



# 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.

6/29/2026

---

Brian Bauer  
Board Secretary

Date