



Board of Directors

MEETING AGENDA

Meeting Details

Date: Wednesday, June 29, 2026

Time: 8:00 am

Location: In-Person:

4100 Okeechobee Road, Unit 90A
Fort Pierce, FL. 34947

MSTeams Virtual Meeting Access:

Access Code: 259 721 154#

Phone: 772-800-5467

URL: Virtual:

<https://teams.microsoft.com/meet/273061824301610?p=2B4VrnDKKcUkyMwLFX>

Opening Remarks

1. Welcome & Call to Order
2. Pledge of Allegiance
3. Roll Call and Attendance (Page 3)
 - a. Board Members
 - b. Staff
4. Conflict of Interest Declaration (Pages 4-6)

Voting Items

5. Review and Approve Nomination for Slate of Officers - PY2026-2027
 - a. Installation of Officers - Michelle Miller, Clerk of Court, St. Lucie County (Page 7-8)
6. Review and Approve April Financial Report - PY2025-2026 (Pages 9-14)
7. Review and Approve Draft Budget - PY 2026-2027 (Pages 15-17)
8. Review and Approve Prior Approval Transfer Funding Request - PY 2026-2027 (Pages 18-20)
9. Review and Approve Consent Agenda (Page 21)
 - a. Review and Approve April 29, 2026, Board of Directors Meeting Minutes (Pages 22-31)
 - b. Review and Approve May 15, 2026, Executive Committee Meeting Minutes (Pages 32-36)
 - i. Review and Approve Renewable Vendor Contracts - PY 2026-2027 Pages 37-43)
 - Risk Assessment Summary - Manpower
 - Risk Assessment Summary NDWG - Manpower
 - Risk Assessment Summary - James Moore, CPA
 - Engagement Letter - Lippes Mathias, LLP

- c. Review and Approve May 27, 2026, Program and Services Meeting Minutes (Pages 44-52)
- d. Review and Approve June 12, 2026, Executive Meeting Minutes (Pages 53-58)
 - i. Review and Approve Welfare Transition Program (WT) - Incentive Payments Policy (Pages 59-62)
 - ii. Review and Approve Workforce Innovation and Opportunity Act (WIOA) Youth - Supportive Services Policy (Pages 63-67)
 - iii. Review and Approve Workforce Innovation and Opportunity Act (WIOA) - Individual Training Account Policy (Pages 68-74)
- 10. Review and Approve Contract Award for RFQ #26-001-MTR for Independent Monitoring (Pages 75-77)
- 11. Review and Approve Letter of Intent for WIOA Youth Service Subrecipient Contact PY2026-2027 (Pages 78-79)
- 12. Review and Approve Risk Evaluation Subrecipient Services - Workforce Coordination Consulting Contract Renewal - PY 2026-2027 (Pages 80-82)
- 13. Review And Approve Individual Training Account (ITA) Waiver Request - PY2026-2027 (Pages 83-89)
- 14. Review and Approve CareerSource Research Coast Administrative Plan Revisions (Page 90)
- 15. Review and Approve Declaration of Authority - Daniel Moore, Designee for Michael Maine, Superintendent, Martin County School District (Pages 91-92)

Information/Discussion

- 16. Primary Indicators of Performance - 3rd Quarter PY 2025-2026 (Pages 93-94)
- 17. Workforce Readiness Taskforce Report - 2nd Quarter 2026 (Page 95)
- 18. Chair's Report (Page 96)
 - a. Official Notification to File Form 1 - Calendar Year 2025
 - b. Board of Directors Annual Orientation - PY2026-2027
 - c. Ad Hoc Search Committee Board Membership Update
- 19. President's Report (Page 97)
 - a. Board of Directors Membership Recertification - PY2026-2027 (Pages 98-100)
 - b. Appointment of Directors Nominated to the Workforce Development Board of the Treasure Coast (Page 101)
 - c. Letter to Congress - Funding for Workforce Innovation and Opportunity Act (WIOA) Programs (Page 102)
- 20. Open to the Public (Page 103)
- 21. Open to the Board (Page 104)
- 22. Adjournment - Next Board of Directors Meeting - September 30, 2026



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

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

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

AGENDA ITEM SUMMARY

Title	Declarations of Conflict of Interest
Strategic	N/A
Plans/Goals	Public Law 105-220
Policy/Plan/Law	Information Only
Background/Action Requested	In the event that a conflict of interest arises due to business or employment interests of associates or close family members, a Regional Workforce Development Board member would be required to reveal that conflict, to refrain from voting on the issue and to file a memorandum of voting conflict Commission Form 8B
Staff Recommendations	Conflict of Interest Statement Form
Supporting Material	8B Memorandum of Voting Conflict
Board Staff	Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
 - The form must be read publicly at the next meeting after the form is filed.
- IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:
- You must disclose orally the nature of your conflict in the measure before participating.
 - You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, _____, hereby disclose that on _____, 20: ____

A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows

Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

AGENDA ITEM SUMMARY

Title	Slate of Officers for PY 2026-2027
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/Board By-Laws
Action Requested	Review and Approve Nomination for Slate of Officers
Background	<p>The Board's By-Laws state that the Chairperson, Vice Chairperson, and Treasurer shall be appointed annually by the Board and shall serve a one (1) year term commencing July 1. The Chairperson's and the Vice Chairperson's terms shall be limited to two (2) consecutive one (1) year terms, and the Treasurer shall be limited to four (4) consecutive one (1) year terms. There are no limitations on the number of terms not in sequence or in different offices.</p> <p>Slate of Officers:</p> <ul style="list-style-type: none">• William Armstead - Chair• Kelly Johnson - Vice Chair• Christi Shields - Treasurer
Staff Recommendations	<p>Approve Nomination for Slate of Officers for PY 2026-2027.</p> <p>5a. Following vote of approval, Michelle Miller, Clerk of Court, will swear in the new officers for PY2026-2027</p>
Supporting Material	By-Laws of the Workforce Board of the Treasure Coast, LWDB20
Board Staff	<p>Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418</p>

INSTALLATION OF OFFICERS WORKFORCE DEVELOPMENT BOARD OF THE TREASURE COAST JUNE 24, 2026

It is my honor to install the officers of the Workforce Development Board of the Treasure Coast for the 2026 - 2027 Program Year.

To be elected as an officer is indeed an honor, a privilege, a duty, and a great responsibility. Most of the progress and success of an organization are determined by the interest, activity, and unselfish devotion of its leaders.

Chair of the Board – William Armstead, you have been elected as Chair of the Board. You must carry out the duties and responsibilities of the Board's Chair, the highest office within the organization. You are bound by the bylaws, as well as the policies and procedures of the Board. In your hands lies the destiny of this Board for the coming year. As Board Chair, you will be faced with challenges and rewards. Continue to lead with inspiration, motivation, and confidence. Faith is the foundation of life and these Board members have demonstrated their faith in you by electing you to this high office of leadership. Do you pledge to honor your commitment to the Board of Directors? (pause for the answer). It is a pleasure to present you with this gavel as a symbol of your authority. We have confidence that you will use it with justice, sound judgment, and dignity. Please join me in welcoming William Armstead as your Chair of the Board for Program Year 2026-2027.

Vice Chair – Kelly Johnson, you have been elected as Vice Chair. As such, you will acquaint yourself with the duties and responsibilities of the Board Chair and be prepared to preside over this organization in the event of the Chair's absence. You, as well, are bound by the Board's bylaws, policies, and procedures. Do you pledge to honor your commitment to the Board of Directors? (pause for the answer). Please join me in welcoming Kelly Johnson as your Vice Chair of the Board for Program Year 2026-2027.

Treasurer – Christi Shields, you have been elected as Treasurer. As such, you will acquaint yourself with the duties and responsibilities of the Treasurer. You, as well, are bound by the Board's bylaws, policies, and procedures. Do you pledge to honor your commitment to the Board of Directors? (pause for the answer). Please join me in welcoming Christi Shields as your Treasurer of the Board for Program Year 2026-2027.

By the authority vested in me by this Board, I, Michelle Miller, now announce the officers of the Workforce Development Board of the Treasure Coast duly installed for the 2026-2027 Program Year.

Directors of the Board, please join me in applauding them for their dedication and leadership!

Agenda Item 6

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 April Financial Reports - PY 2025-2026
Background	The Board approved the budget for PY 2025-2026. The Board of Directors regularly reviews budgets, all amendments to the budget, and monthly expenditures.
Staff Recommendations	Review and Approve April 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

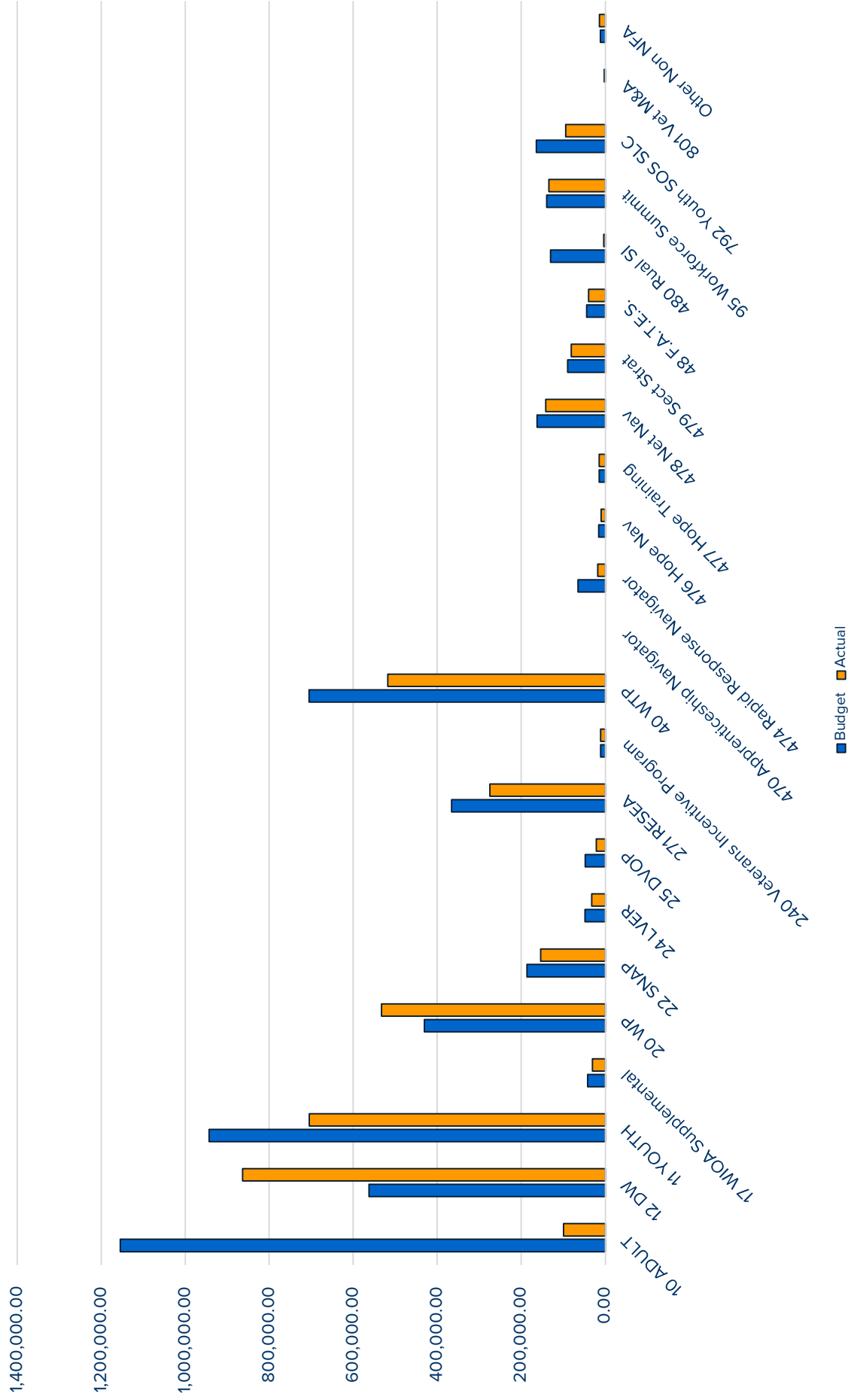
LWDB 20
Summary of Funding and Expenditures
As of April 30, 2026

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	\$ 943,690	\$ 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	\$ 609,625	\$ 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	\$ 609,625	\$ 130,000	\$ 65,000	\$ 15,831	\$ 14,620
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		\$ 180,000	\$ -	\$ 333,721	\$ -	\$ 223,990	\$ 115,256	\$ 26,571	\$ 17,075	\$ 155,300	\$ -	\$ 406,623	\$ -	\$ 19,100	\$ -	\$ -
PY 25-26 Supplemental		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds/Incentives		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward to PY 26-27		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward from PY 24-25		\$ -	\$ 863,556	\$ 322,276	\$ 28,608	\$ 300,430	\$ 37,812	\$ 6,577	\$ 4,248	\$ 106,698	\$ -	\$ 125,198	\$ -	\$ -	\$ 9,686	\$ 14,620
Total DEO Grant Funding		\$ -	\$ 863,556	\$ 655,997	\$ 28,608	\$ 524,420	\$ 153,068	\$ 33,148	\$ 21,324	\$ 261,998	\$ -	\$ 531,821	\$ -	\$ 19,100	\$ 9,686	\$ 14,620
OTHER NON DEO REVENUES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,095	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 180,000	\$ 863,556	\$ 655,997	\$ 655,997	\$ 28,608	\$ 524,420	\$ 153,068	\$ 33,148	\$ 21,324	\$ 261,998	\$ 11,095	\$ 531,821	\$ -	\$ 19,100	\$ 9,686	\$ 14,620
% of Total Budgeted Funding Received	15.42%	153.32%	69.44%	69.44%	68.03%	121.67%	81.51%	68.71%	44.40%	71.17%	100.00%	87.24%	0.00%	29.39%	61.18%	0.00%
EXPENDITURES																
Administrative	\$ 0	\$ 34,164	\$ 106,429	\$ 14,804	\$ (19,523)	\$ 89,096	\$ 17,411	\$ 3,482	\$ 2,174	\$ 36,464	\$ 528	\$ 69,137	\$ -	\$ 1,927	\$ 1,053	\$ 1,847
Salaries and Benefits	\$ 301,354	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General and Administrative	\$ 127,808	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Allocated Indirect Costs	\$ (429,161)	\$ 163,196	\$ 7,396	\$ 14,804	\$ (19,523)	\$ 33,576	\$ 20,856	\$ 3,482	\$ 2,501	\$ 36,464	\$ 1,764	\$ 69,137	\$ 120	\$ 2,447	\$ 2,602	\$ 5,309
Reclassification	\$ -	\$ (129,032)	\$ 99,032	\$ -	\$ -	\$ 55,520	\$ (3,445)	\$ -	\$ (327)	\$ -	\$ (1,236)	\$ -	\$ (120)	\$ (520)	\$ (1,548)	\$ (3,462)
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Program Training	\$ 0	\$ 65,303	\$ 757,127	\$ 689,492	\$ 49,734	\$ 443,536	\$ 135,993	\$ 28,809	\$ 19,087	\$ 238,115	\$ 10,567	\$ 448,752	\$ -	\$ 15,887	\$ 8,633	\$ 12,773
WIOA Youth Contracts	\$ -	\$ -	\$ -	\$ 588,140	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salaries and Benefits	\$ 214,141	\$ 483,257	\$ 20,269	\$ 17,416	\$ -	\$ 39,969	\$ 79,363	\$ 7,038	\$ 4,093	\$ 172,523	\$ -	\$ 257,294	\$ 435	\$ 12,462	\$ 12,892	\$ 19,094
Contract Labor	\$ -	\$ 30,724	\$ 183	\$ -	\$ -	\$ -	\$ 14,966	\$ -	\$ -	\$ -	\$ -	\$ 35,931	\$ -	\$ -	\$ -	\$ -
Internship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Incentives/Stipends	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Support Services Non-ITA	\$ -	\$ 475	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,600	\$ -	\$ -	\$ -	\$ -
Support Services ITA	\$ -	\$ 20,699	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,665	\$ -	\$ -	\$ -	\$ 100
Training-ITA/OST/TAA	\$ -	\$ 115,948	\$ 12,233	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 326	\$ -	\$ -	\$ -	\$ 1,419
Training-OJT	\$ -	\$ 161,978	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30	\$ -	\$ -	\$ -	\$ 5,359
Training-Cust./Employed Worker	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WEX/ Internships/ Participant Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ 1,643	\$ 3,244	\$ 426	\$ 588	\$ -	\$ 279	\$ 498	\$ 3,197	\$ 2,023	\$ 1,226	\$ -	\$ 1,863	\$ -	\$ -	\$ 86	\$ 109
One Stop Shared Costs	\$ 10,752	\$ 80,441	\$ 3,228	\$ 2,840	\$ -	\$ 41,356	\$ 15,245	\$ 15,028	\$ 12,691	\$ 30,977	\$ -	\$ 47,643	\$ 532	\$ 1,881	\$ 2,394	\$ 5,017
Other Operating Expenses	\$ 24,456	\$ 43,872	\$ 3,509	\$ 71,850	\$ -	\$ 125,375	\$ 13,723	\$ 1,510	\$ 1,359	\$ 12,063	\$ 9,698	\$ 59,966	\$ 29	\$ 79	\$ 122	\$ 275
Allocated Program Indirect	\$ (250,992)	\$ 95,444	\$ 4,326	\$ 8,658	\$ -	\$ 19,637	\$ 12,198	\$ 2,037	\$ 1,463	\$ 21,326	\$ 1,032	\$ 40,434	\$ 70	\$ 1,431	\$ 1,522	\$ 3,097
Reclassification	\$ -	\$ (970,780)	\$ 710,544	\$ -	\$ 49,734	\$ 216,920	\$ -	\$ -	\$ (2,542)	\$ -	\$ (162)	\$ -	\$ (1,066)	\$ -	\$ (8,384)	\$ (21,697)
Total Expenditures	\$ 0	\$ 99,467	\$ 863,556	\$ 704,296	\$ 30,211	\$ 522,632	\$ 153,403	\$ 32,291	\$ 21,261	\$ 274,579	\$ 11,095	\$ 517,889	\$ -	\$ 17,814	\$ 9,686	\$ 14,620
Funding Over/(under) expenditures	\$ 0	\$ 80,533	\$ -	\$ (48,299)	\$ (1,604)	\$ (8,212)	\$ (335)	\$ 857	\$ 62	\$ (12,580)	\$ -	\$ 13,932	\$ -	\$ 1,287	\$ -	\$ -
YTD % of Budgeted Funds Expended		8.52%	153.32%	74.56%	71.84%	123.58%	81.68%	66.93%	44.27%	74.59%	100.00%	84.95%	0.00%	27.41%	61.18%	0.00%

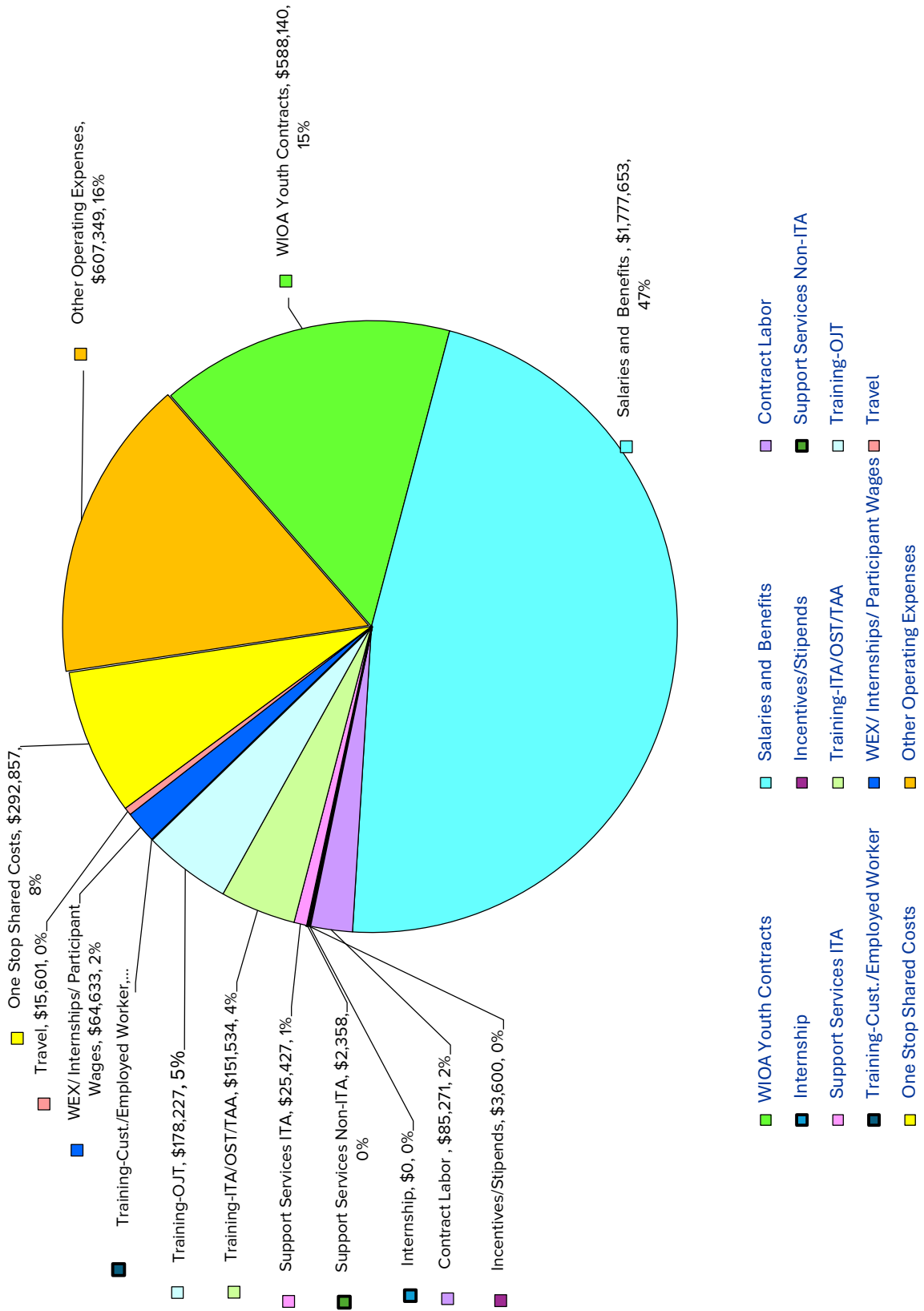
Summary of Funding and Expenditures
As of April 30, 2026

