



EXECUTIVE COMMITTEE MEETING

College of Central Florida
Enterprise Center, Suite 206
Ocala, FL

<http://careersourceclm.adobeconnect.com/exec8-30-17/>

Audio Dial-In: 1-866-848-2216 – after prompt, enter code 5355193397#

August 30, 2017 – 9:30 a.m.

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. APPROVAL OF MINUTES – June 7, 2017, **Pages 2-4**
- D. ACTION ITEMS
 - 1. Talent Center Software RFP, **Pages 5-6**
 - 2. Budget/Funding Update, **Pages 7-11**
 - a. Carryover
 - b. Allocations
- E. DISCUSSION ITEMS
 - 1. 2017-18 Goals, **Pages 12-13**
 - 2. Legislative Issues and Information, **Pages 14-18**
- F. STATUS REPORTS
- G. MATTERS FROM THE FLOOR
- H. ADJOURNMENT

**CAREERSOURCE CITRUS LEVY MARION (CSCLM)
Executive Committee Meeting**

MINUTES

DATE: June 7, 2017
PLACE: Enterprise Center, Ocala, FL
TIME: 9:30 a.m.

MEMBERS PRESENT

Kathy Judkins, SECO
Rachel Riley, Citrus Memorial
Becky Magwood, Capital City Bank
Ted Knight, U.S. Marine Corps League
Mike Melfi, CHAMPS

MEMBERS ABSENT

Kevin Cunningham, REMAX
Fred Morgan, IBEW 222

OTHER ATTENDEES

Rusty Skinner, CSCLM
Kathleen Woodring, CSCLM
Dale French, CSCLM

Robert Stermer, Board Attorney
Susan Heller, CSCLM
Laura Isaacs, CSCLM

CALL TO ORDER

The meeting was called to order by Kathy Judkins, Chair.

ROLL CALL

The roll was called by Laura Isaacs and a quorum declared present.

ACTION ITEMS

Information below represents the actions taken by the Committee:

- 1) 2017-18 Budget: Mike Melfi made a **motion** to approve; Rachel Riley **seconded** the motion. **Motion carried.**
- 2) Health Insurance and Benefits: Becky Magwood made a **motion** to approve the changes; Ted Knight **seconded** the motion. **Motion carried.**
- 3) One Stop Operator Selection: Becky Magwood made a **motion** to approve; Mike Melfi **seconded** the motion. **Motion carried.**
- 4) Youth Provider Selection: Ted Knight made a **motion** to approve; Becky Magwood **seconded** the motion. **Motion carried.**

- 5) CEO Contract Review Committee Report: Ted Knight made a **motion** to approve; Mike Melfi **seconded** the motion. **Motion carried.**
- 6) Smart Horizons Training Application Approval: Mike Melfi made a **motion** to approve; Ted Knight **seconded** the motion. **Motion carried.**
- 7) Marion Technical College Program Applications: Ted Knight made a **motion** to approve; Becky Magwood **seconded** the motion. **Motion carried.**

Internship/WE vendor selection and contract execution: Mike Melfi made a **motion** to approve; Ted Knight **seconded** the motion. **Motion carried.**

- 8) Sublease with Central Florida Community Action Agency: Ted Knight made a **motion** to approve; Mike Melfi **seconded** the motion. **Motion carried.**
- 9) Chiefland Lease: Becky Magwood made a **motion** to approve; Ted Knight **seconded** the motion. **Motion carried.**

DISCUSSION ITEMS

None

STATUS REPORTS

1) Project Dunnellon

1) **Project Dunnellon** – The Morridge Family Foundation has partnered with Dunnellon High School and is seeking to establish a program to assist students and their families with a two-generation project to combat poverty. Other community partners include the regional library system, United Way.

2) **Duke Grant** – CSCLM has been awarded a \$20,800 grant from Duke Energy to fund the Talent Pipeline Video project. Participants have been invited to the Board of Directors meeting on June 14, 2017, for a check presentation and luncheon.

3) **Youthbuild Grant** – CSCLM has applied for a grant to help fund the YouthBuild program.

