

# Treasure Coast Workforce Consortium

## MEETING AGENDA

### Meeting Details

**Date:** Tuesday, June 19, 2025

**Time:** 2:00 p.m. - 3:00 p.m.

**Location:** Microsoft Teams Meeting

### Virtual Meeting Access - Microsoft Teams

**Access Code:** 880 278 794#

**Phone:** (772) 800-5467

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

### Opening Remarks

1. Welcome & Call to Order
2. Roll Call

### Voting Items

3. Review and Approve Minutes from Treasure Coast Workforce Consortium Meeting - September 23, 2024
4. Review and Approve 2025-2026 Draft Budget
5. Individual Training Account (ITA) Waiver Request - PY 2025-2026
6. Review and Approve Appointment of Nominations of Directors to the Workforce Development Board of the Treasure Coast - PY 2025-2026
7. Review and Approve Board of Directors Membership Recertification - PY 2025-2026

### Information/Discussion

8. Legislative/CareerSource Florida Updates
  - WIOA Primary Indicators of Performance - 2<sup>nd</sup> Quarter PY 2024-2025
  - Letter Grade - Performance Update 2<sup>nd</sup> Quarter - PY 2024-2025
9. Adjournment

## AGENDA ITEM SUMMARY

<b>Title</b>	Consortium Meeting Minutes - September 23, 2024
<b>Strategic Plans/Goals</b>	Operational Intelligence
<b>Policy/Plan/Law</b>	Inter-local Agreement
<b>Action Requested</b>	Review and Approve Consortium Meeting Minutes - September 23, 2024
<b>Background</b>	All meetings of the Consortium are recorded, and the minutes are approved at the subsequent Consortium meeting.
<b>Staff</b>	
<b>Recommendations</b>	Review and Approve Consortium Meeting Minutes - September 23, 2024
<b>Supporting Material</b>	Consortium Meeting Minutes - September 23, 2024
<b>Board Staff</b>	Brian Bauer President/CEO <a href="mailto:bbauer@careersourcerc.com">bbauer@careersourcerc.com</a> 866-482-4473 ext. 418

# Treasure Coast Workforce Consortium Meeting Minutes

**September 23, 2024**

## **Opening Remarks**

1. Welcome
2. Roll Call

## **Voting Items**

3. Review and Approve Minutes from Treasure Coast Consortium Meeting - August 21, 2024
4. Review and Approve WIOA Local and Regional Workforce Plan Draft - PY 2025-2028
5. Review and Approve Acceptance of the Florida Department of Commerce (FLORIDACOMMERCE) Grantee/Subgrantee Agreement - PY 2024-2027

## **Information/Discussion**

6. CareerSource Research Coast Reorganization - PY 2024-2025
7. Adjournment

## **Members Participating by Teleconference:**

Commissioner Jamie Fowler, Commissioner Laura Moss

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

None

## **Members Excused:**

Doug Smith

## **Staff Participating In-Person:**

Brian Bauer, Lisa Delligatti, Jennifer Eimann

## **Called To Order:**

The meeting was called to order at 2:05 p.m.

**Agenda Item 3 - Review and Approve Minutes from Treasure Coast Consortium Meeting - August 21, 2024:**

Brian Bauer, President/CEO, moved to approve the August 21, 2024, Treasure Coast Consortium meeting as presented.

With no further discussion, Laura Moss moved to approve the Minutes from Treasure Coast Consortium Meeting - August 21, 2024, as presented. Jamie Fowler seconded the motion, which passed unanimously.

**Agenda Item 4 - Review and Approve Review and Approve Draft Budget - PY 2024-2025:**

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

Mr. Bauer presented the preliminary funding allocations for PY 2024-2025:

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

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

With no further discussion, Laura Moss moved to approve the Draft Budget - PY 2024-2025, as presented. Jamie Fowler seconded the motion, which passed unanimously.

**Agenda Item 5 - 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 boards are required to renew the agreement every three years.

A motion was made by Laura Moss to approve the Acceptance of the Florida Department of Commerce (FLORIDACOMMERCE) Grantee/Subgrantee Agreement - PY 2024-2027, as presented. Jamie Fowler seconded the motion. The motion passed unanimously.

**Agenda Item 6 - 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. We will close the Indian River Career and Martin County Career Centers effective October 2024. Likewise, the current administrative offices will also be closed. Mr. Bauer is working to finalize 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 includes at least six staff members and will occur on 9/30/2024.

Business will continue as usual, and all services will remain available to clients.

**Agenda Item 7 - Adjournment:**

With no further discussion, a motion was made by Jamie Fowler to adjourn the meeting at 2:43 pm. Laura Moss seconded the motion. The motion passed unanimously.

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**BOARD SECRETARY CERTIFICATION**

I hereby certify that these minutes reflect the proceedings of the Treasure Coast Workforce Consortium, have been reviewed by the Consortium, and approved or approved with modifications that have been incorporated herein.

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Brian Bauer  
Board Secretary

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Date

## AGENDA ITEM SUMMARY

<b>Title:</b>	2025-2026 Draft Budget
<b>Strategic Goal:</b>	Optimal Use of Resources
<b>Policy/Plan/Law:</b>	Workforce Innovation & Opportunity Act: Role of Local Workforce Boards
<b>Action Required:</b>	Review and Approve Preliminary Budget for PY 2025-2026
<b>Background:</b>	<p>Each year, the Board approves a budget for the following program year. Board Staff has received preliminary allocations for the WIOA, Wagner Peyser, and Welfare Transition programs for PY 2025-2026. The Finance department meets with Executive Management staff, and drafts a projected budget to present to the Board of Directors based on this preliminary information.</p> <p>Attached is a copy of the draft budget for the Executive Committee's review and approval. The Board will have the opportunity to approve the 2025-2026 budget at the Annual meeting on June 25, 2025.</p>
<b>Staff Recommendation:</b>	Approve the preliminary draft budget for PY 2025-2026
<b>Supporting Materials:</b>	Draft Budget PY 2025-2026
<b>Board Staff:</b>	Brian Bauer President/CEO <a href="mailto:bbauer@careersourcerc.com">bbauer@careersourcerc.com</a> (866) 482-4473 ext. 418



## Program Year 2025-2026 Budget

## **NARRATIVE OF EXPENDITURE CATEGORIES**

### **ADMINISTRATIVE**

This category represents the administrative portion of Indirect Costs. It includes fiscal audit and monitoring fees, costs related to providing support to the governing board, strategic planning, and administrative staff salaries and benefits that cannot be specifically identified with a specific grant.

### **WIOA YOUTH CONTRACT**

The subrecipient for the WIOA Youth program for PY24-25 is Eckerd Connects.

### **SALARIES AND BENEFITS**

This category contains the salaries, payroll taxes, insurances (health, vision, dental, short-term disability, and life), CSRC 401K match, and workers compensation.

