



Executive Committee

MEETING AGENDA

Meeting Details

Date: Friday, March 13, 2026

Time: 8:00 am

Location:

4100 Okeechobee Road,
Ft. Pierce, Florida 34947,
Unit 90A

MS Teams Virtual Meeting Access:

Access Code: 472 645 64#

Phone: 772-800-5467

URL:

<https://teams.microsoft.com/meet/28231600638638?p=K0g1TQkhPtHI62oLS1>

Opening Remarks

1. Welcome & Attendance
2. Conflict of Interest Declaration

Voting Items

3. Review and Approve December and January Financial Reports - PY 2025-2026
4. Review and Approve Workforce Innovation and Opportunity Act (WIOA) - Youth Program Eligibility and Service Provider Selection Policy
5. Review and Approve Workforce Innovation and Opportunity Act (WOA) - On-the-Job Training Program Policy Revisions
6. Review and Approve Workforce Innovation and Opportunity Act (WIOA) - Business Engagement and Economic Development Support Policy
7. Review and Approve Workforce Innovation and Opportunity Act (WIOA) - Emergency Response and Disaster Recovery Policy
8. Review and Approve PY2025-26 4th Quarter Local Targeted Occupations List (LTOL)
9. Review and Approve Application for Subsequent Local Workforce Development Area (LWDA) Designation - Program Years 2026 and 2027
10. Review and Approve Extension of Timeline for Workforce Innovation and Opportunity Act (WIOA) Youth Program Request for Proposal (RFP) RFP# 26-001-YWS

Information/Discussion

11. Primary Indicators of Performance - 2nd Quarter - PY 2025-2026
12. Local Workforce Development Board Membership Composition and Certification
13. Letter Grade Performance Update - 1st quarter PY 2025-2026
14. CareerSource Research Coast (CSRC) Update
 - Ad Hoc Search Committee - Board Membership
 - Board Membership
15. Adjournment - Next Committee Meeting - April 17, 2026



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 3

AGENDA ITEM SUMMARY

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

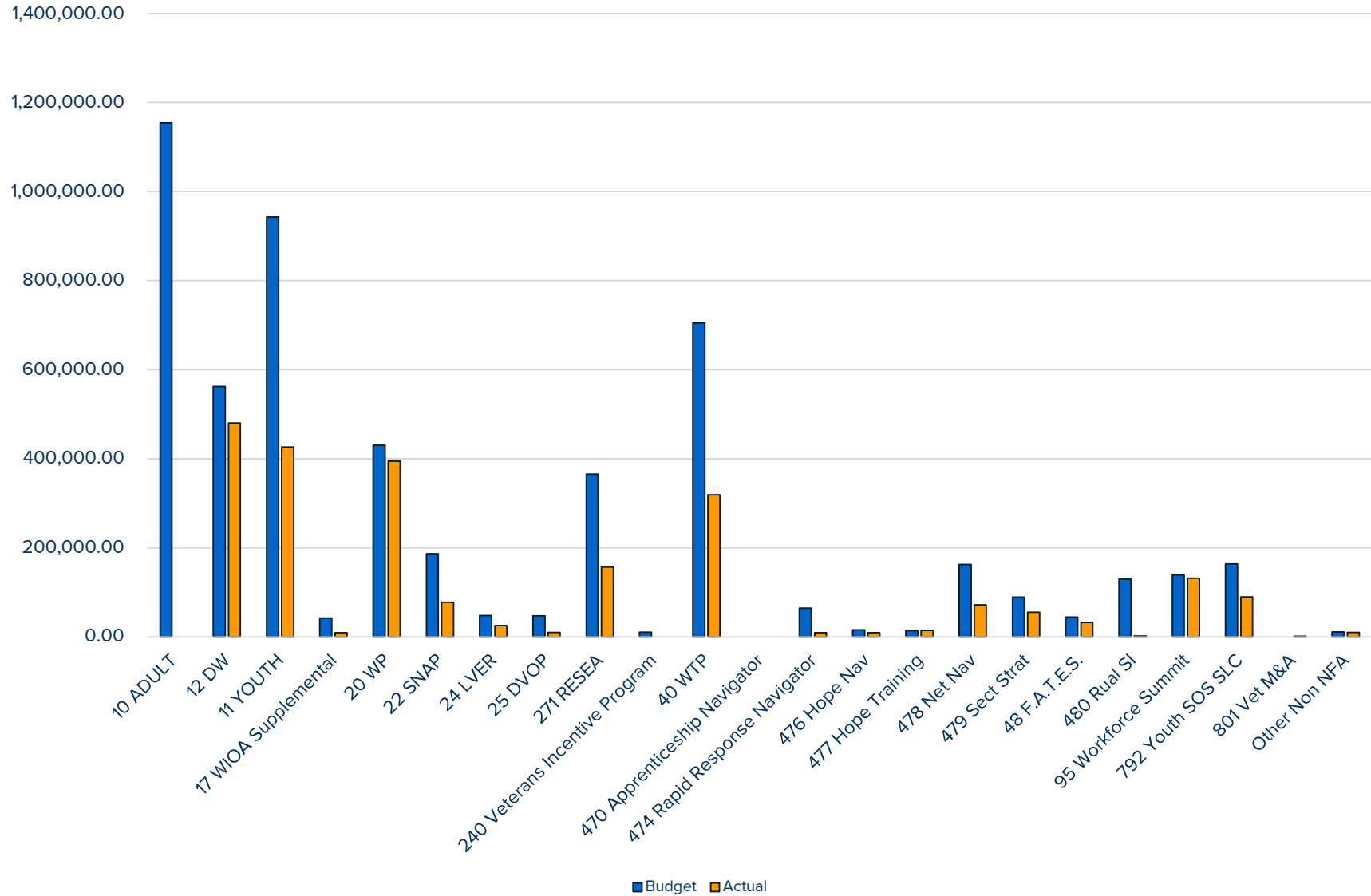
LWDB 20
Summary of Funding and Expenditures
As of December 31, 2025

PY 25-26 TOTAL AVAILABLE FUNDING	INDIRECT	10 ADULT	12 DW	11 YOUTH	17 WIOA Supplemental	20 WP	22 SNAP	24 LVER	25 DVOP	271 RESEA	240 Veterans Incentive Program	40 WTP	470 Apprent Navigator	474 Rapid Response Navigator	476 Hope Navigator	477 Hope Training
PY 25-26 Allocations		\$ 1,167,001	\$ 667,134	\$ 949,630	\$ -	\$ 804,045	\$ 231,203	\$ 214,646	\$ 202,538	\$ 298,261	\$ 11,095	\$ 1,043,690	\$ 130,000	\$ 65,000	\$ -	\$ -
PY 25-26 Supplemental		\$ -	\$ 121,430	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrestricted Funds Earned this year		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds/Incentives		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries		\$ -	\$ -	\$ -	\$ -	\$ (345,868)	\$ -	\$ (172,980)	\$ (158,757)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward to PY 26-27		\$ -	\$ (1,088,896)	\$ (327,261)	\$ -	\$ (327,591)	\$ (161,540)	\$ -	\$ -	\$ (65,846)	\$ -	\$ (545,320)	\$ -	\$ -	\$ -	\$ -
Carryforward from PY 24-25		\$ -	\$ 863,556	\$ 322,276	\$ 42,052	\$ 300,430	\$ 118,136	\$ 6,577	\$ 4,248	\$ 135,698	\$ -	\$ 211,255	\$ -	\$ -	\$ 15,831	\$ 14,620
Total DEO Grant Funding		\$ 1,167,001	\$ 563,224	\$ 944,645	\$ 42,052	\$ 431,016	\$ 187,799	\$ 48,243	\$ 48,029	\$ 368,113	\$ 11,095	\$ 709,625	\$ 130,000	\$ 65,000	\$ 15,831	\$ 14,620
OTHER NON DEO REVENUES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ 1,167,001	\$ 563,224	\$ 944,645	\$ 42,052	\$ 431,016	\$ 187,799	\$ 48,243	\$ 48,029	\$ 368,113	\$ 11,095	\$ 709,625	\$ 130,000	\$ 65,000	\$ 15,831	\$ 14,620
FUNDING DRAWN DOWN YTD																
FUNDING DRAWN DOWN YTD	INDIRECT	10 ADULT	12 DW	11 YOUTH	17 WIOA Supplemental	20 WP	22 SNAP	24 LVER	25 DVOP	271 RESEA	240 Veterans Incentive Program	40 WTP	470 Apprent Navigator	474 Rapid Response Navigator	476 Hope Navigator	477 Hope Training
PY 25-26 Allocations		\$ -	\$ -	\$ 55,821	\$ -	\$ 79,990	\$ 40,000	\$ 16,346	\$ 1,869	\$ 42,247	\$ -	\$ 187,598	\$ -	\$ 9,000	\$ -	\$ -
PY 25-26 Supplemental		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds/Incentives		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward to PY 26-27		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward from PY 24-25		\$ -	\$ 419,940	\$ 322,276	\$ 28,608	\$ 300,430	\$ 37,812	\$ 6,577	\$ 4,248	\$ 106,698	\$ -	\$ 125,198	\$ -	\$ -	\$ 9,686	\$ 14,620
Total DEO Grant Funding		\$ -	\$ 419,940	\$ 322,276	\$ 28,608	\$ 300,430	\$ 37,812	\$ 6,577	\$ 4,248	\$ 106,698	\$ -	\$ 125,198	\$ -	\$ 9,000	\$ 9,686	\$ 14,620
OTHER NON DEO REVENUES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,095	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ 419,940	\$ 322,276	\$ 28,608	\$ 300,430	\$ 37,812	\$ 6,577	\$ 4,248	\$ 4,248	\$ 106,698	\$ 11,095	\$ 125,198	\$ -	\$ 9,000	\$ 9,686	\$ 14,620
% of Total Budgeted Funding Received		0.00%	74.56%	34.12%	68.03%	69.70%	20.13%	13.63%	8.84%	28.99%	100.00%	17.64%	0.00%	13.85%	61.18%	0.00%
EXPENDITURES																
Administrative	\$ -	\$ -	\$ 49,310	\$ 10,880	\$ 1,262	\$ 70,415	\$ 8,374	\$ 2,755	\$ 1,113	\$ 20,714	\$ -	\$ 42,502	\$ -	\$ 937	\$ 1,053	\$ 1,847
Salaries and Benefits	\$ 178,448	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General and Administrative	\$ 87,521	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Allocated Indirect Costs	\$ (265,969)	\$ 84,664	\$ 5,416	\$ 10,880	\$ -	\$ 27,694	\$ 10,599	\$ 2,755	\$ 1,440	\$ 20,714	\$ -	\$ 42,502	\$ 117	\$ 1,287	\$ 2,546	\$ 5,197
Reclassification	\$ -	\$ (84,664)	\$ 43,895	\$ -	\$ 1,262	\$ 42,721	\$ (2,225)	\$ -	\$ (327)	\$ -	\$ -	\$ -	\$ (117)	\$ (350)	\$ (1,492)	\$ (3,351)
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Program Training	\$ (0)	\$ -	\$ 430,920	\$ 415,584	\$ 8,293	\$ 324,623	\$ 69,547	\$ 22,718	\$ 8,909	\$ 136,423	\$ -	\$ 276,510	\$ -	\$ 8,452	\$ 8,633	\$ 12,773
WIOA Youth Contracts	\$ -	\$ -	\$ -	\$ 351,957	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salaries and Benefits	\$ 110,533	\$ 263,302	\$ 16,201	\$ 10,917	\$ -	\$ 31,931	\$ 32,473	\$ 6,328	\$ 2,673	\$ 98,230	\$ -	\$ 135,851	\$ 435	\$ 6,651	\$ 12,892	\$ 19,094
Contract Labor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,565	\$ -	\$ -	\$ -	\$ -	\$ 35,018	\$ -	\$ -	\$ -	\$ -
Internship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Incentives/Stipends	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,650	\$ -	\$ -	\$ -	\$ -
Support Services Non-ITA	\$ -	\$ 325	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,090	\$ -	\$ -	\$ -	\$ -
Support Services ITA	\$ -	\$ 11,194	\$ 2,011	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 326	\$ -	\$ -	\$ -	\$ 100
Training-ITA/OST/TAA	\$ -	\$ 73,731	\$ 7,410	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30	\$ -	\$ -	\$ -	\$ 1,419
Training-OJT	\$ -	\$ 77,630	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,359
Training-Cust./Employed Worker	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WEX/ Internships/ Participant Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ 1,422	\$ 2,609	\$ 406	\$ 546	\$ -	\$ 263	\$ 361	\$ 2,846	\$ 2,021	\$ 1,053	\$ -	\$ 1,454	\$ -	\$ 20	\$ 86	\$ 109
One Stop Shared Costs	\$ 7,376	\$ 45,909	\$ 2,675	\$ 2,110	\$ -	\$ 26,099	\$ 8,351	\$ 11,342	\$ 5,319	\$ 19,548	\$ -	\$ 30,173	\$ 532	\$ 1,107	\$ 2,394	\$ 5,017
Other Operating Expenses	\$ 9,241	\$ 24,649	\$ 3,003	\$ 44,795	\$ -	\$ 11,337	\$ 9,674	\$ 871	\$ 742	\$ 7,579	\$ -	\$ 49,373	\$ 29	\$ 52	\$ 122	\$ 275
Allocated Program Indirect	\$ (128,571)	\$ 40,927	\$ 2,618	\$ 5,260	\$ -	\$ 13,388	\$ 5,123	\$ 1,332	\$ 696	\$ 10,013	\$ -	\$ 20,545	\$ 57	\$ 622	\$ 1,231	\$ 2,515
Reclassification	\$ -	\$ (540,276)	\$ 396,594	\$ -	\$ 8,293	\$ 141,605	\$ -	\$ -	\$ (2,542)	\$ -	\$ -	\$ -	\$ (1,053)	\$ -	\$ (8,093)	\$ (21,115)
Total Expenditures	\$ 0	\$ -	\$ 480,230	\$ 426,464	\$ 9,555	\$ 395,038	\$ 77,921	\$ 25,474	\$ 10,022	\$ 157,136	\$ -	\$ 319,012	\$ -	\$ 9,388	\$ 9,686	\$ 14,620
Funding Over/(under) expenditures	\$ 0	\$ -	\$ (60,290)	\$ (104,188)	\$ 19,053	\$ (94,607)	\$ (40,109)	\$ (18,896)	\$ (5,774)	\$ (50,438)	\$ 11,095	\$ (193,814)	\$ -	\$ (388)	\$ -	\$ -
YTD % of Budgeted Funds Expended		0.00%	85.26%	45.15%	22.72%	91.65%	41.49%	52.80%	20.87%	42.69%	0.00%	44.95%	0.00%	14.44%	61.18%	0.00%

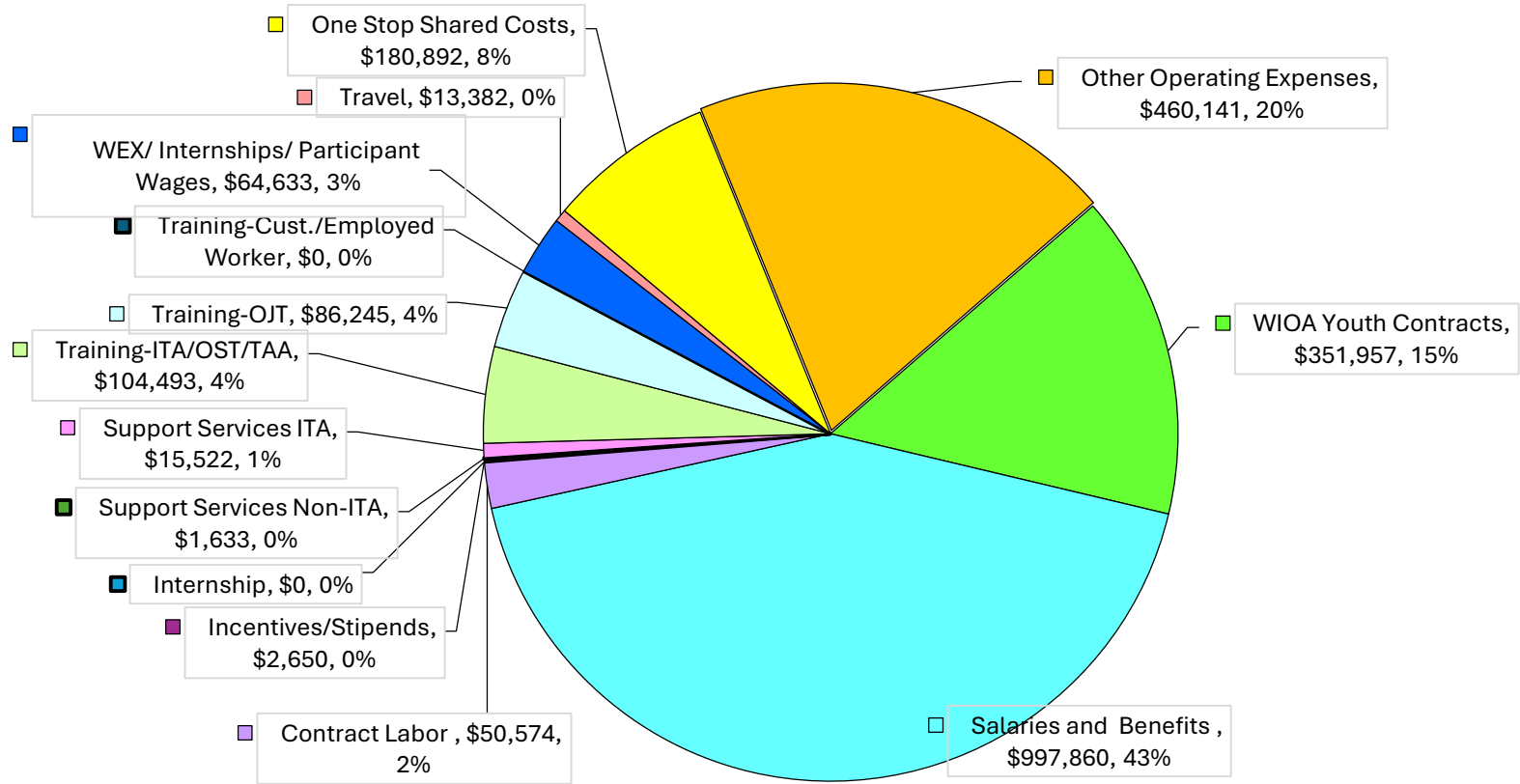
LWDB 20
Summary of Funding and Expenditures
As of December 31, 2025