4) **Homeless Vet (FreshStart) Grant** – CSCLM has applied for a grant to assist homeless veterans.

5) **Board Private Sector Member expansion/vacancies** – CSCLM seeks to fill several board seats in Levy County.

MATTERS FROM THE FLOOR

None

ADJOURNMENT

There being no further business, the meeting was adjourned.

APPROVED:



RECORD OF ACTION/APPROVAL
Career Center Committee, August 18, 2017

TOPIC/ISSUE:

Talent Center Software

BACKGROUND:

Last year when we initiated Talent Center, we tried to reconfigure a “student intern system” that was a product of Atlas to meet our needs. After a year, the functionality that we are seeking is clearly lacking.

Staff are researching staffing industry systems that will more align with our needs, provide more tools that access candidate sourcing sites and move the Talent Center away from a social services design into a “business design.”

We have begun our research by visiting web sites and requesting demos to help us define the core requirements and additional desired features that will enable us to draft an RFP.

Once completed, we propose issuing the RFP and bringing results and recommendations to the Executive Committee.

POINTS OF CONSIDERATION:

The current system does not have the sourcing, resume parsing and other functions that maximize staff efficiency. To grow the services to both businesses and job candidates, we need a more robust, business-driven system.

The ideal plan would be for mid-September issuance of the RFP with a decision in October and implementation before Thanksgiving.

STAFF RECOMMENDATIONS:

Request approval to draft and RFP and process the selection through the Executive committee.

COMMITTEE ACTION:

Theresa Flick made **a motion** to approve the action. Judy Huios **seconded** the motion.
Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Executive Committee – 8/30/17

TOPIC/ISSUE:

2017 Revised Budget

BACKGROUND:

POINTS OF CONSIDERATION:

Revised for carryforward.

STAFF RECOMMENDATIONS:

Approve 2017 Revised Budget

COMMITTEE ACTION:

BOARD ACTION:

