

## September 24, 2025

### Meeting Agenda

1. Welcome & Call to Order
2. Pledge of Allegiance
2. Roll Call and Attendance
  - a. Board
  - b. Staff
2. Declarations of Conflicts of Interest

### Voting Items

5. Consent Agenda
  - a. Review and Approve June 25, 2025, Board of Directors Meeting Minutes
  - b. Review and Approve July 15, 2025, Youth Council Meeting Minutes
  - c. Review and Approve August 27, 2025, Program and Services Meeting Minutes
  - d. Review and September 12, 2025, Executive Committee Meeting Minutes
    - I. Review and Approve Financial Statements - May, June, July 2025
    - II. Review and Approve Review and Approve Welfare Transition (WT) - Transitional Supportive Services Policy
    - III. Review and Approve Welfare Transition (WT) - Up-Front Diversion Policy
    - IV. Review and Approve Welfare Transition (WT) - Work Requirement Penalties and Pre-Penalty Counseling Policy
    - V. Review and Approve Welfare Transition (WT) - Hardship Extensions for Temporary Cash Assistance Policy
    - VI. Review and Approve Reemployment Services and Eligibility Assessment (RESEA) - Program Design and Framework Policy
    - VII. Review and Approve Workforce Innovation & Opportunity Act (WIOA) - Program Framework and Design Policy
6. Review and Approve Final Budget - PY 2025-2026
7. Review and Approve Workforce Innovation & Opportunity Act (WIOA) - Youth Services Subrecipient Contract for PY2025-2026 (RFP Term 5 of 5)
8. Review and Approve Local Targeted Occupations List (LTOL) for 2nd Quarter - PY2025-2026
9. Review and Approve Declaration of Authority - Angela Browning, Designee for Timothy Moore, President, Indian River State College
10. Review and Approve the Executive Committee's Recommendation for Executive Staff Salary Compensation

### Information/Discussion

11. Primary Indicators of Performance - 4th Quarter
12. Department of Commerce (FLORIDACOMMERCE) Financial and Programmatic Compliance Monitoring Review - PY 2024-2025
13. Chair's Report
  - a. Board of Directors Orientation
  - b. Ad Hoc Search Committee - Board Membership
14. President's Report
  - CareerSource Research Coast Reorganization/Reach Office Update
  - Workforce Development Professional Summit - September 8-10, 2025
  - Lippes Mathias LLP General Counsel - Engagement Letter
  - Port St. Lucie Business Center Lease Settlement
15. Open to the Public
16. Open to the Board
17. Adjournment - Next Board of Directors Meeting - January 28, 2025

### **Members Present**

Tracey Miller	William Armstead	Deb Frazier
Angela Browning	Terrance Moore	

### **Members Participating by Teleconference**

Jose Capellan	Lorna Landherr	James Brann
Erin Lowry	Christie Shields	Aliesha Seitz
Werner Bols		

### **Members Excused**

Joseph Catrambone	Pamela Burchell	Bob Cenk
David Freeland	Kevin Staten	Leslie Kristof
Wayne Olson	Kelly Johnson	Michael Kauffmann

### **Public in Attendance**

None

### **Administrative Staff Participating In-person/Teleconference**

Brian Bauer	Tracey McMorris	Lisa Delligatti
Jennifer Eimann		



### **Call to Order**

William Armstead, Vice Chair, called the meeting to order at 8:05 a.m. The Board recited the Pledge of Allegiance. A quorum was established.

### **Agenda Item 4 - Declarations of Conflicts of Interest (COI):**

William Armstead, Vice Chair, asked board members to identify any potential conflicts of interest. No conflicts of interest were declared.

### **Agenda Item 5 - Consent Agenda:**

William Armstead, Vice Chair, presented the Consent Agenda and asked if any members needed further discussion on any items.

With no further discussion, Werner Bols moved to approve the Consent Agenda, as presented. Deb Frazier seconded the motion, which passed unanimously.

### **Agenda Item 6 - Review and Approve Final Budget - PY 2025-2026:**

Lisa Delligatti, CFO, presented a final budget overview to the board, noting that changes from the previous year were minimal. The budget was developed based on historical expenditures with the following key updates:

#### **Grant Funding Updates**

- All final grant amounts received for the year have been updated in the budget
- Final RESEA and SNAP allocations were received and incorporated
- New grants were added to replace previous HOPE funding streams
- Total grants for the program year: approximately \$5.2 million

#### **One-Stop Costs:**

- One-stop costs were adjusted to reflect the new career center

Individual Training Account (ITA) Requirements. Ms. Delligatti provided additional context on ITA calculations:

- Funding streams highlighted in pink represent those used for the state ITA percentage calculation
- While the state requires 50% ITA spending, the local board submitted and received approval for a special waiver at 40%
- The waiver was approved by the board and subsequently approved by CareerSource Florida in September
- Required training expenditure based on 40% calculation: approximately \$600,000  
ITA Calculation Methodology

