



Executive Committee Meeting

September 12, 2025

Opening Remarks

1. Welcome & Attendance
2. Conflict of Interest Declaration

Voting Items

3. Review and Approve Financial Statements - May, June, July 2025
4. Review and Approve Final Budget - PY 2025-2026
5. Consent Agenda
 - a. Review and Approve Welfare Transition (WT) - Transitional Supportive Services Policy
 - b. Review and Approve Welfare Transition (WT) - Up-Front Diversion Policy
 - c. Review and Approve Welfare Transition (WT) - Work Requirement Penalties and Pre-Penalty Counseling Policy
 - d. Review and Approve Welfare Transition (WT) - Hardship Extensions for Temporary Cash Assistance Policy
 - e. Review and Approve Reemployment Services and Eligibility Assessment (RESEA) Program Design and Framework Policy
 - f. Review and Approve Workforce Innovation & Opportunity Act (WIOA) - Program Design and Framework Policy
6. Review and Approve Workforce Innovation & Opportunity Act (WIOA) - Youth Services Subrecipient Contract for PY2025-2026 (RFP Term 5 of 5)
7. Review and Approve Local Targeted Occupations List (LTOL) for 2nd Quarter - PY2025-2026
8. Review and Approve Recommendation for Executive Staff Salary Compensation

Information/Discussion

9. Declaration of Authority - Angela Browning, Designee for Timothy Moore, President, Indian River State College
10. Department of Commerce (FLORIDACOMMERCE) Financial and Programmatic Compliance Monitoring Review - PY 2024-2025
11. CareerSource Research Coast (CSRC) Updates
 - Ad Hoc Search Committee - Board Membership
 - Lippes Mathias LLP General Counsel - Engagement Letter
 - Port St. Lucie Business Center Lease Settlement



Member Present

Leslie Kristof Will Armstead

Members Participating by Teleconference:

Jim Brann Terrance Moore Christi Shields

Members Excused

Bob Cenk Werner Bols

Administrative Staff Present/Teleconference:

Brian Bauer Tracey McMorris Lisa Delligatti
Jennifer Eimann

Call to Order:

Jim Brann, Chair, called the meeting to order at 8:07 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 - Review and Approve Financial Statements - May, June, July 2025:

Lisa Delligatti, CFO, provided an update on the current financial status and recent grant developments for PY2025-2026.

July expenses were significantly lower than anticipated due to several factors:

- Payroll Accruals: Our accounting is based on June 30th cutoffs, so any payroll with access to June pay periods was accrued in June. This included the first two payrolls and 1.5 days of the third payroll, resulting in minimal July payroll expenses.
- Facility Costs: We did not incur rent expenses until July 15th, which was lower than originally budgeted.

Ms. Delligatti stated that expenses will increase in August as we return to normal operational levels with three full payroll periods.

Grant Program Updates:

New program year funding comes with important changes:

- HOPE Navigator and HOPE Training grants have been combined into a single NFA (Notice of Funding Award)
- HOPE Training is now called Sector Strategic Focus
- You will no longer see a separate "Apprenticeship Navigator" line item

Ms. Delligatti explained that several grants end on September 30th as they follow the state fiscal year cycle. Once these close, new funding will be released.

With no further discussion, Leslie Kristok moved to approve the Financial Statements - May, June, and July 2025, as presented. William Armstead seconded the motion, which passed unanimously.



Agenda Item 4 - Review and Approve Final Budget - PY 2025-2026:

Lisa Delligatti, CFO, presented the funding allocations for PY 2025-2026. Ms. Delligatti explained that each year, the Board approves a budget for the following program year.

Board Staff has received final allocations for the WIOA, Wagner Peyser, and Welfare Transition programs for PY 2025-2026. Based on this information, the finance department met with Executive Management staff and drafted a final budget to present to the Board of Directors. The Board will have the opportunity to approve the 2025-2026 final budget at the September 24, 2025 meeting.

With no further discussion, William Armstead moved to approve the Final Budget - PY 2025-2026, as presented. Leslie Kristof seconded the motion, which passed unanimously.

