

# Board of Directors Meeting Minutes

## February 4, 2026

### Meeting Agenda

1. Welcome & Call to Order
2. Pledge of Allegiance Roll
3. Call and Attendance
  - a. Board
  - b. Staff
4. Declarations of Conflicts of Interest
5. James Moore and Company Presentation of the Financial Statements Audit - Year End June 30, 2025 and 2024, Form 990 Draft, Year Ending June 30, 2025

### Voting Items

6. Review and Approve Acceptance of Financial Statements Audit - Year End June 30, 2025, and 2024, Form 990 Draft, Year Ending June 30, 2025
7. Consent Agenda
  - a. Review and Approve September 24, 2025, Board of Directors Meeting Minutes
  - b. Review and Approve November 19, 2025, Program and Services Meeting Minutes
  - c. Review and Approve January 20, 2026, Youth Council Meeting Minutes
  - d. Review and Approve January 16, 2026, Executive Committee Meeting Minutes
    - i. Review and Approve October and November Financial Reports - PY 2025-2026
    - ii. Review and Approve Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker Program Eligibility Policy
    - iii. Review and Approve Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker Program Supportive Services Policy Revisions
    - iv. Review and Approve Workforce Innovation and Opportunity Act (WIOA) Individual Training Account Policy Revisions
    - v. Review and Approve Supplemental Nutrition Assistance Program (SNAP) Employment and Training Program Components and Case Management Policy
    - vi. Review Acceptance of Executive Meeting Minutes:
      - a. October 17, 2025
      - b. November 14, 2025
    - vii. Review President/CEO Annual Performance Evaluation

8. Review and Approve Board Member CSF Contract/COI Exemption Request for Erin Lowry-PY2025-2026
9. Review and Approve Local Targeted Occupations List (LTOL) for 3rd Quarter - PY2025-2026
10. Review and Approve Internal Control Questionnaire (ICQ) for PY 2025-2026
11. Review and Approve Extension of Provider of Direct Services for PY 2026-2029
12. Review and Approve Release of WIOA Youth Services Request for Proposal (RFP)
13. Review and Approve Executive Staff Cost of Living Increase

**Information/Discussion**

14. Primary Indicators of Performance - 1st Quarter
15. One-Stop Operator Report - 1st and 2nd Quarters
16. Workforce Readiness Taskforce Report - 4th Quarter
17. Chair’s Report
  - a. Ad Hoc Search - Board Membership Update
    - Nomination of Andrea Beam for Appointment to the Workforce Development Board of the Treasure Coast
18. President’s Report
19. Open to the Public
20. Open to the Board
21. Adjournment - Next Board of Directors Meeting - April 29, 2026

**Members Present**

Kelly Johnson	Jim Brann	Aliesha Seitz
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**Members Participating by Teleconference**

Leslie Kristof	Lorna Landherr	Christie Shields
Bob Cenk	Terrance Moore	Angela Browning
William Armstead	Mike Kauffmann	Jose Cappellan

**Members Excused**

Tracey Miller	Deb Frazier	Erin Lowry
David Freeland	Kevin Staten	Joseph Catrambone
Werner Bols	Pamela Burchell	

**Public in Attendance**

Corinne LaRoche	Glenda Hardin
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**Administrative Staff Participating In-person/Teleconference**

Brian Bauer	Tracey McMorris	Christina Coble
Lisa Deligatti	Martin Rivera	Jennifer Eimann



### **Call to Order**

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

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

Jim Brann, Chair, asked board members to identify any potential conflicts of interest related to the agenda, excluding Agenda Item 14 - Board Member Contract/COI Exemption Requests. No conflicts of interest were declared.

