



# Youth Council Meeting Minutes

**January 20, 2026**

## Opening Remarks

1. Welcome & Attendance

## Voting Items

2. Review and Approve Workforce Innovation and Opportunity Act (WIOA) - Youth Program Eligibility and Service Provider Selection Policy
3. Review and Approve Workforce Innovation and Opportunity Act (WIOA) - Youth Services Request for Proposals
4. Review and Approve Youth Council Meeting Minutes - October 21, 2025

## Information/Discussion

5. Appoint Youth Council Member to RFP# 26-001-YWS Rating Team
6. LWDB 20 Primary Indicators of Performance 1st Quarter - PY 2025-2026
7. Workforce Innovation Opportunity Act (WIOA) - Youth Connections Performance Report - PY 2025-2026
8. Workforce Innovation and Opportunity Act (WIOA) - Youth Connections Success Story
9. Workforce Innovation and Opportunity Act (WIOA) - Youth Connections Program Update
10. Adjournment

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## **Members Participating by Teleconference:**

Christie Shields, Lana Barros, Robert McPartlan, Lorna Landherr, Tracey Miller

## **Members Present**

Terrance Moore

## **Members Excused**

William Armstead, David Freeland, Aliesha Seitz

## **Members Unexcused**

None

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

Tracey McMorris, Kate Sayer, Melanie Tarnoff, Jennifer Eimann

## **Public Attendance**

Kimberly Grey  
Elizabeth Pantano

**Call to Order:**

Terrance Moore, Chair, called the meeting to order at 8:06 am. Attendance was taken.

**Agenda Item 2 - Review and Approve Workforce Innovation and Opportunity Act (WIOA) - Youth Program Eligibility and Service Provider Selection Policy:**

Tracey McMorris, Vice President of Operations/COO, stated that this policy replaces a previous Youth service provider selection policy by merging two existing policies into a single streamlined document that aligns with Careers for Explorers standards. Its purpose is to standardize Youth program implementation across boards by ensuring critical program elements are in place, including proper funding allocation and Youth assessment procedures.

Ms. McMorris explained that the policy mandates that every Youth participant receives an objective assessment through Employ Florida and develops an individual services strategy, consistent with other WIOA policies. It emphasizes establishing strong business and community partnerships to deliver high-quality employment outcomes for Youth participants.

Additionally, the policy outlines procurement procedures for service providers and requires a clear demonstration of the 14 Youth program elements, along with evidence of community partnership plans, sound budgets, and alignment with federal performance metrics. This represents a shift toward more concise, policy-focused documents, with operational guidance to follow through technical assistance letters. Local procedures will be developed once that guidance is received, ensuring compliance with state and federal requirements.

Tracey Miller moved to approve the Workforce Innovation and Opportunity Act (WIOA) - Youth Program Eligibility and Service Provider Selection Policy, as presented. Bob McPartlan seconded the motion, which passed unanimously.

**Agenda Item 3 - Review and Approve Workforce Innovation and Opportunity Act (WIOA) - Youth Services Request for Proposals:**

Tracey McMorris, Vice President of Operations/COO, explained that Eckerd Youth Connections' current five-year contract expires on June 30, 2026, and CareerSource Research Coast is now seeking approval to release a Request for Proposal (RFP) to contract with either the current vendor or a new provider for the next five-year term.

Approval Process: The proposed timeline requires Youth Council approval first, followed by final approval from the Board of Directors.

Proposed Timeline:

Issue Requests for Proposals	February 2, 2026
Proposals Due	March 6, 2026
Technical Assistance/ Question and Answer Period	February 2, 2026 - February 27, 2026
Technical Review	March 9, 2026 - March 13, 2026
Rating Team Review	March 16, 2026 - March 20, 2026

Selection of Proposal	March 27, 2026
Selection Presented to Youth Council	April 21, 2026
Selection Presented to Board of Directors	April 29, 2026

The rating process follows a transparent rubric provided in the RFP, ensuring all vendors understand the evaluation criteria. This timeline ensures a new contract will be in place by July 1, 2026, for the next five-year cycle.

Tracey Miller moved to approve the Workforce Innovation and Opportunity Act (WIOA) - Youth Services Request for Proposals, as presented. Lorna Landherr seconded the motion, which passed unanimously.

**Agenda Item 4 - Review and Approve Youth Council Meeting Minutes - October 21, 2025:**

Jennifer Eimann, Executive Assistant, explained that per Brian Bauer, President/CEO, directive, a procedural change is being implemented. Going forward, each council/committee will now formally approve its respective meeting minutes before submission to the Board for final approval.

Should any corrections or amendments be necessary, the council members may contact Ms. Eimann, who will ensure the appropriate revisions are made.

Tracey Miller moved to approve the Youth Council Meeting Minutes - October 21, 2025, as presented. Bob McPartlen seconded the motion, which passed unanimously.

