



Consortium Meeting
College of Central Florida
Enterprise Center, Suite 206
3003 SW College Rd., Ocala, FL 34474

AGENDA

Thursday, July 12, 2018 – 10:00 a.m.

<http://careersourceclm.adobeconnect.com/consortium7-12-2018/>
Conference Call: 1-866-848-2216 – after prompt, enter code 5355193397#

Call to Order		J. Smith
Roll Call		C. Schnettler
Approval of Minutes, March 26, 2018	Pages 2 - 3	J. Smith

ACTION ITEMS

2018-2019 Budget	Pages 4 - 6	R. Skinner
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DISCUSSION ITEMS

2018-2019 Plan of Services	Pages 7 - 10	R. Skinner
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PROJECT UPDATES

None

MATTERS FROM THE FLOOR

ADJOURNMENT

2018 – 2019 MEETING SCHEDULE					
Business and Economic Development Committee	Career Center Committee	Performance/Monitoring Committee	Marketing/Outreach Committee	Executive Committee	Full Board
All Committee Board meetings are held at the CF Ocala Campus, Enterprise Center, Room 206					TBD
TBD	TBD	TBD	TBD	TBD	TBD

OUR VISION STATEMENT

To be recognized as the number one workforce resource in the state of Florida by providing meaningful and professional customer service that is reflected in the quality of our job candidates and employer services.

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

MINUTES

DATE: March 28, 2018
PLACE: Enterprise Center, Ocala, FL
TIME: 9:30 a.m.

MEMBERS PRESENT

Commissioner Jimmie Smith (Citrus Co)
Commissioner Jeff Gold (Marion Co)

MEMBERS ABSENT

Commissioner Matt Brooks (Levy Co)

OTHER ATTENDEES

Rusty Skinner, CSCLM
Kathleen Woodring, CSCLM
Brenda Chrisman, CSCLM
Laura Isaacs, CSCLM
Kathy Judkins, CSCLM Board Chair

CALL TO ORDER

The meeting was called to order by Commissioner Smith at 9:30 a.m.

ROLL CALL

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

APPROVAL OF MINUTES

Commissioner Jeff Gold made a **motion** to approve the minutes from the Jan. 25, 2018, meeting. **Seconded** by Commissioner Jimmie Smith. **Motion Carried.**

ACTION ITEMS

Workforce Services Plan Modification. Rusty Skinner presented on details of the modifications made to the Workforce Services Plan, including grants received; change of the Chiefland office location; selection of a one-stop operator; and more.
Commissioner Gold made a motion to approve the plan modification, Commissioner Smith seconded the motion.

OTHER DISCUSSION/STATUS REPORTS

- 1) Rusty Skinner shared data from the recent SHED reports about the region's workforce commuting patterns.

MATTERS FROM THE FLOOR

Commissioner Smith shared information about how the Department of Environmental Protection's Basin Management Action Plan (BMAP) might impact the building industry. He stated that new rules, slated to go into effect in July, will require changes to the way new homes' sewer and septic is constructed and add at least \$10,000 to the home's price. Smith explained that he fears the additional cost will be a major hindrance to the building industry and will slow home sales. He said he is putting out a letter about the issue.

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:30 a.m.

APPROVED:



RECORD OF ACTION/APPROVAL

Executive Committee - 6/6/2018

Board Meeting - 6/13/2018

Consortium – 7/13/2018

TOPIC/ISSUE:

Approval of budget for 2018/2019 year

BACKGROUND:

Our budget year runs from July 01, 2018 to June 30, 2019. This budget includes our allocations and estimated carryforward (unspent funds from this year).

POINTS OF CONSIDERATION:

- Our revenue has increased from last year. This may change once we have completed closeout for this year and determine our final carryforward amounts.
- We will update this budget and bring back to the Executive Committee following final close out of 2017/2018.
- Once the final budget is presented we will discuss any large balances with the Career Center Committee to determine desired approach.

STAFF RECOMMENDATIONS:

Approve 2018/2019 Budget.