Agenda Item 5 - Consent Agenda:

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

With no further discussion, Christi Shields moved to approve the Consent Agenda, as presented. Terrance Moore seconded the motion, which passed unanimously.

Agenda Item 6 - Review and Approve Workforce Innovation & Opportunity Act (WIOA) - Youth Services Subrecipient Contract for PY2025-2026 (RFP Term 5 of 5):

Brian Bauer, President/CEO, shared that CareerSource Research Coast (CSRC) is working with Eckerd Youth to renew the contract for PY 2025-2026 (5 of 5 years of RFP term). CSRC and Eckerd had reviewed the PY 2024-2025 Statement of Work.

Ms. Bauer confirmed that CSRC would like to renew this contract for the 2025-26 period. This will be the final year of the current contract term. As per the contract, Eckerd Youth will be awarded \$750,000.

Ms. Bauer explained that Eckerd Youth has performed exceptionally well throughout this past program year, successfully meeting all established metrics and performance standards. CSRC is very satisfied with their work and looks forward to continuing our partnership.

With no further discussion, Terrance Moore moved to approve the Workforce Innovation & Opportunity Act (WIOA) - Youth Services Subrecipient Contract for PY2025-2026, as presented. Leslie Kristof seconded the motion, which passed unanimously.

Agenda Item 7 - Review and Approve Local Targeted Occupations List (LTOL) for 2nd Quarter - PY2025-2026:

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 are no recommended additions or deletions of occupations to the 1st Quarter of the PY 2025-2026 list. Staff recommends approval of this LTOL for the 1st Quarter of PY 2025-2026

With no further discussion, Leslie Kristof moved to approve the Local Targeted Occupations List (LTOL) for 2nd Quarter - PY2025-2026, as presented. William Armstead seconded the motion, which passed unanimously.

Agenda Item 8 - Review and Approve Recommendation for Executive Staff Salary Compensation:

Mr. Bauer asked that this item be moved to the end of the agenda to allow time for discussion by committee members.

The committee reached a unanimous consensus to advance to Agenda Item 9, postponing Agenda Item 8 until last.

Agenda Item 9 - Declaration of Authority - Angela Browning, Designee for Timothy Moore, President, Indian River State College:

Brian Bauer, President/CEO, stated that the By-Laws of the Workforce Development Board permit mandatory board members to designate a single, high-ranking designee for decision-making authority from his/her organization to represent him/her at the Board and/or at the standing or Ad Hoc committee meetings. Per the Board's By-Laws, Timothy Moore has requested that Angela Browning represents him at the Board of Directors and P & S Committee meeting when Dr. Moore is not available to attend.

Agenda Item 10 - Department of Commerce (FLORIDACOMMERCE) Financial and Programmatic Compliance Monitoring Review - PY 2024-2025:

Brian Bauer, President/CEO, stated that our finance department, under Lisa Delligatti's outstanding leadership, achieved another year with zero findings. Congratulations to Ms. Delligatti and her entire team for maintaining exceptional fiscal management standards with no findings, observations (ONIs) noncompliance issues in our financial report monitoring.

Mr. Bauer presented a summary of the Program Year, July 1, 2023- June 30, 2024, Programmatic Monitoring Report:

- SNAP Program:
 - 1 current year finding (increase from 0 last year)
 - 1 current year O&I (increase from 0 last year)
 - Status: Both issues addressed in CAP, approved by Florida Commerce
- WIOA Adult Program:
 - 0 findings (excellent performance)
 - 1 current year ONI
 - Status: Addressed in CAP, approved by Florida Commerce
- Wagner-Peyser Program:
 - 1 finding (increase from 0 last year)
 - 5 prior year ONIs (all identified and described)
 - Status: All addressed in CAP, approved by Florida Commerce
 - Note: Given the high staff interaction nature of this program, maintaining findings under 5 is considered excellent



