

Executive Committee Meeting Minutes

August 14, 2026

Opening Remarks

1. Welcome & Attendance
2. Conflict of Interest Declaration

Voting Items

3. Review and Approve May and June Financial Reports - PY2025-2026
4. Review and Approve LWDB 20 Final Budget - PY2026-2027
5. Review and Approve Declaration of Authority - Rebecca Petrie, Designee for David Freeland, President, Education Association of St. Lucie
6. Review and Approve Local Targeted Occupations List (LTOL) for 1st and 2nd Quarters of PY 2026-2027

Information/Discussion

7. Workforce Innovation & Opportunity Act (WIOA) Negotiated Primary Indicators of Performance for PY2026 and PY2027
8. CareerSource Research Coast (CSRC) Updates
 - Reminder to File Form 1 - Calendar Year 2025
 - Reminder to Complete Refresher/New Member Orientation
 - New Board Member Recruitment
 - a. Matthew Mann, President, Florida Training Services
 - CareerSource Research Coast Workforce Professional Development Summit - September 16-18, 2026
9. Adjournment - Next Executive Meeting - September 11, 2026

Member Present

William Armstead Leslie Kristof Kelly Johnson

Members Participating by Teleconference:

Terrance Moore Bob Cenk Leslie Kristof
Jim Brann

Members Excused

None

Administrative Staff Present/Teleconference:

Brian Bauer Tracey McMorris Lisa Delligatti
Martin Rivera Jennifer Eimann



Call to Order:

Will Armstead, Chair, called the meeting to order at 8:03 a.m. A quorum was established.

Agenda Item 2 - Declarations of Conflicts of Interest (COI):

Will Armstead, Chair, asked if there were any Conflicts of Interest. None were declared.

Agenda Item 3 - Review and Approve May and June Financial Reports - PY2025-2026:

Lisa Delligatti, CFO, presented the PY25-26 year-end financial report:

- The program ended the year at 48% state ITA utilization and 44% total NFA utilization.
- Training expenditures came in \$159,000 under budget, but since training is calculated as a percentage of total WIOA Adult and Dislocated Worker program spending, the lower spend did not cause the program to fall short of its ITA target.
- The unspent training funds result in approximately \$160,000 carried forward into PY26-27, strengthening the organization's financial position heading into the new year.
- All "special grants" (Network Navigators, Sector Strategy funds) were fully expended; new NFAs for these programs are coming in the new program year.
- On year-end (June) statements, grant revenue is adjusted to match actual expenditures, since the organization is a nonprofit and cannot retain surplus funds. Shortfalls are booked as grant receivables; surpluses are recorded as refundable advances and reversed in the following year if the grant has not ended.

Ms. Delligatti stated that overall, PY25-26 finished strong, providing good financial stability going into PY26-27.

With no further discussion, Leslie Kristof moved to approve the Approve May and June Financial Reports - PY2025-2026, as presented. Terrance Moore seconded the motion, which passed unanimously.

Agenda Item 4 - Review and Approve LWDB 20 Final Budget - PY2026-2027:

Lisa Delligatti, CFO, presented the Final Budget for PY2026-2027 to the Executive Committee.

- The negotiated state ITA rate for WIOA funds increased to 45%, budgeting training dollars at \$743,000. (For context, actual training spend last year was \$421,000, the budgeted figure reflects the percentage formula rather than an expected spend level.)
- Adult program carry-forward is \$806,000, notably higher than any carry-forward in recent history (previously never above \$10,000), putting the organization in a strong financial position for both PY26-27 and PY27-28.
- Dislocated Worker funds also show a healthy carry-forward. Since these are two-year grants, this should allow the organization to avoid major cuts over the next two program years, provided spending remains prudent.
- The budget includes all grants received to date, including increased RESEA funding, along with continued Network Navigator and Sector Strategy funding.

With no further discussion, Kelly Johnson moved to approve the LWDB 20 Final Budget - PY2026-2027, as presented. Christie Shields seconded the motion, which passed unanimously.



Agenda Item 5 - Review and Approve Declaration of Authority, Rebecca Petrie, designated for David Freeland:

Brian Bauer, President/CEO, presented a Declaration of Authority designating Rebecca Petrie as the official designee for David Freeland, who holds the board seat reserved for the Education Association of St. Lucie County (the St. Lucie County Teachers Association), a required seat on the board per the bylaws.

Mr. Freeland's schedule has made it difficult for him to consistently attend meetings as required. In response, he has designated Ms. Petrie to act on his behalf at any meetings he is unable to attend, in the same capacity as other board designees currently serving (e.g., for Christie Shields, Aliessa Seitz, Daniel Moore, and Angela Browning).

With no further discussion, Leslie Kristof moved to approve the Declaration of Authority, Rebecca Petrie, designated for David Freeland, as presented. Kelly Johnson seconded the motion, which passed unanimously.

Agenda Item 6 - Review and Approve Local Targeted Occupations List (LTOL) for 1st and 2nd Quarters of PY 2026-2027:

Brian Bauer, President/CEO, explained that the state delayed delivering the demand occupation list for 26-27, which we only received this week. Our team is now working expeditiously to update our local list to align with the state list plus the additional occupations already approved at the local level. This updated list will be ready for Q2, in time for the September Executive Committee and Board meetings.

