



Board of Directors

MEETING AGENDA

Meeting Details

Date: February 4, 2026

Time: 8:00 am

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

MSTeams Virtual Meeting Access:

Access Code: 189 970 679#

Phone: 772-800-5467

URL:<https://teams.microsoft.com/meet/24146317357734?p=Lw8ygl9Gos8DjBDBKe>

Opening Remarks

1. Welcome & Call to Order
2. Pledge of Allegiance
3. Roll Call and Attendance (Page 3)
 - a. Board Members
 - b. Staff
4. Conflict of Interest Declaration (Pages 4-6)
5. James Moore and Company Presentation of the Financial Statements Audit - Year End June 30, 2025 and 2024, Form 990 Draft, Year Ending June 30, 2025 (Pages 7-8)

Voting Items

6. Approve Acceptance of Financial Statements Audit - Year End June 30, 2025, and 2024, Form 990 Draft, Year Ending June 30, 2025 (Page 9)
7. Consent Agenda (Pages 10-30)
 - a. Review and Approve September 24, 2025, Board of Directors Meeting Minutes
 - b. Review and Approve November 19, 2025, Program and Services Meeting Minutes
 - c. Review and Approve January 20, 2026, Youth Council Meeting Minutes (Pages 26-30)
 - d. Review and Approve January 16, 2026, Executive Committee Meeting Minutes
 - i. Review and Approve October and November Financial Reports - PY 2025-2026
 - ii. Review and Approve Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker Program Eligibility Policy
 - iii. Review and Approve Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker Program Supportive Services Policy Revisions
 - iv. Review and Approve Workforce Innovation and Opportunity Act (WIOA) Individual Training Account Policy Revisions

- v. Review and Approve Supplemental Nutrition Assistance Program (SNAP) Employment and Training Program Components and Case Management Policy
 - vi. Review Acceptance of Executive Meeting Minutes:
 - a. October 17, 2025
 - b. November 14, 2025
 - vii. Review President/CEO Annual Performance Evaluation
8. Review and Approve Board Member CSF Contract/COI Exemption Request for Erin Lowry - PY2025-2026 (Pages 31-37)
 9. Review and Approve Local Targeted Occupations List (LTOL) for 3rd Quarter - PY2025 -2026 (Pages 38-43)
 10. Review and Approve Internal Control Questionnaire (ICQ) for PY 2025-2026 (Page 44)
 11. Review and Approve Extension of Provider of Direct Services for PY 2026-2029 (Pages 45-52)
 12. Review and Approve Release of WIOA Youth Services Request for Proposal (RFP) (Page 53)
 13. Review and Approve Executive Staff Cost of Living Increase (Page 54)

Information/Discussion

14. Primary Indicators of Performance - 1st Quarter (Pages 55-56)
15. One-Stop Operator Report - 1st and 2nd Quarters (pages 57-63)
16. Workforce Readiness Taskforce Report - 4th Quarter (Page 64)
17. Chair's Report (Page 65)
 - a. Ad Hoc Search - Board Membership Update
 - Nomination of Andrea Beam for Appointment to the Workforce Development Board of the Treasure Coast
18. President's Report (Page 66)
19. Open to the Public (Page 67)
20. Open to the Board (Page 68)
21. Adjournment - Next Board of Directors Meeting - April 29, 2026



**BOARD OF DIRECTORS MEETING
AGENDA
ATTENDANCE ROSTER
JULY 1, 2025 - JUNE 30, 2026**

| # | BOARD MEMBER | | 09/24 | 02/04 | 04/29 | 06/24 | Total |
|----|-----------------------|--|-------|-------|-------|-------|-------|
| 1 | Werner | Bols | T | | | | |
| 2 | Jim | Brann - Chair | T | | | | |
| 3 | Pamela | Burchell | E | | | | |
| 4 | Jose | Capellan | T | | | | |
| 5 | Joseph | Catrambone | E | | | | |
| 6 | Bob | Cenk | E | | | | |
| 7 | Erin | Lowry * As of 12-1-2025 | T | | | | |
| 8 | David | Freeland | E | | | | |
| 9 | Jon Aliesha | Prince Seitz (Designee) | T | | | | |
| 10 | Mike | Kauffmann | E | | | | |
| 11 | Leslie | Kristof - Past Chair | E | | | | |
| 12 | Michael Tracey | Maine Miller (Designee) | X | | | | |
| 13 | Dr. Tim Angela | Moore Browning (Designee) | X | | | | |
| 14 | Terrance | Moore | X | | | | |
| 15 | Dr. David Christie | Moore Shields (Designee) Treasurer | T | | | | |
| 16 | Wayne | Olson *Resigned as of 10-6-25 | E | | | | |
| 17 | Lorna | Landherr | T | | | | |
| 18 | Will | Armstead - Vice Chair | X | | | | |
| 19 | Kevin | Staten | E | | | | |
| 20 | Kelly | Johnson | E | | | | |
| 21 | Deb | Frazier | X | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| # | ADMINISTRATIVE STAFF | | 09/24 | 02/04 | 04/29 | 06/24 | Total |
| 1 | Brian | Bauer | X | | | | |
| 2 | Tracey | McMorris | X | | | | |
| 3 | Lisa | Delligatti | X | | | | |
| 4 | Christina | Coble | X | | | | |
| 5 | IT | M. Rivera/Luis Bello | X | | | | |
| 6 | Jennifer | Eimann | X | | | | |
| | | | | | | | |

T – Attended Virtually X – Attended In-Person E – Excused U - Unexcused

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 |

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 5

AGENDA ITEM SUMMARY

| | |
|------------------------------|---|
| Title | James Moore and Company Presentation of the Final Financial Statements Audit - Year End June 30, 2025, and 2024, Draft Form 990, Year Ending 2025 |
| Strategic Plans/Goals | Effective Utilization of Current and Timely Operational Intelligence for all Stakeholders |
| Policy/Plan/Law | Workforce Innovation and Opportunity Act (WIOA) |
| Action Requested | None - Information only |
| Background | Each year, CSRC receives an audit report from its auditing firm. A representative from James Moore & Company will present the draft audit of the financial statements report to the Board of Directors. The CSRC Board of Directors are required to officially review and accept the audit report presented by the auditing firm. |
| Staff Recommendations | None - Information Only |
| Supporting Material | Presentation by Corinne LaRoche - Link to Financial Statements Audit Summary - June 30, 2025, and 2024 Draft Form 990, Year Ending 2025 |
| Board Staff | Lisa Delligatti Chief Financial Officer ldelligatti@careersource.com (866) 482-4473 ext. 430 |

Workforce Development Board of the Treasure Coast, Inc. Audit for the Year Ended June 30, 2025

Overview

- ❖ Thank You
- ❖ Audit Process

Required Communications

- ❖ Our Responsibility in Relation to Financial Statement Audit
- ❖ Significant Estimates and/or Disclosures:
 - Note 4 (pages 19-20) – Leases
 - Note 10 (page 22) – Related Parties
- ❖ Significant Difficulties Performing Audit, Disagreements with Management: None
- ❖ Audit Adjustments: None

Independent Auditors' Reports

- ❖ Financial Statements (pages 1-3): Unmodified Opinion
- ❖ Internal Control and Compliance (pages 24-25): No findings
- ❖ Compliance and Internal Control 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 \$706k (12.2%) from prior year
 - Local grants: Increase \$52k (38.9%) from prior year
 - Charges for services: Decrease \$14k (32.2%) from prior year
 - Gain on lease termination: \$209k in current year; none in prior year
- ❖ Expenses Full Accrual (page 9) - \$5,339,038
 - Decrease \$694k (11.5%) from prior year
- ❖ Net Position (page 8) - \$275,519
 - Total: Increase \$181k (191.8%) from prior year
 - Unrestricted: Decrease \$3k (1.8%) from prior year



Corinne LaRoche, CPA
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AGENDA ITEM SUMMARY

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|------------------------------|--|
| Title | Review and Approve Acceptance of the Financial Statements Audit - Year End June 30, 2025, and 2024, Draft Form 990, Year Ending 2025 |
| 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 June 30, 2025, and 2024, Draft Form 990, Year Ending 2025 |
| Background | <p>Each year, CSRC receives an audit report from its auditing firm. A representative from James Moore & Company will present the draft audit of the financial statements report to the Board of Directors. Our Administrative Plan requires that the Board of Directors review the report.</p> |
| Staff Recommendations | <p>In addition, the 2023-IRS Form 990 consists of the core form and supplemental schedules. Board governance and policies, and the IRS strongly recommend that all voting members of the governing body receive a copy of the organization's final IRS Form 990 Tax Return prior to its filing.</p> |
| Supporting Material | Review and Approve Acceptance of the Financial Statements Audit Draft June 30, 2025, and 2024, Draft Form 990, Year Ending 2025 |
| Board Staff | <p>Audit Financial Statements June 30, 2025, and 2024 Link: https://careersourcerc.com/wp-content/uploads/2026/01/FY25-Final-Financial-Statements2.pdf Draft Form 990, Year Ending 2025 Link: https://careersourcerc.com/wp-content/uploads/2026/01/Version-2-Jan-28-2026-WFDB-Treasure-Coast-2024-Draft-Form-990-for-Mgmt-Review-201853.pdf</p> <p>Lisa Delligatti CFO ldelligatti@careersourcerc.com (866) 482-4473 ext. 430</p> |

AGENDA ITEM SUMMARY

| | |
|------------------------------|--|
| Title | Consent Agenda |
| Strategic Plans/Goals | Operational Intelligence |
| Policy/Plan/Law | Board By-Laws |
| Action Requested | Approve Consent Agenda, as presented |
| Background | <p>Consent Agenda</p> <ol style="list-style-type: none"> a. Review and Approve September 24, 2025, Board of Directors Meeting Minutes b. Review and Approve November 19, 2025, Program and Services Meeting Minutes c. Review and Approve January 20, 2026, Youth Council Meeting Minutes d. Review and Approve January 16, 2026, Executive Committee Meeting Minutes - Link to Meeting Minutes for items 7di-vii: Meeting Documents (PY 25/26) - CareerSource Research Coast <ol style="list-style-type: none"> i. Review and Approve October and November Financial Report - PY 2025-2026 (Pages) ii. Review and Approve Workforce Innovation and Opportunity Act (WIOA) - Adult and Dislocated Worker Program Eligibility Policy iii. Review and Approve Workforce Innovation and Opportunity Act (WIOA) - Adult and Dislocated Worker Program Supportive Services Policy Revisions iv. Review and Approve Workforce Innovation and Opportunity Act (WIOA) Individual Training Account Policy Revisions v. Review and Approve Supplemental Nutrition Assistance Program (SNAP) Employment and Training Program Components and Case Management Policy vi. Review Acceptance of Executive Meeting Minutes: <ul style="list-style-type: none"> • October 17, 2025 • November 14, 2025 vii. Review and Approve President/CEO Annual Performance Evaluation |
| Staff Recommendation | Review and Approve Consent Agenda Items, as presented |
| Supporting Material | Meeting Minutes/Link to Items 7di-dvii |
| Board Staff | <p>Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418</p> |

Agenda Item 7a Board of Directors Meeting Minutes

September 24, 2025

Meeting Agenda

1. Welcome & Call to Order
2. Pledge of Allegiance
3. Roll Call and Attendance
 - a. Board
 - b. Staff
4. 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.



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 Bauer
Board Secretary

Date



Agenda Item 7b Programs and Services Meeting Minutes

November 19, 2025

Opening Remarks

1. Welcome & Attendance

Voting Items

2. Review and Approve Workforce Innovation and Opportunity Act (WIOA) - Adult and Dislocated Worker Program Eligibility Policy
3. Review and Approve Workforce Innovation and Opportunity Act (WIOA) - Adult and Dislocated Worker Program Supportive Services Policy Revisions
4. Review and Approve Workforce Innovation and Opportunity Act (WIOA) - Individual Training Account Policy Revisions
5. Supplemental Nutrition Assistance Program (SNAP) - Employment and Training Program Components and Case Management Policy
6. Review and Approve - Local Targeted Occupations List (LTOL) for 3rd Quarter - PY2025-2026

Information/Discussion

7. Hope Florida Update
8. CareerSource Research Coast (CSRC) Business Services Update
9. Taylor, Hall Miller Parker (THMP) Update
10. CareerSource Research Coast (CSRC) Programs Update
 - a. Wagner-Peyser/Migrant & Seasonal Farmworkers
 - Wagner-Peyser Program Coordinator
 - Staff Training
 - In-house Hiring Events
 - Reemployment Assistance Improvements
 - Outreach Specialist
 - b. Welfare Transition (WT) Program, Supplemental Nutrition Assistance Program (SNAP)
 - Caseloads
 - Funding
 - c. Workforce Innovation and Opportunity Act (WIOA) Program - Adult/Dislocated Worker/Youth
 - Training Grants
 - WIOA Youth Internal Performance
 - WIOA Youth Participants
 - d. Jobs for Veterans State Grant (JVSG)
 - Paychecks for Patriots
 - Veteran Performance Incentive Award
11. Adjournment - Next P & S Meeting - February 25, 2026

Members Present

Bob Cenk Deb Frazier

Members Participating by Teleconference

Jim Brann Angela Browning Kelly Johnson

Members Excused

Jose Capellan

Members Unexcused

None

Staff Present

Tracey McMorris Shelly Batton Christina Coble
Kate Sayger Jodi Thomas Stacey Schaefer
Martin Rivera Jennifer Eimann

Call to Order

Bob Cenk, Chair, called the meeting to order at 8:05 a.m. A quorum was established.

Agenda Item 2 - Review and Approve Workforce Innovation and Opportunity Act (WIOA) - Adult and Dislocated Worker Program Eligibility Policy:

Shelly Batton, Director of Programs, explained that FloridaCommerce has issued an updated administrative policy for WIOA Adult and Dislocated Worker Program Eligibility. While core eligibility requirements remain unchanged, the policy includes several enhancements:

- Increased emphasis on timely, efficient, and customer-centered service delivery
- Additional staff resources for selective service verification, work authorization verification, and income calculation
- Requirement to upload all supporting eligibility documentation to Employ Florida

Ms. Batton noted the following items:

- Eligibility is fixed at the time of determination and doesn't change based on participants' future circumstances
- All participants must be registered in Employ Florida
- Enrollment should occur within 90 days of completing the WIOA application, with a goal of 30 days

The update focuses primarily on improving processes and providing better support tools for staff while maintaining existing eligibility standards.

Deb Frazier moved to approve the Workforce Innovation and Opportunity Act (WIOA) - Adult and Dislocated Worker Program Eligibility Policy, as presented. Angela Browning seconded the motion, which passed unanimously.

Agenda Item 3 - Review and Approve Workforce Innovation and Opportunity Act (WIOA) - Adult and Dislocated Worker Program Supportive Services Policy Revisions:

Shelly Batton, Director of Programs, explained that WIOA requires access to supportive services that participants may need to overcome barriers that affect their abilities to successfully participate in and/or to complete training activities. CSRC shall authorize payment for supportive services when a participant demonstrates financial need, when the participant will not be successful without the support, and when no alternative funding is available to pay for the supportive service(s).

Staff revised the WIOA - Adult and Dislocated Worker Program Supportive Services Policy to include the new local review/approval process via the Requests for Training/Support/Incentives/ Smartsheet.

Deb Frazier moved to approve the Workforce Innovation and Opportunity Act (WIOA) - Adult and Dislocated Worker Program Supportive Services Policy Revisions, as presented. Jim Brann seconded the motion, which passed unanimously.

Agenda Item 4 - Review and Approve Workforce Innovation and Opportunity Act (WIOA) - Individual Training Account Policy Revisions:

Shelly Batton, Director of Programs, explained that the WIOA - Adult and Dislocated Worker Individual Training Account Policy revisions allow for the replacement of the weekly Individual Training Account (ITA) Committee meetings, with an electronic Smartsheet process, where four reviewers evaluate and approve ITA requests within specified timeframes.

