



Business and Economic Development Committee
College of Central Florida
Enterprise Center, Suite 206
3003 SW College Rd., Ocala, FL 34474

AGENDA

Thursday, August 22, 2019 – 9:00 a.m.

(Revised 8/19/19)

<http://careersourceclm.adobeconnect.com/business8-22-2019/>

Conference Call: 1-866-848-2216 – after prompt, enter code 5355193397#

Call to Order		P. Beasley
Roll Call		C. Schnettler
Approval of Minutes, April 30, 2019	Pages 3 - 5	P. Beasley

DISCUSSION ITEMS

DEO Policy Issuance/Impact on Operations	Page 6	K. Woodring
DEO Response to USDOL	Pages 7 - 8	R. Skinner
Changes to Meeting Agendas/Improvement Suggestions	Page 9	K. Woodring
Workforce Issues that are Important to Our Community		R. Skinner
Apprenticeship Standards	Pages 10 - 28	B. Chrisman
Tiered Level Services	Pages 29 - 31	B. Chrisman

ACTION ITEMS

Discussion, Prioritization of Additional Youth Projects/Action	Page 32	K. Woodring
Registered Apprenticeship Sponsor vs. Regional	Pages 33 - 34	B. Chrisman
EDC Agreements and Performance	Pages 35 - 39	B. Chrisman
Classroom2Careers	Pages 40 - 42	B. Chrisman

PROJECT UPDATES

Economic Development Partner Reports		
Citrus		B. Register
Levy		D. Pieklik
Marion		K. Sheilley
MRMA	Pages 43 - 44	K. Betz
Event Report	Page 45	B. Chrisman
Apprenticeship Grants and JFF	Pages 46 - 47	B. Chrisman
Talent Center	Page 48	B. Chrisman
Youth Career Expo 2020	Page 49	B. Chrisman
Youth Build	Page 50	R. Skinner

MATTERS FROM THE FLOOR

ADJOURNMENT

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.



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

2019 – 2020 MEETING SCHEDULE

Business and Economic Development	Performance/Monitoring	Marketing/Outreach	Career Center	Executive	Full Board	
All committee meetings are held at the CF Ocala Campus, Enterprise Center, Room 206						
Thursday, 9:00 am	Tuesday, 9:00 am	Wednesday, 9:00 am	Thursday, 9:30 am	Wednesday, 9:30 am	Wednesday, 11:30 am	
8/22/2019	8/6/2019	8/21/2019	8/1/2019	8/28/2019	9/4/2019	CF Chiefland
11/7/2019	11/5/2019	11/13/2019	11/21/2019	12/4/2019	12/11/2019	MTC Ocala
2/6/2020	2/4/2020	2/12/2020	2/20/2020	3/4/2020	3/11/2020	CF Lecanto
5/14/2020	5/5/2020	5/13/2020	5/7/2020	5/27/2020	6/3/2020	CF Ocala

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**CAREERSOURCE CITRUS LEVY MARION
Business and Economic Development Committee**

MINUTES

DATE: April 30, 2019
PLACE: College Of Central Florida, Enterprise Center, Building 42, Ocala, FL
TIME: 9:00 a.m.

MEMBERS PRESENT

Pete Beasley, Chair
Bruce Register
David Pieklik
Phillip Geist
Jeff Chang
Kathleen Crowley

MEMBERS ABSENT

Amy Meek
Kevin Cunningham
Kevin Sheilley
Mark Paugh
Mark Vianello

OTHER ATTENDEES

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

Cira Schnettler, CSCLM
Jayne Burgess, CSFL

CALL TO ORDER

The meeting was called to order by Pete Beasley, Chair, at 9:00 a.m.

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

APPROVAL OF MINUTES

Bruce Register made a motion to approve the minutes from the February 19, 2019 meeting. Phil Geist seconded the motion. Motion carried.

ACTION ITEMS

None

DISCUSSION ITEMS

IRAP / Certifying Organizations

Rusty Skinner provided the committee with a summary of what an IRAP is and the advantages of become a certifying organization. Committee members additionally discussed apprenticeship programs, the 180 skills program, general concerns from the business community, developing career awareness pipelines through educational partners, and next steps with moving forward with the grant funds for an assistant to manage the clerical end of the program.

