ 2,087	\$ 18,691	\$ 49,752	\$ 2,003	\$ 1,053
Salaries and Benefits	\$ 139,570	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General and Administrative	\$ 94,534	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Allocated Indirect Costs	\$ (234,105)	\$ 93,019	\$ 3,944	\$ 9,260	\$ -	\$ 3,977	\$ 9,011	\$ 1,973	\$ 2,087	\$ 18,691	\$ 49,752	\$ 2,003	\$ 1,053
Reclassification	\$ -	\$ (93,019)	\$ 54,019	\$ -	\$ 159	\$ 39,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Program Training</b>	\$ -	\$ 8,026	\$ 479,460	\$ 292,024	\$ 860	\$ 108,974	\$ 53,819	\$ 17,306	\$ 17,457	\$ 111,838	\$ 293,187	\$ 11,666	\$ 6,279
WIOA Youth Contracts	\$ -	\$ -	\$ -	\$ 246,760	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salaries and Benefits	\$ 78,197	\$ 249,731	\$ 12,403	\$ 5,427	\$ -	\$ 6,953	\$ 33,434	\$ 1,214	\$ 1,822	\$ 78,947	\$ 148,592	\$ 8,226	\$ 4,697
Contract Labor	\$ -	\$ 7,540	\$ 341	\$ -	\$ -	\$ 44	\$ 2,043	\$ 17	\$ 26	\$ 2,714	\$ 24,214	\$ 237	\$ 90
Internship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Incentives/Stipends	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,100	\$ -	\$ -
Support Services Non-ITA	\$ -	\$ 375	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,266	\$ -	\$ -
Support Services ITA	\$ -	\$ 16,176	\$ 1,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-ITA/OST/TAA	\$ -	\$ 103,502	\$ 2,925	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-OJT	\$ -	\$ 49,389	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-Cust./Employed Worker	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WEX/ Internships/ Participant Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ 1,935	\$ 89	\$ 516	\$ -	\$ 136	\$ 883	\$ 2,261	\$ 1,722	\$ 526	\$ 1,758	\$ 302	\$ 14
One Stop Shared Costs	\$ -	\$ 42,109	\$ 2,151	\$ -	\$ -	\$ 16,567	\$ 7,186	\$ 12,044	\$ 12,004	\$ 16,219	\$ 32,175	\$ 1,821	\$ 686
Other Operating Expenses	\$ 18,069	\$ 29,139	\$ 2,213	\$ 35,513	\$ -	\$ 9,937	\$ 6,567	\$ 957	\$ 1,025	\$ 5,746	\$ 61,623	\$ 256	\$ 359
Allocated Program Indirect	\$ (96,266)	\$ 38,250	\$ 1,622	\$ 3,808	\$ -	\$ 1,635	\$ 3,706	\$ 811	\$ 858	\$ 7,686	\$ 20,458	\$ 824	\$ 433
Reclassification	\$ -	\$ (530,120)	\$ 456,417	\$ -	\$ 860	\$ 73,303	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	\$ 0	\$ 8,026	\$ 537,423	\$ 301,284	\$ 1,019	\$ 151,952	\$ 62,830	\$ 19,278	\$ 19,544	\$ 130,529	\$ 342,939	\$ 13,669	\$ 7,331
<b>Funding Over/(under) expenditures</b>	\$ 0	\$ (0)	\$ 66,684	\$ (65,467)	\$ (1,019)	\$ (11,133)	\$ (1,455)	\$ (3,104)	\$ (4,053)	\$ (5,801)	\$ 20,845	\$ (3,969)	\$ (1,031)
<b>YTD % of Budgeted Funds Expended</b>		<b>0.96%</b>	<b>38.70%</b>	<b>31.98%</b>	<b>0.60%</b>	<b>67.89%</b>	<b>24.05%</b>	<b>32.41%</b>	<b>33.48%</b>	<b>28.29%</b>	<b>39.89%</b>	<b>17.09%</b>	<b>18.07%</b>

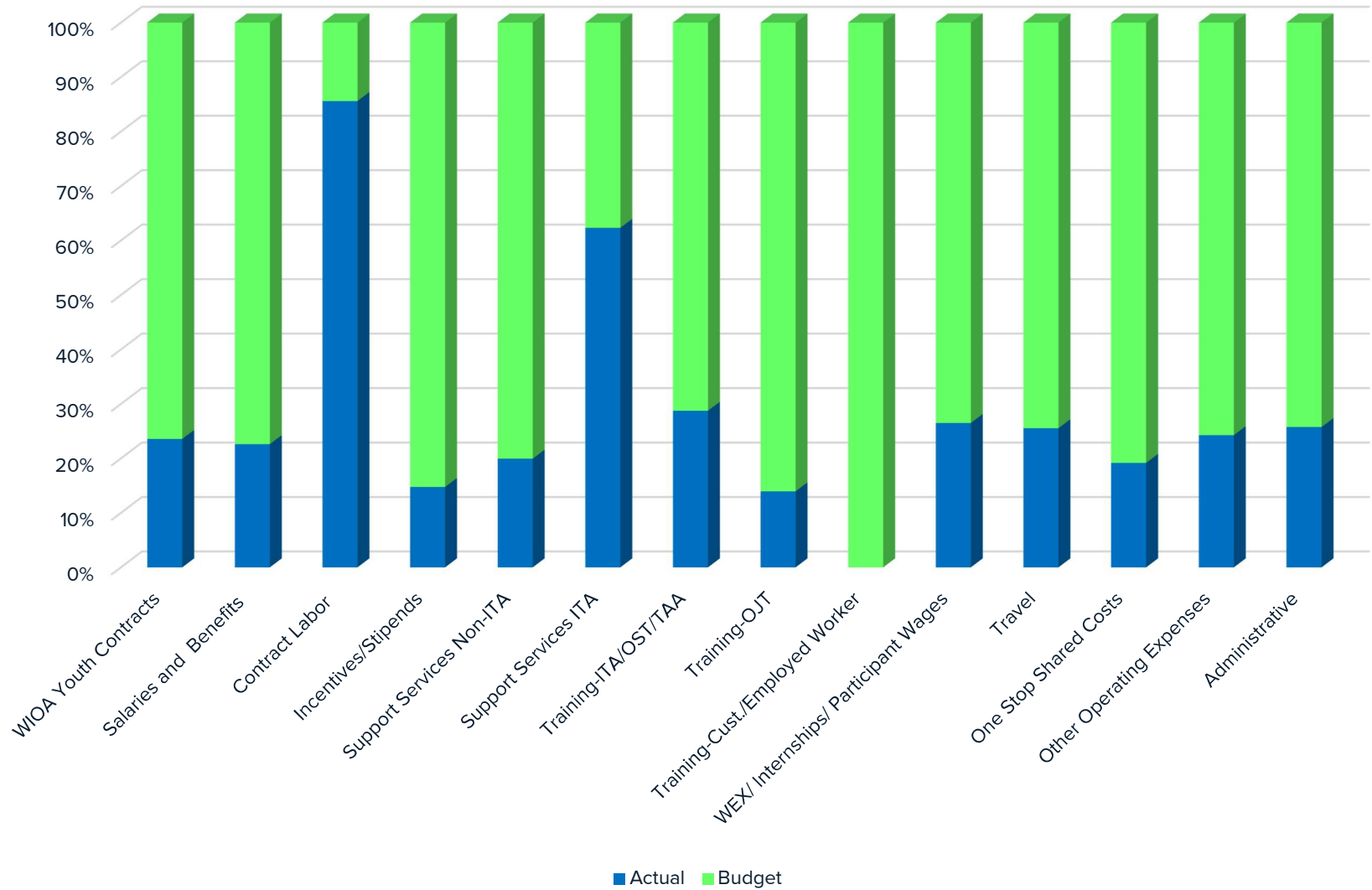




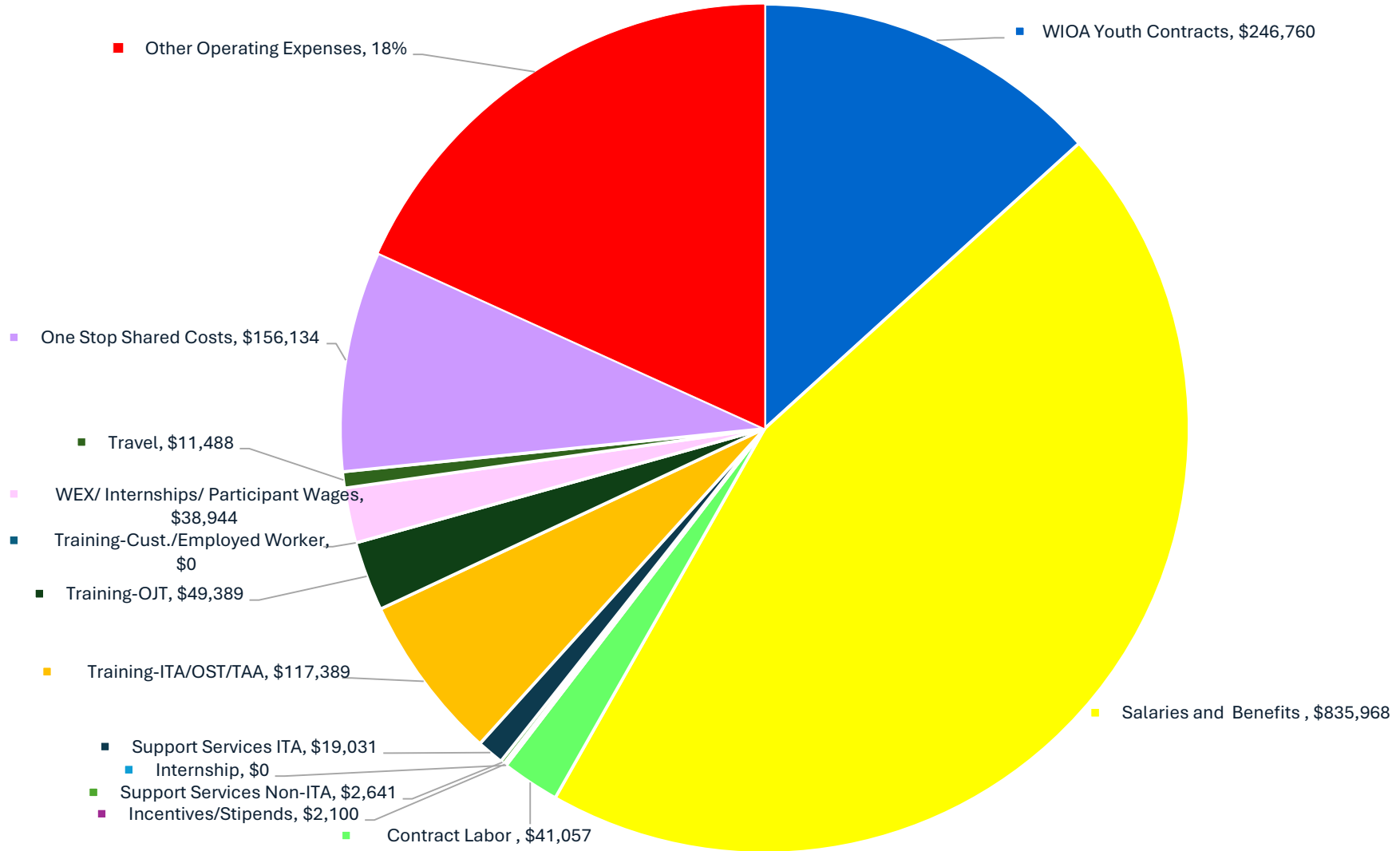
### Budget to Actual by Program



### Expenditures by Category



## Expenditure Categories



Workforce Development Board of the Treasure Coast, Inc.  
Statement of Financial Position  
As of 10/31/2024

Assets

Current assets

Cash - Accounts Payable	5,719.25
Cash - Payroll	31,696.18
Cash - Business Checking W/Int.	472,414.58
Accounts Receivable Customers	2,012.14
Accounts Receivable - Other	81.00
Grants Receivable	(91.58)
Prepaid Expenses	51,059.51
Deposits	10,035.12
Due TO/ Due FROM	3,139.61
<b>Total Current assets</b>	<b>576,065.81</b>

Non-current assets

Data Processing Equipment	119,215.39
Vehicles	447,386.10
Lease Assets - Building	3,719,789.00
Lease Assets - Equipment	248,370.00
Leasehold Improvements	217,855.62
Accumulated Depreciation	(711,185.63)
Accumulated Amortization	(1,515,593.00)
Other Assets	24,240.00
<b>Total Non-current assets</b>	<b>2,550,077.48</b>
<b>Total Assets</b>	<b>3,126,143.29</b>

Liabilities & Net Assets

Current Liabilities

Accounts Payable	47,291.15
Accrued Expenses	86,313.71
Federal Withholding Tax	(0.01)
FICA Payable	0.60
SUTA Payable	34.82
Principal Insurance	57.10
Health Insurance Payable	(1,810.26)
AFLAC Payable	77.92
Legal Shield	131.39
Workers Comp Payable	5,944.22
Accrued Leave	101,681.04
Lease Interest Payable	5,257.00
Refundable Advances	1,844.19
Deferred Revenue	522.50
<b>Total Current Liabilities</b>	<b>247,345.37</b>

Non-current liabilities

Short-term Lease Liability	316,523.00
Long-term Lease Liability	2,650,628.00
Lease Liability Offest	(316,523.00)
<b>Total Non-current liabilities</b>	<b>2,650,628.00</b>