The president/CEO was also removed as the final approver in this process for Support Services that are not listed in our policy or that exceed the quantity or the quality limits. The COO/Vice President of Operations will now be the final approval in those circumstances.

Angela Browning moved to approve the Workforce Innovation and Opportunity Act (WIOA) - Individual Training Account Policy revisions, as presented. Jim Brann seconded the motion, which passed unanimously.

Agenda Item 5 - Supplemental Nutrition Assistance Program (SNAP) - Employment and Training Program Components and Case Management Policy:

Shelly Batton, Director of Programs, explained the following changes to this policy:

- Eligible Activities (80 hours for Able Bodied Adults Without Dependents [18-54 years old] and 120 hours for Mandatory Work Participants [55-64 years old]): Participants can complete required hours through supervised job search, job search training, basic education, vocational training, and work experience programs.
- Support Services: SNAP policy permits reimbursement for participant expenses including transportation, supplies, and tools. While funding has been somewhat limited historically, the program encourages leveraging partnerships with other funding sources like WIOA and community resources to maximize participant access to necessary support services.
- Program Administration:
 - Case management and compliance tracking are provided to participants
 - All participants must register in Employ Florida
 - Program data is recorded in OSST (One Stop Service Tracking system)
 - DCF (Department of Children and Families) maintains authority over exemption determinations and sanction decisions
 - When non-compliance occurs, information is reported to DCF for their determination rather than being imposed directly
- Future Program Changes: An amendment to the Florida Commerce Administrative Policies is anticipated to incorporate provisions from recent legislation ("the Big Beautiful Bill"). While the specific nature and timing of changes remain uncertain, policy updates are expected once the administration completes implementation planning.

Kelly Johnson moved to approve the - Supplemental Nutrition Assistance Program (SNAP) - Employment and Training Program Components and Case Management Policy, as presented. Deb Frazier seconded the motion, which passed unanimously.

Agenda Item 6 - Local Targeted Occupations List (LTOL) for 3rd Quarter - PY2025-2026:

Shelly Batton, Director of Programs, stated that the Business Services department has submitted a request to add the 911 Operator position to the Local Targeted Occupations List (LTOL). While LTOL updates typically remain unchanged after the first quarter, this quarter includes this new addition.

The department provided supporting local labor market data from three organizations, which shows at least 14 projected job openings for this position. The salary range for these openings is \$23.50 to \$32.05 per hour.

Based on this data, staff recommend adding the 911 Operator to the LTOL. The position is currently shown as highlighted in the document and will be finalized upon board approval.

Angela Browning moved to approve the Local Targeted Occupations List for 3rd Quarter, as presented. Deb Frazier seconded the motion, which passed unanimously.

Agenda Item 7 - Hope Florida Update:

Tracey McMorris, Vice President of Operations/COO, gave a HOPE Florida Program Goals and Performance Overview.

This year, the program aims to serve 380 HOPE Florida participants through direct job placements and on-the-job training opportunities. These targets represent a 10% increase over last year's outcomes, reflecting a strategic goal based on previous performance.

Of the 380 participants, 37 will be placed in training programs, including 11 in on-the-job training and 26 in occupational skills training. The program will provide supportive services to at least 22 individuals and help 25 participants earn credentials. These goals are considered highly achievable because any Florida resident seeking employment and training services qualifies as a HOPE Florida participant, creating a robust pipeline of eligible individuals. Progress will be reported quarterly to the state.

The Business Services team and HOPE Florida Navigator have established employer engagement targets, aiming to partner with 40 employers who will become designated "HOPE Florida employers." The team will work to secure at least 36 HOPE Florida-specific job postings—exclusive opportunities that give participants a competitive advantage in their job search.

Collaboration is central to the program's success. The team meets bi-weekly to review participant progress, share employer contacts, and identify additional resources. This coordinated approach has proven effective—the program currently ranks second in the state, performing on par with Orlando, the state's largest board, despite being classified as a medium-sized board.

Agenda Item 8 - CareerSource Research Coast (CSRC) Business Services Update:

Christina Coble, Business Services Manager, presented the following updates.

- Staffing Updates
A new Recruiter, Tamika Johnson, joined the team and is performing well, while a former Recruiter, Rona Scott, was promoted to Business Navigator for Martin County.

- **Upcoming Events**
The annual City of Fort Pierce Job Fair is scheduled for January 27th from 10 AM to 1 PM at the Fenn Center. This flagship event typically attracts 700-1,000 job seekers and 80-100 employers and community partners. The team is currently in the planning phase, with the first venue walkthrough taking place this morning. The date was strategically moved to late January to align with post-holiday hiring cycles when employers begin ramping up recruitment with new budgets.
- **Apprenticeship Initiatives**
Business Services is expanding its apprenticeship connections through participation in the Indian River State College Apprenticeship Advisory Committee. Dawn Riccardi, St. Lucie County Business Navigator, attended yesterday's meeting alongside leadership. This collaboration provides direct access to employers sponsoring registered apprentices in trades like plumbing, electrical, and HVAC.

The team plans to offer financial incentives through on-the-job training funds to encourage more employers to sponsor apprenticeships.

Ms. Coble shared that the Business Services team has made significant progress with 21 on-the-job training placements and nearly \$120,000 in contracted reimbursements to employers.

Agenda Item 9 - Taylor, Hall Miller Parker (THMP) Update:

Shelly Batton, Director of Programs, presented the following information regarding the Taylor Hall Miller Parker's (THMP) annual monitoring which revealed strong overall performance.

WIOA Youth and Wagner-Peyser programs had no issues. Minor observations were noted in other programs, including training-related data entry errors in the Veterans Program and case documentation issues in Welfare Transition and SNAP. CSRC has contracted quarterly Welfare Transition and SNAP training sessions with THMP to address findings and provide ongoing staff development.

Agenda Item 10 - CareerSource Research Coast (CSRC) Programs Update:

- a. Shelly Batton - Wagner-Peyser (WP) Updates:
 - **WP Program Coordinator:** Stacey Schaefer was promoted to Wagner-Peyser Program Coordinator on September 19th and has excelled in the role.
 - **Staff Training:** Stacey Schaefer has been delivering training for both new hires and existing staff, providing comprehensive support across all Wagner-Peyser needs.
 - **In-house Hiring Events:** The program hosted four in-house hiring events during the quarter with Walmart Distribution Center, Harbor Freight, Coca-Cola, and Hometown News, attracting 140 job seekers. The new Career Center's expanded space makes these events possible, with more planned for the future.
 - **Reemployment Assistance Improvements:** Florida Commerce has implemented several improvements to enhance program efficiency and accessibility, including streamlining internal workflows for faster processing and modernizing their website for better user experience.
 - **Outreach Specialist:** The Migrant and Seasonal Farm Worker (MSFW) Program has had a vacancy since March and has held multiple interview rounds with outside applicants. Finally, the position has been filled internally. Diego Parada, previously a WIOA Career Planner, applied for the role and his paperwork has been submitted to FloridaCommerce for approval.

Ms. Batton stated that five interviews for the WIOA Career Planner are scheduled to fill the vacancy left by Diego Parada. With Diego filling the Migrant and Seasonal Farm Worker (MSFW) Program Outreach Specialist position, a WIOA Career Planner position became available.

- b. Shelly Batton - Welfare Transition (WT) Program, Supplemental Nutrition Assistance Program (SNAP) Updates:
 - Caseloads: Both the WT and SNAP programs are experiencing increased caseloads due to recent policy changes, including veterans being recoded as participants, revised age requirements for dependents, and elimination of certain exemptions. The programs are now fully staffed, with the final WT Career Planner completing training.
 - Funding: Local SNAP funding delays have required temporary workarounds, with participants being served through Wagner-Peyser until funding arrives.
- c. Shelly Batton - Workforce Innovation and Opportunity Act (WIOA) Program - Adult/Dislocated Worker/Youth updates:
 - Training Grants: The program has funded 26 Individual Training Accounts (ITAs) primarily in nursing, CDL, IT, and paramedic fields.
 - WIOA Youth Internal Performance: Eckerd Youth is meeting all contract metrics for in-school and out-of-school enrollments and work experience expenditures.
 - WIOA Youth Participants: Youth staff are addressing employer feedback regarding participants' soft skills challenges, including professional communication, phone etiquette, accepting criticism, and workplace reliability. Additional training has been pursued to support youth development in these areas
- d. Shelly Batton - Jobs for Veterans State Grant (JVSG) Updates:
 - Paychecks for Patriots: The annual Paychecks for Patriots job fair attracted 21 employers, three community partners, and 33 veterans, with on-site interviews and positive feedback about the intimate event format.
 - Veteran Performance Incentive Award: The program received second place in the medium-sized board category at the JVSG Annual Summit, earning an \$11,000 Veteran Performance Incentive Award for excellence in veteran employment services.

Agenda Item 11 - Adjournment:

With no further items to discuss, Bob Cenk moved to adjourn the meeting, seconded by Deborah Frazier. All members agreed, and the meeting was adjourned at 9:03 a.m.

BOARD STAFF CERTIFICATION

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

Tracey McMorris
Board Staff

Date



Agenda Item 7c 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

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 Sayger, 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.

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.

Tracey McMorris
Board Staff

Date

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, Erin Lowry |
| Supporting Materials | Board Member CSF Contract/COI Exemption Request/Form 8B - PY2025-2026 |
| Board Staff | <p>Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418</p> |



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, _____, 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: _____

Contractor Name & Address: _____

Contractor Contact Phone Number: _____

Contract Number or Other Identifying Information, if any: _____

Contract Term: _____

Value of the Contract with **no** extensions or renewals exercised: _____

Value of the Contract with **all** extensions and renewals exercised: _____

Description of goods and/or services to be procured: _____

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

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

The nature of the conflicting interest in the contract: _____

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*

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-th -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.

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.

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 | Keiser 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. |
|----------|--|------------|--|---------------------|----------------|-----|-----|---|

Revised 10/2025

AGENDA ITEM SUMMARY

| | |
|-----------------------------|--|
| Title | Local Targeted Occupations List (LTOL) for 3rd Quarter of PY 2025-2026 |
| Strategic Goal | Strong Advancement of Existing and Emerging Local Targeted Industry Clusters |
| Policy/Plan/Law | Workforce Innovation & Opportunity Act |
| Action Required | Review and Approve the LTOL for the 3rd Quarter of Program Year 2025-2026 |
| Background | <p>The Department of Commerce’s (FLORIDACOMMERCE) Bureau of Labor Market Statistics (LMS) has published the 2025-2026 Statewide Targeted Occupations List on the FloridaCommerce website. 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.</p> <p>Pursuant to CareerSource Florida policy, LWDBs are to develop their LTOLs, in consultation with local business and industry representatives, using the LMS-generated Demand Occupations Lists, as well as other resources, such as Supply/Demand lists. The LWDBs must publish their updated LTOLs on their websites and update them as they make changes. CareerSource Research Coast adopted a local policy to incorporate CareerSource Florida’s LTOL policy and process. As part of our local policy, the LTOL is to be reviewed and approved on a quarterly basis in order to add occupations in demand or delete occupations that are declining.</p> |
| Staff Recommendation | Staff reviewed local labor market information and resources regarding the LTOL. Staff are recommending one addition to the LTOL for the 3rd Quarter. Staff recommends approval of this LTOL for the 3rd Quarter of PY 2025-2026. |
| Supporting Materials | CareerSource Research Coast Local Targeted Occupations List |
| Board Staff | <p>Tracey McMorris Vice President of Operations/COO tmcmorris@careersourcerc.com (866) 482-4473 ext. 528</p> |



2025-2026 Local Targeted Occupations List

Sorted by Occupational Title

Workforce Development Area 20 - Indian River, Martin, and St. Lucie counties

Selection Criteria:

- 1 LMEC Educational Requirements: 3 (Some College, No Degree), 4 (Postsecondary Non-Degree Award), 5 (Associate Degree), or 6 (Bachelor's Degree)
- 2 30 annual openings and positive growth
- 3 Mean Wage of \$18.67/hour and Entry Wage of \$15.18/hour
- 4 High Skill/High Wage (HSHW) Occupations:
Mean Wage of \$29.25/hour and Entry Wage of \$18.67/hour