PY 25-26 TOTAL AVAILABLE FUNDING	478 Network Navigators	479 Sectors of Strategic Focus	48 F.A.T.E.S.	480 Rual State Initiatives	792 Youth SOS SLC	801 VMA	95 Workforce Summit	Other Non NFA	YEAR TO DATE TOTALS			
									PY 25-26 Actual	PY 25-26 Budget	VARIANCE	% Expended
PY 25-26 Allocations	\$ 163,571	\$ 90,000	\$ -	\$ 130,000	\$ -	\$ 3,091	\$ 140,000	\$ -	\$ 6,310,905			
PY 25-26 Supplemental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 121,430			
Unrestricted Funds Earned this year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Additional Funds/Incentives	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Retained by DEO for Merit Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (677,605)			
Carryforward to PY 26-27	\$ -	\$ -	\$ (5,733)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,522,187)			
Carryforward from PY 24-25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,034,681			
Total DEO Grant Funding	\$ 163,571	\$ 90,000	\$ (5,733)	\$ 130,000	\$ -	\$ 3,091	\$ 140,000	\$ -	\$ 5,267,224			
OTHER NON DEO REVENUES	\$ -	\$ -	\$ 50,461	\$ -	\$ 165,000	\$ -	\$ -	\$ 11,547	\$ 227,008			
TOTAL	\$ 163,571	\$ 90,000	\$ 44,728	\$ 130,000	\$ 165,000	\$ 3,091	\$ 140,000	\$ 11,547	\$ -	\$ 5,494,231		
FUNDING DRAWN DOWN YTD												
	478 Network Navigators	479 Sectors of Strategic Focus	48 F.A.T.E.S.	480 Rual State Initiatives	792 Youth SOS SLC	801 VMA	95 Workforce Summit	Other Non NFA	PY 25-26 Actual	PY 25-26 Budget	VARIANCE	% Expended
PY 25-26 Allocations	\$ 98,700	\$ 61,500	\$ -	\$ 2,500	\$ -	\$ 1,405	\$ 128,000	\$ -	\$ 724,977	\$ 6,310,905	\$ 5,585,929	11.488%
PY 25-26 Supplemental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 121,430	\$ 121,430	0.000%
Additional Funds/Incentives	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Retained by DEO for Merit Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (677,605)	\$ (677,605)	
Carryforward to PY 26-27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,522,187)	\$ (2,522,187)	
Carryforward from PY 24-25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,376,094	\$ 2,034,681	\$ 658,587	67.632%
Total DEO Grant Funding	\$ 98,700	\$ 61,500	\$ -	\$ 2,500	\$ -	\$ 1,405	\$ 128,000	\$ -	\$ 2,101,071	\$ 5,267,224	\$ 3,166,153	39.890%
OTHER NON DEO REVENUES	\$ -	\$ -	\$ 50,461	\$ -	\$ 80,651	\$ -	\$ -	\$ 6,079	\$ 148,286	\$ 227,008	\$ 78,722	65.322%
TOTAL	\$ 98,700	\$ 61,500	\$ 50,461	\$ 2,500	\$ 80,651	\$ 1,405	\$ 128,000	\$ 6,079	\$ 2,249,357	\$ 5,494,231	\$ 3,244,874	40.940%
% of Total Budgeted Funding Received	60.34%	68.33%	112.82%	0.00%	48.88%	0.00%	91.43%	52.64%	40.94%			
EXPENDITURES									PY 25-26 Actual	PY 25-26 Budget	VARIANCE Under/(Over)	% Expended
Administrative	\$ 11,630	\$ 5,840	\$ 4,570	\$ 202	\$ 12,604	\$ -	\$ 18,549	\$ 1,412	\$ 265,969	\$ 548,372	\$ 282,403	48.50%
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 178,448	\$ 402,460	\$ 224,011	44.34%
General and Administrative	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 87,521	\$ 145,912	\$ 58,391	59.98%
Allocated Indirect Costs	\$ 8,392	\$ 4,442	\$ 4,570	\$ 292	\$ 12,604	\$ -	\$ 18,549	\$ 1,309	\$ 0	\$ (0)	\$ (0)	
Reclassification	\$ 3,238	\$ 1,398	\$ -	\$ (90)	\$ -	\$ -	\$ -	\$ 103	\$ (0)	\$ -	\$ (0)	
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Program Training	\$ 60,426	\$ 49,798	\$ 28,044	\$ 1,850	\$ 77,073	\$ 1,405	\$ 113,176	\$ 8,855	\$ 2,064,012	\$ 4,784,310	\$ 2,720,298	43.1%
WIOA Youth Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 351,957	\$ 750,000	\$ 398,043	46.9%
Salaries and Benefits	\$ 43,272	\$ 19,747	\$ 1,680	\$ 1,592	\$ 3,382	\$ -	\$ 2,228	\$ -	\$ 819,412	\$ 2,261,011	\$ 1,441,599	36.2%
Contract Labor	\$ -	\$ -	\$ -	\$ -	\$ 1,991	\$ -	\$ -	\$ -	\$ 50,574	\$ 9,347	\$ (41,227)	541.1%
Internship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Incentives/Stipends	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,650	\$ 14,198	\$ 11,548	18.7%
Support Services Non-ITA	\$ -	\$ -	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ 168	\$ 1,633	\$ 10,000	\$ 8,367	16.3%
Support Services ITA	\$ -	\$ -	\$ 1,891	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,522	\$ 54,895	\$ 39,373	28.3%
Training-ITA/OST/TAA	\$ -	\$ -	\$ 21,903	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 104,493	\$ 331,330	\$ 226,837	31.5%
Training-OJT	\$ -	\$ 3,256	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 86,245	\$ 320,746	\$ 234,500	26.9%
Training-Cust./Employed Worker	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
WEX/ Internships/ Participant Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 64,633	\$ -	\$ -	\$ 64,633	\$ 104,448	\$ 39,815	61.9%
Travel	\$ 75	\$ 100	\$ 4	\$ -	\$ -	\$ -	\$ -	\$ 8	\$ 13,382	\$ 16,190	\$ 2,808	82.7%
One Stop Shared Costs	\$ 7,226	\$ 3,239	\$ 291	\$ 116	\$ 189	\$ 1,405	\$ -	\$ 474	\$ 180,892	\$ 402,021	\$ 221,130	45.0%
Other Operating Expenses	\$ 325	\$ 245	\$ 16	\$ 1	\$ 786	\$ -	\$ 104,209	\$ 5,294	\$ 372,620	\$ 510,123	\$ 137,503	73.0%
Allocated Program Indirect	\$ 4,057	\$ 2,147	\$ 2,209	\$ 141	\$ 6,093	\$ -	\$ 8,967	\$ 630	\$ 0	\$ 0	\$ -	
Reclassification	\$ 5,472	\$ 21,063	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52	\$ 0	\$ -	\$ 0	
Total Expenditures	\$ 72,056	\$ 55,638	\$ 32,614	\$ 2,052	\$ 89,677	\$ 1,405	\$ 131,725	\$ 10,267	\$ 2,329,981	\$ 5,332,678	\$ 3,002,697	43.7%
Funding Over/(under) expenditures	\$ 26,644	\$ 5,862	\$ 17,847	\$ 448	\$ (9,026)	\$ -	\$ (3,725)	\$ (4,189)	\$ (80,624)			
YTD % of Budgeted Funds Expended	44.05%	61.82%	72.92%	1.58%	54.35%	45.45%	94.09%	88.92%	42.41%			

Budget to Actual by Program



PY 25-26 Expenditures by Category



- WIOA Youth Contracts
- Salaries and Benefits
- Contract Labor
- Internship
- Incentives/Stipends
- Support Services Non-ITA
- Support Services ITA
- Training-ITA/OST/TAA
- Training-OJT
- Training-Cust./Employed Worker
- WEX/ Internships/ Participant Wages
- Travel
- One Stop Shared Costs
- Other Operating Expenses

Workforce Development Board of the Treasure Coast, Inc.
Statement of Financial Position
As of 12/31/2025

Assets

Current assets

Cash - Accounts Payable	5,671.90
Cash - Payroll	132,799.12
Cash - Business Checking W/Int.	314,507.87
Accounts Receivable Customers	111.03
Accounts Receivable - Other	1,522.73
Prepaid Expenses	29,368.21
Due TO/ Due FROM	2,866.91
Total Current assets	486,847.77

Non-current assets

Data Processing Equipment	119,215.39
Vehicles	447,386.10
Leasehold Improvements	217,855.62
Accumulated Depreciation	(724,716.63)
Other Assets	24,240.00
Total Non-current assets	83,980.48

Total Assets

570,828.25

Liabilities & Net Assets

Current Liabilities

Accounts Payable	151,177.06
Payroll Accounts Payable	975.69
Accrued Expenses	93,244.29
Federal Withholding Tax	(0.01)
FICA Payable	0.60
SUTA Payable	49.13
Principal Insurance	251.92
Health Insurance Payable	1,990.35
AFLAC Payable	53.80
Legal Shield	530.49
Workers Comp Payable	5,944.22
Retirement Withholding	(6,060.41)
Accrued Leave	80,222.32
Sick Leave Liability	44,265.49
Refundable Advances	1,935.77
Deferred Revenue	1,353.75
Total Current Liabilities	375,934.46

Non-current liabilities

Long-term Lease Liability	316,523.00
Lease Liability Offest	(316,523.00)
Total Non-current liabilities	0.00

Net Assets

Beginning of Year	1,032,582.20
Current Year	(837,688.41)
Total Net Assets	194,893.79
Total Liabilities & Net Assets	<u><u>570,828.25</u></u>

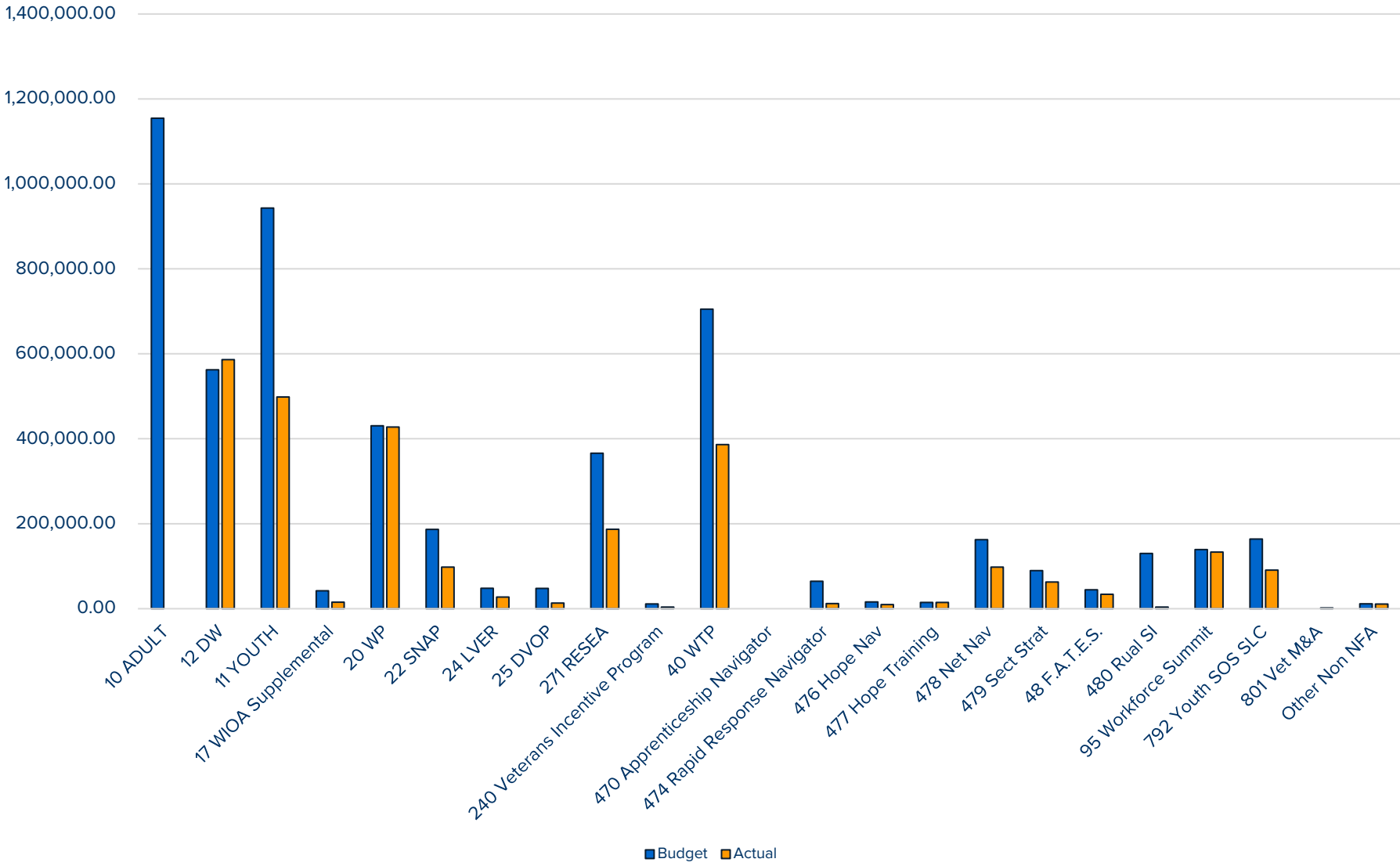
LWDB 20
Summary of Funding and Expenditures
As of January 31, 2026

PY 25-26 TOTAL AVAILABLE FUNDING	INDIRECT	10 ADULT	12 DW	11 YOUTH	17 WIOA Supplemental	20 WP	22 SNAP	24 LVER	25 DVOP	271 RESEA	240 Veterans Incentive Program	40 WTP	470 Apprent Navigator	474 Rapid Response Navigator	476 Hope Navigator	477 Hope Training
PY 25-26 Allocations		\$ 1,167,001	\$ 667,134	\$ 949,630	\$ -	\$ 804,045	\$ 231,203	\$ 214,646	\$ 202,538	\$ 298,261	\$ 11,095	\$ 1,043,690	\$ 130,000	\$ 65,000	\$ -	\$ -
PY 25-26 Supplemental		\$ -	\$ 121,430	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrestricted Funds Earned this year		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds/Incentives		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries		\$ -	\$ -	\$ -	\$ -	\$ (345,868)	\$ -	\$ (172,980)	\$ (158,757)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward to PY 26-27		\$ -	\$ (1,088,896)	\$ (327,261)	\$ -	\$ (327,591)	\$ (161,540)	\$ -	\$ -	\$ (65,846)	\$ -	\$ (545,320)	\$ -	\$ -	\$ -	\$ -
Carryforward from PY 24-25		\$ -	\$ 863,556	\$ 322,276	\$ 42,052	\$ 300,430	\$ 118,136	\$ 6,577	\$ 4,248	\$ 135,698	\$ -	\$ 211,255	\$ -	\$ -	\$ 15,831	\$ 14,620
Total DEO Grant Funding		\$ 1,167,001	\$ 563,224	\$ 944,645	\$ 42,052	\$ 431,016	\$ 187,799	\$ 48,243	\$ 48,029	\$ 368,113	\$ 11,095	\$ 709,625	\$ 130,000	\$ 65,000	\$ 15,831	\$ 14,620
OTHER NON DEO REVENUES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ 1,167,001	\$ 563,224	\$ 944,645	\$ 42,052	\$ 431,016	\$ 187,799	\$ 48,243	\$ 48,029	\$ 368,113	\$ 11,095	\$ 709,625	\$ 130,000	\$ 65,000	\$ 15,831	\$ 14,620
FUNDING DRAWN DOWN YTD																
FUNDING DRAWN DOWN YTD	INDIRECT	10 ADULT	12 DW	11 YOUTH	17 WIOA Supplemental	20 WP	22 SNAP	24 LVER	25 DVOP	271 RESEA	240 Veterans Incentive Program	40 WTP	470 Apprent Navigator	474 Rapid Response Navigator	476 Hope Navigator	477 Hope Training
PY 25-26 Allocations		\$ -	\$ -	\$ 100,821	\$ -	\$ 94,990	\$ 42,100	\$ 19,024	\$ 5,775	\$ 67,247	\$ -	\$ 263,923	\$ -	\$ 10,500	\$ -	\$ -
PY 25-26 Supplemental		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds/Incentives		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward to PY 26-27		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward from PY 24-25		\$ -	\$ 539,940	\$ 322,276	\$ 28,608	\$ 300,430	\$ 37,812	\$ 6,577	\$ 4,248	\$ 106,698	\$ -	\$ 125,198	\$ -	\$ -	\$ 9,686	\$ 14,620
Total DEO Grant Funding		\$ -	\$ 539,940	\$ 423,097	\$ 28,608	\$ 395,420	\$ 79,912	\$ 25,601	\$ 10,024	\$ 173,945	\$ -	\$ 389,121	\$ -	\$ 10,500	\$ 9,686	\$ 14,620
OTHER NON DEO REVENUES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,095	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ 539,940	\$ 423,097	\$ 28,608	\$ 395,420	\$ 79,912	\$ 25,601	\$ 10,024	\$ 173,945	\$ 11,095	\$ 389,121	\$ -	\$ 10,500	\$ 9,686	\$ 14,620	
% of Total Budgeted Funding Received		0.00%	95.87%	44.79%	68.03%	91.74%	42.55%	53.07%	20.87%	47.25%	100.00%	54.83%	0.00%	16.15%	61.18%	0.00%
EXPENDITURES																
Administrative	\$ -	\$ -	\$ 61,723	\$ 12,261	\$ (9,131)	\$ 94,752	\$ 10,491	\$ 3,092	\$ 1,478	\$ 25,608	\$ 528	\$ 53,382	\$ -	\$ 1,219	\$ 1,053	\$ 1,847
Salaries and Benefits	\$ 225,274	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General and Administrative	\$ 94,471	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Allocated Indirect Costs	\$ (319,745)	\$ 105,856	\$ 5,936	\$ 12,261	\$ -	\$ 29,863	\$ 13,936	\$ 3,092	\$ 1,805	\$ 25,608	\$ 528	\$ 53,382	\$ 123	\$ 1,739	\$ 2,668	\$ 5,443
Reclassification	\$ -	\$ (105,856)	\$ 55,787	\$ -	\$ (9,131)	\$ 64,889	\$ (3,445)	\$ -	\$ (327)	\$ -	\$ -	\$ -	\$ (123)	\$ (520)	\$ (1,615)	\$ (3,596)
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Program Training	\$ -	\$ -	\$ 524,449	\$ 486,097	\$ 24,293	\$ 332,769	\$ 87,402	\$ 24,287	\$ 11,603	\$ 161,221	\$ 3,092	\$ 332,768	\$ -	\$ 10,895	\$ 8,633	\$ 12,773
WIOA Youth Contracts	\$ -	\$ -	\$ -	\$ 413,746	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salaries and Benefits	\$ 138,593	\$ 335,335	\$ 17,474	\$ 12,967	\$ -	\$ 34,703	\$ 44,868	\$ 6,676	\$ 3,369	\$ 117,839	\$ -	\$ 179,234	\$ 435	\$ 8,650	\$ 12,892	\$ 19,094
Contract Labor	\$ -	\$ 4,491	\$ -	\$ -	\$ -	\$ -	\$ 14,966	\$ -	\$ -	\$ -	\$ -	\$ 35,931	\$ -	\$ -	\$ -	\$ -
Internship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Incentives/Stipends	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,650	\$ -	\$ -	\$ -	\$ -
Support Services Non-ITA	\$ -	\$ 325	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,090	\$ -	\$ -	\$ -	\$ -
Support Services ITA	\$ -	\$ 11,194	\$ 2,011	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 326	\$ -	\$ -	\$ -	\$ 100
Training-ITA/OST/TAA	\$ -	\$ 73,731	\$ 7,410	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30	\$ -	\$ -	\$ -	\$ 1,419
Training-OJT	\$ -	\$ 87,948	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,359
Training-Cust./Employed Worker	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WEX/ Internships/ Participant Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ 1,457	\$ 2,893	\$ 425	\$ 553	\$ -	\$ 270	\$ 438	\$ 2,932	\$ 2,022	\$ 1,120	\$ -	\$ 1,708	\$ -	\$ 26	\$ 86	\$ 109
One Stop Shared Costs	\$ 8,892	\$ 53,219	\$ 2,794	\$ 2,296	\$ -	\$ 29,574	\$ 9,704	\$ 12,180	\$ 6,996	\$ 21,596	\$ -	\$ 34,581	\$ 532	\$ 1,298	\$ 2,394	\$ 5,017
Other Operating Expenses	\$ 10,723	\$ 26,007	\$ 3,051	\$ 50,412	\$ -	\$ 111,705	\$ 10,467	\$ 955	\$ 857	\$ 7,879	\$ 2,828	\$ 50,561	\$ 29	\$ 53	\$ 122	\$ 275
Allocated Program Indirect	\$ (159,664)	\$ 52,859	\$ 2,964	\$ 6,123	\$ -	\$ 14,912	\$ 6,959	\$ 1,544	\$ 901	\$ 12,787	\$ 263	\$ 26,656	\$ 61	\$ 868	\$ 1,332	\$ 2,719
Reclassification	\$ -	\$ (648,002)	\$ 488,320	\$ -	\$ 24,293	\$ 141,605	\$ -	\$ -	\$ (2,542)	\$ -	\$ -	\$ -	\$ (1,058)	\$ -	\$ (8,194)	\$ (21,319)
Total Expenditures	\$ 0	\$ -	\$ 586,172	\$ 498,358	\$ 15,162	\$ 427,520	\$ 97,893	\$ 27,379	\$ 13,081	\$ 186,829	\$ 3,619	\$ 386,150	\$ -	\$ 12,114	\$ 9,686	\$ 14,620
Funding Over/(under) expenditures	\$ 0	\$ -	\$ (46,231)	\$ (75,261)	\$ 13,445	\$ (32,100)	\$ (17,981)	\$ (1,778)	\$ (3,058)	\$ (12,883)	\$ 7,476	\$ 2,971	\$ -	\$ (1,614)	\$ -	\$ -
YTD % of Budgeted Funds Expended		0.00%	104.07%	52.76%	36.06%	99.19%	52.13%	56.75%	27.24%	50.75%	32.62%	54.42%	0.00%	18.64%	61.18%	0.00%