Net Assets

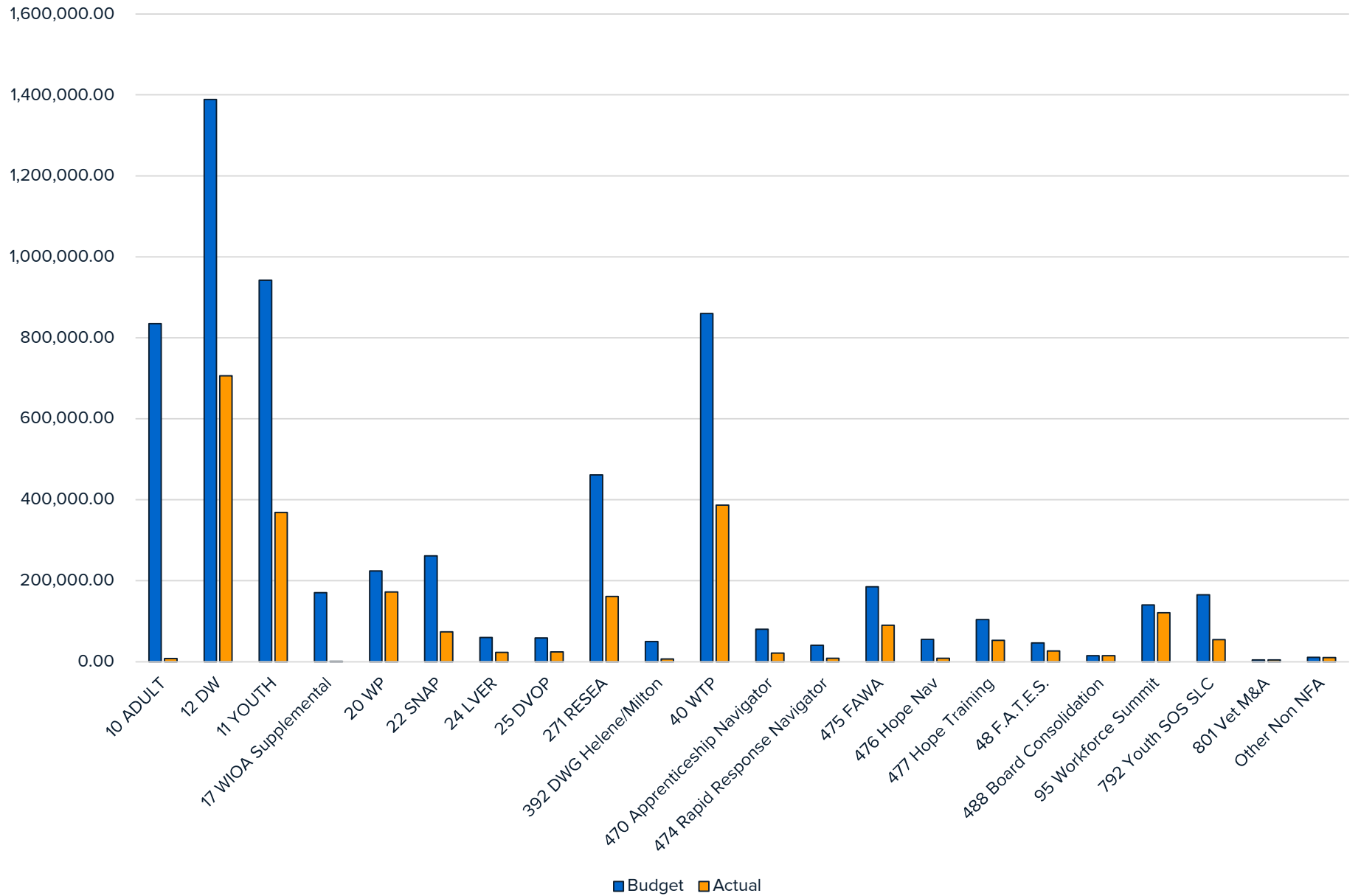
Beginning of Year	1,032,582.20
Current Year	(804,412.28)
<b>Total Net Assets</b>	<b>228,169.92</b>
<b>Total Liabilities &amp; Net Assets</b>	<b>3,126,143.29</b>

LWDB 20  
Summary of Funding and Expenditures  
as of November 30, 2024

PY 24-25 TOTAL AVAILABLE FUNDING	INDIRECT	10 ADULT	12 DW	11 YOUTH	17 WIOA Supplemental	122 Florida Rebuild	20 WP	22 SNAP	24 LVER	25 DVOP	271 RESEA	392 DWG Helene Milton	40 WTP	470 Apprenticeship Navigator	474 Rapid Response Navigator
PY 24-25 Allocations		\$ 826,927	\$ 747,469	\$ 684,294	\$ 170,532	\$ -	\$ 794,094	\$ 277,746	\$ 126,167	\$ 166,108	\$ 453,000	\$ 50,000	\$ 963,229	\$ 80,000	\$ 75,000
PY 24-25 Supplemental		\$ -	\$ 164,384	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds/Incentives		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries		\$ -	\$ -	\$ -	\$ -	\$ -	\$ (340,990)	\$ -	\$ (78,446)	\$ (91,168)	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward to PY 25-26		\$ -	\$ (323,313)	\$ (337,262)	\$ -	\$ -	\$ (330,407)	\$ (93,026)	\$ (8,699)	\$ (41,090)	\$ (114,078)	\$ -	\$ (369,333)	\$ -	\$ (34,419)
Carryforward from PY 23-24		\$ 8,026	\$ 800,000	\$ 595,000	\$ -	\$ -	\$ 101,125	\$ 76,500	\$ 20,463	\$ 24,529	\$ 122,540	\$ -	\$ 265,803	\$ -	\$ -
<b>Total DEO Grant Funding</b>		\$ 834,953	\$ 1,388,540	\$ 942,032	\$ 170,532	\$ -	\$ 223,822	\$ 261,220	\$ 59,485	\$ 58,379	\$ 461,462	\$ -	\$ 859,699	\$ 80,000	\$ 40,581
OTHER NON DEO REVENUES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -
<b>TOTAL</b>	\$ -	\$ 834,953	\$ 1,388,540	\$ 942,032	\$ 170,532	\$ -	\$ 223,822	\$ 261,220	\$ 59,485	\$ 58,379	\$ 461,462	\$ 50,000	\$ 859,699	\$ 80,000	\$ 40,581
<b>FUNDING DRAWN DOWN YTD</b>															
	INDIRECT	10 ADULT	12 DW	11 YOUTH	17 WIOA Supplemental	122 Florida Rebuild	20 WP	22 SNAP	24 LVER	25 DVOP	271 RESEA	392 DWG Helene Milton	40 WTP	470 Apprenticeship Navigator	474 Rapid Response Navigator
PY 24-25 Allocations		\$ -	\$ -	\$ -	\$ 1,019	\$ -	\$ 62,695	\$ 3,875	\$ 2,711	\$ -	\$ 46,272	\$ 5,000	\$ 132,981	\$ 20,300	\$ 9,400
PY 24-25 Supplemental		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds/Incentives		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward to PY 25-26		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward from PY 23-24		\$ 8,026	\$ 704,106	\$ 301,317	\$ -	\$ -	\$ 101,125	\$ 76,500	\$ 20,463	\$ 19,545	\$ 122,540	\$ -	\$ 265,803	\$ -	\$ -
<b>Total DEO Grant Funding</b>		\$ 8,026	\$ 704,106	\$ 301,317	\$ -	\$ -	\$ 163,819	\$ 80,375	\$ 23,174	\$ 19,545	\$ 168,812	\$ 5,000	\$ 398,784	\$ 20,300	\$ 9,400
OTHER NON DEO REVENUES		\$ -	\$ -	\$ -	\$ 1,019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>		\$ 8,026	\$ 704,106	\$ 301,317	\$ 1,019	\$ -	\$ 163,819	\$ 80,375	\$ 23,174	\$ 19,545	\$ 168,812	\$ 10,000	\$ 398,784	\$ 20,300	\$ 9,400
<b>% of Total Budgeted Funding Received</b>		<b>0.96%</b>	<b>50.71%</b>	<b>31.99%</b>	<b>0.60%</b>	<b>#DIV/0!</b>	<b>73.19%</b>	<b>30.77%</b>	<b>38.96%</b>	<b>33.48%</b>	<b>36.58%</b>	<b>20.00%</b>	<b>46.39%</b>	<b>25.38%</b>	<b>23.16%</b>
<b>EXPENDITURES</b>															
<b>Administrative</b>	\$ 0	\$ -	\$ 73,487	\$ 10,399	\$ 136	\$ -	\$ 55,638	\$ 10,600	\$ 2,399	\$ 2,637	\$ 23,097	\$ 978	\$ 56,053	\$ 3,121	\$ 1,177
Salaries and Benefits	\$ 180,654	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General and Administrative	\$ 116,211	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Allocated Indirect Costs	\$ (296,865)	\$ 119,571	\$ 4,455	\$ 10,399	\$ -	\$ -	\$ 5,098	\$ 10,600	\$ 2,399	\$ 2,637	\$ 23,097	\$ 978	\$ 56,053	\$ 3,121	\$ 1,177
Reclassification	\$ -	\$ (119,571)	\$ 69,031	\$ -	\$ 136	\$ -	\$ 50,540	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Program Training</b>	\$ (0)	\$ 8,026	\$ 632,656	\$ 358,228	\$ 809	\$ -	\$ 116,702	\$ 63,144	\$ 20,499	\$ 21,661	\$ 137,708	\$ 5,336	\$ 330,567	\$ 18,152	\$ 7,015
WIOA Youth Contracts	\$ -	\$ -	\$ -	\$ 305,439	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salaries and Benefits	\$ 96,501	\$ 308,397	\$ 14,577	\$ 6,688	\$ -	\$ -	\$ 9,103	\$ 39,624	\$ 1,679	\$ 2,479	\$ 97,289	\$ -	\$ 170,247	\$ 13,507	\$ 5,312
Contract Labor	\$ -	\$ 7,851	\$ 357	\$ -	\$ -	\$ -	\$ 47	\$ 2,690	\$ 19	\$ 28	\$ 2,862	\$ 4,950	\$ 29,053	\$ 278	\$ 93
Internship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Incentives/Stipends	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,800	\$ -	\$ -
Support Services Non-ITA	\$ -	\$ 850	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,316	\$ -	\$ -
Support Services ITA	\$ -	\$ 22,550	\$ 1,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-ITA/OST/TAA	\$ -	\$ 146,161	\$ 2,925	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-OJT	\$ -	\$ 57,928	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-Cust./Employed Worker	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WEX/ Internships/ Participant Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ 60	\$ 2,301	\$ 101	\$ 527	\$ -	\$ -	\$ 158	\$ 921	\$ 2,949	\$ 2,444	\$ 639	\$ -	\$ 1,906	\$ 323	\$ 16
One Stop Shared Costs	\$ -	\$ 47,595	\$ 2,435	\$ -	\$ -	\$ -	\$ 19,796	\$ 8,030	\$ 13,787	\$ 14,472	\$ 18,981	\$ -	\$ 35,442	\$ 2,530	\$ 741
Other Operating Expenses	\$ 20,489	\$ 47,525	\$ 2,630	\$ 41,474	\$ -	\$ -	\$ 11,884	\$ 7,699	\$ 1,119	\$ 1,199	\$ 8,831	\$ -	\$ 66,701	\$ 284	\$ 389
Allocated Program Indirect	\$ (117,050)	\$ 47,146	\$ 1,757	\$ 4,100	\$ -	\$ -	\$ 2,010	\$ 4,179	\$ 946	\$ 1,040	\$ 9,107	\$ 386	\$ 22,101	\$ 1,230	\$ 464
Reclassification	\$ -	\$ (680,278)	\$ 606,575	\$ -	\$ 809	\$ -	\$ 73,703	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	\$ 0	\$ 8,026	\$ 706,143	\$ 368,627	\$ 945	\$ -	\$ 172,340	\$ 73,744	\$ 22,899	\$ 24,298	\$ 160,805	\$ 6,314	\$ 386,620	\$ 21,273	\$ 8,192
<b>Funding Over/(under) expenditures</b>	\$ 0	\$ (0)	\$ (2,036)	\$ (67,310)	\$ 75	\$ -	\$ (8,521)	\$ 6,631	\$ 276	\$ (4,753)	\$ 8,007	\$ 3,686	\$ 12,164	\$ (973)	\$ 1,208
<b>YTD % of Budgeted Funds Expended</b>		<b>0.96%</b>	<b>50.86%</b>	<b>39.13%</b>	<b>0.55%</b>	<b>#DIV/0!</b>	<b>77.00%</b>	<b>28.23%</b>	<b>38.50%</b>	<b>41.62%</b>	<b>34.85%</b>	<b>12.63%</b>	<b>44.97%</b>	<b>26.59%</b>	<b>20.19%</b>