COMMITTEE ACTION:

Al Jones made a motion to approve the 2018-2019 proposed budget. Ted Knight seconded. Motion carried.

BOARD ACTION:

Darlene Goddard made a motion to accept and approve the recommendations made by the Executive, CEO Contract and Review, and the Performance and Monitoring committees as notated on the consent agenda. Mark Paugh seconded the motion. Motion carried.

CONSORTIUM ACTION:

ATTACHMENT 1														
BUDGET - CSCLM														
PY 2018(JULY 2018 - JUNE 2019)														
	6/6/2018	ADULT	YOUTH	TAA	DISL. WORKER	VOC REHAB	WAGNER PEYSER	VETERAN DVOP	UC	WTP	SNAP	UNITED WAY	BRIDGE SKILLED	NEG Hurricane
REVENUE														
P.Y. 2018 CONTRACTS		1,401,931	1,369,156	-	713,210	30,000	290,000	25,278	30,238	1,611,592	289,797	9,000	986,884	110,000
CARRYFORWARD		-	723,556	8,215	474,207		93,574	-	-	-	-	-	-	-
INCENTIVES		-	-	-	-		-	-	-	-	-	-	-	-
TRANSFER		522,000	-	-	(522,000)	-	-	-	-	-	-	-	-	-
TOTAL REVENUE		1,923,931	2,092,712	8,215	665,417	30,000	383,574	25,278	30,238	1,611,592	289,797	9,000	986,884	110,000
EXPENDITURES														
TOTAL ITA		31%												
TRAINING:														
ITA %		30%			34%									
ITA/TRAINING		199,000	-	4,000	26,500	-	-	-	-	-	-	-	300,000	-
OJT		65,000	-	-	10,000	-	-	-	-	-	-	-	-	-
EMPLOYED WORKER		45,000	-	-	-	-	-	-	-	-	-	-	-	-
INTERNSHIPS		24,500	-	-	-	-	-	-	-	-	-	-	-	-
ECKERD		-	-	-	-	-	-	-	-	-	-	-	-	-
TRAINING STAFF		176,473	-	-	162,898	-	-	-	-	-	-	-	-	-
TOTAL TRAINING		509,973	-	4,000	199,398	-	-	-	-	-	-	-	300,000	-
OPERATING:														
SUPPORTIVE SVS.		30,000	268,220	-	7,000	-	-	-	-	85,000	-	-	-	-
DIRECT CHARGE (STAFF)		23,000	-	-	12,000	22,850	-	-	19,000	438,847	109,975	5,380	-	-
ECKERD		15,000	699,734	-	10,000	-	-	-	-	-	-	-	-	-
DEO STAFF TRAVEL		-	-	-	-	-	15,000	600	-	-	-	-	-	-
OPERATING		-	40,000	-	-	-	193,461	7,000	-	20,000	-	-	356,500	40,200
TOTAL OPERATING		68,000	1,007,954	-	29,000	22,850	208,461	7,600	19,000	543,847	109,975	5,380	356,500	40,200
PROGRAM SUPPORT:														
FACILITIES		31,777	84,167	2,945	28,833	675	57,911	10,613	1,288	77,419	8,404	1,963	4,724	-
PROGRAM		57,813	132,895	-	23,159	-	20,304	740	1,851	63,681	-	-	-	3,915
INFORMATION TECHNOLOGY		34,369	79,006	-	13,768	-	12,070	440	1,100	37,858	-	-	-	2,328
OUTREACH		19,942	45,841	-	7,988	-	7,004	255	638	18,271	3,695	-	-	1,351
BUSINESS		395,601	-	-	99,008	-	-	-	-	226,453	45,793	-	-	16,739
SELF SERVICES		264,793	-	-	74,426	-	-	-	-	170,228	34,423	-	32,587	12,583
CAREER SERVICES		128,254	-	-	51,377	-	-	-	-	117,510	23,763	-	77,030	8,686
TOTAL PROGRAM SUPPORT		932,550	341,909	2,945	298,560	675	97,289	12,049	4,877	711,421	116,077	1,963	114,341	45,602
TOTAL EXPENDITURES		1,510,523	1,349,863	6,945	526,958	23,525	305,750	19,649	23,877	1,255,268	226,052	7,343	770,841	85,802
ADMIN POOL		210,854	44,232	602	70,578	3,306	37,027	1,388	3,244	173,608	31,512	846	110,314	12,330
GENERAL POOL		202,058	42,387	577	67,634	3,168	35,482	1,330	3,109	166,365	30,197	811	105,712	11,815
TOTAL INDIRECT COST RATE		412,912	86,619	1,178	138,212	6,474	72,509	2,718	6,353	339,973	61,709	1,656	216,026	24,145
BALANCE		495	656,230	92	247	2	5,315	2,912	8	16,351	2,036	1	17	53
INDIRECT RATE CALCULATION														
DIRECT TOTAL COSTS		1,510,523	1,349,863	6,945	526,958	23,525	305,750	19,649	23,877	1,255,268	226,052	7,343	770,841	85,802
LESS: LEASES		(14,625)	(38,425)	(1,430)	(13,384)	(270)	(24,933)	(5,181)	(675)	(24,448)	(3,508)	(756)	(1,646)	-
		(13,579)	(35,675)	(1,328)	(12,426)	(251)	(23,149)	(4,810)	(626)	(22,698)	(3,257)	(701)	(1,528)	-
SUBAWARD (ECKERDS)		(15,000)	(967,954)	-	(10,000)	-	-	-	-	-	-	-	-	-
TOTAL MTDC		1,467,320	307,808	4,187	491,148	23,004	257,668	9,658	22,576	1,208,123	219,288	5,886	767,666	85,802

