

Executive Committee

MEETING AGENDA

Meeting Details

Date: Friday, November 14, 2025

Time: 8:00 am

Location: 4100 Okeechobee Road,
Fort Pierce, Florida 34947
Unit 90A

MS Teams Virtual Meeting Access:

Access Code: 852 575 567#

Phone: 772-800-5467

URL: [Join the meeting now](#)

Opening Remarks

1. Welcome & Attendance
2. Conflict of Interest Declaration

James Moore and Company Presentation of the Financial Statements Audit Draft - June 30, 2025, and 2024 (**GO STRAIGHT TO NUMBER 4 BELOW FOR VOTE**)

Voting Items

3. Review and Approve September Financial Reports - PY 2025-2026
4. Review and Approve Acceptance of the Financial Statements Audit Draft - June 30, 2025, and 2024
5. Review and Approve Acceptance of the Nomination of Mark Litten's Appointment to the Workforce Development Board of the Treasure Coast
6. Review and Approve Board Member CareerSource Florida Contract COI Exemption Request - PY 2025 - 2026

Information/Discussion

7. President/CEO Annual Evaluation
8. CareerSource Research Coast (CSRC) Updates
 - Release of Workforce Innovation Opportunity Act (WIOA) Youth Services Request for Proposal (RFP)
 - Ad Hoc Search Committee - Board Membership
 - CareerSource Florida Board/Council Meetings/Day at the Capitol - January 27-28, 2026
 - Organizational Updates
9. Adjournment - Next Committee Meeting - December 12, 2025, if necessary

Agenda Item 2

AGENDA ITEM SUMMARY

Title	Declarations of Conflict of Interest
Strategic	N/A
Plans/Goals	Public Law 105-220
Policy/Plan/Law	Information Only
Background/Action Requested	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
Staff Recommendations	Conflict of Interest Statement Form
Supporting Material	8B Memorandum of Voting Conflict
Board Staff	Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC

LAST NAME – FIRST NAME – MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY COUNTY	NAME OF POLITICAL SUBDIVISION:
DATE ON WHICH VOTE OCCURRED	MY POSITION IS <input type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venture, co-owner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)

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

Title	Review and Approve Financial Reports
Strategic Plans/Goals	Optimal Use of Resources
Policy/Plan/Law	Workforce Innovation and Opportunity Act (WIOA)/Role of LWDB's
Action Requested	Review and Approve August Financial Report - PY 2025-2026
Background	The Board approved the budget for PY 2025-2026. The Executive Committee regularly reviews budgets, all amendments to the budget, and monthly expenditures.
Staff Recommendations	Review and Approve August financial Reports
Supporting Material	Monthly Financial Reports, Statement of Financial Position
Board Staff	Lisa Delligatti Chief Financial Officer ldelligatti@careersourcerc.com (866) 482-4473 ext. 430

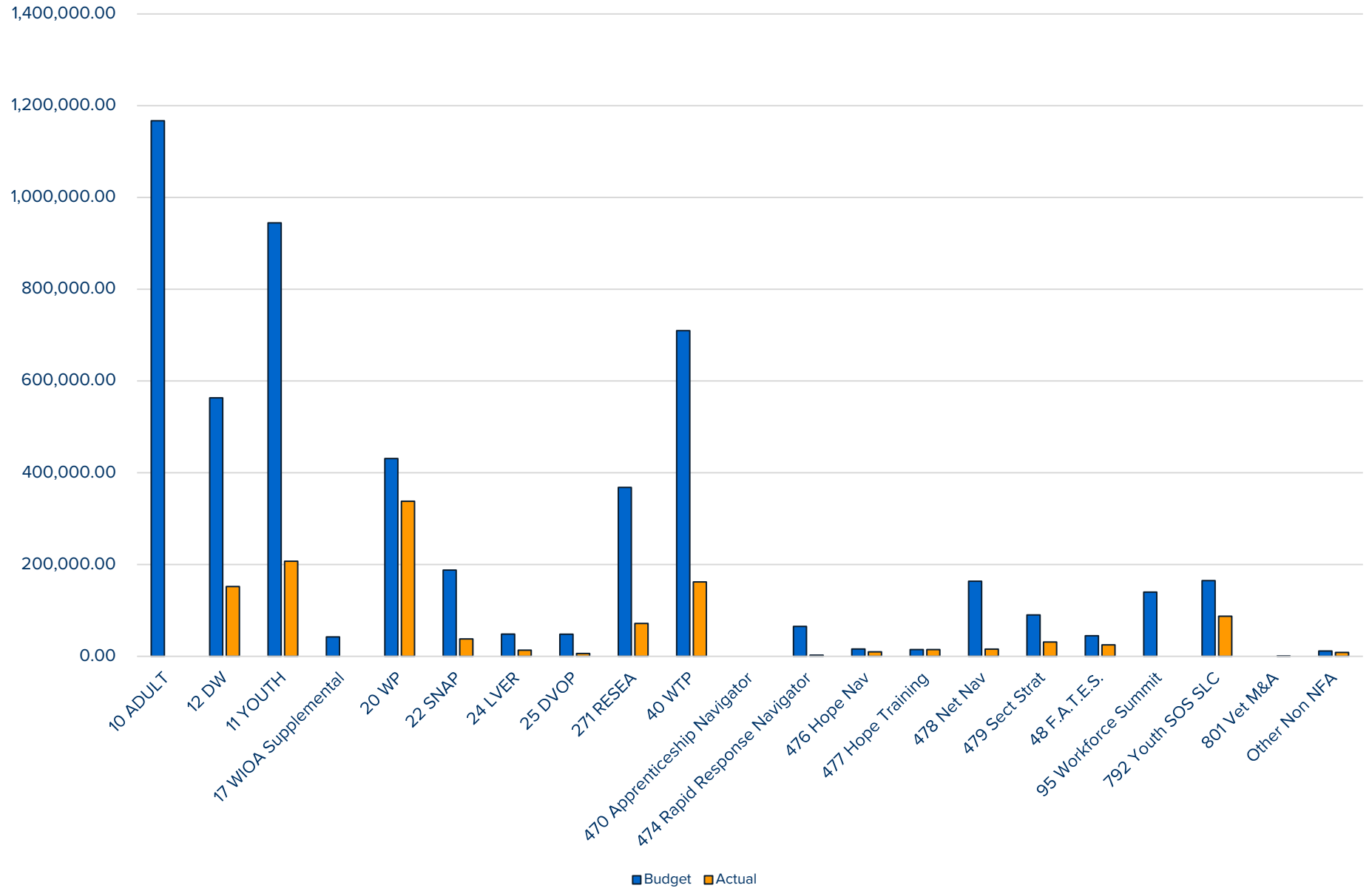
LWDB 20
Summary of Funding and Expenditures
As of September 30, 2025