PROJECT UPDATES

Economic Development Partner Reports

Citrus:

- Bruce Register stated that Citrus County is focusing on the impact of the upcoming Suncoast Parkway project.
- Informal partnerships with the economic development agencies of the surrounding counties, Sumter, Marion, Levy, Hernando, and Citrus have been made. The agencies are working together to meet regularly and have regional discussions.
- Phil Geist inquired about potential economic development opportunities for the Florida Northern railway due to the changes happening with the power plant. Bruce Register indicated it is something that is being evaluated.

Levy:

- David Pieklik reported he is working on the relocation project for A & M Manufacturing. The project will ultimately lead to 105 jobs over the next 3 years.
- There is potential for a vocational program to be established with another manufacturer in Williston.
- The new video program is moving along. The first phase of tourism videos is underway. The second phase will be developing videos for niche and cluster industries.

Event Report and Talent Center Update

Brenda Chrisman provided highlights of the Event and Talent Center traffic reports.

Business Services

Brenda Chrisman updated the committee on the 180 skills program. Winco currently has 5 staff members accessing the program for testing. They are evaluating their budget to be able to use the full use of the program. The program currently costs \$25 per profile and we will be charging \$30 with the additional \$5 going towards administrative costs.

Youth Career Expo and Apprenticeship Grants

Brenda Chrisman briefly discussed the points noted in her attached report.

Youth Build Updates

Dale French reviewed the outcomes of the YouthBuild program and the Citrus County Phoenix Rising program. All programs have been successful and are hitting their outcome goals.

MRMA

Kathleen Crowley touched on a few items from her report indicating that the organizational structure has been reviewed and the organization is continually growing their partnerships and communication pathways.

State of the Workforce Conference

Kathleen Woodring was excited to share that the Conference was a great success. It was well attended and tremendous positive feedback has been received regarding the speakers and the event in general. Discussions for next year's event have begun and we look forward to another great Conference.

MATTERS FROM THE FLOOR

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:03 a.m.

APPROVED:

DEO Policy Issuance and Impact on Operations

In response to the report issued by DOL/ETA to DEO regarding the specifics of actions and lack of oversight in regions 14 & 15, DEO is making some procedural changes.

On May 24, 2019, DEO issued 3 policies

099 – Job Orders and Placements

098 – Employer Services

096 – Job Seeker Registration

These policies are their attempt to put into place procedures that will deter the other 23 regions from falsifying job seeker registrations, referral to job openings, placements, and the actual assistance to business with posting a job order. All of these were items that region 14 & 15 did in order to increase their performance.

Changes that we have made to our procedures to be in compliance with these policies are:

- We are struggling with the requirement to use the full registration on all candidates who receive a staff service. The partial registration is especially helpful during hiring events, where multiple individuals want to be entered into our system quickly in order to benefit from the hiring event. This new policy requires a full registration before we provide a service. We are now encouraging a full registration, but have instances where we will use the short form, so that we don't lose the candidate. Both registrations include a new section where the customer marks whether or not they give us permission to create or revise their registration, along with the requirement to case note.
- We must have the full registration before we can refer a candidate to a job and we must have the candidate's permission to refer. This is documented with a case note.
- We now must have proof of an employer authorizing us to post their job. Proof is a completed job order form, e-mail from employer, or case note regarding phone conversation.
- DEO is now sending an automatic e-mail to employers when we take a placement in Employ Florida. Unfortunately, the e-mail is branded heavily with DEO and not the brand that employers recognize from the CareerSource system.

We have communicated our displeasure with the way in which the policies were presented and with how checking a box or case noting permission is not going to solve the issue, it just increases work at the front end.

We have also submitted an e-mail to DEO with 22 questions asking for clarification on the 3 policies. We have not yet received any clarification.

From: Dale French
Sent: Wednesday, July 17, 2019 7:49 AM
To: Rusty Skinner; Brenda Chrisman; Kathleen Woodring; Steven Litzinger
Subject: Fwd: Automated Communication to Employers Regarding Hires and Placements

FYI-

More measures being taken by DEO. Got this email from EF.

Dale French

----- Forwarded message -----

From: Employ Florida <systemalert@geosolinc.com>

Date: Jul 17, 2019 12:47 AM

Subject: Automated Communication to Employers Regarding Hires and Placements

To: Dale French <dfrench@careersourceclm.com>

Cc:

Thank you for being a valued business in the state of Florida and helping Florida's job seekers get back to work! The Department of Economic Opportunity appreciates your partnership and commitment to Florida's economy.