**Agenda Item 5 - Appoint Youth Council Member to RFP# 26-001-YWS Rating Team:**

Tracey McMorris, Vice President of Operations/COO, explained that a Youth Council member is needed to serve on the rating team for proposal evaluations. This role ensures the Youth Council has representation in the decision-making process.

Responsibilities include:

- Reviewing all submitted proposals
- Rating proposals using established rubric
- Attending a meeting with the rating team to discuss ratings and finalize scores

The rating team captain, Ms. McMorris, will handle administrative tasks like paperwork and score tallying. Terrence Moore, Chair, participated in this role last year. The group is seeking either a volunteer or someone appointed by the chair.

Timeline: Ratings won't occur until the end of March, so members have time to consider the opportunity. Additional information will be provided via email follow-up.

**Agenda Item 6 - LWDB 20 Primary Indicators of Performance 1st Quarter- PY 2025-2026:**

Tracey McMorris, Vice President of Operations/COO, presented the Primary Indicators of Performance for the 1st Quarter of PY 2025-2026. Mr. McMorris explained that the areas highlighted in blue reflect that performance goals exceeded (greater than 100% of negotiated). Likewise, goals highlighted in green show that performance goals were met (90-100% negotiated), and those reflected in yellow still need to be met (less than 90% of negotiated) by CSRC.

Specifically, the numbers reflected in the Youth categories show that the LWDB 20 has not met or exceeded performance goals under the Credential Attainment Rate category.

Mr. McMorris stated that staff had worked hard to meet the negotiated performance targets and that strategic, operational steps would ensure all performance goals are met by qualifying participants as adults and improving real-time data.

Mr. McMorris pointed out that Florida currently operates under a waiver permitting up to 50% of funding to support in-school youth. We believe fully utilizing this waiver will improve our credential attainment rate, since in-school youth (ISY) that we serve will not be pursuing GEDs. Ms. McMorris explained that while falling short on this metric is unfortunate, this is not a recurring problem we have experienced historically.

**Agenda Item 7 - Workforce Innovation Opportunity Act (WIOA) - Youth Connections**

**Performance Report - PY 2025-2026:**

Tracey McMorris, Vice President of Operations/COO, shared that the performance report covers Youth Connections' progress beyond federal metrics, including their contract deliverables.

Ms. McMorris reported that they are meeting or exceeding expectations on all measures except for the federal metric previously discussed. In addition, Youth Connections is doing an excellent job this year and is on track to hit all its contract targets.

**Agenda Item 8 - Workforce Innovation and Opportunity Act (WIOA) - Youth Connections**

**Success Story:**

Melanie Turnoff introduced Elizabeth Pantano, the mother of Christopher, who is Ms. Turnoff's client.

Ms. Pantano explained that Christopher, a University of Florida (UF) student majoring in Marine Biology joined the Eckerd Youth Connections' program seeking hands-on experience in his field.

Ms. Tarnoff was able to coordinate the following internships for Christopher:

**Internship Placements:**

- First internship was coordinated at the University of Florida's Union River State Research and Education Center with Dr. Owes at the Aquatic Center.  
Excellent performance; permanent position desired but unavailable due to funding
- Second internship was arranged at Pro Aquatics in Vero Beach, leading to employment. Christopher independently secured an additional internship at Harbor Branch.

Ms. Pantano shared that Christopher experienced a serious setback during his freshman year at UF that required him to return home. Through CareerSource, he found purpose and gradually rebuilt his confidence through the program's structured approach, starting with foundational skills and progressing to professional development.

Currently, Christopher has graduated from Indian River State College with a biology degree, magna cum laude, and is pursuing his dream position at Zoo Tampa in aquatics/manatee care.

Elizabeth emphasized that the program was transformative for Christopher, praising Melanie Tarnoff's compassion and patience. She regularly recommends CareerSource and the Eckerd Youth Connections' program to colleagues working with students who have medical accommodations and 504 plans.

Ms. Tarnoff acknowledged the importance of focusing on individual impact as a reminder of the program's core mission.

**Agenda Item 9 - Workforce Innovation and Opportunity Act (WIOA) - Youth Connections Program Update:**

Tracey McMorris, Vice President of Operations/COO, reiterated that regarding the credentialing issue previously discussed during the Item 6 - Primary Indicators of Performance discussion, we are now confident that we have implemented all necessary safeguards to prevent this from happening again. The issue was within our control, and we have taken full ownership of addressing it.

On the programmatic side, Ms. McMorris stated that we are currently conducting audits and reviewing processes such as activity codes and data entry procedures, a proactive approach to identify and prevent any issues that could impact our program performance measures.

**Agenda Item 10 - Adjournment:**

Having no other business, the Youth Council meeting was adjourned at 8:53 AM.

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**BOARD STAFF CERTIFICATION**

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



Digitally signed by Tracey  
McMorris  
Date: 2026.02.04 12:24:02  
-05'00'

2/4/2026

Board Staff  
Tracey McMorris

Date