



Executive Committee Meeting

September 11, 2026

Opening Remarks

1. Welcome & Attendance
2. Conflict of Interest Declaration

Voting Items

3. Review and Approve July Financial Reports - PY 2026-2027
4. Review and Approve Eckerd Statement of Work for PY 2026-2027 Workforce Innovation and Opportunity Act (WIOA) Youth Services Contract
5. Review and Approve Local Targeted Occupations List (LTOL) for 2nd Quarter PY 2026-2027

Information/Discussion

6. CareerSource Research Coast (CSRC) Update
 - a. Reminder to Complete Refresher/New Member Orientation
 - b. CareerSource Research Coast Workforce Professional Development Summit - September 16-18, 2026
7. Adjournment - Next Executive Meeting – October 16, 2026

Member Present

Bob Cenk Kelly Johnson

Members Participating by Teleconference:

Terrance Moore William Armstead Jim Brann

Members Excused

Christi Shields Leslie Kristof

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 July Financial Report - PY2026-2027:

Lisa Delligatti, CFO, reported that July is not representative of typical monthly activity, as the June year-end close involves substantial accruals. She had no further comments on the financial statements and invited questions from the group.

With no further discussion, Kelly Johnson moved to approve the Approve July Financial Report - PY2026-2027, as presented. Bob Cenk seconded the motion, which passed unanimously.

Agenda Item 4 - Review and Approve Eckerd Statement of Work for PY 2026-2027 Workforce Innovation and Opportunity Act (WIOA) Youth Services Contract:

Tracey McMorris, Vice President of Operations/COO, presented the negotiated Eckerd Statement of Work (SOW) for the PY2026-2027 Youth Services contract. Updates to the SOW are intended to strengthen accountability, clarify service delivery expectations, align enrollment strategies with local priorities, and ensure contract provisions support successful participant outcomes.

Key changes negotiated into the Statement of Work

- The youth program had fallen short on credential attainment, the one contract metric that Eckerd fell short on in PY25-26. All other contract deliverables were met. Staff analyzed the services being delivered and identified changes expected to improve performance.
- Shift toward in-school youth: Eckerd Youth has historically served predominantly out-of-school youth. Florida holds a waiver permitting 50% investment in in-school youth, against the 25% federal requirement. The distinction matters for credential attainment: for out-of-school youth, a GED counts as a credential only if the participant is employed or enrolled in further education one year later. The vendor was successfully producing GEDs, but not the follow-on employment, so those credentials did not count. In-school youth carry the same credential requirement without the employment trigger, so staff expect organic improvement from the shift.
- Employment pipelines: Participants completing the program will be handed off to the business services team, which prioritizes program participants for placement. This mirrors the process used across all other programs.
- Integrated service delivery: SOW language was updated to reinforce an integrated model. Staff also worked with the youth team to correct the understanding that the program is primarily dropout recovery.



- Greater investment in training: The Eckerd performs well on work experience placements and soft-skills development. The revised SOW requires a higher investment in credentialing/training specifically.
- Clarified accountability: Roles were spelled out, with Eckerd being made explicitly accountable for all performance outcomes.
- Monitoring: Twice-monthly meetings have been scheduled with the local WIOA Youth Program Manager and the program coordinator. Additional special reporting requirements were built into the contract.

Staff assessment: Eckerd staff accepted all constructive feedback offered during negotiations. Staff believe the deliverables are achievable with the focused effort of both teams.

With no further discussion, Kelly Johnson moved to approve the Eckerd Statement of Work for PY 2026-2027 Workforce Innovation and Opportunity Act (WIOA) Youth Services Contract, as presented. Terrance Moore seconded the motion, which passed unanimously.

Agenda Item 5 - Review and Approve Local Targeted Occupations List (LTOL) for 2nd Quarter PY 2026-2027:

Tracey McMorris, Vice President of Operations/COO, presented the second-quarter Local Targeted Occupation List (LTOL). She explained that this analysis is typically conducted in Q1, following the state's release of its Demand Occupations List, so that local staff can compare it against the local list and identify additions and removals. This year's analysis took approximately one week to complete; however, roughly two days before the last Programs and Services meeting, the state issued a memo announcing that the Target Occupation List process will be phased out by December, in favor of relying solely on the Master Credentials List.

Ms. McMorris noted uncertainty about how much detail to present given the upcoming phase-out but confirmed that current policy remains in effect until then, so the board is still required to review and approve the list. The packet provided breaks out new and dropped occupations. Ms. McMorris characterized this cycle's approval as largely a formality given the pending sunset of the process.