### **Agenda Item 5 - James Moore and Company Presentation of the Financial Statements Audit Draft - June 30, 2025, and 2024:**

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

Audit Adjustments - None

Audit Reports:

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

Financial Highlights:

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

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

- Decrease \$694,000 (11.5%) from prior year
- Net Position (page 8) - \$275,519
- Total: Increase - \$181,000 (191.8% from prior year) Unrestricted: Decrease - \$24,000 (3% from prior year)
- Unrestricted: Decrease \$3,000 (1.8%) from prior year

### **Agenda Item 6 - Review and Approve Acceptance of the Financial Statements Audit Draft - June 30, 2025, and 2024:**

Jim Brann, Chair, asked if any committee members had any questions regarding the presentation of the Financial Statements Audit Draft.

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

### **Agenda Item 7 - Consent Agenda:**

Jim Brann, Chair, presented the Consent Agenda and asked if any members needed further discussion on any items.

With no further discussion, Bob Cenk moved to approve the Consent Agenda as presented. William Armstead seconded the motion, which passed unanimously.

**Agenda Item 8 - Review and Approve Board Member CareerSource Florida Contract COI Exemption Request - PY 2025 – 2026:**

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

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

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

**Agenda Item 9 - Review and Approve Local Targeted Occupations List (LTOL) for 3rd Quarter - PY2025-2026:**

Brian Bauer, President/CEO, explained that the Statewide Demand Occupations list identifies the labor market needs of Florida's business community and encourages job training based on those needs, with emphasis on jobs that are both high demand and high skill/high wage, and is used as a baseline for establishing the Local Targeted Occupations Lists (LTOLs). The Local Workforce Development Boards (LWDBs) develop and use their LTOLs to identify occupations for which eligible adults and dislocated workers may receive training assistance under the Workforce Innovation and Opportunity Act. Mr. Bauer stated that one addition was made to the Target Occupation List (LTOL).

- Public Safety Telecommunications (SOC code 43-5031)

No other changes were made to the LTOL - there were no deletions, and all other occupations remain the same.

Leslie Kristof moved to approve the Local Targeted Occupations List (LTOL) for 3rd Quarter - PY2025-2026, as presented. Terrance Moore seconded the motion, which passed unanimously.

**Agenda Item 10 - Review and Approve the Florida Department of Commerce (FLORIDACOMMERCE) Internal Control Questionnaire (ICQ) and Assessment - PY 2025-2026:**

Brian Bauer, President/CEO, explained that FLORIDACOMMERCE has developed the Internal Control Questionnaire (ICQ) as a self-assessment tool for the agency's sub-recipients to help evaluate whether an organization has a sound internal control system. The LWDBs must submit the ICQ to FLORIDACOMMERCE each year, demonstrating their commitment to integrity and ethical values. The organization's President/CEO submits the ICQ to FLORIDACOMMERCE. Responses should reflect the entity's management team's knowledge and perspective of the controls in place as of the time the questionnaire is completed.

Christi Shields moved to approve the Florida Department of Commerce (FLORIDACOMMERCE) Internal Control Questionnaire (ICQ) and Assessment - PY 2025-2026, as presented. Angela Browning seconded the motion, which passed unanimously.



**Agenda Item 11 - Review and Approve Extension of Provider of Direct Services for PY 2026-2029:**

Tracey McMorris, Vice President of Operations/COO, explained that WIOA allows Local Workforce Development Boards (LWDBs) to be designated as direct providers of intake, assessment, eligibility determination, or other services except for training services. This designation may occur only with the agreement of the Chief Elected Official and the Governor and must be approved by CareerSource Florida for a period not to exceed three years. CSRC's designation as a Direct Service Provider expires June 30, 2026. Therefore, we are required to request another three-year extension, PY 2026-PY2029, as a direct provider of services through a structured application process.

Angela Browning moved to approve the Extension of Provider of Direct Services for PY 2026-2029, as presented. Christi Shields seconded the motion, which passed unanimously.

**Agenda Item 12 - Review and Approve Release of WIOA Youth Services Request for**

**Proposal (RFP):**

Brian Bauer, President/CEO, shared that 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. 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.

Kelly Johnson moved to approve the Release of WIOA Youth Services Request for Proposal (RFP): as presented. Aliesha Seitz seconded the motion, which passed unanimously.