| SOC Code* | HSHW** | Occupation Title* | Regional | | | | Statewide | | | | LMEC Code | In Industry? | Qualifying Level*** |
|-----------|--------|--|-----------------|-----------------|------------------|-------|-----------------|-----------------|------------------|-------|-----------|--------------|---------------------|
| | | | Annual % Growth | Annual Openings | 2024 Hourly Wage | | Annual % Growth | Annual Openings | 2024 Hourly Wage | | | | |
| | | | | | Mean | Entry | | | Mean | Entry | | | |
| 132011 | HSHW | Accountants and Auditors | 1.19 | 167 | 41.40 | 24.55 | 0.70 | 9,113 | 42.00 | 25.92 | 6 | Yes | R |
| 272011 | | Actors | N/A | N/A | N/A | N/A | 0.79 | 1,702 | 25.03 | 16.16 | 3 | No | S |
| 152011 | HSHW | Actuaries | N/A | N/A | N/A | N/A | 0.98 | 103 | 62.39 | 36.38 | 6 | Yes | E |
| 113012 | HSHW | Administrative Services Managers | 0.60 | 21 | 49.76 | 24.64 | 0.66 | 1,021 | 49.49 | 25.68 | 6 | Yes | N |
| 112011 | HSHW | Advertising and Promotions Managers | N/A | N/A | N/A | N/A | 0.72 | 122 | 54.42 | 21.85 | 6 | Yes | E |
| 413011 | | Advertising Sales Agents | -1.03 | 8 | 27.15 | 15.18 | 0.31 | 880 | 33.31 | 18.10 | 3 | Yes | E |
| 173021 | HSHW | Aerospace Engineering and Operations Technologists and Technicians | N/A | N/A | N/A | N/A | 0.76 | 219 | 40.68 | 28.68 | 5 | Yes | E |
| 172011 | HSHW | Aerospace Engineers | 0.82 | 2 | 68.31 | 41.87 | 0.77 | 319 | 61.78 | 43.05 | 6 | Yes | E |
| 493011 | HSHW | Aircraft Mechanics and Service Technicians | 1.15 | 17 | 32.13 | 19.35 | 0.43 | 1,101 | 38.11 | 23.99 | 5 | Yes | E |
| 512011 | HSHW | Aircraft Structure, Surfaces, Rigging, and Systems Assemblers | N/A | N/A | N/A | N/A | 0.72 | 230 | 29.91 | 21.26 | 4 | Yes | E |
| 532022 | HSHW | Airfield Operations Specialists | 1.39 | 1 | N/A | N/A | 0.21 | 293 | 39.53 | 19.70 | 3 | Yes | E |
| 532011 | HSHW | Airline Pilots, Copilots, and Flight Engineers | N/A | N/A | N/A | N/A | 0.20 | 886 | 127.83 | 58.24 | 6 | Yes | E |
| 171011 | HSHW | Architects, Except Landscape and Naval | 1.56 | 7 | 43.81 | 29.82 | 1.08 | 441 | 45.50 | 30.55 | 6 | Yes | E |
| 173011 | HSHW | Architectural and Civil Drafters | 1.18 | 20 | 28.26 | 20.01 | 1.15 | 904 | 30.12 | 20.33 | 5 | Yes | S |
| 119041 | HSHW | Architectural and Engineering Managers | 0.65 | 5 | 75.80 | 50.97 | 0.61 | 526 | 81.64 | 55.86 | 6 | Yes | E |
| 271011 | HSHW | Art Directors | 1.52 | 7 | 45.47 | 28.09 | 0.53 | 507 | 47.65 | 26.29 | 6 | Yes | N |
| 274011 | | Audio and Video Technicians | 0.02 | 8 | 27.74 | 17.45 | N/A | N/A | N/A | N/A | 5 | No | O |
| 493021 | | Automotive Body and Related Repairers | 0.02 | 22 | 26.78 | 19.37 | N/A | N/A | N/A | N/A | 3 | No | O |
| 493023 | | Automotive Service Technicians and Mechanics | 0.87 | 182 | 25.51 | 16.60 | 0.63 | 5,620 | 25.53 | 16.25 | 4 | No | R |
| 492091 | HSHW | Avionics Technicians | N/A | N/A | N/A | N/A | 0.46 | 185 | 37.87 | 27.15 | 5 | Yes | E |
| 172031 | HSHW | Bioengineers and Biomedical Engineers | N/A | N/A | N/A | N/A | 0.45 | 60 | 50.69 | 32.97 | 6 | Yes | E |
| 194021 | | Biological Technicians | 1.03 | 12 | 27.03 | 18.57 | 0.81 | 379 | 24.22 | 16.53 | 6 | Yes | E |
| 433031 | | Bookkeeping, Accounting, and Auditing Clerks | 0.03 | 346 | 24.29 | 16.91 | 0.73 | 15,667 | 24.42 | 17.26 | 3 | Yes | R |
| 472021 | | Brickmasons and Blockmasons | 0.03 | 11 | 24.68 | 17.35 | N/A | N/A | N/A | N/A | 2 | Yes | O |
| 434011 | HSHW | Brokerage Clerks | N/A | N/A | N/A | N/A | 0.40 | 464 | 30.15 | 22.10 | 3 | Yes | E |
| 493031 | HSHW | Bus and Truck Mechanics and Diesel Engine Specialists | 0.46 | 26 | 28.69 | 20.35 | 0.59 | 1,272 | 30.01 | 21.21 | 4 | Yes | S |
| 533051 | | Bus Drivers, School or Special Client | 0.01 | 86 | 21.61 | 17.60 | N/A | N/A | N/A | N/A | 2 | Yes | O |
| 533052 | | Bus Drivers, Transit and Intercity | 0.00 | 30 | N/A | N/A | N/A | N/A | N/A | N/A | 2 | Yes | O |
| 131199 | HSHW | Business Operations Specialists, All Other | 0.90 | 92 | 40.01 | 20.68 | 0.80 | 6,273 | 44.42 | 23.16 | 6 | Yes | R |
| 131020 | HSHW | Buyers and Purchasing Agents | -0.27 | 47 | 33.91 | 21.11 | 0.55 | 3,074 | 37.40 | 22.92 | 6 | Yes | S |
| 292031 | | Cardiovascular Technologists and Technicians | 0.21 | 7 | 35.78 | 20.76 | -0.02 | 362 | 31.22 | 17.73 | 5 | Yes | E |
| 252032 | HSHW | Career/Technical Education Teachers, Secondary School | 0.01 | 9 | N/A | N/A | N/A | N/A | 30.19 | 24.18 | 6 | No | E |
| 435011 | HSHW | Cargo and Freight Agents | 0.02 | 5 | 31.91 | 21.37 | N/A | N/A | N/A | N/A | 2 | Yes | O |
| 472031 | | Carpenters | 0.79 | 249 | 23.94 | 17.91 | 0.76 | 6,387 | 24.13 | 18.09 | 4 | No | R |
| 472051 | | Cement Masons and Concrete Finishers | 0.03 | 43 | 22.94 | 16.90 | N/A | N/A | N/A | N/A | 1 | Yes | O |
| 351011 | | Chefs and Head Cooks | 1.15 | 60 | 29.62 | 16.95 | 0.73 | 2,101 | 30.07 | 16.58 | 5 | No | R |
| 518091 | HSHW | Chemical Plant and System Operators | N/A | N/A | N/A | N/A | 0.10 | 35 | 33.18 | 29.45 | 5 | Yes | E |
| 194031 | | Chemical Technicians | 0.03 | 5 | 27.46 | 17.58 | 0.57 | 253 | 24.78 | 17.98 | 5 | Yes | E |
| 192031 | HSHW | Chemists | 0.04 | 5 | 51.18 | 29.45 | 0.48 | 150 | 37.83 | 23.27 | 6 | Yes | E |
| 211021 | | Child, Family, and School Social Workers | 0.83 | 60 | 25.58 | 18.17 | 0.89 | 1,350 | 27.28 | 19.68 | 6 | No | R |
| 173022 | HSHW | Civil Engineering Technologists and Technicians | 0.74 | 8 | 26.95 | 19.49 | 0.85 | 304 | 33.16 | 21.94 | 5 | Yes | E |
| 172051 | HSHW | Civil Engineers | 1.27 | 24 | 44.91 | 28.66 | 0.94 | 1,234 | 50.88 | 30.17 | 6 | Yes | S |
| 131031 | HSHW | Claims Adjusters, Examiners, and Investigators | 0.44 | 12 | 40.92 | 24.50 | 0.90 | 2,512 | 35.67 | 23.51 | 3 | Yes | S |
| 292010 | | Clinical Laboratory Technologists and Technicians | -0.20 | 100 | 28.32 | 18.66 | 0.38 | 1,978 | 29.29 | 18.07 | 5 | No | S |
| 272022 | | Coaches and Scouts | 1.48 | 48 | 28.07 | 15.46 | 0.75 | 2,025 | 27.93 | 14.67 | 6 | No | R |
| 499092 | HSHW | Commercial Divers | N/A | N/A | N/A | N/A | 0.42 | 51 | 30.78 | 20.39 | 4 | Yes | E |
| 532012 | HSHW | Commercial Pilots | -0.35 | 19 | 66.57 | 30.90 | 0.10 | 860 | 68.70 | 34.59 | 4 | Yes | E |
| 211099 | | Community and Social Service Specialists, All Other | 1.13 | 24 | 27.98 | 20.83 | 0.69 | 775 | 28.09 | 19.25 | 6 | No | N |
| 211094 | | Community Health Workers | 2.08 | 10 | 24.51 | 20.16 | 1.08 | 265 | 24.20 | 17.28 | 6 | No | N |
| 113111 | HSHW | Compensation and Benefits Managers | N/A | N/A | N/A | N/A | 0.93 | 83 | 60.21 | 34.52 | 6 | Yes | E |
| 131141 | HSHW | Compensation, Benefits, and Job Analysis Specialists | 1.74 | 11 | 32.89 | 21.11 | 0.94 | 607 | 34.18 | 21.50 | 6 | Yes | S |
| 131041 | HSHW | Compliance Officers | 0.75 | 44 | 34.69 | 20.69 | 0.63 | 2,882 | 38.27 | 22.20 | 6 | Yes | R |
| 113021 | HSHW | Computer and Information Systems Managers | 1.71 | 16 | 72.90 | 44.81 | 1.23 | 1,978 | 82.23 | 52.56 | 6 | Yes | S |
| 172061 | HSHW | Computer Hardware Engineers | N/A | N/A | N/A | N/A | 1.25 | 176 | 59.77 | 38.14 | 6 | Yes | E |
| 151241 | HSHW | Computer Network Architects | 0.32 | 5 | 56.82 | 37.26 | 1.34 | 554 | 63.74 | 42.43 | 6 | Yes | S |
| 151231 | HSHW | Computer Network Support Specialists | 1.26 | 13 | 34.66 | 22.65 | 1.11 | 1,037 | 36.99 | 24.37 | 5 | Yes | S |
| 519161 | | Computer Numerically Controlled Tool Operators | 0.61 | 15 | 24.56 | 17.82 | 0.65 | 412 | 22.51 | 16.90 | 4 | Yes | E |
| 519162 | HSHW | Computer Numerically Controlled Tool Programmers | 2.59 | 4 | 33.62 | 23.60 | 0.67 | 76 | 33.01 | 22.17 | 5 | Yes | E |
| 151299 | HSHW | Computer Occupations, All Other | 1.27 | 17 | 49.21 | 25.44 | 1.23 | 1,497 | 49.66 | 24.79 | 6 | Yes | S |
| 151251 | HSHW | Computer Programmers | -0.63 | 6 | 44.92 | 29.12 | 1.41 | 552 | 49.30 | 29.19 | 6 | Yes | S |
| 151211 | HSHW | Computer Systems Analysts | 1.00 | 22 | 44.01 | 28.36 | 1.31 | 2,544 | 51.27 | 32.30 | 6 | Yes | S |
| 151232 | HSHW | Computer User Support Specialists | 0.94 | 61 | 30.28 | 19.95 | 1.28 | 4,078 | 30.00 | 19.66 | 4 | Yes | R |
| 492011 | | Computer, Automated Teller, and Office Machine Repairers | -0.32 | 8 | 21.92 | 17.11 | 0.83 | 654 | 22.69 | 17.38 | 4 | Yes | S |
| 474011 | HSHW | Construction and Building Inspectors | 0.46 | 35 | 33.08 | 22.91 | 0.89 | 1,931 | 33.80 | 23.00 | 4 | Yes | R |
| 119021 | HSHW | Construction Managers | 0.82 | 85 | 51.79 | 30.65 | 0.55 | 3,437 | 55.55 | 31.16 | 6 | No | R |
| 352014 | | Cooks, Restaurants | 0.04 | 615 | 17.40 | 14.18 | N/A | N/A | N/A | N/A | 2 | No | O |
| 131051 | HSHW | Cost Estimators | 0.37 | 38 | 35.65 | 21.92 | 0.75 | 1,477 | 36.97 | 22.06 | 6 | Yes | R |
| 273092 | | Court Reporters and Simultaneous Captioners | 0.89 | 5 | 27.39 | 19.74 | 0.46 | 190 | 29.17 | 19.76 | 4 | No | E |
| 434031 | | Court, Municipal, and License Clerks | 0.57 | 71 | 21.64 | 16.70 | 0.28 | 1,227 | 23.55 | 17.87 | 3 | No | R |
| 132041 | HSHW | Credit Analysts | -1.00 | 1 | 45.33 | 28.78 | 0.54 | 299 | 42.41 | 26.92 | 6 | Yes | E |
| 152051 | HSHW | Data Scientists | 3.83 | 7 | 51.36 | 29.88 | 1.46 | 694 | 56.57 | 32.51 | 6 | Yes | S |
| 151242 | HSHW | Database Administrators | 0.03 | 2 | 41.39 | 23.82 | N/A | N/A | N/A | N/A | 6 | No | O |

2025-2026 Local Targeted Occupations List

Sorted by Occupational Title

Workforce Development Area 20 - Indian River, Martin, and St. Lucie counties

Selection Criteria:

- 1 LMEC Educational Requirements: 3 (Some College, No Degree), 4 (Postsecondary Non-Degree Award), 5 (Associate Degree), or 6 (Bachelor's Degree)
- 2 30 annual openings and positive growth
- 3 Mean Wage of \$18.67/hour and Entry Wage of \$15.18/hour
- 4 High Skill/High Wage (HSHW) Occupations:
Mean Wage of \$29.25/hour and Entry Wage of \$18.67/hour