PY 25-26 TOTAL AVAILABLE FUNDING	478 Network Navigators	479 Sectors of Strategic Focus	48 F.A.T.E.S.	480 Rural 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	PY 25-26 Actual
PY 25-26 Allocations	\$ 163,571	\$ 90,000	\$ -	\$ 130,000	\$ -	\$ 3,091	\$ 140,000	\$ -	\$ 6,210,905	\$ 6,210,905	\$ -	100.00%
PY 25-26 Supplemental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 121,430	\$ 121,430	\$ -	100.00%
Unrestricted Funds Earned this year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Additional Funds/Incentives	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Retained by DEO for Merit Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (677,605)	\$ (677,605)	\$ -	0.00%
Carryforward to PY 26-27	\$ -	\$ -	\$ (5,733)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,522,187)	\$ (2,522,187)	\$ -	0.00%
Carryforward from PY 24-25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,034,681	\$ 2,034,681	\$ -	100.00%
Total DEO Grant Funding	\$ 163,571	\$ 90,000	\$ (5,733)	\$ 130,000	\$ -	\$ 3,091	\$ 140,000	\$ -	\$ 5,167,224	\$ 5,167,224	\$ -	100.00%
OTHER NON DEO REVENUES	\$ -	\$ -	\$ 50,461	\$ -	\$ 165,000	\$ -	\$ -	\$ 11,547	\$ 227,008	\$ 227,008	\$ -	100.00%
TOTAL	\$ 163,571	\$ 90,000	\$ 44,728	\$ 130,000	\$ 165,000	\$ 3,091	\$ 140,000	\$ 11,547	\$ 5,394,231	\$ 5,394,231	\$ -	100.00%
FUNDING DRAWN DOWN YTD	\$ 158,700	\$ 90,000	\$ -	\$ 5,400	\$ -	\$ 2,529	\$ 131,725	\$ -	\$ 1,865,991	\$ 6,210,905	\$ 4,344,915	30.044%
PY 25-26 Allocations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
PY 25-26 Supplemental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Additional Funds/Incentives	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Retained by DEO for Merit Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Carryforward to PY 26-27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Carryforward from PY 24-25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total DEO Grant Funding	\$ 158,700	\$ 90,000	\$ -	\$ 5,400	\$ -	\$ 2,529	\$ 131,725	\$ -	\$ 1,819,710	\$ 2,034,681	\$ 214,971	89.435%
OTHER NON DEO REVENUES	\$ -	\$ -	\$ 50,461	\$ -	\$ 80,651	\$ -	\$ -	\$ 7,590	\$ 3,685,701	\$ 5,167,224	\$ 1,481,523	71.328%
TOTAL	\$ 158,700	\$ 90,000	\$ 50,461	\$ 5,400	\$ 80,651	\$ 2,529	\$ 131,725	\$ 7,590	\$ 3,835,499	\$ 5,394,231	\$ 1,558,733	71.104%
% of Total Budgeted Funding Received	97.02%	100.00%	112.82%	0.00%	48.88%	0.00%	94.09%	65.73%	71.10%	71.10%	15.58%	71.104%
EXPENDITURES	\$ 16,313	\$ 8,181	\$ 10,198	\$ 374	\$ 13,221	\$ -	\$ 18,955	\$ 2,926	\$ 429,161	\$ 548,372	\$ 158,257	78.26%
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 301,354	\$ 402,460	\$ 101,106	74.88%
General and Administrative	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 127,808	\$ 145,912	\$ 18,104	87.59%
Allocated Indirect Costs	\$ 18,409	\$ 7,989	\$ 4,806	\$ 541	\$ 13,221	\$ -	\$ 18,955	\$ -	\$ (9,523)	\$ (9,523)	\$ -	0.00%
Reclassification	\$ (2,096)	\$ 192	\$ 5,392	\$ (167)	\$ -	\$ -	\$ -	\$ 1,339	\$ 19,523	\$ -	\$ 19,523	100.00%
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Program Training	\$ 125,185	\$ 72,496	\$ 29,429	\$ 3,347	\$ 80,588	\$ 2,529	\$ 115,295	\$ 10,810	\$ 3,363,488	\$ 4,784,310	\$ 1,420,822	70.3%
WIOA Youth Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 588,140	\$ 750,000	\$ 161,860	78.4%
Salaries and Benefits	\$ 93,497	\$ 30,052	\$ 2,392	\$ 2,911	\$ 3,781	\$ -	\$ -	\$ 3,421	\$ 1,476,299	\$ 2,261,011	\$ 784,712	65.3%
Contract Labor	\$ -	\$ -	\$ -	\$ -	\$ 3,467	\$ -	\$ -	\$ -	\$ 85,271	\$ 9,347	\$ (75,924)	912.3%
Internship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Incentives/Stipends	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,600	\$ 14,198	\$ 10,598	25.4%
Support Services Non-ITA	\$ -	\$ -	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ 168	\$ 2,358	\$ 10,000	\$ 7,642	23.6%
Support Services ITA	\$ -	\$ -	\$ 1,891	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,427	\$ 54,895	\$ 29,468	46.3%
Training-ITA/OST/TAA	\$ -	\$ -	\$ 21,903	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 151,534	\$ 331,330	\$ 179,797	45.7%
Training-OJT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 178,227	\$ 320,746	\$ 142,519	55.6%
Training-Cust./Employed Worker	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
WEX/ Internships/ Participant Wages	\$ -	\$ -	\$ -	\$ -	\$ 64,633	\$ -	\$ -	\$ -	\$ 64,633	\$ 104,448	\$ 39,815	61.9%
Travel	\$ 246	\$ 124	\$ 6	\$ 2	\$ -	\$ -	\$ -	\$ 8	\$ 15,601	\$ 16,190	\$ 589	96.4%
One Stop Shared Costs	\$ 14,280	\$ 4,769	\$ 360	\$ 150	\$ 189	\$ 2,529	\$ -	\$ 553	\$ 292,857	\$ 402,021	\$ 109,165	72.8%
Other Operating Expenses	\$ 619	\$ 513	\$ 17	\$ 786	\$ 1	\$ -	\$ 104,209	\$ 5,509	\$ 479,541	\$ 510,123	\$ 30,582	94.0%
Allocated Program Indirect	\$ 10,766	\$ 4,672	\$ 2,811	\$ 317	\$ 7,732	\$ -	\$ 11,086	\$ 936	\$ (0)	\$ 0	\$ -	0.00%
Reclassification	\$ 5,776	\$ 21,477	\$ -	\$ (33)	\$ -	\$ -	\$ -	\$ 214	\$ 0	\$ -	\$ -	0.00%
Total Expenditures	\$ 141,498	\$ 80,678	\$ 39,628	\$ 3,722	\$ 93,809	\$ 2,529	\$ 134,250	\$ 13,735	\$ 3,792,649	\$ 5,332,678	\$ 1,579,075	71.1%
Funding Over/(under) expenditures	\$ 17,202	\$ 9,322	\$ 10,834	\$ 1,678	\$ (13,158)	\$ -	\$ (2,525)	\$ (6,145)	\$ 42,850	\$ -	\$ 42,850	100.00%
% of Budgeted Funds Expended	86.51%	89.64%	88.60%	2.86%	56.85%	81.82%	95.89%	118.95%	70.31%	70.31%	15.58%	70.31%

Budget to Actual by Program



PY 25-26 Expenditures by Category



Workforce Development Board of the Treasure Coast, Inc.
Statement of Financial Position
As of 4/30/2026

Assets

Current assets

Cash - Accounts Payable	4,753.50
Cash - Payroll	31,405.19
Cash - Business Checking W/Int.	382,455.49
Accounts Receivable Customers	111.03
Accounts Receivable - Other	2,446.67
Prepaid Expenses	39,473.62
Deposits	837.00
Due TO/ Due FROM	2,396.90

Total Current assets 463,879.40

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 547,859.88

Liabilities & Net Assets

Current Liabilities

Accounts Payable	23,215.11
Payroll Accounts Payable	424.70
Accrued Expenses	69,427.95
Federal Withholding Tax	(0.01)
FICA Payable	0.60
SUTA Payable	34.44
Principal Insurance	286.94
Health Insurance Payable	1,990.35
AFLAC Payable	1,029.49
Legal Shield	97.22
Workers Comp Payable	5,944.22
Accrued Leave	80,222.32
Sick Leave Liability	44,265.49
Refundable Advances	1,935.77
Deferred Revenue	617.50

Total Current Liabilities 229,492.09

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	(714,214.41)
Total Net Assets	318,367.79

Total Liabilities & Net Assets 547,859.88

AGENDA ITEM SUMMARY

Title	Review and Approve 2026-2027 Draft Budget
Strategic Goal	Optimal Use of Resources
Policy/Plan/Law	Workforce Innovation & Opportunity Act: Role of Local Workforce Boards
Action Required	Review and Approve Preliminary Budget for PY 2026-2027
Background	<p>Each year, the Board approves a budget for the following program year. Board Staff has received preliminary allocations for the WIOA, Wagner Peyser, and Welfare Transition programs for PY 2026-2027. The Finance department meets with Executive Management staff, and drafts a projected budget to present to the Board of Directors based on this preliminary information.</p> <p>Attached is a copy of the draft budget for the Board of Directors review and approval.</p>
Staff Recommendation	Approve the preliminary draft budget for PY 2026-2027
Supporting Materials	Draft Budget PY 2026-2027
Board Staff	Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418

**LWDB 20
PY 26-27 DRAFT Budget**

Budget for PY 26-27		TOTAL LWDB20 FUNDING	INDIRECT	10 ADULT	12 DW	11 YOUTH	20 WP	22 SNAP	24 LVER	25 DVOP	271 RESEA
Funding:											
PY 26-27 Allocations	\$ 6,008,003			\$ 1,167,001	\$ 667,134	\$ 949,630	\$ 804,045	\$ 231,203	\$ 214,646	\$ 202,538	\$ 403,969
PY 26-27 Supplemental	\$ 121,430			\$ -	\$ 121,430	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrestricted Funds Earned this year	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds/Incentives	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries	\$ (678,112)			\$ -	\$ -	\$ -	\$ (345,868)	\$ -	\$ (166,185)	\$ (166,059)	\$ -
Carryforward to PY 27-28	\$ (2,755,079)			\$ (650,000)	\$ (751,990)	\$ (470,773)	\$ (331,098)	\$ (32,512)	\$ -	\$ -	\$ -
Carryforward from PY 25-26	\$ 2,321,990			\$ 765,600	\$ 770,870	\$ 427,155	\$ 155,257	\$ 51,675	\$ -	\$ -	\$ -
Total DEO Grant Funding	\$ 5,018,232			\$ 1,282,601	\$ 807,444	\$ 906,012	\$ 282,336	\$ 250,366	\$ 48,461	\$ 36,479	\$ 403,969
OTHER NON DEO REVENUES	\$ 173,608			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Available Funding	\$ 5,191,839			\$ 1,282,601	\$ 807,444	\$ 906,012	\$ 282,336	\$ 250,366	\$ 48,461	\$ 36,479	\$ 403,969
Budgeted Expenditures:											
Administrative	\$ 429,259	\$ 0	\$ 201,356	\$ 15,779	\$ 20,810	\$ 7,304	\$ 24,127	\$ 3,477	\$ 2,649	\$ 38,385	\$ -
Salaries and Benefits	\$ 297,895	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General and Administrative	\$ 131,364	\$ 131,364	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Allocated Indirect Costs	\$ 0	\$ (429,259)	\$ 201,356	\$ 15,779	\$ 20,810	\$ 7,304	\$ 24,127	\$ 3,477	\$ 2,649	\$ 38,385	\$ -
Reclassification	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Program Training	\$ 4,762,579	\$ 0	\$ 1,081,245	\$ 791,665	\$ 885,203	\$ 275,032	\$ 44,984	\$ 33,830	\$ 365,583	\$ -	\$ -
WIOA Youth Contracts	\$ 750,000	\$ -	\$ -	\$ -	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salaries and Benefits	\$ 2,357,258	\$ 364,356	\$ 833,132	\$ 89,922	\$ 37,666	\$ 51,517	\$ 161,193	\$ 6,905	\$ 5,669	\$ 264,326	\$ -
Contract Labor	\$ 11,077	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Incentives/Stipends	\$ 14,198	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Support Services Non-ITA	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Support Services ITA	\$ 58,898	\$ -	\$ 51,646	\$ 2,152	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-ITA/OST/TAA	\$ 262,473	\$ -	\$ 237,574	\$ 9,899	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-OJT	\$ 371,209	\$ -	\$ 356,361	\$ 14,848	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-Cust./Employed Worker	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WEX/ Internships/ Participant Wages	\$ 87,060	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ 16,054	\$ -	\$ 4,079	\$ 100	\$ 265	\$ 210	\$ 550	\$ 3,000	\$ 200	\$ -	\$ -
One Stop Shared Costs	\$ 414,867	\$ -	\$ 135,587	\$ 6,275	\$ 6,705	\$ 65,773	\$ 26,014	\$ 17,653	\$ 50,664	\$ -	\$ -
Other Operating Expenses	\$ 409,486	\$ 64,903	\$ 47,848	\$ 2,690	\$ 69,758	\$ 13,890	\$ 14,355	\$ 4,859	\$ 12,008	\$ -	\$ -
Allocated Program Indirect	\$ 0	\$ (429,259)	\$ 201,356	\$ 15,779	\$ 20,810	\$ 7,304	\$ 24,127	\$ 3,477	\$ 2,649	\$ 38,385	\$ -
Reclassification	\$ -	\$ -	\$ (786,338)	\$ 650,000	\$ -	\$ 136,338	\$ -	\$ -	\$ -	\$ -	\$ -
Total Planned Expenditures	\$ 5,191,839	\$ 0	\$ 1,282,601	\$ 807,444	\$ 906,012	\$ 282,336	\$ 250,366	\$ 48,461	\$ 36,479	\$ 403,969	\$ 0
	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

**LWDB 20
PY 26-27 DRAFT Budget**

Budget for PY 26-27	40 WTP	474 Rapid Response Navigator	48 F.A.T.E.S.	95 Workforce Summit	792 Youth SOS SLC	Other Non NFA	TOTAL FORMULA FUNDS
Funding:							
PY 26-27 Allocations	\$ 1,162,837	\$ 65,000	\$ -	\$ 140,000	\$ -	\$ -	\$ 6,008,003
PY 26-27 Supplemental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 121,430
Unrestricted Funds Earned this year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds/Incentives	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (678,112)
Carryforward to PY 27-28	\$ (518,706)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,755,079)
Carryforward from PY 25-26	\$ 158,464	\$ (7,031)	\$ -	\$ -	\$ -	\$ -	\$ 2,321,990
Total DEO Grant Funding	\$ 802,595	\$ 57,969	\$ -	\$ 140,000	\$ -	\$ -	\$ 5,018,232
OTHER NON DEO REVENUES	\$ -	\$ -	\$ 10,221	\$ -	\$ 148,659	\$ 14,728	\$ 173,608
Total Available Funding	\$ 802,595	\$ 57,969	\$ 10,221	\$ 140,000	\$ 148,659	\$ 14,728	\$ 5,191,839
Budgeted Expenditures:							
Administrative	\$ 77,635	\$ 5,752	\$ 1,007	\$ 14,332	\$ 15,198	\$ 1,448	\$ 429,259
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 297,895
General and Administrative	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 131,364
Allocated Indirect Costs	\$ 77,635	\$ 5,752	\$ 1,007	\$ 14,332	\$ 15,198	\$ 1,448	\$ (0)
Reclassification	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Program Training	\$ 724,960	\$ 52,217	\$ 9,214	\$ 125,668	\$ 133,461	\$ 13,280	\$ 4,762,579
WIOA Youth Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750,000
Salaries and Benefits	\$ 484,285	\$ 42,922	\$ 2,402	\$ -	\$ 7,131	\$ 5,833	\$ 2,357,258
Contract Labor	\$ -	\$ -	\$ -	\$ -	\$ 11,077	\$ -	\$ 11,077
Incentives/Stipends	\$ 12,000	\$ -	\$ -	\$ -	\$ 2,198	\$ -	\$ 14,198
Support Services Non-ITA	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Support Services ITA	\$ 5,000	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ 58,898
Training-ITA/OST/TAA	\$ 10,000	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 262,473
Training-OJT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 371,209
Training-Cust./Employed Worker	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WEX/ Internships/ Participant Wages	\$ -	\$ -	\$ -	\$ -	\$ 87,060	\$ -	\$ 87,060
Travel	\$ 1,200	\$ 650	\$ -	\$ -	\$ 500	\$ -	\$ 16,054
One Stop Shared Costs	\$ 79,328	\$ 2,824	\$ 605	\$ -	\$ -	\$ -	\$ 414,867
Other Operating Expenses	\$ 45,512	\$ 69	\$ 100	\$ 111,336	\$ 10,297	\$ 6,000	\$ 409,486
Allocated Program Indirect	\$ 77,635	\$ 5,752	\$ 1,007	\$ 14,332	\$ 15,198	\$ 1,448	\$ (0)
Reclassification	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Planned Expenditures	\$ 802,595	\$ 57,969	\$ 10,221	\$ 140,000	\$ 148,659	\$ 14,728	\$ 5,191,839
	0	0	0	0	0	0	0

Agenda Item 8

AGENDA ITEM SUMMARY

Title	Department of Commerce (FLORIDACOMMERCE) - Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs from July 1, 2026 - June 30, 2027
Strategic Plans/Goals	Operational Intelligence
Policy/Plan/Law	CareerSource Florida Administrative Policy Number 118
Action Requested	Review and Approve the FLORIDACOMMERCE - Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs from July 1, 2026 - June 30, 2027
Background	FLORIDACOMMERCE and the State Workforce Development Board will continue to grant the authority, on behalf of the Governor, to allow Local Workforce Development Boards to transfer up to an including 100 percent of the funds allocated to local areas for adult activities for expenditure on dislocated worker activities, and up to 100 percent of funds allocated to local areas for dislocated worker activities for expenditures on adult activities. Local Workforce Development Boards are required to ensure any transfer of funds between WIOA programs complies with federal law and to record and document their use and application of local funds.
Staff Recommendations	Review and Approve FLORIDACOMMERCE - Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs from July 1, 2026 - June 30, 2027
Supporting Material	FLORIDACOMMERCE - Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs From July 1, 2026 through June 30, 2027
Board Staff	Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418



**Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs
From July 1, 2026 through June 30, 2027**

LWDB Number and Name (Requestor): LWDB 20 CareerSource Research Coast

Name / Title of Requestor Representative: Brian Bauer, President/CEO

Adult and Dislocated Worker Transfer Request						
Program Year	Program	Total Award Amount	Amount of Adult Requested to be Spent on DW	Percentage of Adult Requested to be Spent on DW	Amount of DW Requested to be Spent on Adult	Percentage of DW Requested to be Spent on Adult
2026	DLW 25	788,564.00	0.00	0	750,000.00	95%

COMPLETE THE BELOW SECTIONS FOR REQUESTS THAT EXCEED 25% OF THE PROGRAM'S ANNUAL ALLOCATION

Reason for requesting the use of one program's funding for the other (e.g. anticipated depletion of current funds, changes in labor market conditions, etc.):

LWDB 20 anticipates to fully expend the WIOA Adlt - 2025 funding prior June 2027 and requests the ability to utilize up to \$750,000 of WIOA DLW - 2025 funding to be spent on PY26-27 WIOA Adult expenditures.

A description of outreach/marketing activities conducted to ensure underserved populations were aware of available services:

Website, social media such as Facebook, Instagram, LinkedIn and Radio advertising, job fairs, flyers and print advertising.

Labor market conditions contributing to the need for the transfer:

Current labor market conditions have led to a decrease in Dislocated worker participation, and there is still a greater need for WIOA Adult participant funding for training, staff, and operating expenditures.

The number of participants originally planned to be served by the base allocation compared to the estimated number of participants expected to be served after funds are transferred.

LWDB20 WIOA DW 2025 funding transfer to WIOA Adult 2025 in the amount stated would allow for an estimated 160 additional WIOA Adult participants at an average cost of \$4,685 per participant to be served in PY26-27 if needed.

COMPLETE THE BELOW CERTIFICATION FOR REQUESTS THAT EXCEED 25% OF THE PROGRAM'S ANNUAL ALLOCATION

I certify the following:

1. When transferring from Adult to Dislocated Worker - The LWDB has sufficient funds to serve the WIOA Adult priority populations.
2. When transferring from Dislocated Worker to Adult - The LWDB has sufficient Dislocated Worker funds to serve dislocated workers in the local area; there are no pending layoffs that may impact the need for dislocated workers in the local area.
3. The full board voted to approve this request to transfer funds and a copy of the LWDB's meeting minutes are included with this request.

I certify the above information is true and correct.