### **CONTRACT LABOR**

Costs for Employer of Record temporary to conversion employees as well as any temporary positions for limited projects.

### **INCENTIVES AND STIPENDS**

Cost reported in this category represent incentives earned by Welfare Transition participants as well as any stipends paid to participants. Youth Summer of Success participant incentives are included in this category as well.

### **SUPPORT SERVICES NON-ITA**

This category represents supportive services which are not included in the Federal or State ITA categories. This includes but is not limited to: Assistance with transportation not related to training, assistance with child and dependent care, assistance with housing, needs related payments, legal services, and other supportive services to allow participants to engage in career services leading to employment.

### **SUPPORT SERVICES ITA**

Supportive services required for participation in a training program, including but not limited to: books, fees, equipment, supplies, uniforms, transportation necessary to attend training, drug tests, physicals, background checks, application, graduation, and GED fees, and license and exam fees.

### **TRAINING – ITA/OST/TAA**

This category represents the training and training certain support costs for participants. This includes Individual Training Accounts (ITA).

### **TRAINING- OJT**

On the Job Training (OJT) reimbursements paid to employers based on individual OJT training plans.



**TRAINING-CUST/EMPLOYED WORKER**

Expenditures for customized training plans and employed worker training agreements.

**WEX/INTERNSHIPS/PARTICIPANT WAGES**

Included in this category are Work Experience (other than WIOA Youth), Internships for participants and participant wages. Participant wages are generally Youth Summer of Success wages reimbursed to the EOR.

**TRAVEL**

This category includes employee paid mileage (based on the state approved rate), hotel, transportation and other allowed charges to attend meetings, conventions and the annual Workforce Summit.

**ONE STOP COSTS**

All costs associated with the operation of CSRC's One Stop Centers and mobile units. This may include but is not limited to facility and equipment rent, utilities, supplies, repairs, maintenance, and security.

**OTHER OPERATING COSTS**

This category represents the Administrative Office costs. This may include but is not limited to facility and equipment rent, utilities, non-capitalized equipment, staff development and training, dues and memberships, service charges and fees, marketing, professional fees, supplies, repairs and maintenance, security, and employee relations costs.

**ALLOCATED PROGRAM INDIRECT**

Allocable programmatic indirect costs.