Records indicate the following position(s) have been hired for your job order(s) in Employ Florida:

Job Order #	Position Filled	Position Location	Hire Date
10966609	DVOP Employment Security Rep II: CG 56	Ocala	07/10/2019

IMPORTANT NOTE: If you did not authorize the posting of these position(s) in Employ Florida and/or if the position(s) were not hired, please contact the Department of Economic Opportunity Customer Information Center at 1-800-438-4128 or via email at CustomerInfoCenter@deo.myflorida.com.

You are receiving this email, because you are a registered member of Employ Florida, and you were selected as a recipient for an email from another member, staff, or an automated process. If you would like to unsubscribe to all emails from Employ Florida, [Click Here](#).

From: Rusty Skinner
Sent: Friday, July 12, 2019 10:46 AM
To: Dillard, Ruth (Ruth.Dillard@deo.myflorida.com)
Cc: Dennard, Michelle; Robin King (robinking@careersourcefv.com)
Subject: Follow up

I appreciated the call from Ms. Johnson on my email to Director Lawson. I thought that I would share with you the comments that I gave her and amplify somewhat.

First, while I am speaking for myself, I know of no other director who was not embarrassed, and even shamed, by the stories that emerged out of Tampa and St. Pete. We all want a system that we are proud of representing and have been eager of assist in identifying ways to better detect abuse. This is why receiving three policies, 97, 98 and 99, without any opportunity to provide input was so troubling.

When policies are issued simultaneously the fact that we are given 21 days to comment is a rather shallow opportunity. At the local level policies are reviewed by front line managers/supervisors as well as board staff to determine front line impact and insure that our direct service leaders have "buy-in." This becomes even more troublesome when the policies do not have a clear statement as to the problem that they are addressing and are issued without some form of highlighting the changes/additions to previous policies. I can't imagine that such drafts that indicate changes are not provided to the management review team at DEO. We ask for that same courtesy.

As to some specifics of the policies and your corrective action response to USDOL, I would offer the following thoughts.

- With regard to getting "permission of the job seeker", this is a normal business practice for us. We do not document it in case notes. What does that requirement solve? It increases the work for our front line staff, but nothing else. For the abuse that was documented, if someone is falsifying the actual services, falsely entering a case note is nothing that they will flinch at. What is needed is an objective validation. You included that in your response to USDOL saying that you would conduct random contacts of those served. That is the solution. Coupled with an analysis that takes into consideration memory lapse on the part of the jobseeker, it provides meaning full validation. A case note is only a box your monitors will check, rather than the type of qualitative review necessary to prevent future problems.
- Permission to list a job from the employer tracks the same as the above. More work for front line, a box for monitors to check and nothing else.
- With regard to the statement about board member conflicts in the USDOL response, leaving the room during the discussion/vote on an item seems unnecessary. Board member conflicts are recorded in our minutes, they are required to complete Form 8B provided by the Florida Commission on Ethics and that form is attached to the minutes. What is solved by them leaving the room? In my years I have never seen the presence of a board member as a deterrent to comments from other board members- favorably or unfavorably- about a matter.

Had I been provided the opportunity to comment on the three policies and discuss some of the larger issues I would have provided these comments and more so that the policies and approaches taken to provide meaningful oversight. I am sure that my colleagues would have offered meaningful options as well.

Sometimes I feel that the local system is not regarded as a partner, but a subject. I can assure you that while we may push for an approach that is different, we all want a system of integrity and top caliber service.

Thank you for your time and I hope that in the future my comments on reviewing documents can be considered.

Suggested Changes to Meeting Format

We have successfully focused on increasing participation/attendance at the committee meetings and the quarterly board meetings. This is a good sign for the operations of our business, gaining interested and invested board members who have a solid understanding of our business.

We have had the same agenda order for quite some time and wish to have each committee review and suggest any other changes that will be beneficial to sustaining board engagement.

We are suggesting the following change to greater engage communication between staff and the committee chairs. We will designate an upper level staff member to work with the committee chairs both in preparation for the meetings and for reporting committee activity to the full board. Following is our suggested enhancement.