Signature of Board Chair

Print Name

Date

AGENDA ITEM SUMMARY

Title	Consent Agenda
Strategic Plans/Goals	Operational Intelligence
Policy/Plan/Law	Board By-Laws
Action Requested	Approve Consent Agenda, as presented
Background	<p>Consent Agenda</p> <ol style="list-style-type: none"> a. Review and Approve April 29, 2026, Board of Directors Meeting Minutes b. Review and Approve May 15, 2026, Executive Committee Meeting Minutes <ol style="list-style-type: none"> i. Review and Approve Renewable Vendor Contracts - PY 2026-2027 <ul style="list-style-type: none"> • Risk Assessment Summary - Manpower • Risk Assessment Summary NDWG - Manpower • Risk Assessment Summary - James Moore, CPA • Engagement Letter - Lippes Mathias, LLP c. Review and Approve May 27, 2026, Program and Services Meeting Minutes d. Review and Approve June 12, 2026, Executive Meeting Minutes <ol style="list-style-type: none"> i. Review and Approve Welfare Transition Program (WT) - Incentive Payments Policy ii. Review and Approve Workforce Innovation and Opportunity Act (WIOA) Youth - Supportive Services Policy iii. Review and Approve Workforce Innovation and Opportunity Act (WIOA) - Individual Training Account Policy
Staff Recommendation	Review and Approve Consent Agenda Items, as presented
Supporting Materials	Meeting Minutes, Draft Policies
Staff	<p>Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418</p>

Agenda Item 9a Board of Directors Meeting Minutes

April 29, 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

Voting Items

5. Review and Approve Monthly Financial Reports - February and March 2026
6. Consent Agenda
 - a. Review and Approve February 4, 2026, Board of Directors Meeting Minutes
 - b. Review and Approve February 25, 2026, Program and Services Meeting Minutes
 - c. Review and Approve April 21, 2026, Youth Council Meeting Minutes
 - d. Review and Approve March 13, 2026, Executive Committee Meeting Minutes
 - e. Review and Approve Financial Statements for December 2025, January 2026
 - f. Review and Approve Workforce Innovation and Opportunity Act (WIOA) -Youth Program Eligibility and Service Provider Selection Policy
 - g. Review and Approve Workforce Innovation and Opportunity Act (WOA) - On-the-Job Training Program Policy Revisions
 - h. Review and Approve Workforce Innovation and Opportunity Act (WIOA) -Business Engagement and Economic Development Support Policy
 - i. Review and Approve Workforce Innovation and Opportunity Act (WIOA) -Emergency Response and Disaster Recovery Policy
7. Review and Approve PY2025-26 4th Quarter Local Targeted Occupations List (LTOL)
8. Review and Approve Application for Subsequent Local Workforce Development Area (LWDA) Designation - Program Years 2026 and 2027
9. Review and Approve Board/Committee Schedule - PY2026-2027
10. Review and Approve CSRC Paid Holidays & Compressed Work Schedule for PY 2026-2027
11. Review and Approve RFP #26-001-YWS Youth Workforce Services Sub-Recipient Recommendation
12. Review and Approve Board Member CSF Contract/COI Exemption Requests - PY 2026 -2027

Information/Discussion

- 13. One-Stop Operator Report - 3rd Quarter
- 14. Workforce Readiness Taskforce Report - 1st Quarter
- 15. Chair’s Report
 - a. Ad Hoc Search - Board Membership Update
 - Nomination for Appointments to the Workforce Development Board of the Treasure Coast:
 - Brian Cartland, VP, Economic Development, IRC Economic Development
 - Sharon Wright, Area 3 Director, Florida Division of Vocational Rehabilitation
 - Wes McCurry, President, Economic Development Council of SLC
 - Open Seats - Business - Replacement for David Bean and Werner Bols
- 16. President’s Report
 - a. CareerSource Research Coast (CSRC) Update
 - i. Local Workforce Development Membership Composition and Certification
 - ii. Primary Indicators of Performance-2nd Quarter PY 2025-2026
- 17. Open to the Public (Page 174)
- 18. Open to the Board (Page 175)
- 19. Adjournment - Next Board of Directors Meeting - June 24, 2026

Members Present

Deb Frazier	Aliesha Seitz	Bob Cenk
Terrance Moore		

Members Participating by Teleconference

Leslie Kristof	Lorna Landherr	Christie Shields
William Armstead	Mike Kauffmann	Angela Browning
Tracey Miller	Kelly Johnson	

Members Excused

David Freeland	Werner Bols	Erin Lowry
Werner Bols	Kevin Staten	Joseph Catrambone
Jim Brann	Pamela Burchell	

Public in Attendance

Eleanor Eberhart-Chin

Administrative Staff Participating In-person/Teleconference

Brian Bauer	Tracey McMorris	Lisa Deligatti
Martin Rivera	Jennifer Eimann	



Call to Order

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

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

Will Armstead, Vice-Chair, asked board members to identify any potential conflicts of interest related to the agenda, excluding Agenda Item 12 - Board Member Contract/COI Exemption Requests. No conflicts of interest were declared.

Agenda Item 5 - Review and Approve Monthly Financial Reports - February and March 2026:

Lisa Delligatti, CFO, gave the following financial update for February and March 2026. Ms. Delligatti referred to the March financial reports.

March - Financial Overview

The Individual Training Account (ITA) percentage, which is required at 40%, is at 43% through March. Wagner-Peyser and Dislocated Worker funding was used to fund the adult expenditures through March. March was the first month that we started using our Adult PY2025 funding. As a result, we will have Adult and Dislocated Worker funding to carry forward into the new program year.

Dislocated Worker (DW) & Reemployment Services and Eligibility Assessment Grants (RESEA)

Ms. Delligatti stated the RESEA grant provided additional funding because LWDB20 only received \$180,000 as opposed to \$340,000 last year. Florida Commerce provided additional funding in February and indicated they intend to release the remainder of the monies quarterly. As of April, we will be fully expended with the additional release they provided. We anticipate receiving additional funding in May 2026 to carry us through May and June.

Network Navigator & Sector Strategy Funding

The Network Navigator and Sector Strategy funding ends in June. Ms. Delligatti explained that there have been plans put for the staff who currently charge to those grants, so no changes in staffing should be affected for the remainder of this program year.

State Rural Initiatives Funding

The State Rural Initiatives funding was deobligated in February. No further expenditures will be reported under that grant.

Welfare Transition Funding - Temporary Assistance for Needy Families (TANIF) Summer Program

A decision was made not to conduct the TANIF summer program this year due to timing constraints and state requirements for the program. As a result, we have deobligated a total of \$250,000 across two separate occasions, which will be reallocated for other board purposes.

Sufficient funding has been retained to carry us through August 31st. Florida Commerce has also indicated they will extend the NFA through August.

A brief update was provided regarding the funding returned to Florida Commerce. Plans for 2027 will be presented to the board, specifically, the intent to resume the TANF summer project

in 2027 after taking a year off, as a plan is already in place.

With no further discussion, Deb Frazier moved to approve the Monthly Financial Reports - February and March 2026, as presented. Terrance Moore seconded the motion, which passed unanimously.

Agenda Item 6 - Consent Agenda:

Will Armstead, Vice-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 7 - Review and Approve PY2025-26 4th Quarter Local Targeted Occupations List (LTOL):

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 there were no deletions or additions to the LTOL, and all occupations remain the same.

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

Agenda Item 8 - 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 the agenda packet and reflect that we have met our Primary Indicators of Performance.

Key deadline: The submission was due to the state by March 23, 2026, and staff requested the Executive Committee approve the submission at the March 13, 2026 Executive Committee meeting, so that the deadline is meant. The item is now being brought to the full board for review and approval.



Additionally, the Treasure Coast Workforce Consortium met to approve this item on Tuesday, March 17, 2026. Two of the three county commissioners attended.

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 9 - Review and Approve Board/Committee Schedule - PY2026-2027:

Brian Bauer, President/CEO, stated that based on the required number of meetings for the Board of Directors stipulated in the By-Laws, staff prepared the PY 2026 - 2027 meeting calendar.

A motion was made by Bob Cenk to approve the Board/Committee Schedule PY2026-2027, as presented. Deb Frazier seconded the motion. The motion passed unanimously.

Agenda Item 10 - Review and Approve CSRC Paid Holidays & Compressed Work Schedule for PY 2026-2027:

Brian Bauer, President/CEO, stated that per the DEO Grantee Subgrantee agreement, annually before July 1, the Board of Directors must approve the proposed office/staff work schedules to include paid holidays for the upcoming program year.

Independence Day (Obs.), Friday, July 03, 2026
Labor Day, Monday, September 07, 2026
Columbus Day, Monday, October 12, 2026
Veterans Day, Wednesday, November 11, 2026
Thanksgiving Day, Thursday, November 26, 2026
Thanksgiving Day (Obs.), Friday, November 27, 2026
Christmas Day, Friday, December 25, 2026
New Year's Day, Friday, January 1, 2027
Martin Luther King Day, Monday, January 18, 2027
President's Day, Monday, February 15, 2027
Memorial Day, Monday, May 31, 2027
Juneteenth (Obs.), Friday, June 18, 2027

With no further discussion, Terrance moved to approve the CSRC Paid Holidays & Compressed Work Schedule for PY 2026-2027, as presented. Angela Browning seconded the motion, which passed unanimously.

Agenda Item 11 - Review and Approve RFP #26-001-YWS Youth Workforce Services Sub Recipient Recommendation:

Tracey McMorris, Vice President of Operations/COO, explained that the board is being asked to review and approve an RFP for youth workforce services under WIOA, as the current sub-recipient contract expires June 30th. Following board approval, staff issued the RFP and was later granted a 30-day extension to ensure a sufficient number of responses. The rating team has completed its review.

Three proposals were received from TCC, Boys & Girls Club of Sanderson County, and Eckerd. While all three presented strong initiatives, Eckerd was the only applicant with the required



experience in WIOA programming, resulting in the highest rating. The rating team recommends awarding Eckerd a new five-year contract, renewable annually based on performance.

With no further discussion, Christi Shields moved to approve the RFP #26-001-YWS Youth Workforce Services Sub-Recipient Recommendation, as presented. Leslie Kristof seconded the motion, which passed unanimously.

Agenda Item 12 - Review and Approve Board Member CSF Contract/COI Exemption Requests - PY2026-2027:

Bauer, President/CEO, stated that annually, the LWDBs are required to submit a waiver and disclosure statement for all board members who receive workforce-related services and/or approved contracts and/or agreements. Exceptions to contracting with board members include workforce training services offered by CSRC, such as Work Experience, OJT, and ITA. These services include training providers, On-the-Job Training (OJT) contracts for private businesses, and Facility Use Agreements. Any contract must be approved by two-thirds of the board members, with a quorum having been established. Before execution, any contract over \$10,000 must have prior approval by Florida Department of Commerce (FLORIDACOMMERCE). Prior approval is not required for contracts under the \$10,000 threshold.

Contracts with a Board Member receiving a grant for workforce services are as follows:

A motion was made by Bob Cenk and seconded by Kelly Angela Browning to approve any/all potential OJT contracts as stated in the OJT agreement with Cleveland Clinic Indian River, not to exceed \$100,000. The motion was passed with board member Lorna Landherr abstaining.

A motion was made by Deb Frazier and seconded by Terrance Moore to approve any/all potential student training vouchers as stated in the training provider agreement with Indian River State College, not to exceed \$125,000. The motion was passed with Angela Browning, Designee, abstaining, and board member Dr. Timothy Moore completing a Disclosure and Certification of Conflict of Interest in a Contract, as he did not attend the meeting.

A motion was made by Bob Cenk and seconded by Terrance Moore to approve the facilities use agreement/contract with Indian River State College, not to exceed \$10,000. The motion was passed with Angela Browning, Designee, abstaining, and board member Dr. Timothy Moore completing a Disclosure and Certification of Conflict of Interest in a Contract, as he did not attend the meeting.

A motion was made by Angela Browning and seconded by Bob Cenk to approve any/all potential student training vouchers as stated in the training provider agreement with Keiser University, not to exceed \$125,000. The motion was passed with board member Leslie Kristof abstaining.

A motion was made by Deb Frazier and seconded by Angela Browning to approve the worksite agreement/contract with Moore Solutions, Inc., not to exceed \$10,000. The motion was passed with board member Terrance Moore abstaining.



A motion was made by Leslie Kristof and seconded by Deb Frazier to approve any/all potential OJT contracts as stated in the OJT agreement with The Porch Factory, not to exceed \$30,000. The motion was passed with board member Jim Brann completing a Disclosure and Certification of Conflict of Interest in a Contract, as he did not attend the meeting.

A motion was made by Terrance Moore and seconded by Bob Cenk to approve any/all potential OJT contracts as stated in the OJT agreement with Treasure Coast Builders Association, not to exceed \$10,000. The motion was passed with board member Deb Frazier abstaining.

A motion was made by Deb Frazier and seconded by Leslie Kristof to approve the facilities use agreement/contract with Treasure Coast Technical College, not to exceed \$10,000. The motion was passed with Christie Shields, Designee, abstaining, and board member Dr. David Moore completing a Disclosure and Certification of Conflict of Interest in a Contract, as he did not attend the meeting.

A motion was made by Deb Frazier and seconded by Leslie Angela Browning to approve any/all potential training vouchers as stated in the training provider agreement with Treasure Coast Technical College, not to exceed \$50,000. The motion was passed with Christie Shields, Designee, abstaining, and board member Dr. David Moore completing a Disclosure and Certification of Conflict of Interest in a Contract, as he did not attend the meeting.

A motion was made by Deb Frazier and seconded by Terrance Moore to approve any/all potential OJT contracts as stated in the OJT agreement with St. Lucie County Board of County Commissioners, not to exceed \$10,000. The motion was passed with board member Erin Lowry completing a Disclosure and Certification of Conflict of Interest in a Contract, as she did not attend the meeting.

A motion was made by Bob Cenk and seconded by Deb Leslie Kristof to approve any/all potential OJT contracts as stated in the OJT agreement with RV Johnson Insurance, not to exceed \$10,000. The motion was passed with board member Kelly Johnson abstaining.

Agenda Item 13 - One-Stop Operator Report - 3rd Quarter:

Eleanor Eberhart-Chin, 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.

Ms. Eberhart-Chin explained that the current contract has been renewed and signed, covering the period of July 1st through June 30th, 2026. The MOU for July 2024 through June 2027 has also been updated, finalized, and signed by all partners.

Regarding the Interagency Financial Agreement (IFA), all time records for the current program year have been submitted to partners. All invoices for the second quarter have been paid, and time tracking records for the third quarter (January, February, and March) were distributed in April.

As part of our site visit requirement of four visits per year to the Career Center, the first visit was completed on December 11, 2025, and the second on April 6, 2026. Quarterly partner meetings



were held on January 20th (second quarter) and April 7th (third quarter), with the latter conducted in person.

To improve customer service satisfaction, QR codes have been installed inside cubicles to ensure easy access for all partners.

No additional updates to report at this time.

Agenda Item 14 - Workforce Readiness Taskforce Report - 1st Quarter:

Tracey McMorris, Vice President of Operations/COO, stated that she would present the Workforce Readiness Taskforce Report - 1st Quarter, for Christina Coble, meeting coordinator, who is not in attendance.

Ms. McMorris shared that the March meeting focused on the transportation and logistics sector and was noted as one of the most productive and engaged discussions since the group transitioned to a single-sector-per-quarter format.

Sector Overview: The sector employs approximately 10,000 individuals and is growing faster than the national average. While current wages are below average, demand pressures are expected to drive wages upward. Growth is occurring not just in technical roles, but also in administrative and management positions.

Key Challenge: The primary challenge is not simply filling open positions — it's expanding the overall talent pipeline. Employers emphasized the need to engage students at younger ages to build long-term interest in the field.

Notable Insights:

- There is a disconnect between driver demand (primarily over-the-road) and candidate preferences (local driving). Employers stressed the importance of honest conversations about higher pay for over-the-road roles versus the lifestyle trade-offs, including time away from family.
- Growing demand exists for technical and automation-related skills.
- Gaps in professionalism and basic soft skills remain a consistent concern across the industry.

What's Working:

- Walmart launched an "Associate to Driver" program, tapping their internal employee pipeline to fill driving roles.
- Indian River State College offers training programs aligned with industry needs in automation and maintenance, though these remain underutilized.

Ms. McMorris stated that the focus moving forward is growing the talent pool and strengthening alignment between industry, education, and workforce partners. The meeting was highlighted as a strong example of productive collaboration across all stakeholder groups.



Agenda Item 15 - Chair's Report:

Brian Bauer, President/CEO, stated that due to Chair Jim Brann's absence from the meeting, the Chair's Report was delivered in conjunction with the President's Report.

Agenda Item 16 - President's Report:

Brian Bauer, President/CEO, provided the following updates:

Board membership: The following individuals have agreed to join the Board and are in the process of

submitting their applications for ratification at the upcoming Consortium meeting:

- Brian Cartland, VP, Economic Development, IRC Economic Development
- Sharon Wright, Area 3 Director, Florida Division of Vocational Rehabilitation
- Wes McCurry, President, Economic Development Council of SLC
- Open Seats - Business - Replacement for David Bean and Werner Bols

It was noted that there are currently two vacant seats within the business sector. Additionally, Mr. Warner Bowles has submitted his resignation from the Board. His longstanding service and contributions were Acknowledged.

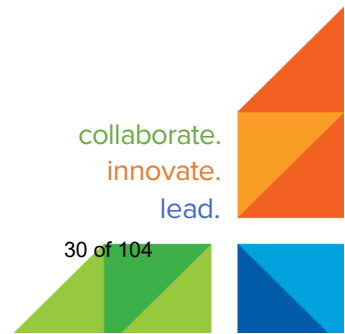
Board members were encouraged to recommend qualified candidates, particularly from targeted industry sectors, to fill current vacancies.

Staff confirmed that the Board remains in compliance with all membership composition requirements. Including maintaining the required business majority and partner representation.

Primary Indicators of Performance-2nd Quarter 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.



- WIOA Youth - 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.

No further items were presented under the Chair's Report.

Agenda Item 17 - Open to the Board:

No comments

Agenda Item 18 - Open to the Public:

No Comments

Agenda 19 - Adjournment:

With no further items to discuss, Will Armstead, Vice Chair, made a motion for adjournment. All members agreed, and the meeting was adjourned at 9:10 a.m.

The next Board of Directors Meeting will be held on June 24, 2026

STAFF CERTIFICATION

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

Brian Bauer
Board Staff

Date

collaborate.
innovate.
lead.





Agenda Item 9b Executive Committee Meeting

May 15, 2026

Opening Remarks

1. Welcome & Attendance
2. Conflict of Interest Declaration

Voting Items

3. Review and Approve Prior Approval Transfer Funding Request - PY 2026-2027
4. Review and Approve Draft Budget - PY 2026-2027
5. Review and Approve Risk Evaluation Subrecipient Services - Workforce Coordination Consulting Contract Renewal - PY 2026-2027
6. Review and Approve Renewable Vendor Contracts - PY 2026-2027
 - Risk Assessment Summary - Manpower
 - Risk Assessment Summary NDWG - Manpower
 - Risk Assessment Summary - James Moore, CPA

Information/Discussion

7. Review Release of Request for Qualification RFQ #26-001-MTR - Fiscal and Programmatic Monitoring
8. CareerSource Research Coast (CSRC) Updates
 - Program Year 2026 Workforce Innovation and Opportunity Act (WIOA) - LWDB Combined Formula Allocations
 - Slate of Officers for PY 2025-2026 - Vice Chair Position
 - Ad Hoc Search Committee Board Membership - Deb Frazier Recommendation Rob MacKeen, Executive Director, Marine Industry Association
 - CareerSource Florida FWDA/Board/Council Meetings June 1-3, 2026
9. Adjournment - Next Executive Meeting - June 12, 2026

Member Present

William Armstead Bob Cenk Jim Brann

Members Participating by Teleconference:

Terrance Moore Leslie Kristof

Members Excused

Werner Bols Christie Shields

Administrative Staff Present/Teleconference:

Brian Bauer Jennifer Eimann Lisa Delligatti



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 Prior Approval Transfer Funding Request - PY 2026-2027:

Lisa Delligatti, CFO, reviewed the draft budget for the upcoming program year. The current draft reflects only core funds and the draft allocation figures, making it an estimate intended to provide a buffer in the event that Dislocated Worker funds need to be utilized in PY26-27.

The budget may be subject to change, but the approach is to intentionally overestimate at this stage to avoid frequent transfer requests down the line. This is a preliminary estimate based on the draft budget allocation.

With no further discussion, William Armstead moved to approve the Prior Approval Transfer Funding Request - PY 2026-2027, as presented. Bob Cenk seconded the motion, which passed unanimously.

Agenda Item 4 - Review and Approve Draft Budget - PY 2026-2027:

Lisa Delligatti, CFO, presented the Draft Budget to the Executive Committee. Ms. Delligatti shared that the current budget presented is a first draft, prepared without confirmed funding allocations for apprenticeship programs or HOPE money, as final figures are not yet known. Once true allocations are received, the budget will be revised accordingly. Notably, this is one of the first years with adult funds available to carry forward into the new program year, which creates both flexibility and the risk of accumulating excess carry-forward if not managed carefully. The blue lines at the bottom of the budget reflect funding reclassification decisions, which are subject to significant change.

Brian Bauer, President/CEO, added that the State Board will meet the first week of June in Miami, at which time they will vote on the official budget and funding allocations for all local boards. Updated draft budget numbers are expected by the first Wednesday of June, with the goal of incorporating them into the June Executive Committee and June Board meetings for final approval. The State Board has specifically indicated intent to fund Navigator positions and Apprenticeship Navigators, though the continuation of the Hope Navigator — a First Lady initiative — is uncertain given the change in administration.

It was noted that previous Apprenticeship Navigator funding was insufficient to cover a full-time employee (1 FTE). As a result, if funding levels remain similar, responsibilities will likely be distributed across the Business Services team rather than hiring a dedicated position.

Ms. Delligatti noted that all Florida Commerce-funded line items in the budget are estimates based on prior expenditures, worked backwards from expected costs. Final allocations may not be confirmed until July. Staff emphasized that this budget is a working draft — any change to a single funding figure or expenditure will cascade and alter every other number due to indirect cost formulas. A revised budget will be presented once final allocations are confirmed.



With no further discussion, Terrance Moore moved to approve the Draft Budget - PY 2026-2027, as presented. Leslie Kristof seconded the motion, which passed unanimously.

Agenda Item 5 - Review and Approve Risk Evaluation Subrecipient Services - Workforce Coordination Consulting Contract Renewal - PY 2026-2027:

Brian Bauer, President/CEO, presented the annual subrecipient performance and risk assessments required under the sub-recipient contract renewal process. Per the contract requirements, the committee reviewed two documents included in the board packet (page 12): the Subrecipient Financial Risk Assessment and the Programmatic Risk Assessment.

Both assessments cover the One-Stop Operator (OSO), Workforce Coordination Consulting, performed by Glenda Hardin and Eleanor Eberhart-Chin. The assessments reflect prior-year performance and inform the upcoming contract year. Results indicated satisfactory performance across reviewed areas. Staff noted this will be the final year of the current contract term. Following this contract period, the organization will initiate a new procurement/bid process for the One-Stop Operator.

Ms. McMorris and Ms. Delligatti recommend moving forward with renewal of the subrecipient contract for the final year of the current term. Staff requests executive committee approval to advance this recommendation to the full board.

With no further discussion, Leslie Kristof moved to approve the Risk Evaluation Subrecipient Services - Workforce Coordination Consulting Contract Renewal - PY 2026-2027, as presented. William Armstead seconded the motion, which passed unanimously.

