

Executive Committee Meeting

March 13, 2026

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 (WIOA) - 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



Member Present

Jim Brann Bob Cenk

Members Participating by Teleconference:

Jim Brann Terrance Moore Christi Shields
Leslie Kristof Will Armstead

Members Excused

Werner Bols

Administrative Staff Present/Teleconference:

Brian Bauer Tracey McMorris Jennifer Eimann
Luis Bello

Call to Order:

Jim Brann, Chair, called the meeting to order at 8:03 a.m. A quorum was established.

Agenda Item 2 - Declarations of Conflicts of Interest (COI):

Jim Brann, Chair, asked if there were any Conflicts of Interest. None were declared.

Agenda Item 3 - Review and Approve Financial Statements - December and January:

Brian Bauer, President/CEO, provided a brief overview of the current financial status and recent grant developments for PY2025-2026.

CareerSource Research Coast is in line with the Individual Training Account (ITA) percentage spending requirement, currently at approximately 46%, exceeding the required 45% threshold. All grants are aligned with expenditures.

Additional RESEA funding was received in February, projected to carry the program through mid to-late April, with the expectation of receiving further funding through the end of the program year.

At the state's request, \$100,000 in Welfare Transition dollars was returned to support other boards.

Remaining funds are sufficient to carry through the end of the program year, including any extensions through August. Funding has also been set aside to run another Summer Welfare Transition Program.

With no further discussion, Christi Shields moved to approve the Financial Statements – December and January, as presented. Bob Cenk seconded the motion, which passed unanimously.



Agenda Item 4 - Review and Approve Workforce Innovation and Opportunity Act (WIOA) – Youth Program Eligibility and Service Provider Selection Policy:

Tracey McMorris, Vice President of Operations, COO, explained that the youth program is designed to serve young people who face barriers to employment. The policy establishes consistent standards for identifying eligible youth and conducting thorough, objective assessments to uncover each individual's unique needs and barriers, ensuring they receive comprehensive support.

A core component of the policy is the development of an Individual Services Strategy — a personalized plan that outlines each youth's goals and the specific objectives required to achieve them.

The policy also promotes cross-program coordination, strongly emphasizing co-enrollment not only with other WIOA programs but across the broader CareerSource Network. Additionally, it sets clear standards for selecting youth service providers, who must demonstrate:

- The capacity to deliver all 14 required program elements
- Strong community partnerships
- Compliance with federal requirements, performance expectations, and any additional board requirements

The policy was first presented to the Youth Council at their January 20th meeting, where it was approved and advanced to the Programs and Services Committee. Due to a lack of quorum at that meeting, it was brought before the Executive Committee for final approval.

With no further discussion, William Armstead moved to approve the Workforce Innovation and Opportunity Act (WIOA) - Youth Program Eligibility and Service Provider Selection Policy, as presented. Bob Cenk seconded the motion, which passed unanimously.

Agenda Item 5 - Review and Approve Workforce Innovation and Opportunity Act (WIOA) - On-the-Job Training Program Policy Revisions:

Tracey McMorris, Vice President of Operations, COO, shared the following information on the revisions made to this policy.

The State of Florida has received a waiver, effective through June 30, 2027, that increases reimbursement rates for employers participating in On-the-Job Training (OJT) programs.

Key Changes:

The waiver introduces two notable increases to reimbursement thresholds:

1. Standard to Enhanced Rate (up to 90%) – Previously, reimbursements could be raised from the standard 50% up to 75% based on participant or employer characteristics — such as participants with greater barriers to employment, smaller businesses, or minority-owned enterprises. Under this waiver, that ceiling is raised to 90%.
2. Full Reimbursement (up to 100%) – Employers whose worksite is located in, or participants who reside in, a designated Opportunity Zone are now eligible for 100% reimbursement.



Expected Impact:

These increases are intended to expand employer participation in OJT programs by making the financial incentive more attractive. The waiver runs through June 30, 2027, with the possibility of extension depending on outcomes and statewide expansion.

Additional Updates:

Minor revisions were also made to policy language and document links to improve clarity and make it easier for staff to navigate resources and follow updated procedures.

Brian Bauer added that the Opportunity Zones in Martin, Indian River and St. Lucie Counties:

Martin: Indiantown/Rio pocket (located in East Stuart near the Indian Street.

Indian River: Sebastian at the intersection west of I-95 on Route 60, near the CVS.

St Lucie County: Fort Pierce, just east of Okeechobee Rd on US-1. The group confirmed Fort Pierce has only one such zone.

Mr. Bauer expressed particular enthusiasm about Indiantown, noting significant activity there and looking forward to engaging with the local community about potential opportunities.

With no further discussion, Christie Shields moved to approve the Workforce Innovation and Opportunity Act (WIOA) - On-the-Job Training Program Policy Revisions, as presented. William Armstead seconded the motion, which passed unanimously.

