

BOARD MEETING

College of Central Florida Citrus Campus Education Room (C4-103),
3800 S. Lecanto Highway, Lecanto, FL 34461

<http://careersourceclm.adobeconnect.com/board10-19-2017>

Audio Dial-In: 1 866 848-2216 – after prompt, enter code 5355193397#
Oct. 19, 2017 – 11:30 am (Thursday)

AGENDA

1. CALL TO ORDER
 2. INVOCATION AND PLEDGE OF ALLEGIANCE
 3. ROLL CALL
 4. **PUBLIC COMMENT – ON ALL ITEMS BEFORE THE BOARD**
 5. APPROVAL OF MINUTES – June 14, 2017, Pages 2-5
 6. ACTION ITEMS
 - a. Chiefland Holdover Lease, Page 6
 - b. TTW Incentive, Pages 7-8
 - c. Master Agreement with CJ's Power Systems, Page 9
 - d. Targeted Occupation List Addition, Pages 10-11
 - e. Tobacco Free Florida, Pages 12-13
 - f. Talent Center Software, Page 14-15
- B. CONSENT AGENDA
- A. **Career Center Committee – Aug. 17, 2017**
 - 1) Alarm Monitoring RFQ, Page 16
 - 2) Geosol Greeter Software, Pages 17-18
 - 3) Talent Center Software RFP, Pages 19-20
 - B. **Executive Committee – Aug. 30, 2017**
 - 1) Talent Center Software RFP, Pages 19-20
 - 2) Budget/Funding Update, Page 21
- C. STATUS REPORTS
- a. Thomas P. Miller and Associates, Pages 22-25
 - b. HVRP Grant
 - c. YouthBuild
- D. MATTERS FROM THE FLOOR
- E. ADJOURNMENT

**CAREERSOURCE CITRUS LEVY MARION (CSCLM)
BOARD MEETING**

MINUTES

DATE: June 14, 2017
PLACE: College of Central Florida Klein Center, Ocala FL
TIME: 11:30 a.m.

MEMBERS PRESENT

MEMBERS ABSENT

Kathy Judkins, SECO	Darlene Goddard, Consultant
Al Jones, AutoZone	Debra Stanley, Citrus County Schools
Becky Magwood, Capital City Bank	Jorge Martinez, Florida Department of Children and Families
Carla Butts, The Centers	Judy Houlios, Ocala Housing Authority
Carol Jones, Levy County Schools	Kell Jemison, ZF Systems Inc.
David Pieklik, Nature Coast BDC	Mark Paugh, College of Central Florida
Don Taylor, Citrus County EDC	Lindsay McDougal, Sherpa Pro Solutions/ Brighter-Image
Fred Morgan, IBEW Local Union 222	Nelson Mathis, Jr., I.B.E.W. Local Union 1205
Gary Crandon, Crandon Electric	Solomon Sarway, CJ's Power System
Kevin Cunningham, Re/Max Realty 1	Theresa Flick, Key Training Center Citrus County
Mark Vianello, Marion County Schools	
Mike Melfi, CHAMPS Software	
Pat Reddish, Consultant	
Patricia Keelean, Mid Florida Community Services	
Pete Beasley, Rasmussen College	
Rachel Riley, Citrus Memorial Hospital	
Ted Knight, United States Marine Corps League	
Travis Griffin, Capital City Bank	
William Burda, Business Resources of Florida	
Yovancha Lewis-Brown, Vocational Rehabilitaton	

OTHER ATTENDEES

Rusty Skinner, CSCLM
Kathleen Woodring, CSCLM
Brenda Chrisman, CSCLM
Laura Isaacs, CSCLM
Dorothy Pernu, Duke Energy
Teri Brandt, Simar Industries
Mike Gleason, SPX Flow
Robin Phillips, Simar Industries
John Lott, Levy County School Board

Dale French, CSCLM
Laura Byrnes, CSCLM
Robert Stermer, Board Attorney
Dwain Henderson, CSCLM
Ashley Howard, Closetmaid

CALL TO ORDER

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

INVOCATION AND PLEDGE OF ALLEGIANCE

The invocation was given by Robert Stermer, followed by the Pledge of Allegiance.

ROLL CALL

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

Presentation by Duke Energy

Dorothy Pernu, of Duke Energy, presented CareerSourceCLM with a \$20,800 check to fund the Talent Pipeline video project.

PUBLIC COMMENT

The Chair opened the floor for any Public Comment. There was none.