Agenda Item 6 - Review and Approve Renewable Vendor Contracts - PY 2026-2027:

Brain Bauer, President/CEO, presented three annual vendor contract renewals for approval:

1. Manpower – Employer of Record: Manpower serves as the employer of record for job hire assistance, the Summer Success Program, and any new hires brought on by the board under an attempted conversion basis.
2. Manpower – National Dislocated Worker Grant (DWG): This contract covers disaster-related staffing support. Manpower is utilized under this grant only in the event of a hurricane or natural disaster, assisting with staffing for recovery efforts funded through the National Dislocated Worker Grant.
3. James Moore, CPA: Provides audit and tax filing services. This contract is also up for renewal.

With no further discussion, Leslie Kristof moved to approve the Renewable Vendor Contracts - PY 2026-2027, as presented. Terrance Moore seconded the motion, which passed unanimously.

Agenda Item 7 - Review Release of Request for Qualification RFQ #26-001-MTR - Fiscal and Programmatic Monitoring:

Brian Bauer, President/CEO, shared that the existing RFQ (Request for Quotes) for independent monitoring services have expired, necessitating a new competitive bid process. The RFQ has been posted and is currently in its 30-day cycle.



Timeline:

- Technical review and vendor ratings to be completed following the close of the bid period
- Findings to be presented at the June Executive Meeting
- Contract award to be finalized prior to the June Board Meeting

Current Vendor:

The existing contract is held by Taylor Hall Miller Parker (THMP). Per contract terms, the selected vendor is required to perform:

- Two (2) fiscal monitorings per calendar/program year
- One (1) programmatic monitoring per year, coordinated with the Florida Commerce monitoring schedule

Agenda Item 8 - CareerSource Research Coast (CSRC) Updates:

Brian Bauer, President/CEO, presented the following updates:

1. The group discussed filling open-board seats with qualified private-sector representatives.
 - Marine Industry Contact (Deb Frazier Recommendation): A potential candidate from the marine industry, Rob MacKeen was identified. Before moving forward, the search committee must confirm the organization is structured as a private business, as this is required to qualify for the business/private-sector board role. Jim Brann, Chair, was asked to verify.
 - Logistics Representation Gap: The board currently has no logistics representative. Several avenues were explored:
 - A former employee, Victor Melendez (now at Walmart Distribution), was previously contacted but was unable to obtain internal approval to participate.
 - The group discussed whether a contact at Amazon could fill this gap, given ongoing conversations with the company.
 - Upcoming Departures & Term Expirations:
 - Werner Bols is retiring; his seat will need to be filled within 12 months of his departure. Time is available, but early action is encouraged.
 - David Bean's term expires next month and is the most pressing priority given the monitoring cycle timeline.
2. Amazon Workforce Transition – Planning Update
 - Mr. Bauer provided an update on engagement with Amazon regarding an anticipated workforce dislocation event.

The team was brought in early by Wes McCurry and his team. A meeting was held the prior Thursday with Amazon's regional economic development representative, who outlined the scope, plan, and rationale of their project.

Planned Workforce Services (pending LHH joining the table):

- Individualized Job Fairs / Recruitment Events: Targeted events geared toward workers with transferable logistics skills, coordinated with employers known to be hiring — including Chain Brothers, FedEx, and Walmart.



Career Pathway Options for Dislocated Workers:

- Career Change Track: Workers who wish to change fields will be assessed by the rapid response team and potentially placed on an Individual Training Account (ITA) / back-to-school path.
- Skills Upgrade / OJT Track: For workers whose skills are close but not fully transferable, On-the-Job Training (OJT) dollars are available to help employers bridge the gap and ramp up new hires.

Rapid Response: Christina Coble, Business Services Manager, is assembling the rapid response team. She participated in last week's meetings and will remain involved going forward.

Next Steps:

- Meeting with LHH scheduled for next week to discuss their role and how the organizations will coordinate on the timeline.
- Mr. Bauer stated he will flag the opportunity for recruitment event participation (including representation from additional partners) during the Amazon discussions.

3. State Board/Council & FWDA Meetings: The final item discussed was the upcoming State Board/Council & FWDA Meetings taking place June 1-3, 2026, in Miami. Mr. Bauer will be attending.

A full update with information gathered from the meeting will be presented at the June Executive and Board meeting.

Agenda Item 9 - 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 8:57 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.

Brian Bauer
Board Secretary

Date

AGENDA ITEM SUMMARY

Title	Renewable Vendor Contracts for PY 2026-2027
Strategic Plans/Goals	Optimal Use of Resources
Policy/Plan/Law	Board Policy/Board Responsibility
Action Requested	Review and Approve Renewal of Contracts
Background	<p>CareerSource Research Coast enters into multiple-year contracts with several vendors.</p> <p>Each year of the Vendor Contract term, CSRC staff will report to the Board of Directors on the performance and intent to renew the contract(s) or seek new vendor(s)/provider(s).</p>
Staff Recommendations	<p>Contracts to be renewed include Employer of Record, NDWG, Audit Services, and Legal Services</p> <p>Approve contract renewals for Program Year 2026-20267</p>
Supporting Material	Performance Memos
Board Staff	<p>Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418</p>



Risk Assessment Summary Memo for Famosa, Inc., dba Manpower

RFP# 22-002-EOR

CareerSource Research Coast (CSRC) awarded Famosa Inc, d/b/a Manpower (Manpower), the above noted RFP for the period July 1, 2022, to June 30, 2027. Currently CSRC is entered in a vendor contract with Manpower started on 7/1/2025 and ending on 6/30/2026. Under 200.331 this award has clearly been identified to a vendor.

CareerSource Research Coast staff review the monthly invoices received from Manpower for financial accuracy and compliance.

An external independent monitoring firm performs a review of additional aspects of the documentation to determine compliance with all requirements. Current procedures require that any errors or deficiencies are addressed, documented, and reviewed for correction.

In addition, we have received and reviewed the Audited Financial Statements for Famosa Inc., dba Manpower as of December 31, 2023, 2024 and 2025. It was noted that Manpower appears financially sufficient to provide contract reimbursable services. Manpower has proven over the years to understand the actions, procedures and requirements that need to occur to make our organization and programs successful. Full satisfaction was met during this program year, July 1, 2025, through the date of this memorandum, May 4, 2026. The Manpower staffing management team respond on all issues of concern and requests submitted for special reporting.

Based on their performance over the past year, staff recommends renewal of the Manpower EOR contract for the period of July 1, 2026, through June 30, 2026. The EOR contract expires 6/30/27.

Prepared by: **Lisa Delligatti** Digitally signed by Lisa Delligatti
Date: 2026.05.04 11:06:54 -04'00'

Approved: **Brian K. Bauer** Digitally signed by Brian K. Bauer
Date: 2026.05.04 16:19:22 -04'00'



Risk Assessment Summary Memo for Famosa, Inc., dba Manpower

RFP# 25-001-NDWG EOR

CareerSource Research Coast (CSRC) awarded Famosa Inc, d/b/a Manpower (Manpower), the above noted RFP for the period July 1, 2025, to June 30, 2030. Currently CSRC is entered in a vendor contract with Manpower started on 7/1/2025 and ending on 6/30/2026. Under 200.331 this award has clearly been identified to a vendor.

CareerSource Research Coast did not receive funding during the current contract period for National Dislocated Worker Grants and therefore, there was no activity or expenditures under this contract.

We have received and reviewed the Audited Financial Statements for Famosa Inc., dba Manpower as of December 31, 2023, 2024 and 2025. It was noted that Manpower appears financially sufficient to provide contract reimbursable services. Manpower has proven over the years to understand the actions, procedures and requirements that need to occur to make our organization and programs successful.

Staff recommends renewal of the Manpower NDWG EOR contract for the period of July 1, 2026, through June 30, 2027.

Prepared by: DocuSigned by:
Tracy McMorris
5948B427597D46E... _____ 5/8/2026 | 8:40 AM EDT

Approved: Signed by:
Brian Bauer
81CEF86456304CC... _____



Memorandum

To: Brian K. Bauer, President/CEO

From: Lisa Delligatti, Chief Financial Officer

RE: Performance Evaluation of James Moore & Co. RFQ 23-001-AS

Date: May 4, 2026

CareerSource Research Coast (CSRC) awarded James Moore & Co. the above noted RFQ for the period July 1, 2023, to June 30, 2028. Currently CSRC is entered into a vendor contract with James Moore & Co. starting on 7/1/2025 and ending on 6/30/2026. Under 200.331 this award has clearly been identified to a vendor.

The Auditing/CPA firm named above has performed their PY25-26 engagement satisfactorily for this past program year by completing all work timely, making themselves available for consultation and when necessary, responding promptly when needed. The firm kept costs in line with the agreed upon amount as contracted. As such, the recommendation is to renew the contract for an additional one-year period effective July 1, 2026, through June 30, 2027.

Prepared by: **Lisa Delligatti** Digitally signed by Lisa Delligatti
Date: 2026.05.04 11:35:01 -04'00'

Approved: **Brian K. Bauer** Digitally signed by Brian K. Bauer
Date: 2026.05.04 16:13:48 -04'00'



May 20, 2026

VIA EMAIL bbauer@careersourcerc.com

Mr. Brian Bauer
President/CEO
Workforce Board of the Treasure Coast d/b/a CareerSource Research Coast

RE: Engagement of Lippes Mathias LLP / General Business/Employment and General Counsel

Dear Mr. Bauer:

Thank you for continuing to retain Lippes Mathias LLP (the "Firm" or "Lippes") as your legal counsel for the upcoming Program Year, July 1, 2026 through June 30, 2027. This letter will confirm the terms of the Firm's representation during that Program Year. In addition, this letter will explain our fees and billing procedures, as well as what Workforce Board of the Treasure Coast d/b/a CareerSource Research Coast (the "Client" or "CareerSource"), can expect from us and what we expect from the Client.

The Firm will represent the Client in General Business/Employment matters and serve as General Counsel on an hourly rate basis. Any other matters that the Client wishes the Firm to handle may be the subject of a separate agreement. The Firm is not, for example, advising the Client under this agreement on the tax consequences of the real or potential outcome of any litigation, corporate tax issues, or regulatory and compliance issues.

During this upcoming Program Year, we have agreed to offer CareerSource a special rate, time spent by Bari L. Goldstein and Kenneth M. Rehns is currently charged at \$350.00 per hour, and time spent by other Firm attorneys will range from \$220.00 to \$350.00; however, certain matters may require higher rates and such work will be discussed with Client before any such work is performed. Time spent by any law clerk or para-professional is currently charged at \$140.00 per hour. Our hourly rates are subject to change from time to time during our representation in this matter and insurance matters may be billed at a different rate, agreed upon by your carrier.

We bill fees and other services on a monthly basis and payment is due upon the Client's receipt of the invoice.

Bari L. Goldstein | Partner | bgoldstein@lippes.com

4420 Beacon Circle, West Palm Beach, FL 33407 Phone: 561.842.3000 lippes.com



REASONABLENESS OF FEE

If at any time you believe the Firm's interim periodic hourly bills are not fair and reasonable, you agree that you will notify the Firm within thirty (30) days of the date of the questioned invoice, and together, you and the Firm will review the invoice. If no notice is received, it is understood that the invoice is accepted by you as correct and accurate, and as setting forth fair and reasonable charges for services rendered.

If at any time the Client wants to terminate our services, please notify the undersigned in writing. Likewise, if at any time we find that we are unable to continue representing the Client, we will notify you in writing. We reserve the right to terminate our representation if the Client fails to comply with the terms of this fee agreement, or as allowed by the terms of the Florida Rules of Professional Conduct, and the client agrees not to contest our withdrawal from any court or administrative proceeding in such event. As soon as possible after any such termination, a final statement will be prepared and sent to the Client. Should the Firm's representation be terminated for any reason, the Client agrees to promptly pay, within the following thirty (30) days, for all attorneys' fees and costs incurred through the date of such termination. In the event any action is brought to enforce this Agreement, you agree to the venue for any related court cases being in Circuit Court in Palm Beach County, Florida. The prevailing party in any proceedings shall be entitled to recover its costs of enforcement including, without limitation, reasonable attorneys' fees and court costs required to collect any balance due, in court.

Client hereby grants to the Firm a lien on all monies, records and documents held by the Firm, and Client further acknowledges that the Firm has a lien on all causes of action and proceedings from the time the causes of action arise or the proceedings begin, and on all settlements, judgments, proceeds, property, real or tangible, and awards that Client receives as a result of legal services that the Firm provides, as security for payment of compensation due the Firm and such disbursements as may be advanced by the Firm in connection with all of Client's affairs in which we represent you. In situations where the Firm is representing multiple Clients in the same Matter, you agree that each of said Clients shall be jointly and severally liable for all debts owed to the Firm arising from the Firm's representation of you.

We will perform the legal services which we have agreed to undertake on the Client's behalf in a professional manner and we will keep you informed of all material developments in a reasonable and timely manner. To enable us to do this, the Client agrees to disclose such facts as are requested and which are reasonably necessary for us to perform the services for which they have retained us. Although we may give the client our professional judgment regarding a matter, as to the likelihood of a favorable outcome on a particular case, the amount of a potential recovery, what a clause in a document says, or whether a particular contract or negotiation will result in the desired outcome, we are never able to guarantee any of these. We will, however, endeavor to give the Client our best judgment in light of the law and the particular facts made known to us.

After you have had the opportunity to review this proposed fee agreement, please feel free to call me with any comments or questions you may have. If the agreement meets with your approval, please sign where indicated below to evidence your agreement with the matters set forth herein and return same to me.



Very truly yours,

LIPPES MATHIAS LLP

A handwritten signature in blue ink, appearing to read "Bari L. Goldstein".

Bari L. Goldstein, Esq.

READ AND AGREED TO THIS _____
day of _____, 2026

Workforce Board of the Treasure Coast
d/b/a CareerSource Research Coast

9c Agenda Item Programs and Services Meeting Minutes

May 27, 2026

Opening Remarks

1. Welcome & Attendance

Voting Items

2. Review and Approve Welfare Transition Program (WT) - Incentive Payments Policy
3. Review and Approve Workforce Innovation and Opportunity Act (WIOA) Youth – Supportive Services Policy

Information/Discussion

4. Review February 25, 2026, Program and Services Meeting Minutes - Approved at April 29, 2026, Board of Directors Meeting
5. CareerSource Research Coast (CSRC) Programs Update
 - a. Workforce Information Technology Solution (WITS) Project
 - b. Eligible Training Providers
 - c. Summer of Success
 - d. Hope Florida
 - Participant Enrollments
 - Hope Florida Employers/Job Orders
 - e. CareerSource Research Coast (CSRC) Business Services Update
 - OJT Update
 - Hiring Events
 - Rapid Response - Amazon
 - f. Wagner-Peyser/Migrant & Seasonal Farmworkers/RESEA
 - Staffing Update
 - g. Jobs for Veteran State Grant (JVSG)
 - Stand Down 2026
 - h. Welfare Transition (WT) Program, Supplemental Nutrition Assistance Program (SNAP)
 - Staffing Update
 - Case Load Trends
 - i. Workforce Innovation and Opportunity Act (WIOA) Program - Adult/Dislocated Worker/Youth
 - New Analytics Dashboard
 - Program Trends
6. Adjournment - Next P & S Meeting - August 26, 2026

Members Present

Bob Cenk Deb Frazier

Members Participating by Teleconference

Jim Brann Kelly Johnson

Members Excused

Jose Capellan Angela Browning

Members Unexcused

None

Staff Present

Tracey McMorris Christina Coble Kate Sayger
Jodi Thomas Stacey Schaefer Jennifer Eimann

Call to Order

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

Agenda Item 2 - Review and Approve Welfare Transition Program (WT) - Incentive Payments Policy:

Tracey McMorris, Vice President of Operations/COO, staff presented proposed updates to the Welfare Transition Program (WTP) Incentive Policy, in alignment with the core mission of the TANF (Temporary Assistance for Needy Families) program: supporting participants in achieving self-sufficiency through employment and job training.

Ms. McMorris explained that the revised policy refocuses incentives on employment- and training-based activities. Supportive services such as childcare and transportation remain available to participants; however, this update specifically addresses incentives designed to encourage active program participation.

In addition to reformatting the policy from a bulleted list to a table for improved readability, two new incentives were introduced:

- Community Service Experience - Structured, community-based activities
- Work Experience - Placements with local businesses providing on-the-job training to build employable skills.

As the program enters a new program year, Ms. McMorris noted that WTP has consistently carried unspent funds. This policy update aims to reinvest those dollars more meaningfully by ensuring all incentives are directly tied to employment and training outcomes, consistent with the purpose of the TANF program, rather than offered without clear alignment to program goals.

Jim Brann moved to approve the Welfare Transition Program (WT) - Incentive Payments Policy revisions, as presented. Deb Frazier seconded the motion, which passed unanimously.

Agenda Item 3 - Review and Approve Workforce Innovation and Opportunity Act (WIOA) Youth Supportive Services Policy:

Tracey McMorris, Vice President of Operations/COO, explained that this policy revision was presented to the Youth Council at the February meeting. The update aligns with existing organizational policies, which include established limits for supportive services. Staff retain the ability to request approval for services or costs that exceed those limits, with approval authority now resting with the Vice President and COO, consistent with all other program policy approval processes. Previously, approval authority for this policy resided at the program manager level.

Additionally, fixed monetary thresholds were removed from the policy. Funding decisions will now be based on documented participant needs, suitability, and available funds.

Deb Frazier moved to approve the Workforce Innovation and Opportunity Act (WIOA) Youth Supportive Services Policy revisions, as presented. Kelly Johnson seconded the motion, which passed unanimously.

Agenda Item 4 - Review February 25, 2026, Program and Services Meeting Minutes – Approved at April 29, 2026, Board of Directors Meeting:

Tracey McMorris, Vice President of Operations/COO, stated that while the process has been updated to allow each committee to approve its own minutes, a scheduling conflict resulted in the Board of Directors meeting occurring before the Program and Services Committee meeting. As a result, the Board approved the minutes on the committee's behalf. The minutes were included in the meeting packet for the committee's review and awareness, with no further action required unless members had questions about the content.

Agenda Item 5 - CareerSource Research Coast (CSRC) CSRC Program Update:

a. Tracey McMorris presented the following CSRC Program Update - Workforce Information Technology Solution (WITS) Project:

- Ms. McMorris shared encouraging news about an upcoming system upgrade expected to roll out within the next year. The improvements are designed to enhance navigation and overall experience for all users, including staff, employers, providers, and job seekers.

The project team is taking an inclusive approach by engaging multiple designers and incorporating input from a broad range of experts and stakeholders. Key aspects of the current plan include:

- Demo rollout – A couple of demos are scheduled for the following week.
- GEOSOL overview – GEOSOL (the technology provider) is one of the largest workforce services technology providers in the nation, serving multiple states beyond Florida.
- Module assessment – Florida does not currently use all of GEOSOL's available modules. The project will begin by reviewing the full baseline of what GEOSOL offers, identifying tools that could simply be "turned on," and then determining what is missing or needs to be added.

The team will first assess all available but unused features, then bring recommendations to the table before moving into a testing phase.

- b. Tracey McMorris presented the following CSRC Program Update - Eligible Training Providers:
- Eligible Training Provider (ETP) Update - Beginning in 2024, the state assumed responsibility for the Eligible Training Provider (ETP) application process through a portal within the Employee Farm System. This transition shifted the burden of updating provider information from board staff directly to the providers themselves.
- c. Christina Coble presented the following CSRC Program Update – Summer of Success (SOS):
- Student Selections & Onboarding
Final student selections were completed May 26, 2026, and the team is now actively working with all placed students. Manpower serves as the employer of record, requiring each student to complete registration and onboarding process. Depending on placement location — particularly those involving youth or healthcare settings — some students will need a Level 2 background check. Staff are currently providing hands-on guidance and support to help students complete all pre-employment requirements over the next couple of weeks.

Upcoming Program Schedule

- June 8–12 – Classroom instruction using the Florida Ready to Work curriculum, focusing on soft skills and work readiness training.
- June 15–July 10 – Four-week internship placements, with students working 32 hours per week.

Ms. Coble explained that conversations are taking place with Martin and Indian River Counties regarding Program Expansion

- d. Tracey McMorris presented the following CSRC Program Update - Hope Florida:
- Ms. McMorris explained that Hope Florida is a workforce initiative that provides enhanced employment support to job seekers facing barriers to employment, while also partnering with employers willing to offer opportunities to program participants.

Participant Enrollment & Outcomes

CareerSource currently ranks 3rd in the state for Hope Florida enrollments, a strong Performance given the board's size compared to larger regions like CareerSource North Florida (#1) and CareerSource Central Florida/Orlando (#2).

Current enrollment statistics:

- 589 total Hope Florida participants enrolled
- 83 participants enrolled in some form of training
- 69 participants have earned industry-recognized credentials
- 195 participants have secured employment to date (*with more still actively in training or job search*)

Employer Engagement

- 35 local employers have committed as Hope Florida employer partners, agreeing to consider candidates who may have barriers to employment
- 10 active job orders are currently tagged specifically for Hope Florida participants, making them searchable within the system

Ms. McMorris stated that the Hope Florida Navigator works closely with participants who face significant employment barriers, providing hands-on guidance, assessments, and individualized support. Once a participant is determined to be job-ready, they are connected with the Business Services team, where a dedicated Business Navigator becomes their advocate, actively reaching out to employers on their behalf to secure interviews and job placements, going beyond simply matching them to posted openings.

e. Christina Coble shared CareerSource Research Coast (CSRC) Business Services Updates:

- On-the-Job Training (OJT) Update – Ms. Coble explained that OJT contracts provide employer reimbursements for hiring individuals who lack the skills typically required. Employers receive partial salary reimbursement during the training period.

Ms. Coble gave the following year-to-date statistics:

○ Total Contracted Amount	\$292,000
○ Actual Expenditures	\$178,000
○ Year to Date OJT Contracts (PY25-26)	52 Contracts
○ Weeks Remaining in Current Year (PY25-26)	5 weeks

Ms. Coble noted that the team operated with reduced staffing, a new Business Navigator joined at the start of the year, and one Business Navigator position was subsequently vacated. Two of three Business Navigators shouldered the majority of this work.

- Hiring Events: Ms. Coble explained that the first collaborative hiring event was held between CareerSource Research Coast & CareerSource Palm Beach County, reflecting known commuting patterns between the two regions.

