



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.

6/29/2026

Brian Bauer
Staff Secretary

Date

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 - Voting Items:

No voting items were brought before the committee.

Agenda Item 4 - CareerSource Research Coast (CSRC) Discussion:

The Executive Committee convened to discuss various challenges and initiatives related to workforce development and collaboration with local organizations.

Jim Brann, Chair, opened the meeting by raising concerns about the community's perception of CareerSource Research Coast (CSRC), especially following a prolonged office closure, and sought feedback on enhancing collaboration among organizations CSRC serves.

William Armstead, Vice Chair, advocated for a unified approach to better serve the community. Mr. Armstead stressed the need to clarify and redefine CSRC's focus, whether on a limited population due to funding constraints or the broader community. He underscored the importance of building relationships to address funding limitations effectively.

Mr. Brann expressed additional concerns about misconceptions regarding the services available through CSRC, which often frustrate individuals seeking assistance. He emphasized the necessity of defining the populations served by CSRC and improving public communication about their services despite funding limitations.

The discussion also covered the communication dynamics with the Economic Development Council of St. Lucie County, Inc. (EDCSLC) and the need for direct conversations with EDCSLC leadership to address more focused project discussions.

Brian Bauer, President/CEO, reflected on the evolving role of CareerSource in workforce development, noting the challenges posed by increased competition and the emergence of other organizations. Bob Cenk suggested analyzing other organizations' activities to identify specialization opportunities. Mr. Bauer reiterated the importance of collaboration and inclusion in workforce development efforts, particularly in light of funding cuts and uncertainties surrounding the reauthorization of the Workforce Innovation and Opportunity Act (WIOA).

The committee concluded with a commitment to improve communication and collaboration to serve the community's workforce needs better.



Agenda Item 5 - Slate of Officers - Treasurer Appointment:

Brian Bauer, President/CEO, highlighted the necessity of defining the board slate of officers for the upcoming May meeting and mentioned the vacancy for the treasurer position, which can be filled by anyone, not limited to the private sector.

Jim Brann, Chair, asked Jennifer Eimann, Executive Assistant, to provide a list of current board members for review and recommendation for the Treasurer position for the Board of Directors.

Agenda Item 6 - Adjournment:

With no further items to discuss, a motion was made by Jim Brann to adjourn the meeting, seconded by Pamela Burchell. The motion passed unanimously, and the meeting was adjourned at 8:43 a.m.

Next Executive Committee Meeting – May 16, 2025

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

collaborate.
innovate.
lead.

