



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

collaborate.
innovate.
lead.



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.

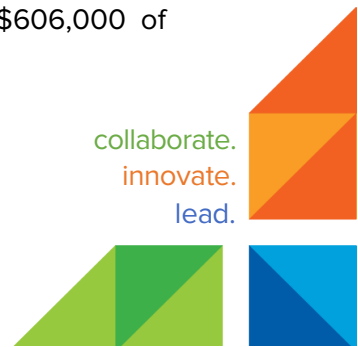
Agenda Item 4 - Review and Approve October and November Financial Reports - PY 2024-2025:

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.

BOARD SECRETARY CERTIFICATION

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

Brian Bauer
Secretary

2/11/2025
Date

Next Executive Committee Meeting – February 14, 2025

collaborate.
innovate.
lead.