APPROVAL OF MINUTES

Mike Melfi made a motion to approve the minutes from the March 8, 2017, meeting. Seconded by Mike Melfi. Motion carried.

APPROVAL OF CONTRACTS FOR 2017-18

A. Contracts Requiring 2/3rds Vote/Under \$25,000

1) **Nature Coast Business Development Council** – Kevin Cunningham made a **motion** to approve the contract with the Nature Coast Business Development. Seconded by Rachel Riley. Dave Pieklike abstained. **Motion carried.**

B. Master Contracts 2/3rds Vote

2) **College of Central Florida** – Kevin Cunningham made a **motion** to approve the contract with the College of Central Florida. Seconded by Dave Pieklik. **Motion carried.**

3) **Marion County School Board** – Kevin Cunningham made a **motion** to approve the contract with the Marion County School Board. Seconded by Dave Pieklik. Mark Vianello abstained. **Motion carried.**

4) **School Board of Levy County** – Kevin Cunningham made a **motion** to approve the contract with the School Board of Levy County. Seconded by Becky Magwood. Carol Jones abstained **Motion carried.**

5) **Capital City Bank** – Kevin Cunningham made a **motion** to approve

the contract with Capital City Bank. Seconded by David Pieklik. Becky Magwood and Travis Griffin abstained. **Motion carried.**

6) Champs Software – Kevin Cunningham made a **motion** to approve the contract with Champs Software. Seconded by Al Jones. Mike Melfi abstained. **Motion carried.**

7) Key Training Center – Kevin Cunningham made a **motion** to approve the contract with Key Training Center. Seconded by Becky Magwood. **Motion carried.**

8) Rasmussen College – Kevin Cunningham made a **motion** to approve the contract with Rasmussen College. Seconded by Fred Morgan. Pete Beasley abstained. **Motion carried.**

9) SECO Energy – David Pieklik made a **motion** to approve the contract with SECO Energy. Seconded by Rachel Riley. Kathy Judkins abstained. **Motion carried.**

10) The Centers – Kevin Cunningham made a **motion** to approve the contract with The Centers. Seconded by Al Jones. Carla Butts abstained. **Motion carried.**

C. Contracts Not Requiring 2/3rds Vote – Kevin Cunningham made a **motion** to approve the contracts with Eckerd Youth, Thomas P. Miller and Associates, CD Staffing, and the Ocala/Marion County Chamber and Economic Partnership. Seconded by Al Jones. **Motion carried.**

- 11) Eckerd Youth
- 12) Thomas P. Miller and Associates
- 13) CD Staffing
- 14) Ocala/Marion County Chamber and Economic Partnership

ACTION ITEMS

1. None.

CONSENT AGENDA ITEMS

The action sheets that are attached represent the items for review by the board. Becky Magwood made a **motion** to accept all consent agenda items. Fred Morgan seconded the motion. **Motion carried.**

A. Nominating Committee - April 13, 2017

- 1) Vice Chair Vacancy

B. Executive Committee – June 7, 2017

- 1) CEO Contract 2017-18
- 2) Health Renewal Rates
- 3) Internship and Work Experience Payroll
- 4) MTC Program Approvals

- 5) One Stop Operator Contract
- 6) Smart Horizons Approvals
- 7) Youth Services Contract
- 8) Central Florida Community Action Agency Sublease
- 9) Chiefland Lease
- 10) Budget

C. Performance and Monitoring Committee – Feb. 21, 2017

- 1) Sub-recipient Monitoring Contract

DISCUSSION ITEMS

None

STATUS REPORTS

None

MATTERS FROM THE FLOOR

None

ADJOURNMENT

There being no further business, the meeting was adjourned.

APPROVED:



RECORD OF ACTION/APPROVAL

TOPIC/ISSUE:

Chiefland lease Holdover

BACKGROUND:

The completion of the new office has been slowed by a number of factors. Construction delays have pushed back dates of connecting data and phones because of data/phone scheduling.

Our anticipated "occupancy date" for the new location is October 15. The first month's rent there has been reduced to 50%.

Because of the delays, we had to extend holdover) our current lease through October 31. The holdover provision calls for a doubling of the lease price.

We are scheduled to make one final payment to the contractor when all renovations are complete. It is my intent to have a discussion with the contractor about the delays and any offsets that will reduce our payment because of the increased costs we have incurred.