| SOC Code* | HSHW** | Occupation Title* | Regional | | | | Statewide | | | | LMEC Code | In Industry? | Qualifying Level*** |
|-----------|--------|--|-----------------|-----------------|------------------|-------|-----------------|-----------------|------------------|-------|-----------|--------------|---------------------|
| | | | Annual % Growth | Annual Openings | 2024 Hourly Wage | | Annual % Growth | Annual Openings | 2024 Hourly Wage | | | | |
| | | | | | Mean | Entry | | | Mean | Entry | | | |
| 151243 | HSHW | Database Architects | N/A | N/A | N/A | N/A | 1.35 | 140 | 66.48 | 43.10 | 6 | Yes | E |
| 319091 | | Dental Assistants | 1.12 | 106 | 21.13 | 17.52 | 1.00 | 3,747 | 22.44 | 18.18 | 4 | No | R |
| 291292 | HSHW | Dental Hygienists | 1.14 | 46 | 38.95 | 32.36 | 1.00 | 1,101 | 40.03 | 34.09 | 5 | No | R |
| 519081 | | Dental Laboratory Technicians | 1.28 | 7 | 26.74 | 18.04 | 0.81 | 386 | 27.83 | 19.08 | 4 | Yes | E |
| 292032 | HSHW | Diagnostic Medical Sonographers | 1.51 | 11 | 38.80 | 31.68 | 0.47 | 412 | 39.71 | 32.95 | 5 | Yes | E |
| 291031 | HSHW | Dietitians and Nutritionists | 2 | 7 | 32.73 | 25.85 | 0.34 | 335 | 33.74 | 25.62 | 6 | Yes | E |
| 212021 | | Directors, Religious Activities and Education | 0.07 | 4 | 22.92 | 15.52 | N/A | N/A | N/A | N/A | 6 | No | O |
| 472081 | | Drywall and Ceiling Tile Installers | 0.02 | 15 | 21.89 | 15.59 | N/A | N/A | N/A | N/A | 1 | Yes | O |
| 173012 | HSHW | Electrical and Electronics Drafters | N/A | N/A | N/A | N/A | 0.82 | 137 | 32.78 | 23.92 | 5 | Yes | E |
| 172071 | HSHW | Electrical Engineers | 0.11 | 6 | 47.48 | 32.66 | 0.44 | 454 | 54.22 | 36.06 | 6 | Yes | E |
| 499051 | HSHW | Electrical Power-Line Installers and Repairers | 0.04 | 23 | 43.89 | 30.96 | -0.23 | 541 | 40.79 | 26.70 | 4 | Yes | E |
| 472111 | | Electricians | 1.97 | 140 | 26.50 | 19.71 | 0.57 | 4,701 | 26.68 | 20.02 | 4 | No | R |
| 173024 | HSHW | Electro-Mechanical and Mechatronics Technologists and Technicians | N/A | N/A | N/A | N/A | 1.47 | 94 | 37.17 | 26.34 | 5 | Yes | E |
| 172072 | HSHW | Electronics Engineers, Except Computer | 0.05 | 7 | 51.92 | 41.09 | 0.78 | 341 | 57.90 | 41.09 | 6 | Yes | E |
| 252021 | | Elementary School Teachers, Except Special Education | 1.16 | 168 | 24.89 | 21.74 | 0.73 | 5,262 | 28.30 | 22.05 | 6 | No | R |
| 292042 | | Emergency Medical Technicians | 0.83 | 16 | 22.61 | 17.80 | 0.95 | 540 | 20.86 | 16.43 | 4 | No | S |
| 173029 | HSHW | Engineering Technologists and Technicians, Except Drafters, All Other | 0.02 | 6 | 26.83 | 18.88 | 0.94 | 353 | 34.82 | 22.76 | 5 | Yes | E |
| 172199 | HSHW | Engineers, All Other | N/A | N/A | 46.06 | 26.58 | 0.58 | 663 | 52.02 | 31.50 | 6 | Yes | E |
| 119072 | HSHW | Entertainment and Recreation Managers, Except Gambling | 0.01 | 12 | 49.30 | 27.58 | N/A | N/A | N/A | N/A | 3 | No | O |
| 173025 | | Environmental Engineering Technologists and Technicians | N/A | N/A | N/A | N/A | 1.22 | 59 | 22.34 | 17.28 | 5 | Yes | E |
| 172081 | HSHW | Environmental Engineers | 1.69 | 3 | 45.50 | 24.93 | 1.11 | 142 | 45.60 | 26.37 | 6 | Yes | E |
| 194042 | | Environmental Science and Protection Technicians, Including Health | 0.91 | 6 | 27.68 | 18.50 | 0.38 | 285 | 25.79 | 17.97 | 5 | No | E |
| 192041 | HSHW | Environmental Scientists and Specialists, Including Health | 0.02 | 10 | 30.02 | 19.28 | N/A | N/A | N/A | N/A | 6 | No | O |
| 436011 | HSHW | Executive Secretaries and Executive Administrative Assistants | -1.77 | 33 | 30.88 | 20.77 | 0.63 | 2,969 | 33.54 | 21.47 | 3 | Yes | S |
| 113013 | HSHW | Facilities Managers | 0.03 | 13 | 47.28 | 27.41 | N/A | N/A | N/A | N/A | 6 | No | O |
| 119013 | HSHW | Farmers, Ranchers, and Other Agricultural Managers | -0.04 | 25 | N/A | N/A | -0.02 | 4,988 | 49.87 | 26.22 | 6 | No | E |
| 512051 | | Fiberglass Laminators and Fabricators | 0.02 | 54 | 21.27 | 18.48 | N/A | N/A | N/A | N/A | 2 | Yes | O |
| 132051 | HSHW | Financial and Investment Analysts | 0.60 | 12 | 51.71 | 29.09 | 0.57 | 1,196 | 48.38 | 29.39 | 6 | Yes | N |
| 433099 | | Financial Clerks, All Other | 0.00 | 3 | 25.69 | 16.52 | 0.52 | 315 | 27.97 | 19.83 | 3 | Yes | E |
| 132061 | HSHW | Financial Examiners | 1.74 | 4 | 47.13 | 31.95 | 0.50 | 280 | 39.60 | 24.07 | 6 | Yes | E |
| 113031 | HSHW | Financial Managers | 1.88 | 58 | 81.05 | 38.61 | 0.64 | 2,964 | 80.69 | 42.15 | 6 | Yes | R |
| 132054 | HSHW | Financial Risk Specialists | 0.54 | 5 | 47.66 | 33.77 | 0.54 | 309 | 51.89 | 30.61 | 6 | Yes | E |
| 132099 | HSHW | Financial Specialists, All Other | 0.60 | 7 | 38.70 | 22.07 | 0.55 | 680 | 35.25 | 21.82 | 6 | Yes | N |
| 332011 | HSHW | Firefighters | 0.56 | 81 | 37.03 | 24.76 | 0.32 | 1,810 | 30.58 | 19.77 | 4 | No | R |
| 471011 | HSHW | First-Line Supervisors of Construction Trades and Extraction Workers | 0.69 | 156 | 34.93 | 23.76 | 0.62 | 5,875 | 36.62 | 24.26 | 3 | No | R |
| 391014 | | First-Line Supervisors of Entertainment and Recreation Workers, Except Gambling Services | 1.06 | 40 | 27.38 | 18.78 | 0.60 | 1,090 | 26.16 | 17.47 | 3 | No | R |
| 371012 | | First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers | 1.09 | 99 | 26.94 | 18.39 | 0.83 | 2,445 | 26.59 | 18.59 | 3 | No | R |
| 491011 | HSHW | First-Line Supervisors of Mechanics, Installers, and Repairers | 0.99 | 88 | 35.71 | 22.89 | 0.62 | 3,429 | 36.60 | 24.05 | 3 | No | R |
| 411012 | HSHW | First-Line Supervisors of Non-Retail Sales Workers | 0.24 | 48 | 44.04 | 25.01 | 0.69 | 3,210 | 46.21 | 26.05 | 3 | Yes | R |
| 431011 | HSHW | First-Line Supervisors of Office and Administrative Support Workers | N/A | N/A | N/A | N/A | 0.74 | 11,148 | 32.90 | 21.48 | 3 | Yes | S |
| 391022 | | First-Line Supervisors of Personal Service Workers | 1.13 | 31 | 21.80 | 15.24 | 0.55 | 1,162 | 23.82 | 15.81 | 3 | No | R |
| 331012 | HSHW | First-Line Supervisors of Police and Detectives | 0.01 | 19 | 51.11 | 42.33 | 0.25 | 606 | 52.01 | 34.32 | 6 | No | E |
| 511011 | HSHW | First-Line Supervisors of Production and Operating Workers | 0.67 | 85 | 32.61 | 20.71 | 0.36 | 2,480 | 33.02 | 21.21 | 3 | Yes | R |
| 411011 | | First-Line Supervisors of Retail Sales Workers | 0.21 | 277 | 24.55 | 16.39 | 0.47 | 9,789 | 24.83 | 16.46 | 3 | No | R |
| 531047 | HSHW | First-Line Supervisors of Transportation and Material Moving Workers, Except Aircraft Cargo Handling Supervisors | N/A | N/A | N/A | N/A | 0.83 | 4,052 | 30.63 | 20.55 | 3 | Yes | S |
| 194013 | | Food Science Technicians | 0.00 | 2 | N/A | N/A | 0.40 | 93 | 25.51 | 18.81 | 5 | Yes | E |
| 191012 | HSHW | Food Scientists and Technologists | N/A | N/A | N/A | N/A | 0.26 | 27 | 46.19 | 24.44 | 6 | Yes | E |
| 119051 | HSHW | Food Service Managers | 0.50 | 91 | 34.00 | 18.96 | 0.71 | 3,453 | 34.25 | 20.67 | 3 | No | R |
| 131131 | HSHW | Fundraisers | 0.06 | 10 | 37.85 | 23.25 | N/A | N/A | N/A | N/A | 6 | No | O |
| 111021 | HSHW | General and Operations Managers | 0.94 | 404 | 53.91 | 21.20 | 0.80 | 17,467 | 61.83 | 25.80 | 6 | Yes | R |
| 192042 | HSHW | Geoscientists, Except Hydrologists and Geographers | N/A | N/A | N/A | N/A | 1.15 | 55 | 46.86 | 27.32 | 6 | Yes | E |
| 472121 | | Glaziers | 0.02 | 19 | 26.08 | 18.74 | N/A | N/A | N/A | N/A | 2 | Yes | O |
| 271024 | | Graphic Designers | 0.77 | 32 | 26.63 | 17.78 | 0.59 | 1,601 | 30.17 | 19.77 | 6 | Yes | R |
| 211091 | | Health Education Specialists | 0.04 | 6 | 29.15 | 19.57 | 0.57 | 396 | 30.22 | 18.89 | 6 | No | E |
| 299021 | HSHW | Health Information Technologists and Medical Registrars | 1.42 | 5 | 26.67 | 18.16 | 0.65 | 271 | 35.58 | 19.89 | 4 | Yes | E |
| 251071 | HSHW | Health Specialties Teachers, Postsecondary | N/A | N/A | N/A | N/A | 0.12 | 714 | 66.17 | 29.42 | 6 | No | N |
| 292099 | | Health Technologists and Technicians, All Other | 0.38 | 18 | 23.17 | 17.53 | 0.87 | 1,117 | 23.82 | 17.82 | 4 | No | S |
| 299099 | | Healthcare Practitioners and Technical Workers, All Other | 0.78 | 4 | N/A | N/A | N/A | N/A | N/A | N/A | 4 | Yes | E |
| 499021 | | Heating, Air Conditioning, and Refrigeration Mechanics and Installers | 1.96 | 106 | 25.33 | 19.78 | 0.50 | 3,559 | 26.49 | 19.64 | 4 | No | R |
| 533032 | | Heavy and Tractor-Trailer Truck Drivers | 1.01 | 266 | 24.19 | 18.41 | 1.06 | 13,527 | 26.13 | 19.15 | 4 | Yes | R |
| 434161 | | Human Resources Assistants, Except Payroll and Timekeeping | 0.42 | 7 | 22.11 | 17.36 | 0.83 | 683 | 23.38 | 17.88 | 5 | Yes | S |
| 113121 | HSHW | Human Resources Managers | 1.14 | 9 | 61.09 | 39.60 | 0.76 | 816 | 66.85 | 39.61 | 6 | Yes | S |
| 131071 | HSHW | Human Resources Specialists | 1.59 | 127 | 33.38 | 20.74 | 0.95 | 5,414 | 35.25 | 21.62 | 6 | Yes | R |
| 173026 | | Industrial Engineering Technologists and Technicians | N/A | N/A | N/A | N/A | 0.49 | 225 | 27.82 | 19.05 | 5 | Yes | E |
| 172112 | HSHW | Industrial Engineers | 1.82 | 13 | 59.26 | 32.52 | 0.72 | 853 | 54.82 | 34.84 | 6 | Yes | S |
| 499041 | | Industrial Machinery Mechanics | 1.00 | 42 | 29.11 | 20.60 | 0.27 | 1,380 | 30.19 | 21.69 | 4 | Yes | R |
| 113051 | HSHW | Industrial Production Managers | 0.25 | 14 | 51.83 | 33.51 | 0.32 | 571 | 59.10 | 34.24 | 6 | Yes | E |
| 537051 | | Industrial Truck and Tractor Operators | 0.03 | 135 | 20.50 | 16.83 | N/A | N/A | N/A | N/A | 1 | Yes | O |
| 151212 | HSHW | Information Security Analysts | 3.63 | 16 | 55.75 | 34.07 | 1.41 | 888 | 56.49 | 36.39 | 6 | Yes | S |
| 519061 | | Inspectors, Testers, Sorters, Samplers, and Weighers | 0.45 | 57 | 24.44 | 16.93 | 0.55 | 2,410 | 24.00 | 16.65 | 4 | Yes | R |

2025-2026 Local Targeted Occupations List

Sorted by Occupational Title

Workforce Development Area 20 - Indian River, Martin, and St. Lucie counties

Selection Criteria:

- 1 LMEC Educational Requirements: 3 (Some College, No Degree), 4 (Postsecondary Non-Degree Award), 5 (Associate Degree), or 6 (Bachelor's Degree)
- 2 30 annual openings and positive growth
- 3 Mean Wage of \$18.67/hour and Entry Wage of \$15.18/hour
- 4 High Skill/High Wage (HSHW) Occupations:
Mean Wage of \$29.25/hour and Entry Wage of \$18.67/hour