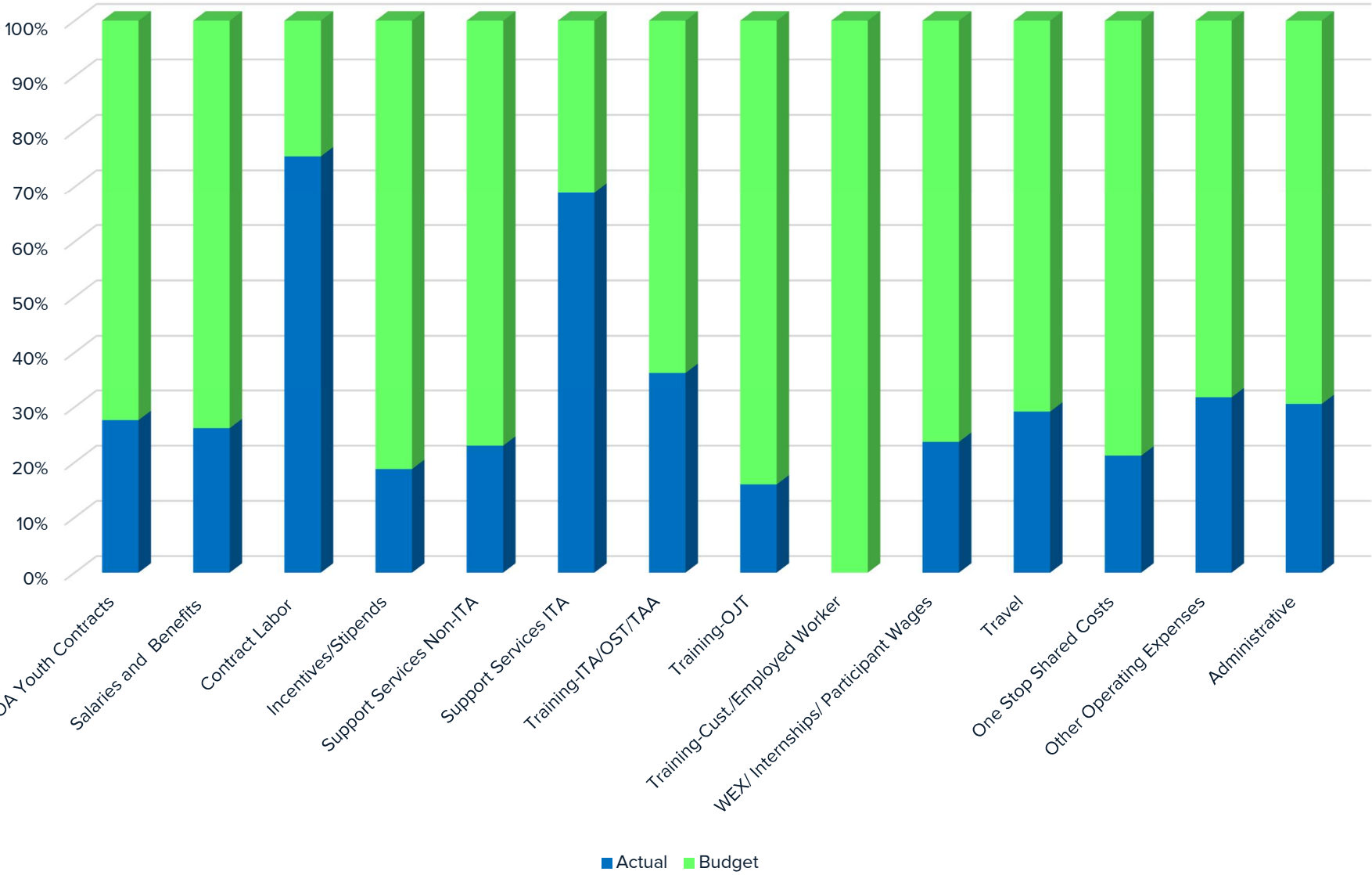


### Budget to Actual by Program

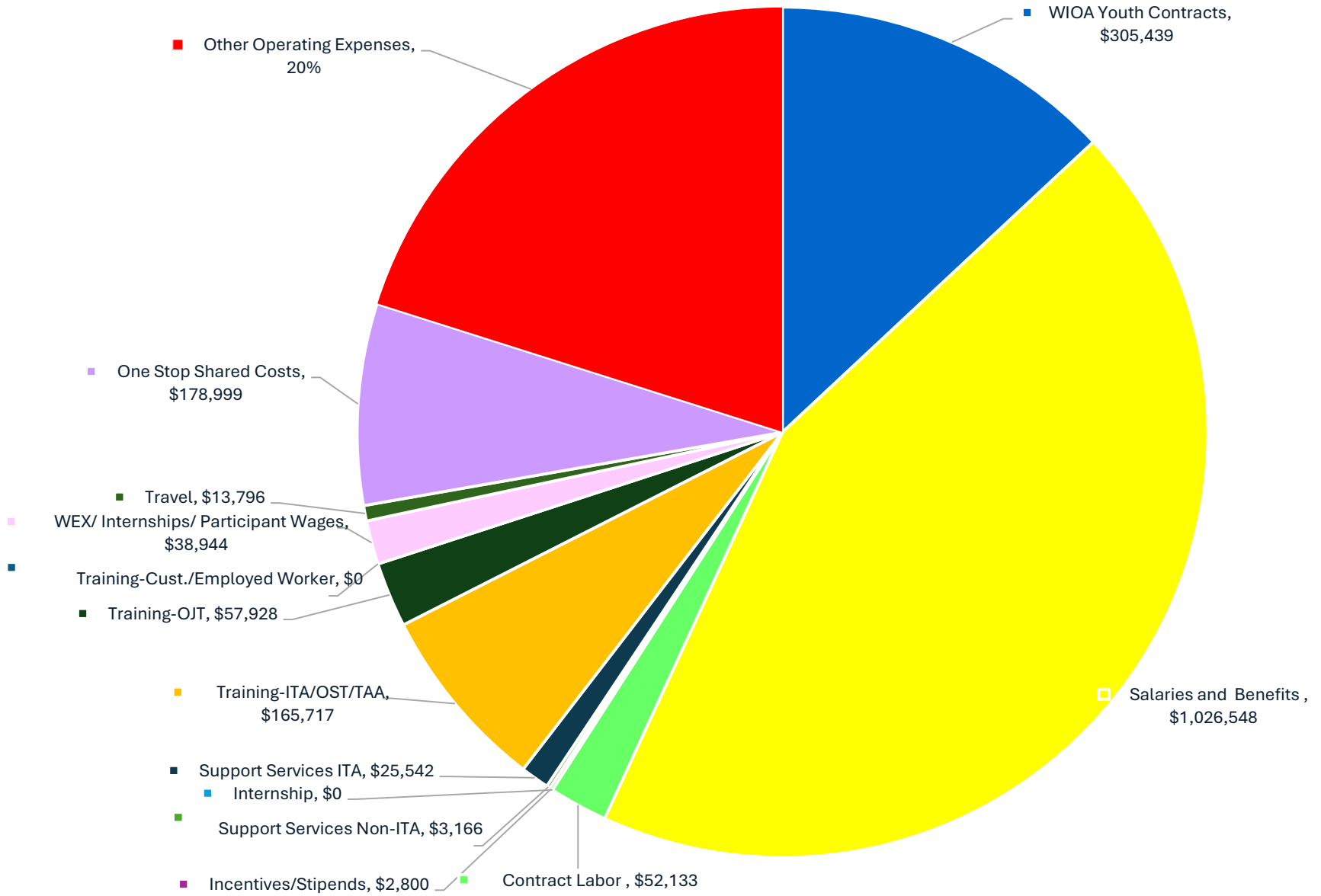




### Expenditures by Category



## Expenditure Categories



Workforce Development Board of the Treasure Coast, Inc.  
Statement of Financial Position  
As of 11/30/2024

11/30/24

Assets

Current assets

Cash - Accounts Payable	5,719.25
Cash - Payroll	33,164.89
Cash - Business Checking W/Int.	492,198.70
Accounts Receivable Customers	2,854.49
Accounts Receivable - Other	827.87
Grants Receivable	(91.58)
Prepaid Expenses	43,301.12
Deposits	7,367.08
Due TO/ Due FROM	2,137.61
Total Current assets	587,479.43

Non-current assets

Data Processing Equipment	119,215.39
Vehicles	447,386.10
Lease Assets - Building	3,719,789.00
Lease Assets - Equipment	248,370.00
Leasehold Improvements	217,855.62
Accumulated Depreciation	(711,185.63)
Accumulated Amortization	(1,515,593.00)
Other Assets	24,240.00
Total Non-current assets	2,550,077.48

Total Assets	3,137,556.91
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Liabilities & Net Assets

Current Liabilities

Accounts Payable	76,396.11
Payroll Accounts Payable	1,533.31
Accrued Expenses	133,400.30
Federal Withholding Tax	(0.01)
FICA Payable	0.60
SUTA Payable	42.51
Principal Insurance	253.25
Health Insurance Payable	2,742.07
AFLAC Payable	77.92
Legal Shield	101.21
Workers Comp Payable	5,944.22
Accrued Leave	101,681.04
Lease Interest Payable	5,257.00
Refundable Advances	1,844.19
Deferred Revenue	2,660.00
Total Current Liabilities	331,933.72

Non-current liabilities

Short-term Lease Liability	316,523.00
Long-term Lease Liability	2,650,628.00
Lease Liability Offest	(316,523.00)
Total Non-current liabilities	2,650,628.00

Net Assets

Beginning of Year	1,032,582.20
Current Year	(877,587.01)
Total Net Assets	154,995.19
Total Liabilities & Net Assets	3,137,556.91



# Agenda Item 8e Youth Council Meeting Minutes

**January 21, 2025**

## Opening Remarks

1. Welcome & Attendance

## Voting Items

2. Review and Approve the Acceptance of the Workforce Innovation Opportunity Act (WIOA) Youth - Incentive Payment Policy Revisions
3. Review and Approve the Acceptance of Workforce Innovation Opportunity Act (WIOA) Youth - Measurable Skills Gains Policy Revisions
4. Review and Approve the Acceptance of the Workforce Innovation Opportunity Act (WIOA) Youth - Supportive Services Policy Revisions

## Information/Discussion

5. Primary Indicators of Performance - 1<sup>st</sup> Quarter PY 2024-2025
6. Workforce Innovation Opportunity Act (WIOA) Youth Connections Performance Report - 1<sup>st</sup> and 2<sup>nd</sup> Quarter PY 2024-2025
7. Workforce Innovation Opportunity Act (WIOA) Youth - Success Story
8. Adjournment

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## **Members Participating by Teleconference:**

William Armstead, Tracey Miller, Aliesha Seitz, Christie Shields, Prashanth Pilly, Terrance Moore

## **Members Present**

None - Teleconference Only

## **Members Excused**

Freddie Woolfork, Deb Frazier, Robert McPartlan, David Freeland, Lorna Landherr, William Armstead

## **Members Unexcused**

None

## **Staff Participating by Teleconference**

Shelly Batton, Kate Sayger, Angie Stickland, Melanie Tarnoff

## **Call to Order**

Terrance Moore, Chair, called the meeting to order at 8:09 am.

Jennifer Eimann, Administrative Assistance, explained that the Youth Council Meeting will now include voting items on the agenda. Council members are to discuss and review these items and vote to approve the acceptance and presentation to the Program and Services Committee upon acceptance of the content.

In addition, a quorum must be established for a vote to be valid. Eight of the eleven council members are board members and will be able to vote.

Since a quorum was not established for this meeting, Mr. Moore agreed to move the voting items to the next Program and Services meeting, which will be held on February 26, 2025, for review and approval.

All members agreed to move on to agenda items 5-8 for discussion.

**Agenda Item 5 - Primary Indicators of Performance - 1<sup>st</sup> Quarter PY 2024-2025:** Shelly Batton, Director of Programs, presented the Primary Indicators of Performance for the 1<sup>st</sup> Quarter of PY 2024-2025. Ms. Batton 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. Ms. Batton presented the Statewide Indicators of Performance, which reflects the performance outcomes for all Local Workforce Development Boards (LWDBs) across the state. LWDB 20 is one of the top five performing boards.

The numbers in the Primary Indicators of Performance for the 1<sup>st</sup> Quarter of PY 2024-2025, Youth category, show that LWDB 20 has either met or exceeded all performance goals. Ms. Batton stated that Eckerd staff had worked hard to meet the negotiated performance Youth targets.

## **Agenda Item 6 - Workforce Innovation Opportunity Act (WIOA) Youth Connections Performance Report - 1<sup>st</sup> and 2<sup>nd</sup> Quarter PY 2024-2025:**

Angie Strickland, Program Manager, presented the WIOA Youth Connections Performance Report through December of PY 24-25.

Ms. Strickland shared the following performance measures for PY 2024-2025:

- Out of School Youth (OSY) Enrollments - On Track - Goal 53 Participants - YTD 31 OSY Enrollments
- In-School Youth (ISY) Enrollments - On Track - Goal 17 Participants - YTD 9 ISY Enrollments
- Total Number of Enrollments - On Track - Goal 70 Participants - YTD 40 Enrollments
- % ISY Enrollments - Needs Improvement - Goal 25% - YTD 22.50% ISY Enrollments
- Work Experience (W/Ex) Internship Placements - YTD 25 Internship Placement
- W/Ex Successful Internship Completions - YTD 19 Successful Internship Completions
- W/Ex Internship Completion Percentage - YTD 76.00% Internship Completion Percentage
- W/Ex Expenditures - On Track - Goal \$222,735.00 - YTD \$120,053.92

Ms. Strickland stated that the staff have done a tremendous job meeting these goals amid challenges such as the reorganization of office facilities. As a result, Ms. Strickland is very optimistic about continuing to successfully meet the performance benchmarks for PY 2024-2025.

**Agenda Item 7 - Youth Success Story:**

Melanie Tarnoff, Lead Workforce Career Coach, shared the following success story.

Ms. Tarnoff worked with Jaden Rucker, exploring career pathways that enabled him to learn essential skills that would eventually lead to self-sufficient employment. As a result, Ms. Tarnoff stated that Jaden was placed in an entry-level warehouse internship. At the successful end of the internship, even though the company did not have a position open for Justin, the employer offered to write him a letter of reference stating he was a hardworking intern and a great young man.

As a result, Justin was interviewed for and placed in an on-the-job training (OJT) opportunity as an inventory specialist with TMX Aero, an aerospace manufacturing company. Michelle Oakley, Director of TMX Aero, stated that they were so impressed by Justin’s preparedness during the interview process that they hired him over more skilled applicants.

Angie Strickland, Program Manager, stated that due to Ms. Tarnoff’s work with Justin through close mentoring, Justin began to feel more confident and mastered skills that he would use in his interview and OJT. As a result, Justin has exceeded expectations and feels he is on a positive career pathway.

**Agenda Item 8 - Adjournment:**

Having no other business, Terrance Moore adjourned the Youth Council meeting at 8:32 AM.

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**BOARD STAFF CERTIFICATION**

I hereby certify these minutes reflect the proceedings by the Youth Council of CareerSource Research Coast, which have been reviewed by the Board of Directors, and approved or approved with modifications which have been incorporated herein.

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Shelly Batton  
Board Staff

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Date

## AGENDA ITEM SUMMARY

<b>Title</b>	Review and Approve Financial Reports
<b>Strategic Plans/Goals</b>	Optimal Use of Resources
<b>Policy/Plan/Law</b>	Workforce Innovation and Opportunity Act (WIOA)/Role of LWDB's
<b>Action Requested</b>	Review and Approve December Financial Reports - PY2024-2025
<b>Background</b>	The Board approved the budget for PY 2024-2025. The Board regularly reviews budgets, all amendments to the budget, and monthly expenditures.
<b>Staff Recommendations</b>	Review and Approve December Financial Report
<b>Supporting Material</b>	Monthly Financial Reports, Balance Sheets
<b>Board Staff</b>	Lisa Delligatti Chief Financial Officer <a href="mailto:ldelligatti@careersourcerc.com">ldelligatti@careersourcerc.com</a> (866) 482-4473 ext. 430