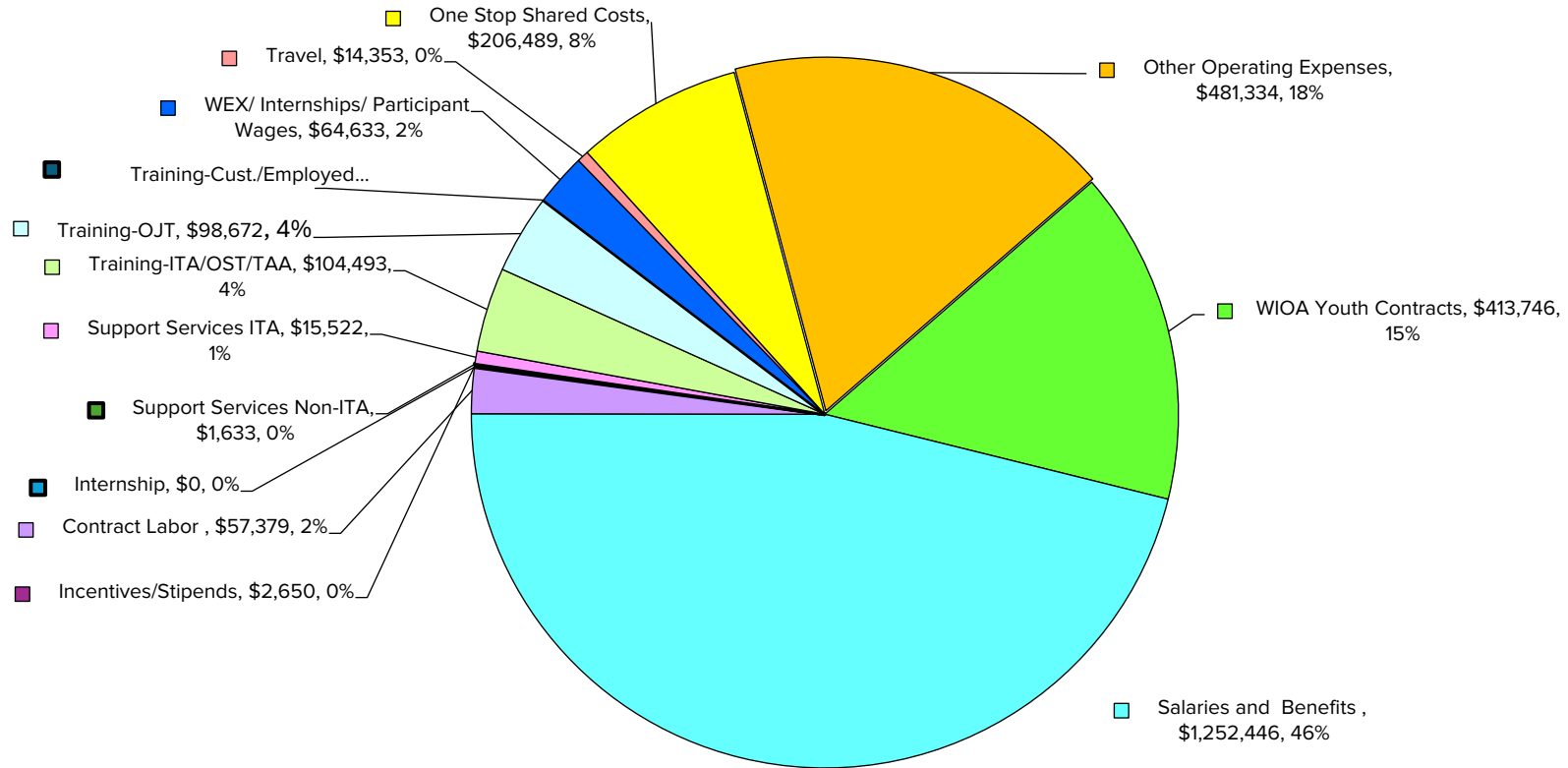
LWDB 20
Summary of Funding and Expenditures
As of January 31, 2026

PY 25-26 TOTAL AVAILABLE FUNDING	478 Network Navigators	479 Sectors of Strategic Focus	48 F.A.T.E.S.	480 Rual State Initiatives	792 Youth SOS SLC	801 VMA	95 Workforce Summit	Other Non NFA	YEAR TO DATE TOTALS				
PY 25-26 Allocations	\$ 163,571	\$ 90,000	\$ -	\$ 130,000	\$ -	\$ 3,091	\$ 140,000	\$ -		\$ 6,310,905			
PY 25-26 Supplemental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 121,430			
Unrestricted Funds Earned this year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -			
Additional Funds/Incentives	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -			
Retained by DEO for Merit Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ (677,605)			
Carryforward to PY 26-27	\$ -	\$ -	\$ (5,733)	\$ -	\$ -	\$ -	\$ -	\$ -		\$ (2,522,187)			
Carryforward from PY 24-25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 2,034,681			
Total DEO Grant Funding	\$ 163,571	\$ 90,000	\$ (5,733)	\$ 130,000	\$ -	\$ 3,091	\$ 140,000	\$ -		\$ 5,267,224			
OTHER NON DEO REVENUES	\$ -	\$ -	\$ 50,461	\$ -	\$ 165,000	\$ -	\$ -	\$ 11,547		\$ 227,008			
TOTAL	\$ 163,571	\$ 90,000	\$ 44,728	\$ 130,000	\$ 165,000	\$ 3,091	\$ 140,000	\$ 11,547	\$ -	\$ 5,494,231			
FUNDING DRAWN DOWN YTD													
	478 Network Navigators	479 Sectors of Strategic Focus	48 F.A.T.E.S.	480 Rual State Initiatives	792 Youth SOS SLC	801 VMA	95 Workforce Summit	Other Non NFA	PY 25-26 Actual	PY 25-26 Budget	VARIANCE	% Expended	
PY 25-26 Allocations	\$ 98,700	\$ 69,300	\$ -	\$ 3,750	\$ -	\$ 1,686	\$ 130,720	\$ -	\$ 908,537	\$ 6,310,905	\$ 5,402,369	14.396%	
PY 25-26 Supplemental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 121,430	\$ 121,430	0.000%	
Additional Funds/Incentives	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Retained by DEO for Merit Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (677,605)	\$ (677,605)		
Carryforward to PY 26-27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,522,187)	\$ (2,522,187)		
Carryforward from PY 24-25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,496,094	\$ 2,034,681	\$ 538,587	73.530%	
Total DEO Grant Funding	\$ 98,700	\$ 69,300	\$ -	\$ 3,750	\$ -	\$ 1,686	\$ 130,720	\$ -	\$ 2,404,631	\$ 5,267,224	\$ 2,862,593	45.653%	
OTHER NON DEO REVENUES	\$ -	\$ -	\$ 50,461	\$ -	\$ 80,651	\$ -	\$ -	\$ 5,642	\$ 147,850	\$ 227,008	\$ 79,159	65.130%	
TOTAL	\$ 98,700	\$ 69,300	\$ 50,461	\$ 3,750	\$ 80,651	\$ 1,686	\$ 130,720	\$ 5,642	\$ 2,552,480	\$ 5,494,231	\$ 2,941,751	46.457%	
% of Total Budgeted Funding Received	60.34%	77.00%	112.82%	0.00%	48.88%	0.00%	93.37%	48.86%	46.46%				
EXPENDITURES										PY 25-26 Actual	PY 25-26 Budget	VARIANCE Under/(Over)	% Expended
Administrative	\$ 15,632	\$ 6,345	\$ 4,912	\$ 371	\$ 13,211	\$ -	\$ 19,441	\$ 1,530	\$ 319,745	\$ 548,372	\$ 228,627	58.31%	
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,274	\$ 402,460	\$ 177,186	55.97%	
General and Administrative	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 94,471	\$ 145,912	\$ 51,441	64.75%	
Allocated Indirect Costs	\$ 12,265	\$ 5,702	\$ 4,912	\$ 547	\$ 13,211	\$ -	\$ 19,441	\$ 1,427	\$ 0	\$ (0)	\$ (0)		
Reclassification	\$ 3,366	\$ 643	\$ -	\$ (175)	\$ -	\$ -	\$ -	\$ 103	\$ 0	\$ -	\$ 0		
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Program Training	\$ 82,154	\$ 56,504	\$ 28,970	\$ 3,289	\$ 77,577	\$ 1,686	\$ 113,917	\$ 9,225	\$ 2,393,604	\$ 4,784,310	\$ 2,390,706	50.0%	
WIOA Youth Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 413,746	\$ 750,000	\$ 336,254	55.2%	
Salaries and Benefits	\$ 60,977	\$ 23,082	\$ 2,304	\$ 2,868	\$ 3,382	\$ -	\$ 2,429	\$ -	\$ 1,027,172	\$ 2,261,011	\$ 1,233,839	45.4%	
Contract Labor	\$ -	\$ -	\$ -	\$ -	\$ 1,991	\$ -	\$ -	\$ -	\$ 57,379	\$ 9,347	\$ (48,032)	613.9%	
Internship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Incentives/Stipends	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,650	\$ 14,198	\$ 11,548	18.7%	
Support Services Non-ITA	\$ -	\$ -	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ 168	\$ 1,633	\$ 10,000	\$ 8,367	16.3%	
Support Services ITA	\$ -	\$ -	\$ 1,891	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,522	\$ 54,895	\$ 39,373	28.3%	
Training-ITA/OST/TAA	\$ -	\$ -	\$ 21,903	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 104,493	\$ 331,330	\$ 226,837	31.5%	
Training-OJT	\$ -	\$ 5,364	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 98,672	\$ 320,746	\$ 222,074	30.8%	
Training-Cust./Employed Worker	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
WEX/ Internships/ Participant Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 64,633	\$ -	\$ -	\$ 64,633	\$ 104,448	\$ 39,815	61.9%	
Travel	\$ 188	\$ 111	\$ 6	\$ 2	\$ -	\$ -	\$ -	\$ 8	\$ 14,353	\$ 16,190	\$ 1,837	88.7%	
One Stop Shared Costs	\$ 8,954	\$ 3,586	\$ 348	\$ 146	\$ 189	\$ 1,686	\$ -	\$ 507	\$ 206,489	\$ 402,021	\$ 195,533	51.4%	
Other Operating Expenses	\$ 331	\$ 246	\$ 16	\$ 1	\$ 786	\$ -	\$ 104,209	\$ 5,348	\$ 386,862	\$ 510,123	\$ 123,260	75.8%	
Allocated Program Indirect	\$ 6,125	\$ 2,847	\$ 2,453	\$ 273	\$ 6,597	\$ -	\$ 9,708	\$ 712	\$ (0)	\$ 0	\$ -		
Reclassification	\$ 5,578	\$ 21,267	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52	\$ (0)	\$ -	\$ (0)		
Total Expenditures	\$ 97,785	\$ 62,849	\$ 33,882	\$ 3,661	\$ 90,787	\$ 1,686	\$ 133,359	\$ 10,755	\$ 2,713,349	\$ 5,332,678	\$ 2,619,329	50.9%	
Funding Over/(under) expenditures	\$ 915	\$ 6,451	\$ 16,579	\$ 89	\$ (10,136)	\$ -	\$ (2,639)	\$ (5,113)	\$ (160,868)				
YTD % of Budgeted Funds Expended	59.78%	69.83%	75.75%	2.82%	55.02%	54.55%	95.26%	93.14%	49.39%				

Budget to Actual by Program



PY 25-26 Expenditures by Category



- WIOA Youth Contracts
- Salaries and Benefits
- Contract Labor
- Internship
- Incentives/Stipends
- Support Services Non-ITA
- Support Services ITA
- Training-ITA/OST/TAA
- Training-OJT
- Training-Cust./Employed Worker
- WEX/ Internships/ Participant Wages
- Travel
- One Stop Shared Costs
- Other Operating Expenses

Workforce Development Board of the Treasure Coast, Inc.
Statement of Financial Position
As of 1/31/2026

Assets

Current assets

Cash - Accounts Payable	5,671.91
Cash - Payroll	34,230.96
Cash - Business Checking W/Int.	200,059.63
Accounts Receivable Customers	111.03
Accounts Receivable - Other	1,522.73
Prepaid Expenses	22,186.99
Due TO/ Due FROM	2,585.91

Total Current assets 266,369.16

Non-current assets

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

Total Non-current assets 83,980.48

Total Assets 350,349.64

Liabilities & Net Assets

Current Liabilities

Accounts Payable	11,756.17
Accrued Expenses	88,451.17
Federal Withholding Tax	(0.01)
FICA Payable	0.60
SUTA Payable	898.41
Principal Insurance	260.80
Health Insurance Payable	1,220.33
AFLAC Payable	53.80
Legal Shield	96.84
Workers Comp Payable	5,944.22
Accrued Leave	80,222.32
Sick Leave Liability	44,265.49
Refundable Advances	1,935.77
Deferred Revenue	593.75

Total Current Liabilities 235,699.66

Non-current liabilities

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

Total Non-current liabilities 0.00

Net Assets

Beginning of Year	1,032,582.20
Current Year	(917,932.22)
Total Net Assets	114,649.98

Total Liabilities & Net Assets 350,349.64

AGENDA ITEM SUMMARY

Title	Workforce Innovation & Opportunity Act (WIOA) - Youth Program Eligibility and Service Provider Selection Policy
Strategic Plans/Goals	Operational Intelligence
Policy/Plan/Law	Workforce Innovation and Opportunity Act/CareerSource Florida Administrative Policy P95 - WIOA Youth Program Eligibility and Service Provider Selection
Action Requested	Review and Approve the Workforce Innovation and Opportunity Act (WIOA) - Youth Program Eligibility and Service Provider Selection Policy
Background	In alignment with new policy guidance from CareerSource Florida, this local policy was developed to establish CareerSource Research Coast's (CSRC) framework and expectations for the design and delivery of youth services, including key program requirements, roles and responsibilities, and standards to ensure consistent implementation and compliance.
Staff Recommendations	Approve the WIOA Youth Program Eligibility and Service Provider Selection Policy
Supporting Material	WIOA Youth Program Eligibility and Service Provider Selection Policy Draft
Board Staff	Tracey McMorris Vice President of Operations/COO tmcmorris@careersourcerc.com (866) 482-4473 ext. 528

I. PURPOSE

To provide guidance to CareerSource Research Coast (CSRC) staff to support the development and implementation of aligned, effective youth programs that promote high-quality outcomes and ensure compliance with applicable state and federal requirements.

II. BACKGROUND

Supporting youth with barriers to employment is a key priority within the workforce system. Achieving strong outcomes requires proactive, coordinated partnerships that connect youth to training, resources, and supportive services leading to high-quality employment. These efforts help strengthen self-sufficiency while also meeting the workforce needs of local employers.

III. LOCAL POLICY:

A. WIOA Youth Eligibility Criteria

CareerSource Research Coast (CSRC) must actively pursue outreach to potentially eligible youth and ensure that youth enrolled in the WIOA Youth Program meet eligibility criteria as defined in WIOA Sections 129(a)(1) and, [20 CFR 681.200 - 681.220](#). Eligibility determinations are based, in part, on the following factors:

- Eligibility criteria as an out-of-school youth (OSY) or in-school youth (ISY)
- School status determination
- Identified barrier(s)

CSRC must ensure that education and local youth-focused workforce development systems are coordinated and designed to increase and expand pathways into work-based learning activities, especially registered apprenticeships and pre-apprenticeship programs, that meet current industry needs. Programs should be designed to efficiently assist youth into, and persist in, high-wage, high-demand, and high-skilled occupations and provide access to an aligned and expanding array of apprenticeship and pre-apprenticeship options. Programs for youth should be focused on demonstrated industry need, career-relevant training, and increasing in-demand employment outcomes. Youth program participant data on pre-apprenticeship and apprenticeship enrollment, outreach, and completion should be regularly measured, tracked, and shared.

B. Enrollment and Assessment

Youth can self-register in Employ Florida, however they cannot self-enroll in a WIOA Youth program. CSRC staff must ensure that youth are registered in Employ Florida and determine eligibility as quickly as possible and before enrollment. The enrollment process includes eligibility determination, objective assessment, development of an Individual Service Strategy (ISS), and participation in any of the 14 WIOA Youth program elements outlined in [20 CFR 681.460](#). Once an individual is determined to be eligible for the WIOA Youth program, staff are required to complete a WIOA Youth program application in Employ Florida.

Objective assessments evaluate academic and skill levels, career readiness, and service needs. Assessments may include formal tests, interviews, observations, or file reviews, and must accommodate youth with disabilities. Assessments from other programs completed within the past six months may be used. Youth are considered participants only after receiving one of the 14 program elements listed in [20 CFR 681.460](#).

The ISS must be tailored to the youth's needs and include assessment results and education and employment goals aligned with career pathways that are designed to lead to employment within in-demand industry sectors. It must align with at least one WIOA performance indicator and include at least

one of the 14 program elements. Existing ISS documents from other programs may be used if completed within the past six months and sufficient to meet WIOA requirements.

Staff must complete the objective assessment in Employ Florida using the Objective Assessment Summary Wizard and ISS using the Individual Service Strategy Wizard within Employ Florida based on technical guidance issued by FloridaCommerce.

Co-enrollment in WIOA programs is highly encouraged and depends on each youth's eligibility, individual service needs, and career readiness, determined through assessments of skills, work experience, literacy, and support needs. Youth aged 18 to 24 may be co-enrolled in the WIOA Youth and Adult programs if they meet eligibility for both. Youth may qualify for WIOA adult services if they meet WIOA Adult eligibility requirements and need intensive youth services as well as adult training related to their career pathway. For co-enrolled participants, staff must determine the appropriate services from each program, identify the funding stream for each service in Employ Florida, and ensure services are not duplicated consistent with applicable state and federal law. CSRC must ensure that services for non-eligible youth are funded through partner programs.

CSRC should work closely with local businesses, as well as community and WIOA partners, to serve youth.

C. Use of Federal Funds to Provide Food, Beverage, or Dining Activities

CSRC may use state and WIOA funds to provide food and beverages for youth enrolled and participating in youth workforce programs provided that such expenditures adhere to technical assistance and guidance issued by FloridaCommerce.

D. WIOA Youth Service Provider Selection and Procurement

CSRC may deliver youth services directly or award grants and contracts through a competitive procurement process, as required by WIOA Section 123. Direct provision must be cost-effective and comply with governance standards in [Workforce Policy G110 – Local Workforce Development Area Board Governance](#). Selection through procurement and the execution of contractual arrangements must include specific and measurable deliverables designed to drive the effective, efficient, and aligned delivery of services, include outreach and partnership objectives, and be consistent with issued technical assistance and guidance from FloridaCommerce.

Selected providers must, at minimum:

- demonstrate the ability to offer all 14 required program elements,
- coordinate with community partners,
- offer services at a reasonable cost with a clear budget,
- show knowledge of WIOA requirements,
- have strong community and business linkages,
- meet or exceed CSRC performance indicators,
- comply with reporting requirements,
- be legally established for at least six months,
- hold a current business license,
- disclose any pending legal actions, and
- must not have been found at fault in criminal, civil, or administrative proceedings.