BUDGET - CSCLM																
PY 2017(JULY 2017 - JUNE 2018)																
8/30/2017	ADULT	YOUTH	TAA	DISL. WORKER	WAGNER PEYSER	VETERAN DVOP	UC	WTP	SNAP	SECTOR NEG	RURAL	RWB 6	REA	UN-RESTR	TOTAL	
REVENUE																
P. Y. 2017 CONTRACTS	1,410,026	1,236,159	-	1,096,932	263,207	41,009	34,298	1,622,312	174,075	167,009	34,483	4,782	51,039	-	6,135,331	
CARRYFORWARD	2,186	601,825	27,148	602,072	68,793	-	-	-	-	-	-	-	45,364	68,347	1,415,735	
INCENTIVES	-	-	-	-	118,700	-	-	-	-	-	-	-	-	-	118,700	
TRANSFER	1,178,000	-	-	(1,178,000)	-	-	-	-	-	-	-	-	-	-	-	
TOTAL REVENUE	2,590,212	1,837,984	27,148	521,004	450,700	41,009	34,298	1,622,312	174,075	167,009	34,483	4,782	96,403	68,347	7,669,765	
EXPENDITURES																
TOTAL ITA	35%															
TRAINING:																
ITA %	36%			29%												
ITA/TRAINING	295,000	-	20,970	26,500	-	-	-	-	-	55,800	-	-	-	-	398,270	
OJT	65,000	-	-	10,000	-	-	-	-	-	45,000	-	-	-	-	120,000	
EMPLOYED WORKER	45,000	-	-	-	-	-	-	-	-	-	-	-	-	-	45,000	
INTERNSHIPS	24,500	-	-	-	-	-	-	-	-	-	-	-	-	-	24,500	
ECKERD	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
TRAINING STAFF	402,000	-	-	98,000	-	-	-	-	-	-	-	-	-	-	500,000	
TOTAL TRAINING	831,500	-	20,970	134,500	-	-	-	-	-	100,800	-	-	-	-	1,087,770	
OPERATING:																
SUPPORTIVE SVS.	30,000	324,751	-	7,000	-	-	-	85,000	-	-	-	-	-	-	446,751	
DIRECT CHARGE (STAFF)	25,000	-	-	10,000	-	-	20,297	450,000	53,000	13,000	-	-	26,373	-	597,670	
ECKERD	15,000	632,714	-	10,000	-	-	-	-	-	-	-	-	-	-	657,714	
DEO STAFF TRAVEL	-	-	-	-	15,000	-	-	-	-	-	-	-	-	-	15,000	
OPERATING	-	40,000	-	-	182,500	4,000	-	15,006	-	-	-	-	-	-	241,506	
TOTAL OPERATING	70,000	997,465	-	27,000	197,500	4,000	20,297	550,006	53,000	13,000	-	-	26,373	-	1,958,641	
PROGRAM SUPPORT:																
FACILITIES	35,763	6,812	988	35,043	91,826	17,751	4,716	55,348	20,240	131	-	4,782	15,524	-	288,921	655,000
PROGRAM	176,388	195,164	-	31,599	46,717	783	-	107,614	10,370	2,544	-	-	5,160	-	576,339	
INFORMATION TECHNOLOGY	42,847	47,408	-	7,676	10,384	190	965	26,141	2,519	618	-	-	1,253	-	140,000	
OUTREACH	47,438	52,487	-	8,498	11,496	210	1,068	28,942	2,789	684	-	-	1,388	-	155,000	
BUSINESS	247,540	-	-	50,104	-	-	-	151,024	14,553	3,570	-	-	7,242	-	474,033	
SELF SERVICES	441,743	-	-	89,412	-	-	-	269,508	25,970	6,370	-	-	12,923	-	845,926	
CAREER SERVICES	111,230	-	-	22,514	-	-	-	67,862	6,539	1,604	-	-	3,254	-	213,004	
TOTAL PROGRAM SUPPORT	1,102,949	301,871	988	244,845	160,423	18,934	6,749	706,438	82,980	15,520	-	4,782	46,744	-	2,693,222	
TOTAL EXPENDITURES	2,004,449	1,299,336	21,958	406,345	357,923	22,934	27,046	1,256,444	135,980	129,320	-	4,782	73,117	-	5,739,633	
ADMIN POOL	285,231	52,519	2,583	56,394	46,126	2,129	3,594	177,915	18,303	18,684	-	-	9,532	-	673,012	0.09
GENERAL POOL	287,607	52,956	2,605	56,864	46,511	2,147	3,624	179,397	18,456	18,839	-	-	9,611	-	678,617	
TOTAL INDIRECT COST RATE	572,838	105,475	5,188	113,258	92,637	4,276	7,219	357,312	36,759	37,523	-	-	19,143	-	1,351,628	
BALANCE	12,925	433,173	3	1,400	140	13,799	34	8,555	1,335	165	34,483	1	4,144	68,347	578,504	
INDIRECT RATE CALCULATION																
DIRECT TOTAL COSTS	2,004,449	1,299,336	21,958	406,345	357,923	22,934	27,046	1,256,444	135,980	129,320	-	-	73,117	-	5,734,852	29.03%
LESS: LEASES	(16,528)	(3,148)	(4,087)	(16,195)	(38,808)	(8,203)	(2,180)	(25,579)	(9,354)	(61)	-	-	(7,174)	-	(131,316)	
SUBAWARD (ECKERDS)	(14,614)	(932,851)	-	-	-	-	-	-	-	-	-	-	-	-	(947,465)	
TOTAL MTDC	1,973,306	363,338	17,871	390,150	319,115	14,730	24,866	1,230,865	126,627	129,260	-	-	65,942	-	4,656,070	