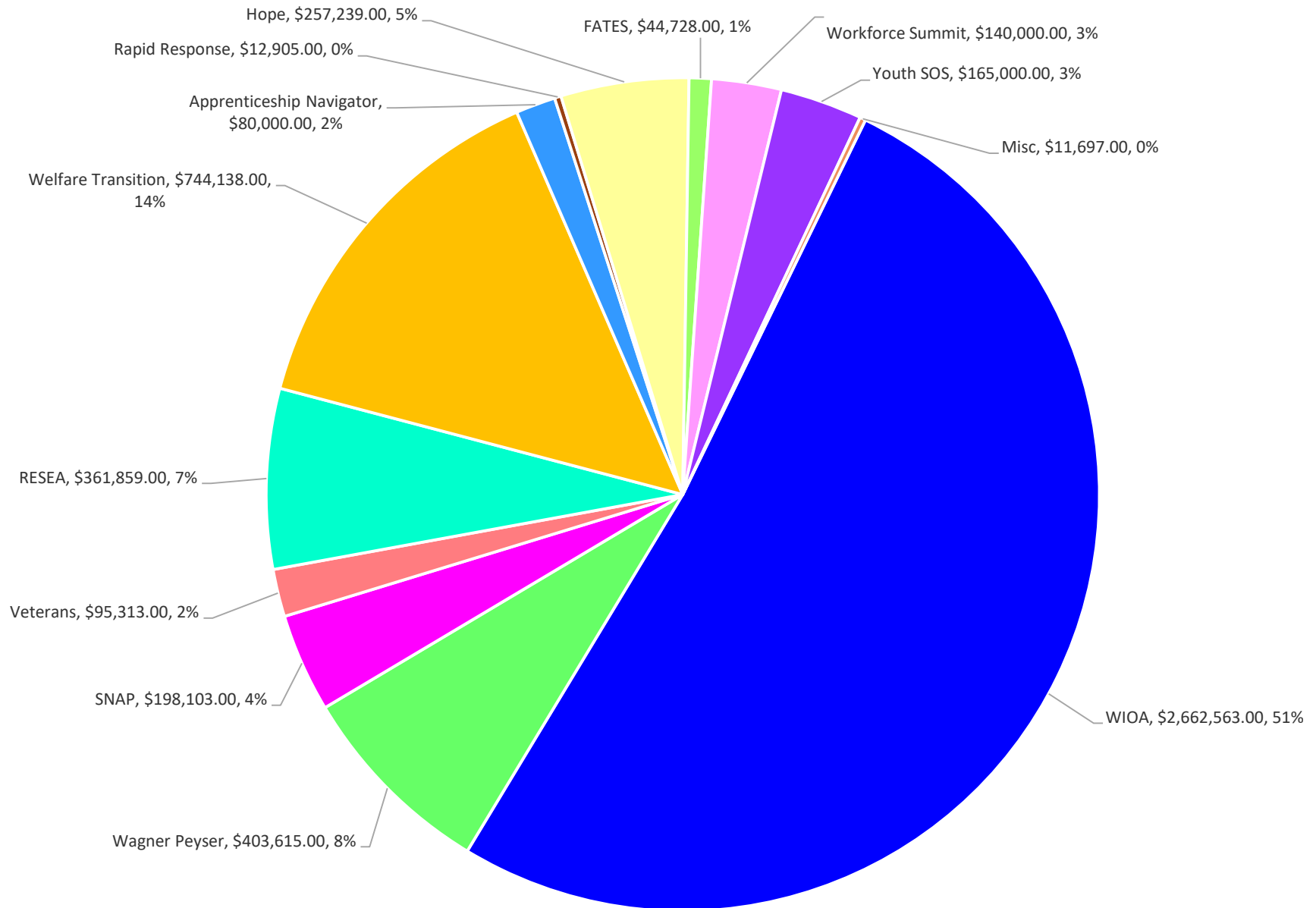
LWDB 20  
PY 25-26 DRAFT Budget

Budget for PY 25-26	TOTAL LWDB20 FUNDING	INDIRECT	10 ADULT	12 DW	11 YOUTH	17 WIOA Supplemental	20 WP	22 SNAP	24 LVER	25 DVOP	271 RESEA
<b>Funding:</b>											
PY 25-26 Allocations	\$ 6,091,559		\$ 1,167,001	\$ 667,134	\$ 949,630	\$ -	\$ 804,045	\$ 277,746	\$ 164,070	\$ 150,153	\$ 298,261
PY 25-26 Supplemental	\$ 121,430		\$ -	\$ 121,430	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrestricted Funds Earned this year	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds/Incentives	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries	\$ (677,981)		\$ -	\$ -	\$ -	\$ -	\$ (436,517)	\$ -	\$ (122,168)	\$ (119,296)	\$ -
Carryforward to PY 26-27	\$ (2,519,925)		\$ (535,457)	\$ (665,718)	\$ (388,457)	\$ -	\$ (263,913)	\$ (156,143)	\$ -	\$ -	\$ -
Carryforward from PY 24-25	\$ 1,940,652		\$ -	\$ 877,000	\$ 380,000	\$ 90,000	\$ 300,000	\$ 76,500	\$ 6,124	\$ 16,430	\$ 63,598
<b>Total DEO Grant Funding</b>	<b>\$ 4,955,735</b>	<b>\$ -</b>	<b>\$ 631,544</b>	<b>\$ 999,846</b>	<b>\$ 941,173</b>	<b>\$ 90,000</b>	<b>\$ 403,615</b>	<b>\$ 198,103</b>	<b>\$ 48,026</b>	<b>\$ 47,287</b>	<b>\$ 361,859</b>
OTHER NON DEO REVENUES	\$ 221,425										
<b>Total Available Funding</b>	<b>\$ 5,177,159</b>	<b>\$ -</b>	<b>\$ 631,544</b>	<b>\$ 999,846</b>	<b>\$ 941,173</b>	<b>\$ 90,000</b>	<b>\$ 403,615</b>	<b>\$ 198,103</b>	<b>\$ 48,026</b>	<b>\$ 47,287</b>	<b>\$ 361,859</b>
<b>Budgeted Expenditures:</b>											
<b>Administrative</b>	<b>\$ 548,372</b>	<b>\$ 0</b>	<b>\$ 235,656</b>	<b>\$ 13,945</b>	<b>\$ 26,136</b>	<b>\$ -</b>	<b>\$ 10,193</b>	<b>\$ 24,168</b>	<b>\$ 5,266</b>	<b>\$ 4,838</b>	<b>\$ 44,521</b>
Salaries and Benefits	\$ 402,460	\$ 402,460	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General and Administrative	\$ 145,912	\$ 145,912	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Allocated Indirect Costs	\$ 0	\$ (548,372)	\$ 235,656	\$ 13,945	\$ 26,136	\$ -	\$ 10,193	\$ 24,168	\$ 5,266	\$ 4,838	\$ 44,521
Reclassification	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Program Training</b>	<b>\$ 4,628,787</b>	<b>\$ 0</b>	<b>\$ 395,888</b>	<b>\$ 985,901</b>	<b>\$ 915,038</b>	<b>\$ 90,000</b>	<b>\$ 393,423</b>	<b>\$ 173,935</b>	<b>\$ 42,760</b>	<b>\$ 42,449</b>	<b>\$ 317,338</b>
WIOA Youth Contracts	\$ 750,000	\$ -	\$ -	\$ -	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salaries and Benefits	\$ 2,188,016	\$ 268,843	\$ 727,889	\$ 66,126	\$ 19,214	\$ -	\$ 27,155	\$ 133,363	\$ 5,443	\$ 6,838	\$ 239,312
Contract Labor	\$ 6,216	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Incentives/Stipends	\$ 14,126	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Support Services Non-ITA	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Support Services ITA	\$ 54,517	\$ -	\$ 45,136	\$ 1,881	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-ITA/OST/TAA	\$ 370,417	\$ -	\$ 311,440	\$ 12,977	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-OJT	\$ 225,478	\$ -	\$ 207,627	\$ 8,651	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-Cust./Employed Worker	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WEX/ Internships/ Participant Wages	\$ 108,430	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ 16,895	\$ -	\$ 3,800	\$ 100	\$ 265	\$ -	\$ 210	\$ 550	\$ 5,300	\$ 3,000	\$ 500
One Stop Shared Costs	\$ 404,809	\$ -	\$ 89,714	\$ 4,270	\$ 78,835	\$ -	\$ 43,463	\$ 13,875	\$ 26,318	\$ 27,130	\$ 35,120
Other Operating Expenses	\$ 479,883	\$ 96,738	\$ 120,177	\$ 5,600	\$ 49,300	\$ -	\$ 15,800	\$ 10,035	\$ 2,188	\$ 2,255	\$ 12,725
Allocated Program Indirect	\$ (0)	\$ (365,581)	\$ 157,104	\$ 9,297	\$ 17,424	\$ -	\$ 6,795	\$ 16,112	\$ 3,511	\$ 3,226	\$ 29,681
Reclassification	\$ -	\$ -	\$ (1,267,000)	\$ 877,000	\$ -	\$ 90,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -
<b>Total Planned Expenditures</b>	<b>\$ 5,177,159</b>	<b>\$ 0</b>	<b>\$ 631,544</b>	<b>\$ 999,846</b>	<b>\$ 941,173</b>	<b>\$ 90,000</b>	<b>\$ 403,615</b>	<b>\$ 198,103</b>	<b>\$ 48,026</b>	<b>\$ 47,287</b>	<b>\$ 361,859</b>
	0	0	0	0	0	0	0	0	0	0	0