Committee	Staff
Career Center Committee	Dale
Business & ED	Brenda
Performance/Monitoring	Dale
Marketing & Outreach	Kathleen
Executive	Rusty

- Basically on those committee meetings, designated staff will be the main support to the committee chair to discuss the action items and updates or to provide the segway to another staff if necessary. We usually note that on the agenda now, so that should happen pretty smoothly, this part really won't change.
- The designated staff will contact the committee chair prior to the meeting to see if they have any questions about the agenda items and to give any necessary briefings beforehand.
- Following the meeting, the designated staff member will summarize the highpoints of the meeting and provide this summary in writing to the Committee Chair for them to use to report out on the meeting to the full board.
- These committee reports will occur on the Board agenda after the approval of minutes. If the committee chair is absent at the Board meeting, then staff of that committee will step in and provide the summary. This will assist in giving background to business items, so that when we get to the consent agenda, board members are better briefed for the vote.

Should we have a new committee chair; the "staff" will assist through the first few meetings as needed for Robert's Rules.

Rusty and I will attend all of the meetings and will be able to step in if needed. This will continue to provide the focus on our main lines of business.

STANDARDS OF APPRENTICESHIP

FOR

***CAREERSOURCE CITRUS LEVY MARION
APPRENTICESHIP PROGRAM GNJ***

REGISTERED BY

**FLORIDA DEPARTMENT OF EDUCATION
DIVISION OF CAREER AND ADULT EDUCATION –
APPRENTICESHIP**

Standards of Apprenticeship

for

Occupation / Trade	Term of Training in Hours	NAICS Code	DOT Code	RAPIDS Code (4 digit trade #)	SOC Code
Plumber	8000	238220	862.381-030	0432	47-2152.02

PROGRAM SPONSOR

CareerSource Citrus Levy Marion (CLM) Apprenticeship Program GNJ

JURISDICTIONAL AREA

CITRUS LEVY MARION COUNTIES

Time Based Program:	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Competency Based Program:	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Hybrid Program:	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
VA Approval Requested:	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Vocational Education Linkage:	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

SIGNATURE PAGE

PROGRAM NAME: CAREERSOURCE CLM APPRENTICESHIP PROGRAM GNJ

ADDRESS: 3003 SW College Road Ocala, Suite 205, FL 34474

PHONE: _____ FAX: 352-873-7910

EMAIL ADDRESS: _____

Authorized Agent

Date

Authorized Agent

Date

Thomas “Rusty” Skinner
Chief Executive Officer
Citrus Levy Marion Regional Workforce Development Board /dba CareerSource Citrus Levy
Marion

REVIEWED BY:

William Lauver

Apprenticeship & Training Representative

Date

REVIEWED

APPROVED

REGISTERED

FLORIDA DEPARTMENT OF EDUCATION
DIVISION OF CAREER AND ADULT EDUCATION - APPRENTICESHIP

Authorized Official - Registration Agency

Date

TABLE OF CONTENTS

	Definitions	1
	Conformance with State and Federal Laws	2
	Registration of Apprenticeship Program	2
Section I	Composition of the Apprenticeship Committee	2
Section II	Duties of the Apprenticeship Sponsor	2
Section III	Responsibilities of the Apprentice	3
Section IV	Supervision of Apprentices and Hours of Work	3
Section V	Work Process	3
Section VI	Term of Apprenticeship	4
Section VII	Related Instruction	4
Section VIII	Apprentice Wage Schedule	4
Section IX	Apprentice Records	5
Section X	Ratio of Apprentices	5
Section XI	Probationary Period	5
Section XII	Safety	5
Section XIII	Qualifications of an Apprentice	5
Section XIV	Apprenticeship Agreement	6
Section XV	Credit for Previous Experience	6
Section XVI	Transfer of Apprentices	7
Section XVII	Assurance of Qualified Training Personnel	7
Section XVIII	Certificate of Completion of Apprenticeship	7
Section XIX	Modification of Standards	7
Section XX	Program Cancellation and Deregistration	7
Section XXI	Notification	8
Section XXII	Adjusting Differences	8
Section XXIII	Maintenance of Records.	8
Section XXIV	Listing of Participating Employers	9
Section XXV	Funding	9
Section XXVI	Equal Employment Opportunity Pledge	9
Section XXVII	Affirmative Action	9
Section XXVIII	Selection Procedure	10
Section XXIX	Title 29 CFR, Part 30 Utilization Analysis	11
	Work Process Outline	12
	Related Instruction Outline	17
	Appendix "A" Apprenticeship Wage Scale Table.	18
	Appendix "B" Participating Employer Table	19