ATTACHMENT 1							
BUDGET - CSCLM							
PY 2018(JULY 2018 - JUNE 2019)							
	6/6/2018	YOUTH BUILD	GOV'T Challenge	RWB 6	REA	UN-RESTR	TOTAL
REVENUE							
P.Y. 2018 CONTRACTS	706,096	20,000	4,233	53,472	-	7,650,887	
CARRYFORWARD	-	-	-	35,000	186,320	1,520,872	
INCENTIVES	-	-	-	-	-	-	
TRANSFER	-	-	-	-	-	-	
TOTAL REVENUE	706,096	20,000	4,233	88,472	186,320	9,171,759	
EXPENDITURES							
TOTAL ITA							
TRAINING:							
ITA %							
ITA/TRAINING	-	-	-	-	-	529,500	
OJT	-	-	-	-	-	75,000	
EMPLOYED WORKER	-	-	-	-	-	45,000	
INTERNSHIPS	-	-	-	-	-	24,500	
ECKERD	-	-	-	-	-	-	
TRAINING STAFF	-	-	-	-	-	339,371	
TOTAL TRAINING	-	-	-	-	-	1,013,371	
OPERATING:							
SUPPORTIVE SVS.	157,850	-	-	-	-	548,070	
DIRECT CHARGE (STAFF)	-	-	-	-	-	631,052	
ECKERD	84,698	-	-	-	-	809,432	
DEO STAFF TRAVEL	-	-	-	-	-	15,600	
OPERATING	-	15,600	-	32,700	-	705,461	
TOTAL OPERATING	242,548	15,600	-	32,700	-	2,709,615	
PROGRAM SUPPORT:							
FACILITIES	2,147	-	4,233	-	-	317,100	
PROGRAM	23,624	-	-	3,185	-	331,166	
INFORMATION TECHNOLOGY	14,044	-	-	1,893	-	196,877	
OUTREACH	8,149	-	-	1,099	-	114,232	
BUSINESS	-	-	-	13,616	-	797,210	
SELF SERVICES	-	-	-	10,235	-	599,277	
CAREER SERVICES	-	-	-	7,066	-	413,685	
TOTAL PROGRAM SUPPORT	47,964	-	4,233	37,094	-	2,769,547	
TOTAL EXPENDITURES	290,512	15,600	4,233	69,794	-	6,492,533	
ADMIN POOL	6,646	2,242	-	9,536	-	718,263	
GENERAL POOL	6,368	2,148	-	9,138	-	688,299	
TOTAL INDIRECT COST RATE	13,014	4,390	-	18,674	-	1,406,562	
BALANCE	402,570	10	0	4	186,320	1,272,663	
INDIRECT RATE CALCULATION							
DIRECT TOTAL COSTS	290,512	15,600	-	69,794	-	6,488,300	
LESS: LEASES	(890)	-	-	(1,781)	-	(131,952)	
	(827)	-	-	(1,653)	-	(122,507)	
SUBAWARD (ECKERDS)	(242,548)	-	-	-	-	(1,235,502)	
TOTAL MTDC	46,247	15,600	-	66,359	-	4,998,339	