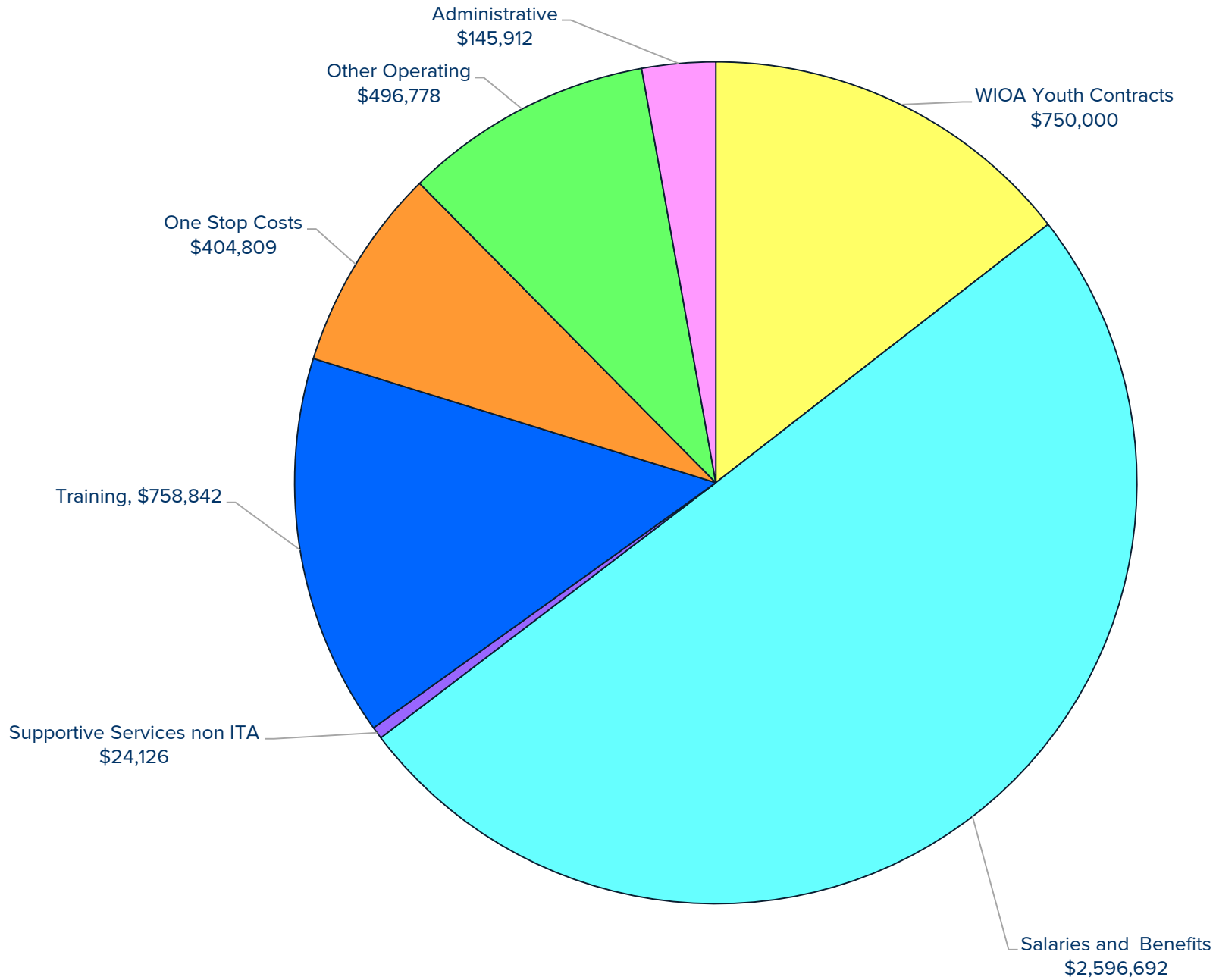
LWDB 20  
PY 25-26 DRAFT Budget

Budget for PY 25-26	40 WTP	470 Apprenticeship Navigator	474 Rapid Response Navigator	476 Hope Nav	477 Hope Training	48 F.A.T.E.S.	95 Workforce Summit	792 Youth SOS SLC	Other Non NFA	TOTAL FORMULA FUNDS
<b>Funding:</b>										
PY 25-26 Allocations	\$ 1,043,690	\$ 80,000	\$ 75,000	\$ 54,062	\$ 220,767	\$ -	\$ 140,000	\$ -	\$ -	\$ 6,091,559
PY 25-26 Supplemental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 121,430
Unrestricted Funds Earned this year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds/Incentives	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (677,981)
Carryforward to PY 26-27	\$ (430,552)	\$ -	\$ (62,095)	\$ (17,590)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,519,925)
Carryforward from PY 24-25	\$ 131,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,940,652
<b>Total DEO Grant Funding</b>	<b>\$ 744,138</b>	<b>\$ 80,000</b>	<b>\$ 12,905</b>	<b>\$ 36,472</b>	<b>\$ 220,767</b>	<b>\$ -</b>	<b>\$ 140,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,955,735</b>
OTHER NON DEO REVENUES						\$ 44,728	\$ -	\$ 165,000	\$ 11,697	\$ 221,425
<b>Total Available Funding</b>	<b>\$ 744,138</b>	<b>\$ 80,000</b>	<b>\$ 12,905</b>	<b>\$ 36,472</b>	<b>\$ 220,767</b>	<b>\$ 44,728</b>	<b>\$ 140,000</b>	<b>\$ 165,000</b>	<b>\$ 11,697</b>	<b>\$ 5,177,159</b>
<b>Budgeted Expenditures:</b>										
<b>Administrative</b>	<b>\$ 92,699</b>	<b>\$ 10,098</b>	<b>\$ 1,653</b>	<b>\$ 4,423</b>	<b>\$ 27,867</b>	<b>\$ 5,824</b>	<b>\$ 18,251</b>	<b>\$ 21,401</b>	<b>\$ 1,434</b>	<b>\$ 548,372</b>
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 402,460
General and Administrative	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 145,912
Allocated Indirect Costs	\$ 92,699	\$ 10,098	\$ 1,653	\$ 4,423	\$ 27,867	\$ 5,824	\$ 18,251	\$ 21,401	\$ 1,434	\$ (0)
Reclassification	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Program Training</b>	<b>\$ 651,439</b>	<b>\$ 69,902</b>	<b>\$ 11,253</b>	<b>\$ 32,049</b>	<b>\$ 192,900</b>	<b>\$ 38,904</b>	<b>\$ 121,749</b>	<b>\$ 143,599</b>	<b>\$ 10,263</b>	<b>\$ 4,628,787</b>
WIOA Youth Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750,000
Salaries and Benefits	\$ 454,258	\$ 52,297	\$ 8,431	\$ 23,325	\$ 136,643	\$ 5,396	\$ -	\$ 7,538	\$ 5,945	\$ 2,188,016
Contract Labor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,216	\$ -	\$ 6,216
Incentives/Stipends	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,126	\$ -	\$ 14,126
Support Services Non-ITA	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Support Services ITA	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ -	\$ 54,517
Training-ITA/OST/TAA	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000	\$ 26,000	\$ -	\$ -	\$ -	\$ 370,417
Training-OJT	\$ -	\$ -	\$ -	\$ -	\$ 9,200	\$ -	\$ -	\$ -	\$ -	\$ 225,478
Training-Cust./Employed Worker	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WEX/ Internships/ Participant Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 108,430	\$ -	\$ 108,430
Travel	\$ 1,200	\$ 175	\$ 20	\$ 100	\$ 1,500	\$ 40	\$ -	\$ 135	\$ -	\$ 16,895
One Stop Shared Costs	\$ 58,342	\$ 7,423	\$ 1,200	\$ 3,500	\$ 15,050	\$ 560	\$ -	\$ 10	\$ -	\$ 404,809
Other Operating Expenses	\$ 38,840	\$ 3,277	\$ 500	\$ 2,176	\$ 1,928	\$ 526	\$ 109,582	\$ 4,878	\$ 3,362	\$ 479,883
Allocated Program Indirect	\$ 61,799	\$ 6,732	\$ 1,102	\$ 2,949	\$ 18,578	\$ 3,883	\$ 12,167	\$ 14,267	\$ 956	\$ 0
Reclassification	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Planned Expenditures</b>	<b>\$ 744,138</b>	<b>\$ 80,000</b>	<b>\$ 12,905</b>	<b>\$ 36,472</b>	<b>\$ 220,767</b>	<b>\$ 44,728</b>	<b>\$ 140,000</b>	<b>\$ 165,000</b>	<b>\$ 11,697</b>	<b>\$ 5,177,159</b>
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$ 0</b>