Thirty-two employers attended, with 126 job seekers (91 were from Region 20). The event was held at the Chastain Campus of Indian River State College (IRSC), Stuart, FL.

This was the first collaborative hiring event between CareerSource Research Coast and CareerSource Palm Beach County, reflecting known commuting patterns between the two regions. There are plans to do this event again next year, with some scheduling adjustments to maximize attendance of both employers and attendees.

- Upcoming Hiring Events:
United Against Poverty Hiring Event, Vero Beach: July 16, 2026 - 50 employers registered, pre-registration opens in 3 weeks.

City of Port St. Lucie Job Fair, Mid-Florida Event Center: August 2026 - 1000 job seekers anticipated, Kickoff meeting scheduled for June 9th.

Ms. Coble explained that there is a Clothing Closet Initiative for job seekers attending the Port St. Lucie job fair, and is funded entirely through donations.

This initiative was launched in 2024 and is continuing in 2025. The Clothing Closet allows participants to select a complete interview-ready outfit (clothing, shoes, handbag, belt, accessories) the day before or day of the event.

- Rapid Response - Amazon:

Ms. Coble explained that Amazon will be temporarily closing its Midway Road facility for approximately two years to retrofit equipment and complete the expansion. This closure will affect approximately 850 full-time employees. Upon reopening, Amazon anticipates hiring approximately 1,000 employees, a net gain for the region, though significant short-term displacement is expected.

Key Dates:

- WARN Act Notice Filing: July 17th
- Official Layoff Date: September 17th
- New Cold Storage Facility Opening (Fort Pierce): 12–14 months (approx. 700 jobs)
- Midway Road Facility Reopening: Approximately 2 years

Amazon Employee Benefits:

- Employees who remain through September 17th will receive:
- Four (4) weeks of severance pay
- A lump sum payment covering six (6) months of benefits

Ms. Coble explained that a multi-agency response is underway in collaboration with:

- St. Lucie County Economic Development Council
- St. Lucie County Economic Business Council
- State-level Rapid Response Team
- LHH (Amazon's contracted private employment services provider)

Ms. Coble stated that the role of CareerSource Research Coast in all rapid response events are as follows:

- Deploy staff on-site to meet with all affected workers
- Provide an overview of available workforce services
- Assist with Reemployment Assistance (RA) applications
- Share information on training opportunities available to dislocated workers
- Ensure all individuals are aware of the full range of available resources

A targeted job fair is being planned in coordination with the EDC. The goal is to bring distribution, logistics, and similar employers on-site to facilitate direct transitions for affected workers and minimize periods of unemployment.

Ms. Coble noted Amazon is offering relocation to other facilities; however, only two facilities exist within a 50-mile radius, limiting the number of employees who can be accommodated through this option.

In addition, Amazon has stated that displaced workers will be given first priority for hiring at both the new Fort Pierce cold storage facility and the revamped Midway Road facility upon reopening. It was noted, however, that the extended timelines (12–14 months and 2 years, respectively) will likely require most affected individuals to seek other employment in the interim.

f. Stacey Schaeffer presented the following CSRC Program Update:

- Wagner-Peyser/Migrant & Seasonal Farmworkers/RESEA - Ms. Schaeffer stated that the search for a Migrant and Seasonal Farm Worker Customer Service Specialist is still ongoing.

g. Stacey Schaeffer presented the following CSRC Program Update:

- Jobs for Veterans State Grant – Stand Down Events - A series of Stand Down events are planned across the tri-county area. Stand Downs are dedicated events designed to provide services and support to veterans, particularly those experiencing homelessness.

Ms. Schaefer explained that there is a multitude of services & resources being provided at the Stand Downs, such as clothing collected and distributed by the team, water generously donated by Walmart, hygiene bags donated by the Veterans Administration (VA), and job seeker flyers with employment resources and opportunities

Upcoming Event Schedule:

June 4th 8:00 – 10:00 AM

Love and Hope in Action (LAHIA),

Martin County

h. Jodi Thomas presented the following Welfare Transition (WT) Program, Supplemental Nutrition Assistance Program (SNAP) updates:

- Staffing - Effective Monday, June 1st, a new Welfare Transition and SNAP Career Planner will be joining the team. This addition is intended to strengthen program operations and enhance participant engagement efforts.
- Case Load Trends - The increase in SNAP participation is attributed to several changes introduced under the Big Beautiful Bill, including the removal of previous exemptions and an expansion of the eligible age range for Able-Bodied Adults Without Dependents (ABAWDs):

Exemptions Removed:

- Veterans
- Homeless individuals
- Adults caring for children ages 14–17 (previously, caring for any child under 18 qualified for an exemption)
- Former foster youth ages 18–24

ABAWD Age Range Expansion:

- Previous range: Ages 18–54
- Updated range: Ages 18–64

Ms. Thomas stated that Career Planners are actively continuing community outreach efforts to identify and develop community service and work experience sites.

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

- New Analytics Dashboard – Ms. Sayger explained that in order to address ongoing challenges with Employ Florida's reporting functionality, which requires significant manual effort and increases administrative burden, the team is implementing a new centralized analytics dashboard. The tool will consolidate key program participant and performance data, reduce manual reporting, improve real-time visibility into federal performance outcomes, and strengthen data accuracy for compliance reporting.

This investment is expected to improve operational efficiency and provide leadership with more timely insights into program performance and participant outcomes. Given that the Workforce Information Technology Solution (WITS) Project remains at least a year out, this dashboard offers an immediate, actionable solution for staff and performance improvement. A formal presentation to program planners is scheduled for the upcoming meeting in the next few weeks.

- Program Trends-Adult & Dislocated Worker (Classroom Training) - Popular training occupations this quarter included:
 - CDL Class A Drivers
 - Registered Nursing
 - Dental Assisting

Emerging On-the-Job Training (OJT) opportunities included Firefighting, Public Safety, Telecommunications, and Aircraft Assembly, reflecting a broadening of occupation-specific services.

- Staffing Update - Adult & Dislocated Worker Program - The program is currently down one Career Planner following a recent resignation, leaving three active staff members. An internal job posting has been opened to fill the vacancy.
- WIOA Youth Program-Eckerd Connects - Eckerd Connects, the youth services provider, remains on track to meet all deliverables for the current program year. Contract negotiations for the upcoming program year are underway, with an initial meeting already held.

Key topics discussed included:

- Diverse Pathways: Shifting program emphasis from primarily GED-focused services toward occupational training and industry-recognized credentials, in alignment with Workforce Forward policy priorities.
- One-Stop Partner Collaboration: Program Manager Angie will begin attending quarterly meetings with One-Stop partners to strengthen coordination and mutual awareness of available services.
- Wagner-Peyser Co-Enrollment: Plans to co-enroll youth participants into Wagner-Peyser to support performance tracking and labor exchange services, with increased involvement from front desk and frontline staff.
- Program Growth: Efforts to increase the number of youth participants and expand co-enrollments with the WIOA Adult and Dislocated Worker Program to broaden access to occupational training.

Agenda Item 6 - 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 8:49 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

Date



9d Agenda Item Executive Committee Meeting Minutes

June 12, 2026

Opening Remarks

1. Welcome & Attendance
2. Conflict of Interest Declaration

Voting Items

3. Review and Approve April Financial Report - PY2025-2026
4. Review and Approve Renewable Vendor Contract for Legal Services - PY2026-2027
5. Review and Approve Letter of Intent for WIOA Youth Service Subrecipient Contact - PY2026-2027
6. Review and Approve Individual Training Account (ITA) Waiver Request - PY2026-2027
7. Review and Approve Nomination for Slate of Officers
8. Consent Agenda
 - a. Review and Approve Welfare Transition Program (WT) – Incentive Payments Policy
 - b. Review and Approve Workforce Innovation and Opportunity Act (WIOA) Youth - Supportive Services Policy
 - c. Review and Approve Workforce Innovation and Opportunity Act (WIOA) - Individual Training Account Policy
9. Review and Approve Declaration of Authority - Daniel Moore, Designee for Michael Maine, Superintendent, Martin County School District
10. Review and Approve Request for Quote RFQ #26-001-MTR for Independent Monitoring

Information/Discussion

11. Primary Indicators of Performance 3rd Quarter - PY2025-2026
12. CareerSource Research Coast (CSRC) Updates
 - Official Notification to File Form 1 - Calendar Year 2025
 - Ad Hoc Search Committee Board Membership - Deb Frazier Recommendation Rob MacKeen, Executive Director, Marine Industry Association
 - CareerSource Florida FWDA/Board/Council Meetings - June 1-3, 2026
 - Letter to Congress - Funding for Workforce Innovation and Opportunity Act (WIOA) Programs
13. Adjournment - Next Executive Meeting - July 17, 2026

Members Present:

Jim Brann Bob Cenk

Members Participating by Teleconference:

Leslie Kristof Terrance Moore Christie Shields

Members Excused

Werner Bols William Armstead

Administrative Staff Present/Teleconference:

Brian Bauer Lisa Delligatti Jennifer Eimann

Call to Order:

Jim Brann, Chair, called the meeting to order at 8:05 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 April Financial Report - PY2025-2026:

Lisa Delligatti, CFO, stated that funding allocation has shifted notably from last year: On-the-Job Training (OJT) now accounts for roughly 50% of spending, with support services at 8%. This is nearly a reversal from last year, when Individual Training Accounts (ITAs) made up 60% and OJTs only 31%, indicating a clear trend toward prioritizing OJTs over ITAs.

Ms. Delligatti anticipates that Hope Florida and apprenticeship funds will be fully spent by year-end. Adult and Dislocated Worker funds are also expected to show a carry-forward balance for the first time in recent memory, which should put the program in a strong financial position heading into the next program year.

A motion was made by Bob Cenk to approve the Financial Reports for April, as presented. Terrance Moore seconded the motion. The motion passed unanimously.

Agenda Item 4 - Review and Approve Renewable Vendor Contract for Legal Services - PY2026 2027:

Brian Bauer, President/CEO, stated that this item was not presented at the May meeting, along with the other vendor contract renewals. It covers the firm, Lippes Mathias, LLP, serving as employment counsel for HR-related matters at CareerSource. The board previously approved expanding this engagement to also cover general counsel services, including contract and lease renewals and similar matters.

Rates remain unchanged from the prior engagement, and the firm continues to offer a discounted rate for both the general counsel and employment law services.

A motion was made by Leslie Kristof to approve the Renewable Vendor Contract for Lippes Mathias, LLP, as presented. Bob Cenk seconded the motion. The motion passed unanimously.

Agenda Item 5 - Review and Approve Letter of Intent for WIOA Youth Service Subrecipient

Contact - PY2026-2027:

Brian Bauer, President/CEO, stated that Tracey McMorris, Vice President of Operations/COO, and her team are still in contract negotiations with Eckerd Connects regarding performance metrics and budget. As a result, the contract should be completed by July 1, 2026.

To ensure compliance and avoid operating without an active funding agreement, staff have provided a letter of intent signed by both Mr. Bauer and Eckerd Connects' CFO. The letter establishes intent to contract for an amount not to exceed \$750,000.

Negotiations are expected to be completed in time to bring the finalized contract to the September board meeting. In the meantime, the letter of intent keeps the organization in compliance heading into the start of the new program year. The committee is asked to approve the letter of intent.

A motion was made by Christi Shields to approve the Letter of Intent for WIOA Youth Services Sub-recipient Contact PY2026-2027, as presented. Bob Cenk seconded the motion. The motion passed unanimously.

Agenda Item 6 - Review and Approve Individual Training Account (ITA) Waiver Request – PY2026-PY2027:

Brian Bauer, President/CEO, presented the request for a 40% waiver, noting that Lisa Delligatti's financial report showed the agency currently holding between 42% and 43%, putting it on track to meet the 40% target. Mr. Bauer explained that the state has changed its submission requirements for the waiver but has not yet issued technical assistance on the new process. Staff completed the new form required under the state's updated ITA waiver policy (page 21 of the packet), which shows actual dollar amounts in more detail than the previous one- or two-page memo. The agency's memo and the state's new form are being submitted together, since the policy has been approved, but guidance on it has not.

The packet figures compare last year's actual performance to this year's projections, and staff are confident the 40% target can be met. Eimann noted that the state board could still set a higher threshold (for example, 45%), in which case the agency would comply with that determination. The waiver request will also go before the Workforce Consortium at its meeting on Tuesday, June 16th, and before the Board on June 24th, in order to meet the state's July 1 submission deadline.

A motion was made by Christi Shields to approve the Individual Training Account (ITA) Waiver Request- PY2026-2027, as presented. Terrance Moore seconded the motion. The motion passed unanimously.

Agenda Item 7 - Review and Approve Nomination for Slate of Officers:

Brian Bauer, President/CEO, discussed that this is the time of year to put forward a new chair for the board, since chairs are limited to two consecutive one-year terms. Jim Brann is terming out of the chair seat, and per established practice, the vice chair moves up to chair. Will Armstead has agreed to serve as chair starting July 1, 2026.

Kelly Johnson has agreed to serve as vice chair. Christi Shields has agreed to continue serving as treasurer; since treasurers may serve up to four years, this will be her second year in the role.

This slate of officers for program year 2026–27 was presented for committee approval, to then be forwarded to the full board for approval:

- Chair: Will Armstead
- Vice Chair: Kelly Johnston
- Treasurer: Christi Shields (second year)

A motion was made by Bob Cenk to approve the Nomination for Slate of Officers, as presented. Leslie Kristof seconded the motion. The motion passed unanimously.

Agenda Item 8 - Consent Agenda:

Brian Bauer, President/CEO, 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. Terrance Moore seconded the motion, which passed unanimously.

Agenda Item 9 - Review and Approve Declaration of Authority - Daniel Moore, Designee for Michael Maine, Superintendent, Martin County School District:

Brian Bauer, President/CEO, shared that the By-Laws of the Workforce Development Board permits mandatory board members to designate a single, high-ranking designee with decision-making authority from his/her organization to represent him/her at Board and/or at standing or Ad-Hoc committee meetings. Per the Boards By-Laws Michael Maine has requested that Daniel Moore represent him at the Board of Directors and Program and Services Committee meetings when Mr. Maine is unable to attend.

Daniel Moore is replacing Dr. Tracey Miller as Mr. Maines' designee. Dr. Miller is retiring from Martin County School District.

A motion was made by Terrance Moore to approve the Declaration of Authority - Daniel Moore, Designee for Michael Maine, Superintendent, Martin County School District, as presented. Leslie Kristof seconded the motion. The motion passed unanimously.

Agenda Item 10 - Review and Approve Request for Quote RFQ #26-001-MTR for Independent Monitoring:

Brian Bauer, President/CEO, stated that a Request for Quote went out in order to procure independent monitoring services. The incumbent vendor, Taylor Hall Miller Parker (THMP), was evaluated alongside other proposals submitted for the contract. Rating sheets and composite scores for all submitting vendors were distributed to the board for review. Based on the results, both the rating team and staff recommended renewing Taylor Hall Miller Parker for a new five-year RFP term, with the contract subject to annual performance review for renewal.

A motion was made by Leslie Kristof to approve THMP RFQ #26-001-MTR for Independent Monitoring, as presented. Bob Cenk seconded the motion. The motion passed unanimously.

Agenda Item 11 - Review Primary Indicators of Performance 3rd Quarter - PY2025-2026:

Third quarter metrics have been released and show generally positive results. The median wage in the second quarter after exit, previously flagged as a yellow (at-risk) metric, improved significantly.

The one area of concern is the youth attainment rate tied to the youth contract renewal. This metric declined again and is currently at 77.9%, against a required threshold of 90%. It is likely this metric will not be met and will need close monitoring heading into program year 26-27.

Aside from that, the majority of indicators are meeting or exceeding targets ("lots of blues"). Metric negotiations for program years 26-27 and 27-28 are still pending on the state's end; the state appears to be incorporating a new statistical adjustment model using historical data as part of that process. An update is expected by the September meeting.

Agenda Item 12- CareerSource Research Coast (CSRC) Updates:

Brian Bauer, President/CEO, shared the following updates with the committee members.

- Official Notification to File Form 1 - Calendar Year 2025 - All board members should have received a reminder to file Form 1 with the Florida Commission on Ethics. Please complete this filing as soon as possible. The committee members were reminded that they had until July 1 to file their Form 1.
- Ad Hoc Search Committee Board Membership - Deb Frazier Recommendation Rob MacKeen, Executive Director, Marine Industry Association - Four applications are going to the Treasure Coast Workforce Consortium on June 1; Andrea Beam, Wes McCurry, Brian Cartlin, and Sharon Wright.

There are still two open business seats, and Mr. Bauer asked for possible recommendations from the committee members.

In addition, Mr. Bauer stated that members will need to follow up with Will Armstead, who is absent from the meeting, to see if he was able to contact Rob MacKeen. Deb Frazier recommended as a possible candidate for the board.

- Letter to Congress - Funding for Workforce Innovation and Opportunity Act (WIOA) Program - TANF bill — H.R. 8872, the "Preventing Waste, Fraud, and Abuse in TANF Act," sponsored by Rep. Mike Carey (R-OH), introduced in May 2026. It mainly tightens TANF eligibility (capping it at 200% of the federal poverty level) and adds reporting/integrity requirements rather than cutting the \$16.6 billion appropriation itself.

Regarding WIOA funding, the FY2027 Labor-HHS-Education Appropriations bill, which the House Appropriations Committee advanced along party lines just last week, cuts the Department of

Labor's budget roughly 27% overall, and within that, WIOA Title I formula grants would be cut 62%. The bill effectively eliminates WIOA Adult (through a proposed rescission of FY26 advance funding this fall, leaving only a small carryover), eliminates WIOA Youth entirely, and leaves Dislocated Worker as the only core formula program largely intact. Job Corps would be cut in half rather than eliminated. A Democratic amendment to restore WIOA Title I and Title II (adult education) funding was offered and defeated on a party-line vote during markup.

The bill has advanced out of the House Appropriations Committee on a party-line vote but has not yet reached the Senate, leaving a window for advocacy before final terms are set.

Mr. Bauer asked committee members, if so inclined, to forward the advocacy letter to their congressional delegation, urging them to oppose these cuts and instead support continued investment in workforce training.

Members were encouraged to personalize the letter on behalf of themselves, their company, or their role as an employer or training provider before sending it to their senators and representatives.

The matter will be revisited at the full board meeting.

Agenda Item 13 - Adjournment:

With no further items to discuss, a motion was made by Jim Brann to adjourn the meeting, seconded by Bob Cenl. The motion passed unanimously, and the meeting was adjourned at 8:58 a.m.

BOARD SECRETARY CERTIFICATION

I hereby certify 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.

Brian Bauer
Staff Secretary

Date

AGENDA ITEM SUMMARY

Title	Revisions to the Welfare Transition Program (WTP) Incentive Payments Policy
Strategic Plans/Goals	Operational Intelligence
Policy/Plan/Law	Personal Responsibility and Work Opportunity Reconciliation Act, Federal Regulations (45CFR 263.11(b), and Florida Statue 414.085
Action Requested	Review and Approve Revisions to CSRC’s Welfare Transition Program Incentive Payments Policy
Background	<p>The Temporary Assistance for Needy Families (TANF) Program is designed to assist eligible individuals in achieving economic self-sufficiency through participation in work, education, training, and related activities that support long-term employment outcomes. As part of program delivery, incentive payments may be used to encourage engagement and recognize progress toward established goals.</p> <p>The proposed revision to the WTP Incentive Policy updates and clarifies CSRC’s approach to incentive payments provided to WTP participants. While incentive payments will continue to be subject to available funding, the revised policy places greater emphasis on encouraging participation in employment and training activities that strengthen employability, support progress toward established goals, and advance participant self-sufficiency.</p>
Staff Recommendations	Approve the revisions to the Welfare Transition Program Up-Front Diversion Policy
Supporting Material	WTP – Incentives Payments Policy
Board Staff	Tracey McMorris Vice President of Operations/COO tmcmorris@careersourcerc.com (866) 482-4473 ext. 528





WELFARE TRANSITION PROGRAM INCENTIVE PAYMENTS -POLICY

ORIGINAL APPROVAL DATE: 8/10/2011

REVISION DATE: 02/28/20245/27/2026

BOARD APPROVAL DATE: 02/28/20246/24/2026

PURPOSE

The purpose of this policy is to establish a uniform standard for CareerSource Research Coast’s (CSRC) use of Incentive Payments for Welfare Transition (WT) Program participants.

REFERENCES

Personal Responsibility and Work Opportunity Reconciliation Act, Federal Regulations (45CFR 263.11(b), and Florida Statute 414.085. WTP – Incentive Payments Procedures:-

BACKGROUND

Florida Statutes allow Local Workforce Development Boards (LWDBs) to provide incentives to WT participants to complete assigned activities. In addition, the LWDBs may determine the value of the incentive payments and create policies related to their use.

POLICY:

It is the policy of CSRC to provide incentive payments to WT Program participants ~~to encourage the completion of activities leading to self-sufficiency, as detailed in the table below, as a tool to promote participation in employment and training activities, recognize progress toward established goals, and support achievement of self-sufficiency. Incentive payment amounts are subject to available funding and established program priorities. Incentive payment amounts are based on the availability of funding.~~

INCENTIVE PAYMENT ELIGIBILITY REQUIREMENTS:

~~All participants must either:~~

- ~~• Participants must R~~received cash assistance benefits in the month the incentive is earned ~~or~~
 - ~~• Participants’ C~~ash assistance benefits closed within the previous three months from the date of request due to earnings generated from employment.
- ~~— If the incentive request is for quarterly employment retention, the Temporary Cash Assistance case must have initially closed due to earnings generated from employment.~~

WT PROGRAM INCENTIVE PAYMENTS AND AMOUNTS*

~~CSRC provides the following incentives to WT participants as determined allowable and upon meeting the requirements listed for each:~~

<u>Incentive Reason</u>	<u>Amount</u>
<u>Attendance at scheduled initial appointment with a WT Program Career Planner</u>	<u>\$25.00</u>
<u>Obtainment of GED or High School Diploma</u>	<u>\$100.00</u>
<u>College Degree, Applied Technical Diploma, Nationally Recognized Credential, Industry Certification or State License (Participants will not receive an incentive if they do not complete the related credential for the program of study)</u>	<u>\$100.00</u>
<u>Unsubsidized Job Placement Full-time (30 hours or more), after verification of employment and the receipt of the first paystub reflecting a full pay period.</u>	<u>\$200.00</u>
<u>Unsubsidized Job Placement Full-time (29 hours or less), after verification of employment and the receipt of the first paystub reflecting a full pay period.</u>	<u>\$100.00</u>
<u>Completion of participation hours for the month</u>	<u>\$75.00</u>
<u>Completion of a resume approved by a CSRC Workshop Instructor and completion of three approved job readiness workshops</u>	<u>\$75.00</u>
<u>Completion of three assessments in the Skills, Interests, and Proficiency Assessments workshop</u>	<u>\$75.00</u>
<u>Completion of each 75-hour Office Administration course</u>	<u>\$175.00</u>
<u>Completion of two consecutive weeks of vocational training</u>	<u>\$75.00</u>
<u>Completion of a WIOA intake and assessment with a CSRC (WIOA) Career Planner</u>	<u>\$25.00</u>

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.