AGENDA ITEM SUMMARY

Title	Workforce Innovation and Opportunity Act (WIOA) - On-the-Job Training Program Policy Revisions
Strategic Plans/Goals	Optimal Use of Resources
Policy/Plan/Law	Public Law 113-128, Workforce Innovation and Opportunity Act, 20 CFR 680.700 - 680.840, 20 CFR 683.400, 20 CFR 683.410, Training and Employment Guidance Letter (TEGL) 19-16, 2 CFR Appendix II to Part 200, Contract Provisions for Non-Federal Entity Contracts Under Federal Awards, Chapter 445, Florida Statutes, CareerSource Florida Workforce Policy – Work-Based Training and Work-Based Learning Opportunities; CareerSource Florida Policy 009 – On-the-Job Training; Waiver of Workforce Innovation & Opportunity Act On-the-Job Training Reimbursement Limits;
Action Requested	Review and Approve Revisions to the WIOA On-the-Job-Training Policy
Background	<p>OJT helps employers cover the costs of training new employees. and allows participants to earn while they learn, acquire new skills, and enhance their financial independence. OJT is uniquely suited to help individuals facing employment barriers to gain a foothold in the workforce. Individuals must meet WIOA eligibility criteria to participate in OJT programs.</p> <p>On September 19, 2025, the U.S. Department of Labor approved a waiver to the federal OJT reimbursement limits through June 30, 2027. Effective for Program Years 2025 and 2026, this waiver allows local workforce development boards to reimburse employers up to 90 percent of participant wages, and up to 100 percent for employers located in or employing residents of designated Opportunity Zones. CSRC's OJT policy has been updated accordingly</p>
Staff Recommendations	Approve Revisions to the WIOA On-the-Job-Training Policy
Supporting Material	WIOA On-the-Job-Training Policy
Board Staff	Tracey McMorris Vice President of Operations/COO tmcmorris@careesourcerc.com (866) 482-4473 ext. 617



PURPOSE

To outline the requirements for and provide guidance for implementing On-the-Job Training (OJT).

REFERENCES

Public Law 113-128, Workforce Innovation and Opportunity Act, 20 CFR 680.700 - 680.840, 20 CFR 683.400, 20 CFR 683.410, Training and Employment Guidance Letter (TEGL) 19-16, 2 CFR Appendix II to Part 200, Contract Provisions for Non-Federal Entity Contracts Under Federal Awards, Chapter 445, Florida Statutes, ~~CareerSource Florida Strategic Policy 2021.12.09.A.1 – Comprehensive Employment Education and Training Strategy~~; [CareerSource Florida Workforce Policy – Work-Based Training and Work-Based Learning Opportunities](#); and [CareerSource Florida Policy 009 – On-the-Job Training; Waiver of Workforce Innovation & Opportunity Act On-the-Job Training Reimbursement Limits](#); [CSRC On the Job Training Local Operating Procedures](#)

BACKGROUND:

Among the various training programs available through WIOA for eligible participants, OJT helps employers cover the costs of training new employees. OJT allows participants to earn while they learn, acquire transferable skills, and enhance their financial independence. OJT is uniquely suited to help individuals facing employment barriers to gain a foothold in the workforce. Individuals must meet WIOA eligibility criteria to participate in OJT programs.

Co-enrolling WIOA participants in multiple programs, including OJT, provides comprehensive support by using resources from different programs to meet the needs of job seekers. This approach allows participants to receive job training and educational services at the same time, improving employment outcomes and offering a more complete set of services tailored to their needs.

POLICY:

On-the-Job Training (OJT) is paid subsidized job skills training that is provided by an employer during the initial term of employment. OJT is designed to ensure the participant acquires the employer-specific job skills necessary to secure and maintain employment and provides knowledge or skills essential to the full and adequate performance of the job. The training is limited in duration as appropriate to the occupation for which the participant is being trained and is not to exceed six (6) months. The employer is typically reimbursed 50% of the participant's wages during the OJT period, ~~although reimbursement may increase up to 75 or 100 percent based on certain criteria outlined below~~. This reimbursement is designed to offset the employer's costs for providing the job training and any necessary additional supervision.

~~WIOA, Sec 3 (44) and Sec 134(c)(3)(H) authorizes CSRC flexibility under WIOA to increase the reimbursement level up to 75 percent. CSRC's policy allows for 50 percent reimbursement and permits the Vice President of Operations/COO, with approval of the President/CEO, to increase the reimbursement level to 75 percent in specific situations. Please refer to section VI.A Payments to Employers, Wages and Participant Hours for details.~~

I. Participant Eligibility

A. Participants must meet WIOA and/or TAA eligibility and have been determined to need training services. CSRC must apply priority of services requirements for individuals receiving training services through local WIOA Adult formula funds in accordance with CSFL Administrative Policy 105 and 111, as applicable.

B. Prior to receiving services, an individual employment plan (IEP) or individual service strategy (ISS), must be developed. The ISS/IEP is a living document that must be reviewed regularly by front-line staff and adjusted throughout participation, jointly with the participant. The IEP is a negotiated agreement between the

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.

participant and CSRC detailing what the participant will do to obtain/return to employment and what the program will do to support the participant's efforts. The IEP is an ongoing strategy that must include a clear employment goal, identify assets and barriers, outline the steps necessary to achieve the employment goal, and include appropriate resources and services. The details of the OJT assignment must be incorporated into the ISS and/or IEP and must include the participant's details regarding the OJT assignment, as appropriate. CSRC staff must also include the following in the IEP:

- 1) A determination that an OJT activity is appropriate based on an assessment of the participant's needs, skill set, and other characteristics necessary to determine the best activity for the participant.
- 2) The specific short and long-term goals for the OJT activity, by identifying the purpose of the activity and the outcomes expected.
- 3) The employer with whom the activity will be done and other information relevant to the OJT.
- 4) Other services/activities necessary to support the OJT activity.

C. When enrolling a participant in OJT, CSRC staff must consider:

- 1) The skill requirements of the occupation.
- 2) The academic and occupational skill level of the participant.
- 3) Prior work experience; and
- 4) The participant's service strategy.

Additionally, OJT may not be suitable for In-School-Youth (ISY) who may be enrolled in secondary school. However, OJT may be an appropriate strategy for eligible youth when the need is identified by the objective assessment and included in the service strategy.

D. ~~OJT contracts~~Agreements may be written for employed eligible workers only when one of the following occurs:

- 1) The employee is not earning a self-sufficient wage, as defined by CSRC's WIOA - Adult and Dislocated Worker Program Eligibility Policy, or wages comparable to or higher than wages from previous employment.
- 2) The OJT relates to the introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes identified by CSRC in the local operating procedures (LOPs).
- 3) There is an OJT Agreement with an employer or registered apprenticeship program sponsor in the public, private non-profit or private sector

II. Employer and Occupation Eligibility

A. The OJT employer and occupation must meet the following requirements and characteristics:

- 1) OJT is for an in-demand occupation.
- 2) CSRC must ensure not to enter into an OJT Agreement with an employer who has exhibited a pattern of failing to provide OJT participants with continued long-term employment as regular employees with wages, benefits, and working conditions at the same level and to the same extent as other similarly situated employees.
- 3) The OJT must be full-time, permanent and paid subsidized employment, in which the employer teaches the participant to perform the skills required for the job. Full-time employment is defined as an average of 32 hours per week. Occupations or job types that are not suitable for OJT are occupations that are based on commission, seasonal in nature, or less than full time.

- 4) The training provided for WIOA participants must be above and beyond their current skill levels. CSRC does offer training on a sequential basis to individuals who have completed an Individual Training Account (ITA) where the job for which they have received training requires further training on the job for the participant to be proficient in the skills required to perform the job. All sequential training must be approved by the Director of Programs on a case-by- case basis.
- 5) The suitability of the employer worksite for training must be assessed by CSRC staff as part of the contract development, and prior to final completion of the contract and placement of the participant at the work site (OJT Pre -Award).
- 6) Wages paid to participants must be the same as the wages paid to others performing a comparable job. All OJT participants must be covered by worker’s compensation or liability insurance for the duration of the employment/training provided by the employer.
- 7) No member of the OJT trainee’s immediate family may be engaged in an administrative capacity for the employer or directly supervise the OJT trainee.

III. OJT Contract Requirements

- A. CSRC must ensure that all OJT is provided under a written contract with an employer using the standardized contract template approved by CareerSource Florida and distributed to CSRC by FloridaCommerce.

Using the template ensures consistency and compliance with organizational standards across the network and is supportive of employer engagement across the system. CSRC may not alter or amend the language in the template. Any supplemental agreement language required to be added by CSRC or local business may be accomplished through a locally created addendum to the agreement. Any such addendums will be subject to compliance monitoring. Failure to use the approved template may result in required corrective action. The OJT Agreement must be signed by the employer and the President/CEO (or designee) of CSRC.

- B. The duration of the OJT is based on the Specific Vocational Preparation code in alignment with the O*Net Job Zone categories. Job Zone categories are listed in the table below:

The Five Job Zones Are:	Training Hours
Job Zone 1 - occupations that need little or no preparation	0 - 240
Job Zone 2 - occupations that need some preparation	241 -640
Job Zone 3 - occupations that need medium preparation	641 - 800
Job Zone 4/5 - occupations that need extensive preparation	801 - 960

- C. In addition, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the trainee, the prior work experience of the trainee, and the individual employment plan as appropriate. OJT training hours will be based on the length of time the trainee will need to acquire the basic competencies needed for the job. The length of the OJT must be included in the OJT Agreement with the employer and in the participant’s ISS/IEP. CSRC OJT Agreement may not exceed 6 months.

IV. OJT Training Plan

The [OJT Training Plan](#) is a formal document detailing the structured job training and must provide participants with a combination of instruction in observable, and measurable job-readiness skills, general employment competencies and occupational skills. OJT may be combined with other career and training services, if appropriate. CSRC must ensure that each [OJT Training Plan](#) is developed based on the participant's ISS/IEP, and the occupation the participant has selected. The [OJT Training Plan](#) must be agreed upon and signed by the participant, employer and CSRC.

Both the [OJT Agreement](#)~~OJT Agreement~~ and [OJT Training Plan](#)~~OJT COJT d training plan~~ must be signed prior to the start date of the OJT.

V. OJT In-Person Worksite Monitoring Visit

CSRC must conduct an in-person monitoring visit to each worksite where an OJT participant is placed during the participant's OJT participation and at least once per year. The purpose of the in-person monitoring visit is to assess the appropriateness of the site and to ensure that it meets all the terms of the worksite agreement. The monitoring site visit must be recorded in a monitoring tool and must include the date of the visit, the name of the CSRC staff member who conducted the visit, names of participant(s) and supervisor(s), and the outcome of the visit. If CSRC identifies any concerns with the site, the information must be recorded in the monitoring tool. CSRC staff must ensure that all identified findings are resolved and documented, including the steps taken, results and timeline, to continue the OJT.

VI. Payments to Employers, Wages and Participant Hours

Payments to employers for OJT must be made based on the [OJT Agreement](#) and proper documentation of time worked, payroll records, and training accomplishments. OJT payments are compensation for the employers' "extraordinary costs" associated with training participants and potentially lower productivity of the participants while in OJT.

A. Wage Reimbursement Rate

~~1.—CSRC permits the Vice President of Operations/COO, with approval of the President/CEO, to increase the reimbursement level up to 90 percent in specific situations CSRC may increase the wage reimbursement level above 50% when certain criteria are met.~~

~~a.— where the following factors are evaluated, presented at the time of the approval request, and documented in the OJT Training Plan:~~

~~a. _____~~

~~Requests for 75% reimbursement must take into consideration the following factors which must be presented at the time of request for approval, and subsequently documented in the OJT Training Plan:~~

- 1) The characteristics of the participant, taking into consideration whether they are individuals with barriers to employment.
- 2) The size of the employer, with an emphasis on small businesses (e.g. small and medium-sized businesses) often have more barriers to ~~participation~~[participating](#) at lower reimbursement rates)
- 3) The quality of employer-provided training and advancement opportunities (e.g. registered apprenticeships, when the [OJT Agreement](#) is for an in-demand occupation and will lead to an

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.

industry- recognized credential).

4) Other factors CSRC may determine appropriate (e.g. the number of employees participating in the training, wage and benefit levels of the employees, and the relation of the training to the competitiveness of the participant).

~~a.~~ Reimbursement up to 100% is allowable for businesses located in or the employment of individuals who reside in designated Opportunity Zones. Opportunity Zones represent economically distressed census tracts identified by state governors and certified by the U.S. Department of Treasury.

B. Wage Reimbursement Restrictions

CSRC must ensure WIOA funds are not used to pay for the following:

- 1) Paid or unpaid holidays.
- 2) Sick leave.
- 3) Vacation.
- 4) Overtime hours.
- 5) Fringe benefits; and/or
- 6) Work performed outside the [OJT Agreement](#).

C. Record Retention

CSRC and employers must retain records for each OJT employer and OJT participant for a minimum of five years. Records regarding the OJT assignment may be requested by FloridaCommerce, USDOL, and other state and federal agencies for monitoring purposes.

D. Reverse Referral

Under certain circumstances OJT initiated through “reverse referral” may be permitted. Reverse referral occurs when an individual is referred to the career center from a prospective employer (under either formal or informal agreement) for assessment as to whether the individual meets the employer’s hiring requirements for a specific position and is eligible and suitable for an OJT. Employers must not make or have made a hiring decision prior to the participant becoming eligible for the OJT program through the local career center. Development of an OJT for an individual referred by the employer may be permitted only when:

- 1) The individual progresses through the intake process as with any other Career Center customer and meets all eligibility requirements.
- 2) The completed ISS/IEP indicates training is necessary for the individual to perform the work associated with the OJT position for which the employer has an opening.
- 3) The employer meets all the eligibility requirements under this policy
- 4) The employer has not extended an offer of employment to the candidate
- 5) The employer assures that the individual has not previously been employed by the employer in the same or similar position.



~~[Refer to WIOA – OJT Program Procedures](#)~~
~~[Refer to OJT Employer Pre Award Review](#)~~
~~[Refer to On-the-Job Training Agreement](#)~~
~~[Refer to Waiver of WIOA OJT](#)~~
~~[Reimbursement Limits](#)~~

PURPOSE

To outline the requirements for and provide guidance for implementing On-the-Job Training (OJT).

REFERENCES

Public Law 113-128, Workforce Innovation and Opportunity Act, 20 CFR 680.700 - 680.840, 20 CFR 683.400, 20 CFR 683.410, Training and Employment Guidance Letter (TEGL) 19-16, 2 CFR Appendix II to Part 200, Contract Provisions for Non-Federal Entity Contracts Under Federal Awards, Chapter 445, Florida Statutes, [CareerSource Florida Workforce Policy – Work-Based Training and Work-Based Learning Opportunities](#); [CareerSource Florida Policy 009 – On-the-Job Training](#); [Waiver of Workforce Innovation & Opportunity Act On-the-Job Training Reimbursement Limits](#); [CSRC On the Job Training Local Operating Procedures](#)

BACKGROUND:

Among the various training programs available through WIOA for eligible participants, OJT helps employers cover the costs of training new employees. OJT allows participants to earn while they learn, acquire transferable skills, and enhance their financial independence. OJT is uniquely suited to help individuals facing employment barriers to gain a foothold in the workforce. Individuals must meet WIOA eligibility criteria to participate in OJT programs.

Co-enrolling WIOA participants in multiple programs, including OJT, provides comprehensive support by using resources from different programs to meet the needs of job seekers. This approach allows participants to receive job training and educational services at the same time, improving employment outcomes and offering a more complete set of services tailored to their needs.

POLICY:

On-the-Job Training (OJT) is paid subsidized job skills training that is provided by an employer during the initial term of employment. OJT is designed to ensure the participant acquires the employer-specific job skills necessary to secure and maintain employment and provides knowledge or skills essential to the full and adequate performance of the job. The training is limited in duration as appropriate to the occupation for which the participant is being trained and is not to exceed six (6) months. The employer is typically reimbursed 50% of the participant's wages during the OJT period, although reimbursement may increase up to 100 percent based on certain criteria. This reimbursement is designed to offset the employer's costs for providing the job training and any necessary additional supervision.

I. Participant Eligibility

- A. Participants must meet WIOA and/or TAA eligibility and have been determined to need training services. CSRC must apply priority of services requirements for individuals receiving training services through local WIOA Adult formula funds in accordance with CSFL Administrative Policy 105 and 111, as applicable.
- B. Prior to receiving services, an individual employment plan (IEP) or individual service strategy (ISS), must be developed. The ISS/IEP is a living document that must be reviewed regularly by front-line staff and adjusted throughout participation, jointly with the participant. The IEP is a negotiated agreement between the participant and CSRC detailing what the participant will do to obtain/return to employment and what the program will do to support the participant's efforts. The IEP is an ongoing strategy that must include a clear employment goal, identify assets and barriers, outline the steps necessary to achieve the employment goal, and include appropriate resources and services. The details of the OJT assignment must be incorporated into the ISS and/or IEP and must include the participant's details regarding the OJT assignment, as appropriate. CSRC staff must also include the following in the IEP:

- 1) A determination that an OJT activity is appropriate based on an assessment of the participant's needs, skill set, and other characteristics necessary to determine the best activity for the participant.
- 2) The specific short and long-term goals for the OJT activity, by identifying the purpose of the activity and the outcomes expected.
- 3) The employer with whom the activity will be done and other information relevant to the OJT.
- 4) Other services/activities necessary to support the OJT activity.

C. When enrolling a participant in OJT, CSRC staff must consider:

- 1) The skill requirements of the occupation.
- 2) The academic and occupational skill level of the participant.
- 3) Prior work experience; and
- 4) The participant's service strategy.

Additionally, OJT may not be suitable for In-School-Youth (ISY) who may be enrolled in secondary school. However, OJT may be an appropriate strategy for eligible youth when the need is identified by the objective assessment and included in the service strategy.

D. [OJT Agreements](#) may be written for employed eligible workers only when one of the following occurs:

- 1) The employee is not earning a self-sufficient wage, as defined by CSRC's WIOA - Adult and Dislocated Worker Program Eligibility Policy, or wages comparable to or higher than wages from previous employment.
- 2) The OJT relates to the introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes identified by CSRC in the local operating procedures (LOPs).
- 3) There is an [OJT Agreement](#) with an employer or registered apprenticeship program sponsor in the public, private non-profit or private sector

II. Employer and Occupation Eligibility

A. The OJT employer and occupation must meet the following requirements and characteristics:

- 1) OJT is for an in-demand occupation.
- 2) CSRC must ensure not to enter into an [OJT Agreement](#) with an employer who has exhibited a pattern of failing to provide OJT participants with continued long-term employment as regular employees with wages, benefits, and working conditions at the same level and to the same extent as other similarly situated employees.
- 3) The OJT must be full-time, permanent and paid subsidized employment, in which the employer teaches the participant to perform the skills required for the job. Full-time employment is defined as an average of 32 hours per week. Occupations or job types that are not suitable for OJT are occupations that are based on commission, seasonal in nature, or less than full time.

- 4) The training provided for WIOA participants must be above and beyond their current skill levels. CSRC does offer training on a sequential basis to individuals who have completed an Individual Training Account (ITA) where the job for which they have received training requires further training on the job for the participant to be proficient in the skills required to perform the job. All sequential training must be approved by the Director of Programs on a case-by- case basis.
- 5) The suitability of the employer worksite for training must be assessed by CSRC staff as part of the contract development, and prior to final completion of the contract and placement of the participant at the work site ([OJT Pre Award](#)).
- 6) Wages paid to participants must be the same as the wages paid to others performing a comparable job. All OJT participants must be covered by worker’s compensation or liability insurance for the duration of the employment/training provided by the employer.
- 7) No member of the OJT trainee’s immediate family may be engaged in an administrative capacity for the employer or directly supervise the OJT trainee.

III. OJT Contract Requirements

- A. CSRC must ensure that all OJT is provided under a written contract with an employer using the standardized contract template approved by CareerSource Florida and distributed to CSRC by FloridaCommerce.

Using the template ensures consistency and compliance with organizational standards across the network and is supportive of employer engagement across the system. CSRC may not alter or amend the language in the template. Any supplemental agreement language required to be added by CSRC or local business may be accomplished through a locally created addendum to the agreement. Any such addendums will be subject to compliance monitoring. Failure to use the approved template may result in required corrective action. The [OJT Agreement](#) must be signed by the employer and the President/CEO (or designee) of CSRC.