2018-19 Plan of Services

Overview

CareerSource CLM plans to continue its current business and job candidate services through its career centers, its support of our economic development partners in all three counties; and, work with our education training partners in developing a strong talent pipeline for the key industry sectors in our three counties.

Career Centers

The delivery of services is primarily provided through our three fixed-site locations in Ocala, Lecanto, and Chiefland. Remote services are provided through our two mobile units. These units allow us to support candidates and businesses with location-friendly services.

Our core services include job search/information access, job-related assistance that includes resumes and application assistance; career information and counseling and training referral and financial aid.

Services to target groups such as Temporary Assistance for Needy Families (TANF) and Supplemental Nutrition Assistance Program (SNAP) recipients are also provided in accordance with state and federal requirements that require job search and work requirements, both of which staff administer and case manage.

Services under the Workforce Innovation and Opportunity Act (WIOA) also include career classroom financial assistance through qualified training providers, work experience and internships, and on-the-job training with area businesses.

Business services include job opening advertisement, applicant screening for certain targeted occupations/industries and custom training to upgrade their existing workforce. Staff also assist businesses with wage and salary information to assist them in maintaining a competitive compensation package in our changing markets. Specialized hiring/recruitment events, as well as high school career information programs, are designed to link businesses with prospective employees.

During the past year, we have held over **130** hiring events and job fairs between all 3 counties, with over **3,500** candidates attending and 53 individual businesses participating, at these events. We also held specialized events, such as a recent Construction Hiring Event at Marion Technical College for their first construction program, and a Youth Job Fair was held to support our young adult population.

In the area of economic development support, our business services team collaborates with our partners in existing business outreach programs, provides labor market and training information

to correspond to the needs of potential new businesses and supports relocation through an array of talent recruitment and training services and incentives.

Talent Center

Located on the Ocala campus of the College of Central Florida, the Talent Center is CareerSource CLM's specialized center for college graduates from our local institutions of higher education and resources for area professionals and highly skilled technicians. Its focus on highly skilled candidates is also a service to area businesses seeking higher-levels of talent.

In addition to serving professionals and graduates within our three counties, Talent Center employs a recruitment software system that enables staff to source candidates on a statewide and national basis to meet employer needs. This service, similar to a professional recruitment firm, is a response to business and candidate feedback on “not having my kind of job...not having the talent I need.”

Targeted Programs and Services

CareerSource CLM (CSCLM) has several special services. Through a federal/state-funded grant specialized services are provided to veterans that face barriers to employment. These services are coordinated with area veteran service organizations in all three counties.

CSCLM was also awarded a federal grant to provide assistance to homeless veterans. This “reintegration” grant is focused on Marion County and operates as a partner with the County’s Veterans Resource Center and other homeless and veteran serving organizations.

CSCLM is also working with the United Way of Marion County and a number of other community partners in a “2 - Gen” program serving the residents of Dunnellon. Progress Dunnellon is targeted on working with the family unit rather than an individual member. Partners include the County’s Library system, the Marion County School District, The College of Central Florida and the Early Learning Coalition.

CSCLM also works with the United Way in both Citrus and Marion Counties to provide employment-related services to UW-sponsored programs and services.