WELFARE TRANSITION PROGRAM INCENTIVE PAYMENTS -POLICY

ORIGINAL APPROVAL DATE: 8/10/2011

REVISION DATE: 02/28/20245/27/2026

BOARD APPROVAL DATE: 02/28/20246/24/2026

<u>Completion of the Florida Ready to Work program, attainment of the Florida Soft Skills Credential, and attainment of the Florida Ready to Work Credential</u>	<u>\$150.00</u>
<u>Retention of employment after case closure by DCF for earned income (quarterly up to 4 quarters), only when the Temporary Cash Assistance case initially closed due to earnings generated from employment.</u>	<u>\$50.00</u>
<u>Completion of weekly hours at Community Service/Work Experience Site</u>	<u>\$25.00</u>
<u>Attendance at Job Fair</u>	<u>\$25.00</u>

The amount of incentive payments are subject to change based on the amount of Welfare Transition Program funding available and awarded to CSRC each program year.

- ~~● Attendance at a scheduled, in-person, initial appointment with a WT Program Career Planner - \$25~~
- ~~● Obtainment of GED or high school diploma - \$100~~
- ~~● College Degree, Applied Technical Diploma, Nationally Recognized Credential, Industry Certification or State License - \$100 - Participants may not receive an incentive if they do not complete the related credential for the program of study:

 - ~~● Unsubsidized Job Placement

 - ~~○ Full time (30 hours or more) employment - \$200~~
 - ~~○ Part time (29 hours or less) employment - \$100~~~~~~
- ~~● Employment incentives will only be requested after verification of employment and the receipt of the first full paystub.~~
- ~~● Completion of four consecutive weeks of participation (can be ongoing) - \$75

 - ~~● Completion of a resume approved by a CSRC Workshop Instructor and completion of three approved job readiness workshops - \$75~~
 - ~~● Completion of three assessments in the Skills, Interests, and Proficiency Assessments workshop - \$75~~
 - ~~● Completion of each 75-hour Office Administration course - \$175~~
 - ~~● Completion of two consecutive weeks of vocational training (can be ongoing) - \$75~~
 - ~~● Completion of a WIOA intake and assessment with a CSRC (WIOA) Career Planner - \$25~~
 - ~~● Completion of the Florida Ready to Work program, attainment of the Florida Soft Skills Credential, and attainment of the Florida Ready to Work Credential - \$150~~
 - ~~● Retention of employment after case closure by DCF for earned income-

 - ~~○ 1st quarter following case closure \$50~~
 - ~~○ 2nd quarter following case closure \$50~~
 - ~~○ 3rd quarter following case closure \$50~~
 - ~~○ 4th quarter following case closure \$50~~~~~~
- ~~* The amount of incentive payments are subject to change based on the amount of Welfare Transition Program funding available and awarded to CSRC each program year.~~

Refer to the Following Documents:

WTP - Incentive Procedure

WTP - Issuance of Transportation and Incentive Payments Policy

WTP - Issuance of Transportation Assistance and Incentive Payments Procedure



WELFARE TRANSITION PROGRAM INCENTIVE PAYMENTS POLICY

ORIGINAL APPROVAL DATE: 8/10/2011

REVISION DATE: 5/27/2026

BOARD APPROVAL DATE: 6/24/2026

PURPOSE

The purpose of this policy is to establish a uniform standard for CareerSource Research Coast’s (CSRC) use of Incentive Payments for Welfare Transition (WT) Program participants.

REFERENCES

Personal Responsibility and Work Opportunity Reconciliation Act, Federal Regulations (45CFR 263.11(b), and Florida Statute 414.085. [WTP – Incentive Payments Procedures](#)

BACKGROUND

Florida Statutes allow Local Workforce Development Boards (LWDBs) to provide incentives to WT participants to complete assigned activities. In addition, the LWDBs may determine the value of the incentive payments and create policies related to their use.

POLICY:

It is the policy of CSRC to provide incentive payments to WT Program participants, as detailed in the table below, as a tool to promote participation in employment and training activities, recognize progress toward established goals, and support achievement of self-sufficiency. Incentive payment amounts are subject to available funding and established program priorities

INCENTIVE PAYMENT ELIGIBILITY REQUIREMENTS:

- Participants must receive cash assistance benefits in the month the incentive is earned or
- Participants’ cash assistance benefits closed within the previous three months from the date of request due to earnings generated from employment.

Incentive Reason	Amount
Attendance at scheduled initial appointment with a WT Program Career Planner	\$25.00
Obtainment of GED or High School Diploma	\$100.00
College Degree, Applied Technical Diploma, Nationally Recognized Credential, Industry Certification or State License (Participants will not receive an incentive if they do not complete the related credential for the program of study)	\$100.00
Unsubsidized Job Placement Full-time (30 hours or more), after verification of employment and the receipt of the first paystub reflecting a full pay period.	\$200.00
Unsubsidized Job Placement Full-time (29 hours or less), after verification of employment and the receipt of the first paystub reflecting a full pay period.	\$100.00
Completion of participation hours for the month	\$75.00
Completion of a resume approved by a CSRC Workshop Instructor and completion of three approved job readiness workshops	\$75.00
Completion of three assessments in the Skills, Interests, and Proficiency Assessments workshop	\$75.00
Completion of each 75-hour Office Administration course	\$175.00
Completion of two consecutive weeks of vocational training	\$75.00
Completion of a WIOA intake and assessment with a CSRC (WIOA) Career Planner	\$25.00
Completion of the Florida Ready to Work program, attainment of the Florida Soft Skills Credential, and attainment of the Florida Ready to Work Credential	\$150.00
Retention of employment after case closure by DCF for earned income (quarterly up to 4 quarters), only when the Temporary Cash Assistance case initially closed due to earnings generated from employment.	\$50.00
Completion of weekly hours at Community Service/Work Experience Site	\$25.00
Attendance at Job Fair	\$25.00

AGENDA ITEM SUMMARY

Title	Review and Approve WIOA Workforce Innovation Opportunity Act (Act) - Youth Program Supportive Services Policy Revisions
Strategic Plans/Goals	Operational Intelligence
Policy/Plan /Law	Section 129 of the Workforce Innovation & Opportunity Act (WIOA); CareerSource Florida Administrative Policy Number 109; TEGL 10-16, Change 3.
Action Requested	Review and Approve Revisions to Workforce Innovation Opportunity Act (Act) - Youth Program’s Supportive Services Policy
Background	<p>Supportive services, one of the fourteen program elements for the WIOA Youth program, are services that enable an individual to participate in WIOA activities. These supportive services include but are not limited to assistance with transportation, childcare, housing, health care, educational testing, work-related attire, and work- related tools.</p> <p>Staff has revised the policy to include a structured approval process for requests that fall outside of the limits or frequency outlined in the policy. This change aligns the WIOA Youth policy with the existing WIOA Adult and Dislocated Worker approach, requiring VP/COO approval for exceptions.</p>
Staff Recommendations	Approve the Revisions to the WIOA Youth Program Supportive Services Policy
Supporting Material	WIOA Youth Program Supportive Services Policy
Board Staff	Tracey McMorris Vice President of Operations/COO tmcmorris@careersourcerc.com (866) 482-4473 ext. 528



PURPOSE

To establish a uniform standard for providing supportive services to Workforce Innovation & Opportunity Act (WIOA) Youth program participants of CareerSource Research Coast (CSRC). To avoid duplication, CSRC shall coordinate/provide cost-effective support services by connecting participants to other resources, or via the use of WIOA funds as available. CSRC shall authorize supportive services when a participant demonstrates financial need, when the participant will not be successful without the support, and when no alternative funding is available to pay for such supportive services.

REFERENCES

~~Section 129 of the Workforce Innovation & Opportunity Act. U.S. Department of Labor Training and Employment Guidance Letter (TEGL) 10-16, Change 3. WIOA Desk Reference – Supportive Services, 2024 Edition. CareerSource Florida Administrative Policy 109.~~

BACKGROUND

Supportive services, one of the fourteen program elements for the WIOA Youth program, are services that enable an individual to participate in WIOA activities. These supportive services include but are not limited to assistance with transportation, childcare, housing, health care, educational testing, work-related attire, and work-related tools.

LOCAL POLICY

To help WIOA Youth program participants overcome barriers to employment and training services, supportive services may be provided to participants actively enrolled, participating in a training activity, or active in follow up. Staff must assess the participant's financial need for supportive services during the initial objective assessment and throughout the participant's enrollment in career or training services. WIOA-funded supportive services may be provided to the participant only after staff have determined and appropriately documented the following:

- Supportive services are necessary for the participant to complete career or training services.
- The identified supportive service is not available through other agencies, programs, or resources.
 - If available through other sources, staff must document how/why referrals to other agencies for the supportive service would create a hardship for the participant.
- Determination of need for the supportive service is included in the participant's Individual Service Strategy (ISS) or Individual Employment Plan (IEP). An explanation regarding the participant's need for supportive service must be included in the participant's case notes in Employ Florida.
- Participant has completed and signed a [Determination of Need Statement Form](#) documenting the financial need for support. A copy of the form must be maintained in the participant's case file.
- The completion of a [Receipt of Supportive Services](#) form documenting the cost, purpose and need for the requested supportive service.
 - The record of payment will be included in the participant's case file.
- Staff will enter the appropriate service code in the State's Management Information System, Employ Florida, along with a supporting case note documenting the need for the supportive service, as reflected in the ISS or IEP.

Staff must ensure the supportive services provided are used for their intended purpose and must not be issued to a third party on behalf of the WIOA Youth participant. Supportive services are purchased directly from the appropriate vendor; CSRC does not reimburse the participant for the costs incurred. ~~The~~ The availability of supportive services may vary with each program year and is based on WIOA Youth ~~p~~Program funding availability.



Due to limited WIOA Youth program funding, CSRC does not regularly authorize supportive service payments for housing expenses, childcare/dependent care, legal fees, fines, late fees, court costs, or any item not listed in the chart below. Limits are based on the participant’s documented need, suitability, and funding availability. The table below reflects the supportive services regularly needed by WIOA Youth participants. Requests for support services not listed may be submitted to the Youth Program Manager; however, the VP/COO will have the final approval of supportive services not listed, and requests that exceed the “Quantity Limitation,” or maximum amount listed below. However, requests for support services not listed may be approved by the WIOA Youth Program Manager.

SUPPORT SERVICE LIMITATIONS PER YOUTH PER PROGRAM YEAR		
Support Service	Cost Limitation	Quantity Limitation
Uniforms	\$100.00	2-Tops, 2-Bottoms
Shoes	\$50.00	One Pair
Safety Steel Toe Boots	\$75.00	One Pair
Interview Attire	\$100.00	2-Tops, 2-Bottoms
Tools	\$100.00	No Quantity Limitation
Background Screening	\$100.00	No Quantity Limitation
Physicals/Drug Screening	\$100.00	No Quantity Limitation
Bus Passes	\$35.00	One Book Per Month Maximum
Gas Cards/Uber Cards	Based on Mileage, not to Exceed \$50.00	One Per Month Maximum
Educational Testing, Licensing Fees, Required Textbooks	\$300.00	No Quantity Limitation
Required Accommodations for Youth with Disabilities	No Predetermined Limit - Based on Documentation of Need and Manager approval	No Quantity Limitation
Driver’s License, Permit, State ID	No Predetermined Limit. Based on actual cost.	No Quantity Limitation

Reference Documents:

[WIOA Youth - Supportive Services Procedure](#)



PURPOSE

To establish a uniform standard for providing supportive services to Workforce Innovation & Opportunity Act (WIOA) Youth program participants of CareerSource Research Coast (CSRC). To avoid duplication, CSRC shall coordinate/provide cost-effective support services by connecting participants to other resources, or via the use of WIOA funds as available. CSRC shall authorize supportive services when a participant demonstrates financial need, when the participant will not be successful without the support, and when no alternative funding is available to pay for such supportive services.

BACKGROUND

Supportive services, one of the fourteen program elements for the WIOA Youth program, are services that enable an individual to participate in WIOA activities. These supportive services include but are not limited to assistance with transportation, childcare, housing, health care, educational testing, work-related attire, and work-related tools.

LOCAL POLICY

To help WIOA Youth program participants overcome barriers to employment and training services, supportive services may be provided to participants actively enrolled, participating in a training activity, or active in follow up. Staff must assess the participant's financial need for supportive services during the initial objective assessment and throughout the participant's enrollment in career or training services. WIOA-funded supportive services may be provided to the participant only after staff have determined and appropriately documented the following:

- Supportive services are necessary for the participant to complete career or training services.
- The identified supportive service is not available through other agencies, programs, or resources.
 - If available through other sources, staff must document how/why referrals to other agencies for the supportive service would create a hardship for the participant.
- Determination of need for the supportive service is included in the participant's Individual Service Strategy (ISS) or Individual Employment Plan (IEP). An explanation regarding the participant's need for supportive service must be included in the participant's case notes in Employ Florida.
- Participant has completed and signed a [Determination of Need Statement Form](#) documenting the financial need for support. A copy of the form must be maintained in the participant's case file.
- The completion of a [Receipt of Supportive Services](#) form documenting the cost, purpose and need for the requested supportive service.
 - The record of payment will be included in the participant's case file.
- Staff will enter the appropriate service code in the State's Management Information System, Employ Florida along with a supporting case note documenting the need for the supportive service, as reflected in the ISS or IEP.

Staff must ensure the supportive services provided are used for their intended purpose and must not be issued to a third party on behalf of the WIOA Youth participant. Supportive services are purchased directly from the appropriate vendor; CSRC does not reimburse the participant for costs incurred. The availability of supportive services may vary with each program year and is based on WIOA Youth program funding availability.

Due to limited WIOA Youth program funding, CSRC does not regularly authorize supportive service payments for housing expenses, childcare/dependent care, legal fees, fines, late fees, court costs, or any item not listed in the chart below. Limits are based on the participant's documented need, suitability, and funding availability. The table below reflects the supportive services regularly needed by WIOA Youth participants. Requests for support services not listed may be submitted to the Youth Program Manager; however, the VP/COO will have the final approval of supportive services not listed, and requests that exceed the "Quantity Limitation," or maximum amount listed below.



Support Service	Quantity Limitation
Background Screening	Twice Per Program Year
Bus Passes	Once Per Month Maximum
Driver's License, Permit, State ID	Once Per Program Year (Each)
Educational Testing, Licensing Fees, Required Textbooks	\$500 Maximum Per Program Year
Gas Cards/Uber Cards	Bi-weekly
Interview Attire	2 Tops and 2 Bottoms Per Program Year
Physicals/Drug Screening	\$500 Maximum Per Program Year
Required Accommodations for Youth with Disabilities	No Quantity Limitation. Based on Documentation of Need and Manager approval.
Safety Steel Toe Boots	One Pair Per Program Year
Shoes	One Pair Per Program Year
Tools	Once Per Program Year
Uniforms	2 Tops and 2 Bottoms Per Program Year (**unless participant provides documentation from the training program/potential employer with the # of uniform items required)

AGENDA ITEM SUMMARY

Title	WIOA - Individual Training Account Policy Revisions
Strategic Plans/Goals	Optimal Use of Resources
Policy/Plan/Law	Workforce Innovation and Opportunity Act of 2014 (WIOA), Sec. 134(c)(3) (G)(ii)
Action Requested	Review and Approve WIOA - Individual Training Account Policy Revisions
Background	<p>The Workforce Innovation and Opportunity Act (WIOA) requires that individuals be provided an Individual Training Account (ITA) to pay for tuition, books, and fees related to occupational skills training accessed through an approved training provider. CareerSource Florida requires that local boards establish policies related to the value of the ITA, cancellation, transferability, and limits that apply to these accounts.</p> <p>Staff have revised the policy to increase the maximum ITA investments.</p>
Staff Recommendations	Review and Approve WIOA - Individual Training Account Policy Revisions
Supporting Material	WIOA - Individual Training Account Policy Revisions
Board Staff	Tracey McMorris Vice President of Operations tmcmorris@careesourcerc.com (866)-482-4473 ext. 528

PURPOSE

To provide guidance on the use of Workforce Innovation and Opportunity Act (WIOA) Individual Training Accounts (ITA) for eligible and suitable career seekers determined in need of training. WIOA training services are provided to assist a career seeker in obtaining self-sufficient employment in their field of training. This policy establishes guidelines to promote successful training completion, certification/credential attainment, and gainful employment.

REFERENCE

The Workforce Innovation and Opportunity Act of 2014 (WIOA), Sec.134(c)(3)(G)(ii), specifies that, with certain limited exemptions, all Title I Adult and Dislocated Worker training services shall be provided using Individual Training Accounts (ITAs).

BACKGROUND

The Workforce Innovation and Opportunity Act promotes career seeker choice and designates ITAs for that purpose. Career seekers determined eligible and suitable are issued an ITA for training programs in alignment with occupations identified on the Local Targeted Occupations List (LTOL) and included on the approved Eligible Training Provider List (ETPL). WIOA Section 134 states that training services may include a program of one or more classes or courses, or a structured regimen, that upon successful completion leads to a certification/credential, an associate of science degree, a baccalaureate degree, completion of a registered apprenticeship program, or the skills or competencies needed for a specific job or jobs, an occupation, an occupational group, or generally, for many types of jobs or occupations, as recognized by employers and determined prior to training.

Under WIOA, training services may be provided if CareerSource Research Coast (CSRC) staff determine, after an interview, evaluation, assessment, and career planning, that the individual:

- Is unlikely or unable to obtain or retain employment, that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services alone.
- Needs training services to obtain or retain employment that leads to self-sufficiency or wages comparable to or higher than wages from previous employment; and
- Has the skills and qualifications to successfully participate in the selected program of training service.

WIOA requires that individuals be provided with an ITA to pay for tuition, books, and fees related to occupational skills training accessed through an approved training provider. Local boards must establish policies related to the value of the ITA, cancellation, transferability, and limits that apply to these accounts.

POLICY

CSRC has developed its ITA system to encourage and promote career pathways that lead to self-sufficiency. An Objective Assessment is mandatory to target services to the individual needs of the career seeker who is unable to find suitable employment with existing skills and/or academic credentials as evidenced through documented unsuccessful job search and placement. An Individual Employment Plan (IEP) must be developed by the Career Planner and participant detailing the role of the training (ITA) in preparing the participant for employment in a demand occupation included on the LTOL. The plan must be signed prior to the issuance of the ITA.

Priority will be given to ITAs for occupations in the industry sectors identified by CSRC for targeted sector strategy initiatives as reflected in the current CSRC WIOA Local Plan.

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 with Florida Relay Service at 711.

An ITA tier system will be utilized to determine the maximum allowable amount of the ITA. All ITAs will be categorized using the average entry wage of the occupation/selected training program. The thresholds for allowable ITA investment will be categorized in the following tiers*:

TIER	ENTRY WAGE FOR LWDA	MAXIMUM INVESTMENT	ITA
Tier 1	\$15.19* to \$18.67 per hour	Up to \$ 7,500 10,000**	
Tier 2	\$18.68 per hour	Up to \$ 10,000 15,000**	
Tier 3	Related Instruction for Registered Apprenticeship	**See Below	

*ITAs may be awarded at the Tier 1 amount for those occupations whose entry wage is not at the designated level when the training program provides a career pathway for an occupation designated in the LWDA's industry sectors. The training must be included on the ETPL.

**Funding that exceeds the maximum ITA investment may be recommended on a case-by-case basis for clients with significant barriers to employment, with approval granted by the President/CEO.

To be eligible for an ITA, the following criteria must be met:

1. The career seeker must not have received an ITA in the past 24 months.
2. The career seeker must be a resident of the CSRC service delivery or Palm Beach-Treasure Coast Regional Planning Area to receive an ITA. An exception may be made to award an ITA to eligible and suitable career seekers who are residents of other CareerSource LWDA's when each of the following conditions are met:
 - a. The purpose of the ITA is for specialized sector training as specified by WIOA funding awarded through grants and/or specialized projects.
 - b. A partnership with the Local Workforce Development Board governing the LWDA in which the career seeker resides has been established and documented.
3. The career seeker has been determined through formal assessment(s), interviews, and career planning, to be an appropriate match and possess the aptitude to complete the selected training program, obtain the appropriate certification/credential, and be eligible for hire in training related employment.
4. As part of the suitability determination process, career seekers must demonstrate the ability to self-sustain financially for the length of the training until employment is gained and be able to cover the training amount above CSRC funds.
5. The selected training program and training provider is listed on the ETPL and is within the LWDA's commuting area.
6. The career seeker must select an eligible training program offered by an eligible training provider, which upon completion of training, leads to an industry-recognized certification, credential, or degree.
7. On an annual basis, or in the case of scholarships, as they become available, the career seeker must apply for

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 with Florida Relay Service at 711.

other training assistance (for example: Pell Grant, scholarships, and employer-sponsored training) to help assist with the cost of training and training related support. Any scholarships or grants received will be applied toward the total allowable tuition, books, and fees prior to determining the ITA amount.