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 Apprent Navigator	474 Rapid Response Navigator	476 Hope Navigator	477 Hope Training
PY 25-26 Allocations		\$ 1,167,001	\$ 667,134	\$ 949,630	\$ -	\$ 804,045	\$ 231,203	\$ 214,646	\$ 202,538	\$ 298,261	\$ 1,043,690	\$ -	\$ 65,000	\$ -	\$ -
PY 25-26 Supplemental		\$ -	\$ 121,430	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrestricted Funds Earned this year		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds/Incentives		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries		\$ -	\$ -	\$ -	\$ -	\$ (345,868)	\$ -	\$ (172,980)	\$ (158,757)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward to PY 26-27		\$ -	\$ (1,088,896)	\$ (327,261)	\$ -	\$ (327,591)	\$ (161,540)	\$ -	\$ -	\$ (65,846)	\$ (545,320)	\$ -	\$ -	\$ -	\$ -
Carryforward from PY 24-25		\$ -	\$ 863,556	\$ 322,276	\$ 42,052	\$ 300,430	\$ 118,136	\$ 6,577	\$ 4,248	\$ 135,698	\$ 211,255	\$ -	\$ -	\$ 15,831	\$ 14,620
Total DEO Grant Funding		\$ 1,167,001	\$ 563,224	\$ 944,645	\$ 42,052	\$ 431,016	\$ 187,799	\$ 48,243	\$ 48,029	\$ 368,113	\$ 709,625	\$ -	\$ 65,000	\$ 15,831	\$ 14,620
OTHER NON DEO REVENUES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ 1,167,001	\$ 563,224	\$ 944,645	\$ 42,052	\$ 431,016	\$ 187,799	\$ 48,243	\$ 48,029	\$ 368,113	\$ 709,625	\$ -	\$ 65,000	\$ 15,831	\$ 14,620
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 Apprent Navigator	474 Rapid Response Navigator	476 Hope Navigator	477 Hope Training
PY 25-26 Allocations		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,200	\$ -	\$ -
PY 25-26 Supplemental		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds/Incentives		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward to PY 26-27		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward from PY 24-25		\$ -	\$ 203,940	\$ 205,773	\$ 28,608	\$ 34,953	\$ 44,114	\$ 10,321	\$ 6,118	\$ 66,945	\$ 187,796	\$ -	\$ -	\$ 9,686	\$ 14,620
Total DEO Grant Funding		\$ -	\$ 203,940	\$ 205,773	\$ 28,608	\$ 34,953	\$ 44,114	\$ 10,321	\$ 6,118	\$ 66,945	\$ 187,796	\$ -	\$ 2,200	\$ 9,686	\$ 14,620
OTHER NON DEO REVENUES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL		\$ -	\$ 203,940	\$ 205,773	\$ 28,608	\$ 34,953	\$ 44,114	\$ 10,321	\$ 6,118	\$ 66,945	\$ 187,796	\$ -	\$ 2,200	\$ 9,686	\$ 14,620
% of Total Budgeted Funding Received		0.00%	36.21%	21.78%	68.03%	8.11%	23.49%	21.39%	12.74%	18.19%	26.46%	#DIV/0!	3.39%	61.18%	0.00%
EXPENDITURES															
Administrative	\$ 0	\$ -	\$ 15,066	\$ 6,844	\$ -	\$ 43,278	\$ 4,366	\$ 1,206	\$ 629	\$ 8,173	\$ 18,939	\$ -	\$ 284	\$ 1,053	\$ 1,847
Salaries and Benefits	\$ 82,079	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General and Administrative	\$ 38,912	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Allocated Indirect Costs	\$ (120,991)	\$ 34,812	\$ 1,695	\$ 6,844	\$ -	\$ 20,541	\$ 4,366	\$ 1,206	\$ 629	\$ 8,173	\$ 18,939	\$ 100	\$ 284	\$ 2,173	\$ 4,245
Reclassification	\$ -	\$ (34,812)	\$ 13,371	\$ -	\$ -	\$ 22,737	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (100)	\$ -	\$ (1,119)	\$ (2,398)
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Program Training	\$ 0	\$ -	\$ 136,850	\$ 200,332	\$ -	\$ 294,642	\$ 33,446	\$ 12,103	\$ 5,487	\$ 63,475	\$ 143,237	\$ -	\$ 2,234	\$ 8,633	\$ 12,773
WIOA Youth Contracts	\$ -	\$ -	\$ -	\$ 164,412	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salaries and Benefits	\$ 51,491	\$ 123,123	\$ 6,835	\$ 5,802	\$ -	\$ 20,522	\$ 16,043	\$ 2,308	\$ 925	\$ 45,472	\$ 63,460	\$ 435	\$ 1,736	\$ 12,892	\$ 18,426
Contract Labor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,014	\$ -	\$ -	\$ -	\$ 17,417	\$ -	\$ -	\$ -	\$ -
Internship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Incentives/Stipends	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,650	\$ -	\$ -	\$ -	\$ -
Support Services Non-ITA	\$ -	\$ 25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 590	\$ -	\$ -	\$ -	\$ -
Support Services ITA	\$ -	\$ 6,545	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 326	\$ -	\$ -	\$ -	\$ 100
Training-ITA/OST/TAA	\$ -	\$ 48,565	\$ 2,515	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30	\$ -	\$ -	\$ -	\$ 1,419
Training-OJT	\$ -	\$ 28,874	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,359
Training-Cust./Employed Worker	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WEX/ Internships/ Participant Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ 804	\$ 1,599	\$ 293	\$ 493	\$ -	\$ 231	\$ 265	\$ 1,836	\$ 1,321	\$ 786	\$ 966	\$ -	\$ 2	\$ 86	\$ 106
One Stop Shared Costs	\$ 3,570	\$ 24,064	\$ 1,168	\$ 1,334	\$ -	\$ 16,774	\$ 4,263	\$ 6,923	\$ 3,231	\$ 10,399	\$ 15,295	\$ 532	\$ 339	\$ 2,394	\$ 5,017
Other Operating Expenses	\$ 5,692	\$ 9,168	\$ 891	\$ 24,810	\$ -	\$ 106,851	\$ 4,639	\$ 422	\$ 441	\$ 2,659	\$ 33,867	\$ 29	\$ 12	\$ 122	\$ 271
Allocated Program Indirect	\$ (61,557)	\$ 17,711	\$ 862	\$ 3,482	\$ -	\$ 10,451	\$ 2,221	\$ 614	\$ 320	\$ 4,158	\$ 9,635	\$ 51	\$ 144	\$ 1,105	\$ 2,160
Reclassification	\$ -	\$ (259,674)	\$ 124,285	\$ -	\$ -	\$ 139,813	\$ -	\$ -	\$ (751)	\$ -	\$ -	\$ (1,047)	\$ -	\$ (7,967)	\$ (20,084)
Total Expenditures	\$ 0	\$ -	\$ 151,917	\$ 207,176	\$ -	\$ 337,920	\$ 37,812	\$ 13,309	\$ 6,116	\$ 71,648	\$ 162,176	\$ -	\$ 2,518	\$ 9,686	\$ 14,620
Funding Over/(under) expenditures	\$ 0	\$ -	\$ 52,024	\$ (1,403)	\$ 28,608	\$ (302,967)	\$ 6,302	\$ (2,988)	\$ 1	\$ (4,703)	\$ 25,620	\$ -	\$ (318)	\$ -	\$ -
YTD % of Budgeted Funds Expended		0.00%	26.97%	21.93%	0.00%	78.40%	20.13%	27.59%	12.73%	19.46%	22.85%	#DIV/0!	3.87%	61.18%	0.00%