- B. The duration of the OJT is based on the Specific Vocational Preparation code in alignment with the O*Net Job Zone categories. Job Zone categories are listed in the table below:

The Five Job Zones Are:	Training Hours
Job Zone 1 - occupations that need little or no preparation	0 - 240
Job Zone 2 - occupations that need some preparation	241 -640
Job Zone 3 - occupations that need medium preparation	641 - 800
Job Zone 4/5 - occupations that need extensive preparation	801 - 960

- C. In addition, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the trainee, the prior work experience of the trainee, and the individual employment plan as appropriate. OJT training hours will be based on the length of time the trainee will need to acquire the basic competencies needed for the job. The length of the OJT must be included in the [OJT Agreement](#) with the employer and in the participant’s ISS/IEP. CSRC [OJT Agreement](#) may not exceed 6 months.

IV. OJT Training Plan

The [OJT Training Plan](#) is a formal document detailing the structured job training and must provide participants with a combination of instruction in observable, and measurable job-readiness skills, general employment competencies and occupational skills. OJT may be combined with other career and training services, if appropriate. CSRC must ensure that each [OJT Training Plan](#) is developed based on the participant's ISS/IEP, and the occupation the participant has selected. The [OJT Training Plan](#) must be agreed upon and signed by the participant, employer and CSRC.

Both the [OJT Agreement](#) and [OJT Training Plan](#) must be signed prior to the start date of the OJT.

V. OJT In-Person Worksite Monitoring Visit

CSRC must conduct an in-person monitoring visit to each worksite where an OJT participant is placed during the participant's OJT participation and at least once per year. The purpose of the in-person monitoring visit is to assess the appropriateness of the site and to ensure that it meets all the terms of the worksite agreement. The monitoring site visit must be recorded in a monitoring tool and must include the date of the visit, the name of the CSRC staff member who conducted the visit, names of participant(s) and supervisor(s), and the outcome of the visit. If CSRC identifies any concerns with the site, the information must be recorded in the monitoring tool. CSRC staff must ensure that all identified findings are resolved and documented, including the steps taken, results and timeline, to continue the OJT.

VI. Payments to Employers, Wages and Participant Hours

Payments to employers for OJT must be made based on the [OJT Agreement](#) and proper documentation of time worked, payroll records, and training accomplishments. OJT payments are compensation for the employers' "extraordinary costs" associated with training participants and potentially lower productivity of the participants while in OJT.

A. Wage Reimbursement Rate

- a. CSRC permits the Vice President of Operations/COO, with approval of the President/CEO, to increase the reimbursement level up to **90 percent** in specific situations where the following factors are evaluated, presented at the time of the approval request, and documented in the OJT Training Plan:
 - 1) The characteristics of the participant, taking into consideration whether they are individuals with barriers to employment.
 - 2) The size of the employer, with an emphasis on small businesses (e.g. small and medium-sized businesses) often have more barriers to participating at lower reimbursement rates)
 - 3) The quality of employer-provided training and advancement opportunities (e.g. registered apprenticeships, when the [OJT Agreement](#) is for an in-demand occupation and will lead to an industry- recognized credential).
 - 4) Other factors CSRC may determine appropriate (e.g. the number of employees participating in the training, wage and benefit levels of the employees, and the relation of the training to the competitiveness of the participant).

Reimbursement up to 100% is allowable for businesses located in or the employment of individuals who reside in designated Opportunity Zones. Opportunity Zones represent economically distressed census tracts identified by state governors and certified by the U.S. Department of Treasury.

B. Wage Reimbursement Restrictions

CSRC must ensure WIOA funds are not used to pay for the following:

- 1) Paid or unpaid holidays.
- 2) Sick leave.
- 3) Vacation.
- 4) Overtime hours.
- 5) Fringe benefits; and/or
- 6) Work performed outside the [OJT Agreement](#).

C. Record Retention

CSRC and employers must retain records for each OJT employer and OJT participant for a minimum of five years. Records regarding the OJT assignment may be requested by FloridaCommerce, USDOL, and other state and federal agencies for monitoring purposes.

D. Reverse Referral

Under certain circumstances OJT initiated through “reverse referral” may be permitted. Reverse referral occurs when an individual is referred to the career center from a prospective employer (under either formal or informal agreement) for assessment as to whether the individual meets the employer’s hiring requirements for a specific position and is eligible and suitable for an OJT. Employers must not make or have made a hiring decision prior to the participant becoming eligible for the OJT program through the local career center. Development of an OJT for an individual referred by the employer may be permitted only when:

- 1) The individual progresses through the intake process as with any other Career Center customer and meets all eligibility requirements.
- 2) The completed ISS/IEP indicates training is necessary for the individual to perform the work associated with the OJT position for which the employer has an opening.
- 3) The employer meets all the eligibility requirements under this policy
- 4) The employer has not extended an offer of employment to the candidate
- 5) The employer assures that the individual has not previously been employed by the employer in the same or similar position.

AGENDA ITEM SUMMARY

Title	Workforce Innovation and Opportunity Act (WIOA)/Wagner Peyser (WP) - Business Engagement and Economic Development Support Policy
Strategic Plans/Goals	Optimal Use of Resources
Policy/Plan/Law	CareerSource Florida Operational Policy O125 – Business Engagement and Economic Development Support
Action Requested	Review and Approve the WIOA/WP - Business Engagement and Economic Development Support Policy
Background	This newly developed policy establishes CSRC’s framework for business engagement and economic development support under the Workforce Innovation and Opportunity Act (WIOA) and Wagner-Peyser (WP), ensuring employer services are coordinated, consistent, and aligned with regional and state economic priorities. It formalizes expectations for partnership with economic development organizations, use of labor market intelligence, and deployment of work-based training strategies such as OJT, work experience, apprenticeships, and incumbent worker training. The policy supports a demand-driven workforce system that helps businesses grow, retain talent, and meet current and future workforce needs
Staff Recommendations	Approve the WIOA/WP - Business Engagement and Economic Development Support Policy
Supporting Material	WIOA/WP - Business Engagement and Economic Development Support Policy
Board Staff	Tracey McMorris Vice President of Operations/COO tmcmorris@careesourcerc.com (866) 482-4473 ext. 528

PURPOSE

This policy establishes CSRC's framework for business engagement and economic development support under WIOA and Wagner-Peyser, ensuring employer services are coordinated, consistent, and aligned with regional and state economic priorities. It formalizes expectations for partnership with economic development organizations, use of labor market intelligence, and deployment of work-based training strategies such as OJT, work experience, apprenticeships, and incumbent worker training. The policy supports a demand-driven workforce system that helps businesses grow, retain talent, and meet current and future workforce needs.

BACKGROUND

Business services help employers grow and connect individuals to jobs by aligning training with industry needs and preparing job seekers for in-demand roles. Local Workforce Development Boards (LWDBs) are required to deliver services that support regional economic growth and advance the WIOA goals of building a demand-driven workforce system. LWDBs must collaborate with economic development partners to address workforce gaps and plan for future needs.⁴ To promote consistency and efficiency across Florida's workforce system, LWDBs must align business services with statewide standards. A consistent statewide approach ensures employers receive high-quality support through sector strategies, career pathways, and proven models such as OJT, as highlighted in [Training and Employment Guidance Letter 21-22](#). The [2021 REACH Act](#) further integrates education and workforce systems to meet labor market demands.

LWDBs should collaborate within all counties in their local workforce development areas (LWDAs) and across regional planning areas to establish formal partnerships with regional and local EDOs to deliver seamless, high-quality business services. These partnerships should be documented in MOUs or formal agreements that outline the roles and responsibilities of each entity in supporting business recruitment, expansion, and retention efforts. Coordination efforts should be conducted in alignment with technical assistance and include regular meetings, joint planning sessions and shared business engagement metrics, economic impact metrics, partnership and coordination metrics, service delivery metrics, and shared goals for strategic alignment to ensure alignment with regional economic growth strategies.

LOCAL POLICY:

i. Strategic Coordination with Economic Development

CSRC is expected to foster strategic partnerships with regional and local businesses and EDOs by coordinating planning efforts, sharing labor market intelligence, and collaborating on initiatives that drive business growth and job creation. These partnerships ensure workforce strategies align with state workforce and economic goals, regional economic goals, and are supported through ongoing communication and data-informed decision-making. CSRC must coordinate with regional and local economic development agencies to:

- A. Identify business recruitment or expansion opportunities.
- B. Align WIOA-funded training programs with targeted business needs.
- C. Offer work-based training options as part of available support for employers.
- D. Increase awareness and provide timely support for businesses seeking state training program assistance like Quick Response Training (QRT) grants.

Such coordination must be documented in local MOUs or formal partnership agreements in alignment with technical guidance. CareerSource Florida and FloridaCommerce will provide technical assistance, including a standardized MOU template, information about existing economic development partnerships, and training resources, as part of a statewide toolkit.

ii. Business-Aligned Toolkit and Training Models

With the support of technical assistance, resources, and a statewide toolkit provided by CareerSource Florida and FloridaCommerce, CSRC should develop a comprehensive local Business Toolkit that details the services and support available to businesses in alignment with standards set by CareerSource Florida and FloridaCommerce. CSRC must also establish and communicate clear procedures and products that ensure consistent implementation and compliance with federal and state regulations. These procedures must include:



- A. **Application and Approval:** Outline clear procedural steps for requesting and approving training programs.
- B. **Documentation Standards:** Specify required records for training activities and outcomes.
- C. **Monitoring and Reporting:** Detail processes for oversight and compliance with WIOA, 20 CFR, and Chapter 445, Florida Statutes.

LWDBs should utilize WIOA-funded training strategies, including those listed below, as allowable options for effective implementation:

- A. **On-the-Job Training (OJT):** Wage reimbursement for training new hires.
- B. **Paid Work Experience:** Temporary employment opportunities focused on skill development.
- C. **Registered Apprenticeships and Pre-Apprenticeships:** Structured programs for long-term talent development.
- D. **Incumbent Worker Training:** Training designed to help a business retain a skilled workforce or avert layoffs.
- E. **Customized Training:** Tailored training designed to meet the special requirements of a business or a group of businesses that is conducted with a commitment by the business to employ or continue to employ an individual upon successful completion of the training.
- F. **Quick Response Training:** Increase awareness and support of state-level training programs like Quick Response Training (QRT) grants.

AGENDA ITEM SUMMARY

Title	Workforce Innovation and Opportunity Act (WIOA) - Emergency Response and Disaster Recovery Policy
Strategic Plans/Goals	Optimal Use of Resources
Policy/Plan/Law	FloridaCommerce Grantee-Subgrantee Agreement; CareerSource Florida Workforce Policy o15 – Emergency Response and Disaster Recovery
Action Requested	Review and Approve WIOA Emergency Response and Disaster Recovery Policy
Background	This newly developed policy establishes CareerSource Research Coast’s framework for emergency response and disaster recovery operations under WIOA, including office closures, continuity of operations, cybersecurity, and coordination with state and federal partners. It also outlines requirements for administering Disaster Recovery Dislocated Worker Grants, including participant eligibility, allowable activities, worksite oversight, and non-duplication of funds. The policy aligns local operations with state and federal guidance to ensure timely, compliant, and effective workforce response during declared disasters and emergencies
Staff Recommendations	Approve the WIOA Emergency Response and Disaster Recovery Policy
Supporting Material	WIOA Emergency Response and Disaster Recovery Policy
Board Staff	Tracey McMorris Vice President of Operations/COO tmcmorris@careesourcerc.com (866) 482-4473 ext. 528



PURPOSE

To provide clear guidance and support to CareerSource Research Coast (CSRC) staff on operations and considerations during an emergency and outline clear expectations to guide data-based, responsive and comprehensive planning, response, and recovery in the event of a disaster or emergency

BACKGROUND

The Florida Division of Emergency Management leads the State Emergency Response Team (SERT), which coordinates disaster response across state agencies, nonprofits, and federal partners. FloridaCommerce leads SERT's Emergency Support Function 18 (ESF 18), which helps businesses recover and stabilize the economy. CareerSource Florida partners with FloridaCommerce, CSRC, and WIOA combined planning partners to support job seekers and businesses during emergencies. Together, they coordinate office closures, assess workforce needs, and deliver services such as Disaster Dislocated Worker Grants. The goal is to ensure quick, easy access to services that help communities recover and people return to work.

LOCAL POLICY:

I. CareerSource Florida Network Coordination

CareerSource Florida and FloridaCommerce collaborate systematically to support activities and the workforce recovery needs of the state before, during, and after an emergency.

II. Office Closures and Emergency Notifications

Local governments manage emergency declarations and evacuations under section [252.38, Florida Statutes](#). Counties and municipalities coordinate emergency management plans, which guide office closure decisions. CSRC must follow local directives and report closures exceeding two days to FloridaCommerce.

CSRC must designate a contact person responsible for notifying CareerSource Florida, FloridaCommerce, and the Local Emergency Operations Center of office closures. Updated contact details, including name, phone number, fax, and email, must be provided to FloridaCommerce and CareerSource Florida.

III. State-owned Facility Closures

FloridaCommerce will close state-owned workforce facilities in affected counties during disaster or emergency situations based on the following criteria:

- A. Local government decision to close offices
- B. Mandatory evacuation orders
- C. Declaration of a local state of emergency

When state-owned facilities are closed due to an emergency, employees assigned to those facilities will be released from duty and granted administrative leave for the duration of the closure. Employees required to remain on duty to provide essential services will receive special compensatory leave credits for hours worked during the closure. Essential services are normally considered to be services directly related to the preservation of life, health, or property.

IV. Non-State-Owned Facility Closures

CSRC must follow local and state emergency management directives and close offices accordingly.

CSRC must notify FloridaCommerce of emergency office closures exceeding two days, unless a state of emergency has been declared for a specified period.

V. Notification Protocols

CSRC must notify FloridaCommerce of office closures as soon as possible, and within 48 hours of the event, as feasible, using approved communication channels. Closure information will be posted and made available to the public.

VI. Operational Requirements

- CSRC shall support business and jobseeker customers through a combination of activities, including but not limited to:
- A. Providing access as available to career centers and dedicated staff through on-site, virtual, and electronic interactions.
 - B. Providing access to career center mobile units as directed and coordinated by CareerSource Florida and FloridaCommerce in consultation with federal and state partners.
 - C. Providing access to quality customer service and direct services to affected workers including:
 1. job training services
 2. filing of reemployment assistance claims
 3. resume preparation and job-readiness workshops
 4. job placement services
 5. career and skills assessment services
 6. labor market information
 7. referrals to community programs
 8. information on the impacts of layoffs on health coverage and other benefits
 9. community resource workshops
 10. veterans' programs and services for those with barriers to employment
 11. supportive Services described in [20 CFR 680.900](#) for Adult and Dislocated Workers and [20 CFR 681.570](#) for Youth
 12. job fairs and other special events

VII. Cybersecurity and Protection of Electronic Data

Operational emergency planning must include cybersecurity measures consistent with guidance provided by FloridaCommerce and grantee-subgrantee agreements. CSRC must notify Florida Commerce via the approved method when a cyberattack occurs and must have a local operating procedure (LOP) that includes the following:

1. Data protection
2. Authentication using MFA or passkeys
3. Staff responsibilities
4. Incident response
5. Device management

The incident response plan should outline the steps to be taken during a breach in security. This plan must also include clear direction on roles and responsibilities of specific CSRC staff through access control measures, establish communication channels, and define escalation procedures.

CSRC should conduct and document periodic cybersecurity assessments and audits to identify vulnerabilities and weaknesses that include penetration testing and vulnerability scanning to uncover potential flaws in the organization's systems. CSRC should implement a strategy to ensure all systems receive OS, application, driver and firmware updates at a regular cadence and should ensure critical data and systems are recoverable in a manner consistent with their approved LOP for continuity of operations to ensure essential functions continue during and after a disruption or crisis.

CSRC is required to take reasonable measures to protect and secure electronic data containing personal information. CSRC must follow the requirements set forth in their agreements with FloridaCommerce regarding any breach of security and must follow the requirements in section [501.171, Florida Statutes](#), and FloridaCommerce's directions as specified in the [Grantee-Subgrantee Agreement](#).

VIII. Disaster Recovery Jobs Portal

CSRC shall provide expedited access to individuals whose employment has been either lost or interrupted as a direct result of a major disaster and instruction on navigating the Disaster Recovery Jobs Portal linked from the Employ Florida website to find job opportunities or post disaster-related jobs to assist in rebuilding affected communities.

IX. Rapid Response and Layoff Aversion Activities and Short-Time Compensation

CSRC shall provide access to Rapid Response and Layoff Aversion activities authorized under WIOA and described in [CareerSource Florida Workforce Policy 2021.06.09.A.2 – Rapid Response and Layoff Aversion System](#) and [Training and Employment Guidance Letter No. 19-16](#), to assist employers and impacted workers prior to and immediately following announcement of layoff or natural or other disaster resulting in a mass job dislocation.

X. Business Damage Assessment Surveys

Encouraging business owners to navigate [FloridaDisaster.biz](#) to obtain information about preparedness resources, current disaster updates, recovery programs, and to complete the Florida Business Damage Assessment Survey, which helps FloridaCommerce to determine damage related to disaster impacts, understand individual business needs, and to inform relief efforts.

XI. Local Operating Procedures and Continuity of Operation Plans (COOP)

CSRC and the Treasure Coast-Palm Beach Regional Planning Area shall consult with local government, chief local elected officials, and other stakeholders to develop streamlined strategies, policies, and a comprehensive Continuity of Operations Plan (COOP) that describes engagement in systematic processes that accomplish the following:

- A. Creation of local board-led strategies and policies that ensure uninterrupted communication with federal, state, and local partners and designation of trained employees to communicate with state and local partners, leadership, and board members before, during, and after a state of emergency.
- B. A published plan that ensures the safety and availability of staff, minimizes disruption of service delivery, and maximizes cooperation with all partners.
- C. Includes emergency contacts, a disaster response checklist, and service delivery options that include virtual and mobile service delivery. Plans must outline how customer services will be provided within 24 hours, or as soon as practicably possible, of a disaster declaration. CSRC must update and submit COOPs biennially to CareerSource Florida and FloridaCommerce. COOP plans may be included as part of WIOA local plans and two-year modifications.
- D. Includes ongoing training of incumbent and new staff to ensure current and sufficient levels of awareness of operational activities before, during, and after a state of emergency.
- E. Outlines outreach, including surveys of existing and potential business customers before and after states of emergency to obtain business intelligence and information about community business needs resulting from disasters and other emergencies.

XII. Use of Disaster Recovery Dislocated Worker Grants

Pursuant to [Training and Employment Guidance Letter \(TEGL\) 09-24](#), FloridaCommerce has the authority to apply for Disaster Recovery Dislocated Worker Grants (DWGs) to help communities affected by a natural disaster or emergency recovery from the impacts of these events and to help develop a workforce better equipped for resiliency to disaster events in the future.

CSRC shall administer and deliver services under the Disaster Recovery DWG funding associated with the Disaster/Emergency Declaration that impacts its area, including but not limited to the following:

- A. Working with state and local governmental agencies to assess the need for temporary disaster-relief workers and developing worksite agreements to address these needs.
- B. Working with local employers to address talent needs in the wake of the disaster/emergency; and
- C. Conducting outreach and eligibility determination of individuals applying for workforce services and providing eligible participants appropriate grant services.

1. Before Qualifying Events

Disaster recovery efforts are primarily managed at the local level and, as the subrecipients of Disaster Recovery DWG funding, LWDBs play a pivotal role in supporting the economic and overall recovery of their region.

CSRC shall participate in pre-disaster planning efforts organized by FloridaCommerce to:

- a. Identify existing recovery stakeholders (local agencies or organizations that would be critical to support the recovery process after a disaster).
- b. Coordinate with existing recovery stakeholders and local government officials to develop communication plans and memorandums of understanding.