**Agenda Item 13 - Review and Approve Executive Staff Cost of Living Increase:**

In accordance with the DEO Grantee/Sub-Grantee Agreement requirements, any modifications to executive staff compensation must receive documented Board approval and comply with local policies and procedures. The Board must verify that these adjustments represent reasonable and necessary investments in successful award performance and demonstrate prudent use of federal funding. The Executive Committee is asked to review and recommend cost of living increases for the Executive staff of 3%.

- Brian Bauer - COLA \$151,500
- Tracey McMorris - COLA \$111,000
- Lisa Delligatti - COLA \$111,000

Angela Brownig moved to approve the Executive Staff Cost of Living Increase, as presented. Christi Shields seconded the motion, which passed unanimously.

**Agenda Item 14 - Primary Indicators of Performance - 1st Quarter:**

Brian Bauer, President/CEO, stated that 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.



The organization is currently showing two "yellow" metrics (below the 90% negotiated threshold) for program year 24-25.

- Youth credential attainment rate: 87.79% (needs 90%)
- Dislocated worker (DW) median wage, 2nd quarter after exit: also below 90%

Mr. Bauer explained that the Dislocated Worker metrics are due to the following:

- The DW cohort is very small, so each individual who misses the wage target has an outsized impact on the metric
- This is a known, recurring challenge — a similar issue occurred in 2022-23 or 2023-24 when the cohort was just 3 people
- Previously, the team successfully increased DW enrollments, but did not also pivot to monitoring the wages of those cohorts in real time
- Reporting systems are described as outdated and "archaic," and the team has faced year-over-year funding and staffing cuts, making detailed tracking harder

Strategies Going Forward:

- Break down wage goals by population (DW vs. adult) rather than tracking only aggregate wages
- Use predictive reports to monitor cohort wages in real time while waiting for better data infrastructure
- Regional planning partners are developing dashboards that should eventually provide better real-time visibility
- Leadership acknowledged they will not hit the DW metric this year on raw numbers, though a statistical adjustment model could potentially change the outcome

Additional Context

- Florida Commerce confirmed during a recent monitoring visit that small DW cohorts missing this metric are not unique to this board
- There is inherent tension between serving high-priority DW populations and also serving high-barrier, low-income individuals whose wage outcomes may take longer to materialize

### **Agenda Item 15 - One-Stop Operator Report - 1st and 2nd Quarters:**

Glenda Harden, Workforce Coordination Consulting, LLC., provided an overview of the 3rd quarter report, noting the relocation of the one-stop center and the shift to virtual services for partners.

One-Stop Operator Report Summary: *July – December (Q1 & Q2, Program Year)*

Partner Re-engagement: As of October, all partners have returned to physical presence at the Career Centers. Two dedicated cubicles have been set up with laptops and necessary resources to support partner operations on-site.

Partner Organizations - Current partners include:

- Indian River State College (*Career & Education, Employment Opportunity, Adult Education*)
- Foreign Worker Career Development Program
- Division of Blind Services
- Vocational Rehabilitation
- AARP
- St. Lucie County Community Services

All partners, with the exception of AARP, have been actively attending quarterly meetings.



Quarterly Meetings & Collaboration: Meetings have been highly engaging. Partners have requested that Gregory McDonald, Career Center Manager, attend their staff meetings periodically so partner organizations can present new and updated services. To date, Indian River State College and the Farm Worker Program have participated in these presentations.

Customer Service Satisfaction Survey: Collecting completed satisfaction surveys remains an ongoing challenge. Multiple strategies have been attempted, and a new method is currently being piloted. Results will be reported at a future meeting.

Overall Outlook: The return to in-person collaboration has been a positive development. Partner cooperation is strong, and the team is optimistic about continued progress.

**Agenda Item 16 - Workforce Readiness Taskforce Quarterly Report:**

Christina Coble, Business Services Manager, explained that the Workforce Readiness Task Force (also known as the Education and Industry Consortium) held its quarterly meeting on December 4, 2025, with a focus on the **healthcare sector**. Consistent with the format adopted over the past three quarters, the meeting featured a targeted labor market presentation followed by an industry panel discussion.