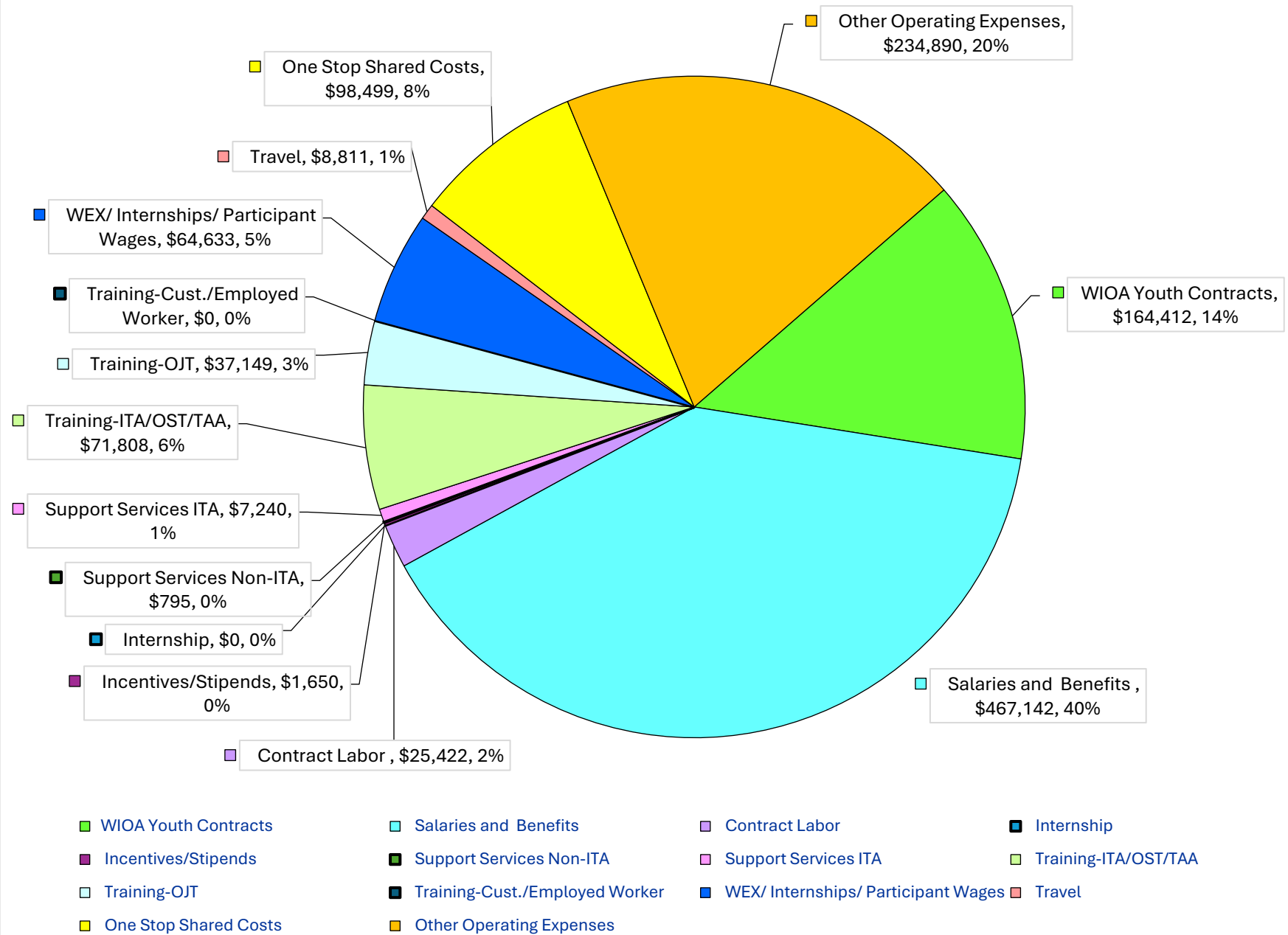
LWDB 20
Summary of Funding and Expenditures
As of September 30, 2025