Ms. Delligatti clarified that the 40% state ITA calculation includes:

- Direct training costs
- Staff salaries and benefits for time dedicated to participants in training (approximately



- 25% estimated staff time)
- Overhead costs attached to specific training-related work activities
- Supportive services

#### Dislocated Worker Funding

- The organization is in a strong fiscal position with regard to Dislocated Worker carry-forward funds
- The program has returned to healthy fiscal status, allowing for funds to be carried into the next program year
- Dislocated Worker funding has two-year availability
- In recent years, allocations were minimal, requiring funds to be fully expended within one program year
- The current fiscal position now allows for strategic carry-forward of funds to support continued operations in the next program year
- This practice is allowable and does not indicate underspending, but rather strategic fiscal management

With no further discussion, Tracey Miller moved to approve Final Budget - PY 2025-2026, as presented. Deb Frazier seconded the motion, which passed unanimously.

#### **Agenda Item 7 - 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, Tracey Miller moved to approve the Workforce Innovation & Opportunity Act (WIOA) - Youth Services Subrecipient Contract for PY2025-2026, as presented. Deb Frazier seconded the motion, which passed unanimously.

#### **Agenda Item 8 - 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, Jose Capellan moved to approve the Local Targeted Occupations List (LTOL) for 2nd Quarter - PY2025-2026, as presented. Jim Brann seconded the motion, which passed unanimously.

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

Brian Bauer introduced Angela Browning, Designee for Timothy Moore, President, Indian River State College.

Dr. Browning introduced herself to the board, sharing that she has 29 years of experience in the Florida College System and currently serves as Vice President of Research, Institutional Effectiveness, and Government Affairs at Indian River State College, where she has worked for six and a half years.

Board members expressed enthusiasm about her appointment, noting their previous collaboration on projects and grants. While acknowledging they will miss Dr. Pilly, the board looks forward to Dr. Browning's contributions and building upon their existing professional relationship.

With no further discussion, Werner Bols moved to approve the Declaration of Authority, assigning Angela Browning as the Designee for Timothy Moore, President of Indian River State College, as presented. Jim Brann seconded the motion, which passed unanimously. Angela Browning abstained from the vote.

**Agenda Item 10 - Review and Approve the Executive Committee's 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 to the board 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, Angela Browning moved to Approve Recommendation for Executive Staff Salary Compensation, with revisions. Werner Bols seconded the motion, which passed unanimously.

**Agenda Item 11 - Primary Indicators of Performance - 4th Quarter:**

Brian Bauer, President/CEO, presented the Primary Indicators of Performance for the 4th Quarter of PY 2024-2025. Mr. Bauer explained that the areas highlighted in blue reflect those performance goals exceeded (greater than 100% of negotiated). Likewise, goals highlighted in green show that performance goals were met (90-100% of negotiated), and those reflected in yellow still need to be met (less than 90% of negotiated) by CSRC.

Mr. Bauer presented the Statewide Indicators of Performance, which reflect the performance outcomes for all Local Workforce Development Boards (LWDBs) across the state. LWDB 20 is one of the top-performing boards.

**Agenda Item 12 - 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), or 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 five 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,
    - Chair's Report
      - a. Board of Directors Orientation
      - b. Ad Hoc Search Committee - Board Membership

### **Agenda Item 13 - Chair's Report:**

Will Armstead, Vice Chair, provided board members with the following training and compliance reminders:

#### Board Member Orientation/Refreshers:

Mr. Armstead stated that the board member orientation needs to be completed promptly in order to remain in compliance with state requirements. Mr. Armstead encouraged the board members to complete the orientation at their earliest convenience.

Florida Commission on Ethics Filing: Mr. Armstead reminded board members to complete their Florida Commission on Ethics requirements. Unlike the internal orientation, this state-mandated filing carries financial penalties for late submission. The Commission will send persistent reminders until the requirement is fulfilled, making timely completion essential.

### **Agenda Item 14 - President's Report:**

Brian Bauer, President/CEO, presented the following updates to the board 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 informed as the process progresses.



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 are already well-versed in:
  - o Workforce development operations
  - o Federal funding requirements and regulations
  - o 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, bringing 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 on our insurance policy renewal next year, though we expect to maintain reasonable coverage.

**Agenda Item 15 - Open to the Board:**

No comments

**Agenda Item 16 - Open to the Public:**

No Comments

**Agenda 17 - Adjournment:**

With no further items to discuss, Will Armstead, Vice Chair, made a motion for adjournment. All Members agreed, and the meeting was adjourned at 9:16 a.m.

*The next Board of Directors Meeting will be held on January 28, 2025*





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## **STAFF CERTIFICATION**

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

**Brian K. Bauer** Digitally signed by Brian K. Bauer  
Date: 2026.02.05 08:41:17 -05'00'

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Brian Bauer  
Board Secretary

2/5/2

Date

collaborate.  
innovate.  
lead.

