



Executive Committee Meeting

November 14, 2025

Opening Remarks

1. Welcome & Attendance
2. Conflict of Interest Declaration

Voting Items

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

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. 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
8. Adjournment - Next Committee Meeting - December 12, 2025, if necessary

Member Present

Leslie Kristof Jim Brann Terrance Moore

Members Participating by Teleconference:

Christi Shields

Members Excused

Bob Cenk Werner Bols William Armstead

Administrative Staff Present/Teleconference:

Brian Bauer Tracey McMorris Lisa Delligatti
Jennifer Eimann Luis Bello

Call to Order:

Jim Brann, Chair, called the meeting to order at 8:05 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 Added - James Moore and Company Presentation of the Financial Statements Audit Draft -June 30, 2025, and 2024:

Corrine LaRoche, James Moore Certified Public Accountants & Consultants, presented the overall findings from the draft audit of the financial statements for June 30, 2025, and 2024, to the Executive Committee. Discussion included the following:

Audit Adjustments – None

Audit Reports:

- Report on Financial Statements (pages 1-3), Unmodified Opinion
- Report on Internal Control and Compliance (pages 24-25), No findings
- Report on Compliance for Major Federal Program (pages 30-32), No findings

Financial Highlights:

- Revenues (page 9) \$5,517,298 (Charges for Services, Operating Grants, Gain on Lease Termination, and Investment Income)
- Federal Grants: Decrease \$706,000 (12.2% from prior year)
- Local grants: Increase \$52,000 (38.9%) from prior year
- Charges for Services: Decrease \$14,000 (32.2% from prior year)

Expenses Full Accrual (page 9) - \$5,339,038

- Decrease \$694,000 (11.5%) from prior year

Net Position (page 8) - \$275,519

- Total: Increase - \$181,000 (191.8% from prior year) Unrestricted: Decrease - \$24,000 (3% from prior year)
- Unrestricted: Decrease \$3,000 (1.8%) from prior year

Agenda Item 4 - Review and Approve Acceptance of the Financial Statements Audit Draft - June 30, 2025, and 2024:

Jim Brann, Chair, asked if any committee members had any questions regarding the presentation of the Financial Statements Audit Draft. With no further discussion, Mr. Brann announced that the committee would proceed directly to agenda item 4 for a vote before returning to item 3 for review and approval.

Leslie Kristof moved to approve the Acceptance of the Financial Statements Audit Draft - June 30, 2025, and 2024, as presented. Christi Shields seconded the motion, which passed unanimously.

Agenda Item 3 - Review and Approve September Financial Reports - PY 2025-2026:

Lisa Delligatti, CFO, provided an update on the current financial status. Ms. Delligatti stated that Dislocated Worker and some Wagner-Peyser funding is being used to cover Adult expenditures. There is \$600,00 of Dislocated Worker program monies still available. Those monies will fund expenditures for November and December. Ms. Delligatti stated that she expects that in January, CSRC will start using our Adult 2025 money.

The SNAP funding was fully exhausted in September. For October, CSRC deployed Wagner-Peyser Network Navigator (Web 7B) funds to cover October SNAP activities. Ms. Delligatti stated that the LWDBs are waiting to see if they will be receiving SNAP funding in November. If not, then going into November, we'll still be using that Wagner-Peyser money.

At the end of September, our state ITA was hovering just short of 45%, so we meeting that metric.

Leslie Kristof moved to approve the September Financial Reports - PY2025-2026, as presented. Terrance Moore seconded the motion, which passed unanimously.

Agenda Item 5 - Review and Approve Acceptance of the Nomination of Mark Litten's Appointment to the Workforce Development Board of the Treasure Coast:

Brian Bauer, President/CEO, announced Mark Linton has accepted an appointment to replace outgoing board member Helene Caseltine. Andrea Beam has also accepted an appointment to replace Dori Stone's seat on our board, designated for the Chambers of Commerce representing our three-county service area. We are still waiting for Ms. Beam's application.

Mr. Bauer stated he will convene a meeting of the Treasure Coast Workforce Consortium (TCWC) to present applications for acknowledgment and official endorsement. Following the TCWC endorsement, both applications will be submitted to the full Board of Directors at the January 28, 2026, meeting for review and approval. Their terms will begin on July 1st, 2025, to align with the fiscal year start. Until that date, they will participate as non-voting members.

There are still three board seats that require replacement. The Ad Hoc Committee is working on these replacements and will address all vacancies systematically.

Leslie Kristof moved to approve the Acceptance of the Nomination of Mark Litten's Appointment to the Workforce Development Board of the Treasure Coast, as presented. Christi Shields seconded the motion, which passed unanimously.

Agenda Item 6 - Review and Approve Board Member CareerSource Florida Contract COI Exemption Request - PY 2025 – 2026:

Brian Bauer, President/CEO, stated that the Business Services team has secured an On-the-Job Training (OJT) opportunity with the St. Lucie County Board of County Commissioners. A current board member, Jamie Fowler, affiliation with the county that requires that a Conflict-of-Interest Disclosure be reviewed and approved for Commissioner Fowler.

Staff is asking that the Executive Committee approve OJT contracts with St. Lucie County Board of County Commissioners, not to exceed \$10,000

Leslie Kristof moved to approve the Board Member CareerSource Florida Contract COI Exemption Request - PY 2025 - 2026, as presented. Christi Shields seconded the motion, which passed unanimously.

Agenda Item 7 - CareerSource Research Coast (CSRC) Updates:

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

Release of WIOA Youth Services Request for Proposal (RFP):

The board previously approved this request for proposal (RFP) in November of last year. While approval was granted early to allow adequate preparation time, staff wanted to provide a reminder that the youth services contract will be going out for bid, as the current five-year contract with Eckerd is expiring. The RFP timeline has been established to present the results and recommendations to the board at the April meeting.

CareerSource Florida Board/Committee Meeting/Day at the Capitol 2026:

- Dates: January 27-28, 2026 (Tuesday-Wednesday)
- FWDA coordinating local delegation meetings on workforce development priorities
- Committee members encouraged to participate; registration through Jennifer Eimann

Administrative Office Relocation

The transition to the new administrative facility is planned to be completed by January 1, 2026, pending certificate of occupancy and final agreement execution.

Key features include:

- Separate hallway system from the career center while maintaining co-location benefits
- Independent entrance and self-contained bathroom facilities
- Dedicated break room with sink installation
- Enhanced operational independence while preserving partnership accessibility

REACH Facility Development (Martin County)

Leadership met with Martin County representatives George Stokas and Ted Astolfi, along with other partners, to finalize the establishment of the REACH office.

- Lease agreement in the final negotiation phase. The outstanding issue involves a discrepancy in insurance requirements (the county requires \$1M/\$3M liability coverage, whereas the current coverage is \$1M/\$2M).
- A new Site Supervisor position was created to manage facility operations and coordinate with county requirements
- Facility will serve as a regional training hub for Martin County
- Staff will manage event and training calendars for multiple providers
- Focus on connecting non-college-bound high school graduates with career pathways

Program Focus Areas:

- Aviation and advanced manufacturing training
- CNA certification programs
- Industry-specific English as a Second Language (ESL) curriculum using rural grant funding
- Employability and soft skills development
- Partnership with Martin County school districts for career readiness initiatives

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 9:05 a.m.

Next Executive Committee Meeting – December 12, 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.

Brian K. Bauer Digitally signed by Brian K. Bauer
Date: 2026.01.22 12:07:32 -05'00'

1/22/2026

Brian Bauer
Secretary

Date