

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.

6/29/2026

Brian Bauer
Board Staff

Date

collaborate.
innovate.
lead.



collaborate.
innovate.
lead.

