

Programs and Services Meeting Minutes

February 25, 2027

Opening Remarks

1. Welcome & Attendance

Voting Items

2. Review/Approve Workforce Innovation and Opportunity Act (WIOA) - Youth Program Eligibility and Service Provider Selection Policy (Approved by YC 1/20/26)
3. Review/Approve Workforce Innovation and Opportunity Act (WIOA) - On-the-Job Training Program Policy Revisions
4. Review/Approve Workforce Innovation and Opportunity Act (WIOA) – Business Engagement and Economic Development Support Policy (New Policy)
5. Review/Approve Workforce Innovation and Opportunity Act (WIOA) - Emergency Response and Disaster Recovery Policy (New Policy)
6. Review/Approve PY2025-26 4th Quarter Local Targeted Occupations List (LTOL)

Information/Discussion

7. Review 2026 FloridaCommerce Quality Assurance Monitoring Preliminary Exit Summary
8. CareerSource Research Coast (CSRC) Programs Update
 - a. Hope Florida
 - Participant Enrollments
 - Hope Florida Employers
 - b. CareerSource Research Coast (CSRC) Business Services Update
 - Participant Enrollments
 - City of Fort Pierce Job Fair Update
 - Treasure Coast-Palm Beach Regional Planning Area Job Fair
 - c. Wagner-Peyser/Migrant & Seasonal Farmworkers/RESEA
 - Staffing Update
 - d. Welfare Transition (WT) Program, Supplemental Nutrition Assistance Program (SNAP)
 - Staffing
 - Collaboration with WIOA Youth Team
 - Increased SNAP Participant Volume
 - e. Workforce Innovation and Opportunity Act (WIOA) Program - Adult/Dislocated Worker/Youth
 - Training Grants
 - WIOA Youth Internal Performance
 - WIOA Youth Participants
9. Adjournment - Next P & S Meeting - May 27, 2026

Members Present

Bob Cenk

Members Participating by Teleconference

Jim Brann

Kelly Johnson

Members Excused

Jose Capellan

Angela Browning

Deb Frazier

Members Unexcused

None

Staff Present

Tracey McMorris

Shelly Batton

Kate Sayger

Jodi Thomas

Stacey Schaefer

Martin Rivera

Jennifer Eimann

Call to Order

Bob Cenk, Chair, called the meeting to order at 8:05 a.m. A quorum was not established. Mr. Cenk agreed to move voting items 1-6 to the next Executive Committee meeting, which will be held on March 13, 2025, for review and approval. All committee members agreed.

Agenda Item 7 - Review 2026 FloridaCommerce Quality Assurance Monitoring Preliminary Exit Summary:

Tracey McMorris, Vice President of Operations/COO, reviewed a preliminary quality assurance monitoring exit report covering activity from February 1 through December 31, with monitoring conducted January 26–30. The preliminary report identified fewer than ten findings overall, no program with more than two findings, and largely clerical issues in sampled records. Ms. McMorris noted the report was not final, and supporting attachments were not yet available for review.

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

a. In Christina Coble's absence, Tracey McMorris presented the following CSRC Program Update.

- **HOPE FLORIDA PROGRAM:**

Christina Coble has assumed full oversight of the Hope Florida program, covering both participant navigation and employer engagement.

Key metrics to date:

- 508 Hope Florida participants enrolled
- 153 participants have gained employment
- Approximately one-third of participants are being assessed for training opportunities (Occupational Skills or OJT)

We have implemented a strong case-conferencing process: as participants become job-ready, they are prioritized for one-on-one meetings with the Business Services team, which then proactively creates employer opportunities. This best practice has been shared with the state, and other boards have begun adapting it.

On the employer side:

- 31 Hope Florida employers committed — well above the state average
- 5 Hope Florida-specific job orders created

b. In Christina Coble's absence, Tracey McMorris presented the following Business Services Update:

- **ON-THE-JOB TRAINING (OJT):**
To date, we have committed \$156,000 in OJT contracts to employers. Actual spending through December stands at \$86,245.29. We are approximately 50% through the program year and remain on track with our spending goals.
- **CITY OF FORT PIERCE JOB FAIR:**
This year's job fair was our strongest yet, with record-breaking attendance:
 - 964 job seekers served
 - 72 employers in attendance
 - 17 community partners participating

Ms. McMorris shared that employer feedback was very positive, with strong candidate quality noted throughout the event. Our team is currently conducting employer follow-up to track placement outcomes and determine how many engagements resulted in hires. Staff will report back to the committee with those findings.

- **Regional Job Fair Coming in May::**
Ms. McMorris explained that CareerSource Research Coast (CSRC) is collaborating with CareerSource Palm Beach (CSPB) on a regional job fair planned for May, to be held at the IRSC Chastain Campus. The event will target employers with a presence in both counties and job seekers from across both service areas. We are aiming for 30–35 employer participants. This initiative reflects our commitment as regional planning partners and is intended to become an annual event.

c. Wagner-Peyser/Migrant & Seasonal Farmworkers/RESEA:

- Wagner-Peyser updates focused on improving intake to ensure one-on-one customer service in the resource room. Wagner-Peyser will implement an Employee Florida Rapid Registration QR tool after the end-of-March training to streamline customer registration.
- The MSFW position remains in recruitment with interviews planned.
- RESEA is now fully staffed following an internal transition.

d. Welfare Transition (WT) Program, Supplemental Nutrition Assistance Program (SNAP) - Jodi Thomas, Wagner-Peyser Program Coordinator, provided the following update.

- Ms. Thomas shared that the WTP/SNAP programs have strengthened their collaboration with the WIOA youth program, as both the Welfare Transition and SNAP programs depend heavily on community service work experience sites. Through this partnership, additional work sites are being sourced to improve participation outcomes for our clients.

Ms. Thomas stated that there has been a significant increase in SNAP volume. As noted in our last meeting, recent policy changes under the new bill removed homelessness and veteran status as exemptions, which has directly contributed to this uptick. In response, we have adapted by expanding orientation attendance to accommodate the growing caseload.

e. Workforce Innovation and Opportunity Act (WIOA) Program - Adult/Dislocated Worker/ Youth - Kate Sayger, Program Coordinator, shared the following update:

- Staffing Updates - The WIOA Adult/DW team has faced staffing challenges since October, operating with only two career planners after Diego Parada and Monica Rivera, both of whom transitioned to new roles. Two new hires have since brought the team back to full capacity.

Diane von Kauser joined CSRC in early January. She brings prior WIOA supervisory experience from another state and has exceeded expectations during training. She is expected to begin working directly with clients the following week.

Kiana Kelly started on Monday and is currently in training.

- Program Enrollment & Trends (Since July 1st) - 50 newly enrolled clients in the Adult/DW program, with 20 enrolled in ITA or in-school training with top training areas in CDL Class A licensing, registered nursing, paramedic, and practical nursing — consistent with last year's trends. One new enrollment in cybersecurity was noted as a positive emerging trend.
- WIOA Youth Program - 41 participants enrolled as of the end of January, putting the program on track with its performance metrics.

The youth team has been proactively pursuing mental health training and credentials to better support participants experiencing mental health challenges, which has been an increasing trend.

- On-the-Job Training (OJT) - Approximately 30 clients enrolled in OJT since the start of the program year.

Agenda Item 9 - Adjournment:

With no further items to discuss, Bob Cenk moved to adjourn the meeting, seconded by Jim Brann. All members agreed, and the meeting was adjourned at 8:34 a.m.

BOARD STAFF CERTIFICATION

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

Tracey McMorris
Board Staff

5/20/2026

Date