| SOC Code* | HSHW** | Occupation Title* | Regional | | | | Statewide | | | | LMEC Code | In Targeted Industry? | Qualifying Level*** |
|-----------|--------|--|-----------------|-----------------|------------------|-------|-----------------|-----------------|------------------|-------|-----------|-----------------------|---------------------|
| | | | Annual % Growth | Annual Openings | 2024 Hourly Wage | | Annual % Growth | Annual Openings | 2024 Hourly Wage | | | | |
| | | | | | Mean | Entry | | | Mean | Entry | | | |
| 131032 | HSHW | Insurance Appraisers, Auto Damage | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 4 | Yes | E | |
| 413021 | HSHW | Insurance Sales Agents | 1.28 | 97 | 37.06 | 19.50 | 0.83 | 5,254 | 38.60 | 19.70 | 4 | Yes | R |
| 132053 | HSHW | Insurance Underwriters | 0.25 | 4 | 42.64 | 27.07 | 0.85 | 557 | 43.13 | 27.16 | 6 | Yes | S |
| 271025 | | Interior Designers | 1.54 | 20 | 31.54 | 17.32 | 0.89 | 813 | 31.36 | 18.27 | 6 | Yes | S |
| 273091 | | Interpreters and Translators | 1.04 | 4 | 28.66 | 16.71 | 1.24 | 437 | 26.34 | 16.22 | 6 | Yes | E |
| 252012 | | Kindergarten Teachers, Except Special Education | 0.01 | 33 | 24.70 | 22.13 | 0.69 | 1,118 | 28.89 | 22.82 | 6 | No | E |
| 171012 | HSHW | Landscape Architects | 1.05 | 7 | 40.11 | 25.56 | 1.00 | 169 | 46.17 | 27.76 | 6 | Yes | E |
| 436012 | | Legal Secretaries and Administrative Assistants | -1.54 | 14 | 23.68 | 17.05 | 0.78 | 1,582 | 27.93 | 17.55 | 3 | Yes | S |
| 292061 | HSHW | Licensed Practical and Licensed Vocational Nurses | 0.68 | 111 | 29.33 | 24.96 | 0.68 | 3,440 | 29.00 | 24.00 | 4 | No | R |
| 194099 | HSHW | Life, Physical, and Social Science Technicians, All Other | 0.03 | 8 | 33.86 | 18.89 | N/A | N/A | N/A | N/A | 6 | No | O |
| 132072 | HSHW | Loan Officers | 0.50 | 24 | 39.90 | 19.48 | 0.23 | 1,889 | 39.54 | 19.63 | 6 | Yes | S |
| 119081 | | Lodging Managers | 0.02 | 10 | 32.24 | 17.26 | N/A | N/A | N/A | N/A | 6 | No | O |
| 131081 | HSHW | Logisticians | 2.12 | 13 | 35.72 | 21.95 | 0.84 | 1,210 | 36.54 | 22.98 | 6 | Yes | S |
| 514041 | | Machinists | 1.06 | 33 | 27.24 | 20.22 | 0.59 | 878 | 25.63 | 18.77 | 4 | Yes | R |
| 292035 | HSHW | Magnetic Resonance Imaging Technologists | 1.20 | 6 | 40.78 | 34.67 | 0.44 | 265 | 38.27 | 29.11 | 5 | Yes | E |
| 499071 | | Maintenance and Repair Workers, General | 0.02 | 278 | 20.89 | 15.64 | N/A | N/A | N/A | N/A | 2 | Yes | O |
| 131111 | HSHW | Management Analysts | 1.15 | 109 | 44.20 | 23.70 | 0.91 | 7,131 | 47.42 | 26.12 | 6 | Yes | R |
| 119199 | HSHW | Managers, All Other | 0.84 | 69 | 50.62 | 24.29 | 0.57 | 4,150 | 56.32 | 26.57 | 6 | No | R |
| 172121 | HSHW | Marine Engineers and Naval Architects | N/A | N/A | N/A | N/A | 1.10 | 48 | 56.43 | 33.73 | 6 | Yes | E |
| 131161 | HSHW | Market Research Analysts and Marketing Specialists | 1.74 | 120 | 35.20 | 19.43 | 0.95 | 6,289 | 39.74 | 22.69 | 6 | Yes | R |
| 112021 | HSHW | Marketing Managers | 0.78 | 21 | 61.28 | 30.34 | 0.89 | 1,539 | 71.21 | 37.40 | 6 | Yes | S |
| 319011 | | Massage Therapists | 2.24 | 51 | 24.90 | 15.31 | 1.02 | 1,938 | 24.33 | 15.64 | 4 | No | R |
| 192032 | HSHW | Materials Scientists | 0 | 0 | N/A | N/A | N/A | N/A | 55.96 | 36.00 | 6 | No | E |
| 173027 | HSHW | Mechanical Engineering Technologists and Technicians | 0.78 | 2 | N/A | N/A | 0.96 | 104 | 31.89 | 24.31 | 5 | No | E |
| 172141 | HSHW | Mechanical Engineers | 1.77 | 12 | 47.56 | 30.10 | 0.68 | 547 | 48.98 | 32.38 | 6 | Yes | N |
| 119111 | HSHW | Medical and Health Services Managers | 2.47 | 126 | 54.32 | 33.38 | 0.58 | 2,902 | 61.82 | 33.95 | 6 | No | R |
| 319092 | | Medical Assistants | 1.29 | 265 | 20.68 | 17.28 | 1.14 | 9,234 | 20.66 | 17.01 | 4 | No | R |
| 499062 | HSHW | Medical Equipment Repairers | 2.06 | 12 | 29.71 | 19.07 | 0.49 | 556 | 28.82 | 18.33 | 5 | Yes | N |
| 292072 | | Medical Records Specialists | 0.68 | 22 | 21.97 | 16.39 | 0.77 | 1,261 | 24.19 | 16.71 | 4 | Yes | S |
| 191042 | HSHW | Medical Scientists, Except Epidemiologists | 0.21 | 3 | 57.79 | 34.37 | 0.70 | 227 | 60.94 | 33.11 | 6 | Yes | N |
| 436013 | | Medical Secretaries and Administrative Assistants | 0.66 | 183 | 19.93 | 16.71 | 0.92 | 8,918 | 20.37 | 16.60 | 3 | No | R |
| 131121 | | Meeting, Convention, and Event Planners | 1.13 | 22 | 25.80 | 16.74 | 0.66 | 977 | 30.12 | 17.99 | 6 | No | N |
| 211023 | HSHW | Mental Health and Substance Abuse Social Workers | 1.08 | 13 | 26.91 | 19.74 | 0.99 | 477 | 26.98 | 19.37 | 6 | No | N |
| 252022 | | Middle School Teachers, Except Special and Career/Technical Education | 1.18 | 90 | 28.79 | 22.46 | 0.74 | 2,699 | 27.99 | 22.74 | 6 | No | R |
| 514035 | | Milling and Planing Machine Setters, Operators, and Tenders, Metal and Plastic | 0.00 | 2 | 22.90 | 21.43 | 0.35 | 138 | 23.30 | 18.75 | 4 | Yes | E |
| 493042 | HSHW | Mobile Heavy Equipment Mechanics, Except Engines | 0.02 | 35 | 33.70 | 26.13 | 0.34 | 713 | 30.87 | 22.74 | 4 | Yes | E |
| 493051 | | Motorboat Mechanics and Service Technicians | 1.76 | 34 | 25.80 | 19.23 | 0.96 | 567 | 27.05 | 19.09 | 4 | Yes | R |
| 272042 | HSHW | Musicians and Singers | 0.60 | 31 | 61.91 | 27.35 | 0.16 | 1,226 | 69.32 | 25.01 | 3 | No | R |
| 119121 | HSHW | Natural Sciences Managers | 0.89 | 7 | 57.12 | 32.13 | N/A | N/A | N/A | N/A | 6 | Yes | E |
| 151244 | HSHW | Network and Computer Systems Administrators | 0.56 | 19 | 43.21 | 29.88 | 1.19 | 1,592 | 46.19 | 30.48 | 6 | Yes | S |
| 292033 | HSHW | Nuclear Medicine Technologists | 0.00 | 4 | 43.39 | 30.98 | 0.45 | 109 | 43.81 | 36.22 | 5 | Yes | E |
| 311131 | | Nursing Assistant | 0.01 | 475 | 18.10 | 16.12 | N/A | N/A | N/A | N/A | 4 | Yes | O |
| 195011 | HSHW | Occupational Health and Safety Specialists | N/A | N/A | N/A | N/A | 0.73 | 700 | 40.11 | 24.72 | 6 | Yes | S |
| 312011 | HSHW | Occupational Therapy Assistants | 2.58 | 22 | 33.29 | 28.92 | 1.42 | 614 | 34.07 | 28.48 | 5 | No | S |
| 439199 | | Office and Administrative Support Workers, All Other | -0.19 | 21 | 22.92 | 17.03 | 0.69 | 3,034 | 23.25 | 16.61 | 3 | No | S |
| 472073 | | Operating Engineers and Other Construction Equipment Operators | 0.03 | 80 | 24.41 | 19.16 | N/A | N/A | N/A | N/A | 2 | Yes | O |
| 152031 | HSHW | Operations Research Analysts | 2.46 | 6 | 39.33 | 22.64 | 0.81 | 585 | 40.59 | 24.08 | 6 | Yes | S |
| 292057 | | Ophthalmic Medical Technicians | 1.61 | 18 | 20.77 | 16.38 | 1.43 | 644 | 21.49 | 17.09 | 4 | No | S |
| 472141 | | Painters, Construction and Maintenance | 0.01 | 70 | 21.66 | 17.06 | N/A | N/A | N/A | N/A | 1 | Yes | O |
| 232011 | | Paralegals and Legal Assistants | 1.01 | 84 | 27.43 | 19.16 | 0.73 | 4,242 | 29.40 | 19.73 | 5 | Yes | R |
| 292043 | HSHW | Paramedics | 0.00 | 18 | 32.00 | 24.54 | N/A | N/A | N/A | N/A | 4 | Yes | O |
| 433051 | | Payroll and Timekeeping Clerks | 0.32 | 21 | 23.67 | 17.12 | 0.86 | 1,210 | 24.33 | 16.36 | 3 | Yes | S |
| 132052 | HSHW | Personal Financial Advisors | 0.98 | 59 | 78.57 | 25.83 | 0.17 | 2,004 | 75.80 | 25.49 | 6 | No | R |
| 292052 | | Pharmacy Technicians | 1.07 | 96 | 20.01 | 16.86 | 0.38 | 3,890 | 20.58 | 16.95 | 4 | No | R |
| 319097 | | Phlebotomists | 1.07 | 39 | 20.26 | 17.09 | 1.11 | 1,341 | 19.50 | 16.80 | 4 | No | R |
| 312021 | HSHW | Physical Therapist Assistants | 2.76 | 59 | 31.62 | 25.65 | 1.45 | 1,293 | 32.92 | 26.38 | 5 | No | R |
| 472151 | | Pipelayers | 0.02 | 9 | 22.55 | 18.65 | N/A | N/A | N/A | N/A | 1 | Yes | O |
| 472152 | | Plumbers, Pipefitters, and Steamfitters | 1.45 | 107 | 25.21 | 18.82 | 0.55 | 3,007 | 25.79 | 19.31 | 4 | No | R |
| 333051 | HSHW | Police and Sheriff's Patrol Officers | 0.53 | 77 | 36.85 | 28.39 | 0.28 | 4,001 | 40.31 | 26.70 | 5 | No | R |
| 272012 | HSHW | Producers and Directors | 1.32 | 9 | 40.42 | 21.47 | 0.47 | 737 | 46.84 | 24.08 | 6 | Yes | N |
| 435061 | | Production, Planning, and Expediting Clerks | 0.57 | 60 | 25.97 | 18.05 | 0.64 | 2,177 | 26.25 | 18.20 | 3 | Yes | R |
| 131082 | HSHW | Project Management Specialists | 0.89 | 86 | 46.48 | 28.01 | 0.89 | 5,501 | 49.64 | 30.39 | 6 | Yes | R |
| 132020 | HSHW | Property Appraisers and Assessors | 1.20 | 11 | 33.87 | 20.80 | 0.73 | 558 | 40.25 | 22.87 | 6 | No | S |
| 119141 | HSHW | Property, Real Estate, and Community Association Managers | 1.49 | 77 | 36.80 | 21.07 | 0.85 | 3,777 | 38.25 | 21.42 | 6 | No | R |
| 292053 | | Psychiatric Technicians | 1.30 | 55 | 20.36 | 16.51 | 1.22 | 1,151 | 21.08 | 16.65 | 4 | No | R |
| 292053 | | Psychiatric Technicians | 1.30 | 55 | 20.36 | 16.51 | 1.22 | 1,151 | 21.08 | 16.65 | 4 | No | R |
| 273031 | | Public Relations Specialists | 0.88 | 37 | 29.71 | 18.58 | 0.76 | 1,999 | 33.11 | 19.59 | 6 | Yes | R |
| 43-5031 | | Public Safety Telecommunicators | 1.40 | 19 | 27.34 | 22.53 | 1.70 | 666 | 26.99 | 18.30 | 2 | No | O |
| 113061 | HSHW | Purchasing Managers | 0.06 | 5 | 58.51 | 34.07 | N/A | N/A | N/A | N/A | 6 | No | O |
| 292034 | HSHW | Radiologic Technologists and Technicians | 0.31 | 25 | 33.31 | 26.54 | 0.44 | 917 | 34.13 | 25.82 | 5 | Yes | E |
| 419021 | | Real Estate Brokers | 1.27 | 16 | 45.50 | 19.06 | 0.76 | 708 | 41.45 | 17.45 | 4 | No | S |
| 419022 | | Real Estate Sales Agents | 1.13 | 133 | 39.48 | 16.17 | 0.76 | 7,129 | 35.25 | 16.84 | 4 | No | R |

2025-2026 Local Targeted Occupations List

Sorted by Occupational Title

Workforce Development Area 20 - Indian River, Martin, and St. Lucie counties

Selection Criteria:

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- 2 30 annual openings and positive growth
- 3 Mean Wage of \$18.67/hour and Entry Wage of \$15.18/hour
- 4 High Skill/High Wage (HSHW) Occupations:
Mean Wage of \$29.25/hour and Entry Wage of \$18.67/hour

| SOC Code* | HSHW** | Occupation Title* | Regional | | | | Statewide | | | | LMEC Code | In Targeted Industry? | Qualifying Level*** |
|-----------|--------|--|-----------------|-----------------|------------------|-------|-----------------|-----------------|------------------|-------|-----------|-----------------------|---------------------|
| | | | Annual % Growth | Annual Openings | 2024 Hourly Wage | | Annual % Growth | Annual Openings | 2024 Hourly Wage | | | | |
| | | | | | Mean | Entry | | | Mean | Entry | | | |
| 29141 | HSHW | Registered Nurses | 0.23 | 302 | 41.64 | 34.34 | 0.20 | 12,683 | 42.40 | 33.19 | 6 | No | R |
| 212099 | | Religious Workers, All Other | 0.06 | 3 | N/A | N/A | N/A | N/A | N/A | N/A | 6 | No | O |
| 291126 | HSHW | Respiratory Therapists | 0.83 | 13 | 37.95 | 32.29 | 0.10 | 499 | 39.09 | 30.83 | 5 | No | N |
| 472181 | | Roofers | 0.04 | 152 | 22.10 | 15.90 | N/A | N/A | N/A | N/A | 1 | Yes | O |
| 112022 | HSHW | Sales Managers | 0.72 | 41 | 65.45 | 31.39 | 0.72 | 2,491 | 70.26 | 33.97 | 6 | Yes | R |
| 413091 | | Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel | 1.10 | 204 | 32.28 | 17.24 | 1.11 | 10,671 | 34.78 | 18.33 | 6 | Yes | R |
| 414012 | | Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products | 0.99 | 173 | 35.65 | 17.93 | 0.54 | 8,691 | 35.57 | 18.25 | 3 | Yes | R |
| 414011 | HSHW | Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products | 0.40 | 47 | 61.76 | 27.42 | 0.81 | 2,533 | 61.13 | 28.44 | 6 | Yes | R |
| 252031 | | Secondary School Teachers, Except Special and Career/Technical Education | 1.16 | 105 | 25.75 | 22.10 | 0.73 | 3,621 | 29.75 | 22.68 | 6 | No | R |
| 413031 | HSHW | Securities, Commodities, and Financial Services Sales Agents | -0.43 | 54 | 35.51 | 21.99 | 0.43 | 3,376 | 43.12 | 22.09 | 6 | No | S |
| 492098 | | Security and Fire Alarm Systems Installers | 1.38 | 17 | 27.40 | 20.24 | 0.79 | 926 | 27.49 | 20.81 | 4 | No | S |
| 472211 | | Sheet Metal Workers | 0.02 | 43 | 24.10 | 18.21 | N/A | N/A | N/A | N/A | 2 | Yes | O |
| 535031 | HSHW | Ship Engineers | N/A | N/A | N/A | N/A | -0.09 | 125 | 51.31 | 32.09 | 4 | Yes | E |
| 435071 | | Shipping, Receiving, and Traffic/Inventory Clerks | 0.01 | 105 | 19.88 | 14.73 | N/A | N/A | N/A | N/A | 2 | Yes | O |
| 119151 | HSHW | Social and Community Service Managers | 0.78 | 26 | 35.32 | 22.25 | 0.63 | 732 | 37.76 | 22.93 | 6 | No | N |
| 211093 | | Social and Human Service Assistants | 0.77 | 76 | 19.96 | 15.52 | 0.64 | 2,332 | 21.36 | 16.14 | 3 | No | R |
| 194061 | HSHW | Social Science Research Assistants | N/A | N/A | N/A | N/A | 0.77 | 105 | 31.01 | 20.32 | 6 | Yes | E |
| 211029 | | Social Workers, All Other | 0.00 | 12 | 25.11 | 20.47 | N/A | N/A | N/A | N/A | 6 | No | O |
| 151252 | HSHW | Software Developers | 2.78 | 57 | 61.79 | 37.79 | 1.67 | 5,834 | 61.68 | 38.59 | 6 | Yes | R |
| 151253 | HSHW | Software Quality Assurance Analysts and Testers | 2.75 | 8 | 48.87 | 30.95 | 1.88 | 1,025 | 47.69 | 31.59 | 6 | Yes | S |
| 252052 | | Special Education Teachers, Kindergarten and Elementary School | 1.02 | 9 | 25.36 | 21.83 | 0.71 | 549 | 28.36 | 23.57 | 6 | No | S |
| 252058 | HSHW | Special Education Teachers, Secondary School | 1.15 | 19 | 31.22 | 23.23 | 0.71 | 678 | 30.39 | 23.07 | 6 | No | S |
| 271014 | HSHW | Special Effects Artists and Animators | N/A | N/A | N/A | N/A | 0.92 | 406 | 39.49 | 27.25 | 6 | No | N |
| 152041 | | Statisticians | N/A | 1 | N/A | N/A | N/A | N/A | N/A | N/A | 5 | No | O |
| 537065 | | Stockers and Order Fillers | 0.03 | 1,189 | 17.05 | 14.33 | N/A | N/A | N/A | N/A | 2 | Yes | O |
| 472221 | | Structural Iron and Steel Workers | 0.04 | 7 | 23.54 | 18.36 | N/A | N/A | N/A | N/A | 2 | Yes | O |
| 211018 | | Substance Abuse, Behavioral Disorder, and Mental Health Counselors | 1.88 | 67 | 28.48 | 20.60 | 1.35 | 1,877 | 29.08 | 20.09 | 6 | No | R |
| 299093 | | Surgical Assistants | 0.38 | 4 | 28.22 | 22.10 | 0.61 | 146 | 29.73 | 21.64 | 4 | Yes | E |
| 292055 | | Surgical Technologists | 0.00 | 14 | 29.33 | 21.93 | 0.29 | 625 | 28.77 | 20.39 | 4 | Yes | E |
| 173031 | | Surveying and Mapping Technicians | 1.15 | 24 | 23.98 | 17.80 | 0.94 | 740 | 24.53 | 18.00 | 5 | Yes | S |
| 171022 | HSHW | Surveyors | 1.08 | 9 | 34.09 | 22.67 | 1.04 | 285 | 33.03 | 21.93 | 6 | Yes | E |
| 253099 | | Teachers and Instructors, All Other | 0.69 | 26 | 25.49 | 14.70 | N/A | N/A | 29.31 | 16.44 | 6 | No | N |
| 512092 | | Team Assemblers | N/A | N/A | N/A | N/A | 0.02 | 5,450 | 18.01 | 13.66 | 2 | Yes | O |
| 273042 | HSHW | Technical Writers | 0.00 | 3 | 43.25 | 30.29 | 1.16 | 278 | 41.88 | 28.24 | 6 | No | E |
| 492022 | HSHW | Telecommunications Equipment Installers and Repairers, Except Line Installers | 2.31 | 51 | 34.36 | 24.90 | 1.13 | 1,612 | 31.50 | 22.84 | 4 | No | R |
| 499052 | | Telecommunications Line Installers and Repairers | 2.01 | 13 | 24.10 | 16.78 | 1.03 | 822 | 27.48 | 18.96 | 4 | No | S |
| 291129 | HSHW | Therapists, All Other | 2.08 | 4 | N/A | N/A | 0.49 | 104 | 31.23 | 19.85 | 6 | Yes | E |
| 472044 | | Tile and Stone Setters | 0.03 | 19 | 23.76 | 16.08 | N/A | N/A | N/A | N/A | 1 | Yes | O |
| 514111 | HSHW | Tool and Die Makers | 0.35 | 4 | 31.92 | 24.42 | 0.39 | 76 | 30.71 | 22.55 | 4 | Yes | E |
| 131151 | | Training and Development Specialists | 0.79 | 51 | 32.44 | 17.30 | 0.83 | 2,547 | 34.92 | 18.93 | 6 | Yes | R |
| 113071 | HSHW | Transportation, Storage, and Distribution Managers | 1.08 | 13 | 43.87 | 23.81 | 0.59 | 857 | 50.12 | 27.10 | 6 | Yes | N |
| 413041 | | Travel Agents | 0.49 | 10 | 23.67 | 16.20 | 0.85 | 1,703 | 23.90 | 16.73 | 3 | No | S |
| 319096 | | Veterinary Assistants and Laboratory Animal Caretakers | 0.03 | 56 | 17.59 | 14.50 | N/A | N/A | N/A | N/A | 2 | No | O |
| 292056 | | Veterinary Technologists and Technicians | 2.94 | 45 | 20.46 | 16.35 | 2.05 | 1,285 | 20.79 | 16.58 | 5 | Yes | R |
| 151255 | HSHW | Web and Digital Interface Designers | 1.65 | 5 | 35.04 | 13.32 | 1.19 | 498 | 41.22 | 22.39 | 5 | Yes | N |
| 151254 | HSHW | Web Developers | 2.06 | 9 | 37.40 | 22.33 | 1.49 | 452 | 43.39 | 24.13 | 5 | Yes | N |
| 514121 | | Welders, Cutters, Solderers, and Brazers | 0.75 | 54 | 24.52 | 19.10 | 0.47 | 1,655 | 25.27 | 19.55 | 4 | Yes | R |
| 514122 | | Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders | -0.89 | 1 | N/A | N/A | 0.43 | 56 | 20.35 | 17.89 | 4 | Yes | E |
| 273043 | HSHW | Writers and Authors | 0.00 | 3 | 40.41 | 21.73 | N/A | N/A | N/A | N/A | 6 | No | O |

*SOC Code and Occupational Title refer to Standard Occupational Classification codes and titles.