LWDB 20  
Summary of Funding and Expenditures  
as of December 31, 2024

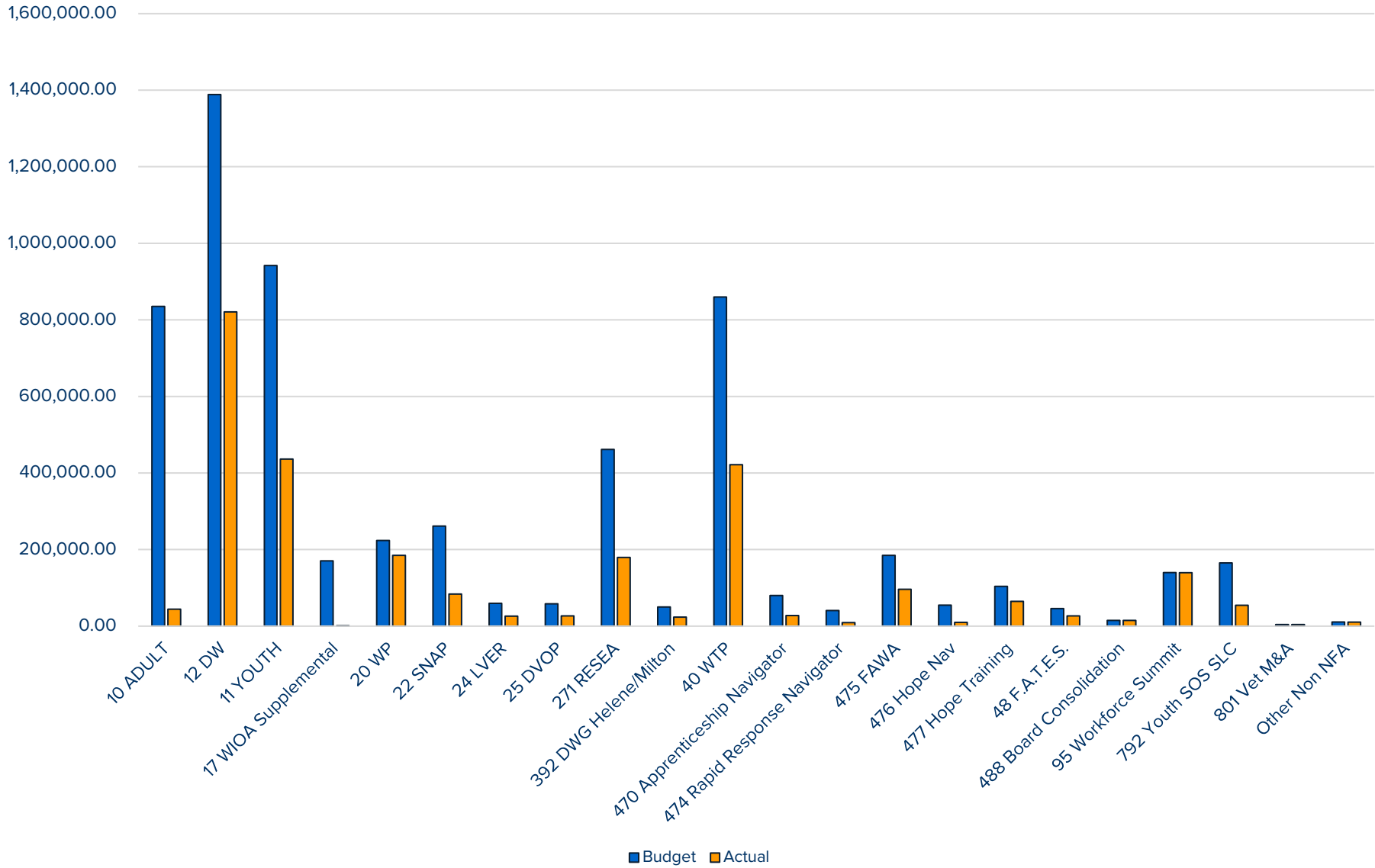
PY 24-25 TOTAL AVAILABLE FUNDING	INDIRECT	10 ADULT	12 DW	11 YOUTH	17 WIOA Supplemental	20 WP	22 SNAP	24 LVER	25 DVOP	271 RESEA	392 DWG Helene Milton	40 WTP	470 Apprenticeship Navigator	474 Rapid Response Navigator
PY 24-25 Allocations		\$ 826,927	\$ 747,469	\$ 684,294	\$ 170,532	\$ 794,094	\$ 277,746	\$ 126,167	\$ 166,108	\$ 445,253	\$ 50,000	\$ 963,229	\$ 80,000	\$ 63,800
PY 24-25 Supplemental		\$ -	\$ 164,384	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds/Incentives		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries		\$ -	\$ -	\$ -	\$ -	\$ (340,990)	\$ -	\$ (78,446)	\$ (91,168)	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward to PY 25-26		\$ -	\$ (323,313)	\$ (337,262)	\$ -	\$ (330,407)	\$ (93,026)	\$ (8,699)	\$ (41,090)	\$ (114,078)	\$ -	\$ (369,333)	\$ -	\$ (34,419)
Carryforward from PY 23-24		\$ 8,026	\$ 800,000	\$ 595,000	\$ -	\$ 101,125	\$ 76,500	\$ 20,463	\$ 24,529	\$ 122,540	\$ -	\$ 265,803	\$ -	\$ -
<b>Total DEO Grant Funding</b>		\$ 834,953	\$ 1,388,540	\$ 942,032	\$ 170,532	\$ 223,822	\$ 261,220	\$ 59,485	\$ 58,379	\$ 461,462	\$ -	\$ 859,699	\$ 80,000	\$ 40,581
OTHER NON DEO REVENUES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 834,953</b>	<b>\$ 1,388,540</b>	<b>\$ 942,032</b>	<b>\$ 170,532</b>	<b>\$ 223,822</b>	<b>\$ 261,220</b>	<b>\$ 59,485</b>	<b>\$ 58,379</b>	<b>\$ 461,462</b>	<b>\$ 50,000</b>	<b>\$ 859,699</b>	<b>\$ 80,000</b>	<b>\$ 40,581</b>
<b>FUNDING DRAWN DOWN YTD</b>	<b>INDIRECT</b>	<b>10 ADULT</b>	<b>12 DW</b>	<b>11 YOUTH</b>	<b>17 WIOA Supplemental</b>	<b>20 WP</b>	<b>22 SNAP</b>	<b>24 LVER</b>	<b>25 DVOP</b>	<b>271 RESEA</b>	<b>392 DWG Helene Milton</b>	<b>40 WTP</b>	<b>470 Apprenticeship Navigator</b>	<b>474 Rapid Response Navigator</b>
PY 24-25 Allocations		\$ -	\$ -	\$ -	\$ 1,019	\$ 81,695	\$ 10,875	\$ 5,611	\$ 3,207	\$ 68,672	\$ 21,500	\$ 167,981	\$ 28,600	\$ 9,400
PY 24-25 Supplemental		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds/Incentives		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward to PY 25-26		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward from PY 23-24		\$ 78,026	\$ 820,768	\$ 381,317	\$ -	\$ 101,125	\$ 76,500	\$ 20,463	\$ 24,529	\$ 122,540	\$ -	\$ 265,803	\$ -	\$ -
<b>Total DEO Grant Funding</b>		\$ 78,026	\$ 820,768	\$ 381,317	\$ -	\$ 182,819	\$ 87,375	\$ 26,074	\$ 27,735	\$ 191,212	\$ 21,500	\$ 433,784	\$ 28,600	\$ 9,400
OTHER NON DEO REVENUES		\$ -	\$ -	\$ -	\$ 1,019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>		<b>\$ 78,026</b>	<b>\$ 820,768</b>	<b>\$ 381,317</b>	<b>\$ 1,019</b>	<b>\$ 182,819</b>	<b>\$ 87,375</b>	<b>\$ 26,074</b>	<b>\$ 27,735</b>	<b>\$ 191,212</b>	<b>\$ 43,000</b>	<b>\$ 433,784</b>	<b>\$ 28,600</b>	<b>\$ 9,400</b>
<b>% of Total Budgeted Funding Received</b>		<b>9.34%</b>	<b>59.11%</b>	<b>40.48%</b>	<b>0.60%</b>	<b>81.68%</b>	<b>33.45%</b>	<b>43.83%</b>	<b>47.51%</b>	<b>41.44%</b>	<b>86.00%</b>	<b>50.46%</b>	<b>35.75%</b>	<b>23.16%</b>
<b>EXPENDITURES</b>														
<b>Administrative</b>	<b>\$ -</b>	<b>\$ 3,295</b>	<b>\$ 85,250</b>	<b>\$ 10,635</b>	<b>\$ 73</b>	<b>\$ 62,010</b>	<b>\$ 11,831</b>	<b>\$ 2,704</b>	<b>\$ 2,851</b>	<b>\$ 25,289</b>	<b>\$ 3,538</b>	<b>\$ 59,941</b>	<b>\$ 3,999</b>	<b>\$ 1,287</b>
Salaries and Benefits	\$ 215,067	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General and Administrative	\$ 119,350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Allocated Indirect Costs	\$ (334,417)	\$ 139,175	\$ 5,554	\$ 10,635	\$ -	\$ 5,826	\$ 11,831	\$ 2,704	\$ 2,851	\$ 25,289	\$ 3,538	\$ 59,941	\$ 3,999	\$ 1,287
Reclassification	\$ -	\$ (135,880)	\$ 79,696	\$ -	\$ 73	\$ 56,184	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Program Training</b>	<b>\$ -</b>	<b>\$ 40,974</b>	<b>\$ 735,518</b>	<b>\$ 425,810</b>	<b>\$ 810</b>	<b>\$ 122,842</b>	<b>\$ 71,919</b>	<b>\$ 23,214</b>	<b>\$ 23,903</b>	<b>\$ 154,020</b>	<b>\$ 19,924</b>	<b>\$ 361,580</b>	<b>\$ 23,783</b>	<b>\$ 7,819</b>
WIOA Youth Contracts	\$ -	\$ -	\$ -	\$ 368,307	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salaries and Benefits	\$ 113,317	\$ 362,088	\$ 17,062	\$ 7,852	\$ -	\$ 11,209	\$ 46,250	\$ 2,197	\$ 2,997	\$ 110,558	\$ 2,019	\$ 191,042	\$ 18,155	\$ 6,009
Contract Labor	\$ -	\$ 7,866	\$ 358	\$ -	\$ -	\$ 47	\$ 3,206	\$ 19	\$ 28	\$ 2,869	\$ 4,950	\$ 32,887	\$ 279	\$ 93
Internship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Incentives/Stipends	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,175	\$ -	\$ -
Support Services Non-ITA	\$ -	\$ 525	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,316	\$ -	\$ -
Support Services ITA	\$ -	\$ 23,942	\$ 1,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-ITA/OST/TAA	\$ -	\$ 162,491	\$ 2,925	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-OJT	\$ -	\$ 99,533	\$ 3,567	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-Cust./Employed Worker	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WEX/ Internships/ Participant Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,255	\$ -	\$ -	\$ -
Travel	\$ 199	\$ 2,445	\$ 107	\$ 529	\$ -	\$ 211	\$ 957	\$ 3,386	\$ 2,444	\$ 665	\$ 2	\$ 1,974	\$ 330	\$ 16
One Stop Shared Costs	\$ -	\$ 51,707	\$ 2,622	\$ -	\$ -	\$ 22,426	\$ 8,747	\$ 15,099	\$ 15,784	\$ 20,428	\$ 236	\$ 37,858	\$ 3,055	\$ 783
Other Operating Expenses	\$ 21,907	\$ 50,274	\$ 2,776	\$ 44,815	\$ -	\$ 12,887	\$ 7,967	\$ 1,418	\$ 1,496	\$ 9,259	\$ 29	\$ 68,054	\$ 345	\$ 397
Allocated Program Indirect	\$ (135,422)	\$ 56,359	\$ 2,249	\$ 4,307	\$ -	\$ 2,359	\$ 4,791	\$ 1,095	\$ 1,154	\$ 10,241	\$ 1,433	\$ 24,273	\$ 1,619	\$ 521
Reclassification	\$ -	\$ (776,255)	\$ 702,552	\$ -	\$ 810	\$ 73,703	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 0</b>	<b>\$ 44,269</b>	<b>\$ 820,768</b>	<b>\$ 436,446</b>	<b>\$ 883</b>	<b>\$ 184,852</b>	<b>\$ 83,751</b>	<b>\$ 25,918</b>	<b>\$ 26,753</b>	<b>\$ 179,309</b>	<b>\$ 23,463</b>	<b>\$ 421,522</b>	<b>\$ 27,782</b>	<b>\$ 9,106</b>
<b>Funding Over/(under) expenditures</b>	<b>\$ 0</b>	<b>\$ 33,757</b>	<b>\$ -</b>	<b>\$ (55,128)</b>	<b>\$ 137</b>	<b>\$ (2,033)</b>	<b>\$ 3,625</b>	<b>\$ 156</b>	<b>\$ 982</b>	<b>\$ 11,903</b>	<b>\$ 19,537</b>	<b>\$ 12,262</b>	<b>\$ 818</b>	<b>\$ 294</b>
<b>YTD % of Budgeted Funds Expended</b>		<b>5.30%</b>	<b>59.11%</b>	<b>46.33%</b>	<b>0.52%</b>	<b>82.59%</b>	<b>32.06%</b>	<b>43.57%</b>	<b>45.83%</b>	<b>38.86%</b>	<b>46.93%</b>	<b>49.03%</b>	<b>34.73%</b>	<b>22.44%</b>



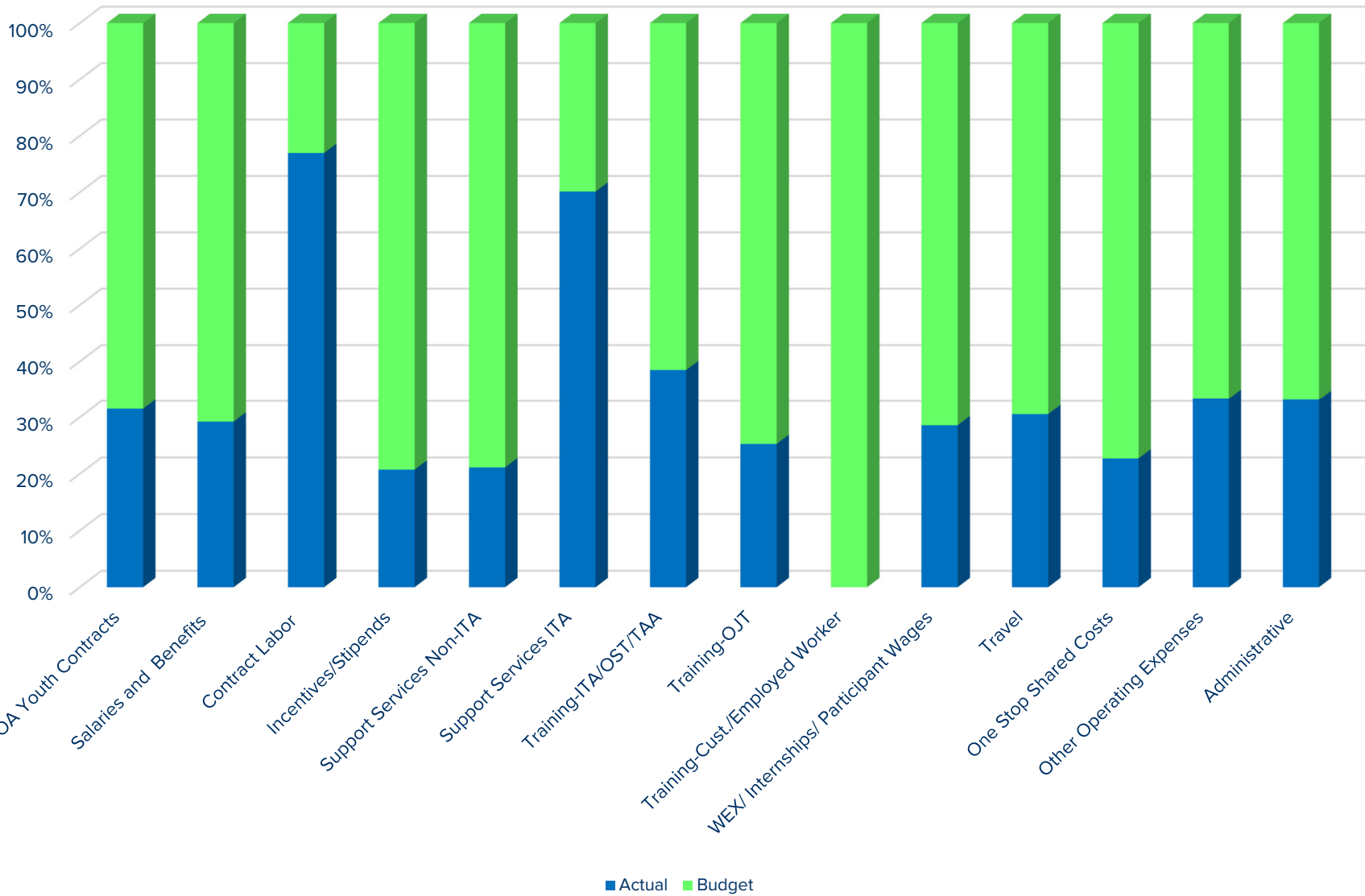
LWDB 20  
Summary of Funding and Expenditures  
as of December 31, 2024