DEFINITIONS

1. Gender Reference - all references in these standards to the male gender are used for convenience only and shall be construed to include both male and female.
2. Apprentice - means a person at least **16 years** of age who is engaged in learning a recognized skilled trade through actual work experience under the supervision of journeyworkers, which training should be combined with properly-coordinated studies of related technical and supplementary subjects, and who has entered into a written agreement, hereafter called an apprentice agreement, with a registered apprenticeship sponsor who may be either an employer, an association of employers, or a local joint apprenticeship committee. **6A-23.002(1) FAC**
3. Apprenticeship Agreement - means a written agreement between an apprentice and either his participating employer or an apprenticeship committee / sponsor acting as agent for participating employer(s), which contains the terms and conditions of the employment and training of the apprentice. **6A-23.002(2) FAC**
4. Apprenticeship Committee - means those persons designated by the sponsor to administer the program. **6A-23.002(14) FAC**
5. Apprenticeship Representative - is an individual representative of the Florida Department of Education, properly authorized to act on behalf of the Department in matters concerning apprenticeship, preapprenticeship, and on-the-job training. **6A-23.002 (4) FAC**
6. Apprenticeship Standards - means the minimum requirements established uniformly for each craft under which an apprenticeship program is administered and includes standards of admission, training goals, training objectives, curriculum outlines, and objective standards to measure successful completion of the apprenticeship program and shall mean this entire document, including these definitions. **6A-23.002 (5) FAC**
7. Journeyworker - means a person working in an apprenticeable occupation who has successfully completed a registered apprenticeship program or who has worked the number of years required by established industry practices for the particular trade or occupation. Use of the term may also refer to a mentor, technician, specialist or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training. As defined in Chapter 6A-23, F.A.C., journeyworker applies to ratios, wage surveys and qualified apprenticeship trainers. The term “journeyworker” is synonymous with “journeyman” as defined in Section 446.021(4), F.S. **6A-23.002 (12) FAC**
8. Jurisdiction - means the specific geographical area for which a particular program is registered. **446.021(11) FS**
9. On-the-Job-Training - (OJT) - means supervised trade-specific employment. OJT becomes a monitoring responsibility of the sponsor. OJT training providers must be participating employers. **6A-23.002 (15)**
10. Participating Employer – means a business entity which: (a) is actively engaged by and through its own employees in the actual work of the occupation being apprenticed; (b) employs, hires and pays the wages of the apprentice and the journeyworker serving as qualified training personnel training the apprentice; (c) evaluates the apprentice, and (d) is signatory party to a collective bargaining agreement or signatory to a participating employer agreement with the program sponsor which will be registered with the Registration Agency in the Department. **6A-23.002(16) FAC**
11. Registration Agency - the term “Department” and “Registration Agency” are synonymous and shall mean the, Division of Career and Adult Education - Apprenticeship, Florida Department of Education. **6A-23.002(3) and 6A-23.004(2) (p) FAC**

12. Sponsor - means any person, association, committee, or organization operating an apprenticeship program and in whose name or title the program is or is to be registered, irrespective of whether such entity is an employer. **6A-23.002(21) FAC**

CONFORMANCE WITH STATE AND FEDERAL LAWS

No section of these standards shall be construed to permit violation of any law or regulation of the State of Florida or the United States. This program shall adhere to all local, state and federal laws pertaining to apprenticeship, which include but may not be limited to - Chapter 446, Florida Statutes; Chapter 6A-23, Florida Administrative Code; Title 29 Code of Federal Regulations, Part 29; and Title 29 Code of Federal Regulations, Part 30.

These Apprenticeship Program Standards will be conducted, operated and administered in conformity with all applicable provisions of the afore mentioned State and Federal Laws.

REGISTRATION OF APPRENTICESHIP PROGRAM

These standards shall be submitted to the Servicing Representative in the area to review and forward to the Registration Agency for approval and registration. Upon approval by the Registration Officer, the apprenticeship program shall be issued a Certificate of Registration, which shall remain effect; subject to the Sponsor's adherence to the conditions of these rules. Prospective apprentices will be given the opportunity by the Sponsor to read these standards before they sign the Apprenticeship Agreement.