- c. Develop public engagement strategies to effectively communicate Disaster Recovery DWG funding availability, flexibilities, and limitations.
- d. Identify organizations, such as recovery stakeholders, who may operate as worksite sponsors and develop worksite agreements with such organizations.
- e. Prepare position descriptions that encompass anticipated cleanup and restoration activities and providing humanitarian assistance.
- f. Identify training programs to help local businesses and their workers recover from the disaster.
- g. Develop general processes and point people for managing Disaster Recovery DWGs;
- h. Train appropriate staff on Disaster Recovery DWG participant eligibility, worksite prioritization, and allowable costs.

2. Determining a Need for a Disaster Recovery DWG

FloridaCommerce will assess the need for disaster-relief employment, determine funding needs, decide whether to apply for a Disaster Recovery DWG, and will make Disaster Recovery DWG awards to impacted LWDBs.

3. Disaster Recovery DWG Application Submittal

If a need for Disaster Recovery DWG funding is identified, FloridaCommerce will assist impacted LWDBs in submitting an application in accordance with [TEGL 09-24](#), which must include:

- a. An abstract that identifies impacts of the qualifying event, an overview of activities anticipated, type of participants to be enrolled, a list of project operators or subrecipients and any deliverables or expected outcomes.
- b. A summary of emergency management agency coordination or anticipation of such activities.
- c. A project overview to include the project's scope and priorities, as well as plans to identify, recruit, and enroll eligible participants.
- d. A Community Needs Assessment for each project.
- e. Projected enrollment and cost breakdown by type of activity.
- f. A project timeline that includes major goals and objectives over the period of performance; and
- g. A line-item budget.

4. Community Needs Assessment

As a part of the application process, FloridaCommerce submits a Community Needs Assessment to USDOL. The assessment provides the context for the effects of the qualifying event and sets the scope of the planned response. The Community Needs Assessment must describe:

- a. The impacts of the declared emergency or disaster event, including how the proposed grant will prioritize projects from communities and individuals most in need due to the effects of the declared disaster or emergency situation, or due to economic or other disadvantage.
- b. How the proposed projects will address the cleanup, or humanitarian needs that stem from the impacts of the declared emergency or disaster.
- c. How proposed disaster-relief employment projects will address the needs and help mitigate the effects of the declared emergency or disaster event, and promote community recovery, including through creating high-quality employment opportunities
- d. How Disaster Recovery DWG funds will provide opportunities for individuals to return to unsubsidized employment as a result of grant activities.

CSRC and its Regional Planning Partner affected by a declared disaster must coordinate with county and city emergency management offices and other agencies involved in disaster recovery in the affected areas to complete the Community Needs Assessment. Such agencies will include FEMA, Small Business Administration, voluntary organizations active in disaster (VOAD) in the affected area, and others.

5. Funding of Disaster Recovery DWGs

USDOL issues its funding decision within 45 calendar days of receiving a valid application. If the application is approved, USDOL will issue Disaster Recovery DWG funds to FloridaCommerce in full or incrementally.

FloridaCommerce will use state and federal disaster declarations, the Business Damage Assessment Survey and local recovery stakeholder feedback to determine areas of the state that have significant disaster recovery needs. CSRC is expected to use Disaster Recovery DWG funds when areas within its region demonstrate significant disaster recovery needs.

FloridaCommerce will distribute funds to participating LWDBs based on identified needs and availability of funds. When participating, funds are released to CSRC by FloridaCommerce through NFAs that describe special grant conditions. Requests for additional funds must be submitted by CSRC to FloridaCommerce when needed and must be supported by information that details enrollments, completion of work goals, remaining program activities, and expenditures. FloridaCommerce is responsible for ensuring that funds are expended in compliance with Disaster Recovery DWG requirements and for the de-obligation and re-obligation of funds to meet ongoing needs. Failure to meet planned Disaster Recovery DWG enrollments and/or expenditures may result in sanctions for LWDB failure to meet federal and state standards, as described in [Workforce Policy 104 – Sanctions for Local Workforce Development Boards' Failure to Meet Federal and State Standards](#).

6. Participant Eligibility

CSRC must ensure that individuals receiving services funded by a Disaster Recovery DWG meet at least one of the following eligibility requirements:

- a. Temporarily or permanently laid off as a consequence of the emergency or disaster. The term “laid off as a consequence of the emergency or disaster” includes any job separation that can be reasonably linked, directly or indirectly, to the disaster or emergency. May include individuals who were forced to leave their employment following the disaster due to reductions in time or wages, as well as external circumstances caused by the disaster that prevents them from remaining at their pre-disaster job. For example, a worker may have to leave a job to take care of problems caused by the emergency or disaster, to take care of themselves or a relative during the emergency or disaster or dealing with temporary or permanent homelessness due to the emergency or disaster. May include individuals whose offers of employment were rescinded or whose ability to work was delayed or canceled due to the disaster.
- b. A dislocated worker as defined in WIOA Section 3(15), including displaced homemakers as defined in WIOA Section 3(16).
- c. A long-term unemployed individual, defined as an individual who has been unemployed for six (6) out of the last 13 weeks. An individual is considered unemployed if they were not employed during the weeks in question or were employed in irregular jobs, such as day labor, or in part-time positions, (i.e., an average of 20 hours or less for the six weeks).
- d. A self-employed individual who became unemployed or significantly underemployed as a result of the emergency or disaster. An individual is significantly underemployed when their income from self-employment is no longer adequate to maintain self-sufficiency or meet living expenses

7. Eligibility Documentation

CSRC must document eligibility in the participant’s Employ Florida program application, including, but not limited to the participant’s:

- a. [Verification of Work Authorization Status](#)
- b. Citizenship or right to work (A copy of the completed Form I-9 and E-Verify documentation must be maintained in the file of a participant placed into a temporary disaster-relief position)
- c. Compliance with the Selective Service Act
- d. Status as one of the four grant-specific eligibility categories listed above. Such documentation may include a notice of separation from previous employer; documentation of Reemployment Assistance benefits or other unemployment compensation; federal income tax returns; business ledgers; and client information for self-employed individuals

CSRC is required to collect supporting eligibility documentation used to determine eligibility and retain such documentation in the participants' electronic and/or hard-copy case files, in accordance with local operating procedures, and upload this documentation into Employ Florida, as soon as is practicably possible. Additionally, CSRC must obtain and maintain documentation that supports the determination for eligibility and continued participation, including utilizing the E-Verify system pursuant to [Section 448.095, F.S.](#)

Circumstances surrounding the disaster may make documentation of eligibility difficult for participants to obtain during the initial stages following the disaster. Self-attestation is an allowable method for documenting employment-related eligibility requirements when other documentation is not available. If CSRC staff subsequently discovers through monitoring that it has served an ineligible participant, the participant must be terminated from the program, and a case note must be recorded in Employ Florida describing the review process and subsequent determination of ineligibility. This situation will not result in disallowed costs.

8. Veterans and Eligible Spouse Priority of Service

As covered persons, veterans and eligible spouses determined eligible for services under a Disaster Recovery DWG must receive priority over non-covered persons in accordance with [Workforce Policy 111, Priority of Service for Veterans and Eligible Spouses](#).

9. Allowable Activities

In most cases, Disaster Recovery DWG projects must include a disaster-relief employment component. Disaster Recovery DWGs awarded due to an influx of individuals relocated from a disaster-affected area to another geographic area may not require a temporary disaster-relief employment component. Participants may be enrolled in disaster-relief employment activities, as well as employment and training activities, concurrently, sequentially, or as stand-alone services. However, certain Disaster Recovery DWG awards may limit the availability of certain activities as specified within the accompanying NFA.

Prioritization of types of services must be determined in coordination with local emergency planning and recovery agencies as further discussed in this policy.

10. Disallowed Activities

The following are not allowable uses of Disaster Recovery DWG funds:

- a. Activities that are in preparation for future disasters
 - 1) DWG activities must be designed to mitigate the effects of the current declared disaster for which the grant was awarded; activities that may prevent future disasters or their impacts are permissible only where such activities are incidental to addressing the impacts of the current disaster or emergency
- b. Customized Training for employed workers and Incumbent Worker Training (IWT). IWT is generally not allowable for DWGs but may be made available for certain specified funding opportunities.
- c. Purchasing humanitarian supplies such as food, clothing, and hygiene products. For example, Disaster Recovery DWG funding could be used to support food delivery workers through disaster-relief employment at food shelters but not to purchase the food itself.
- d. Purchasing materials to do repairs.
- e. Matching FEMA funds.
- f. Membership dues for local economic development organizations
- g. Paying for CSRC staff education not directly related to the performance of their job duties in managing the Disaster Recovery DWG.

11. Disaster-Relief Employment

CSRC must demonstrate that disaster-relief employment created under a Disaster Recovery DWG aligns with either of the following categories:

- a. Cleanup and recovery efforts
- b. Delivery of appropriate humanitarian assistance in the aftermath of an emergency or disaster.

Post-disaster response and recovery activities address needs associated with mass care/sheltering, public health and health care, (re)housing, debris/infrastructure removal and repair, support to business owners, emotional/psychological support, public health and health care, and mitigation activities that are directed at correcting existing damage.

Humanitarian assistance provided by temporary disaster-relief workers generally includes actions designed to alleviate suffering and maintain human dignity in the aftermath of disasters. The aftermath involves time and causality. With every declared disaster, there will be physical damage which results in the dislocation of individuals, families, and businesses, as well as economic and emotional damage. Temporary disaster-relief workers may be provided to help deal with these crises since they are the consequence of the disaster for the time necessary to help affected individuals recover. The humanitarian assistance provided by disaster-relief workers must relate directly to needs created by the disaster or emergency, and physical, emotional, and economic consequences of the disaster or emergency.

12. Disaster-Relief Employment Duration

Eligible participants may be enrolled into disaster-relief employment under a Disaster Recovery DWG for up to 12 months or 2,080 hours (whichever is longer).

USDOL may approve an extension for up to an additional 12 months/2,080 hours through a grant modification. When an extension is granted, FloridaCommerce will notify the impacted LWDBs by modifying the NFAs to reflect the extension.

13. Participant Wages and Fringe Benefits

In accordance with WIOA Section 181(a)(1)(A), participants must be compensated at the same rates, including periodic increases, as employees who are similarly situated in similar occupations doing the same type of work, and who have similar training, experience, and skills.

However, in cases where the worksite does not have employees doing the same or similar work and with similar training, experience, and skills, LWDBs must ensure that the wages paid to participants:

- a. Are in line with the industry standard for that type of work in the area where the work is to be performed, supported by documentation
- b. Are paid at least \$15 per hour in the absence of a determinable industry standards for the area where the type of work is to be performed.

Where applicable, fringe benefits must be paid in accordance with the policies of the Disaster-Relief Employer. Disaster-Relief Employers are entities designated by FloridaCommerce or LWDBs to carry out day-to-day human resources and payroll activities of a Disaster Recovery DWG. If employees at the worksite are doing similar work and receiving hazard pay, disaster-relief workers may also be paid hazard pay rates for their work. Overtime is allowable.

14. Training and Pre-vocational Activities

To meet the disaster-recovery needs of affected areas, CSRC may provide short-term training and pre-vocational activities that allow a disaster-relief worker to obtain the skills needed to conduct the disaster-relief work. Such training is not required to be included in state or local eligible training provider/program list, nor is the occupation required to be on the local targeted occupation list. For example, this may include training in the use of heavy equipment. During involvement in these activities, for a participant who has been hired in a disaster-relief position that requires attainment of specific skills, the participant may receive wages under the Disaster Recovery DWG.

15. Employment and Training Activities

Pursuant to WIOA Section 170(d)(1)(C), CSRC may use Disaster Recovery DWG funding to provide employment and training activities to participants to help them obtain (re)employment that leads to self-sufficiency when they are unlikely to return to their prior employment. These services may include job search/job readiness activities, literacy instruction, including English as a Second Language (ESL) instruction, and occupational skills training and/or work-based training for career pathways that lead to high-demand jobs in high-growth industries. An Individual Employability Plan must be developed in Employ Florida, detailing the need for training services as well as certain individualized career services such as work experiences, literacy/GED prep/ESL instruction, short-term pre-vocational services, and out-of-area job searches/relocation.

16. Supportive Services

CSRC must provide supportive services when needed to enable individuals to participate in disaster-relief employment and employment and training activities. Supportive services provided to participants in disaster-relief employment must be designed to enable the participant to safely and effectively carry out the job for which they have been hired. Any supportive service provided must enable the individuals to participate in grant-funded employment and training activities. Any supportive services provided must be consistent with WIOA and applicable regulations, as well as [Workforce Policy 109, Supportive Services and Needs Related Payments](#). CSRC must ensure its local operating procedures governing supportive services and needs-related payments include the provision of such services to individuals participating in disaster-relief employment and employment and training activities.

Note: Participants who receive wages from disaster-relief employment are not eligible for needs-related payments.

17. Disaster-Relief Employers and Worksites

CSRC must identify appropriate Disaster-Relief Employers based on the nature and scope of the disaster or emergency and the types of disaster-relief activities that projects will be carrying out. CSRC must have contracts or agreements in place with Disaster-Relief Employers to ensure that they comply with all Disaster Recovery DWG and other relevant rules and requirements, including with regard to employment activities, participant eligibility, participant safety and health (including Occupational Safety and Health Administration (OSHA) safety and work condition standards), supervision and attendance, and any other worksite requirements.

Similarly, CSRC must identify appropriate Worksite Sponsors based on the nature and scope of the disaster or emergency and the types of disaster-relief activities that projects will be carrying out. Worksite Sponsors are entities with which participants are placed to engage in disaster-relief employment and are often governmental or nonprofit entities to avoid potential conflicts of interest. Worksite Sponsors are entities that preferably have experience in disaster recovery and enter into worksite agreements with LWDBs to develop position descriptions and to support participant placement on worksites. CSRC must ensure that the Worksite Sponsor complies with all Disaster Recovery DWG and other relevant rules and requirements.

18. Eligible Disaster-Relief Employers

Each disaster-relief worker must have an employer of record, referred to as the Disaster-Relief Employer. There is no limitation on what type of entity or organization may be a Disaster-Relief Employer. CSRC, a staffing agency, or another entity may be the Disaster-Relief Employer. The Disaster-Relief Employer is responsible for maintaining all personnel and payroll records related to the employment of disaster relief workers, including employer and employee withholdings and other benefits, if applicable. The Disaster-Relief Employer may be responsible for unemployment claims filed by temporary disaster-relief workers when their assignment ends.

19. Worksite Selection

Disaster-relief worksites must be in the geographic area covered by the qualifying event for the Disaster Recovery DWG and within CSRC's jurisdiction. In extraordinary cases, CSRC may develop and staff worksites outside of their jurisdiction with approval from FloridaCommerce. CSRC must give the highest priority to cleanup of the disaster area's most severely damaged public communities, facilities, and property, and to the cleanup of and provision of humanitarian assistance to economically disadvantaged portions of the disaster area.

The administration of Disaster Recovery DWG funds must be in coordination with projects administered by emergency management and disaster recovery agencies. The funding of temporary disaster-relief positions shall not duplicate or supplant other funding.

Projects may perform work on private property when the following conditions are met:

- a. The work must be intended to remove health and safety hazards to the larger community, or to address or alleviate specific economic or employment-related impacts of the disaster, such as cleanup work needed for disaster-affected employers to resume or continue operations.
- b. The activities are necessary to remove health and safety hazards on private lands or around homes or other structures and may only return the land or structure(s) to a safe and habitable level, or operational status, and will not improve the original land or structure(s)
- c. CSRC establishes a priority of disaster-relief activities in coordination with the local area's disaster-recovery team that identifies the need for and use of private for-profit worksites, as applicable. In some communities, groups are sanctioned by the County Emergency Operations Center, and any number or type of nonprofit could be the county's proxy for disaster-relief activities. This may include the Red Cross, Salvation Army, United Way, faith-based groups, and others.

20. Health and Safety Standards

In all Disaster Recovery DWG projects, CSRC must establish written policies specifying that Disaster-Relief Employers ensure that project participants are afforded the same health and safety standards established under federal and state law applicable to working conditions of permanent employees. CSRC must also ensure that participants receive appropriate safety training and ensure safe working conditions in accordance with the OSH Act of 1970, as amended. LWDBs are responsible for ensuring and maintaining documentation that worker orientation and OSHA/safety training has occurred.

Note: Certificates awarded for completion of basic safety training (i.e., OSHA 10) are not recognized postsecondary credentials under WIOA.

21. Prioritizing Disaster-Relief Worksites

CSRC must be prepared to deploy the most appropriate disaster-relief jobs based on the criteria listed in [TEGL 09-24](#), as well as through consultation with local government, community and faith-based organizations, economic development and industry stakeholders, etc. Priorities for the types of disaster-relief jobs should be based on an assessment of the following factors:

- a. Physical impact on public properties.
- b. Physical and human impact on the elderly, people with disabilities, low-income and other special needs populations.
- c. Impact on organizations that are needed to respond to the disaster or emergency (governmental, community, and faith-based)
- d. Impact on local businesses, industry sectors, and the overall economic health of the area.

22. Approval and Tracking of Worksites

CSRC is responsible for approving temporary disaster-relief worksites and job duties for disaster-relief workers. Worksite Reports containing worksite and job description information must be maintained and reported to FloridaCommerce according to a schedule and in a format provided by FloridaCommerce for each Disaster Recovery DWG. Worksite files must be maintained for each worksite and must include:

- a. The agreement between CSRC, the Worksite Sponsor, and the Disaster-Relief Employer, including non-duplication requirements.
- b. Approved job descriptions.
- c. Evidence of appropriate OSHA/safety training.
- d. Evidence that supervisor orientation²⁴ has taken place at the worksite.

- e. Description of supplies and equipment needed and responsibility for providing such. The worksite file identifies the supplies and equipment that will be needed for the temporary disaster-relief workers to fulfill their job duties. As supplies are provided to individual participants, these are recorded as supportive services in Employ Florida
- f. Copies of attendance records.

Worksite files will be reviewed on a semi-annual basis by FloridaCommerce staff and must be provided upon request.

Use of Equipment for Temporary Disaster-Relief Workers Generally, Disaster Recovery DWG funds may not be used to purchase equipment. (Equipment means tangible [personal property](#) (including information technology systems) having a useful life of more than one year and a per-unit [acquisition cost](#) that equals or exceeds the lesser of the capitalization level established by the [non-Federal entity](#) for financial statement purposes, or \$10,000. See [2 CFR 200.1](#)). [Workforce Policy 87, Prior Approval Administrative Policy for Local Workforce Development Boards](#) requires prior approval from FloridaCommerce before funds awarded to a LWDB may be used to purchase equipment for such cases, which may be subject to exception.

If equipment needed for the temporary disaster-relief workers to complete their assigned task is not available at the worksite, such equipment may be rented. Equipment rental expenses must be detailed as a separate line item in the budget(s) submitted by CSRC to FloridaCommerce.

23. Coordination with FEMA and Non-Duplication of Funds

Disaster-relief activities must be coordinated with the appropriate local emergency management agencies to avoid duplication of benefits and ensure that grant activities appropriately respond to the affected community's needs after a disaster. Duplication occurs when a beneficiary receives assistance for the same purpose from multiple sources resulting in the total assistance exceeding the actual need. CSRC must also coordinate with federal agencies responding to the disaster, either through direct contact or through state or local agencies working with the federal agencies.

As FEMA and Disaster Recovery DWG funds can pay for similar services, the best way to ensure that CSRC is not duplicating FEMA funding is to obtain a written statement from the county, city, and/or non-profit as to what services and/or funding FEMA is or will be supplying to the entity and what disaster-recovery services will be provided by disaster-relief temporary workers. This will provide documentation to show that Disaster Recovery DWG funds are not duplicated with FEMA funded services/activities. The written statement should include a brief description of what staff, equipment, supplies, etc., are being paid through FEMA vs. Disaster Recovery DWGs. When a Disaster Recovery DWG funded disaster-relief temporary job participant works at a site which is later approved for FEMA reimbursement, and it is time for FEMA to reimburse the costs of the project, the wages of the temporary job participants must be deducted from the cost of the project before FEMA reimburses 75% of the cost of the project to the local government.