CSCLM				
POOLS ALLOCATIONS				
	TOTAL	ADULT	YOUTH	TAA
FTE (for facilities pool)charge facilities pool to all direct & pools		0.0546	0.0104	0.0135
Direct Cost (93, 94, 99)		901,500	997,465	20,970
Direct Cost % (93, 94, 99)		31%	34%	1%
Direct Cost (95, 86, 87))		901,500	-	20,970
Direct Cost % (95, 86, 87)		52%	0%	1%
FACILITIES (97)	655,000	35,763	6,812	8,843
		-	-	(7,855)
FACILITIES	288,921	35,763	6,812	988
PROGRAM (99)	576,339	176,388	195,164	4,103
ADJUSTMENT		-	-	(4,103)
FINAL PROGRAM		176,388	195,164	-
INFORMATION TECHNOLOGY (93)	140,000	42,847	47,408	997
ADJUSTMENT		-	-	(997)
FINAL IT		42,847	47,408	-
OUTREACH (94)	155,000	47,438	52,487	1,103
ADJUSTMENT		-	-	(1,103)
FINAL OUTREACH		47,438	52,487	-
BUSINESS (95)	474,033	247,540.18	-	5,758.09
ADJUSTMENT		-	-	(5,758)
FINAL BUSINESS		247,540	-	-
SELF SERVICES (86)	845,926	441,742.83	-	10,275.48
ADJUSTMENT		-	-	(10,275)
FINAL SELF		441,743	-	-
CAREER SERVICES (87)	213,004	111,230.50	-	2,587.36
ADJUSTMENT		-	-	(2,587)
FINAL CAREER		111,230	-	-
ADMIN (91)	673,012	285,231	52,519	2,583
ADJUSTMENT	-	-	-	-
FINAL ADMIN		285,231	52,519	2,583
ADMIN AT 10%		257,729	140,481	2,715
ACTUAL ADMIN %		0.1107	0.0374	0.0952
ACTUAL WIOA ADMIN %		0.0876		
GENERAL (88)-PROGRAM INDIRECT	678,617	287,607	52,956	2,605
ADJUSTMENT		-	-	-
FINAL GENERAL		287,607	52,956	2,605

TOTAL INDIRECT COST	1,351,628	572,838.38	105,474.61	5,187.81
IDCR		0.2903	0.2903	0.2903
EXPENDITURES (non-inclusive Admin. & General)		2,577,287 36%	1,404,811 20%	27,145 0%
General shortage	-	-	-	-
<i>MDTC</i>				
<i>DTC</i>		2,004,449	1,299,336	21,958
<i>Less leases</i>		(16,528)	(3,148)	(4,087)
<i>Eckerds</i>		(14,614)	(932,851)	-
<i>Total MDTC</i>		1,973,306	363,338	17,871
<i>USED TO ALLOCATE ADMIN (MDTC %)</i>		0.4238	0.0780	0.0038
<i>Leases</i>	302,711	16,528.02	3,148.19	4,086.60
<i>Eckerds</i>	972,465	15,000	957,465	-
	<u>25,000</u>	0.02	0.98	0.00
	<u>947,465</u>	14,614	932,851	-

ATTACHMENT 2	
FUNCTIONAL BUDGET	
PY 2017	
7/1/2017-6/30/2018	
Direct charge staff	597,670
Supportive/Special Svs./Operating/DEO staff trv	378,506
50% ITA	398,270
OJT	120,000
Training staff	500,000
Internships	24,500
Employed worker	45,000
Eckerd contract	657,714
Eckerd participant	324,751
Carryforward	578,504
Overhead	2,693,222
Indirect Costs	<u>1,351,628</u>
Total Budget	7,669,765

2017-2018 Goals

- Expand Talent Pipeline video series
 - Add 20 employers
 - Manufacturing and IT
 - Increase Citrus and Levy employer presence
 - Begin Educational element
 - Start with Citrus; then Marion and Levy
 - 10-15 videos
 - Begin formatting soft skills element
 - Use Marion Soft Skills Survey for skills focus
 - Discuss format and length with educational partners

- Better engage and inform High School youth
 - Career Expos in all three counties
 - Focus on targeted sectors and special programs for Districts

- Develop transitional services for graduating HS Seniors (or students age 18)
 - Special short term skill courses
 - “Boot Camp” programs/courses
 - Internships/work experience

- Promote Apprenticeship/Pre-Apprenticeship
 - MRMA
 - Home Builders/Construction industry

- Expand targeted populations services by seeking external funding.
 - Offenders
 - Veterans
 - Disabled
 - Special Youth populations