POINTS OF CONSIDERATION:

Holdover was necessary due to circumstances

STAFF RECOMMENDATIONS:

Approve holdover extension

COMMITTEE ACTION:

BOARD ACTION:



RECORD OF ACTION/APPROVAL

TOPIC/ISSUE:

Performance Pay- Ticket to Work (TTW)

BACKGROUND:

TTW offers the Board a source of unrestricted revenue. As previously discussed the staff person assigned TTW has over the years proven to generate strong yearly income.

With federal funds declining, as and a business model for our business services team, we have been evaluating not just placements, but earnings (or in the case of business services - revenues that “could be generated), as a way to **shift staff** to a pay for performance model.

Our first effort is focused on TTW. As we start we are looking at setting a performance model which still uses the salary as a constant, but provides incentives, when earnings exceed previous year earnings.

1. Current Salary paid based upon 90% of previous year’s earnings (this will be a factor/metric in the evaluation as “meets expectations”)
2. Bonus earnings begin when earnings EXCEED last year’s earnings
3. Staff earns next \$3,000 in earnings as a performance payment “bonus.”
4. Any earnings above the 100% plus \$3,000, the staff earns 10%.

Example:

- Previous year earnings, \$100,000
- Earnings in current year, \$102,500. Staff bonus \$2,500
- Earnings in current year, \$95,500, no staff bonus.
- Earnings in current year, \$110,000, staff receives bonus of \$3,000 and 10% of the \$7,000 additional earnings, or \$700.

POINTS OF CONSIDERATION:

This will allow us to begin to move our business from a process outcome system to a performance pay system.

The Talent Center software system being chosen will allow us to set earnings percentages on placement based on their expected annual wages and begin to shift our business services team to a similar pay for performance system

STAFF RECOMMENDATIONS:

Approval of bonus pay concept.

COMMITTEE ACTION:

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Master Workforce Services Contract – CJ's Power Systems

TOPIC/ISSUE:

Approval of a Master Workforce Services Contract with **CJ's Power Systems** for board member Solomon Sarway.

BACKGROUND:

In accordance with CareerSource FL requirements, all board members seeking to enter into a financial agreement with the local board is required to have an approval by a two-thirds vote of the board members.

CJ's Power Systems is in current discussion with staff and may seek to take advantage of our experiential learning programs fill a current vacancy. The Master Services Agreement would allow CJ's Power System to enter into agreements for up to \$20,000 through 6/30/18 if approved.

POINTS OF CONSIDERATION:

Entering into the Master Workforce Services Contract will still require CJ's Power Systems and CSCLM to follow all other eligibility and procedure requirements. The purpose for this agreement is based on the employer's board membership with CSCLM.

STAFF RECOMMENDATIONS:

Approve CSCLM to enter into the Master Workforce Services Contract with CJ's Power Systems to begin discussion on utilizing the various experiential learning programs (OJT, CBT, and Internship/Work Experience) programs and hiring CSCLM career seekers.

COMMITTEE ACTION:

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Addition of Construction Industry as a Target Industry

TOPIC/ISSUE:

Seeking approval to add the **Construction Industry** to our targeted occupational list, and to our approved targeted industry.

BACKGROUND:

The construction industry group was removed from our targeted industry several years ago due to the turn in the economy, with many construction workers leaving the area and/or leaving the industry.

As a result, many of the skilled trades' individuals left the industry, either by moving or moving into other career fields.

POINTS OF CONSIDERATION:

Due to the increasing population in our region, as well as an improvement in the economy, many individuals are moving to our region and purchasing homes. As a result, the construction industry has been increasing steadily for several years.

Employers in the construction industry (building, electrical, plumbing, roofing, masonry, etc.), are in desperate need to find skilled individuals to hire. Due to the lack of a skilled workforce in the construction industry, many employers hire laborer staff and train them on the job just to keep up with their increased demands. This approach is only a band-aid leaving employers in a position of not being able to meet their demands, and/or creating long backlogs of work to complete without a skilled workforce.

With the recent hurricane destruction in Texas and Florida, demand for workers in the construction industry has increased substantially. Employers are desperately looking for opportunities in which to hire and train their workforce.

Another noticeable challenge for the construction industry is the aging workforce – many of those that stayed in the construction industry are approaching retirement and there is not a solid solution for replacement of these individuals.

Lastly, in partnership with Marion County Public Schools and Citrus County Public Schools, CareerSource CLM is working with both entities to develop and support a construction academy at Marion Technical College & Withlacoochee Technical College.

Recent data as outlined below verifies that there is a growing shortage of trades' occupations. The data lists the number of anticipated positions needed by occupation within our region, and up to one hour outside of our regions.