**HSHW = High Skill/High Wage.

***Qualifying Level:

- R = Meets regional wage and openings criteria based on state Labor Market Statistics employer survey data.
- S = Meets statewide wage and openings criteria based on state Labor Market Statistics employer survey data.
- N = Meets national wage and openings criteria based on national Labor Market Statistics employer survey data.
- E = Meets emerging wage and openings criteria based on state Labor Market Statistics employer survey data
- O = Other criteria including, but not limited to (entry to targeted career pathway, other local initiatives, etc.)

N/A = Not available/releasable.

LMEC = Labor Market Estimating Conference

1 (No formal educational requirement) 2 (HS Diploma or Equivalent) 3 (Some College, No Degree), 4 (Postsecondary Non-Degree Award), 5 (Associate Degree), or 6 (Bachelor's Degree), or 7 (Master's Degree)



REQUEST FOR ADDITION TO LOCAL TARGETED OCCUPATIONS LIST

Each occupation must meet the following:

- a. Positive Growth
- b. Entry Wage of \$15.18
- c. Mean Wage of \$18.67

To be considered High Skill/High Wage, occupations must meet the following:

- a. Entry Wage of \$18.67
- b. Mean Wage of \$29.25

Is this a critical occupation? Yes

Person completing this report: Dawn Riccardi

Please complete one form for each occupation you would like considered.

Occupation Title: Public Safety Telecommunicators

Occupation SOC Code: 43-5031.00

| Employer Name, Address, and Phone | Number of Current Full-Time Employees in this Occupation | Average Hourly Wage for These Employees | Projected Openings |
|--|--|---|--------------------|
| SLC Fire District 5160 Milner Drive, Fort Pierce | 27 | \$31.51 | 3 |
| SLC BOCC 2300 VIRGINIA AVE, Fort Pierce | 49 | \$32.05 | 9 |
| City of Vero Beach 1050 20th Street Vero Beach, FL 32960 | 10 | \$23.50 | 2 |
| | | | |
| | | | |

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.
Request for Addition to Local Targeted Occupations List – July 2025

AGENDA ITEM SUMMARY

| | |
|-----------------------------|--|
| Title | Internal Control Questionnaire (ICQ) for PY 2025-2026 |
| Strategic Goal | Optimal Use of Resources |
| Policy/Plan/Law | Workforce Innovation & Opportunity Act: Role of LWDB's |
| Action Required | Review and Approve Internal Control Questionnaire (ICQ) For PY 2025-2026 |
| Background | <p>The Internal Control Questionnaire (ICQ) has been developed by the Department of Commerce (FLORIDACOMMERCE) as a self-assessment tool for the agency's sub-recipients to help evaluate whether a system of sound internal control exists within their organization. An effective system of internal control provides reasonable assurance that management's goals are being properly pursued. Each organization's management team sets the tone and has ultimate responsibility for a strong system of internal controls.</p> <p>The ICQ is submitted to FLORIDACOMMERCE by the organization's President/CEO. Responses should reflect the entity's management team's knowledge and perspective of the controls in place as of the time the questionnaire is completed.</p> |
| Staff Recommendation | Review and Approve the Internal Control Questionnaire (ICQ) for PY 2025-2026 |
| Supporting Materials | Link to Internal Control Questionnaire (ICQ) for PY 2025-2026 https://careersourcerc.com/wp-content/uploads/2026/01/2025-2026_ICQ_and_Assessment_9-30-2025.pdf |
| Board Staff | <p>Brian Bauer President/CEO bbauer@careersourcerc.com 866-482-4473 ext. 418</p> |

AGENDA ITEM SUMMARY

| | |
|------------------------------|--|
| Title | Application for Extension of Provider of Direct Services Draft 2026-2029 |
| Strategic Plans/Goals | Clear, Credible, and Trustworthy Commitments and Projects |
| Policy/Plan/Law | Workforce Innovation and Opportunity Act (WIOA)/CareerSource Florida Administrative Policy 083 |
| Action Requested | Review and Approve Extension of Provider of Direct Services Draft - 2026-2029 |
| Background | <p>WIOA allows Local Workforce Development Boards (LWDBs) to be designated as direct providers of intake, assessment, eligibility determination, or other services except for training services. This designation may occur only with the agreement of the Chief Elected Official and the Governor and must be approved by CareerSource Florida for a period not to exceed three years.</p> <p>CSRC's designation as a Direct Service Provider expires June 30, 2023. Therefore, we are required to request another three-year extension as a direct provider of services through a structured application process. Documentation must also be provided that the Chief Elected Official has agreed to the planned extension.</p> |
| Staff Recommendations | Review and Approve Application for Extension of Provider of Direct Services 2026-2029 |
| Supporting Material | Extension Request Draft to Provide Direct Services |
| Board Staff | Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418 |

The Workforce Development Board of the Treasure Coast d/b/a CareerSource Research Coast (CSRC), with the approval of our Treasure Coast Workforce Consortium and the CareerSource Research Coast Board of Directors submits the following request for an extension for our designation as direct provider of workforce services to CareerSource Florida for approval. This extension request follows the outline suggested by the requirements stated in CareerSource Florida Administrative Policy #83. The information required by this guidance is as follows:

1. A review of how the direct provision of workforce services during the prior period fit the business model that the LWDB proposed in its original request and any proposed changes in the business model or the particular workforce services the LWDB intends to provide during the extension period.

The Workforce Development Board of the Treasure Coast, Inc. officially became the direct provider of workforce services for Indian River, St. Lucie, Martin, and Okeechobee counties on January 1, 2009. The business model proposed in the original request to provide direct services was fully implemented and has been consistently successful in reducing costs, improving operations, and achieving high-performance outcomes.

For both Program Years 2023-2024 and 2024-2025, CSRC exceeded eleven (11) of the eighteen (18) negotiated WIOA Primary Indicators of Performance targets and met six (6). As of the first quarter of Program Year 2025-2026, CSRC is exceeding twelve (12) of the eighteen (18) targets.

The Workforce Development Board of the Treasure Coast, Inc. d/b/a CareerSource Research Coast (CSRC) has operated the WIA and now WIOA Youth Programming through a Subrecipient Agreement since 2012. Through a competitively procured process, CSRC awarded Henkels & McCoy, Inc. an agreement for WIA Youth Program and Services on July 1, 2012. After performance reviews each year by the CSRC Youth Council and the full Board of Directors, the agreement was extended for two additional years. Effective April 1, 2016, Henkels & McCoy Inc., assigned their Training Services Division to Eckerd Youth Alternatives, Inc. The CSRC Board of Directors approved this assignment and the assumption of the WIOA Youth Program and Services Agreement by Eckerd Youth Alternatives, Inc. As required, CSRC issued a Request for Proposals for WIOA Youth Program and Services in February 2016. After the rating of a review committee and approval by the CSRC Youth Council, Executive Committee, and full Board of Directors, Eckerd Youth Alternatives, Inc was awarded a Subrecipient Agreement for the period of July 1, 2016, through June 30, 2021, dependent upon performance. After successful performance reviews by the CSRC Youth Council and the full Board of Directors over the same period, the agreement was continually extended. CSRC again competitively procured Eckerd Youth Alternatives to serve as the WIOA Youth Services Provider for the period of July 1, 2021, through June 30, 2026.

In accordance with WIOA legislation, the CSRC Board of Directors defined and approved the role and responsibilities of a One-Stop Operator at their January 2017 meeting. Through a formal procurement process, a One Stop Operator was selected and awarded the contract for the period of July 1, 2017 – June 30, 2021, with annual renewal based on performance. In January 2019, the One Stop Operator notified CSRC of their intent to terminate the contract on June 30, 2019. Subsequently, in March 2019, CSRC released a One-Stop Operator RFP to accept proposals from vendors for the period of July 1, 2019, through June 30, 2022. CSRC conducted an open and competitive procurement process and received one proposal, which was ultimately rejected by the CSRC Board of Directors. CSRC formally requested and received approval from the CareerSource Florida, Inc. Board of Directors to serve as the One Stop Operator through June 2022. CSRC competitively procured and contracted with Workforce Coordination Consulting, LLC to provide One Stop Operator services for the period of July 2023 through June 2027 with annual renewals based on performance.

2. The effective date for when the extension will begin.

The effective date for the extension will begin on July 1, 2026.

3. The period of time, not to exceed three years for when the extension will be in effect.

The extension of direct service delivery for CareerSource Research Coast will be in effect for the period of July 1, 2026 through June 30, 2029.

4. A review of the LWDB's stated reasons in its original request why the LWDB has decided to directly provide the workforce services, and an explanation of how it is in the best interest of the LWDB's customers that the LWDB continue to provide these services.

CareerSource Research Coast's primary reasons for assuming direct management of regional operations included cost savings, the opportunity to have more local control over operations and performance and to promote more effective communication with staff, clients, business customers, community partners and the public at large.

As the provider of direct services, CSRC has continually reduced administrative costs, eliminated duplication, and experienced additional cost benefits in staffing when the administrative and program staff are united under the same organization. Given the budgetary challenges that LWDB 20 has met and will continue to meet, the streamlining of management and oversight duties will be a key strategy for service delivery and continued performance outcomes.

In order to create a high-quality Career Center system in LWDA 20, CSRC has developed the following vision, mission and goals:

VISION:

To be the catalyst empowering our communities toward economic success.

MISSION:

Provide Opportunities. Improve Lives.

GOALS:

- **Customer-Centric Culture:** Expand our ability to identify and exceed customer needs and expectations
- **Collaborative Partnerships:** Expand our ability to meet the diverse needs in our community.
- **Marketing:** Expand the awareness and understanding of the roles and responsibilities of CSRC and the resources, services our partners and we can provide.
- **Innovation:** Promote continuous improvement.
- **Talent management:** Be the best place to work.

5. A review of the effectiveness of the firewall established by the LWDB to clearly separate existing roles as oversight body to the LWDB's workforce delivery system and its role as the direct provider of workforce services, and an explanation of changes to be made to the firewall.

The appropriate firewalls established by LWDB 20 guard against conflicts of interest and are described in detail in the Board's Administrative Plan. These established firewalls were validated through the most recent, 2025 – 2026 Internal Control Questionnaire.

Through its governance structure and operational guidelines, CareerSource Research Coast ensures the separation of oversight and management responsibilities. The Board of Directors also provides broad oversight through a committee structure which, for the purpose of workforce system oversight, is the Programs and Services Committee. Day-to-day operational management is the role of the CSRC management team, with specific responsibility for system management. This team consists of Directors, Career Center Managers, Site Supervisors, and Program Coordinators, under the leadership of the Vice President of Operations/Chief Operations Officer. The Vice President of Operations/COO reports directly to the President/Chief Executive Officer. The President/CEO is the sole point of accountability to the Board of Directors in the management of local operations.

The day-to-day service delivery tasks are assigned to staff stationed at our Career Centers and service-delivery access points. CSRC staff and jointly managed staff from Florida Department of Commerce (FloridaCommerce) provide client and customer direct services, exclusive of occupational skills training.

CareerSource Research Coast's firewall is also enhanced through the procurement of a contracted monitoring firm for all workforce programs. Program Coordinators for the Welfare Transition, Wagner Peyser, WIOA Adult, Dislocated, and Youth Programs provide continuous oversight and monitoring in their roles as subject matter experts.

Independent financial reporting and monitoring will continue to be contracted to a third party.

6. An identification of the grant programs(s) that currently fund the workforce service delivery model.

The workforce development system current funding sources include the following:

Workforce Innovation and Opportunity Act, Title 1, Adults
Workforce Innovation and Opportunity Act, Title 1, Dislocated Workers
Workforce Innovation and Opportunity Act, Title 1, Youth
Welfare Transition Program
Supplemental Nutrition Assistance Program
Wagner-Peyser
ReEmployment Services and Eligibility Assessment (RESEA) Program
Trade Adjustment Assistance
Jobs for Veterans State Grant
Sectors of Strategic Focus Grant
Network Navigators Grant
St. Lucie County Board of County Commissioners Summer of Success Grant
Families Ascending Toward Economic Success (F.A.T.E.S.) Grant

7. A cost analysis that documents the actual reduction in costs with the LWDB providing direct workforce services rather than contracting those services to another provider and an estimate of such costs and savings for the upcoming three-year period.

Since assuming direct service delivery, CSRC has consistently demonstrated measurable cost savings compared to a contracted service model, as outlined below:

Program Year 2011-2012: Cost savings of \$603,276.
Program Year 2012-2013: Cost savings of \$664,638.
Program Year 2013/2014: Cost savings of \$790,216.
Program Year 2014/2015: Cost savings of \$697,590.
Program Year 2015/2016: Cost savings of \$537,202.
Program Year 2016/2017: Cost savings of \$648,367
Program Year 2017/2018: Cost savings of \$636,363
Program Year 2018/2019: Cost savings of \$580,280
Program Year 2019/2020: Cost savings of \$614,421
Program Year 2021/2022: Cost savings of \$556,456
Program Year 2022/2023: Cost savings of \$487,478.66
Program Year 2023/2024: Cost savings of \$358,025
Program Year 2024/2025: Cost savings of \$297,195.76.

In keeping with the trends of previous years' savings, CSRC estimates an average cost savings of approximately \$300,000 per year over the next three years.

8. A review of any other realized improvement to service delivery and performance outcomes, and description of anticipated improvements.

As the Local Workforce Development Board for Local Workforce Development Area 20, CareerSource Research Coast continues to meet and exceed all performance outcomes. The following are examples of CSRC's performance:

- Met the ITA Waiver Requirement each year since the waiver's inception, except for PY23-24, where a waiver was not sought.
- Continuously met and exceeded the Primary Indicators of Performance
- Consistently achieved minimal or no monitoring findings in the WIOA, SNAP, and TAA programs

Examples of our improvement to delivery service are listed below.