PY 24-25 TOTAL AVAILABLE FUNDING	475 FAWA	476 Hope Nav	477 Hope Training	48 F.A.T.E.S.	488 Board Consolidation	801 Vet M&A	95 Workforce Summit	792 Youth SOS SLC	Other Non NFA	YEAR TO DATE TOTALS				
PY 24-25 Allocations	\$ -	\$ 54,062	\$ -	\$ -	\$ 15,000	\$ 4,008	\$ 140,000	\$ -	\$ -		\$ 5,608,689			
PY 24-25 Supplemental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 164,384			
Additional Funds/Incentives	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -			
Retained by DEO for Merit Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ (510,604)			
Carryforward to PY 25-26	\$ (794,777)	\$ (29,278)	\$ -	\$ (89,054)	\$ -	\$ -	\$ -	\$ -	\$ -		\$ (2,564,736)			
Carryforward from PY 23-24	\$ 979,600	\$ 30,000	\$ 104,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 3,127,585			
<b>Total DEO Grant Funding</b>	\$ 184,823	\$ 54,784	\$ 104,000	\$ (89,054)	\$ 15,000	\$ 4,008	\$ 140,000	\$ -	\$ -		\$ 5,794,265			
OTHER NON DEO REVENUES	\$ -	\$ -	\$ -	\$ 135,000	\$ -	\$ -	\$ -	\$ 165,000	\$ 10,757		\$ 360,757			
<b>TOTAL</b>	\$ 184,823	\$ 54,784	\$ 104,000	\$ 45,946	\$ 15,000	\$ 4,008	\$ 140,000	\$ 165,000	\$ 10,757	\$ -	\$ 6,155,022			
<b>FUNDING DRAWN DOWN YTD</b>														
	475 FAWA	476 Hope Nav	477 Hope Training	48 F.A.T.E.S.	488 Board Consolidation	801 Vet M&A	95 Workforce Summit	792 Youth SOS SLC	Other Non NFA	PY 24-25 Actual	PY 24-25 Budget	VARIANCE	% Expended	
PY 24-25 Allocations	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 4,008	\$ 135,166	\$ -	\$ -	\$ 552,734	\$ 5,608,689	\$ 5,055,955	9.855%	
PY 24-25 Supplemental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 164,384	\$ 164,384	0.000%	
Additional Funds/Incentives	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Retained by DEO for Merit Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (510,604)	\$ (510,604)		
Carryforward to PY 25-26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,564,736)	\$ (2,564,736)		
Carryforward from PY 23-24	\$ 98,713	\$ 9,723	\$ 65,565	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,065,072	\$ 3,127,585			
<b>Total DEO Grant Funding</b>	\$ 98,713	\$ 9,723	\$ 65,565	\$ -	\$ 15,000	\$ 4,008	\$ 135,166	\$ -	\$ -	\$ 2,616,787	\$ 5,794,265			
OTHER NON DEO REVENUES	\$ -	\$ -	\$ -	\$ 135,239	\$ -	\$ -	\$ -	\$ 46,425	\$ 25,604	\$ 208,287	\$ 360,757	\$ 152,470	57.736%	
<b>TOTAL</b>	\$ 98,713	\$ 9,723	\$ 65,565	\$ 135,239	\$ 15,000	\$ 8,016	\$ 135,166	\$ 46,425	\$ 25,604	\$ 2,825,074	\$ 6,155,022	\$ 3,329,948	45.899%	
<b>% of Total Budgeted Funding Received</b>	53.41%	17.75%	63.04%	294.34%	100.00%	200.00%	96.55%	28.14%	238.02%	45.90%				
<b>EXPENDITURES</b>											PY 24-25 Actual	PY 24-25 Budget	VARIANCE Under/(Over)	% Expended
<b>Administrative</b>	\$ 13,958	\$ 1,416	\$ 9,208	\$ 4,012	\$ 2,335	\$ -	\$ 21,136	\$ 8,103	\$ 1,546	\$ 334,417	\$ 674,672	\$ 340,255	49.57%	
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 215,067	\$ 511,554	\$ 296,487	42.04%	
General and Administrative	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 119,350	\$ 163,118	\$ 43,768	73.17%	
Allocated Indirect Costs	\$ 13,958	\$ 1,416	\$ 9,208	\$ 4,012	\$ 2,408	\$ -	\$ 21,136	\$ 8,103	\$ 1,546	\$ (0)	\$ 0	\$ 0		
Reclassification	\$ -	\$ -	\$ -	\$ -	\$ (73)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<b>Program Training</b>	\$ 82,160	\$ 8,505	\$ 55,499	\$ 22,731	\$ 12,665	\$ 4,008	\$ 118,298	\$ 46,354	\$ 8,942	\$ 2,371,279	\$ 5,473,288	\$ 3,102,008	43.3%	
WIOA Youth Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 368,307	\$ 800,000	\$ 431,693	46.0%	
Salaries and Benefits	\$ 42,127	\$ 6,574	\$ 40,896	\$ 1,973	\$ -	\$ -	\$ -	\$ 1,055	\$ 2,566	\$ 985,947	\$ 2,386,589	\$ 1,400,643	41.3%	
Contract Labor	\$ 1,180	\$ 68	\$ 867	\$ 46	\$ -	\$ -	\$ -	\$ 1,751	\$ -	\$ 56,513	\$ 16,903	\$ (39,610)	334.3%	
Internship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Incentives/Stipends	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,175	\$ 12,126	\$ 8,951	26.2%	
Support Services Non-ITA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,841	\$ 10,600	\$ 7,759	26.8%	
Support Services ITA	\$ -	\$ -	\$ -	\$ -	\$ 1,767	\$ -	\$ -	\$ -	\$ -	\$ 27,009	\$ 11,500	\$ (15,509)	234.9%	
Training-ITA/OST/TAA	\$ -	\$ -	\$ -	\$ 16,631	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 182,047	\$ 290,957	\$ 108,911	62.6%	
Training-OJT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 103,100	\$ 304,638	\$ 201,538	33.8%	
Training-Cust./Employed Worker	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	0.0%	
WEX/ Internships/ Participant Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,944	\$ -	\$ 50,199	\$ 125,421	\$ 75,222	40.0%	
Travel	\$ 520	\$ 15	\$ 866	\$ 7	\$ -	\$ -	\$ -	\$ 51	\$ 10	\$ 14,736	\$ 33,500	\$ 18,764	44.0%	
One Stop Shared Costs	\$ 7,657	\$ 634	\$ 8,295	\$ 350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 195,680	\$ 665,167	\$ 469,487	29.4%	
Other Operating Expenses	\$ 25,024	\$ 641	\$ 847	\$ 333	\$ 12,500	\$ 4,008	\$ 109,739	\$ 1,271	\$ 5,740	\$ 381,725	\$ 762,562	\$ 380,837	50.1%	
Allocated Program Indirect	\$ 5,652	\$ 573	\$ 3,729	\$ 1,625	\$ 975	\$ -	\$ 8,559	\$ 3,281	\$ 626	\$ (0)	\$ 3,324	\$ -		
Reclassification	\$ -	\$ -	\$ -	\$ -	\$ (810)	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ -	\$ 0		
<b>Total Expenditures</b>	\$ 96,119	\$ 9,921	\$ 64,707	\$ 26,743	\$ 15,000	\$ 4,008	\$ 139,434	\$ 54,457	\$ 10,488	\$ 2,705,696	\$ 6,147,960	\$ 3,442,264	44.0%	
<b>Funding Over/(under) expenditures</b>	\$ 2,595	\$ (198)	\$ 858	\$ 108,496	\$ -	\$ 4,008	\$ (4,268)	\$ (8,032)	\$ 15,116	\$ 119,378				
<b>YTD % of Budgeted Funds Expended</b>	52.01%	18.11%	62.22%	58.20%	100.00%	100.00%	99.60%	33.00%	97.50%	43.96%				

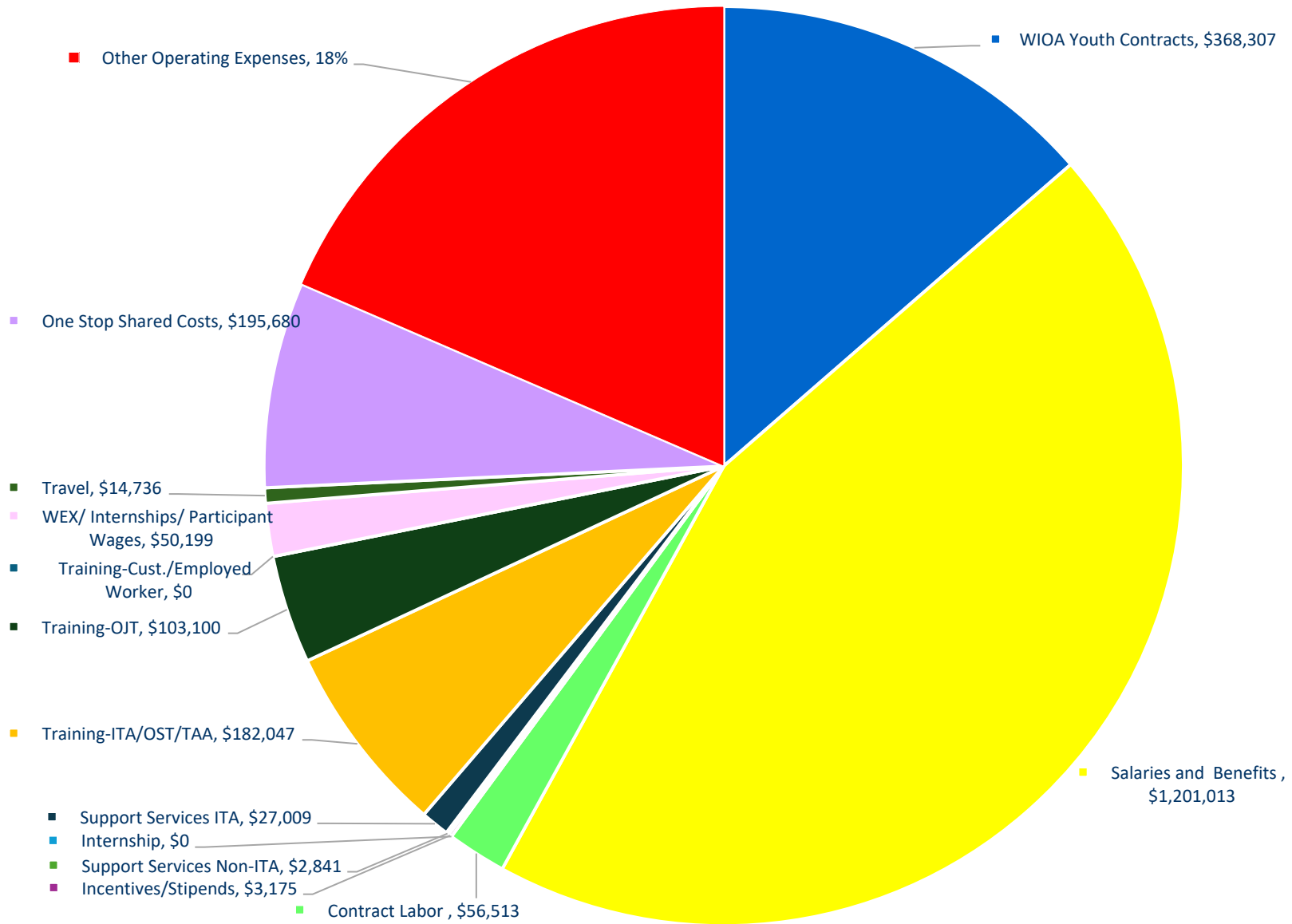
### Budget to Actual by Program



## Expenditures by Category



## Expenditure Categories



Workforce Development Board of the Treasure Coast, Inc.  
Statement of Financial Position  
As of 11/30/2024

	Current year
<b>Assets</b>	
Current assets	
Cash - Accounts Payable	5,719.25
Cash - Payroll	33,164.89
Cash - Business	492,198.70
Accounts Receivable	2,854.49
Accounts Receivable -	827.87
Grants Receivable	(91.58)
Prepaid Expenses	43,301.12
Deposits	7,367.08
Due TO/ Due FROM	2,137.61
Total Current assets	587,479.43
Non-current assets	
Data Processing	119,215.39
Vehicles	447,386.10
Lease Assets - Building	3,719,789.00
Lease Assets -	248,370.00
Leasehold Improvements	217,855.62
Accumulated	(711,185.63)
Accumulated	(1,515,593.00)
Other Assets	24,240.00
Total Non-current assets	2,550,077.48
Total Assets	3,137,556.91
<b>Liabilities &amp; Net Assets</b>	
Current Liabilities	
Accounts Payable	76,396.11
Payroll Accounts Payable	1,533.31
Accrued Expenses	133,400.30
Federal Withholding Tax	(0.01)
FICA Payable	0.60
SUTA Payable	42.51
Principal Insurance	253.25
Health Insurance	2,742.07
AFLAC Payable	77.92
Legal Shield	101.21
Workers Comp Payable	5,944.22
Accrued Leave	101,681.04
Lease Interest Payable	5,257.00
Refundable Advances	1,844.19
Deferred Revenue	2,660.00
Total Current Liabilities	331,933.72
Non-current liabilities	
Short-term Lease Liability	316,523.00
Long-term Lease Liability	2,650,628.00
Lease Liability Offest	(316,523.00)
Total Non-current liabilities	2,650,628.00
<b>Net Assets</b>	
Beginning of Year	1,032,582.20
	Current year
Current Year	(877,587.01)
Total Net Assets	154,995.19
Total Liabilities & Net Assets	3,137,556.91

## AGENDA ITEM SUMMARY

<b>Title</b>	Review and Approve Release of Employer of Record (EOR)/National Dislocated Worker Grant (DWG) Request for Proposal (RFP)
<b>Strategic Plans/Goals</b>	Optimal Use of Resources
<b>Policy/Plan/Law</b>	Workforce Innovation & Opportunity Act (WIOA)
<b>Action Requested</b>	Review and Approve Release of Employer of Record (EOR)/National Dislocated Worker Grant (DWG) Request for Proposal (RFP)
<b>Background</b>	The National Dislocated Worker Grant (DWG) provides funds to states, and the states allocate the dollars to areas impacted by a disaster. The dollars are earmarked for staffing disaster recovery efforts. Because of the potentially large numbers of people impacted by a disaster, the grant funds received and the number of people to be screened and placed into temporary jobs can be substantial. The Board does not have the capacity to handle the necessary background checks, payrolls, and workers' compensation associated with temporary jobs. Therefore, it has been the practice of the Board to competitively procure an Employer of Record (EOR) in case a national emergency occurs.
<b>Staff Recommendations</b>	Review and Approve Release of Employer of Record (EOR)/National Dislocated Worker Grant (DWG) Request for Proposal (RFP)
<b>Supporting Material</b>	N/A
<b>Board Staff</b>	Brian Bauer President/CEO <a href="mailto:bbauer@careersourcerc.com">bbauer@careersourcerc.com</a> 1-866-482-4473 ext. 418