Agenda Item 6 - Review and Approve Workforce Innovation and Opportunity Act (WIOA) – Business Engagement and Economic Development Support Policy:

Tracey McMorris, Vice President of Operations, COO, stated that this is a newly developed local policy, created in response to Florida's Career Source Policy 125, which formalizes how the organization services employers and economic development partners.

While many of these practices were already in place — including a business engagement procedure established two years ago, the policy creates a standardized approach across the board. A key component is conducting needs assessments with businesses to understand their challenges and priorities before presenting programs and services, rather than leading with a broad product pitch.

The policy also establishes expectations for boards to collaborate more effectively with economic development partners, ensuring businesses are served as efficiently as possible.

Youth Services & Partnership Expansion

A related discussion centered on expanding the reach of youth services by eliminating duplication among community partners. The committee identified that this provides an opportunity to divide responsibilities based on each organization's strengths.

Rebuilding the partnership with St. Lucie County School District was also highlighted as a priority. A recent meeting with district representatives and Mr. Bauer covered WIOA Youth programming and ways to strengthen collaboration, particularly around summer success initiatives that had previously lost momentum. The committee agreed that a formal follow-up meeting would be a productive next step, with an MOU framed as a natural bridge to reestablish that relationship.



With no further discussion, William Armstead moved to approve the Workforce Innovation and Opportunity Act (WOA) - Business Engagement and Economic Development Support Policy, as presented. Terrance Moore seconded the motion, which passed unanimously.

Agenda Item 7 - Review and Approve Workforce Innovation and Opportunity Act (WIOA) - Emergency Response and Disaster Recovery Policy:

Tracey McMorris, Vice President of Operations, COO, stated that CareerSource Florida has developed a new comprehensive policy replacing the previously sunset disaster recovery policy. The updated policy significantly expands coverage to include emergency response protocols and organizational preparedness expectations.

Key components of the new policy include:

- Emergency office closure procedures – Defined protocols for notifying the state and internal team members during emergencies.
- Continuity of Operations Plan (COOP) – Organizations are now required to develop and maintain a formal COOP.
- Cybersecurity and data protection – Explicit expectations have been incorporated to address data security during disruptions.
- Emergency management coordination – Guidelines for partnering with external emergency management agencies.
- Dislocated Worker Grants – This section remains largely unchanged and consistent with the prior policy.

What is new is the emphasis on emergency response readiness and the formal COOP requirement. The policy is designed to ensure organizations are prepared, accountable, and audit-defensible – particularly important given that dislocated worker grants are among the most heavily regulated and audited funding streams due to the flexibility in participant enrollment and partner engagement, which can create vulnerability to fraud.

Overall, the policy strengthens fiscal and audit compliance posture across the board.

With no further discussion, Bob Cenk moved to approve the Workforce Innovation and Opportunity Act (WOA) - Emergency Response and Disaster Recovery Policy, as presented. Terrance Moore seconded the motion, which passed unanimously.

Agenda Item 8 - Review and Approve Local Targeted Occupations List (LTOL) for 4th 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.

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



With no further discussion, Bob Cenk moved to approve the Local Targeted Occupations List (LTOL) for 4th Quarter, as presented. Leslie Kristof seconded the motion, which passed unanimously.

Agenda Item 9 - Review and Approve Application for Subsequent Local Workforce Development Area (LWDA) Designation - Program Years 2026 and 2027:

Brian Bauer, President/CEO, explained that it is time to submit our required bi-annual Local Workforce Area Designation to the state. Under WIOA, the governor must designate local workforce development areas every two years, and this submission is how we demonstrate continued eligibility to operate.

Mr. Bauer further explained that to qualify, the LWDB must show fiscal responsibility and successful performance. Our performance metrics — negotiated with the state and federal partners — are included in your packet on page 52 and reflect that we have met our Primary Indicators of Performance.

Key deadline: The submission is due to the state by March 23, 2026, which falls before our next board meeting in April. Staff is requesting the Executive Committee's approval today, so that we can meet the deadline. The item will be brought to the full board at the April 29, 2026, meeting, for the record.

Additionally, the Treasure Coast Workforce Consortium will be meeting to approve this item on Tuesday, March 17, 2026. All three county commissioners will attend.

With no further discussion, Terrance Moore moved to approve the Application for Subsequent Local Workforce Development Area (LWDA) Designation - Program Years 2026 and 2027, as presented. Bob Cenk seconded the motion, which passed unanimously.

Agenda Item 10 - Review and Approve Extension of Timeline for Workforce Innovation and Opportunity (WIOA) - Youth Program Request for Proposal (RFP) RFP # 26-001-YWS:

Brian Bauer, President/CEO, requests that the Executive Committee grant an extension for the public response period on the current RFP. The original 30-day response deadline was March 6th. The committee is being asked to approve a three-week extension through the end of March.