CSRC must establish policies and procedures that describe how it will assess the availability of other resources, such as assistance from FEMA, private insurance, etc., to ensure non-duplication of funds and recover grant funds when other funds become available for the same activities. The established policies and procedures must also address a plan to recover grant funds expended for activities or services for which other funds become available from FEMA, public or private insurance, or other available resources.

Agenda Item 8

AGENDA ITEM SUMMARY

Title	Local Targeted Occupations List (LTOL) for 4th 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 4th 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 4th Quarter. Staff recommends approval of this LTOL for the 4th 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 Training Code	In Targeted 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

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 Training Code	In Industry?	Qualifying Level***
			Annual % Growth	Annual Openings	2024 Hourly Wage		Annual % Growth	Annual Openings	2024 Hourly Wage				
					Mean	Entry			Mean	Entry			
151242	HS	Database Administrators	0.03	2	41.39	23.82	N/A	N/A	N/A	N/A	6	No	O
151243	HS	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	HS	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	HS	Diagnostic Medical Sonographers	1.51	11	38.80	31.68	0.47	412	39.71	32.95	5	Yes	E
291031	HS	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	HS	Electrical and Electronics Drafters	N/A	N/A	N/A	N/A	0.82	137	32.78	23.92	5	Yes	E
172071	HS	Electrical Engineers	0.11	6	47.48	32.66	0.44	454	54.22	36.06	6	Yes	E
499051	HS	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	HS	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	HS	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	HS	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	HS	Engineers, All Other	N/A	N/A	46.06	26.58	0.58	663	52.02	31.50	6	Yes	E
119072	HS	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	HS	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	HS	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	HS	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	HS	Facilities Managers	0.03	13	47.28	27.41	N/A	N/A	N/A	N/A	6	No	O
119013	HS	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	HS	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	HS	Financial Examiners	1.74	4	47.13	31.95	0.50	280	39.60	24.07	6	Yes	E
113031	HS	Financial Managers	1.88	58	81.05	38.61	0.64	2,964	80.69	42.15	6	Yes	R
132054	HS	Financial Risk Specialists	0.54	5	47.66	33.77	0.54	309	51.89	30.61	6	Yes	E
132099	HS	Financial Specialists, All Other	0.60	7	38.70	22.07	0.55	680	35.25	21.82	6	Yes	N
332011	HS	Firefighters	0.56	81	37.03	24.76	0.32	1,810	30.58	19.77	4	No	R
471011	HS	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	HS	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	HS	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	HS	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	HS	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	HS	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	HS	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	HS	Food Scientists and Technologists	N/A	N/A	N/A	N/A	0.26	27	46.19	24.44	6	Yes	E
119051	HS	Food Service Managers	0.50	91	34.00	18.96	0.71	3,453	34.25	20.67	3	No	R
131131	HS	Fundraisers	0.06	10	37.85	23.25	N/A	N/A	N/A	N/A	6	No	O
111021	HS	General and Operations Managers	0.94	404	53.91	21.20	0.80	17,467	61.83	25.80	6	Yes	R
192042	HS	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	HS	Health Information Technologists and Medical Registrars	1.42	5	26.67	18.16	0.65	271	35.58	19.89	4	Yes	E
251071	HS	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	HS	Human Resources Managers	1.14	9	61.09	39.60	0.76	816	66.85	39.61	6	Yes	S
131071	HS	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	HS	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	HS	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

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 Training Code	In Targeted Industry?	Qualifying Level***
			Annual % Growth	Annual Openings	2024 Hourly Wage		Annual % Growth	Annual Openings	2024 Hourly Wage				
					Mean	Entry			Mean	Entry			
151212	HS	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
131032	HS	Insurance Appraisers, Auto Damage	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	4	Yes	E
413021	HS	Insurance Sales Agents	1.28	97	37.06	19.50	0.83	5,254	38.60	19.70	4	Yes	R
132053	HS	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	HS	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	HS	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	HS	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	HS	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	HS	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	HS	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	HS	Management Analysts	1.15	109	44.20	23.70	0.91	7,131	47.42	26.12	6	Yes	R
119199	HS	Managers, All Other	0.84	69	50.62	24.29	0.57	4,150	56.32	26.57	6	No	R
172121	HS	Marine Engineers and Naval Architects	N/A	N/A	N/A	N/A	1.10	48	56.43	33.73	6	Yes	E
131161	HS	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	HS	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	HS	Materials Scientists	0	0	N/A	N/A	N/A	N/A	55.96	36.00	6	No	E
173027	HS	Mechanical Engineering Technologists and Technicians	0.78	2	N/A	N/A	0.96	104	31.89	24.31	5	No	E
172141	HS	Mechanical Engineers	1.77	12	47.56	30.10	0.68	547	48.98	32.38	6	Yes	N
119111	HS	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	HS	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	HS	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	HS	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 Planning 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	HS	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	HS	Musicians and Singers	0.60	31	61.91	27.35	0.16	1,226	69.32	25.01	3	No	R
119121	HS	Natural Sciences Managers	0.89	7	57.12	32.13	N/A	N/A	N/A	N/A	6	Yes	E
151244	HS	Network and Computer Systems Administrators	0.56	19	43.21	29.88	1.19	1,592	46.19	30.48	6	Yes	S
292033	HS	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	HS	Occupational Health and Safety Specialists	N/A	N/A	N/A	N/A	0.73	700	40.11	24.72	6	Yes	S
312011	HS	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	HS	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	HS	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	HS	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	HS	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	HS	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	HS	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	HS	Project Management Specialists	0.89	86	46.48	28.01	0.89	5,501	49.64	30.39	6	Yes	R
132020	HS	Property Appraisers and Assessors	1.20	11	33.87	20.80	0.73	558	40.25	22.87	6	No	S
119141	HS	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	HS	Purchasing Managers	0.06	5	58.51	34.07	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

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Mean Wage of \$29.25/hour and Entry Wage of \$18.67/hour

SOC Code*	HSHW**	Occupation Title*	Regional				Statewide				LMEC Training Code	In Targeted Industry?	Qualifying Level***
			Annual % Growth	Annual Openings	2024 Hourly Wage		Annual % Growth	Annual Openings	2024 Hourly Wage				
					Mean	Entry			Mean	Entry			
292034	HSBW	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
291141	HSBW	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	HSBW	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	HSBW	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	HSBW	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	HSBW	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	HSBW	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	HSBW	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	HSBW	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	HSBW	Software Developers	2.78	57	61.79	37.79	1.67	5,834	61.68	38.59	6	Yes	R
151253	HSBW	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	HSBW	Special Education Teachers, Secondary School	1.15	19	31.22	23.23	0.71	678	30.39	23.07	6	No	S
271014	HSBW	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	HSBW	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	HSBW	Technical Writers	0.00	3	43.25	30.29	1.16	278	41.88	28.24	6	No	E
492022	HSBW	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	HSBW	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	HSBW	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	HSBW	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	HSBW	Web and Digital Interface Designers	1.65	5	35.04	13.32	1.19	498	41.22	22.39	5	Yes	N
151254	HSBW	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	HSBW	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)

AGENDA ITEM SUMMARY

Title	Subsequent Local Workforce Development Area (LWDA) Designation
Strategic Plans/Goals	Operational Intelligence
Policy/Plan/Law	Workforce Innovation and Opportunity Act (WIOA) Workforce Policy G105
Action Requested	Review Application for Subsequent Local Workforce Development Area (LWDA) Designation - Program Years 2026 and 2027
Background	<p>Under WIOA, the Governor must designate local workforce development areas after consultation with the State Workforce Board, CareerSource Florida, Chief Local Elected Officials (CLEO), and the Local Workforce Development Boards.</p> <p>LWDAs that received an initial designation shall be granted a subsequent designation if, for the two most recent program years, the LWDA performed successfully and sustained financial integrity.</p> <p>The process for an LWDA to submit a subsequent designation requires initial approval by the CLEOs.</p>
Staff Recommendations	Review CSRC Application for Subsequent LWDA Designation for Program Years 2026 and 2027
Supporting Material	CSF Workforce Policy G105 & Application for Subsequent LWDA Designation
Board Staff	Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418

Request for Subsequent Local Workforce Development Area Designation

Name of Local Workforce Development Area:

Workforce Development Board of the Treasure Coast dba CareerSource Research Coast – LWDB 20

Name of Contact Person:

Brian Bauer

Phone Number:

866-482-4473 ext. 418

Title:

President/CEO

Email Address:

bbauer@careersourceresourcerc.com

Date of Request:

Local workforce development areas that receive an initial designation will be granted a subsequent designation if, for the two most recent program years, the local workforce development area performed successfully and sustained fiscal integrity.

Performed Successfully

The term "Performed Successfully" means the local workforce development area met or exceeded the identified levels of performance for primary indicators of performance for the last two consecutive years for which data are available, and the local area has not failed the same individual measure for the last two consecutive program years.

Sustained Fiscal Integrity

The term "Sustained Fiscal Integrity" means that the Secretary of Labor has not made a formal determination, during either of the last two consecutive years preceding the determination regarding such integrity, that either the grant recipient or the administrative entity of the local workforce development area has mis-expended funds provided.

LOCAL AREA LEVELS OF PERFORMANCE

For subsequent designation of local workforce development areas, the local area must include the local negotiated levels of performance and actual levels of performance for the two program years (PY) for which data are available prior to the program year for which designation is requested.

Name of Local Workforce Development Area:				
Measures	Negotiated	Actual	Negotiated	Actual
	PY ^A 23-24	PY ^A 23-24	PY ^A 24-25	PY ^A 24-25
Adult				
Employed 2 nd Quarter After Exit	91.60	94.70	93.3	93
Median Wages 2 nd Quarter After Exit	\$9,203	\$13,000	\$9,886	\$14,341
Employed 4 th Quarter After Exit	91.10	93.80	91.1	92.2
Credential Attainment Rate	88.00	94.30	85.7	89.4
Measurable Skill Gains	85.30	99.30	71.2	99.3
Dislocated Worker				
Employed 2 nd Quarter After Exit	88.00	100.00	92	88.9
Median Wages 2 nd Quarter After Exit	\$8,638	\$9,749	\$10,000	\$9,661
Employed 4 th Quarter After Exit	92.50	90.90	91	100
Credential Attainment Rate	75.40	100.00	89.2	100
Measurable Skill Gains	77.30	100.00	79.9	100
Youth				
Employed 2 nd Quarter After Exit	81.20	87.30	80.6	87
Median Wages 2 nd Quarter After Exit	\$3,261	\$4,830	\$3,500	\$4,565
Employed 4 th Quarter After Exit	78.80	85.70	73	93.7
Credential Attainment Rate	88.20	79.50	88.2	88.4
Measurable Skill Gains	81.00	98.80	86.3	98.6
Wagner-Peyser				
Employed 2 nd Quarter After Exit	65.30	63.60	66.3	64.2
Median Wages 2 nd Quarter After Exit	\$5,540	\$7,426	\$6,295	\$7,800
Employed 4 th Quarter After Exit	62.60	62.50	62.1	64

CERTIFICATION AND APPROVAL OF REQUEST

By signing below, the local workforce board chairperson and chief local elected official certify that the local area has performed successfully and sustained fiscal integrity for subsequent designation of the existing local area.

Local Workforce Development Board Chairperson	
Name: James Brann	
Signature:	
Date:	

Chief Local Elected Official	
Name: Jamie Fowler	County:
Signature:	
Date:	

Chief Local Elected Official	
Name: Laura Moss	County:
Signature:	
Date:	

Chief Local Elected Official	
Name: Stacey Hetherington	County:
Signature:	
Date:	

The completed request and certification page(s) must be submitted to: LWDBGovernance@commerce.fl.gov.

MEMORANDUM

DATE: February 24, 2026
TO: Local Workforce Development Boards (LWDB)
FROM: Karmyn Hill, Chief, Bureau of One-Stop and Program Support
SUBJECT: Local Workforce Development Board (LWDB) Compliance and Regulatory Submissions

In accordance with [Composition and Certification of Local Workforce Development Boards; Certification of One-Stop Systems; and Direct Service Provider Designation Policy G105](#), local workforce development boards (LWDBs) are required to submit periodic requests to the State Workforce Development Board (SWDB) for approval of specific Workforce Innovation and Opportunity Act (WIOA) regulatory compliance elements. Submissions are reviewed by the Florida Department of Commerce (FloridaCommerce) and CareerSource Florida to make a recommendation to the SWDB.

The following regulatory elements are due for approval:

- Subsequent Local Area Designation
- Board Composition and Certification
- One-Stop Certification
- Direct Service Provider Designation

In accordance with Workforce Policy G105, local area performance will be evaluated and considered as part of the approval process for each regulatory item. Unsatisfactory performance will impact recommendation decisions from FloridaCommerce and CareerSource Florida.

Local workforce area designation and LWDB composition and certification are reviewed for approval every two years. Current approval for these two regulatory requirements will expire for all LWDBs on June 30, 2026. All LWDBs must submit a request for renewal to maintain compliance.

LWDBs must competitively procure their one-stop operator every four years. LWDBs that compete and are selected as the local one-stop operator must submit a request for approval to serve as one-stop operator, along with appropriate documentation. One-stop operator and direct service provider approvals will expire on June 30, 2026, for some LWDBs operating in one or both of these capacities. LWDBs may also submit requests to serve as direct providers of career services. LWDBs with expiring certifications/designations must request approval, and approval must be granted by the SWDB, the CareerSource Florida Board of Directors, to continue to operate in such capacity.

Requests for regulatory compliance elements must be submitted using the appropriate attachments provided herein. Please email the completed, signed documents, along with supporting information to FloridaCommerce at LWDBGovernance@commerce.fl.gov. Timely submission of these requests is essential to maintain board certification, local area designation,

and operational approvals necessary for continued service delivery. Note that conditional approvals may be granted, and those conditions will be noted within notifications provided to any applicable LWDBs.

With this communication, FloridaCommerce is providing a matrix of the above-referenced regulatory elements outlining the current approvals, including expiration dates. LWDBs are encouraged to review the matrix to assist with planning for future regulatory submissions.

Should you have any questions regarding this memorandum, please contact the Governance Team at LWDBGovernance@commerce.fl.gov.

KH/ta

Attachments:

[Evaluation for LWDB Certification Form](#)

[Evaluation for One-Stop Certification Form](#)

[Evaluation for LWDB Direct Service Provider Designation Form](#)

[LWDB Composition Tool](#)

[Subsequent Area Designation Form](#)

[Statement of Intent](#)

[Regulatory Compliance Matrix](#)

cc: Kate Doyle, Deputy Secretary, FloridaCommerce
Adrienne Johnston, President, CareerSource Florida
Jason McCandless, Chief Operating Officer, CareerSource Florida
Wendy Castle, Assistant Deputy Secretary, FloridaCommerce
Victoria Gaitanis, Vice President, CareerSource Florida
Melissa Cueto, Deputy Bureau Chief, FloridaCommerce
Dee Robinson, Workforce Administrator, FloridaCommerce
Shawn Brown, Workforce Administrator, FloridaCommerce
Isabelle Potts, Workforce Administrator, FloridaCommerce
Christa Nelson, WIOA Supervisor, FloridaCommerce



**POLICY
NUMBER**

G105

Workforce Policy

Title:	Composition and Certification of Local Workforce Development Boards; Certification of One-Stop Systems; and Direct Service Provider Designation		
Policy Type:	Governance		
Program:	Workforce Innovation and Opportunity Act		
Effective:	06/08/2016	Revised:	01/28/2026

I. PURPOSE AND SCOPE

Local Workforce Development Boards (LWDBs) are critical in achieving the Governor and State Workforce Development Board’s (SWDB) strategic and operational vision and goals for Florida’s Workforce Development System. The CareerSource Florida Board of Directors, as the SWDB, sets guidelines—aligned with state and federal laws and its strategic goals—to ensure local workforce boards, service providers, and career centers efficiently deliver essential services. Consistent with state and federal requirements,¹ these guidelines support the review, designation, and/or certification of LWDBs, service providers for the one-stop delivery system, and one-stop career centers.

This policy outlines the standards and procedures related to LWDB composition as well as for certifying LWDBs, One-Stop Delivery Systems, and approving LWDBs to directly provide career services.

II. KEY OBJECTIVES AND MEASURABLE PERFORMANCE OUTCOMES

A. Key Objectives

LWDBs must ensure:

- a. LWDB governance meets requirements per state and federal law and is designed to support designated performance outcomes and SWDB-determined strategic objectives.
- b. High-quality, accessible, and integrated one-stop career center services and service providers.

¹ Workforce Innovation and Opportunity Act (WIOA), 20 Code of Federal Regulations (CFR) Parts 676 through 679, and [Chapter 445](#), Florida Statutes.

B. Measurable Performance Outcomes

1. 100% of qualifying LWDBs are certified every two years and meet required LWDB board composition requirements.
2. 100% of qualifying One-Stop Delivery Systems are certified every three years.
3. LWDBs serving as direct providers of workforce services meet requirements to be approved and designated as such.

III. POLICIES AND PROCEDURES

A. Local Workforce Development Board Composition

The Chief Local Elected Official (CLEO) must select members of the LWDB, consistent with the criteria in federal and state law and criteria set by the Governor. The membership of a LWDB must be consistent with WIOA section 107(b). LWDB appointees must not be current members of the local area's Education and Industry Consortium as defined by CareerSource Florida's Workforce Policy. Business representatives appointed to the LWDB shall include the industry sectors of focus identified in the local area WIOA plan. LWDBs should include representation on their boards from businesses in all counties within the local area. LWDBs must make public a current and updated list of their LWDB members on their website and submit a form demonstrating compliance with federal and state requirements² as part of the LWDB Certification process.

LWDB members who no longer hold the position or status that made them eligible appointees must resign or be removed by the CLEO. LWDB vacancies must be filled within a reasonable amount of time, but no more than 12 months from the vacancy occurrence. This process must be described as part of the local plan.

CLEOs are responsible for providing leadership to LWDBs and ensuring not only fiscal and programmatic compliance, but also performance. Consistent with this, a CLEO may remove members of a LWDB, its executive director and/or the designated person responsible for operational and administrative functions of the board for cause. As set forth in section [445.002\(2\), F.S.](#), "for cause" includes lack of performance. Lack of performance includes, but is not limited to, the following:

1. Nonperformance, as more fully set forth in Section III.B. For purposes of removal under this section, an LWDB is determined to have not met the standard if its performance is below 90 percent of the negotiated standard for each performance indicator.
2. Consistent failure to perform on LWDB Letter Grades, the state identified measure of performance, including letter grade performance in identified subgroup populations.
 - a. CareerSource Florida and FloridaCommerce will examine LWDB performance on each of the criteria developed under [s. 14.36\(3\)\(h\)](#) for various populations served, including, but not limited to, veterans, individuals on public assistance as defined in [s. 414.0252\(10\)](#), and businesses. LWDBs consistently underperforming with a single subgroup, as evidenced by two consecutive letter grades of D or a single year with an F for that subgroup, will be required to

² [20 CFR 679.320](#); [Section 445.007, Florida Statutes](#).

submit a LWDB Turnaround Plan, consistent with [Workforce Policy G104 - Sanctions and Other Required Corrective Action for LWDBs Who Fail to Meet Federal and State Standards](#).

B. Local Workforce Development Board Certification and Decertification

LWDBs must be certified every two years. FloridaCommerce provides guidance to complete this process. LWDBs submit requests for certification using standardized forms provided by FloridaCommerce and CareerSource Florida.

CareerSource Florida and FloridaCommerce review submitted documents for completion and compliance with all state laws and federal regulations, using the approved and posted versions of the **LWDB Composition Tool and the *Evaluation for LWDB Certification Form*** to make approval recommendations to the SWDB based on information provided. Conditional approval for certification may be granted for LWDBs seeking certification that require additional time to meet criteria not associated with performance. LWDBs not meeting requirements outlined in the ***Evaluation for LWDB Certification Form*** may not be recommended for full approval.