- CSRC serves as the sponsor of two Registered Apprenticeship Programs (RAPs) and works with industry representatives and local businesses to develop new RAPs as needed. CSRC's current RAPs are Industrial Manufacturing Technician and Truss Design Technician.
- Faced with budget constraints, CSRC undertook a major restructuring of its service delivery model by consolidating to a single Comprehensive Career Center serving its three-county region. While the decision to close physical offices in two counties was challenging, it became a catalyst for modernizing how it delivers services. During this transition, CSRC invested in strengthening its virtual service capacity, ensuring that residents across the area continued to have access to critical workforce resources.
- Jobseekers are now able to schedule one-on-one appointments tailored to their needs, whether virtually from home or in person at the Comprehensive Center. These appointments cover the span of all workforce services, including reemployment assistance claims, Employ Florida registration and navigation, resume development, job search support, direct referrals to employers, and WIOA program orientations. This approach not only improved accessibility for individuals unable to travel but also provided a more personalized and flexible service model. The enhancements sparked by CSRC's consolidation laid the groundwork for long-term service innovation, even as it worked toward opening satellite locations in the two smaller counties.
- In order to build talent pipelines that meet the needs of in-demand sectors, CSRC serves as a convener for the area's Workforce Readiness Taskforce, an industry-led collaborative that brings together economic development agencies, educational providers, business leaders representing priority sectors, and community partners. The mission of this task force is to organize processes and leverage resources to support a focused, sector-based talent development pipeline that meets the needs of both employers and career seekers throughout the LWDA. Notably, CSRC established and sustained this collaborative approach prior to the enactment of Florida's REACH Act, which later required local workforce boards to develop Education and Industry Consortiums. CSRC's Workforce Readiness Taskforce continues to serve as the foundation for this work, reflecting a long-standing commitment to sector alignment, employer engagement, and coordinated service delivery. This sustained model has allowed CSRC to seamlessly align with statutory requirements while maintaining continuity in employer engagement and sector strategy implementation.
- CSRC is a partner of the Lincoln Park Common Good Initiative, a collaboration of Allegany Franciscan Ministries along with community residents and stakeholders to create opportunities, develop strategies and make investments that lead to positive life outcomes for people in Lincoln Park, an under-resourced community in Fort Pierce. In partnership with Lincoln Park Common Good Initiative, the Lincoln Park Career Pathways Initiative (LPCPI) was developed to provide career training and supportive services for participants in the initiative's manufacturing, logistics and health care training. CSRC works closely with economic development partners to develop employment opportunities for the participants who successfully complete the training and gain industry certifications.
- Summer of Success (SOS) is an innovative eight-week work-readiness training program consisting of soft skills training and work experience through paid internship. Youth ages 16-24 who reside within the participating County may apply. Priority of enrollment in Summer of Success is given, but not limited to, youth facing life barriers such as: criminal offenders, pregnant or parenting youth, youth with disabilities, youth living in a high poverty area, or youth identified as at-risk for street gang activity. SOS provides many young people with their first experience in the workplace, and every step from the online application to the exit evaluation at the end of the program is designed to closely mimic actual employment. Once the internship is complete, the participant will have positioned themselves to enter a Pre-Apprenticeship, Apprenticeship or OJT opportunity which will lead to increased wages, additional training, and nationally recognized certifications.
- CSRC sponsors a TANF Summer Youth Program that supports teen pregnancy prevention programs for youth served through partnerships with various community partners, including the Boys and Girls Club of St. Lucie County, The Inner Truth Project, END IT Corp, and investHER Academy + Startup Smart Kids. CSRC intends to sponsor the TANF summer program whenever funding permits.
- In conjunction with the Children Services Councils and the Early Learning Coalitions and along with three additional LWDBs, CSRC was selected to participate in the F.A.T.E.S. Demonstration Project (2Gen). As part of a regional

initiative, CSRC received funding under the Pathways to Prosperity Initiative to offer individualized career services to a cohort of thirty families in targeted neighborhoods within census tract areas of greatest poverty. Basic and intensive WIOA services, focusing on CSRC's sector strategies, are provided to select families receiving subsidized childcare to encourage career advancement and wage progression. These target families may be provided with career readiness and advancement counseling, coaching, soft-skills development, assistance with training and education, assistance with the cost of transportation, and job placement. Low-income families often experience a disincentive to progress in their wage earning and asset building when an increase in income will disqualify the household from continued access to supportive programs, such as affordable childcare. The design of the F.A.T.E.S. Demonstration Project (2Gen) included addressing this "cliff effect" by integrating a three-year phase-out period to mitigate the fiscal cliff created by the abrupt termination of childcare benefits after reaching the maximum allowable household income.

- CSRC partners with community organizations to host the annual Homeless Veterans Stand Down which focuses on the local homeless Veteran population providing them with food, clothing, mobile showers, health screenings, haircuts, legal services, and much more.

Under direct service provision, CareerSource Research Coast experiences more control over day-to-day operations and performance, as well as better communications with staff, clients, customers, community partners and the public at large. With the implementation of WIOA and as the workforce climate changes or new initiatives and goals are set, CareerSource Research Coast has the proven ability to reorganize staff to create empowered teams with an emphasis on excellent customer service and outstanding performance.

9. Documentation that the public was provided a meaningful opportunity for review and comment on the proposed extension for a period not less than 10 days. (include any submitted comments)

A notice of the request of an extension of our designation as direct provider of workforce services was posted to the CareerSource Research Coast website on **February 4, 2026** through **February 16, 2026**. The public was invited to comment by sending an email to the Vice President of Operations. A special mailbox was established for this purpose. Documentation of the website posting is included as **Attachment B**.

10. Documentation that the Chief Elected Official has agreed to the planned extension.

LWDA 20's Treasure Coast Consortium (CLEO) reviewed and approved this extension request, as supported by the completed Request Extension form included as **Attachment A**.

11. Completed Request for Extension to Serve as a Direct Provider of Workforce Services

The completed Request for Extension is included as **Attachment A**

ATTACHMENTS:

- A. Completed Request for Extension form
- B. Documentation of Public Notice



EXTENSION REQUEST TO
 PROVIDE DIRECT SERVICES
 EXTENSION BEGIN DATE: 7/1/2026
 EXTENSION END DATE: 6/30/2029

Attachment A - Completed Request for Extension Form
STATEMENT OF INTENT
 (Requesting Permission to Serve As a Direct Service Provider)

LOCAL WORKFORCE AREA INFORMATION

| | |
|---|---|
| Name of Local Area: The Workforce Development Board of the Treasure Coast d/b/d CareerSource Research Coast | |
| LWDB Number: LWDB 20 | |
| Date of Submission: | |
| Contact Person Name: Brian Bauer, President/CEO | Phone: 866-482-4473 |
| | Email Address: bbauer@careersourcerc.com |

AMENDMENT TO THE LOCAL WORKFORCE SERVICES PLAN

This amendment authorizes designation of the Local Workforce Development Board as a direct provider of certain services by agreement of the Chief Elected Official and the Governor.

The Local Workforce Service Plan will be amended to include designation of the Local Workforce Development Board as a direct provider of workforce services (other than training services). This amendment to the Local Workforce Service Plan will be effective for the period from **July 1, 2026**, through **June 30, 2029**.

The signatures below certify agreement to the plan amendment submitted by the Local Workforce Development Board and the assurance that the Local Workforce Development Board will operate in accordance with this plan amendment and applicable federal and state laws and regulations.

LOCAL WORKFORCE DEVELOPMENT BOARD CHAIRMAN

| | |
|--------------------------|---|
| Name: James Brann | Title: Chair, Board of Directors |
| Signature: | Date: |

LOCAL CHIEF ELECTED OFFICIAL

| | |
|------------------------|----------------|
| Name and Title: | County: |
| Signature: | Date: |

LOCAL CHIEF ELECTED OFFICIAL

| | |
|------------------------|----------------|
| Name and Title: | County: |
| Signature: | Date: |

LOCAL CHIEF ELECTED OFFICIAL

| | |
|------------------------|----------------|
| Name and Title: | County: |
| Signature: | Date: |



EXTENSION REQUEST TO
PROVIDE DIRECT SERVICES
EXTENSION BEGIN DATE: 7/1/2026
EXTENSION END DATE: 6/30/2029

Attachment B - Documentation of Public Notice

AGENDA ITEM SUMMARY

| | |
|------------------------------|---|
| Title | Review and Approve Release of WIOA Youth Services Request for Proposal (RFP) |
| Strategic Plans/Goals | Optimal Use of Resources |
| Policy/Plan/Law | Workforce Innovation & Opportunity Act (WIOA) |
| Action Requested | Review and Approve the Release of Youth Workforce Services RFP |
| Background | <p>Career services available under CareerSource Research Coast's WIOA Youth program "Youth Connections" are provided by a competitively procured, sub-recipient service provider for a contract period of five years, renewed annually based on the performance of the Service Provider.</p> <p>With the current Service Provider's term expiring on June 30, 2025, a formal Request for Proposals must be issued for Program Years 2025-2026 through 2026–2027. The Board of Directors must approve the issuance of the Request for Proposal prior to its release.</p> |
| Staff Recommendations | Review and Approve the Release of Youth Workforce Services RFP |
| Supporting Material | None - Information Only |
| Board Staff | <p>Tracey McMorris Vice President of Operations/COO tmcmorris@careersourcerc.com 1-866-482-4473 ext. 528</p> |

AGENDA ITEM SUMMARY

| | |
|------------------------------|--|
| Title | Executive Staff Cost of Living (COLA) Increase |
| Strategic Plans/Goals | Administration & Strategic |
| Policy/Plan/Law | Workforce Innovation and Opportunity Act (WIOA)/Role of LWDB's/ DEO Grantee- Subgrantee Agreement |
| Action Requested | Review and Approve the Recommendation of Cost if Living Increase (COLA) for the Executive Staff |
| Background | <p>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.</p> <p>The Executive Committee is asked to review and recommend cost of living increases for the Executive staff of 3%.</p> <ul style="list-style-type: none"> • Brian Bauer - COLA \$151,500 • Tracey McMorris - COLA \$111,000 • Lisa Delligatti - COLA \$111,000 |
| Staff Recommendations | Review and recommend cost of living increases for the Executive staff of 3% |
| Supporting Material | None - Information Only |
| Board Staff | <p>Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418</p> |

Agenda Item 14

Title

AGENDA ITEM SUMMARY

Strategic Plans/Goals

LWDB 20 Primary Indicators of Performance for Program Year (PY) 2025-2026 1st Quarter

Policy/Plan/Law

Clear, Credible, and Trustworthy Commitments and Projects

Action Requested

Workforce Innovation and Opportunity Act (WIOA) Title I Programs and Title III Wagner-Peyser (WP) Act; Training and Employment Guidance Letter No. 09-20

Background

For Information Only

The State of Florida must negotiate and agree upon performance levels for WIOA and WP programs funded by the United States Department of Labor, Employment and Training Administration. Once the state levels are established, the Department of Commerce (FLORIDACOMMERCE) must negotiate and reach agreements with the Local Workforce Development Boards regarding their local performance targets.

Staff will review Eckerd Connects performance for the 1st quarter of PY2025- 2026

Staff Recommendation

None - Information Only

Supporting Materials

LWDB 20 PY2025-2026 1st Quarter Performance

Board Staff

Brian Bauer
President/COO
bbauer@careersourcerc.com
(866) 482-4473 ext. 418

| A | B | C | Z | AA | AB | AC | AD | AE | AF | AG | AH | AI | AJ | AK | AL | AM | AN | AO | AP | AQ | AR | AS |
|---|---|--|--|-------------------------------------|--|-------------------------------------|--|-------------------------------------|--|-------------------------------|-------------------------------------|--|-------------------------------|----|----|----|----|----|----|----|----|----|
| | | Measures | PY2024-2025 % of Performance Goal Met For Q1 | PY2024-2025 2nd Quarter Performance | PY2024-2025 % of Performance Goal Met For Q2 | PY2024-2025 3rd Quarter Performance | PY2024-2025 % of Performance Goal Met For Q3 | PY2024-2025 4th Quarter Performance | PY2024-2025 % of Performance Goal Met For Q4 | PY2024-2025 Performance Goals | PY2025-2026 1st Quarter Performance | PY2025-2026 % of Performance Goal Met For Q1 | PY2025-2026 Performance Goals | | | | | | | | | |
| | | Adults: | | | | | | | | | | | | | | | | | | | | |
| | | Employed 2nd Qtr After Exit | 104.61 | 97.1 | 104.07 | 94.6 | 101.39 | 93 | 99.68 | 93.3 | 91.9 | 98.50 | 93.3 | | | | | | | | | |
| | | Median Wage 2nd Quarter After Exit | 137.43 | \$14,129 | 142.92 | \$14,963 | 151.35 | \$14,341 | 145.06 | \$9,886 | \$14,879 | 150.51 | \$9,886 | | | | | | | | | |
| | | Employed 4th Qtr After Exit | 101.65 | 93.3 | 102.41 | 94 | 103.18 | 92.2 | 101.21 | 91.1 | 92.9 | 101.98 | 91.1 | | | | | | | | | |
| | | Credential Attainment Rate | 111.44 | 94.1 | 109.80 | 92.5 | 107.93 | 89.4 | 104.32 | 85.7 | 89.7 | 104.67 | 85.7 | | | | | | | | | |
| | | Measurable Skill Gains | 108.57 | 89.9 | 126.26 | 86.9 | 122.05 | 99.3 | 139.47 | 71.2 | 85.9 | 120.65 | 71.2 | | | | | | | | | |
| | | Dislocated Workers: | | | | | | | | | | | | | | | | | | | | |
| | | Employed 2nd Qtr After Exit | 108.70 | 100 | 108.70 | 88.9 | 96.63 | 88.9 | 96.63 | 92 | 87.5 | 95.11 | 92 | | | | | | | | | |
| | | Median Wage 2nd Quarter After Exit | 113.83 | \$9,946 | 99.46 | \$10,113 | 101.13 | \$9,661 | 96.61 | \$10,000 | \$7,772 | 75.82 | \$10,250 | | | | | | | | | |
| | | Employed 4th Qtr After Exit | 109.89 | 100 | 109.89 | 100 | 109.89 | 100 | 109.89 | 91 | 88.9 | 97.69 | 91 | | | | | | | | | |
| | | Credential Attainment Rate | 112.11 | 100 | 112.11 | 100 | 112.11 | 100 | 112.11 | 89.2 | 100 | 112.11 | 89.2 | | | | | | | | | |
| | | Measurable Skill Gains | 113.77 | 88.9 | 111.26 | 75 | 93.87 | 100 | 125.16 | 79.9 | 100 | 125.16 | 79.9 | | | | | | | | | |
| | | Youth: | | | | | | | | | | | | | | | | | | | | |
| | | Employed 2nd Qtr After Exit | 111.66 | 90.5 | 112.28 | 91.2 | 113.15 | 87 | 107.94 | 80.6 | 80.8 | 100.25 | 80.6 | | | | | | | | | |
| | | Median Wage 2nd Quarter After Exit | 129.24 | \$4,802 | 137.20 | \$4,909 | 140.26 | \$4,565 | 130.41 | \$3,500 | \$4,608 | 121.26 | \$3,800 | | | | | | | | | |
| | | Employed 4th Qtr After Exit | 123.97 | 90.9 | 124.52 | 93.3 | 127.81 | 93.7 | 128.36 | 73 | 92.6 | 126.85 | 73 | | | | | | | | | |
| | | Credential Attainment Rate | 92.18 | 87.2 | 98.87 | 88.4 | 100.23 | 88.4 | 100.23 | 88.2 | 79.1 | 87.79 | 90.1 | | | | | | | | | |
| | | Measurable Skill Gains | 104.40 | 90.2 | 104.52 | 96.3 | 111.59 | 98.6 | 114.25 | 86.3 | 93.5 | 108.34 | 86.3 | | | | | | | | | |
| | | Wagner Peyser: | | | | | | | | | | | | | | | | | | | | |
| | | Employed 2nd Qtr After Exit | 97.89 | 65.5 | 98.79 | 65 | 98.04 | 64.2 | 96.83 | 66.3 | 63.4 | 95.63 | 66.3 | | | | | | | | | |
| | | Median Wage 2nd Quarter After Exit | 136.01 | \$7,716 | 122.57 | \$7,862 | 124.89 | \$7,800 | 123.91 | \$6,295 | \$7,670 | 121.84 | \$6,295 | | | | | | | | | |
| | | Employed 4th Qtr After Exit | 100.64 | 62.5 | 100.64 | 63.8 | 102.74 | 64 | 103.06 | 62.1 | 64.1 | 103.22 | 62.1 | | | | | | | | | |
| | | Not Met (less than 90% of negotiated) | | | | | | | | | | | | | | | | | | | | |
| | | Met (90-100% of negotiated) | | | | | | | | | | | | | | | | | | | | |
| | | Exceeded (greater than 100% of negotiated) | | | | | | | | | | | | | | | | | | | | |

Agenda Item 15

AGENDA ITEM SUMMARY

| | |
|------------------------------|--|
| Title | One-Stop Operator Quarterly Reports 1st and 2nd Quarters - PY 2025-2026 |
| Strategic Plans/Goals | Effective Utilization of Current and Timely Operational Intelligence for all Stakeholders |
| Policy/Plan/Law | Workforce Innovation and Opportunity Act (WIOA)/Role of the One-Stop Operator |
| Action Requested | None - Information Only |
| Background | <p>The One-Stop Operator’s major function is the coordination of the service delivery among the required One-Stop System Partners and their programs for the Local Workforce Development Area 20 (LWDA 20), CareerSource Research Coast. The One-Stop Operator will navigate between the One-Stop Partners to ensure there is coordination of service delivery for employers and job seekers within the LWDA 20 One-Stop System.</p> <p>The One-Stop Operator requires a submission of written, quarterly reports to the Board of Directors regarding the progress towards the established goals of the One-Stop Operator.</p> |
| Staff | |
| Recommendations | None - Information Only |
| Supporting Material | One-Stop Operator Quarterly Report - Q1 and Q2- PY 2025-2026 |
| Board Staff | Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418 |

**One-Stop Operator Quarterly Report
First Quarter Program Year 2025-2026**

Date: 10/10/2025

1. Overall Duty of the Comprehensive One-Stop Career Center Operator

Workforce Coordination Consulting, LLC (WCC) continues as the Comprehensive One-Stop Career Center Operator as their contract was renewed and signed effective July 1, 2025 through June 30, 2026. Planning and Oversight meetings have been held during this quarter with CareerSource Research Coast (CSRC) Administration and the WCC partners, Eleanor Eberhart-Chin and Glenda Harden. WCC’s major function is the coordination of the service delivery among the Comprehensive One-Stop Partners and their programs. WCC is responsible for navigating between the Comprehensive One-Stop partners to ensure there is coordination of service delivery for employers and career seekers within the LWDB 20 One-Stop System.