An apprenticeship program may be registered in one or more occupations simultaneously or individually with the provision that the program sponsor shall, within one (1) year of registration, be actively training apprentices on the job in each occupation for which registration is granted. Each occupation for which a program sponsor holds registration shall be subject to cancellation if no active training of apprentices has occurred within one (1) year. **6A-23.003 FAC**

Section I COMPOSITION OF THE APPRENTICESHIP COMMITTEE

N/A.

Section II DUTIES OF THE APPRENTICESHIP SPONSOR

- 1) Screen and select applicants for apprenticeship.
- 2) Maintain all records for a period of at least five (5) years.
- 3) Determine credit to be granted (if any) to applicants for previous experience or education, according to policy stated in this document.
- 4) Enter into apprenticeship agreements between the apprentice and the sponsor as program sponsor and to submit these agreements to the Apprenticeship Representative of the Registration Agency for registration.
- 5) Maintain a record of each apprentice's training progress on-the-job and in related classroom instruction.
- 6) Review regular progress reports for apprentices and recommend such actions as appropriate.
- 7) Arrange tests for determining the apprentice's progress in manipulative skills and technical knowledge.
- 8) Notify the Registration Agency of any other apprentice actions including registrations, reinstatements, cancellations, and repeat periods.

- 9) Notify the Registration Agency when apprentices have satisfactorily completed their apprenticeship and to request the issuance of a Certificate of Completion to such apprentices.
- 10) Provide for continuous employment of apprentices insofar as possible.
- 11) Secure, if applicable, Participating Employer agreements from designated employers and notify the Registration Agency by copy.
- 12) Hear and adjust complaints of violations, and make rulings as deemed necessary.
- 13) Recommend such changes in the program as are deemed necessary to improve effectiveness and efficiency.
- 14) Notify the Registration Agency's Apprenticeship Representative of all sponsor meetings and make available, upon request, the official minutes of such meetings.
- 15) Provide apprenticeship records for review, upon request of the Apprenticeship Representative.
- 16) In general, be responsible for the successful operation of the program and the welfare of the apprentices by performing the duties listed herein.

Section III RESPONSIBILITIES OF THE APPRENTICE

- 1) Work faithfully and diligently at the occupation.
- 2) Complete promptly and carefully all lessons, assignments and school tests required by the sponsor.
- 3) Protect the property of the employer.
- 4) Respect and comply with all rules, regulations and policies of the employer affecting their employment.
- 5) Keep adequate records of work experience and related instruction as required by the sponsor and submit properly completed records to the sponsor in a timely manner.

Section IV SUPERVISION OF APPRENTICES AND HOURS OF WORK

Apprentices when engaged in on-the-job training shall be under the direct supervision of a journeyworker.

The hours of work for apprentices shall be the same as those for journeyworkers in the occupation covered by these standards and in conformity with State and Federal Laws. In assigning work to apprentices, however, due consideration shall be given to the variety of operations necessary to develop their occupational skills.

Overtime will not interfere with the apprentice's attendance in related technical instruction. **6A-23.004(1) FAC**

Section V WORK PROCESS

The employer agrees to provide the apprentice adequately supervised instruction and work experience of which a record will be kept and periodically evaluated, in accordance with the work process outline.

Work experience will be provided in approximately the number of hours shown, but not necessarily in the order shown on **Page(s) 12-13**. **6A-23.004(2) (c) FAC**

Section VI TERM OF APPRENTICESHIP

The term of apprenticeship shall be determined by the apprenticeable occupation, and shall be stated as total number of hours (for time-based and hybrid programs) and number of months of continuous on the job employment

(including the probationary period). Hours for related instruction are excluded from those in OJT. **6A-23.004(2) (b) FAC**

Plumber RAPIDS CODE 0432 8000 hours 48 months

Section VII RELATED INSTRUCTION

Apprentices employed under these standards shall be required to complete a minimum of 144 hours each year of supplemental instruction in technical subjects related to the occupation.

In case of failure, without due cause, on the part of the apprentices to fulfill their obligations as to school attendance and conduct, the sponsor shall take necessary disciplinary action.