## AGENDA ITEM SUMMARY

Title	Executive Staff Holiday Gift Cards
Strategic Plans/Goals	Administration & Strategic Planning
Policy/Plan/Law	DEO (FLORIDACOMMERCE) Grantee/Subgrantee Agreement
Action Requested	Review and Approve Executive Staff Holiday Gift Cards
Background	Per the DEO (FLORIDACOMMERCE) 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.
Staff Recommendations	<p>Review and Approve Executive Staff Holiday Gift Cards equal to \$100 per individual.</p> <ul style="list-style-type: none"> <li>• Brian Bauer, President/CEO</li> <li>• Tracey McMorris, Vice President of Operations/COO</li> <li>• Lisa Delligatti, CFO</li> </ul>
Supporting Material	Link: <a href="https://careersourcerc.com/wp-content/uploads/2025/01/RWB20-Agreement-Final-and-Executed.pdf">https://careersourcerc.com/wp-content/uploads/2025/01/RWB20-Agreement-Final-and-Executed.pdf</a>
Board Staff	<p>Brian Bauer President/CEO <a href="mailto:bbaueri@careersourcerc.com">bbaueri@careersourcerc.com</a> (866) 482-4473 ext. 418</p>

## AGENDA ITEM SUMMARY

<b>Title</b>	WIOA Primary Indicators of Performance PY2024 and 2025
<b>Strategic Plans/Goals</b>	Clear, Credible, and Trustworthy Commitments and Projects
<b>Policy/Plan/Law</b>	Workforce Innovation and Opportunity Act (WIOA) Title I Programs and Title III Wagner-Peyser (WP) Act; Training and Employment Guidance Letter No. 09-17
<b>Action Requested</b>	None - Information Only
<b>Background</b>	<p>The State of Florida negotiated and agreed upon levels of performance for WIOA programs and Wagner Peyser-funded activities for PYS 2024-2025 with the United States Department of Labor, Employment, and Training Administration. Once the State levels were agreed upon, CareerSource Florida (CSF) and the Department of Commerce (FLORIDACOMMERCE) negotiated performance levels with each Local Workforce Development Board.</p> <p>Staff will review negotiated performance levels for program years 2024 and 2025 for the Workforce Innovation and Opportunity Act (WIOA) Title I and Title III programs.</p>
<b>Staff Recommendations</b>	None - Information Only
<b>Supporting Material</b>	LWDB20 WIOA Primary Indicators of Performance - PY2024 and 2025
<b>Board Staff</b>	Brian Bauer President/CEO <a href="mailto:bbauer@careersourcerc.com">bbauer@careersourcerc.com</a> (866) 482-4473 ext. 418



<b>LWDA 20 CareerSource Research Coast WIOA Performance Measures</b>	<b>PY2024 Negotiated Performance Levels</b>	<b>PY2025 Negotiated Performance Levels</b>
<b>Adults:</b>		
Employed 2nd Qtr. After Exit	93.3	93.3
Employed 4th Qtr. After Exit	91.1	91.1
Median Wage 2nd Quarter After Exit	\$9,886	\$9,886
Credential Attainment Rate	85.7	85.7
Measurable Skill Gains	71.2	71.2

<b>Dislocated Workers:</b>		
Employed 2nd Qtr. After Exit	92.0	92.0
Employed 4th Qtr. After Exit	91.0	91.0
Median Wage 2nd Quarter After Exit	\$10,000	\$10,250
Credential Attainment Rate	89.2	89.2
Measurable Skill Gains	79.9	79.9

<b>Youth:</b>		
Employed 2nd Qtr. After Exit	80.6	80.6
Employed 4th Qtr. After Exit	73.0	73.0
Median Wage 2nd Quarter After Exit	\$3,500	\$3,800
Credential Attainment Rate	88.2	90.1
Measurable Skill Gains	86.3	86.3

<b>Wagner-Peyser:</b>		
Employed 2nd Qtr. After Exit	66.3	66.3
Employed 4th Qtr. After Exit	62.1	62.1
Median Wage 2nd Quarter After Exit	\$6,295	\$6,295

# Agenda Item 13

## AGENDA ITEM SUMMARY

Title	LWDB 20 Primary Indicators of Performance - 1st Quarter PY 2024-2025
Strategic Plans/Goals	Clear, Credible, and Trustworthy Commitments and Projects
Policy/Plan/Law	Workforce Innovation and Opportunity Act (WIOA) Title I Programs and Title III Wagner-Peyser (WP) Act; Training and Employment Guidance Letter No. 09-20
Action Requested	None - Information Only
Background	<p>The State of Florida must negotiate and agree upon performance levels for WIOA, and WP programs funded by the United States Department of Labor, Employment, and Training Administration. Once the state levels are established, the Department of Commerce (FLORIDACOMMERCE) must negotiate and reach agreements with the Local Workforce Development Boards for their local performance targets.</p> <p>Staff will review CareerSource Research Coast's performance for the 1st quarter of PY 2024-2025.</p>
Staff Recommendations	None - Information Only
Supporting Material	LWDB 20 PY 2024-2025 1st Quarter Performance
Board Staff	<p>Brian Bauer President/CEO <a href="mailto:sbatton@careersourcerc.com">sbatton@careersourcerc.com</a> (866) 482-4473 ext. 418</p>

LWDB 20

Measures	PY2023-2024 1st Quarter Performance	PY2023-2024 % of Performance Goal Met For Q1	PY2023-2024 2n Quarter Performance	PY2023-2024 % of Performance Goal Met For Q2	PY2023-2024 3rd Quarter Performance	PY2023-2024 % of Performance Goal Met For Q3	PY2023-2024 4th Quarter Performance	PY2023-2024 % of Performance Goal Met For Q4	PY2023-2024 Performance Goals	PY2024-2025 1st Quarter Performance	PY2023-2024 % of Performance Goal Met For Q4	PY2024-2025 Performance Goals
<b>Adults:</b>												
Employed 2nd Qtr After Exit	93.50	102.07	93.80	102.40	94.70	103.38	94.70	103.38	91.60	97.6	104.61	93.3
Median Wage 2nd Quarter After Exit	\$12,798	139.06	\$12,901	140.18	\$12,301	133.66	\$13,000	141.26	\$9,203	\$13,586	137.43	\$9,886
Employed 4th Qtr After Exit	85.90	94.29	91.00	99.89	90.70	99.56	93.80	102.96	91.10	92.6	101.65	91.1
Credential Attainment Rate	89.60	101.82	94.70	107.61	94.40	107.27	94.30	107.16	88.00	95.5	111.44	85.7
Measurable Skill Gains	80.60	94.49	79.40	93.08	80.30	94.14	99.30	116.41	85.30	77.3	108.57	71.2
<b>Dislocated Workers:</b>												
Employed 2nd Qtr After Exit	92.90	105.57	81.80	92.95	100.00	113.64	100.00	113.64	88.00	100	108.70	92
Median Wage 2nd Quarter After Exit	\$9,784	113.27	\$9,749	112.86	\$9,399	108.81	\$9,749	112.86	\$8,638	\$11,382.50	113.83	\$10,000
Employed 4th Qtr After Exit	82.10	88.76	92.30	99.78	92.90	100.43	90.90	98.27	92.50	100	109.89	91
Credential Attainment Rate	88.20	116.98	85.70	113.66	85.70	113.66	100.00	132.63	75.40	100	112.11	89.2
Measurable Skill Gains	81.80	105.82	75.00	97.02	75.00	97.02	100.00	129.37	77.30	90.9	113.77	79.9
<b>Youth:</b>												
Employed 2nd Qtr After Exit	73.50	90.52	77.80	95.81	82.50	101.60	87.30	107.51	81.20	90	111.66	80.6
Median Wage 2nd Quarter After Exit	\$4,158	127.49	\$3,935	120.67	\$4,321	132.49	\$4,830	148.11	\$3,261	\$4,523.50	129.24	\$3,500
Employed 4th Qtr After Exit	65.50	83.12	78.40	99.49	82.40	104.57	85.70	108.76	78.80	90.5	123.97	73
Credential Attainment Rate	100.00	113.38	85.00	96.37	75.50	85.60	79.50	90.14	88.20	81.3	92.18	88.2
Measurable Skill Gains	95.20	117.53	96.40	119.01	90.60	111.85	98.80	121.98	81.00	90.1	104.40	86.3
<b>Wagner Peyser:</b>												
Employed 2nd Qtr After Exit	64.40	98.62	63.80	97.70	63.90	97.86	63.60	97.40	65.30	64.9	97.89	66.3
Median Wage 2nd Quarter After Exit	\$7,208	130.10	\$7,424	134.01	\$7,239	130.67	\$7,426	134.04	\$5,540	\$7,535	136.01	\$6,295
Employed 4th Qtr After Exit	62.30	99.52	61.20	97.76	61.90	98.88	62.50	99.84	62.60	63	100.64	62.1

Not Met (less than 90% of negotiated)
Met (90-100% of negotiated)
Exceeded (greater than 100% of negotiated)

# Agenda Item 14

## AGENDA ITEM SUMMARY

<b>Title</b>	One-Stop Operator Quarterly Reports 1st and 2nd Quarter - PY 2024-2025
<b>Strategic Plans/Goals</b>	Effective Utilization of Current and Timely Operational Intelligence for all Stakeholders
<b>Policy/Plan/Law</b>	Workforce Innovation and Opportunity Act (WIOA)/Role of the One-Stop Operator
<b>Action Requested</b>	None - Information Only
<b>Background</b>	<p>The One-Stop Operator’s major function is the coordination of the service delivery among the required One-Stop System Partners and their programs for the Local Workforce Development Area 20 (LWDA 20), CareerSource Research Coast. The One-Stop Operator will navigate between the One-Stop Partners to ensure there is coordination of service delivery for employers and job seekers within the LWDA 20 One-Stop System.</p> <p>The One-Stop Operator requires a submission of written, quarterly reports to the Board of Directors regarding the progress towards the established goals of the One-Stop Operator.</p>
<b>Staff</b>	
<b>Recommendations</b>	None - Information Only
<b>Supporting Material</b>	One-Stop Operator Quarterly Report - Q1 and Q2 - PY 2024-2025
<b>Board Staff</b>	Brian Bauer President/CEO <a href="mailto:bbauer@careersourcerc.com">bbauer@careersourcerc.com</a> (866) 482-4473 ext. 418

# One-Stop Operator Quarterly Report

## First Quarter Program Year 2024-25

Date: 10/14/2024

### 1. Overall Duty of the Comprehensive One-Stop Career Center Operator

**Workforce Coordination Consulting, LLC (WCC)** continues as the Comprehensive One-Stop Operator as their contract was renewed and signed effective July 1, 2024 through June 30, 2025. Planning and Oversight meetings have been held monthly during this quarter with CareerSource Research Coast (CSRC) Administration and the WCC partners, Eleanor Eberhart-Chin and Glenda Harden. WCC's major function is the coordination of the service delivery among the Comprehensive One-Stop Partners and their programs. WCC is responsible to navigate between the Comprehensive One-Stop partners to ensure there is coordination of service delivery for employers and career seekers within the LWDB 20 One-Stop System.

### 2. Memorandums of Understanding (MOUs) and Infrastructure Agreements (IFAs)

**MOU** – Workforce Coordination Consulting, LLC., as the Comprehensive One-Stop Operator, worked with each of the Comprehensive One-Stop Partners to update their MOUs to reflect any changes/modifications and to ensure compliance with Comprehensive One-Stop Career Center Federal and State regulations and requirements. The MOU covering the period of July 2024 through June 2027 has been updated, finalized and sent out to all partners for signature. Partner signatures have been obtained with the exception of the Department of Vocational Rehabilitation and the Division of Blind Services. WCC has continuously followed the progress on signature from these two partners.

**IFA** – Timesheets and the Time Records for Program Year 23-24 Quarter 4 have been sent to all partners to document their actual time spent in the Comprehensive One-Stop Career Center. In return, partners are submitting their required quarterly time records for invoicing. Invoices for Quarter 4 have been sent to all partners. Timesheets and Time Records for Quarter 1 of Program Year 24-25 will be sent to all partners this month, October 2024.

### 3. Coordination and Collaboration Activities

- **Partner Meetings** –WCC has met with the required Partners and their staff as needed throughout the quarter to provide guidance and assistance.

The Program Year 24-25 First Quarter Meeting was held in person at the CareerSource Research Coast Administrative Offices on 09/24/2024. The meeting was well attended by the Partners and their staff. A meeting Agenda was prepared and shared with all. Partners were reminded of their responsibilities as Partners in the One-Stop System and discussion followed regarding the required Quarterly Time Records, Sign In Sheets, Signature status of the updated MOU/IFA, Referrals utilizing the Crosswalk system and results of the Customer Satisfaction Survey. Questions, answers and comments were addressed.

Tracey McMorris, Vice President of Operations, Career Source Research Coast, provided an update on the relocation of the Comprehensive One-Stop Career Center. Due to the timeline change of the relocation of the Comprehensive One-Stop Career Center, CareerSource Research Coast's reduction in funding resulting in closure of the Indian River and Martin County Centers and relocation of staff to the Garden City site, there will not be space at this time for partners to provide their services at this current site. It was agreed upon at this Meeting that partners would provide virtual services for the Comprehensive One-Stop Career Center at the Garden City location until an estimated date in January 2025.

# One-Stop Operator Quarterly Report

## First Quarter Program Year 2024-25

Date: 10/14/2024

Partners were asked to send a schedule indicating when their organization would be available to provide virtual coverage for One-Stop customers wanting to access information/Services from their organization.

A discussion regarding the status of agency signatures on the Comprehensive One-Stop Career Center Memorandum of Understanding (MOU)/Infrastructure Agreement (IFA) followed. The updated "Umbrella MOU" and the IFA has been updated and finalized by all partners for the July 2024 through June 2027 time period and sent to all Partner Agency Officials for signature. The Department of Vocational Rehabilitation and the Department of Blind Services has not provided signatures as of this report. Workforce Coordination Consulting has provided continuous follow-up on this matter. These partners have reported the holdup on signatures is at the State level. Workforce Coordination has reported this to Brian Bauer, CEO, CareerSource Research Coast. The MOU/IFA is effective as of July 1, 2024.

Updates regarding their organization's programs and services were provided by each of the Partners.

The Partners Quarterly Meeting Agenda and Minutes are attached for review.

**Customer Satisfaction Survey** - Utilizing the strategy determined at the CSRC and Workforce Coordination Consulting monthly meeting, there were no results for this first quarter. At the Partner's Fourth Quarterly Meeting, the Customer Satisfaction Survey method had been revamped. Staff at the Comprehensive One-Stop Career Center, including partner staff onsite, were to request customers to complete the survey while they are at the Center. Workforce Coordination Consulting will resend the link to the Customer Satisfaction Survey to all the Partners.

**Client Referrals** - During the fourth quarter of Program Year 23-24 there were 41 referrals from the One-Stop System partners. CSRC referred 39 customers to other partner services and Indian River State College referred 2 customers to other partner services. Referrals are submitted through the Crosswalk system which is being 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.

#### **4. Conflict of Interest**

Currently, WCC has no conflicts of interest.

#### **5. Complying with Federal Regulations and Procurement Policies**

CSRC followed federal guidelines and procurement policies as outlined in their Administrative Plan in procuring and contracting with Workforce Coordination Consulting, LLC as the Comprehensive One-Stop Career Center Operator. Recent monitoring of their practices was completed by their contracted Monitoring firm the week of October 30<sup>th</sup> 2023. As the Comprehensive One-Stop Career Center Operator, WCC is responsible for monitoring the Comprehensive One-Stop Career Center System. WCC has created a monitoring/compliance tool and met with CSRC Administration for review and approval of the tool.