## PY 25-26 Budget Funding



## PY 25-26 Budget Expenditures by Category



## AGENDA ITEM SUMMARY

<b>Title</b>	Individual Training Account (ITA) Waiver Request - PY2025- 2026
<b>Strategic Plans/Goals</b>	Optimal Use of Resources
<b>Policy/Plan/Law</b>	Florida Statutes (F.S.) 445.003(3)(a)1, CareerSource Florida Administrative Policy 74 - Individual Training Account Expenditure Requirements and Waiver Request Requirements
<b>Action Requested</b>	Review and Approve 40% ITA Waiver Request for PY2025- 2026
<b>Background</b>	<p>Florida requires local workforce development boards to spend at least 50 percent of their Workforce Innovation &amp; Opportunity Act (WIOA) Adult and Dislocated Worker funds on Individual Training Accounts (ITAs), unless a waiver is approved by the state board.</p> <p>ITA expenditures include tuition, books, fees, and other training services authorized under WIOA. CSRC is seeking board approval to submit a request for a 40% ITA waiver for Program Year 2025-2026.</p>
<b>Staff Recommendations</b>	Review and Approve 40% ITA Waiver Request for PY2025- 2026
<b>Supporting Material</b>	ITA Waiver Request Justification
<b>Board Staff</b>	Brian Bauer President/CEO <a href="mailto:bbauer@careesourcerc.com">bbauer@careesourcerc.com</a> (866-482-4473) ext. 418

**DOCUMENTATION TO SUPPORT ITA WAIVER REQUEST**

**Criteria: Local strategies and staff employed to increase access to training for customers and to enroll customers in training:**

CSRC implements a comprehensive staffing strategy to expand access to training and increase enrollment across a range of WIOA-funded programs. Our team includes Business Services Navigators, Career Planners, an Apprenticeship Navigator, and a Hope Florida Navigator. Each plays a focused role in engaging customers and connecting them with effective training options.

**Business Services Navigators**

These Navigators bridge the gap between employers and job seekers by promoting inclusive hiring practices and encouraging employer participation in training. A key initiative involves enhancing On-the-Job Training (OJT) reimbursements for employers who hire from targeted populations, including individuals with justice-involved backgrounds, those in recovery from substance use disorder, and participants in Hope Florida. This strategy creates valuable training opportunities and promotes more inclusive employment.

**Career Planners**

Career Planners identify and address financial barriers to training. To make full use of ITA funds, they conduct detailed assessments and budgeting with WIOA participants to uncover support gaps, especially for transportation and other logistical needs. By expanding investment in supportive services tied to training, CSRC helps more customers pursue and complete training without being blocked by non-tuition costs.

**Apprenticeship Navigator**

CSRC's Apprenticeship Navigator supports the growth of Registered Apprenticeship Programs by working directly with employers to increase participation. The position includes a performance goal focused on expanding employer involvement in RAPs. This approach increases hands-on learning opportunities for participants and strengthens CSRC's ability to support employers with available funding.

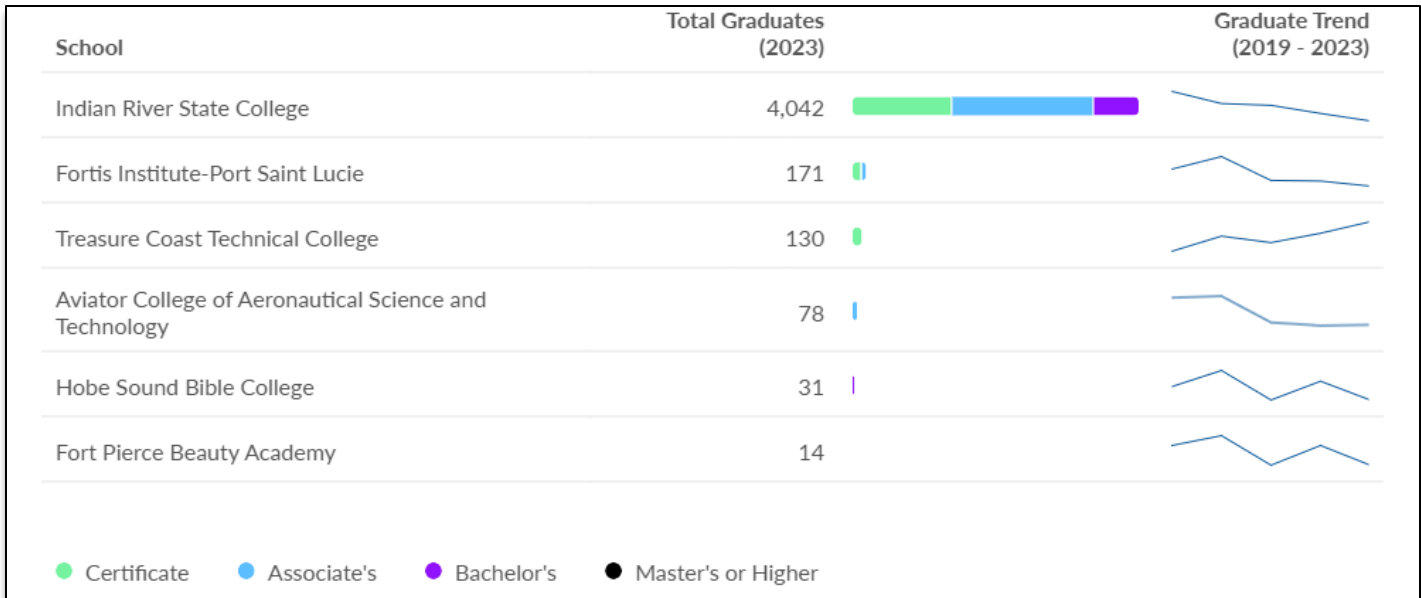
**Hope Florida Navigator**

The Hope Florida Navigator works individually with participants to identify and overcome employment barriers and reengage individuals who may lack direction or confidence. With a performance goal focused on increasing participant enrollment in training, the Navigator offers mentorship and guidance to help individuals pursue the skill development needed to secure meaningful employment.

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**Criteria: Lack of demand for each authorized training service.**

Labor Market Information (LMI) for LWDA 20 shows a consistent decline in enrollment in classroom-based training programs, down 16 percent over the last five years. This reflects a regional trend away from traditional education pathways, as supported by data from LWDA 20 Training Providers and Lightcast's Economy Overview Report.



Indian River State College's Promise program contributes significantly to this decline. This program allows high school graduates to earn a tuition-free associate degree regardless of income or academic history. Its accessibility and cost savings have made it very attractive, drawing many potential WIOA participants away from our services.