- Develop better metrics and monitoring process for Business Services and Talent Center
 - Replace TC portal with more dynamic and functional system
 - Expand services to professionals in the community.
 - Establish performance metrics which reinforce “headhunter” services and accountability for both Business Services Sector teams and TC
 - Monthly reporting of performance
 - Improve staff sourcing techniques for both customers/become aggressive in marketing and outreach

- Review Website and develop more functional website
 - Online services access/forms/processes
 - Multi-language ability for entire site
 - Better home page visibility for special projects and services
 - Better searching functionality

- Transition/expand TTW performance
 - Generate funding to support staff and provide unrestricted revenue to company
 - Base pay plus bonus program for staff effective July 2018
 - Crosstrain back up staff (perhaps not on performance pay)

- Improve Business Services presence in Levy

- Customer Satisfaction
 - Improve employer surveying for TC and BS teams
 - Continue Internal Staffing Net Promoter
 - Review most recent survey issues and respond
 - New Survey in March 2018

- Staffing Structure Review for 14th Street
 - Can we redeploy by using online access or other process improvements

Laura Isaacs

From: Rusty Skinner
Sent: Friday, August 25, 2017 11:04 AM
To: Laura Isaacs
Cc: Kathleen Woodring
Subject: FW: Legislative Issues and information
Attachments: Legislative Issues Preview.docx

Laura, please add "Legislative Issues and Information to the discussion portion of the Executive Agenda with the email below and the attachment as backup items .

Rusty Skinner

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From: Rusty Skinner
Sent: Friday, August 04, 2017 2:19 PM
To: Becky Magwood (magwood.becky@ccbq.com); Brenda Chrisman; Judkins, Kathy; Kathleen Woodring (kwoodring@clmworkforce.com); Kevin D. Cunningham (kevinc@remax.net); Laura Isaacs (lisaacs@talentcenter.org); mmelfi@champsinc.com; Morgan, Fred (fmtopout72@outlook.com); Rachel Riley (rmriley61@gmail.com); Robert Stermer (E-mail); Ted Knight (TKnight324@embarqmail.com)
Subject: Legislative Issues and information

The Florida Legislature meets in January 2018, instead of March. This means that many of the committee sessions will begin in earnest in October. In September they will "organize" for the session, naming committee chairs and members.

Nationally, there have also been several movements which need to be considered. The President's budget has been submitted, but like most Presidential budgets, Congress generally moves differently. The House and the Senate also often take different approaches. That said, here is what has happened in the House Appropriations process.

- Wagner-Peyser- the state's job service funding that not only provides state employees but covers the cost of Employ Florida Marketplace- was reduced to just \$98 Million- over a 400 Million decrease. This basically only funds the electronic systems as we understand it.
- WIOA funding cuts about 5-6% overall.

At the State level, we lost another \$1.5 Million (statewide) in Welfare to Work funding. While our case loads have fallen, WTP has been subsidized for a long time with WIOA funding for basic job search assistance.

- Resume listing for individuals
- Resume searching for employers (should be simple)
- Job matching/Suggested jobs feature – should auto complete after individual completes profile/resume information

The long term picture, unfortunately, is that at the federal level the funding that supports many of our services is under consideration for cuts. Our hope for improvement rests with the Senate. The state should be working to restore the Wagner-Peyser funds as it funds many of their data and reporting requirements for WIOA.

Yesterday the Florida Workforce Development Association (FWDA) while is the association for local workforce boards and their directors (chairs do have a separate organization, although many choose to work through their directors) met here in Ocala and discussed these situations and other more local topics.

On the legislative front, several suggestions came up for a legislative agenda.

- Develop target group specific programs to seek additional WTP funding.
 - In the past we have asked for more funds/not to be cut by discussing the customers that we work with have more needs, thereby justifying stable or additional funds. This has fallen on deaf ears in the legislature. Each year they have taken funds from workforce services and used those funds in DCF programs and services.
 - Our recommendation was to have our lobbyist identify legislators who had WTP-eligible concerns that could be addressed through WTP funds and that we develop specific state-wide projects to secure those funds. This could alleviate a burden on the basic WTP funding.
 - Projects that targeted TANF (WTP)-eligible youth during the summer was one idea floated.
- Seek amendment to the Florida Growth Fund (FGF) that recommends any project funded be coordinated with the local workforce board.
- Support General Revenue funding for Florida Ready to Work. (attached)
- Seek special funding source through a Business and Workforce Competitive Fund concept (attached)- This is a proposal that peels off a percentage of the current SUTA paid by employers – **it does not increase the tax and if the tax increases, the peel off would be reduced.** It would generate an unrestricted training fund source to supplement our WIOA funding and provide more flexibility inn working directly with employers and their training needs. The fund would allocate, by formula, funds to the local boards.