#### **6. Recommendations**

The recommendation to request One-Stop Career Center customers to complete the Customer Satisfaction Survey at the time they complete their meeting/service at the Center was made at the Quarterly Partner's Meeting and reviewed at this meeting. Workforce Coordination Consulting will resend the link to the Survey to all partners. Partners were asked to send a schedule indicating when their organization would be available to provide virtual coverage for One-Stop customers wanting to access information/Services from their organization.

*Workforce Coordination Consulting, LLC*  
COMPREHENSIVE ONE-STOP CAREER CENTER  
**CAREERSOURCE RESEARCH COAST ADMINISTRATIVE OFFICES**

QUARTERLY PARTNERS MEETING AGENDA  
**September 24, 2024**

1. Welcome and Introductions
2. Sign In Sheet, Crosswalk/Referrals, Partner Invoices
3. Customer Satisfaction Survey
4. Update on Status of Signatures on updated Memorandum of Understanding/Infrastructure Funding Agreement
5. News/Updates from CareerSource Research Coast Administration/Tracey McMorris, Vice President
6. Partner Updates:
  - a. IRSC/CTE
  - b. IRSC/Adult Education
  - c. Farmworker Career Development Program
  - d. Vocational Rehabilitation
  - e. AARP Foundation
  - f. Division of Blind Services
  - g. St. Lucie County Community Services
7. Open Discussion
8. Next Meeting/Possible Dates TBA

# COMPREHENSIVE ONE-STOP CAREER CENTER QUARTERLY PARTNERS MEETING 09/24/2024 MINUTES

The Partner's Meeting was held at the CareerSource Research Coast Administrative Offices.

The Partner's Meeting was attended by the following:

- Eleanor Eberhart Chin, Workforce Coordination Consulting, LLC.
- Glenda Harden, Workforce Coordination Consulting, LLC.
- Tracey McMorris, CareerSource Research Coast
- Dale Shepperson, CareerSource Research Coast
- Gregory McDonald, CareerSource Research Coast
- Michael Hildago, Indian River State College
- Zachary Hoge, Vocational Rehabilitation
- Adilene Levins, Farmworker Career Development Program, Indian River State College
- Jenny Champagne, Economic Opportunities Center, Indian River State College
- Jeri Ewing, Economic Opportunities Center, Indian River State College
- Stacy Benezra, AARP
- Rocio Santana, Adult Education, Indian River State College
- Shawanda Mitchell, Adult Education, Indian River State College
- Troy Shearer, Workforce, Indian River State College
- Sherika Perez/Division of Blind Services
- Alison Lopez-Ramirez, Indian River State College

St. Lucie County Community Center was not in attendance.

The Quarterly Partner's Meeting Agenda was emailed to all partners in advance, extra copies of the Agenda were made available to all in attendance. Welcome and introductions followed.

The Customer Satisfaction Survey was discussed. In an effort to receive more responses from customers, at the last quarterly meeting, it was agreed Partner organizations would request their customers to complete the survey at the end of their meeting with them. This method has also proven to be unsuccessful. Partners were asked if they remembered to request customers to complete the survey at the time of their meeting. Eleanor will resend the link to all the Partners for the Customer Satisfaction Survey.

The Crosswalk Referral System was discussed. Workforce Coordination Consulting requests that each partner send a report monthly/quarterly report regarding the referrals they have made of their customers, to other organizations. The reason for the report was explained. Discussion



followed regarding the method to be utilized to establish an Administrator for the Crosswalk System for each organization.

The Updated Memorandum of Understanding for the period of July 2024 through June 2027 was discussed. The MOU has been finalized and sent to all the Partner Organizations for signature. Signatures from the Department of Vocational Rehabilitation and the Division of Blind Services have not been provided. Glenda explained that in her follow-up with these partners, she was informed the hold-up was at the State level. Glenda will continue to follow up with these partners. A copy of the MOU/IFA will be sent to all Partners when all signatures are secured.

Updates regarding their organization's programs and services were provided by each of the Partners as follows:

Tracey McMorris, Vice President of Operations, Career Source Research Coast, provided an update on the relocation of the Comprehensive One-Stop Career Center. Due to the timeline change of the relocation of the Comprehensive One-Stop Career Center, CareerSource Research Coast's reduction in funding resulting in closure of the Indian River and Martin County Centers and relocation of staff to the Garden City site, there will not be space at this time for partners to provide their services at this current site. It was agreed upon at this Meeting that partners would provide virtual services for the Comprehensive One-Stop Career Center at the Garden City location until an estimated date in January 2025.

Michael Hildago, IRSC/CTE provided Flyers regarding their Apprenticeship programs. Michael also provided information about their AS Degree programs, EPT and Lab Tech. IRSC has partnered with HCI and FPL for these programs. The IRSC School of Business is offering an A.S. Degree in Supervision and Management. Students enrolled in this program can earn up to 24 credits toward their A.S. Degree if they have earned other college certificates/licensures.

Alison Lopez-Ramirez, IRSC, provided a flyer and information about the new Culinary, Hospitality and Tourism Program. There will be an open house event on 10/17/24. There will also be a Career Expo on 10/09/24 at IRSC. Flyers with this information were distributed to partner staff.

The Adult Education Department of IRSC reported on their GED program, there are approximately 300 students, many are migrants and undocumented, Adult Ed has an Integrated Education and Training Program which combines ESOL with a CNA program/certification.

The Economic Opportunity Center reported staff has been very involved in community outreach to reach underserved populations in an effort to engage these individuals, ages 19+, to continue their education and/or training and to connect them with the resources they may need to be successful.

The Division of Blind Services continues to have a significant shortage of staff. At this time, they are focusing on work experience for their participants.

Stacy with AARP discussed their SCSEP program and explained that individuals have to be determined eligible to participate. Eligibility factors are low to moderate income, age and income. AARP has been working on new marketing materials for their programs and Stacy will email them to Partners when they are released.

Gregory with CareerSource announced a Hiring Event with Coca Cola and the Blackburn Center on 10/23/204 and the Veteran's Job Fair which will occur in November. Gregory will email Partners flyers regarding these events.

Adilene with the Farmworker Career Development Program discussed the program's mission and eligibility requirements, explaining the different categories of Farmwork employment. The program is looking for youth aged 14+ who may be eligible.

Possible dates after the 6<sup>th</sup> of January were discussed for the next meeting.

The meeting was adjourned at 11:45 am.

# One-Stop Operator Quarterly Report Second Quarter Program Year 2024-25

Date: 01/10/2025

## 1. Overall Duty of the Comprehensive One-Stop Career Center Operator

**Workforce Coordination Consulting, LLC (WCC)** continues as the Comprehensive One-Stop Operator as their contract was renewed and signed effective July 1, 2024 through June 30, 2025. Planning and Oversight meetings have been held monthly during this quarter with CareerSource Research Coast (CSRC) Administration and the WCC partners, Eleanor Eberhart-Chin and Glenda Harden. WCC's major function is the coordination of the service delivery among the Comprehensive One-Stop Partners and their programs. WCC is responsible to navigate between the Comprehensive One-Stop partners to ensure there is coordination of service delivery for employers and career seekers within the LWDB 20 One-Stop System.

## 2. Memorandums of Understanding (MOUs) and Infrastructure Agreements (IFAs)

**MOU** – Workforce Coordination Consulting, LLC., as the Comprehensive One-Stop Operator, worked with each of the Comprehensive One-Stop Partners to update their MOUs to reflect any changes/modifications and to ensure compliance with Comprehensive One-Stop Career Center Federal and State regulations and requirements. The MOU covering the period of July 2024 through June 2027 has been updated, finalized and sent out to all partners for signature. Partner signatures have been obtained with the exception of the Division of Blind Services.

At the request of the Division of Blind Services, in the following paragraph of the Assurances Section of the MOU the statement that is bolded was removed: *The Partners to this MOU shall not exclude from participation, discriminate against, or deny employment services or benefits to any person, including trainees, in the administration of, or in connection with any programs administered by the Partners on the grounds of race, color, sex, religion, mental or physical disability, age, political affiliation, belief, national origin, marital status, application for Workers' Compensation benefits, juvenile justice record, **sexual orientation or perceived sexual orientation, or association with any person with, or perceived to have one or more of the above-named characteristics.** Each Comprehensive One-Stop Career Center customer shall have recourse through the appropriate complaint procedure.*

WCC sent the amended MOU to our Division of Blind Services Partner contact on 12/4/2024, along with the signature page. Follow up on the status of signature was made on 1/6/2025 with no reply. WCC has conferred with CSRC CEO regarding this matter.

**IFA** – Invoices and required payments for Quarter 4 of Program Year 2023 – 2024 have been completed. Currently, due to the lack of space available at the Comprehensive One-Stop Career Center, Partners are providing a virtual presence. Because partners do not have an actual presence at the Career Center, invoicing has been postponed until further notice.

## 3. Coordination and Collaboration Activities

**Partner Meetings** –WCC has met with the required Partners and their staff as needed throughout the quarter to provide guidance and assistance.

The Program Year 24-25 Second Quarter Meeting was held in person at the main campus of Indian River State College on 12/10/2024. The meeting was attended by the Partners and their staff with an excused absence of AARP and an absence of the Division of Blind Services. A meeting Agenda was prepared and shared with all. Gregory McDonald, CSRC, provided a presentation and information/instructions on the process of accessing virtual services to customers of the Comprehensive One-Stop Career Center. Partners were reminded of their

# One-Stop Operator Quarterly Report Second Quarter Program Year 2024-25

Date: 01/10/2025

responsibilities as Partners in the One-Stop System and discussion followed regarding the schedule for virtual services, reporting, signature status of the updated MOU/IFA, referrals utilizing the Crosswalk system and results of the Customer Satisfaction Survey. Questions, answers and comments were addressed.

A discussion regarding the status of agency signatures on the Comprehensive One-Stop Career Center Memorandum of Understanding (MOU)/Infrastructure Agreement (IFA) followed. The updated "Umbrella MOU" and the IFA has been updated and finalized by all partners for the July 2024 through June 2027 time period and all Partner Agency Officials have provided signature with the exception of the Department of Blind Services (DBS). An explanation of the reason for the delay of DBS was provided to the Partners. The MOU/IFA is effective as of July 1, 2024.

Updates regarding their organization's programs and services were provided by each of the Partners.

The Partners Quarterly Meeting Agenda and Minutes are attached for review.

**Customer Satisfaction Survey** - Utilizing the strategies determined at the CSRC and Workforce Coordination Consulting quarterly meetings, there were still no results for this second quarter. It was suggested by the Partners to supply their clients with the QR Code for the Customer Satisfaction Survey when meeting with them. For follow up, WCC sent the QR code to all Partners.

**Client Referrals** - During the second quarter of Program Year 24-25 there were 14 referrals from the One-Stop System partners. CSRC referred 13 customers to other partner services and received 32 referrals. The Department of Vocational Rehabilitation referred one customer to other partner services and received two referrals. St. Lucie County Community Services received two referrals. Referrals are submitted through the Crosswalk system which is being 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.

## **4. Conflict of Interest**

Currently, WCC has no conflicts of interest.

## **5. Complying with Federal Regulations and Procurement Policies**

CSRC followed federal guidelines and procurement policies as outlined in their Administrative Plan in procuring and contracting with Workforce Coordination Consulting, LLC as the Comprehensive One-Stop Career Center Operator. WCC is responsible for monitoring the Comprehensive One-Stop Career Center System. WCC has created a monitoring/compliance tool and met with CSRC Administration for review and approval of the tool. WCC plans to monitor the Comprehensive One-Stop Career Center System in the third quarter of the 2024 -2025 Program Year.

## **6. Recommendations**

The recommendation to supply the QR Code to referred One-Stop Career Center customers to complete the Customer Satisfaction Survey at the time they complete their meeting/service was reviewed at this meeting. Workforce Coordination Consulting was asked to send the QR Code to all Partners. Partners asked questions regarding the eligibility requirements for a client to receive WIOA funding. WCC provided information regarding the eligibility requirements and the process for qualifying clients/customers for WIOA services. The WIOA informational flyers and checklist provided at a past Quarterly Partners Meeting was sent again to all partners.

*Workforce Coordination Consulting, LLC*  
COMPREHENSIVE ONE-STOP CAREER CENTER  
**Indian River State College Main Campus**  
**3209 Virginia Avenue, Ft. Pierce FL**  
**Building Y, Room 108**

QUARTERLY PARTNERS MEETING AGENDA  
**December 10, 2024**

1. Welcome and Introductions
2. Crosswalk/Referrals
3. Process for Virtual Services Delivery
4. Update on Status of Signatures on updated Memorandum of Understanding/Infrastructure Funding Agreement
5. Customer Satisfaction Survey
6. Partner Updates:
  - a. IRSC/CTE
  - b. IRSC/Adult Education
  - c. Farmworker Career Development Program
  - d. Vocational Rehabilitation
  - e. AARP Foundation
  - f. Division of Blind Services
  - g. St. Lucie County Community Services
  - h. CareerSource Research Coast
7. Open Discussion
8. Next Meeting/Possible Dates TBA

# COMPREHENSIVE ONE-STOP CAREER CENTER QUARTERLY PARTNERS MEETING 12/10/2024 MINUTES

The Partner's Meeting was held at the main campus of Indian River State College, Building Y.

The Partner's Meeting was attended by the following:

- Eleanor Eberhart Chin, Workforce Coordination Consulting, LLC.
- Glenda Harden, Workforce Coordination Consulting, LLC.
- Adriene Jefferson, Indian River State College
- Gregory McDonald, CareerSource Research Coast
- Michael Hildago, Indian River State College
- Emily Hough, Vocational Rehabilitation
- Betty Guerrero, Farmworker Career Development Program, Indian River State College
- Jenny Champagne, Economic Opportunities Center, Indian River State College
- Jeri Ewing, Economic Opportunities Center, Indian River State College
- Shatoya Bradly, St. Lucie County Community Services
- Alison Lopez-Ramirez, Indian River State College

AARP excused absence, Division of Blind Services was not in attendance.

The Quarterly Partner's Meeting Agenda was emailed to all partners in advance, extra copies of the Agenda were made available to all in attendance. Welcome and introductions followed.

The Crosswalk Referral System was discussed. Workforce Coordination Consulting requests that each partner send a report monthly/quarterly report regarding the referrals they have made of their customers, to other organizations. Partners were reminded to send this report in a timely manner.

Gregory McDonald, CSRC, provided a presentation and information/instructions on the process of accessing virtual services to customers of the Comprehensive One-Stop Career Center.

An update on the status of signatures on the updated MOU/IFA was discussed.

Partner signatures have been obtained with the exception of the Division of Blind Services. The following information was shared with the Partners:

At the request of the Division of Blind Services, in the following paragraph of the Assurances Section of the MOU the statement that is bolded was removed: ***The Partners to this MOU shall not exclude from participation, discriminate against, or deny employment services or benefits to any person, including trainees, in the administration of, or in connection with any programs administered by the Partners on the grounds of race, color, sex, religion, mental or physical***

*disability, age, political affiliation, belief, national origin, marital status, application for Workers' Compensation benefits, juvenile justice record, **sexual orientation or perceived sexual orientation, or association with any person with, or perceived to have one or more of the above-named characteristics.** Each Comprehensive One-Stop Career Center customer shall have recourse through the appropriate complaint procedure.*

WCC sent the amended MOU to the Division of Blind Services Partner contact on 12/4/2024, along with the signature page.