While the Promise program has positive outcomes for student access, it has decreased the demand for classroom-based training through WIOA. This shows a growing preference for immediate and low-cost educational options. In addition, LWDA 20 has a limited supply of short-term, skills-based training alternatives. Together, these trends reduce demand for traditional training and highlight the importance of maintaining flexibility.

**Criteria: Local and regional strategies to limit the ongoing need for a waiver.**

CSRC continues to use targeted strategies to increase ITA investment, including expanded work-based learning and enhanced supportive services. However, the ongoing decline in demand for classroom training remains beyond our control.

To adapt, CSRC is increasing its focus on work-based learning models that align with local employer needs. These include OJT and apprenticeships, which offer responsive, skill-building paths to employment.

While these strategies strengthen our ability to serve customers, the broader market conditions suggest that a waiver may continue to be necessary. CSRC remains committed to adapting to the regional environment while maintaining high service quality and performance.



**Criteria: The financial impact on the provision of client services:**

CSRC faces challenges in meeting the 50 percent ITA expenditure requirement due to limited funding and the presence of special training grants. Although these grants are essential for meeting specific goals, they do not count toward the ITA threshold. This forces CSRC to choose between using formula funds to meet the ITA requirement or using grant funds to meet performance outcomes.

This situation creates a risk of underperformance in one area or another and makes resource planning more difficult. Limited Adult and Dislocated Worker funding also further limits CSRC's ability to support training. Except for PY 2023-24, CSRC has received an ITA waiver every year since 2014 due to these structural challenges.

WIOA funding is also critical for covering operational costs. Diminished resources reduce our capacity to serve clients and maintain essential services. The requirement to dedicate 50 percent of funding to ITAs puts additional strain on these limited funds. A waiver provides the flexibility needed to balance program delivery, operational needs, and training access.

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## Board of Directors/Local Chief Elected Officials Approval

By the signatures below, we endorse and affirm our approval of the Workforce Development Board of the Treasure Coast, Inc. d/b/a CareerSource Research Coast (CSRC), which serves the local workforce development area (LWDA20), request for an ITA waiver of 40%.

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Jim Brann, Chairperson  
Workforce Development Board of the Treasure Coast, Inc.  
d/b/a CareerSource Research Coast

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Date

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Commissioner Jamie Fowler, Chairperson  
Treasure Coast Workforce Consortium

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Date

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Commissioner Erin Moss  
Treasure Coast Workforce Consortium

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Date

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Commissioner Stacey Hetherington  
Treasure Coast Workforce Consortium

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Date

## AGENDA ITEM SUMMARY

<b>Title</b>	Appointment of Directors Nominated to the Workforce Development Board of the Treasure Coast
<b>Strategic Plans/Goals</b>	Administration & Strategic Planning
<b>Policy/Plan/Law</b>	Interlocal Agreement
<b>Action Requested</b>	Approve Appointment of Directors Nominated
<b>Background</b>	<p>Board Members shall be appointed for fixed and staggered terms and may serve until their successors are appointed. All appointments shall be for a term of four (4) years. All non-mandated members whose terms expire must be reappointed by the Consortium. Directors may be reappointed for one (1) additional term. A Director's service is not to exceed a total of two (2) consecutive terms of eight (8) years. Appointed Directors who represent governmental entities are exempt from term limit definition.</p> <p>On June 13, 2023, the Treasure Coast Workforce Consortium approved the appointment of a Business Member (BU) seat to the CareerSource Research Coast Board of Directors. This position is designated for local Chambers of Commerce representing the three counties served by the organization. The seat will rotate annually among the three primary chambers, with terms running from July 1 through June 30.</p>
<b>Staff Recommendations</b>	Approve Appointment of Director Nominated - Joseph Catrambone, Stuart/Martin County Chamber of Commerce
<b>Supporting Material</b>	Application for Board of Directors Membership
<b>Board Staff</b>	Brian Bauer President/CEO <a href="mailto:bbauer@careersourcerc.com">bbauer@careersourcerc.com</a> (866) 482-4473 ext. 418



Please note: Your application will remain active for one (1) year. Resumes may be included; however, the application MUST still be completed.

Application Submission Date: \_\_\_\_\_

I. Name: Joseph A. Catrambone

II. Organization/Employer Name: Stuart/Martin County Chamber of Commerce

Occupation: President Title: CEO

Prior Occupation if retired: \_\_\_\_\_

Business Address: 1650 S. Kanner Hwy.

Home Address: 1940 SW Crane Creek Ave. Palm City, FL

Business is in: ☐ Indian River County ☐ St. Lucie County ☒ Martin County

Business Phone Number: 772-287-1088 ext.108 Fax Number: 772-220-3437

Email Address: jcat@stuartmartinchamber.org Number of Employees in Company: 9

III. **Demographic Data:** Providing the following requested demographic information is voluntary. The information will be kept confidential as provided by law and will be used only in accordance with the law; refusal to provide the information will not subject the individual to any adverse treatment.

a. Gender ☐ Female ☒ Male

b. Race ☒ White ☐ Black/African American ☐ Asian  
☐ American Indian/Alaskan Native ☐ Native Hawaiian/Other Pacific Islander ☐ Other

c. Citizenship ☒ U.S. Citizen or Naturalized Citizen ☐ Lawfully admitted alien or refugee

d. Veteran ☒ No ☐ Yes Branch \_\_\_\_\_

e. Educational Degrees, College or University, Type of Degree, include Specialized Training:

N/A

IV. What is your interest in becoming a member of the CareerSource Research Coast Board?

We have had a problem with the lack of a work force for many years, hopefully I could help to ease the problem.

V. What special experience/training or qualifications do you have that could bring to the Board?

40 yrs. experience leading chamber's of commerce



VI. Other current or previous board membership (include offices held or committee):

SEE ATTACHMENT

VII. Any personal information you wish to share with us (Marital Status/Partner's Name/Children and Hobbies):

Widower

VIII. Conflicts of interest (Any known or potential conflicts of interest which may be applicable to my membership on the CareerSource Research Board) are as follows: If none, so indicate:

None that I'm aware of.

IX. Have you been convicted of, found guilty of, pled guilty or nolo contendere to, or been incarcerated within the last 10 years as a result of having previously been convicted of, or found guilty of, or pled guilty or nolo contendere to, and felony, or crime involving fraud, theft, larceny, embezzlement, fraudulent conversion, misappropriation of property, or any crime arising from the conduct of a solicitation for charitable organization or sponsor within the last 10 years? See Section 496.405(2)(d)5, F.S.

☒ No

☐ Yes

X. Are you exempt from public records: Exemptions from public records apply to certain personal information about the current or former law enforcement officers, judges, prosecutors, public defenders, firefighters, code enforcement officers and guardians ad litem and their families. For a complete list of exemptions, see Section 119.071(4), F.S.