I should also mention that we are looking at a new software system for Talent Center, one that is very focused for the headhunter approach you discussed in the strategic plan discussions, not a counseling or development tool which is what our current system is. It will be based upon a business model not a social service model.

Rusty Skinner

Chief Executive Officer

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Legislative Issues Preview

- **TANF “Pay for Performance”:** Currently the TANF program is extremely process driven, not outcome driven. As a result our staff spend an inordinate amount of time checking off process rather than putting people to work. Several years ago the idea of pay for performance was floated but never enacted. The concept places the responsibility to document a required participation on the customer, not on staff to document what we have done and to chase the TANF recipient. The proposal, simply stated would be:
 - Once a person applies and eligibility is determined by DCF, they would be paid their first month’s benefit amount and referred to workforce.
 - Those not ready to work (medically deferred, primarily) would be managed through DCF until they were able and ready to work, then referred to workforce.
 - Once referred to workforce, the recipient would be required to document participation compliance to workforce BEFORE receiving their second month’s check. Documentation would be required before receiving a check for all subsequent months of TANF eligibility.
 - Workforce would focus its efforts on providing work experience, job placement assistance and other work ready, employment services.
 - This process will allow workforce to provide employment services in a declining funding situation that should improve participation and result in overall TANF cost savings in the form of benefit payouts.
- **Competitive Workforce Fund:** Federal revenues to support workforce training are expected to decline over the next few year, and expected to be targeted to certain types of training- such as apprenticeship. Apprenticeship, for whatever reason, is not a salable training solution for most of the employers in Florida. CareerSourceCLM has been promoting this for several years without mucvh success. Currently Florida collects a state unemployment tax (SUTA) from employers. This proposed Competitive Workforce Fund would be funded by a partial contribution from the SUTA that is collected. For example, say the SUTA is 4.0%. This concept proposes that the overall tax NOT INCREASE, but that a portion of that tax already collected be diverted from the wage fund into the workforce fund. Using the 4.0% example, say 3.5% were directed to the wage fund and 0.50% was diverted into the workforce fund. If there was a need to increase the SUTA, the workforce fund would be reduced by that amount so that any potential tax increase would be delayed until the workforce fund percentage was at 0.0%. Funds within the workforce funds would be allocated to each

workforce region using existing fund distribution formulas, such as those of Wagner-Peyser funding, whose metric is based on employment/unemployment.

- **Summer TANF Projects:** Previously, in addition to managing the ADULT TANF cases, we were able to work on welfare diversion efforts for the children of TANF recipients. Many of these youth grow up in a welfare household and if they graduate from high school, often leave without any career skills. Breaking the cycle often means focusing on this group, and even the sophomore and junior students, to build specific career skills. Increasingly school districts are offering more career training options, but students often do not understand them or take advantage of them until they leave high school. Federal funding under the Workforce Innovation and Opportunity Act (WIOA) for youth, while targeting youth with barriers is significantly underfunded. This proposal is directed at those youth who, either after graduation or late in their high school years, realize that they need skills training in order to secure meaningful employment. It calls for a specific set aside for TANF Summer projects. These projects would be skill-development projects whose goal was employment, not work experience.
- **Florida Growth Fund:** The current legislation contains no connecting language to the state's workforce system. Local workforce boards work to establish targeted industries, and skills that support those industries for training. In developing workforce training proposals, the submitter should be required to coordinate with the local workforce system to insure that planned training is supported by locally-designated in-demand careers in industries that are targeted economic development priorities. We are requesting an amendment which allows the Department of Economic Opportunity to establish a process of coordination.