The career seeker will only receive one (1) ITA to complete the training program for which they are deemed suitable and eligible. If the career seeker has completed such a program and is requesting additional funding to upgrade their program and continue on a career pathway, additional funding may be awarded, provided it is not for a graduate degree. Note: Individuals who have degrees in current demand occupations, are employed full-time, and have years of experience in their field are not appropriate for consideration of additional training. Consideration will be given to individuals who have outdated credentials and/or credentials in occupations not considered high wage/high skills as referenced on the LTOL and are determined under-employed. Career seekers who meet one of the following conditions are considered under-employed:

- Individuals employed less than full-time who are seeking full-time employment.
 - Individuals who are employed in a position that is inadequate with respect to their skills and training.
 - Individuals who are employed who meet the definition of low-income individual.
 - Individuals who are employed, but whose current job earnings are not sufficient compared to their previous job's earnings from their employment, per state and/or local policy.
8. The duration of the ITA will be determined on a case-by-case basis by reviewing the maximum allowable amount of the ITA, the duration of the program, and the prevailing costs of tuition, books, and fees along with the career seeker's receipt of financial aid. The Career Planner and the career seeker must develop a documented educational plan that ensures completion of the training program within the allotted timeframe. CSRC reserves the right to limit the number of semesters/terms and the amount of funding provided based on length of training, cost of training programs, and availability of funds.
 9. Payments to training providers made on behalf of ITA participants will be on an individual class or per-semester basis. Participants must provide documentation of successful completion of prior semester/term coursework before a subsequent payment may be made.
 10. Career seekers must demonstrate satisfactory progress throughout the duration of the training to continue receiving WIOA funding. Satisfactory progress for the purpose of this policy is defined as maintaining a "C" average for each approved class on a transcript or grade report. If the career seeker does not perform as expected, the ITA may be withdrawn until such time the grade level in each class returns to a "C" (2.0) and documentation provided to the Career Planner.

All ITAs are subject to the availability of funds and issued for the current program year only. CSRC cannot provide a guarantee of continued funding as funds used to provide training are based on federal/state dollars' availability.

The use of ITAs for occupational skills training is subject to the Priority of Service procedures defined by WIOA.

ITAs are not transferable.

PURPOSE

To provide guidance on the use of Workforce Innovation and Opportunity Act (WIOA) Individual Training Accounts (ITA) for eligible and suitable career seekers determined in need of training. WIOA training services are provided to assist a career seeker in obtaining self-sufficient employment in their field of training. This policy establishes guidelines to promote successful training completion, certification/credential attainment, and gainful employment.

REFERENCE

The Workforce Innovation and Opportunity Act of 2014 (WIOA), Sec.134(c)(3)(G)(ii), specifies that, with certain limited exemptions, all Title I Adult and Dislocated Worker training services shall be provided using Individual Training Accounts (ITAs).

BACKGROUND

The Workforce Innovation and Opportunity Act promotes career seeker choice and designates ITAs for that purpose. Career seekers determined eligible and suitable are issued an ITA for training programs in alignment with occupations identified on the Local Targeted Occupations List (LTOL) and included on the approved Eligible Training Provider List (ETPL). WIOA Section 134 states that training services may include a program of one or more classes or courses, or a structured regimen, that upon successful completion leads to a certification/credential, an associate of science degree, a baccalaureate degree, completion of a registered apprenticeship program, or the skills or competencies needed for a specific job or jobs, an occupation, an occupational group, or generally, for many types of jobs or occupations, as recognized by employers and determined prior to training.

Under WIOA, training services may be provided if CareerSource Research Coast (CSRC) staff determine, after an interview, evaluation, assessment, and career planning, that the individual:

- Is unlikely or unable to obtain or retain employment, that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services alone.
- Needs training services to obtain or retain employment that leads to self-sufficiency or wages comparable to or higher than wages from previous employment; and
- Has the skills and qualifications to successfully participate in the selected program of training service.

WIOA requires that individuals be provided with an ITA to pay for tuition, books, and fees related to occupational skills training accessed through an approved training provider. Local boards must establish policies related to the value of the ITA, cancellation, transferability, and limits that apply to these accounts.

POLICY

CSRC has developed its ITA system to encourage and promote career pathways that lead to self-sufficiency. An Objective Assessment is mandatory to target services to the individual needs of the career seeker who is unable to find suitable employment with existing skills and/or academic credentials as evidenced through documented unsuccessful job search and placement. An Individual Employment Plan (IEP) must be developed by the Career Planner and participant detailing the role of the training (ITA) in preparing the participant for employment in a demand occupation included on the LTOL. The plan must be signed prior to the issuance of the ITA.

Priority will be given to ITAs for occupations in the industry sectors identified by CSRC for targeted sector strategy initiatives as reflected in the current CSRC WIOA Local Plan.

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 with Florida Relay Service at 711.

An ITA tier system will be utilized to determine the maximum allowable amount of the ITA. All ITAs will be categorized using the average entry wage of the occupation/selected training program. The thresholds for allowable ITA investment will be categorized in the following tiers*:

TIER	ENTRY WAGE FOR LWDA	MAXIMUM INVESTMENT	ITA
Tier 1	\$15.19* to \$18.67 per hour	Up to \$10,000**	
Tier 2	\$18.68 per hour	Up to \$15,000**	
Tier 3	Related Instruction for Registered Apprenticeship	**See Below	

**ITAs may be awarded at the Tier 1 amount for those occupations whose entry wage is not at the designated level when the training program provides a career pathway for an occupation designated in the LWDA's industry sectors. The training must be included on the ETPL.*

***Funding that exceeds the maximum ITA investment may be recommended on a case-by-case basis for clients with significant barriers to employment, with approval granted by the President/CEO.*

To be eligible for an ITA, the following criteria must be met:

1. The career seeker must not have received an ITA in the past 24 months.
2. The career seeker must be a resident of the CSRC service delivery or Palm Beach-Treasure Coast Regional Planning Area to receive an ITA. An exception may be made to award an ITA to eligible and suitable career seekers who are residents of other CareerSource LWDA's when each of the following conditions are met:
 - a. The purpose of the ITA is for specialized sector training as specified by WIOA funding awarded through grants and/or specialized projects.
 - b. A partnership with the Local Workforce Development Board governing the LWDA in which the career seeker resides has been established and documented.
3. The career seeker has been determined through formal assessment(s), interviews, and career planning, to be an appropriate match and possess the aptitude to complete the selected training program, obtain the appropriate certification/credential, and be eligible for hire in training related employment.
4. As part of the suitability determination process, career seekers must demonstrate the ability to self-sustain financially for the length of the training until employment is gained and be able to cover the training amount above CSRC funds.
5. The selected training program and training provider is listed on the ETPL and is within the LWDA's commuting area.
6. The career seeker must select an eligible training program offered by an eligible training provider, which upon completion of training, leads to an industry-recognized certification, credential, or degree.
7. On an annual basis, or in the case of scholarships, as they become available, the career seeker must apply for

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 with Florida Relay Service at 711.

other training assistance (for example: Pell Grant, scholarships, and employer-sponsored training) to help assist with the cost of training and training related support. Any scholarships or grants received will be applied toward the total allowable tuition, books, and fees prior to determining the ITA amount.

The career seeker will only receive one (1) ITA to complete the training program for which they are deemed suitable and eligible. If the career seeker has completed such a program and is requesting additional funding to upgrade their program and continue on a career pathway, additional funding may be awarded, provided it is not for a graduate degree. Note: Individuals who have degrees in current demand occupations, are employed full-time, and have years of experience in their field are not appropriate for consideration of additional training. Consideration will be given to individuals who have outdated credentials and/or credentials in occupations not considered high wage/high skills as referenced on the LTOL and are determined under-employed. Career seekers who meet one of the following conditions are considered under-employed:

- Individuals employed less than full-time who are seeking full-time employment.
 - Individuals who are employed in a position that is inadequate with respect to their skills and training.
 - Individuals who are employed who meet the definition of low-income individual.
 - Individuals who are employed, but whose current job earnings are not sufficient compared to their previous job's earnings from their employment, per state and/or local policy.
8. The duration of the ITA will be determined on a case-by-case basis by reviewing the maximum allowable amount of the ITA, the duration of the program, and the prevailing costs of tuition, books, and fees along with the career seeker's receipt of financial aid. The Career Planner and the career seeker must develop a documented educational plan that ensures completion of the training program within the allotted timeframe. CSRC reserves the right to limit the number of semesters/terms and the amount of funding provided based on length of training, cost of training programs, and availability of funds.
9. Payments to training providers made on behalf of ITA participants will be on an individual class or per-semester basis. Participants must provide documentation of successful completion of prior semester/term coursework before a subsequent payment may be made.
10. Career seekers must demonstrate satisfactory progress throughout the duration of the training to continue receiving WIOA funding. Satisfactory progress for the purpose of this policy is defined as maintaining a "C" average for each approved class on a transcript or grade report. If the career seeker does not perform as expected, the ITA may be withdrawn until such time the grade level in each class returns to a "C" (2.0) and documentation provided to the Career Planner.

All ITAs are subject to the availability of funds and issued for the current program year only. CSRC cannot provide a guarantee of continued funding as funds used to provide training are based on federal/state dollars' availability.

The use of ITAs for occupational skills training is subject to the Priority of Service procedures defined by WIOA.

ITAs are not transferable.

AGENDA ITEM SUMMARY

Title	Review and Approve Independent Monitoring - Award of Contract
Strategic Plans/Goals	Optimal Use of Resources
Policy/Plan/Law	Board Policy/Board Responsibility
Action Requested	Review and Approve Recommendation of Rating Team for independent Monitoring
Background	<p>The current Independent Monitoring contract with Taylor, Hall, Miller & Parker (THMP) expires on 6/30/2026. Contracts are awarded for a period of five (5) years, renewable annually, dependent upon performance.</p> <p>CareerSource Research Coast released a formal Request for Proposal for an Employer of Record with a submission deadline of June 3, 2026, for the period of July 1, 2026, through June 30, 2031.</p> <p>CSRC received two (1) proposals that passed technical review. The Review Team reviewed and discussed their evaluations of all proposals, combined the individual scores, and arrived at a composite technical score for each proposal. A rating team consisting of the Chief Financial Officer and two administrative staff members rated the proposal.</p> <p>The RFP/RFQ Rating Team Compilation is being proposed to the Board of Directors for review and approval. Based upon the cumulative rating score of the team, Taylor, Hall, Miller & Parker (THMP) has been determined to be the most advantageous contract award for CSRC.</p>
Staff Recommendations	Review and Approve Award of Contract for Independent Monitoring
Supporting Material	RFP/RFQ Rating Team Compilation
Board Staff	<p>Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418</p>



careersourcerc.com

Memorandum

To: Brian K. Bauer, President/CEO

From: Lisa Delligatti, Chief Financial Officer

RE: RFQ #26-001-MTR

June 10, 2026

The RFQ #26-001-MTR was issued May 6, 2026 and we received one proposal from Taylor Hall Miller & Parker. This proposal passed the technical review and was rated by CSRC staff. We have utilized this independent monitoring firm for many years and they have performed their monitoring engagements satisfactorily by completing all work timely, making themselves available for consultation and when necessary, responding promptly when needed. The firm has kept costs in line with the agreed upon amounts as contracted and the current proposed costs are in line with historical costs for this service. As such, we are recommending to contract with Taylor Hall Miller & Parker for July 1, 2026, through June 30, 2027 for independent monitoring, with the option to renew annually for a total of 5 years.



RFP/RFQ RATING TEAM COMPILATION - PROPOSER

RFP/RFQ Title: Independent Monitoring RFP/RFQ Number: 26-001-MTR

Proposer: Taylor Hall Miller Parker

Rating Team Captain: Lisa Delligatti

Rating Team Members: 1. Rachel Pamer 2. Lisa Delligatti
 3. Heidi Whybrew 4. _____
 5. _____

Recommended: Yes No

Rated Elements	Rater's Scores					Total	Average	Comments
	1	2	3	4	5			
1 (20 Points Max)	20	20	20			60	0.00	
2 (20 Points Max)	20	20	20			60	0.00	
3 (20 Points Max)	20	20	20			60	0.00	
4 (20 Points Max)	20	20	20			60	0.00	
5 (20 Points Max)	20	20	20			60	0.00	
6 (Points Max)						0	0.00	
TOTAL POINTS (100 PTS MAX)						300		

As rating team captain, I Lisa Delligatti attest that this recommendation and these scores were submitted by Rating Team members.

Rating Team Captain Signature: Lisa Delligatti Digitally signed by Lisa Delligatti Date: 2026.06.10 09:04:41 -04'00' Date: 6/10/26

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 Services at 711. RFP RFQ Rating Team Compilation (Proposer) - April 2020

AGENDA ITEM SUMMARY

Title	Review and Approve Letter of Intent for WIOA Youth Service Subrecipient Contact - PY 2026-2027
Strategic Plans/Goals	Optimal Use of Resources
Policy/Plan/Law	Workforce Innovation & Opportunity Act (WIOA)
Action Requested	Review and Approve the Letter of Intent for WIOA Youth Service Subrecipient Contact - PY2 026-2027
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>CareerSource Research Coast, as Administrative and Fiscal Entity for the Local Workforce Development Board 20 (LWDB 20), hereby states its intention to enter into a sub-reipient agreement with Eckerd Connects, (the "Contractor").</p> <p>The purpose of the Letter of Intent to Contract is to enable the Contractor's staff to review and revise the Statement of Work and to negotiate the agreement. However, this document does not constitute the final, detailed agreement, which shall be approved and executed by both organizations by September 30, 2026.</p>
Staff Recommendations	Review and Approve the Letter of Intent for WIOA Youth Service Sub-recipient Contact - PY2026-2027
Supporting Material	Letter of Intent to Contract
Board Staff	<p>Tracey McMorris Vice President of Operations/COO tmcmorris@careersourcerc.com 1-866-482-4473 ext. 528</p>

June 2, 2026

Ms. Nicole Stroebel
CFO
Eckerd Connects
100 N. Starcrest Drive
Clearwater, Florida 33765

Dear Ms. Stroebel:

CareerSource Research Coast, as Administrative and Fiscal Entity for the Local Workforce Development Board 20 (LWDB 20), hereby states its intention to enter into a sub-recipient agreement with Eckerd Connects, (the "Contractor").

Proposed Program

Eckerd Connects will provide WIOA Youth Program services and activities for youth participants in Local Workforce Development Area 20 (LWDA 20), Indian River, Martin and St. Lucie Counties; CareerSource Research Coast.

This Letter of Intent shall become effective upon execution by authorized representatives of both parties. The sub-recipient agreement period shall run from July 1, 2026, through June 30, 2027. This is a performance-based cost reimbursement service agreement with a total proposed amount not to exceed seven hundred fifty thousand dollars (\$750,000) A minimum of \$189,926.00 must be expended on work experience activities for the program's youth participants.


The purpose of the Letter of Intent to Contract is to enable the Contractor's staff to review and revise the Statement of Work and to negotiate the agreement. However, this document does not constitute the final, detailed agreement, which shall be approved and executed by both organizations by September 30, 2026.

APPROVED AND ACCEPTED ON June 4, 2026

By:   Digitally signed by Brian K. Bauer
Date: 2026.06.04 16:54:46 -04'00'

Brian K. Bauer, President/CEO
CareerSource Research Coast

APPROVED AND ACCEPTED ON Jun 3, 2026

By: 

Nicole Stroebel, CFO
Eckerd Connects

AGENDA ITEM SUMMARY

Title	Risk Evaluation Form Subrecipient Services - Workforce Coordination Consulting OSO Contract PY2026-2027
Strategic Plans/Goals	Optimal Use of Resources
Policy/Plan/Law	Board Policy/Board Responsibility
Action Requested	Review and Approve Risk Evaluation Forms Subrecipient Services - Workforce Coordination Consulting OSO Contract PY2026-2027
Background	CSRC staff will report to the Board of Directors on the risk evaluation and intent to renew the Workforce Coordination Consulting OSO Contract with the current service provider or seek a new sub-recipient.
Staff Recommendations	Review and Approve Risk Evaluation Forms Subrecipient Services - Workforce Coordination Consulting OSO Contract PY2026-2027
Supporting Material	Risk Evaluation Forms - Subrecipient Services
Board Staff	Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418

SUBRECIPIENT CONTRACT FINANCIAL RISK ASSESSMENT

Per 2 CFR 200.206 in Subpart C-Pre-Federal Award Requirements and Contents of Federal Awards, a risk assessment is required to be performed at the beginning of the contract period. This is done to determine if specific conditions (§200.208) need to be imposed.

NEW RENEWAL DATE: 05/04/2026 BY: Lisa Delligatti Digitally signed by Lisa Delligatti
Date: 2026.05.04 15:04:59 -04'00'
(Signature & Print Name)

SERVICES PURCHASED: One Stop Operator CONTRACT TERM: 7/1/24-6/30/27 AMOUNT: \$40,000

SUBRECIPIENT ENTITY NAME/ADDRESS: Workforce Coordination Consulting

Check the applicable box to the right by answering the below questions regarding the above subrecipient entity for the period ending 06/30/2026

	YES	NO	COMMENTS
1. Is the entity new to managing grant funds:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2. Has there been turnover in staff involved with the grant activity.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3. Are personnel involved with the grant new/inexperienced in the grants area.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4. Has the entity developed or implemented new or substantially changed systems.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5. Is the entity involved in any active lawsuits, refer to most current audit report.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6. Is the entity currently suspended or debarred or have they been suspended or debarred in the past:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Were there any findings or violations from a prior audit.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A +
8. Has any on-site monitoring been performed in the recent years..... and, if so, what were the results of those monitoring visits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	THMP performs semi-annual reviews of our operations.
Nothing noted.			
9. Did the entity take timely and appropriate action on all monitoring deficiencies (per §200.332(d)(2))?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A +
10. Has there been any federal awarding agency monitoring..... and, if so, what were the results, even if related to a different award:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Florida Commerce has not audited the program year in which the one stop operation began services.			
11. Does the entity have an effective financial management system in place:.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12. Does the accounting system identify the receipts and expenditures of programs separately for each award:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A +
13. Were invoices submitted timely:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
14. Was the contract budget followed:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

15. Recommendation Entity For Contract Renewal (to be completed for contract renewals only):

Yes, Recommended

Yes, Recommended With Reservation

No, Not Recommended

SUBRECIPIENT CONTRACT FINANCIAL RISK ASSESSMENT

Per 2 CFR 200.206 in Subpart C-Pre-Federal Award Requirements and Contents of Federal Awards, a risk assessment is required to be performed at the beginning of the contract period. This is done to determine if specific conditions (§200.208) need to be imposed.

NEW RENEWAL DATE: 05/04/2026 BY: Lisa Delligatti Digitally signed by Lisa Delligatti
Date: 2026.05.04 15:04:59 -04'00'
(Signature & Print Name)

SERVICES PURCHASED: One Stop Operator CONTRACT TERM: 7/1/24-6/30/27 AMOUNT: \$40,000

SUBRECIPIENT ENTITY NAME/ADDRESS: Workforce Coordination Consulting

Check the applicable box to the right by answering the below questions regarding the above subrecipient entity for the period ending 06/30/2026

	YES	NO	COMMENTS
1. Is the entity new to managing grant funds:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2. Has there been turnover in staff involved with the grant activity.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3. Are personnel involved with the grant new/inexperienced in the grants area.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4. Has the entity developed or implemented new or substantially changed systems.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5. Is the entity involved in any active lawsuits, refer to most current audit report.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6. Is the entity currently suspended or debarred or have they been suspended or debarred in the past:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Were there any findings or violations from a prior audit.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A +
8. Has any on-site monitoring been performed in the recent years..... and, if so, what were the results of those monitoring visits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	THMP performs semi-annual reviews of our operations.
Nothing noted.			
9. Did the entity take timely and appropriate action on all monitoring deficiencies (per §200.332(d)(2))?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A +
10. Has there been any federal awarding agency monitoring..... and, if so, what were the results, even if related to a different award:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Florida Commerce has not audited the program year in which the one stop operation began services.			
11. Does the entity have an effective financial management system in place:.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12. Does the accounting system identify the receipts and expenditures of programs separately for each award:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A +
13. Were invoices submitted timely:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
14. Was the contract budget followed:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

15. Recommendation Entity For Contract Renewal (to be completed for contract renewals only):

Yes, Recommended
 Yes, Recommended With Reservation
 No, Not Recommended

AGENDA ITEM SUMMARY

Title	Individual Training Account (ITA) Waiver Request - PY2026-2027
Strategic Plans/Goals	Optimal Use of Resources
Policy/Plan/Law	Florida Statutes (F.S.) 445.003(3)(a)1, CareerSource Florida Administrative Policy 74 - Individual Training Account Expenditure Requirements and Waiver Request Requirements
Action Requested	Review and Approve 40% ITA Waiver Request for PY2026-2027
Background	<p>Florida requires local workforce development boards to spend at least 50 percent of their Workforce Innovation & Opportunity Act (WIOA) Adult and Dislocated Worker funds on Individual Training Accounts (ITAs), unless a waiver is approved by the state board.</p> <p>ITA expenditures include tuition, books, fees, and other training services authorized under WIOA. CSRC is seeking board approval to submit a request for a 40% ITA waiver for Program Year 2026-2027.</p>
Staff Recommendations	Review and Approve 40% ITA Waiver Request for PY2026-2027
Supporting Material	ITA Waiver Request Justification
Board Staff	Brian Bauer President/CEO bbauer@careesourcerc.com (866-482-4473) ext. 418

DOCUMENTATION TO SUPPORT ITA WAIVER REQUEST**Criteria: Local strategies and staff employed to increase access to training for customers and to enroll customers in training:**

CSRC implements a comprehensive staffing strategy to expand access to training and increase enrollment across a range of WIOA-funded programs. Our team includes Business Services Navigators, Career Planners, an Apprenticeship Navigator, and a Hope Florida Navigator. Each plays a focused role in engaging customers and connecting them with effective training options.

Business Services Navigators

These Navigators bridge the gap between employers and job seekers by promoting inclusive hiring practices and encouraging employer participation in training. A key initiative involves enhancing On-the-Job Training (OJT) reimbursements for employers who hire from targeted populations, including individuals with justice-involved backgrounds, those in recovery from substance use disorder, and participants in Hope Florida. This strategy creates valuable training opportunities and promotes more inclusive employment.

Career Planners

Career Planners identify and address financial barriers to training. To make full use of ITA funds, they conduct detailed assessments and budgeting with WIOA participants to uncover support gaps, especially for transportation and other logistical needs. By expanding investment in supportive services tied to training, CSRC helps more customers pursue and complete training without being blocked by non-tuition costs.