- JVSG (Veterans Program):
 - 1 current year finding
 - Status: Addressed in CAP, approved by Florida Commerce
 - Note: This continues to be a challenging program area
- MSFW (Migrant Seasonal Farm Worker Program):
 - 2 findings this year (same as last year)
 - Challenge: Declining agricultural sector and participant population
- Board Governance:
 - 2 findings
 - 1 ONI
 - Note: Financial Disclosure Compliance: Board members must complete financial disclosures online and on time, and,
Consortium Chair Election: Modified our process to comply with interlocal agreement requirements - we no longer elect a consortium chair; instead, each member signs all documents, and,
Board Orientation Timeline: Addressed orientation completion requirements

Mr. Bauer stated that all corrective action plans have been submitted and approved by Florida Commerce. We continue to work closely with state leadership on program improvements and policy clarifications, particularly regarding the MSFW program's future structure.

Agenda Item 11 - CareerSource Research Coast (CSRC) Updates:

Brian Bauer, President/CEO, presented the following updates to the Executive Committee Members.

Ad Hoc Search Committee - Board Membership:

Mr. Bauer announced that David Bean from Walmart Distribution submitted his resignation last week. With Mr. Bean's departure, we now have three private sector positions available on the board.

To address these openings, Will Armstead and Jim Brann will collaborate to establish an Ad Hoc search committee. This committee will be responsible for identifying and reaching out to qualified candidates for these board positions.

The committee will keep the board updated as the process moves forward.

Lippes Mathias LLP General Counsel - Engagement Letter:

Mr. Bauer shared that he executed an engagement letter with the same law firm that handles our other legal needs, Lippes Mathias, LLP. The following details were provided:

- Payment Structure: Pay-as-you-go basis only - no retainer fees required
- Activation: Services are only invoked when specific needs arise
- Firm Background: This is the same firm that represents CareerSource Palm Beach, so they're already well-versed in:
 - Workforce development operations
 - Federal funding requirements and regulations
 - Our organizational structure and processes



Contract Terms:

- Agreement is signed and currently active
- Prorated for the current program year
- Will renew annually each July along with our other contracts

This arrangement ensures we have immediate access to qualified general counsel services when needed, without ongoing costs, and with a firm that already understands our industry and compliance requirements.

Port St. Lucie Business Center Lease Settlement:

Mr. Bauer provided a final update on the legal settlement being managed with St. Lucie Business Center.

Career Source Research Coast (CSRC) has reached a settlement resolution. The matter has been successfully resolved, with the organization being responsible for only \$5,000 toward the settlement. This amount represents our deductible portion.

The insurance carrier stepped in to cover the settlement amount to bring this matter to a close. While we had a strong case and good probability of success if we had proceeded to trial, both we and the carrier preferred to avoid the risks and costs associated with continued litigation. Given our limited financial resources and the restriction on using grant funding for such purposes, this resolution was the most practical path forward.

Mr. Bauer stated that future considerations may impact our insurance policy renewal next year, though we expect to maintain reasonable coverage.

REVISIT Agenda Item 8 - Review and Approve Recommendation for Executive Staff Salary Compensation:

Brian Bauer stated that in accordance with the DEO Grantee/Sub-Grantee Agreement requirements, any modifications to executive staff compensation must receive documented Board approval and comply with local policies and procedures. The Board must verify that these adjustments represent reasonable and necessary investments in successful award performance and demonstrate prudent use of federal funding.

The Executive Committee reviewed Executive Staff Salary Compensation, and after further discussion, recommended the following Executive Staff Salary Increases:

- Brian Bauer - Annual salary adjustment to \$147,000
- Tracey McMorris - Annual salary adjustment to \$107,500
- Lisa Delligatti - Annual salary adjustment to \$107,500

With no further discussion, Leslie Kristof moved to Approve Recommendation for Executive Staff Salary Compensation, with revisions. William Armstead seconded the motion, which passed unanimously.



Agenda Item 18 - Adjournment:

With no further items to discuss, a motion was made by Jim Brann to adjourn the meeting, seconded by Leslie Kristof. The motion passed unanimously, and the meeting was adjourned at 9:10 a.m.

Next Executive Committee Meeting – October 17, 2025

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.

9/25/2025

Brian Bauer
Secretary

Date