Brian Bauer, president/CEO, asked whether the state has compared the current LTOL/demand list to the Master Credentials List, to clarify how the two will align once the local list is discontinued.

Ms. McMorris responded that no formal comparison has been shown yet, but that state guidance indicates a state demand list will continue to exist, and she anticipates all items on the Master Credentials List will still need to tie back to that state list. Effectively, local boards will no longer need to maintain their own lists and will instead rely on the state's list to drive programming. She noted this represents a broader, less targeted approach to training but acknowledged it removes the burden of local analysis.

With no further discussion, Bob Cenk moved to approve the Local Targeted Occupations List (LTOL) for 2nd Quarter PY 2026-2027, as presented. Jim Brann seconded the motion, which passed unanimously.



Agenda Item 6 - CareerSource Research Coast (CSRC) Update:

Brian Bauer, President/CEO, presented the following information to the Executive Committee members:

CareerSource Florida State Board Meeting (Pensacola, Late August):

- CareerSource Florida held its quarterly state board meeting in Pensacola at the end of August. Mr. Bauer was unable to attend in person due to personal vacation but attended virtually for as much of the meeting as possible. Tracey also attended virtually on his behalf.

Letter Grade Metrics Update:

- The organization is entering its third year of the letter grade system, and the state is again modifying the metrics and components used to calculate letter grades, meaning three different metrics across three years.

The state was not specific about what the specific changes will be, so the local board does not yet know how the new calculation will affect its grade.

The state had promised a preview showing what the new metrics would look like if applied retroactively to the last quarter, but this has not yet been provided.

The shifting metrics make it difficult for local boards to strategically plan and ensure they are meeting performance targets, since most metrics are tied to federal performance indicators with some state additions, and teams are effectively always a year behind.

- Q4 performance indicators and Q3 letter grades have not yet been released.

Annual Workforce Professional Development Summit and Awards Luncheon:

- CareerSource Florida board meetings will no longer be held simultaneously with the annual Workforce Professional Development Summit.

The summit includes an awards luncheon recognizing top-performing individuals (Achievement Award winners) from each local board, covering frontline staff, back-office staff, and community partners. This serves as both a celebration and a professional development opportunity.

Board Member Compliance:

- Reminder to all board members to complete their refresher training (or orientation, for new members). Board members experiencing difficulties with orientation should contact Jennifer Eimann, Executive Assistant, for assistance.

Deadline: Orientation must be completed within 90 days of the start of the new program year, September 30th. Failure to complete on time will result in a finding at the next programmatic monitoring review in 2027.



Federal Funding Outlook:

- Funding levels remain stable at the federal level.
- Another Continuing Resolution (CR) was passed, but did not include WIOA reauthorization.
- Federal action on WIOA is expected to remain in a holding pattern through the election cycle, resuming afterward once the makeup of the House and Senate is known.
- Funding levels for WIOA are expected to remain similar heading into 2027.

Wagner-Peyser Staffing Waiver: The state requested, and the federal government granted, a waiver allowing Florida to convert jointly managed Wagner-Peyser staff from state employees to local board direct-hire employees.

- Funding impact: Previously, the state withheld a portion of Wagner-Peyser funding to cover salaries/benefits of state-employed staff (e.g., of \$1,000,000 awarded, the local board might net around \$475,000 after the state's withholding). Under the new structure, the full award amount will be available for local use, since the state will no longer hold back funds for salaries and benefits.
- Final state guidance on billing/charging procedures for Wagner-Peyser is still pending, since direct time charging to Wagner-Peyser is not currently permitted, but will need to change to support this new structure.
- Benefits: This change is expected to simplify HR management, since jointly managed state employees currently require navigating separate state processes for HR-related matters. Going forward, affected staff will fall under CareerSource's own employee handbook and HR processes.
- Staffing continuity: All current FTEs must remain intact, no staff reductions are permitted at this time. New job/position descriptions will need to be developed to transition existing staff, who will then be subject to standard performance management, as with any new hire.

Agenda Item 7 - Adjournment:

With no further items to discuss, a motion was made by Kelly Johnson to adjourn the meeting, seconded by Bob Cenk. The motion passed unanimously, and the meeting was adjourned at 8:35 am.

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 11:38:24 -04'00'

9/30/2026

Brian Bauer
Board Secretary

Date