PY 24-25 TOTAL AVAILABLE FUNDING	478 Network Navigators	479 Sectors of Strategic Focus	48 F.A.T.E.S.	792 Youth SOS SLC	801 VMA	95 Workforce Summit	Other Non NFA	YEAR TO DATE TOTALS			
PY 25-26 Allocations	\$ 163,571	\$ 90,000	\$ -	\$ -	\$ 3,091	\$ 140,000	\$ -		\$ 6,039,810		
PY 25-26 Supplemental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 121,430		
Unrestricted Funds Earned this year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -		
Additional Funds/Incentives	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -		
Retained by DEO for Merit Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ (677,605)		
Carryforward to PY 26-27	\$ -	\$ -	\$ (5,733)	\$ -	\$ -	\$ -	\$ -		\$ (2,522,187)		
Carryforward from PY 24-25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 2,034,681		
Total DEO Grant Funding	\$ 163,571	\$ 90,000	\$ (5,733)	\$ -	\$ 3,091	\$ 140,000	\$ -		\$ 4,996,129		
OTHER NON DEO REVENUES	\$ -	\$ -	\$ 50,461	\$ 165,000	\$ -	\$ -	\$ 11,547		\$ 227,008		
TOTAL	\$ 163,571	\$ 90,000	\$ 44,728	\$ 165,000	\$ 3,091	\$ 140,000	\$ 11,547	\$ -	\$ 5,223,136		
FUNDING DRAWN DOWN YTD	478 Network Navigators	479 Sectors of Strategic Focus	48 F.A.T.E.S.	792 Youth SOS SLC	801 VMA	95 Workforce Summit	Other Non NFA	PY 25-26 Actual	PY 25-26 Budget	VARIANCE	% Expended
PY 25-26 Allocations	\$ 8,200	\$ 40,000	\$ -	\$ -	\$ 562	\$ -	\$ -	\$ 50,962	\$ 6,039,810	\$ 5,988,848	0.844%
PY 25-26 Supplemental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 121,430	\$ 121,430	0.000%
Additional Funds/Incentives	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Retained by DEO for Merit Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (677,605)	\$ (677,605)	
Carryforward to PY 26-27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,522,187)	\$ (2,522,187)	
Carryforward from PY 24-25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 812,875	\$ 2,034,681	\$ 1,221,806	39.951%
Total DEO Grant Funding	\$ 8,200	\$ 40,000	\$ -	\$ -	\$ 562	\$ -	\$ -	\$ 863,837	\$ 4,996,129	\$ 4,132,292	17.290%
OTHER NON DEO REVENUES	\$ -	\$ -	\$ 50,461	\$ 109,287	\$ -	\$ -	\$ 2,087	\$ 161,836	\$ 227,008	\$ 65,173	71.291%
TOTAL	\$ 8,200	\$ 40,000	\$ 50,461	\$ 109,287	\$ 562	\$ -	\$ 2,087	\$ 1,025,672	\$ 5,223,136	\$ 4,197,464	19.637%
% of Total Budgeted Funding Received	5.01%	44.44%	112.82%	66.23%	0.00%	0.00%	18.08%	19.64%			
EXPENDITURES								PY 25-26 Actual	PY 25-26 Budget	VARIANCE Under/(Over)	% Expended
Administrative	\$ 1,697	\$ 2,769	\$ 3,057	\$ 10,756	\$ -	\$ -	\$ 1,026	\$ 120,991	\$ 548,372	\$ 427,381	22.06%
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82,079	\$ 402,460	\$ 320,381	20.39%
General and Administrative	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,912	\$ 145,912	\$ 107,000	26.67%
Allocated Indirect Costs	\$ 1,074	\$ 1,071	\$ 3,057	\$ 10,756	\$ -	\$ -	\$ 1,026	\$ 0	\$ (0)	\$ (0)	
Reclassification	\$ 622	\$ 1,698	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (0)	\$ -	\$ (0)	
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Program Training	\$ 13,804	\$ 28,202	\$ 21,748	\$ 76,452	\$ 562	\$ -	\$ 7,479	\$ 1,061,460	\$ 4,671,677	\$ 3,610,217	22.7%
WIOA Youth Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 164,412	\$ 750,000	\$ 585,588	21.9%
Salaries and Benefits	\$ 6,542	\$ 3,803	\$ 470	\$ 3,382	\$ -	\$ -	\$ 1,397	\$ 385,063	\$ 2,228,511	\$ 1,843,448	17.3%
Contract Labor	\$ -	\$ -	\$ -	\$ 1,991	\$ -	\$ -	\$ -	\$ 25,422	\$ 9,347	\$ (16,075)	272.0%
Internship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Incentives/Stipends	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,650	\$ 14,198	\$ 12,548	11.6%
Support Services Non-ITA	\$ -	\$ -	\$ 50	\$ -	\$ -	\$ -	\$ 130	\$ 795	\$ 10,000	\$ 9,205	8.0%
Support Services ITA	\$ -	\$ -	\$ 269	\$ -	\$ -	\$ -	\$ -	\$ 7,240	\$ 54,895	\$ 47,655	13.2%
Training-ITA/OST/TAA	\$ -	\$ -	\$ 19,279	\$ -	\$ -	\$ -	\$ -	\$ 71,808	\$ 279,330	\$ 207,522	25.7%
Training-OJT	\$ -	\$ 2,916	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,149	\$ 320,746	\$ 283,597	11.6%
Training-Cust./Employed Worker	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
WEX/ Internships/ Participant Wages	\$ -	\$ -	\$ -	\$ 64,633	\$ -	\$ -	\$ -	\$ 64,633	\$ 104,448	\$ 39,815	61.9%
Travel	\$ 10	\$ 6	\$ 3	\$ -	\$ -	\$ -	\$ 3	\$ 8,811	\$ 16,190	\$ 7,379	54.4%
One Stop Shared Costs	\$ 1,351	\$ 838	\$ 110	\$ 189	\$ 562	\$ -	\$ 144	\$ 98,499	\$ 402,021	\$ 303,522	24.5%
Other Operating Expenses	\$ 15	\$ 9	\$ 12	\$ 786	\$ -	\$ -	\$ 5,283	\$ 195,978	\$ 481,990	\$ 286,012	40.7%
Allocated Program Indirect	\$ 547	\$ 545	\$ 1,556	\$ 5,472	\$ -	\$ -	\$ 522	\$ 0	\$ 0	\$ -	
Reclassification	\$ 5,341	\$ 20,084	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ -	\$ 0	
Total Expenditures	\$ 15,501	\$ 30,971	\$ 24,805	\$ 87,208	\$ 562	\$ -	\$ 8,505	\$ 1,182,451	\$ 5,220,045	\$ 4,037,594	22.7%
Funding Over/(under) expenditures	\$ (7,301)	\$ 9,029	\$ 25,656	\$ 22,079	\$ -	\$ -	\$ (6,418)	\$ (156,778)			
YTD % of Budgeted Funds Expended	9.48%	34.41%	55.46%	52.85%	18.18%	0.00%	73.66%	22.64%			