☒ No

☐ Yes

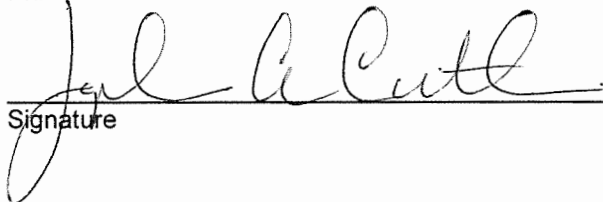


**IMPORTANT INFORMATION:**

Be advised that in compliance with F.S.112.3145 Disclosure of Financial Interests and Clients Represented Before Agencies, membership on the CareerSource Research Coast Board requires annual financial disclosure or the submission of other information to the State of Florida – Commission on Ethics. Please visit the Florida Commission on Ethics' website: <http://www.ethics.state.fl.us/FinancialDisclosure>. For assistance, you may contact the Commission's Financial Disclosure Coordinator at [disclosure@leg.state.fl.us](mailto:disclosure@leg.state.fl.us) or call (850) 488-7864. You may also write to P.O. Drawer 15709 Tallahassee, FL 32317-5709.

**Joseph A. Catrambone**

Print Name



Signature

4/6/23

Date

Please return this application to:

CareerSource Research Coast  
584 NW University Blvd  
Suite 100  
Port St. Lucie, FL 34986  
ph: (866) 482-4473  
fax: (866) 866-314-6580

**For CareerSource Research Coast Board Use Only**

Application Receipt Date: 4-6-2023	Date Accepted at TCWC Meeting:	Date Accepted at Board Meeting:	Date Form 1 Sent
Date Resignation Letter Received:	Date Board Accepted Resignation:	Date Form 1F Sent:	Date Renewed Membership:

Joseph A. Catrambone  
President  
Stuart/Martin County Chamber of Commerce  
Phone: (772) 287-1088 FAX: (772) 220-3437  
Web Site: [www.stuartmartinchamber.org](http://www.stuartmartinchamber.org)  
E-Mail: [jcat@stuartmartinchamber.org](mailto:jcat@stuartmartinchamber.org)

- Joe served as President, CEO of the Titusville, Florida Chamber of Commerce; 1984-1989.
- He was appointed President, CEO of the Stuart/Martin County Chamber of Commerce; 1989 – Present
- He serves as Chairman of the Board of the Clark Advance Learning Center. Joe currently serves on the Martin County Emergency Services Steering Committee, Martin County Business Development Board, the Executive Round Table of the Shared Service Network, FAU Advisory Board for Martin County and the Planning Committee for Martin County Youth Leadership.
- He received “*Florida’s 1998 Chamber of Commerce Professional of the Year*” award.
- He has served on the Boards of the following organizations: Treasurer, Martin County Fair Association, Palm City Kiwanis Club, Salvation Army, Treasure Coast Film and Visual Arts Society, St. Michael School, Data Research Center of the Private Industry Council, Witham Field Master Plan Committee, Planning Committee for Tri-County Tech’s 50<sup>th</sup> Anniversary, Chair of the Martin County Four-Year University Committee and the Steering Committee for the Community Consensus Conference, President of the Florida Association of Chamber Executives, a statewide organization, Member of the Board of Directors of the Florida Chamber of Commerce, Martin County Economic Summit Steering Committee, and the Alzheimer’s Association Greater Palm Beach Chapter Board of Directors in 1999, IRCC Business Incubator Advisory Board, and the School Board of Martin County Long Range Planning Committee, received a Presidential appointment to the U.S. Selective Service Board in 1996, Treasure Coast Blood Bank Advisory Committee, Chair of the Florida Chamber of Commerce Regional Council, the advisory board of the US Global Leadership Coalition.
- He served on the founding Boards of the following organizations: Martin County Educational Foundation, Tykes & Teens, Leadership Martin County and the Martin County Council of the Chambers of Commerce. He was appointed Chairman of the Citizens Compensation Advisory Committee by the Martin County Commission and City of Stuart, Florida.
- He is a Graduate, Institute of Organizational Management, University of Georgia.
- Prior to his Chamber career, Joseph was in business as a Distributor of Hartz Mountain Pet Supplies for 17 years.
- In his leisure, he fishes, rides his horse and enjoys his membership at Banyon Creek Country Club.



May 15, 2023

Brian Bauer, President & Chief Executive Officer  
CareerSource Research Coast  
584 NW University Blvd  
Port St. Lucie, Florida 34950

RE: Appointment to CareerSource Research Coast Board of Directors

Dear Brian,

Please accept this letter of recommendation for Joe Catrambone, President/CEO, Stuart-Martin Chamber of Commerce, whose name is currently being considered to fill a position on your Board of Directors.

I have had the privilege of knowing Joe for four years (and counting) as an Economic Champion and supporter of economic development in Martin County. His leadership, knowledge and regional experience will be a valuable resource in contributing leadership, support, and ideas to your organization.

Joe has successfully served on various boards, committees and councils over the years and is highly respected in the non-profit, chamber of commerce industry. That, combined with the fact that he already possesses the type of experience that is required for a position of this nature, makes him a good fit for your organization.

I believe he is highly qualified to serve on the Board of Directors for CareerSource Research Coast especially as he and his team are making a great difference with their Career Connect Martin initiative. This new program is helping residents move past their barriers to employment and find great careers with local businesses and companies. Joe's commitment to doing better for our community is at the heart of all he gives and leads. And I highly recommend him to you and your board.

Onward and upward,

Joan K. Goodrich  
Executive Director



## AGENDA ITEM SUMMARY

<b>Title</b>	Board of Directors Membership Re-Certification
<b>Strategic Plans/Goals</b>	Administration & Strategic Planning
<b>Policy/Plan/Law</b>	Interlocal Agreement/By-Laws
<b>Action Requested</b>	Approve Membership Re-Certification
<b>Background</b>	<p>Board Members shall be appointed for fixed and staggered terms and may serve until their successors are appointed. After the initial staggered terms, the terms of Workforce Development Board Members shall be four (4) years. A Director's service is not to exceed a total of two (2) consecutive terms or eight (8) consecutive years. Any vacancy in the membership of the Workforce Development Board shall be filled in the same manner as the original appointment. Members may be reappointed for successive terms if the sponsoring organization agrees.</p> <p>As an exception to the By-Laws, approve Membership Re-Certification for four years plus one year, equating to an eight-year term limit.</p>
<b>Staff Recommendations</b>	<p>Review and Approve Board of Directors Membership Re-Certification</p> <ul style="list-style-type: none"> <li>• BU - Business</li> <li>• GRVRD - Government Representative-Vocational Rehabilitation</li> <li>• WOY - Workforce Community-Based Organization Representing Youth</li> <li>• EPTC - Education and Training Provider-Institute of Higher Learning</li> <li>• WOV - Workforce Community-Based Organization Representing Veterans</li> <li>• GRO - Government Representative</li> <li>• GRED - Government Representative Economic Development</li> </ul>
<b>Supporting Material</b>	LWDB Membership Roster PY25-26
<b>Board Staff</b>	<p>Brian Bauer President/CEO <a href="mailto:bbauer@careersourcerc.com">bbauer@careersourcerc.com</a> (800) 482-4473 ext. 418</p>