The purpose of the extension is to allow additional time to solicit more proposals beyond those already received. Leadership noted that the project timeline has sufficient flexibility to accommodate the extension without impacting key milestones, including executive review, board approval, and contract execution.

With no further discussion, Leslie Kristof moved to approve the Extension of Timeline for Workforce Innovation and Opportunity (WIOA) - Youth Program Request for Proposal (RFP) RFP # 26-001-YWS:, as presented. William Armstead seconded the motion, which passed unanimously.

Agenda Item 11 - Primary Indicators of Performance - 2nd Quarter - PY 2025-2026:

Brian Bauer, President/CEO, presented the Primary Indicators of Performance for the 2nd Quarter of PY 2025-2026. Mr. Bauer explained that the areas highlighted in blue reflect that performance goals exceeded (greater than 100% of negotiated). Likewise, goals highlighted in green show that performance goals were met (90-100% negotiated), and those reflected in yellow still need to be met (less than 90% of negotiated) by CSRC.



The numbers reflected in all report categories show that the LWDB 20 has either met or exceeded all performance goals except in the following Categories:

Dislocated Worker - Median Wage 2nd Qtr After Exit Youth - Credential Attainment Rate

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

Mr. Bauer pointed out that while the dislocated worker program shows underperformance in median wage metrics, we are exceeding targets in credential attainment and measurable skills gains. The Department of Commerce evaluates overall program scores rather than individual metrics, so we don't anticipate facing an improvement plan.

For youth programs, credential attainment rates are close to the target (87.79% actual vs. 90% goal). However, projections suggest we may fall short. This gap stems from serving more out-of-school youth, who face greater barriers, including disengagement and mental health challenges. Additionally, staff incorrectly recorded GED services when youth entered labs rather than when they enrolled in actual courses. These issues have been corrected.

To improve future performance, we're shifting focus toward in-school youth, who don't face GED completion challenges. Our upcoming youth services RFP will require vendors to fully utilize Florida's waiver, allowing 50% in-school youth enrollment. Since youth programs exceed targets in other performance metrics, these strengths will offset the credential attainment shortfall in the overall program score.

Agenda Item 12 - Local Workforce Development Board Membership Composition and Certification:

Brian Bauer, President/CEO, explained that an additional bi-annual requirement due to the state on March 23, 2026, is our board membership and certification.

The LWDB is maintaining compliance with required board membership standards. While open seats may prompt further discussion, our submission will reflect what was reviewed during our audit, which we passed. We will be certifying the same information from that audit for the state.

Agenda Item 13 - Letter Grade - Performance Update 1st Quarter - PY 2024-2025:

Brian Bauer, President/CEO, stated that 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.



Mr. Bauer stated that the organization received its first quarter letter grades for FY25-26. This quarter marked the first time two previously extra-credit metrics — tied to TANF and SNAP — were reclassified as required metrics.

As a result, the overall grade dropped from an A to a B, coming in at 86.3, just 0.7 points short of a B+ (87.0). Leadership noted awareness of the issue and indicated they are actively monitoring it.

This downward trend was not isolated — other organizations also saw their grades decline due to the same reclassification. The added requirement of the TANF and SNAP metrics appears to have had a broad impact across the board.

Agenda Item 14 - CareerSource Research Coast (CSRC) Updates:

Brian Bauer, President/CEO, presented the following update regarding board membership:

Discussion:

The committee addressed the current state of board vacancies, noting that four seats are presently unfilled. The following vacancies were identified:

1. Private Sector (Haas) – One private sector seat is opening as the current member is scheduled to conclude his board term at the end of the current program year.
2. Indian River County EDC – This seat remains in a holding pattern pending the hiring of a successor following the unexpected passing of Mark Litton. No action can be taken until the county EDC fills the position.
3. Private Business (David Bean/Walmart Distribution) – This seat was vacated following the departure of David Bean, who represented Walmart Distribution. A prospective replacement has been identified; however, consistent communication with the individual has proven difficult. It was suggested that a meeting be arranged with Will and other stakeholders to pursue additional private business candidates if this outreach does not progress.
4. Additional Vacancy – A fourth vacancy was referenced, with the existing candidate pipeline noted as exhausted.

Action Items:

- Intensify recruitment efforts over the next 30 to 45 days to fill vacancies.
- Bring membership nominations before the consortium in June in advance of the new program year.
- Explore potential candidates from the Business Development Board (BDB) and other regional economic development entities currently represented on the board.
- Coordinate a meeting with William Armstead and relevant stakeholders to identify and pursue new private sector candidates.

Agenda Item 15 - Adjournment:

With no further items to discuss, a motion was made by Jim Brann to adjourn the meeting, seconded by Christi Shields. The motion passed unanimously, and the meeting was adjourned at 9:00 a.m.



BOARD SECRETARY CERTIFICATION

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

4/29/2026

Brian Bauer
Board Secretary

Date