Budget to Actual by Program



PY 25-26 Expenditures by Category



Workforce Development Board of the Treasure Coast, Inc.
Statement of Financial Position
As of 9/30/2025

September 30, 2025

Assets

Current assets

Cash - Accounts Payable	(4,625.18)
Cash - Payroll	31,697.10
Cash - Business Checking W/Int.	289,304.03
Accounts Receivable Customers	111.03
Accounts Receivable - Other	10,818.48
Prepaid Expenses	33,725.15
Due TO/ Due FROM	2,304.91

Total Current assets	363,335.52
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Non-current assets

Data Processing Equipment	119,215.39
Vehicles	447,386.10
Leasehold Improvements	217,855.62
Accumulated Depreciation	(724,716.63)
Other Assets	24,240.00

Total Non-current assets	83,980.48
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Total Assets	<u>447,316.00</u>
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Liabilities & Net Assets

Current Liabilities

Accounts Payable	73,287.39
Accrued Expenses	118,737.58
Federal Withholding Tax	(0.01)
FICA Payable	0.60
SUTA Payable	44.88
Principal Insurance	286.94
Health Insurance Payable	1,990.35
AFLAC Payable	53.80
Legal Shield	96.84
Workers Comp Payable	5,944.22
Accrued Leave	80,222.32
Sick Leave Liability	44,265.49
Refundable Advances	1,935.77
Deferred Revenue	1,710.00
Total Current Liabilities	328,576.17

Non-current liabilities

Long-term Lease Liability	316,523.00
Lease Liability Offset	(316,523.00)

Total Non-current liabilities	0.00
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Net Assets

Beginning of Year	1,032,582.20
Current Year	(913,842.37)
Total Net Assets	118,739.83
Total Liabilities & Net Assets	<u>447,316.00</u>

AGENDA ITEM SUMMARY

Title	Draft of Audit Financial Statements June 30, 2025, and 2024
Strategic Plans/Goals	Optimal Use of Resources
Policy/Plan/Law	Workforce Innovation and Opportunity Act (WIOA)
Action Requested	Review and Approve Acceptance of the Financial Statements Audit Draft June 30, 2025, and 2024
Background	Each year, CSRC receives a draft audit report from its auditing firm, James Moore & Company. The CSRC Board of Directors are required to officially review and accept the audit report. Our Administrative Plan requires that the Executive Committee review the report. After review by the Executive Committee, a representative of James Moore & Company will present the FINAL audit of financial statements at the Board meeting on January 28, 2026.
Staff Recommendations	Review and Approve Acceptance of the Financial Statements Audit Draft June 30, 2025, and 2024
Supporting Material	Draft of Audit Financial Statements June 30, 2025, and 2024 Link: https://careersourcerc.com/wp-content/uploads/2025/11/Treasure-Coast-Draft-Financial-Statements-10-10.pdf
Board Staff	Lisa Delligatti CFO ldelligatti@careersourcerc.com (866) 482-4473 ext. 430