Obtaining LWDB certification indicates that an LWDB meets minimum requirements to perform critical duties that support the workforce system in a designated local area. The SWDB may take action when the performance or activities of an LWDB do not meet requirements outlined in state board policies or state or federal law. This action can include LWDB decertification.

LWDBs who exhibit the following deficiencies cannot be fully certified and may be decertified, after the provision of notice and 30-day comment period, by the SWDB:³

1. Fraud, abuse, or failure to carry out the functions set forth in WIOA Section 107(d) and [20 CFR 679.370](#).⁴
2. Nonperformance: Failure to meet identified state or federal performance accountability measures for two consecutive program years.
 - a. Chief local elected officials (CLEOs) and their LWDBs will receive a notification from FloridaCommerce annually indicating whether the LWDB met or did not meet statistically adjusted federal performance accountability measures or failed to meet requirements associated with consistent poor performance on state issued LWDB Letter Grades as outlined in Section III - A. For LWDBs not successfully meeting state or federal performance accountability measures, the notification will include a reminder that failure to meet performance requirements in the next consecutive year may result in decertification and outline required actions related to increased monitoring and the provision of technical assistance that must occur during the next year.

Additional criteria for LWDB decertification include those listed below:

- b. Consistent failure to convene a system of stakeholders to support local workforce development activities.
- c. Consistent failure to effectively partner and engage local employers resulting in a measurable decline in measures of employer satisfaction for two consecutive

³ [WIOA Section 107\(c\)\(3\)](#).

⁴ TEGL 11-19 Change 2 | U.S. Department of Labor

- years.
- d. Consistent failure to update LOPs and policies consistent with state law or policies measured through monitoring reports noting this deficiency for two consecutive years.
- e. Other criteria as specified in [Workforce Policies G104 - Sanctions and Other Required Corrective Action for Local Workforce Development Boards Who Fail to Meet Federal and State Standards](#) and [P88 - Performance Requirements for Local Workforce Development Boards](#).

If a LWDB is decertified, a new LWDB for the designated local workforce development area must be appointed by the identified CLEO contingent upon a reorganization plan developed by FloridaCommerce in consultation with the CLEO. Plans governing LWDB reorganization for certification, including those that involve consolidation of LWDBs, must be approved by the SWDB.⁵

C. Certification of the Local One-Stop Delivery System

Every three years, each local One-Stop Delivery System must be certified.⁶ LWDBs must certify their local One-Stop Delivery Systems unless the LWDB serves or intends to serve as the One-Stop Operator. In such cases, the LWDB must first request approval from the SWDB to operate in that role. Upon submission, CareerSource Florida and FloridaCommerce will review the request for compliance in accordance with all applicable state laws and federal regulations, using the SWDB’s standardized ***Evaluation for One-Stop Certification Form***. This form includes minimum criteria—such as measures of effectiveness, accessibility, and continuous improvement—that LWDBs must apply when selecting and certifying each local One-Stop Delivery System. CareerSource Florida and FloridaCommerce review the request and recommend approval to the SWDB when appropriate.

The certification approval of a LWDB to serve as its own One-Stop Operator can be revoked by the SWDB if it is determined that the LWDB no longer meets minimum criteria, including those used to assess the one-stop delivery system’s effectiveness, accessibility, and commitment to continuous improvement as outlined in the *Evaluation for One-Stop Certification Form*.

D. Approval of Waiver and Designation of LWDBs as a Direct Provider of Career Services

LWDBs may request to be a direct provider of career services.⁷ For a LWDB to be a direct provider of career services, approval must be granted by the SWDB. LWDBS are not permitted to be designated as direct providers of training services.⁸

FloridaCommerce and CareerSource Florida will guide boards through the application process. CareerSource Florida and FloridaCommerce will review the application and documentation for compliance with all state laws and federal regulations, using the standardized ***Evaluation for LWDB Direct Service Provider Designation Form***.

⁵ WIOA Section 107(c)(3)(C).

⁶ WIOA Section 121(g).

⁷ 20 CFR 679.410(b) and WIOA Section 107(g).

⁸ [Section 445.007\(6\), Florida Statutes](#).

CareerSource Florida and FloridaCommerce will make a recommendation, as appropriate to the SWDB for consideration to designate LWDBs to serve as a direct provider of career services.

A LWDB designated as a direct provider of career services must submit a performance report at the end of each program year during which direct workforce services were provided. The report must contain, at a minimum, the following:

1. An analysis of cost savings as a result of the LWDB providing direct workforce services.
2. A description of improvement in performance outcomes.
3. A description of any “best practices” to be shared with other LWDBs.
4. Evidence that the direct service provision was incorporated into the local WIOA plan within 60 days of receipt of approval to serve as a direct provider of workforce services.

LWDBs must submit the annual performance report by September 30 each year (or when requested by FloridaCommerce). LWDBs submit annual performance reports via email to FloridaCommerce at LWDBGovernance@commerce.fl.gov.

The designation as a direct provider of workforce services may not exceed the duration of the local WIOA plan and may be renewed through the submission of a new request, not to exceed the durations of such subsequent plans. The approval to serve as a direct provider of workforce services can be revoked by the SWDB if determined that it is no longer necessary or for persistent failure to meet associated performance measurements.

IV. IMPLEMENTATION

LWDBs are responsible for conducting annual internal reviews of their governance and service delivery systems, incorporating customer feedback, staff training metrics, and accessibility assessments. LWDBs must update certification criteria, in alignment with SWDB identified criteria, every two years and include them in the WIOA local plan as required under WIOA Section 108 and [20 CFR 679.560](#).

FloridaCommerce will monitor LWDBs and their LOPs annually in consultation with CareerSource Florida to ensure compliance with federal and state requirements. FloridaCommerce and CareerSource Florida will address any deficiencies through the state’s resolution process and consistent with applicable CareerSource Florida policies. These efforts promote continuous improvement, accountability, and consistent quality across Florida’s workforce development system.

Boards that do not meet the requirements outlined in this policy, or that exhibit deficiencies as described in [CareerSource Florida Workforce Policy G104 – Sanctions and Other Required Corrective Action for Local Workforce Development Boards Who Fail to Meet Federal and State Standards](#), may be subject to corrective actions. These may include, but are not limited to:

1. Issuance of a Corrective Notice
2. Imposition of Specific Conditions, including a required Turnaround Plan
3. Application of Sanctions, which may include:

- a. Decertifying the LWDB.
- b. Selecting an alternative entity as defined in WIOA Section 108 to administer the program for the local area.
- c. Merging the local area into one or more other local areas, after consultation with the CLEO.
- d. Making other necessary changes to secure compliance.

FloridaCommerce provides technical assistance and support to LWDBs before initiating corrective actions or sanctions. This assistance may include guidance on corrective action planning, clarification of certification criteria, technical resources, and identification of best practices. The goal is to promote continuous improvement and ensure boards have a fair opportunity to meet federal and state standards before formal sanctions are considered.

V. ATTACHMENTS AND RESOURCES

[Evaluation for LWDB Certification Form](#)

[Evaluation for One-Stop Certification Form](#)

[Evaluation for LWDB Direct Service Provider Designation Form](#)

[LWDB Composition Tool](#)

AGENDA ITEM SUMMARY

Title	Review and Approve Extension of Timeline for Workforce Innovation and Opportunity Act (WIOA) Youth Program Request for Proposal (RFP) RFP# 26-001-YWS
Strategic Plans/Goals	Optimal Use of Resources
Policy/Plan/Law	Workforce Innovation & Opportunity Act (WIOA)
Action Requested	Review and Approve Extension of Timeline for FP# 26-001-YWS
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 Extension of Timeline for Workforce Innovation and Opportunity Act (WIOA) Youth Program Request for Proposal (RFP) RFP# 26-001-YWS to allow for additional proposal submissions.
Supporting Material	Revised Timeline for RFP# 26-001-YWS
Board Staff	Brian Bauer President/CEO bbauer@careersourcerc.com 1-866-482-4473 ext. 418



WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
YOUTH PROGRAM
REQUEST FOR PROPOSALS TIMELINE
RFP# 26-001-YWS

Issue Requests for Proposals	February 2, 2026
Proposals Due	March 31, 2026
Technical Assistance/Question and Answer Period	February 2, 2026 - February 27, 2026
Technical Review	April 1, 2026 – April 3, 2026
Rating Team Review	April 6, 2026 – April 10, 2026
Selection of Proposal	April 10, 2026
Selection Presented to Youth Council	April 21, 2026
Selection Presented to Board of Directors	April 29, 2026

Agenda Item 11

AGENDA ITEM SUMMARY

Title	LWDB 20 Primary Indicators of Performance for Program Year (PY) 2025-2026 2nd Quarter
Strategic Plans/Goals	Strategic Planning, Commitments, and Projects
Policy/Plan/Law	Workforce Innovation and Opportunity Act (WIOA) Title I Programs and Title III Wagner-Peyser (WP) Act; Training and Employment Guidance Letter No. 09-20
Action Requested	None - Information only
Background	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 Recommendations	Staff will review WIOA Youth Indicators of Performance Outcomes for the 2nd quarter of PY2025- 2026.
Supporting Material	Primary Indicators of Performance
Board Staff	Brian Bauer President/CEO bbauer@careersourcerc.com (866-482-4473 ext. 418)

Measures	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 2nd Quarter Performance	PY2025-2026 % of Performance Goal Met For Q2	PY2025-2026 Performance Goals
Adults:												
Employed 2nd Qtr After Exit	97.1	104.07	94.6	101.39	93	99.68	93.3	91.9	98.50	88.2	94.53	93.3
Median Wage 2nd Quarter After Exit	\$14,129	142.92	\$14,963	151.35	\$14,341	145.06	\$9,886	\$14,879	150.51	\$13,735	138.93	\$9,886
Employed 4th Qtr After Exit	93.3	102.41	94	103.18	92.2	101.21	91.1	92.9	101.98	92.2	101.21	91.1
Credential Attainment Rate	94.1	109.80	92.5	107.93	89.4	104.32	85.7	89.7	104.67	88.2	102.92	85.7
Measurable Skill Gains	89.9	126.26	86.9	122.05	99.3	139.47	71.2	85.9	120.65	86.9	122.05	71.2
Dislocated Workers:												
Employed 2nd Qtr After Exit	100	108.70	88.9	96.63	88.9	96.63	92	87.5	95.11	85.7	93.15	92
Median Wage 2nd Quarter After Exit	\$9,946	99.46	\$10,113	101.13	\$9,661	96.61	\$10,000	\$7,772	75.82	\$8,092	78.95	\$10,250
Employed 4th Qtr After Exit	100	109.89	100	109.89	100	109.89	91	88.9	97.69	88.9	97.69	91
Credential Attainment Rate	100	112.11	100	112.11	100	112.11	89.2	100	112.11	100	112.11	89.2
Measurable Skill Gains	88.9	111.26	75	93.87	100	125.16	79.9	100	125.16	77.8	97.37	79.9
Youth:												
Employed 2nd Qtr After Exit	90.5	112.28	91.2	113.15	87	107.94	80.6	80.8	100.25	77.8	96.53	80.6
Median Wage 2nd Quarter After Exit	\$4,802	137.20	\$4,909	140.26	\$4,565	130.41	\$3,500	\$4,608	121.26	\$4,608	121.26	\$3,800
Employed 4th Qtr After Exit	90.9	124.52	93.3	127.81	93.7	128.36	73	92.6	126.85	87	119.18	73
Credential Attainment Rate	87.2	98.87	88.4	100.23	88.4	100.23	88.2	79.1	87.79	72.5	80.47	90.1
Measurable Skill Gains	90.2	104.52	96.3	111.59	98.6	114.25	86.3	93.5	108.34	94.2	109.15	86.3
Wagner Peyser:												
Employed 2nd Qtr After Exit	65.5	98.79	65	98.04	64.2	96.83	66.3	63.4	95.63	62.8	94.72	66.3
Median Wage 2nd Quarter After Exit	\$7,716	122.57	\$7,862	124.89	\$7,800	123.91	\$6,295	\$7,670	121.84	\$7,526	119.56	\$6,295
Employed 4th Qtr After Exit	62.5	100.64	63.8	102.74	64	103.06	62.1	64.1	103.22	64.3	103.54	62.1

Not Met (less than 90% of negotiated)
Met (90-100% of negotiated)
Exceeded (greater than 100% of negotiated)

AGENDA ITEM SUMMARY

Title	Local Workforce Development Board Membership Composition and Certification
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 LWDB's
Action Requested	Review Local Workforce Development Board Membership Composition Roster
Background	<p>The Governor, in partnership with CareerSource Florida (CSFL), establishes criteria for use by the Local Chief Elected Official (LCEO) in the appointment of members to the LWDB's. The LCEO shall be the appointing authority for the members of the LWDB's.</p> <p>The LCEO shall develop a process for soliciting LWDB nomination and for selecting LWDB members, consistent with federal and state law and CSFL Workforce Policy G105.</p>
Staff Recommendations	Review Local Workforce Development Board Membership Roster
Supporting Material	LWDB Roster 2025-2026
Board Staff	Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418

Board of Directors List Tool

Program Year (PY) 2025-2026

Date of Review:							
Name of Board Member	Position on Board	Term of Appointment	Appointment Date	Name of Member's Business, Company, or Employer and Title or Position	Representation ****	Additional Representation	Additional Representation
<p>Complete the Board of Directors template below. Include current board members at the time this document is completed including vacant seats from each Sector, if applicable. In the Representation column, you must choose an option from the drop-down menu. If a board member has more than one affiliation, select the additional representation category from Column F. Once the Board of Directors template has been completed, check the table located at the bottom of the page. The table calculates both Business and Workforce percentages, as well as the required board roles.</p> <p>Please note: <u>Providing a reference to a website will not satisfy this request</u>. The template holds up to 36 board members. If you have more than 36 members on your board reach out to your Programmatic Monitor Unit directly.</p>					<p>Sector & Description (See 20 CFR 679.320)</p> <p>Choose Sector and Description from the drop down menu</p>	<p>Sector & Description (See 20 CFR 679.320)</p> <p>Choose Sector and Description from the drop down menu</p>	<p>Sector & Description (See 20 CFR 679.320)</p> <p>Choose Sector and Description from the drop down menu</p>
	Ex. Member, Chair, Secretary etc.	Ex. MM/DD/YY- MM/DD/YY	Ex. MM/DD/YY				
Werner Bols	Member	07/01/22 06/30/26	7/1/1983	Bols Construction, President	Business: Member of Small Business		
Pamela Burchell	Member	07/01/23 06/30/27	1/28/2008	Cleveland Clinic Indian River Medical Center, Director, Human Resources	Business: Member of Small Business		
Jim Brann	Chair	07/01/23 06/30/27	3/11/2020	The Porch Factory, President	Business: Member of Small Business		
Robert Cenk	Member	07/01/24 06/30/28	9/28/2015	Ce. Ce. Contracting, President	Business: Member of Small Business		
Kevin Staten	Member	07/01/23 06/30/27	7/1/2023	Bank of America, SVP Relationship Manager	Business: Other Business Sector		
Wiliam Armstead	Vice Chair	07/01/23 06/30/27	7/1/2023	Boys & Girls Clubs of SLC, President	Business: Other Business Sector	Workforce: Organization with experience and expertise in addressing the employment, training, or education needs of eligible youth	
Dr. Timothy Moore	Member	07/01/23 06/30/27	8/1/2020	Indian River State College, President	Other: Institution of higher education providing workforce investment activities	Other: Training provider administering adult education and literacy activities under WIOA title II	
Mike Kauffmann	Member	07/01/22 06/30/26	7/1/2022	Local 402 Ironworkers, Apprenticeship, Training Director	Workforce: Labor organization in the local area	Workforce: Union affiliated registered apprenticeship program	
Terrance Moore	Member	07/01/24 06/30/28	7/1/2012	Moore Solutions Inc., Chief Executive Officer	Business: Member of Small Business		
Lorna Landherr	Member	07/01/23 06/30/27	7/1/2023	Cleveland Clinic Martin Health Systems, Director Human Resource Services	Business: Other Business Sector		
Dr. Jonathan Prince	Member	07/01/22 06/30/26	7/1/2022	St. Lucie Public Schools, Superintendent	Workforce: Non-union affiliated registered apprenticeship program	Workforce: Organization with experience and expertise in addressing the employment, training, or education needs of eligible youth	Other: Program carried out under title I of the Rehabilitation Act o 1973, other than sec.112 or part C of that title
David Freeland	Member	07/01/24 06/30/28	4/1/2018	SLC Classroom Teachers' Association/Classified Unit Local 3616, CTA/CU President	Workforce: Labor organization in the local area		
Jose Capellan	Member	07/01/23 06/30/27	11/1/2020	SLC Veteran Services, Veteran Service Officer	Workforce: Organization that serves veterans	Workforce: Organization which provides or supports competitive integrated employment for individuals with disabilities	
Erin Lowry	Member	12/01/24 11/30/28	12/1/2024	SLC BOCC, Commissioner	Other: Governmental and economic and community development entities who represent transportation, housing, and public assistance programs	Other: Economic and community development entity	

Organization which provides or supports competitive integrated employment for individuals with disabilities	1		May include 1 or more Workforce representatives
Organization with experience and expertise in addressing the employment, training, or education needs of eligible youth	3		May include 1 or more Workforce representatives
Vacant Workforce Sector Seats	0		Vacant Seats
Board Members in Other Sectors	10	50%	Remaining Percentage
Training provider administering adult education and literacy activities under WIOA title II	3	Meets minimum	Must include 1 representative
Institution of higher education providing workforce investment activities	2	Meets minimum	Must include 1 representative
Economic and community development entity	1	Meets minimum	Must include 1 representative
State Employment Service Office under Wagner Peysner Act (29 U.S.C. 49) serving the local area	0		Must include 1 representative - FloridaCommerce realizes that this position may not be filled.
Program carried out under title I of the Rehabilitation Act of 1973, other than sec.112 or part C of that title	1	Meets minimum	Must include 1 representative
Other Entity that administers education and training activities, represents local educational agencies or community-based organizations that have expertise in addressing the education or training needs for individuals with barriers to employment	1		May include representatives
Governmental and economic and community development entities who represent transportation, housing, and public assistance programs	1		May include representatives
Philanthropic organizations serving the local area	0		May include representatives
Other appropriate individuals as determined by the chief elected official	0		May include representatives
Vacant Other Seats	1		Vacant Seats
Member Count	20		
Representation Count	34		

AGENDA ITEM SUMMARY

Title	Letter Grade - Performance Update 1st Quarter - PY 2025-2026
Strategic Plans/Goals	Operational Intelligence
Policy/Plan/Law	Workforce Innovation and Opportunity Act (WIOA)/Role of
Action Requested	LWDB's None - Information Only
Background	<p>The Reimagining Education and Career Help (REACH) Act calls for each local workforce development board in Florida to be assigned a letter grade annually based on performance criteria developed by the Governor's REACH Office. The CareerSource Florida Board of Directors assigns and makes public a letter grade for each local workforce development board.</p> <p>Letter grades are assigned to local workforce development boards annually by Oct. 15, following the close of the program year. Below is the link to the 2nd-Quarter performance update by local workforce development board for the program year 2024-2025.</p>
Staff Recommendation	None - Information Only
Supporting Material	<p>Link to: https://analytics.careersourceflorida.com/LetterGrades/Performance</p>
Board Staff	<p>Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418</p>

Agenda Item 14

AGENDA ITEM SUMMARY

Title	CareerSource Research Coast (CSRC) Updates
Strategic Plans/Goals	Strategic Planning, Commitments, and Projects
Policy/Plan/Law	Workforce Development Board of the Treasure Coast By-Laws
Action Requested	None - Information only
Background	<p>The primary functions of the Executive Committee shall be to coordinate workforce development activities with regional economic development strategies and increase accountability by assuring that education and workforce development activities in the area are effective and relevant to current and future labor market needs.</p> <p>Staff will provide updates on CSRC programs and current initiatives to the Executive Committee members.</p>
Staff Recommendations	None - Information Only
Supporting Material	None - Information Only
Board Staff	Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418