Since we will not have the updated list ready for Q1, we are asking the committee to approve the Q1 Local Targeted Occupations List as-is, identical to the Q4 (25-26) list, with no changes, edits, or deletions, in order to remain in compliance with the state.

With no further discussion, Christie Shields moved to approve the Local Targeted Occupations List (LTOL) for 1st and 2nd Quarters of PY 2026-2027, as presented. Leslie Kristof seconded the motion, which passed unanimously.

Agenda Item 7 - Review Workforce Innovation & Opportunity Act (WIOA) Negotiated Primary Indicators of Performance for PY2026 and PY2027:

Brian Bauer, President/CEO, shared information regarding WIOA performance indicator negotiations with the state, covering program years 2026–2028 cycle.

Mr. Bauer explained that every two years, local boards must negotiate primary performance metrics with the state (which negotiates with the federal government under WIOA). Negotiations were completed and accepted, covering PY26 (through 6/30/27) and PY27 (through 6/30/28). A new statistical adjustment model (SAM) introduced in June added uncertainty to this round.



Adult Program

- Employed 2nd quarter after exit: negotiated down from 93.3 → 91.9
- Employed 4th quarter after exit: 91.1 → 88.2
- Median wage: held firm by the state, rising from \$9,886 → \$10,971
- Credential attainment: down slightly, 85.7 → 84.6
- Measurable skills gain: up significantly, 71.2 → 87.1
- ESE (new metric): negotiated a phase-in of 65% (Year 1) → 70% (Year 2), applied to both adult and dislocated worker categories, due to lack of historical data

Dislocated Worker

- 2nd quarter after exit: negotiated down to 87.5 (Y1) / 88.5 (Y2), from 92
- 4th quarter after exit: dropped from 91 → 82.9
- Median wage: a major focus area given past struggles (yellow status in early 25-26 quarters); negotiated down from an initial ask of \$11,326 to \$10,700 (Y1) and \$11,000 (Y2), though this remains above the \$10,250 previously achieved — flagged as one to monitor closely
- Credential attainment: dropped notably, 89.2 → 77.4
- Measurable skills gain: dropped, 79.9 → 76.1

Youth

- Credential attainment rate is expected to miss target this year (already flagged as "yellow"); addressed in the statement of work with contractor Eckerd, who is optimistic about improving it
- 2nd quarter after exit: 78.4 (down from 80.6 in 25-26)
- 4th quarter after exit: 75.2 (up from 73)
- Wage: negotiated up locally from the requested 39 to 42 (comfortably above the PY25-26 result of 38)
- Credential attainment: negotiated to 85.5 (below the 88.5 offered, against a PY25-26 result of 90.1), which is a concern given the desire to avoid a second consecutive "yellow" year
- Measurable skills gain: negotiated up locally, 86.3 → 92.5 (above the state's 86.6 ask)

Rapid Response/Pizer (regional partner)

- Metrics stayed largely in line with PY25-26, except wage, which rose from \$62.95 → \$75.22 (accepted as reasonable)

Overall Takeaway

The negotiating team feels confident about the new targets, though the dislocated worker median wage and youth credential attainment rate remain areas of concern going forward. The new SAM model should provide better historical baselines over time.



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

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

Budget/Waiver

- The consortium approved a special waiver request for 26-27. After negotiation with the Board of Commerce (initial 40% ask vs. their 48% historical figure), the waiver percentage was settled at 45%.

Board Membership

- Matthew Mann, president of Florida Training Services, is being recommended to fill David Bean's vacant seat. He'll attend the September consortium meeting and hopefully the September board meeting.
- A private-sector seat is now open following Warner's retirement (construction background); the group is looking for candidates, ideally from distribution/logistics.
- Membership recruitment now falls under Kelly's role as an ad hoc chair.

Compliance Reminders

- Form 1 (Florida Commission on Ethics) is due by end of August or fines may apply.
- Refresher training / new board member orientation must also be completed by end of August, since it's tied to a state monitoring finding ahead of 2027 monitoring.

Professional Development

- Nine staff will attend the CareerSource Workforce Professional Development Summit in Orlando (16th–18th).
- Annette Sayger was submitted as this year's Workforce Champion; Mary Bell (Florida Commerce staff) was nominated for the Lighthouse Award.

First Source Florida Board

- Meets later this month in Pensacola; Mr. Bauer stated he will attend virtually.
- The two-year strategic plan modification is underway, but the state's timeline (posting requirement of 2–4 weeks, deadline October 6) is seen as unrealistic given a completely revised template. An update is expected at the September meeting.
- The September Workforce Readiness Task Force meeting will focus on the two-year plan and gathering stakeholder input.

Agenda Item 9 - Adjournment:

With no further items to discuss, a motion was made by Will Armstead to adjourn the meeting, seconded by Leslie Kristof. The motion passed unanimously, and the meeting was adjourned at 8:52

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 K. Bauer Digitally signed by Brian K. Bauer
Date: 2026.09.30 11:37:45 -04'00'

9/30/2026

Brian Bauer
Board Secretary

Date