AGENDA ITEM SUMMARY

Title	Appointment of Directors Nominated to the Workforce Development Board of the Treasure Coast
Strategic Plans/Goals	Administration & Strategic Planning
Policy/Plan/Law	Interlocal Agreement
Action Requested	Review and Approve Acceptance of the Nomination of Mark Litten's Appointment to the Workforce Development Board of the Treasure Coast
Background	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.
Staff Recommendations	Review and Approve Acceptance of the Nomination of Mark Litten's Appointment to the Workforce Development Board of the Treasure Coast
Supporting Material	Application/CareerSource Florida Contract/COI Disclosure/Form 8B
Board Staff	Brian Bauer President/CEO bbauer@careersourcerc.com (800) 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: _____

II. Organization/Employer Name: _____

Occupation: _____ Title: _____

Prior Occupation if retired: _____

Business Address: _____

Home Address: _____

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

Business Phone Number: _____ Fax Number: _____

Email Address: _____ Number of Employees in Company: _____

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:

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

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



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

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

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:

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 or call (850) 488-7864. You may also write to P.O. Drawer 15709 Tallahassee, FL 32317-5709.

Print Name

Mark D. Litten

Signature

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: 10-30-2025	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:

Agenda Item 6

AGENDA ITEM SUMMARY

Title	Review and Approve Board Member CSF Contract/COI Exemption Request - PY 2025-2026
Strategic Goal	Optimal Use of Resources
Policy/Plan/Law	CareerSource Florida Strategic Policy # 2012.05.24.A.2
Action Required	Review and Approve Board Member CSF Contract/COI Exemption Requests - PY 2025-2026
Background	<p>Under CSFL Strategic Policy # 2012.05.24.A.2, the policy establishes criteria and procedures used to address potential conflicts of interest and, when appropriate, “cure” such conflicts and ensure compliance with Public Law 113-128, Workforce Innovation and Opportunity Act (2014), section 445.007(1) and (11), Florida Statutes, and section 112.3143, Florida Statutes.</p> <p>At a board’s discretion, the following may be exempt from the policy described above:</p> <p>Contracts with a board member receiving a grant for workforce services. All contracts between a board and a board member or other person or entity who may benefit financially from a contract must be approved by a two-thirds vote of the board when a quorum has been established. Board members are required to complete a Contract Information Form and a Conflict of Interest Form.</p>
Staff Recommendation	Review and Approve Board Member CSF Contract/COI Exemption Requests - PY 2025-2026
Supporting Materials	Board Member CSF Contract/COI Exemption Request/Form 8B - PY2025-2026
Board Staff	Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418



CONTRACT INFORMATION FORM

This form is to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, James Brann, hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(11), Florida Statutes.

Identification of all parties to the contract: CareerSource research Coast/LWDB 20

Contractor Name & Address: Erin Lowry, St. Lucie County Board of County Commissioners, 2300 Virginia Avenue, Fort Pierce, FL 34982

Contractor Contact Phone Number: 772-462-1411

Contract Number or Other Identifying Information, if any: n/a

Contract Term: PY 25-26

Value of the Contract with **no** extensions or renewals exercised: Under \$10,000

Value of the Contract with **all** extensions and renewals exercised: n/a

Description of goods and/or services to be procured: On the Job Training Contract

Method of procurement for the goods and/or services to be procured: n/a

Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Erin Lowry

The nature of the conflicting interest in the contract: Financial gain to my parent organization

The board member or employee with the conflict of interest ☒ did ☐ did not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract.

If the board member or employee with the conflict of interest attended the meeting(s), including subcommittee meetings, at which the board discussed or voted on the contract, the board member or employee abstained from voting.

I further attest that the following is being provided with this form:

- A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting(s), including subcommittee meetings, and for those in attendance, the affirmative and negative votes and abstentions for each member.
- Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting(s) in which a vote related to the contract took place, for board member/employee who has any relationship with the contracting vendor.
- A draft copy of the related party contract and amendments, as applicable.
- Documentation supporting the method of procurement of the related party contract.
- A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract.

I certify that the above is true and correct.

Signature of Board Chair / Vice Chair*

James Brann

Print Name

**Must be certified and attested to by the Board Chair*

Date



**DISCLOSURE AND CERTIFICATION OF
CONFLICT OF INTEREST IN A CONTRACT**

I, Erin Lowry, a board member, hereby disclose that My employer

Or "Other"(describe): _____ could benefit financially from the contract described below:

Local Workforce Development Board: CareerSource Research Coast/LWDB 20

Contractor Name & Address: Erin Lowry, St. Lucie County Board of County Commissioners, 2300 Virginia Avenue, Fort Pierce, FL 34982

Contractor Contact Phone Number: 772-462-1411

Description or Nature of Contract On-the-Job-Training

Description of Financial Benefit*: Financial gain to parent organization

For purposes of the above contract the following disclosures are made: The contractor's principals**/owners***: (check one)

☒ have no relative who is a member of the board or an employee of the board; OR

☐ have a relative who is a member of the board or an employee of the board, whose name is:

The contractor's principals**/owners*** ☒ is _____ is not (check one) a member of the board. If applicable, the principal's/owner's name is: _____

Signature of Board Member/Employee Print Name

Erin Lowry

Print Name

Date

*"Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.