The construction trades needs are increasing substantially and supports the development of the construction academies, but also the need to support employers by adding Construction Industry to our targeted occupational list.

By adding construction to our targeted occupation list will allow CSCLM to support tuition payments for students to attend the construction academies, in addition to support employers hiring individual through On-the-Job Training, Paid Work Experience, Internships, and Custom Business Training.

By approving the addition of the construction industry to our targeted occupational list and industry will support the growing demands of our employers, while helping support the growing construction industry.

Occupation Snapshot / Construction Total Demand Report: Forecast Report

Occupation	Citrus/Levy/Marion	1 hour out
Carpenters	276	3,800 **
Construction Laborers	689	7,249
Electrician	217	3,261
Painters, Construction & Maintenance	207	2,100
Plumbers, Pipefitters, Steamfitters	148	1,917

STAFF RECOMMENDATIONS:

Authorize the addition of the Construction Industry to the CSCLM targeted occupation list and targeted industry sector.

COMMITTEE ACTION:

BOARD ACTION:



RECORD OF ACTION/APPROVAL

TOPIC/ISSUE:

Staff Incentive Payment for **Tobacco Free Florida** Referrals

BACKGROUND:

CareerSource CLM entered into an agreement with **Tobacco Free Florida (TFF)**, over 3 years ago to promote services to quit smoking. The agreement with TFF is a program where CareerSource staff offer tobacco referrals service to career seekers to help quit smoking. TFF offers a combination of services to career seekers to help them quit the habit, listed below are some of those services:

- Group Tools such as 24/7 hotline and counseling
- 2 weeks of nicotine patches
- Group counseling session and 24/7 counseling support

All of these services are at no cost to the career seekers, as well as these services are available to any Floridian.

With many of the career seekers coming into our offices that smoke, the program offers a referral services to TFF to take advantage of the various free services to help the individual stop smoking.

In order to promote this program, staff are required to promote TFF services to the individual, complete a TFF referral form, collect some level of confidential information, have the individual sign the referral, email or fax the referral from to TFF, and then complete an electronic referral on the individual in Employ Florida.

Once TFF receives the referral, the individual is contacted, a plan is customized to support the career seekers needs and services begin.

As a part of the agreement, TFF pays CSCLM **\$37.50** for every eligible referral. The funds received from the program are unrestricted and can be used to expand services to our career seekers.

POINTS OF CONSIDERATION:

With declining TFF referrals from staff, we are looking to increase referrals by offering an incentive to staff that complete an eligible referral.

The following incentive plans will be for non-exempt staff (CSCLM, DEO & Eckerd), to encourage referring career seekers to this program. With a desire to help support career seekers to quit smoking and with the opportunity to make additional income, we are proposing the following incentive plan to staff to encourage and promote referrals:

Proposed Incentive Plan:

- \$5 for each eligible referral up to 25 referrals per month
- \$7 for each eligible referral after 26 qualifying referrals per month
- \$10 for each eligible referral after 50 qualifying referrals per month

To ensure the integrity of the referrals, a QC check will be done randomly on each staffs referrals by checking with career seekers to ensure they received the referral. Payment incentive would be quarterly and would be added to staffs payroll for CSCLM employees, and gift cards to DEO & Eckerd staff.

After 3 years of operating under the agreement, the # of referrals and funds has dropped substantially. By offering an incentive payment plan to staff we believe will help increase the number of referrals, therefore increasing additional revenue to the board.

Listed below is a summary of our annual revenue from the tobacco referral process:

- PY 14/15 – \$3,600
- PY 15/16 - \$8,212.50
- PY 16/17 - \$ 2,325

STAFF RECOMMENDATIONS:

Approval of an incentive program for all non-exempt staff as outlined above.

COMMITTEE ACTION:

BOARD ACTION:

costs. We will continue to stay in contact with other areas who are also in the process of creating agreements to recognize any innovative solutions.

- Best Practices Research

Between on-site meetings we will continue to conduct best practices research related to the strengths and challenges observed and recommendations made. If there are specific topics that are of interest, we can add additional topics for research.

- CSCLM Board Meeting

We discussed being available to participate in the next Board meeting by phone, in order to discuss the work we've been doing and some of the observations we've made with board members.

- Q2 On Site Visit

We will be aiming to schedule our on-site visit to the centers in early December. During that visit, we'd like to spend time at the 14th Street Office again, as well as visiting the offices in Chiefland and Lecanto.