The Customer Satisfaction Survey was discussed. There were still no results for this second quarter. It was suggested by the Partners to supply their clients with the QR Code for the Customer Satisfaction Survey when meeting with them. For follow up, WCC sent the QR code to all Partners.

Updates regarding their organization's programs and services were provided by each of the Partners.

Open Discussion followed. Partners asked questions regarding the eligibility requirements for a client to receive WIOA funding. WCC provided information regarding the eligibility requirements and the process for qualifying clients/customers for WIOA services. The WIOA informational flyers and checklist provided at a past Quarterly Partners Meeting will be sent again to all partners.

The meeting was adjourned at 11:10 am.

## AGENDA ITEM SUMMARY

<b>Title</b>	Workforce Readiness Taskforce 4th Quarter Report
<b>Strategic Plans/Goals</b>	Administration & Strategic Planning
<b>Policy/Plan/Law</b>	CareerSource Florida Strategic Policy - Education and Industry Consortiums
<b>Action Requested</b>	Review Workforce Readiness Taskforce (Education and Industry Consortium) Quarterly Report
<b>Background</b>	<p>Section 445.007(15), Florida Statutes, requires each local workforce development board to create an education and industry consortium composed of representatives of educational entities and businesses in the designated workforce service delivery area.</p> <p>This policy requires local workforce development boards to appoint education and industry consortiums composed of local leaders who provide independent information from stakeholders in their local area. Local workforce development boards shall consider this information in creating strategies and local plans that describe efforts to provide educational and workforce opportunities to businesses and job seekers. The goal is to align educational programming with industry needs at the local level.</p> <p>This policy applies to local education and industry consortiums and the local workforce development boards that appoint them. Education and industry consortiums act as independent advisory groups. Members do not have any direct or implied authority over local workforce development boards, their membership, or employees.</p>
<b>Staff Recommendations</b>	Review Workforce Readiness (Education and Industry Consortium) 4th Quarter Report
<b>Supporting Material</b>	Workforce Readiness Taskforce 4th Quarterly Report
<b>Board Staff</b>	<p>Brian Bauer            President/CEO  <a href="mailto:bbauer@careersourcerc.com">bbauer@careersourcerc.com</a>            (866) 482-4473 ext. 418</p>



# LWDB 20, CareerSource Research Coast (CSRC) Workforce Readiness Taskforce QUARTERLY REPORT

## A. GENERAL INFORMATION

**Report quarter:** Quarter 4, 2024

**Date of meeting:** December 5, 2024

**Report prepared by:** Christina Coble, CSRC Business Services Manager

**Local workforce development board contact:** Christina Coble, Business Services Manager

**Date:** 12/18/2024

## B. ATTENDANCE

Name	Organization	Industry or Education Organization	Contact Information
Bill Wilcox	Phoenix Metal Products	Manufacturing	772-595-6586 Bill.wilcox@earthlink.net
Linda Fitzpatrick	Keiser University	Keiser University	772-398-9900 lfitzpatrick@keiseruniversity.edu
Lana Barros	Martin County School District	Martin County School District	772-219-1200 barros1@martinschools.org
Prashanth Pilly	Indian River State College	Indian River State College	772-462-7212 ppilly@irsc.edu
Kristine Burr	School District of Indian River County	School District of Indian River County	772-564-4970 Kristine.burr@indianriverschools.org
Karen Giovengo	HCA Lawnwood Hospital	Healthcare	772-468-4500 Karen.giovengo@healthcare.com

Aliesha Seitz	St. Lucie Public Schools	St. Lucie Public Schools	772-429-5559 Aliesha.seitz@stlucieschools.org
Name	Organization	Industry or Education	Contact Information
Christi Shields	Treasure Coast Technical College	Treasure Coast Technical College	772-564-5006 Chirsti.shields@indianriverschools.org
Dana Caputo (guest presenter)	St. Lucie Public Schools	St. Lucie Public Schools	
Anita Fischer (guest)	Economic Development Council of St. Lucie County	Economic Development Council of St. Lucie County	
Kevin Farrell (guest presenter)	Martin County School District	Martin County School District	
Helene Caseltine (guest)	Indian River County Chamber of Commerce	Indian River County Chamber of Commerce	
Jessica Warren (guest)	Martin County School District	Martin County School District	
Christina Coble (guest)	CareerSource Research Coast	CareerSource Research Coast	
Jennifer Eimann	CareerSource Research Coast	CareerSource Research Coast	

## B. SUMMARY REPORT

### 1. Summary analysis of the local labor market based on the industry representative needs and education offerings. (Provide summary)

As a result of feedback received and to engage the Taskforce in providing input and take action regarding local labor market needs within their individual industries, an overview and explanation of CSRCs Local Targeted Occupations

List (LTOL) was presented, including how it is used locally, and how the Taskforce members may be able to contribute to shaping it.

The review included background information stating that the FloridaCommerce Bureau of Labor Market Statistics (LMS) publishes Florida's statewide demand occupations list and local area demand occupations lists of high growth/high wage occupations in demand annually. These lists are used by local workforce development boards (LWDBs) to create a local targeted occupations list (LTOL). A LTOL is a list of occupations in demand based on high growth and/or high wages in the local area. Each LWDB can use LMS's demand occupations list and other resources to develop their LTOL.

Specifically, the LTOL outlines the occupations that LWDB20/CareerSource Research Coast (CSRC) can consider for funding for training purposes using the Workforce Innovation & Opportunity Act (WIOA) grant. For example, if the WIOA grant is spent on an on-the-job training opportunity with an employer through subsidizing the salary of somebody that that employer hires and is willing to train, the occupation the job seeker is being trained for must appear on the LTOL.

Likewise, if CSRC is funding tuition, books or fees for students in educational programs at one of our local post-secondary institutions such as IRSC, Keiser, Treasure Coast Technical College, Fortis, and TCMI using WIOA funds, the program of study must align with one of the occupations that appear on the LTOL.

As an action item, the current occupations on the LTOL were reviewed, and Taskforce members were provided a current copy of the LTOL and asked to review the list for occupations related to their industry sectors. If the members recognize any occupational omissions in their industry of focus, they should reach out to Christina Coble, Business Services Manager, and work with the Business Services team to see if labor market information data supports adding the occupations(s) to the LTOL. Additions to LTOL are reviewed quarterly and must go through the CSRC Board of Directors for approval.

Publishing a complete and accurate list of occupations in demand in the local area will ensure training funds are used appropriately to meet industry and educational needs and support the local labor market.

## **2. Information on priority industry sectors and occupations for the local area. (Provide summary)**

A follow-up discussion regarding the state Master Credentials List was held. Christina Coble, Business Services Manager, explained that the Master Credentials List is a comprehensive list of state-approved degree and non-degree credentials of value that prepare Floridians for in-demand occupations. The Master Credentials List application is open year-round for local workforce development boards to submit credentials for consideration and remove those no longer eligible.

As an update to the current review status of credentials at the state level, credentials flagged for removal from the Master Credentials List will not be removed until two years after they are flagged, so there is time for the consortium members/industry partners to discuss further how their removal from the Master Credentials List could impact credentialing requirements for hiring purposes and submit documentation to have them reinstated under local demand. Previously, flagged credentials would be removed in a one-year time frame. Additionally, the state's most recent state Local Targeted Occupations List is now used when determining demand for credentials, which has allowed for the reinstatement of many credentials previously flagged for removal.

There were 447 credentials originally flagged for removal, and there are currently 145 left. To prevent credentials from being removed, submissions must be completed by December 1st, 2025.

Ms. Coble encouraged the members to review the Master Credentials List and reach out to her in an effort to collect data/ and analyze data so that those requests can be submitted to the state for consideration.

Prashanth Pilly, Associate Vice Provost Academic Affairs, Indian River State College, stated that he is working in conjunction with representatives of other State Colleges in Florida to determine the best entities/areas of the state to put forth local demand considerations for credentials pending removal. He will continue to update CSRC and the Workforce Readiness Taskforce about their work so that we can support those applications, as needed, at the local level.

## **3. Information on the status of existing talent pipelines for in-demand occupations. (Provide summary)**

A discussion occurred regarding local school districts' Career and Technical Education (CTE) programs as a source of talent for local targeted industry sectors. As one focus of the Workforce Readiness Taskforce is identifying existing talent pipelines within our region, CTE programs provide trained talent with industry-recognized credentials. By increasing awareness of and enhancing industry partnerships with the high schools in the region, employers may better address their workforce needs.

During the meeting, each regional school district (St. Lucie, Indian River and Martin Counties) provided a brief overview of the Career and Technical Education (CTE) programs offered within their districts' high schools and information regarding how local business partners can become more involved.

A. Dana Caputo, Program Specialist, St. Lucie Public Schools, presented slides outlining all CTE programs for the six high schools in St. Lucie County. Additionally, she shared highlights of specific programs with the group to further explain the coursework contained within each:

- New additions to the St. Lucie West Centennial High School Career and Technical Education program are Aerospace, Early Childhood, and Marine Technology.
- Port St. Lucie High School offers Allied Health Assisting, a premier program, Nursing Assistant, and Biomedical Sciences. The high school also looks forward to partnering with Keiser University for its the Biomedical Sciences program of study, bringing together secondary and post-secondary students to work on applicable experiments and share knowledge and data.
- Fort Pierce Central High School offers Aerospace and Aviation, a long-standing program that has existed for 10+ years. It is a partnership between Embry-Riddle Aeronautical University, Fort Pierce Central High School, and St. Lucie Public Schools. Students study robotics and drone technology and can earn a drone safety industry certification.

Ms. Caputo stressed that all programs aim to prepare the student for success in college (any college) or direct entry into professional trades. She invited industry partners who want to get involved with these programs to contact Aliesha Seitz, Director of Career and Technical Education, for more information about joining an advisory board that brings the schools and employers together and provides advice, guidance, and support.

- B. Kristine Burr, Career and Technical Education Program Specialist, Indian River County Public Schools, presented information outlining the CTE programs for both high schools in Indian River County. She also provided additional details and highlights about several of the CTE programs offered.

Sebastian River High School offers a Promotional Enterprise program which is a school-based business that produces T-shirts, banners, and signs via a direct-to-garment printer. This program provides students with hands-on business experience and academic and technical skills for the job market.

Aerospace Technologies is also offered at Sebastian River High School. This program prepares students for opportunities in the aerospace and aeronautics industry. Students learn skills in testing, assembling, repairing, maintaining, or operating aircraft and spacecraft. The Aerospace Technologies program allows students to earn multiple industry certifications, such as Unmanned Aircraft Safety Certification, Visual Line of Sight System Operator, and FAA Private Pilot Ground School. The Unmanned Aircraft Safety Certification and the FAA Private Pilot Ground School can articulate into Gold Standard Career Pathways credit towards AS/AAS degrees.

Ms. Burr invited the taskforce members/employers to contact her for information on how to be involved in mentoring students and helping to develop leadership and technical skill competencies through motivation, awareness, and recognition, which is an integral part of the CTE programs offered.

- C. Kevin Farrell, Workforce Coach, Martin County School District, presented slides outlining the CTE programs for the three high schools in Martin County.

Mr. Farrell stated that Martin County is a diverse community, and the programs offered are designed to attract, retain, and grow students to be future-ready, which is also in alignment with their strategic plan. He provided additional details and highlights regarding the offered programs.

Jensen Beach High School offers Aerospace Technology, Engineering, Hospitality, and Tourism. Mr. Farrell explained that these programs provide career education instruction designed to strengthen and integrate basic academic skills, career and technical skills, and occupational awareness.

Martin County High School's Culinary Arts program is popular with students. Mr. Farrell also explained that the three high schools have robust Medical/Nursing programs.

South Fork High School offers numerous skilled trade programs such as HVACR (Air Conditioning, Refrigeration, & Heating) Technician, Agri-Technology, Automotive & Marine Technology, Building Construction Technology, Communications Technology, Digital Video Production, and Landscape Operations.

Mr. Farrell stressed that these programs empower students to chart individualized paths and access advanced academic and career options by offering these unique programs. This commitment to innovative education ensures students are well-prepared for future success in college, careers, and beyond.

## AGENDA ITEM SUMMARY

<b>Title</b>	Chair's Report
<b>Strategic Plans/Goals</b>	Operational Intelligence
<b>Policy/Plan/Law</b>	Board Procedure
<b>Action Requested</b>	None - Information Only
<b>Background</b>	The Chairperson will share information at the meeting with the Board.
<b>Staff Recommendations</b>	None - Information Only
<b>Supporting Material</b>	None- Information Only
<b>Board Staff</b>	Brian Bauer President/CEO <a href="mailto:bbauer@careersourcerc.com">bbauer@careersourcerc.com</a> 1-866-482-4473 ext. 418



## AGENDA ITEM SUMMARY

<b>Title</b>	LWDB20/CareerSource Research Coast - Updates
<b>Strategic Plans/Goals</b>	Operational Intelligence
<b>Policy/Plan/Law</b>	Board Procedure
<b>Action Requested</b>	None - Information Only
<b>Background</b>	Each meeting the President/CEO shares information with the Board on events and issues important for Board members to know.
<b>Staff Recommendations</b>	None - Information Only
<b>Supporting Material</b>	None - Information Only
<b>Board Staff</b>	Brian Bauer President/CEO <a href="mailto:bbauer@careersourcerc.com">bbauer@careersourcerc.com</a> (866) 482-4473 ext. 418

## Agenda Item 18

### AGENDA ITEM SUMMARY

<b>Title</b>	Open to the Board
<b>Strategic Plans/Goals</b>	Operational Intelligence
<b>Policy/Plan/Law</b>	Board Procedure
<b>Action Requested</b>	None - Information Only
<b>Background</b>	This agenda item gives Board members the opportunity to introduce issues for general discussion, make announcements pertinent to the Board or provide feedback.
<b>Staff Recommendations</b>	None - Information Only
<b>Supporting Material</b>	None - Information Only
<b>Board Staff</b>	Brian Bauer President/CEO <a href="mailto:bbauer@careersourcerc.com">bbauer@careersourcerc.com</a> (866) 482-4473 ext. 418

## AGENDA ITEM SUMMARY

<b>Title</b>	Open to the Public
<b>Strategic Plans/Goals</b>	Operational Intelligence
<b>Policy/Plan/Law</b>	Board Procedure
<b>Action Requested</b>	None - Information Only
<b>Background</b>	At each meeting the public is given the opportunity to address the Board on any issues applicable to the Board.
<b>Staff Recommendations</b>	None - Information Only
<b>Supporting Material</b>	None - Information Only
<b>Board Staff</b>	Brian Bauer President/CEO <a href="mailto:bbauer@careersourcerc.com">bbauer@careersourcerc.com</a> (866) 482-4473 ext. 418