Apprenticeship Navigator

CSRC's Apprenticeship Navigator supports the growth of Registered Apprenticeship Programs by working directly with employers to increase participation. The position includes a performance goal focused on expanding employer involvement in RAPs. This approach increases hands-on learning opportunities for participants and strengthens CSRC's ability to support employers with available funding.

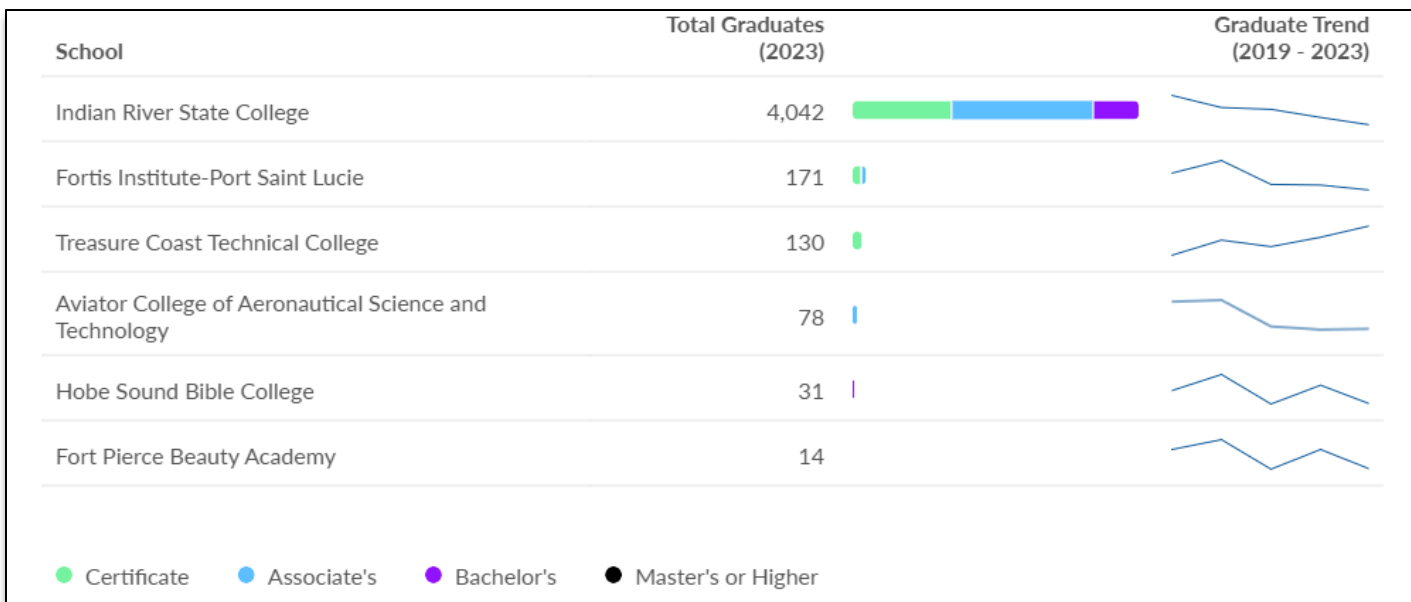
Hope Florida Navigator

The Hope Florida Navigator works individually with participants to identify and overcome employment barriers and reengage individuals who may lack direction or confidence. With a performance goal focused on increasing participant enrollment in training, the Navigator offers mentorship and guidance to help individuals pursue the skill development needed to secure meaningful employment.

THE REST OF THIS PAGE IS INTENTIONALLY BLANK

Criteria: Lack of demand for each authorized training service.

Labor Market Information (LMI) for LWDA 20 shows a consistent decline in enrollment in classroom-based training programs, down 16 percent over the last five years. This reflects a regional trend away from traditional education pathways, as supported by data from LWDA 20 Training Providers and Lightcast’s Economy Overview Report.



Indian River State College’s Promise program contributes significantly to this decline. This program allows high school graduates to earn a tuition-free associate degree regardless of income or academic history. Its accessibility and cost savings have made it very attractive, drawing many potential WIOA participants away from our services.

While the Promise program has positive outcomes for student access, it has decreased the demand for classroom-based training through WIOA. This shows a growing preference for immediate and low-cost educational options. In addition, LWDA 20 has a limited supply of short-term, skills-based training alternatives. Together, these trends reduce demand for traditional training and highlight the importance of maintaining flexibility.

Criteria: Local and regional strategies to limit the ongoing need for a waiver.

CSRC continues to use targeted strategies to increase ITA investment, including expanded work-based learning and enhanced supportive services. However, the ongoing decline in demand for classroom training remains beyond our control.

To adapt, CSRC is increasing its focus on work-based learning models that align with local employer needs. These include OJT and apprenticeships, which offer responsive, skill-building paths to employment.

While these strategies strengthen our ability to serve customers, the broader market conditions suggest that a waiver may continue to be necessary. CSRC remains committed to adapting to the regional environment while maintaining high service quality and performance.

Criteria: The financial impact on the provision of client services:

CSRC faces challenges in meeting the 50 percent ITA expenditure requirement due to limited funding and the presence of special training grants. Although these grants are essential for meeting specific goals, they do not count toward the ITA threshold. This forces CSRC to choose between using formula funds to meet the ITA requirement or using grant funds to meet performance outcomes.

This situation creates a risk of underperformance in one area or another and makes resource planning more difficult. Limited Adult and Dislocated Worker funding also further limits CSRC's ability to support training. Except for PY 2023-24, CSRC has received an ITA waiver every year since 2014 due to these structural challenges.

WIOA funding is also critical for covering operational costs. Diminished resources reduce our capacity to serve clients and maintain essential services. The requirement to dedicate 50 percent of funding to ITAs puts additional strain on these limited funds. A waiver provides the flexibility needed to balance program delivery, operational needs, and training access.

THE REST OF THIS PAGE IS INTENTIONALLY BLANK

ATTACHMENT B

STANDARD WAIVER OPTION

CareerSource Research Coast _____

LWDB 20

PY 2024 (July 1, 2024 – June 30, 2025)

a. Combined Adult/DW Expenses PY 2024	\$1,542,633
b. ITA Expenditures PY 2024 (as reported in SERA) All ITA categories reflected in the 2025 ITA Crosswalk	\$692,276
c. ITA Expenditures as Percentage of Adult/DW Expenses PY 2024 =a/c should be c/a	44.87%
d. ITA Expenditures PY 2024 excluding Training Program and Case Management (and related overhead) expenses	\$554,681
e. Expenditures recorded at d. as Percentage of ITA expenditures PY 2024 =b/d should be d/b	80.12%
f. Number of participants enrolled in the activities listed in the 2025 ITA Crosswalk, including Direct Training Services, Work-based Activities during PY 2024	

PY 2025 (July 1, 2025– June 30, 2026) based on current expenditures, obligations, encumbrances, and projections as of 5/31/26

a. Combined Adult/DW Expenses PY 2025	\$824,152
b. ITA Expenditures PY 2025(as reported in SERA) All ITA categories reflected in the 2025 ITA Crosswalk	\$387,324
c. ITA Expenditures as Percentage of Adult/DW Expenses PY 2025 =a/c should be c/a	46.99%
d. ITA Expenditures PY 2025 excluding Training Program and Case Management (and related overhead) expenses	\$313,270
e. Expenditures recorded at d. as Percentage of ITA expenditures PY 2025 should be d/b	\$80.8%
f. Number of participants enrolled in the activities listed in the 2025 ITA Crosswalk, including Direct Training Services, Work-based Activities during PY 2025	
Requested ITA expenditure waiver (may not be below 30%)	40%

Detailed projections for how the requested waiver will meet local training needs for the next fiscal year (July 1 – June 30)

Projected expenditures for the next fiscal year in all applicable ITA subcategories:

ITA Occupational Skills Training (OST)	\$247,473
Supportive Services for ITA OST	\$53,798
Non-ITA OST	\$
Other Allowable Training Expenses	\$
Supportive Services for Non-ITA training	\$
Work-Based Learning	\$371,209
Other Allowable Training Activities	\$
Co-Enrollment in Other Training Services Programs	\$
Training Program Management and Case Management staff time directly related to time use in developing, implementing or coordinating authorized training programs for participants and directly related to case management and job placement services for participants in training (not clients seeking training) Limited to salaries and benefits of these staff activities. Should include overhead associated with the case management time.	\$104,115



Board of Directors/Local Chief Elected Officials Approval

By the signatures below, we endorse and affirm our approval of the Workforce Development Board of the Treasure Coast, Inc. d/b/a CareerSource Research Coast (CSRC), which serves the local workforce development area (LWDA20), request for an ITA waiver of 40%.

Jim Brann, Chairperson
Workforce Development Board of the Treasure Coast, Inc.
d/b/a CareerSource Research Coast

Date

Commissioner Jamie Fowler, Chairperson
Treasure Coast Workforce Consortium

Date

Commissioner Erin Moss
Treasure Coast Workforce Consortium

Date

Commissioner Stacey Hetherington
Treasure Coast Workforce Consortium

Date

AGENDA ITEM SUMMARY

Title	CareerSource Research Coast Administrative Plan Update
Strategic Plans/Goals	Administration & Strategic Planning
Policy/Plan/Law	CareerSource Research Coast (CSRC) Administrative Plan
Action Requested	Review and Approve Revisions to the CSRC Administrative Plan
Background	CSRC's Administrative Plan was revised based on updated requirements stipulated in the DEO Grantee/Subgrantee agreement. Staff will review the revisions with the Board of Directors.
Staff Recommendation	Review and Approve Revisions to the CSRC Administrative Plan
Supporting Material	Revised CSRC Administrative Plan to be presented at Board meeting Link: https://careersourcerc.com/wp-content/uploads/2026/06/14-Item-CSRC-Administrative-Plan-July-2026-Updated-6-17-26-DRAFT-with-changes-for-BOD-meeting.pdf
Board Staff	Brian Bauer President/CO bbauer@careersourcerc.com (866) 482-4473 ext. 418



AGENDA ITEM SUMMARY

Title	Declaration of Authority - Daniel Moore, Designee for Michael Maine, Superintendent, Martin County School District
Strategic Plans/Goals	Operational Intelligence
Policy/Plan/Law	Workforce Innovation and Opportunity Act (WIOA): Role of Local Workforce Boards
Action Requested	Review and Approve Declaration of Authority, as presented
Background	The By-Laws of the Workforce Development Board permits mandatory board members to designate a single, high-ranking designee with decision-making authority from his/her organization to represent him/her at Board and/or at standing or Ad-Hoc committee meetings. Per the Boards By-Laws Michael Maine has requested that Daniel Moore represent him at the Board of Directors and Program and Services Committee meetings when Mr. Maine is not available to attend. The Board must approve all designees.
Staff Recommendations	Review and Approve Declaration of Authority, as presented
Supporting Material	Declaration of Authority
Board Staff	Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418



DECLARATION OF AUTHORITY
THE WORKFORCE DEVELOPMENT
BOARD OF THE TREASURE COAST, INC.

Board Member's Name: Michael Maine

Board Member's Title: Superintendent

Board Member's Organization: Martin County School District

Board Seat (select all that apply):

- Local Educational Entity
- Postsecondary educational institution/community college
- Labor or employee representative
- Community based organization
- Economic development agency
- One-Stop partner
- Private education provider (non-profit)
- Private education provider (for-profit)

I hereby designate the following individual to represent me at Board and Board committee meetings for the duration of my appointment to the Workforce Development Board, as necessary. I have instructed this designee as to the roles and responsibilities of a Board member, as well as the policies and procedures of the Board and have given this designee the authority to act on my behalf and attest that this individual has authority to make decisions and commitments for our organization.

Name of Designee: Daniel Moore

Title of Designee: Executive Director of Curriculum and Instruction

Mailing Address of Designee: 1939 SE Federal Highway Stuart, Florida 34994

Designee Telephone Number: 772-219-1200 Fax Number: _____

Designee Email: moored@martinschools.org

By our signatures below, we agree that the above designee will represent the above named Board member at Board and Board committee meetings until further notice:

Board Member Signature: Signed by:
Michael Maine
846428523D8F4B2... Date: 5/19/2026 | 2:58 PM EDT

Designee Signature: DocuSigned by:
Daniel Moore
B58D46875AD2434... Date: 5/13/2026 | 12:39 PM PDT

Agenda Item 16

AGENDA ITEM SUMMARY

Title	LWDB 20 Primary Indicators of Performance for Program Year (PY) 2025-2026 3rd Quarter
Strategic Plans/Goals	Clear, Credible, and Trustworthy 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 performance for the 3rd quarter of PY2025-2026.
Supporting Material	LWDB 20 PY2025-2026 3rd Quarter Performance
Board Staff	Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418

Measures	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 3rd Quarter Performance	PY2025-2026 % of Performance Goal Met For Q3	PY2025-2026 Performance Goals
Adults:												
Employed 2nd Qtr After Exit	94.6	101.39	93	99.68	93.3	91.9	98.50	88.2	94.53	91.3	97.86	93.3
Median Wage 2nd Quarter After Exit	\$14,963	151.35	\$14,341	145.06	\$9,886	\$14,879	150.51	\$13,735	138.93	\$13,156	133.08	\$9,886
Employed 4th Qtr After Exit	94	103.18	92.2	101.21	91.1	92.9	101.98	92.2	101.21	94.3	103.51	91.1
Credential Attainment Rate	92.5	107.93	89.4	104.32	85.7	89.7	104.67	88.2	102.92	85.5	99.77	85.7
Measurable Skill Gains	86.9	122.05	99.3	139.47	71.2	85.9	120.65	86.9	122.05	86.5	121.49	71.2
Dislocated Workers:												
Employed 2nd Qtr After Exit	88.9	96.63	88.9	96.63	92	87.5	95.11	85.7	93.15	100	108.70	92
Median Wage 2nd Quarter After Exit	\$10,113	101.13	\$9,661	96.61	\$10,000	\$7,772	75.82	\$8,092	78.95	\$11,020	107.51	\$10,250
Employed 4th Qtr After Exit	100	109.89	100	109.89	91	88.9	97.69	88.9	97.69	87.5	96.15	91
Credential Attainment Rate	100	112.11	100	112.11	89.2	100	112.11	100	112.11	100	112.11	89.2
Measurable Skill Gains	75	93.87	100	125.16	79.9	100	125.16	77.8	97.37	100	125.16	79.9
Youth:												
Employed 2nd Qtr After Exit	91.2	113.15	87	107.94	80.6	80.8	100.25	77.8	96.53	79.2	98.26	80.6
Median Wage 2nd Quarter After Exit	\$4,909	140.26	\$4,565	130.41	\$3,500	\$4,608	121.26	\$4,608	121.26	\$4,238	111.51	\$3,800
Employed 4th Qtr After Exit	93.3	127.81	93.7	128.36	73	92.6	126.85	87	119.18	83.6	114.52	73
Credential Attainment Rate	88.4	100.23	88.4	100.23	88.2	79.1	87.79	72.5	80.47	70.2	77.91	90.1
Measurable Skill Gains	96.3	111.59	98.6	114.25	86.3	93.5	108.34	94.2	109.15	100	115.87	86.3
Wagner Peyser:												
Employed 2nd Qtr After Exit	65	98.04	64.2	96.83	66.3	63.4	95.63	62.8	94.72	63.3	95.48	66.3
Median Wage 2nd Quarter After Exit	\$7,862	124.89	\$7,800	123.91	\$6,295	\$7,670	121.84	\$7,526	119.56	\$7,461	118.52	\$6,295
Employed 4th Qtr After Exit	63.8	102.74	64	103.06	62.1	64.1	103.22	64.3	103.54	63.4	102.09	62.1
Not Met (less than 90% of negotiated)												
Met (90-100% of negotiated)												
Exceeded (greater than 100% of negotiated)												

AGENDA ITEM SUMMARY

Title	Workforce Readiness Taskforce 2nd Quarter, 2026 Report
Strategic Plans/Goals	Administration & Strategic Planning
Policy/Plan/Law	CareerSource Florida Strategic Policy - Education and Industry Consortiums
Action Requested	Review Workforce Readiness Taskforce (Education and Industry Consortium) Quarterly Report
Background	<p>Section 445.007(15), Florida Statutes, requires each local workforce development board to create an education and industry consortium composed of representatives of educational entities and businesses in the designated workforce service delivery area.</p> <p>This policy requires local workforce development boards to appoint education and industry consortiums composed of local leaders who provide independent information from stakeholders in their local area. Local workforce development boards shall consider this information in creating strategies and local plans that describe efforts to provide educational and workforce opportunities to businesses and job seekers. The goal is to align educational programming with industry needs at the local level.</p> <p>This policy applies to local education and industry consortiums and the local workforce development boards that appoint them. Education and industry consortiums act as independent advisory groups. Members do not have any direct or implied authority over local workforce development boards, their membership, or employees.</p>
Staff Recommendations	Review Workforce Readiness (Education and Industry Consortium) 12ndQuarter Report
Supporting Material	Workforce Readiness Taskforce 2nd Quarter, 2026 Report will be presented at Board meeting.
Board Staff	<p>Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418</p>

AGENDA ITEM SUMMARY

Title	Chair's Report
Strategic Plans/Goals	Operational Intelligence
Policy/Plan/Law	Board Procedure
Action Requested	None - Information Only
Background	<p>The Chairperson will share information at the meeting with the Board regarding Ad Hoc Search - Board Membership Update.</p> <ul style="list-style-type: none">• Official Notification to File Form 1 - Calendar Year 2025• Board of Directors Annual Orientation - PY2026-2027• Ad Hoc Search Committee Board Membership Update
Staff Recommendations	None - Information Only
Supporting Material	None- Information Only
Board Staff	Brian Bauer President/CEO bbauer@careersourcerc.com 1-866-482-4473 ext. 418

Agenda Item 19

AGENDA ITEM SUMMARY

Title	President's Report
Strategic Plans/Goals	Operational Intelligence
Policy/Plan/Law	Board Procedure
Action Requested	None - Information Only
Background	<p>Each meeting the President/CEO shares information with the Board on events and issues important for Board members to know.</p> <ul style="list-style-type: none"> i. Board of Directors Membership Recertification - PY2026-2027 (Pages) ii. Appointment of Directors Nominated to the Workforce Development Board of the Treasure Coast (Page) iii. CareerSource Florida FWDA/Board/Council Meetings - June 1-3, 2026 iv. Letter to Congress - Funding for Workforce Innovation and Opportunity Act (WIOA) Programs
Staff Recommendations	None - Information Only
Supporting Material	LWD Membership Composition, Directors Nominated to Board, Letter to Congress
Board Staff	<p>Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418</p>

Board of Directors Recertification List - Treasure Coast Workforce Consortium

Program Year (PY) 2026-2027

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
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. Please note: Providing a reference to a website will not satisfy this request. 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.										
			Ex. Member, Chair, Secretary etc.	Ex. MM/DD/YY- MM/DD/YY	Ex. MM/DD/YY					
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		Past - 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			
William Armstead		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 of 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, CTACU 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			
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			

Community-based organization with experience and expertise in addressing the employment, training or education needs of individuals with barriers to employment	0		May include 1 or more Workforce representatives
Organization that serves veterans	1		May include 1 or more Workforce representatives
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	45%	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	2	Meets minimum	Must include 1 representative
State Employment Service Office under Wagner Peyser 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	0		Vacant Seats
Member Count	22		
Representation Count	32		

AGENDA ITEM SUMMARY

Title	Appointment of Director Nominated to the Workforce Development Board of the Treasure Coast - PY 2026-2027
Strategic Plans/Goals	Administration & Strategic Planning
Policy/Plan/Law	Interlocal Agreement
Action Requested	Approve Appointment of Directors Nominated:
Background	Board Members shall be appointed for fixed and staggered terms and may serve until their successors are appointed. All appointments shall be for a term of four (4) years. All non-mandated members whose terms expire must be reappointed by the Consortium. Directors may be reappointed for one (1) additional term. A Director's service is not to exceed a total of two (2) consecutive terms of eight (8) years. Appointed Directors who represent governmental entities are exempt from term limit definition.
Staff Recommendations	Approve Appointment of Directors Nominated: <ul style="list-style-type: none"> • Wes McCurry, President, Economic Development Council of St. Lucie County, Inc. • Brian Cartland, VP of Economic Development, Indian River County Chamber of Commerce • Sharon Wright, Area Director, Division of Vocational Rehabilitation/Dept. of Education
Supporting Material	None - Information Only
Board Staff	Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418

Dear **[Senator/Representative]** _____,

On behalf of **[Name of Your Local WDB]**, I urge you to reject any proposal for fiscal year 2027 (FY27) that would drastically reduce funding for the U.S. Department of Labor and instead support strong, dedicated funding for Workforce Innovation and Opportunity Act (WIOA) programs.

[Name of Your Local WDB] serves **[City/State/Region]**, connecting thousands of workers and job seekers each year with training, career services, and support that lead to meaningful employment. Federal WIOA funding is the backbone of this work and ensures that individuals facing the greatest barriers to employment receive the help they need.

President Trump in his budget proposal and House Appropriators have each proposed drastic reductions for WIOA Title I formula funding for Adult, Youth, and Dislocated Worker programs. These cuts come at a time when demand for workforce services is rising, not falling. **[Insert local data here: unemployment trends, major layoffs, industries hiring, populations served, etc.]**

Additional pressures—including expanded work requirements in safety-net programs and the rapid pace of technological change—mean more individuals will rely on the public workforce system for reskilling and career transitions.

For these reasons, we ask Congress to fund the **WIOA Title I Adult program at \$1.5 billion in FY27**, a level that better reflects the scale of need in communities like ours. Federal workforce investment has declined dramatically over the past several decades, even as the labor force has grown and other nations have increased their commitments. The FY27 proposal would move the United States further away from meeting current and future workforce demands.

We also urge you to maintain and increase funding for WIOA Title I Youth and Dislocated Worker programs, preserve funding for Adult Basic Education, restore funding for the Senior Community Service Employment Program (CSCEP), preserve the Dislocated Worker National Reserve, restore standalone apprenticeship funding, and protect critical workforce data infrastructure such as the Workforce Data Quality Initiative.

We welcome the opportunity to share more about our work in **[Region]** and the impact of federal workforce investments. Please feel free to contact **[Your Name]** at **[Contact Information]**.

Respectfully, **[Name / Title / Organization]**

Agenda Item 20

AGENDA ITEM SUMMARY

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

Agenda Item 21

AGENDA ITEM SUMMARY

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