** "Principal" means an owner or high-level management employee with decision-making authority.

*** "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM VOTING DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC

LAST NAME – FIRST NAME – MIDDLE NAME Lowry, Erin	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Research Coast/LWDB 20
MAILING ADDRESS 2300 Virginia Avenue	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
CITY Ft. Pierce	COUNTY St. Lucie
DATE ON WHICH VOTE OCCURRED January 28, 2026	NAME OF POLITICAL SUBDIVISION: MY POSITION IS <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venture, co-owner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)

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, Erin Lowry, hereby disclose that on January 28, 20: 26

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 St. Lucie County Board of County Commissioners, 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.

Board Member Contract-COI Exemption Form - 2025-2026

Date	Vendor	Party	Description	Purpose	Expense	State of Florida Approved Vendor	Low Bid	Comments
PY 25-26	Boys & Girls Club of St. Lucie County	William Armstead	2012.05.24.A.2 State and Local Workforce Development Board Contracting Conflict of Interest Policy with exemption to the prohibition to allow the workforce boards to provide statutorily-mandated services.	Approved training provider TANF Summer Youth Teen Pregnancy Prevention Program	not to exceed \$60,000	n/a	n/a	A contract with a board member receiving a grant for workforce services under federal, state, or other governmental workforce programs.
PY 25-26	Cleveland Clinic Indian River Hospital	Lorna Landherr	2012.05.24.A.2 State and Local Workforce Development Board Contracting Conflict of Interest Policy with exemption to the prohibition to allow the workforce boards to provide statutorily-mandated services.	On-the-Job Training	under \$100,000	n/a	n/a	A contract with a board member receiving a grant for workforce services under federal, state, or other governmental workforce programs.
PY 25-26	Indian River State College	Dr. Timothy Moore	2012.05.24.A.2 State and Local Workforce Development Board Contracting Conflict of Interest Policy with exemption to the prohibition to allow the workforce boards to provide statutorily-mandated services.	Approved Training Provider	under \$125,000	n/a	n/a	A contract with a board member receiving a grant for workforce services under federal, state, or other governmental workforce programs.
PY 25-26	Indian River State College	Dr. Timothy Moore	2012.05.24.A.2 State and Local Workforce Development Board Contracting Conflict of Interest Policy with exemption to the prohibition to allow the workforce boards to provide statutorily-mandated services.	Facility Use Agreement for the Eckerd Connects Career Centers	under \$10,000	n/a	n/a	A contract with a board member's employer, Indian River State College, to receive rent for facility usage at the Chastain, Pruitt, and Mueller Campuses for the Eckerd Connects Career Centers.
PY 25-26	Kelser University	Leslie Kristof	2012.05.24.A.2 State and Local Workforce Development Board Contracting Conflict of Interest Policy with exemption to the prohibition to allow the workforce boards to provide statutorily-mandated services.	Approved Training Provider	under \$125,000	n/a	n/a	A contract with a board member receiving a grant for workforce services under federal, state, or other governmental workforce programs.
PY 25-26	Moore Solutions, Inc.	Terrance Moore	2012.05.24.A.2 State and Local Workforce Development Board Contracting Conflict of Interest Policy with exemption to the prohibition to allow the workforce boards to provide statutorily-mandated services.	Worksite Agreement for WIOA Youth Work Experience	under \$10,000	n/a	n/a	A contract with a board member receiving a grant for workforce services under federal, state, or other governmental workforce programs.
PY 25-26	The Porch Factory	Jim Brann	2012.05.24.A.2 State and Local Workforce Development Board Contracting Conflict of Interest Policy with exemption to the prohibition to allow the workforce boards to provide statutorily-mandated services.	On-the-Job Training	under \$30,000	n/a	n/a	A contract with a board member receiving a grant for workforce services under federal, state, or other governmental workforce programs.
PY 25-26	R.V. Johnson Insurance	Kelly Johnson	2012.05.24.A.2 State and Local Workforce Development Board Contracting Conflict of Interest Policy with exemption to the prohibition to allow the workforce boards to provide statutorily-mandated services.	On-the-Job Training	under \$10,000	n/a	n/a	A contract with a board member receiving a grant for workforce services under federal, state, or other governmental workforce programs.
PY 25-26	Treasure Coast Builders Association	Deborah Frazier	2012.05.24.A.2 State and Local Workforce Development Board Contracting Conflict of Interest Policy with exemption to the prohibition to allow the workforce boards to provide statutorily-mandated services.	On-the-Job Training	under \$10,000	n/a	n/a	A contract with a board member receiving a grant for workforce services under federal, state, or other governmental workforce programs.
PY 25-26	Treasure Coast Technical College	Dr. David Moore	2012.05.24.A.2 State and Local Workforce Development Board Contracting Conflict of Interest Policy with exemption to the prohibition to allow the workforce boards to provide statutorily-mandated services.	Facility Use Agreement for the Eckerd Connects Career Center	under \$10,000	n/a	n/a	A contract with a board member's employer, Treasure Coast Technical College (TCTC), School District of Indian River County, to receive rent for facility usage at TCTC for the Eckerd Connects Career Center.
PY 25-26	Treasure Coast Technical College	Dr. David Moore	2012.05.24.A.2 State and Local Workforce Development Board Contracting Conflict of Interest Policy with exemption to the prohibition to allow the workforce boards to provide statutorily-mandated services.	Approved Training Provider	under \$50,000	n/a	n/a	A contract with a board member receiving a grant for workforce services under federal, state, or other governmental workforce programs.
PY 25-26	Walmart Distribution Center	David Bean	2012.05.24.A.2 State and Local Workforce Development Board Contracting Conflict of Interest Policy with exemption to the prohibition to allow the workforce boards to provide statutorily-mandated services.	On-the-Job Training	under \$10,000	n/a	n/a	A contract with a board member receiving a grant for workforce services under federal, state, or other governmental workforce programs.