Panel Participants:

In addition to consortium members, the following healthcare and education experts were invited to participate:

- Lorna Lander – Cleveland Clinic Indian River Hospital (*Board Member*)
- Leslie Haviland – Cleveland Clinic Martin Health
- Anne Hubbard – Indian River State College
- Maureen Harry – Kaiser
- Ashley Cummings & Victoria McMillan – The Havana at Jensen Dunes (*Assisted Living & Memory Care*)

Board member Jim also attended, along with several other Board members.

The full meeting report and minutes are available on the organization's website.

Key Takeaways: Critical Healthcare Staffing Needs:

The panel identified several high-demand occupations with significant workforce gaps in the region:

- Medical Laboratory Technicians – IRSC offers a program (supported by WIOA funding), but produces only ~15 graduates annually despite numerous open positions. Increased student recruitment is a priority.
- Respiratory Therapists – A critical shortage exists both locally and nationally.
- Radiographers – Demand outpaces the current supply of trained professionals.
- Dental Hygienists – Only 10 graduates annually from IRSC, serving a market of approximately 200 area dentists. This represents a significant gap and a strong career opportunity given the occupation's high wage potential.

Notable Update: Legacy High School Dental Program

Legacy High School currently has a dental aide program with full infrastructure in place — including six dental chairs — and is actively working to expand. With seniors enrolled next year, the program aims to grow its capacity and help feed the pipeline of dental professionals into the local community.



**Agenda Item 17 - Chair's Report:**

Jim Brann, Chair, Mr. Brann announced that Andrea Bean has submitted an application to serve on the Board of Directors. Mr. Bauer will convene a Treasure Coast Workforce Consortium meeting in March 2026 to present Ms. Bean's application for acknowledgement and official endorsement. Her term will run from July 1, 2026 through June 30, 2027.

**Agenda Item 18 - President's Report:**

Brian Bauer, President/CEO, reported the following updates to the committee:

State Legislation & Performance Metrics: Florida legislators expressed that federal performance indicators, while required, are insufficient for ensuring workforce boards are adequately serving their local communities. As a result, the letter grade system was introduced, and additional metrics may be considered in the future to strengthen accountability to Floridians.

Federal Funding Update: The federal government recently passed five of six appropriations bills, including funding for WIOA and TANF. This eliminates the need for continuing resolutions and provides stable funding through fiscal year 2026, with some programs funded through 2027. Funding levels are expected to remain relatively flat, though a 5–10% decrease nationwide is possible. The impact on Florida's specific allocation is still being assessed.

Programmatic Monitoring Results: The agency recently completed its programmatic monitoring review for program year 2024–25. The results were strong, with only eight findings across all programs and five observations and management notes. No critical or systemic errors were identified — issues were largely minor human or data entry errors. Board governance also fared well, with one area of concern related to the Education Industry Task Force membership structure currently being reviewed with state guidance.

11th Annual City of Fort Pierce Job Fair: The annual job fair was a record-breaking success, with over 900 pre-registered job seekers — the highest attendance in the event's 11-year history. Approximately 70 employers participated. Rising registration numbers reflect broader trends in increasing local unemployment figures, with St. Lucie County approaching 5% unemployment. Leadership noted that while the percentage is important, the shrinking total workforce population is equally significant to monitor. Special recognition was given to Gregory, Christina, and the business services team for outstanding event execution.

**Agenda Item 19 - Open to the Board:**

No comments

**Agenda Item 20 - Open to the Public:**

No Comments

**Agenda 21 - Adjournment:**

With no further items to discuss, Jim Brann, Chair, made a motion for adjournment. All members agreed, and the meeting was adjourned at 9:06 a.m.

**The next Board of Directors Meeting will be held on April 29, 2026**

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**STAFF CERTIFICATION**

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

4/29/2026

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Brian Bauer  
Board Secretary

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Date

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