A related instruction outline for the occupation(s) will be defined by the sponsor and outlined as part of these standards on **Page(s) 17 . 6A-23.004(2) (d) FAC**

Related Instruction Delivery Method (select all that apply):

- | | |
|--|---|
| <input checked="" type="checkbox"/> Sponsor's Classroom | <input checked="" type="checkbox"/> Employer's Shop |
| <input checked="" type="checkbox"/> Vocational Education Classroom | <input checked="" type="checkbox"/> Community College Classroom |
| <input checked="" type="checkbox"/> Correspondence / Online Course | <input checked="" type="checkbox"/> Other (i.e. Electronic Media, etc.) |

Related Instruction Provider Type (select all that apply):

- | | |
|--|---|
| <input checked="" type="checkbox"/> Sponsor | <input checked="" type="checkbox"/> Technical School |
| <input checked="" type="checkbox"/> Vocational School | <input checked="" type="checkbox"/> Community College |
| <input checked="" type="checkbox"/> Correspondence / Online Course | <input checked="" type="checkbox"/> Web Based |
| <input checked="" type="checkbox"/> Other (specify) <u>Participating employer determined</u> | |

Related Instruction hours are provided (mark only one):

- ☐ During Work Hours ☐ During Non-Work Hours ☒ During Work & Non-Work Hours

Are Wages Paid to the Apprentice During Related Technical Instruction? ☐ Yes ☒ No

Address where related instruction classes occur:

To be determined by participating employer(s)

Section VIII APPRENTICE WAGE SCHEDULE

No apprentice shall receive an hourly wage that is less than the period of training in which he is serving. The employer(s) agree(s) to pay not less than the following wage rate to the apprentice during each period of apprenticeship. Wage rates are required to be expressed in percent of Journeyworker's wage, and may not be less than 35% of the Journeyworker's rate during the first period or less than 75% in the last period. In no event shall the apprentice wage rate be less than the minimum wage prescribed by Federal or State Law.

Please see Appendix "A" for the Apprentice Wage Schedule and the Journeyworker Average Wage Rate.

A wage survey of all active and/or current Participating Employers has been completed on the above date to arrive at the established journeyworker hourly rate listed above. The journeyworker hourly wage rate shall be reviewed and adjusted if necessary annually. **6A-23.004(2) (e) FAC**

Section IX APPRENTICE RECORDS

Records of the apprentice's on-the-job work experience and related instruction shall be kept and maintained by the sponsor. This information shall be furnished by the apprentice from his work record.

An examination of apprentices may be given at such time as determined by the sponsor. In these examinations, consideration shall be given to school attendance, progress and the daily employment record of the apprentice.

All records regarding each and every apprentice shall be presented for review when requested by the Registration Agency or its authorized representative(s). **6A-23.004(2) (f) FAC**

Section X RATIO OF APPRENTICES

The ratio of apprentices to journeyworkers consistent with proper supervision, training, safety, and continuity of employment or applicable provisions in collective bargaining agreements, but in a ratio of not more than one (1) apprentice to the participating employer in each apprenticeable occupation, and two (2) apprentices for every three (3) journeyworkers thereafter. It shall be the responsibility of the sponsor to ensure that the allowable ratio of apprentices to journeyworkers is consistently maintained in the program as a whole, by each participating employer, and on the job site. **6A-23.004(2)(g) FAC**

Section XI PROBATIONARY PERIOD

Apprentices employed under these standards shall be subject to a probationary period during the first 90 days of the apprenticeship program, which cannot exceed twenty-five percent of the length of the program or one (1) year, whichever is shorter. During the probationary period, the Apprenticeship Agreement may be terminated by either party of the agreement upon written notice to the Registration Agency without stated cause. The probationary period must be reasonable in relation to the full apprenticeship term; with full credit for such period toward completion of apprenticeship. **6A-23.004(2) (h, s) FAC**

Section XII SAFETY

The Apprentice shall be provided safety training both on the job site and in related technical instruction. The Participating Employer shall instruct the Apprentice in safe and healthful work practices and shall ensure that the Apprentice is trained in facilities and other environments that are in compliance with the Occupational Safety and Health Standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, or state standards that have been found to be at least as effective. **6A-23.004(i) FAC**

Section XIII QUALIFICATIONS OF AN APPRENTICE

Applicants for apprenticeship shall possess the following minimum qualifications, which are directly job related:

1. Applicants must be at least 16 years of age.
2. Applicants must be in good health and physically able to perform all phases of the work.
3. Applicants must be able to read, write, and speak the English language in order to comprehend instructions on the job and in related training classes, and to ensure personal and co-worker safety on the job.
4. Applicants must possess a current and valid drivers' license. This license to remain current during the entire term of apprenticeship.
5. Applicants must pass the employer's drug screening and background checks as required by employer.