**LOCAL WORKFORCE DEVELOPMENT BOARD (LWDB) MEMBERSHIP - CareerSource Research Coast 20**

**Total Number of Board Members: 22/24**

**Date Form Completed: 06/11/25**

MEMBER NAME	AREA(S) OF REPRESENTATION	NOMINATING ORGANIZATION	DEMOGRAPHICS			ORIGINAL APPOINTMENT	PERIOD OF APPOINTMENT	RENEWAL DATE	TERM LIMIT
Werner Bols	BU - Business	Bols Construction	Male	White (not Hispanic)	Veteran	07/01/83	07/01/22 06/30/26	07/01/26	06/30/30
Pamela Burchell	BU - Business	Pamela Burchell Consulting	Female	White (not Hispanic)	Older Individual	01/28/08	07/01/23 06/30/27	07/01/27	06/30/31
Vacant (H. Caseltine)	BU - Business						07/01/25 06/30/29	07/01/29	06/30/33
Robert Cenk	BU - Business	Ce. Ce. Contracting	Male	White (not Hispanic)	Older Individual	09/28/15	07/01/24 06/30/28	07/01/28	06/30/32
Wayne Olson	GRVRD - Government Representative-VR	DOE - Vocational Rehabilitation	Male	White (not Hispanic)	Older Individual	09/01/11	07/01/23 06/30/27	07/01/27	n/a
William Armstead	BU - Business WOY - Workforce-Community-Based Organization Representing Youth	Boys & Girls Club of St. Lucie County	Male	Black/ African American (not Hispanic)	Veteran	07/01/23	07/01/23 06/30/27	07/01/27	06/30/31
Dr. Timothy Moore	WOY - Workforce-Community-Based Organization Representing Youth ETPC - Education and Training Provider - Higher Ed.	Indian River State College	Male	White (not Hispanic)	Older Individual	08/01/20	07/01/23 06/30/27	07/01/27	n/a
Michael Kauffmann	WOLO - Workforce-Labor Organization WOJ - Workforce-Joint Labor Mgmt. Apprenticeship Program	Local 402 Ironworkers	Male	White (not Hispanic)	n/a	07/01/22	07/01/22 06/30/26	07/01/26	n/a
Terrance Moore	BU - Business	Moore Solutions, Inc.	Male	Black/ African American (not Hispanic)	Older Individual	07/01/12	07/01/24 06/30/28	07/01/28	06/30/32
Lorna Landherr	BU - Business	Cleveland Clinic Indian River Hospital	Female	White (not Hispanic)	n/a	07/01/23	07/01/23 06/30/27	07/01/27	06/30/31
Dr. Jonathan Prince	WOY - Workforce-Community-Based Organization Representing Youth WOJ - Workforce-Joint Labor Mgmt. Apprenticeship Program	St. Lucie Public Schools	Male	White (not Hispanic)	n/a	07/01/22	07/01/22 06/30/26	07/01/26	n/a
David Freeland	WOLO - Workforce-Labor Organization	SLC Classroom Teachers'	Male	White (not Hispanic)	n/a	04/01/18	07/01/24 06/30/28	07/01/28	n/a
Jose Capellan	WOV - Workforce-Community-Based Organization Representing Veterans GRO - Government Rep-Other	SLC Veteran Services	Male	White and Hispanic	Veteran	11/01/20	07/01/23 06/30/27	07/01/27	n/a
Vacant (Pete Tesch)	BU - Business						07/01/25 06/30/29	07/01/29	06/30/33
Erin Lowry	GRO - Government Representative-Other	SLC Board of County Commissioners	Female	White (not Hispanic)	n/a	12/01/22	12/01/24 11/30/25	12/01/25	n/a
Deborah Frazier	BU - Business	Treasure Coast Builders Association	Female	White (not Hispanic)	n/a	07/01/24	07/01/24 06/30/28	07/01/28	06/30/32

Dr. David Moore	WOY - Workforce-Community Based Organizations Representing Youth ETPA - Education & Training Provider	Indian River County School District	Male	White (not Hispanic)	Veteran	07/01/16	07/01/24 06/30/28	07/01/28	n/a
Leslie Kristof	BU - Business ETPC - Education and Training Provider - Higher Ed.	Keiser University	Female	White (not Hispanic)	n/a	07/26/18	07/01/24 06/30/28	07/01/28	06/30/32
Joe Catrambone	BU - Business	Stuart/Martin County Chamber of Commerce	Male	White (not Hispanic)	n/a	07/01/25	07/01/25 06/30/26	07/01/27	06/30/31
Kevin Staten	BU - Business	Bank of America	Male	White (not Hispanic)	n/a	07/01/23	07/01/23 06/30/27	07/01/27	06/30/31
James Brann	BU - Business	The Porch Factory	Male	White (not Hispanic)	n/a	03/01/20	07/01/23 06/30/27	07/01/27	06/30/31
Michael Maine	Organization Representing Youth ETPA - Education and Training Provider - Adult Ed.	Martin County School District	Male	White (not Hispanic)	n/a	07/01/23	07/01/23 06/30/27	07/01/27	n/a
Kelly Johnson	BU - Business	R.V. Johnson Insurance	Female	White (not Hispanic)	n/a	07/01/24	07/01/24 07/01/28	07/01/28	06/30/32
David Bean	BU - Business	Walmart Distribution Center	Male	White (not Hispanic)	n/a	07/01/24	07/01/24 07/01/28	07/01/28	06/30/32

# Agenda Item 8

## AGENDA ITEM SUMMARY

Title	CareerSource Research Coast (CSRC) Updates
Strategic Plans/Goals	Strategic Planning, Commitments, and Projects
Policy/Plan/Law	Workforce Development Board of the Treasure Coast By-Laws
Action Requested	None - Information only
Background	<p>The primary functions of the Executive Committee shall be to coordinate workforce development activities with regional economic development strategies and increase accountability by assuring that education and workforce development activities in the area are effective and relevant to current and future labor market needs.</p> <p>Staff will provide updates on CSRC programs and current initiatives to the Executive Committee members.</p>
Staff Recommendations	None - Information Only
Supporting Material	None - Information Only
Board Staff	Brian Bauer President/CEO <a href="mailto:bbauer@careersourcerc.com">bbauer@careersourcerc.com</a> (866) 482-4473 ext. 418