2. Memorandums of Understanding (MOUs) and Infrastructure Agreements (IFAs)

MOU – Workforce Coordination Consulting, LLC., as the Comprehensive One-Stop Operator, worked with each of the Comprehensive One-Stop Partners to update their MOUs to reflect any changes/modifications and to ensure compliance with Comprehensive One-Stop Career Center Federal and State regulations and requirements. The MOU covering the period of July 2024 through June 2027 has been updated, finalized and sent out to all partners for signature. Partner signatures have now been received by all Comprehensive One-Stop Career Center Partners. **UPDATE:** Florida Commerce is developing a Standardized MOU for utilization of all Comprehensive One-Stop Career Centers (COSCCs) across the State. The Partners of the CareerSource Research Coast COSCC have been informed regarding this update. As the One-Stop Operator, Workforce Coordination Consulting, LLC., will meet with each of the Partners for review and signature at the time the Standardized MOU has been completed, approved and released by Florida Commerce.

IFA – Through September 2025, due to the lack of space available at the Comprehensive One-Stop Career Center, Partners have been providing services virtually. Because partners have not had an actual presence at the Career Center, invoicing has been postponed until further notice. At the new One-Stop Center’s venue, there are two private cubicles designated for the Partners. Plans have been discussed with the Partners for their return to provide a physical presence for their services at the new venue of the Comprehensive One-Stop Career Center beginning October 2025. Partners are to submit a schedule outlining the dates and times their staff will be available at the One-Stop Career Center beginning October 2025. Discussion with Partners has occurred explaining the Infrastructure Funding Agreement’s Budget and the need for adjustment to accommodate the square footage of the new venue. Under the IFA, the Partners will be invoiced quarterly based on the number of hours their staff are physically present at the Center. The first invoices for the current Program Year will be sent to the Partners in early January 2026.

3. Coordination and Collaboration Activities

Partner Meetings –WCC has communicated with the required Partners and their staff as needed throughout the quarter to provide guidance and assistance.

The Program Year 25-26 First Quarter Meeting was held in person at the new venue of the

One-Stop Operator Quarterly Report

First Quarter Program Year 2025-2026

Date: 10/10/2025

Comprehensive One-Stop Career Center on 10/01/2025. Gregory McDonald, One-Stop Career Center Manager, provided the Partner with a tour of the new Career Center facility after the meeting and answered any questions asked. The Agenda for this meeting and the minutes taken are attached to this report.

Communication was received from Partner AARP. Effective July 1, 2025 all Senior Community Service Employment Program (SCSEP) services were paused due to delayed funding needed to start the new program year. SCSEP participants will be unable to continue their training assignments or receive program wages until AARP receives Department of Labor approval to restart. AARP requested that support continue for these participants from the Comprehensive One-Stop Career Center for employment services, benefit information and other workforce development opportunities. Follow up continues with AARP regarding the status of funding for their SCSEP Program.

Customer Satisfaction Survey - Utilizing the strategies determined at the CSRC and Workforce Coordination Consulting quarterly meetings, there were no results for the first quarter. At the October Quarterly Partner's Meeting, a discussion was held regarding the lack of surveys being completed. Plans are to have the QR Code for the Customer Satisfaction Survey on the laptops in the Partner's cubicles. Partner staff will ask their customers to complete the survey at the end of their meeting with them at the Career Center.

Client Referrals - As of this report, all Partners have not submitted their referral reports for the first quarter of July through September 2025. Reminders regarding this report have been sent to all Partners and the responses indicate the reports are forthcoming. Referrals are submitted through the Crosswalk system which is being utilized by all partners. It is the responsibility of the One-Stop Operator, WCC, to monitor and evaluate the utilization and effectiveness of the system.

4. Conflict of Interest

Currently, WCC has no conflicts of interest.

5. Complying with Federal Regulations and Procurement Policies

CSRC followed federal guidelines and procurement policies as outlined in their Administrative Plan in procuring and contracting with Workforce Coordination Consulting, LLC as the Comprehensive One-Stop Career Center Operator. WCC is responsible for monitoring the Comprehensive One-Stop Career Center System. WCC has created a monitoring/compliance tool and met with CSRC Administration for review and approval of the tool. WCC plans to monitor the Comprehensive One-Stop Career Center System in the third quarter of the 2025 -2026 Program Year.

6. Recommendations

The main recommendation has been to establish a One-Stop Career Center venue which ensures there is coordination of service delivery for employers and career seekers within the LWDB 20 One-Stop System. The physical presence of the One-Stop Career System Partners at the Center is a proven delivery method to achieve this goal. With the new venue and the offices available for the Partners to meet with customers and their clients, progress to achieve this goal will greatly improve.

During the First Quarterly Meeting, the Partners also expressed an interest in attendance at one of

**One-Stop Operator Quarterly Report
First Quarter Program Year 2025-2026**

Date: 10/10/2025

the One-Stop Career Center's staff meetings in order to present their services, provide updates on new programs and services their organizations are offering and to answer any questions Career Center staff may have. A recommendation was made to arrange for Partner's attendance at a One-Stop Career Center staff meeting at the convenience of CSRC and the Partner requesting.

One-Stop Operator Quarterly Report Second Quarter Program Year 2024-25

Date: 01/10/2025

1. Overall Duty of the Comprehensive One-Stop Career Center Operator

Workforce Coordination Consulting, LLC (WCC) continues as the Comprehensive One-Stop Career Center Operator as their contract was renewed and signed effective July 1, 2025 through June 30, 2026. Planning and Oversight meetings have been held during this quarter with CareerSource Research Coast (CSRC) Administration and the WCC partners, Eleanor Eberhart-Chin and Glenda Harden. WCC's major function is the coordination of the service delivery among the Comprehensive One-Stop Partners and their programs. WCC is responsible for navigating between the Comprehensive One-Stop partners to ensure there is coordination of service delivery for employers and career seekers within the LWDB 20 One-Stop System.

2. Memorandums of Understanding (MOUs) and Infrastructure Agreements (IFAs)

MOU – Workforce Coordination Consulting, LLC., as the Comprehensive One-Stop Operator, worked with each of the Comprehensive One-Stop Partners to update their MOUs to reflect any changes/modifications and to ensure compliance with Comprehensive One-Stop Career Center Federal and State regulations and requirements. The MOU covering the period of July 2024 through June 2027 has been updated, finalized and sent out to all partners for signature. Partner signatures have now been received by all Comprehensive One-Stop Career Center Partners. Florida Commerce is developing a Standardized MOU for utilization of all Comprehensive One-Stop Career Centers (COSCCs) across the State. The Partners of the CareerSource Research Coast COSCC have been informed regarding this update. As the One-Stop Operator, Workforce Coordination Consulting, LLC., will meet with each of the Partners for review and signature at the time the Standardized MOU has been completed, approved and released by Florida Commerce. *As of this report, the Standardized MOU has not been released by Florida Commerce.*

IFA – Through September 2025, due to the lack of space available at the Comprehensive One-Stop Career Center, Partners were providing services virtually. Because partners did not have an actual presence at the Career Center, invoicing was postponed until the move into the new venue for the One-Stop Career Center. With the move of the One-Stop Career Center into the new Venue, Partners began to have a physical presence at the Center in October 2025. Under the IFA, the Partners are invoiced quarterly based on the number of hours their staff are physically present at the Center. Partners were sent the Time Tracking Record on 1/6/26 for completion to document the time their staff were physically present and providing their services at the One-Stop Career Center for the second quarter of the Program Year (Oct.2025 – Dec.2025). The first invoices for the current Program Year will be sent to the Partners after the time records are received and verified. It is expected the invoices will be sent at the end of January 2026.

3. Coordination and Collaboration Activities

Partner Meetings –WCC has communicated with the required Partners and their staff as needed throughout the quarter to provide guidance and assistance.

As required under their contract with CareerSource Research Coast, Workforce Coordination Consulting,

One-Stop Operator Quarterly Report Second Quarter Program Year 2024-25

Date: 01/10/2025

LLC. is required to make four visits to the One-Stop Career Center. The first visit was made to the One-Stop in their new venue on December 11, 2025. Two cubicles have been designated for the Partners to utilize when they are present at the Center. The cubicles are equipped with laptops and technical assistance is available. Career Center staff, Partners that were present and Management were interviewed. Feedback was very positive from all parties.

The Program Year 25-26 Second Quarter Partner Meeting will be held in person at the Comprehensive One-Stop Career Center on 1/20/2026.

Customer Satisfaction Survey - As of this report, there have been no Customer Satisfaction Surveys completed for the second quarter. The survey will be an Agenda Item for the upcoming Partner Meeting on 1/20/26 for discussion and possible strategies to undertake to improve this result.

Client Referrals - CareerSource Research Coast sent seven referrals to other agencies and received 34 referrals from other agencies, St. Lucie County Community Services and Indian River State College report that no referrals were sent or received by their agencies. As of this report, all Partners have not submitted their referral reports for the second quarter (October through December 2025). Reminders regarding this report have been sent to all Partners and the responses indicate the reports are forthcoming. Referrals are submitted through the Crosswalk system which is being utilized by all partners. It is the responsibility of the One-Stop Operator, WCC, to monitor and evaluate the utilization and effectiveness of the system.

4. Conflict of Interest

Currently, WCC has no conflicts of interest.

5. Complying with Federal Regulations and Procurement Policies

CSRC followed federal guidelines and procurement policies as outlined in their Administrative Plan in procuring and contracting with Workforce Coordination Consulting, LLC as the Comprehensive One-Stop Career Center Operator. WCC is responsible for monitoring the Comprehensive One-Stop Career Center System. WCC has created a monitoring/compliance tool and met with CSRC Administration for review and approval of the tool. WCC plans to monitor the Comprehensive One-Stop Career Center System in the third quarter of the 2025 -2026 Program Year.

6. Recommendations

The main recommendation has been to establish a One-Stop Career Center venue which ensures there is coordination of service delivery for employers and career seekers within the LWDB 20 One-Stop System. The physical presence of the One-Stop Career System Partners at the Center is a proven delivery method to achieve this goal. With the new venue and the Partners now physically present at the Career Center, providing their services, progress to achieve this goal is happening!

During the First Quarterly Meeting, the Partners also expressed an interest in attendance at one of the One-Stop Career Center's staff meetings in order to present their services, provide updates on new programs and services their organizations are offering and to answer any questions Career

**One-Stop Operator Quarterly Report
Second Quarter Program Year 2024-25**

Date: 01/10/2025

Center staff may have. The Farmworker Career Development Program and IRSCC representatives have attended the Career Center's staff meeting thus far.

As the One-Stop Operator, Workforce Coordination Consulting will need to improve the timely reporting of referrals made by the Partners and research methods to improve feedback from One-Stop Career Center customers.

AGENDA ITEM SUMMARY

| | |
|------------------------------|--|
| Title | Workforce Readiness Taskforce 4th Quarter - 2025 Report |
| Strategic Plans/Goals | Administration & Strategic Planning |
| Policy/Plan/Law | CareerSource Florida Strategic Policy - Education and Industry Consortiums |
| Action Requested | Review Workforce Readiness Taskforce (Education and Industry Consortium) Quarterly Report |
| Background | <p>Section 445.007(15), Florida Statutes, requires each local workforce development board to create an education and industry consortium composed of representatives of educational entities and businesses in the designated workforce service delivery area.</p> <p>This policy requires local workforce development boards to appoint education and industry consortiums composed of local leaders who provide independent information from stakeholders in their local area. Local workforce development boards shall consider this information in creating strategies and local plans that describe efforts to provide educational and workforce opportunities to businesses and job seekers. The goal is to align educational programming with industry needs at the local level.</p> <p>This policy applies to local education and industry consortiums and the local workforce development boards that appoint them. Education and industry consortiums act as independent advisory groups. Members do not have any direct or implied authority over local workforce development boards, their membership, or employees.</p> |
| Staff Recommendations | Review Workforce Readiness (Education and Industry Consortium) 4th Quarter Report |
| Supporting Material | <p>Link to: Workforce Readiness Taskforce 4th Quarter - 2025 Report</p> <p>Microsoft Word - Workforce Readiness Taskforce Meeting Minutes December 4 2025</p> |
| Board Staff | <p>Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418</p> |



AGENDA ITEM SUMMARY

| | |
|------------------------------|---|
| Title | Chair's Report |
| Strategic Plans/Goals | Operational Intelligence |
| Policy/Plan/Law | Board Procedure |
| Action Requested | None - Information Only |
| Background | The Chairperson will share information at the meeting with the Board. |
| Staff Recommendations | None - Information Only |
| Supporting Material | None- Information Only |
| Board Staff | Brian Bauer President/CEO bbauer@careersourcerc.com 1-866-482-4473 ext. 418 |

Agenda Item 18

AGENDA ITEM SUMMARY

| | |
|------------------------------|---|
| Title | President's Report |
| Strategic Plans/Goals | Operational Intelligence |
| Policy/Plan/Law | Board Procedure |
| Action Requested | None - Information Only |
| Background | Each meeting the President/CEO shares information with the Board on events and issues important for Board members to know. |
| Staff Recommendations | None - Information Only |
| Supporting Material | None - Information Only |
| Board Staff | Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418 |

Agenda Item 19

AGENDA ITEM SUMMARY

| | |
|------------------------------|---|
| Title | Open to the Public |
| Strategic Plans/Goals | Operational Intelligence |
| Policy/Plan/Law | Board Procedure |
| Action Requested | None - Information Only |
| Background | At each meeting the public is given the opportunity to address the Board on any issues applicable to the Board. |
| Staff Recommendations | None - Information Only |
| Supporting Material | None - Information Only |
| Board Staff | Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418 |

Agenda Item 20

AGENDA ITEM SUMMARY

| | |
|------------------------------|---|
| Title | Open to the Board |
| Strategic Plans/Goals | Operational Intelligence |
| Policy/Plan/Law | Board Procedure |
| Action Requested | None - Information Only |
| Background | This agenda item gives Board members the opportunity to introduce issues for general discussion, make announcements pertinent to the Board or provide feedback. |
| Staff Recommendations | None - Information Only |
| Supporting Material | None - Information Only |
| Board Staff | Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418 |