PY 25-26	St. Lucie County Board of County Commissioners	Erin Lowry	2012.05.24.A.2 State and Local Workforce Development Board Contracting Conflict of Interest Policy with exemption to the prohibition to allow the workforce boards to provide statutorily-mandated services.	On-the-Job Training	under \$10,000	n/a	n/a	A contract with a board member receiving a grant for workforce services under federal, state, or other governmental workforce programs.
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Revised 10/2025

AGENDA ITEM SUMMARY

Title	President/CEO Annual Performance Evaluation
Strategic Plans/Goals	Administration & Strategic Planning
Policy/Plan/Law	Workforce Innovation and Opportunity Act (WIOA)/Role of LWDB's/DEO Grantee-Subgrantee Agreement /CSRC Employee Bonus Policy
Action Requested	Discuss the President/CEO Performance Evaluation
Background	<p>The Executive Committee members rate the performance of the President/CEO annually. The customary process is for an evaluation form to be e-mailed to Executive Committee members. Completed forms are to be returned to the Chairperson via e-mail. The Chairperson then tabulates the scores, presents the results to the Executive Committee, and discusses the results with the CEO.</p> <p>Per the DEO Grantee/Sub-Grantee Agreement, no changes to compensation for CSRC's executive staff are allowed without documented approval from the Board of Directors and must align with local policies and procedures. CSRC's Employee Bonus Policy allows for non-discretionary, performance-based, year-end bonus/raise for all CSRC staff not to exceed 5% of an employee's annual salary. Discuss the President/CEO Performance Evaluation</p>
Staff Recommendations	Discuss the President/CEO Performance Evaluation
Supporting Material	President/CEO Performance Evaluation Form
Board Staff	Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418

PRESIDENT/CEO PERFORMANCE EVALUATION

For: _____

Review Period: _____

Date Completed: _____

*Rating Scale: (4) Outstanding (3) Exceeds Expectation (2) Acceptable (1) Improvement Needed (0) Unsatisfactory
Written comments are required for any ratings of (0) or (1).*

I. Organizational Efficiency, Productivity and Effectiveness

PERFORMANCE CATEGORY	RATING	COMMENTS
Leadership – Demonstrates the ability to provide direction through influence and partnership providing appropriate guidance and administration.		
Planning – Plans realistic goals through the analysis of relevant information, based on the Workforce Boards mission; reviews progress; justifies costs; establishes realistic schedules; achieves results in a timely manner.		
Organizing – Arranges work for the most efficient handling and elimination of unnecessary activities		
Work Products – Produces reports, correspondence and other work products, which meet the intended objectives in a timely manner, while reflecting acceptable quality.		
Budget Management – Maintains appropriate budgetary controls; stays within budget; makes appropriate budgetary recommendations; monitors activities and initiates timely and effective correcting actions.		
Staffing – Selects qualified people; matches employee skills and abilities with job requirements; assigns staff appropriately for workload; develops and improves technical skills of staff; effectively evaluates staff and uses progress discipline if necessary.		

PRESIDENT/CEO PERFORMANCE EVALUATION

II. Individual Efficiency, Productivity and Effectiveness

PERFORMANCE CATEGORY	RATING	COMMENTS
Problem Analysis/Decision Making – Analyzes problems comprehensively; makes timely practical decisions.		
Presentations – Develops clean, well-organized and logical presentations; reduces complex issues to simple terms; is sensitive to audience levels.		
Self-Direction – Is personally well-organized; uses time effectively; acts independently.		
Self-Motivation – Is motivated to succeed; stretches personal resources; builds on strengths and works on deficiencies.		
Communication Skills – Communicates clearly and listens effectively; keeps others informed; deals effectively with conflict.		
Community Relations – Develops and maintains effective working relationships with other agencies, local and state personnel; legislature, media; the public; and awareness and involvement of community affairs.		
Board Interaction - Works effectively with individual Board members; works effectively with the Board as a whole, listens and reacts to Board input.		

PRESIDENT/CEO PERFORMANCE EVALUATION

III. Areas of Greatest Strength

IV. Areas of Greatest Opportunity for Growth

IV. OVERALL PERFORMANCE RATING IS _____

OUTSTANDING

- * No ratings of ***Unsatisfactory***
- * No ratings of ***Improvement Needed***
- * No ratings of ***Acceptable***
- * More than half of the ratings must be ***Outstanding***

ACCEPTABLE

- * No ratings of ***Unsatisfactory***
- No more than five (5) ratings of ***Improvement Needed***

EXCEEDS EXPECTATIONS

- * No ratings of ***Unsatisfactory***
- * No ratings of ***Improvement Needed***
- * More than half of the ratings must be ***Exceeds Expectation*** or above

IMPROVEMENT NEEDED

- * Six (6) or more ratings of ***Improvement Needed***
- * No more than one (1) rating of ***Unsatisfactory***

UNSATISFACTORY

- Two (2) or more ratings of ***Unsatisfactory***

Overall, I am ☐ Satisfied ☐ Not Satisfied with the President/CEO's performance.

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 bbauer@careersourcerc.com (866) 482-4473 ext. 418