Youth

Youth services are provided through our contractor, Eckerd Connects Workforce Development. Primarily focused on out-of-school youth as required by WIOA, services are designed to provide assistance in the area of GED preparation and testing, select career credentialing and job placement. Eckerd also serves as our contractor for our **YouthBuild** grant. This program links

with Habitat for Humanity, The City and County government, and centers around training in educational and workplace skills that uses the construction of “Habitat homes” as the centerpiece of teamwork and on-the-job skills building experience.

High School Career Awareness and Employment

CSCLM is working with businesses and our three school districts to support student, parental and industry awareness of educational programs that prepare students for career opportunities with area businesses. “Career Expos” are the focus of a direct link between businesses and students. Students are transported to an “Expo” site where career information is provided through both a “lecture/interactive” program and a chance to meet with local businesses to discuss their career options. CSCLM augments these “face-to-face” events with career information videos that feature 50 second presentations by local businesses on their business, its products or services and the skill sets that they need. These videos are highlighted on CSCLM’s website and made available to the school districts to use through their in-school video services and on their websites. In a related project funded by the Duke Energy Foundation, CSCLM and the school districts are producing similar videos that highlight the career training that they offer through their districts that will prepare students for jobs in the sectors targeted by our economic development partners.

School-to-Work transition includes the promotion of work experience/internship as well as annual “youth job fairs”.

2018-2019 Expansion and New Partnership Services

Career Awareness services will continue to be the focus of our efforts to improve the talent pipeline for area businesses. Continuation of the Expos’ in Marion County for a fourth year and in Citrus for a second year are in the planning stage. Our video series will continue to reach out to area manufacturers, logistics and technology companies. The educational series funded by the Duke Energy Foundation will work with the Citrus and Levy County School Boards to develop videos that promote their programs.

Project Dunnellon will enter its second year and CSCLM will be working with our partners on linking parents and students to career options.

The Florida Chamber is promoting a “Prosperity Program” and CSCLM is discussing a partnership with the Ocala Marion CEP to assess the viability of a similar effort in Marion County. Existing programs in Florida are located in Escambia and Bay Counties.

The Talent Center remains a key service. Widespread promotion of the services has been delayed by implementation of the recruitment software, but full-scale promotion is anticipated to begin in July.

We anticipate expanding our support of economic development in Citrus County as they restructure their economic development program.

Recent studies of the workforce movement in all three counties have indicated a substantial movement of the residents of each county (approximately 20-23%) that are age 29 and under to jobs OUTSIDE of their county of residence. Anecdotally, this talent loss appears to be driven by compensation. Working with the CEP and MRMA, CSCLM hopes to use comparative wage surveys of jobs within a one-hour commute to educate area businesses on the wage competition that they face.

Apprenticeship is being nationally promoted and funded as an increasingly important talent development approach. While not widely accepted in our three counties, it offers a way to improve the skills and experience of non-college high school graduates and adults in our three counties. The State of Florida was awarded a national grant to promote apprenticeships and CSCLM, working with MRMA, the CEP and our other business partners, will work with CareerSource Florida and the Department of Education to promote this option locally.

In order to promote the impact that our services have on our local area, we are researching and planning for a "State of the Workforce" Summit. The planning for this project will primarily be conducted through the Outreach and Marketing Committee. We project that this will occur in the second quarter of 2019.

Sector Grant Initiatives:

CareerSource CLM will continue its efforts by partnering with our local educational providers to develop local industry training needs. With our sector grant award this year, we will continue into next year by enrolling students into a new Commercial Driver Licenses (CDL) program at Marion Technical College. Through a collaborative partnership between CSCLM, Marion Public Schools and MRMA, our sector grant funds will support the first inaugural launch of a new CDL program in August 2018. The new CDL program will feature opportunities for graduates to become certified CDL class A & B drivers.

In addition, we will continue to promote and recruit students through these sector grant funds to support both Marion Technical College and Withlacoochee Technical 2nd Core Construction program.

Both the CDL & Construction core programs were developed in partnership due to business demand and need for a trained workforce. After listening to businesses share with us their needs, we coordinated with our local education partners, applied for this grant to support our business needs.