6A-23.004(j) FAC

Section XIV APPRENTICESHIP AGREEMENT

The Apprentice and the Sponsor shall sign an Apprenticeship Agreement which shall set forth the terms and conditions of employment, indicate what credit is to be granted for previous experience, if any, and shall meet the requirements of and be registered with the Registration Agency.

Every Apprenticeship Agreement entered into shall contain a clause making the terms and conditions of these standards a part of the Apprenticeship Agreement. **6A-23.004(2)(k) FAC**

Section XV CREDIT FOR PREVIOUS EXPERIENCE

Credit for previous experience, training, skills or aptitude in the occupation may be allowed, such credit to be stated on the Apprenticeship Agreement. Apprentices who receive credit for previous experience or training shall be paid, upon entrance, the wage rate of the period to which such credit advances them.

The Registration Agency recognizes that the program Sponsor has authority to establish procedures for granting credit to Apprentices for previous work and/or training experience. However, to ensure consistency among program sponsors in awarding credits, the Registration Agency requires that these procedures include the following basic requirements:

- A. No more than fifty percent of the apprenticeship program duration can be awarded to an Apprentice, i.e., number of months credited to an Apprentice for prior work and/or training experience, unless the Apprentice is transferring from another registered apprenticeship program in a related trade.
- B. All credit granted of more than 1000 hours of on the job training will require an evaluation method which, at a minimum, shall incorporate the following:
 - 1. Consideration of time worked in the specific occupation, or in a related occupation; and
 - 2. Consideration of wages earned by the incoming Apprentice.
- C. Program sponsors must maintain documentation as to how credit was granted to an Apprentice for a period of five (5) years. Documentation must be made available to the Registration Agency upon request.
- D. Individuals who receive credit toward the completion of an apprenticeship program must enter a related instructional program at a level commensurate with the amount of credit awarded. Before an Apprentice who was awarded credit for prior work and/or training experience can receive an Apprenticeship Completion Certificate from the State of Florida, he shall be required to demonstrate a mastery of the same instructional material as those apprentices who have completed the entire training program.
- E. All program sponsors who want to award credit to an apprentice for a registered apprenticeship program must develop and include procedures for meeting the standards of that program and have these available for review.

Exceptions to the above policy may be granted when requested by a program sponsor and a determination is made by the Registration Agency that such exception does not undermine the quality of apprenticeship training and favors the welfare of the Apprentice. **6A-23.004(2) (l) FAC**

Section XVI TRANSFER OF APPRENTICES

It shall be the duty and responsibility of the sponsor to provide, insofar as possible, continuous employment for all apprentices. Where it is impossible for one employer to provide the diversity of experience necessary to give the

apprentice total training experience in the various branches of the occupation, or where the employer's business is of such character as not to permit reasonable continuous employment over the entire period of apprenticeship, the sponsor shall have authority to transfer the Apprentice to another Participating Employer, who shall assume all the terms and conditions of these standards and the Apprentice must receive full credit for satisfactory time and training earned.

Should an Apprentice be transferred from one registered apprenticeship program to another, the Apprentice must be provided a transcript of his completed related technical instruction as well as his completed on-the-job training from the originating Sponsor. The transfer of the Apprentice must be to the same occupation. The Apprentice must be cancelled from his originating Sponsor's program and a new Apprenticeship Agreement must be executed between the Apprentice and the subsequent program sponsor and registered with the Registration Agency. **6A-23.004(2) (m) FAC**

Section XVII ASSURANCE OF QUALIFIED TRAINING PERSONNEL

Every apprenticeship instructor providing related technical instruction to apprentices must meet the Florida Department of Education's requirements for a career-technical instructor per Section 1012.55 F.S., or be a subject matter expert, which is an individual who is recognized within an industry as having expertise in a specific occupation, as demonstrated by being a journeyworker, or by holding the licensure or certification required in the given occupation; and have training in teaching techniques and adult learning styles, which may occur before or after the apprenticeship instructor has started to provide the related technical instruction. **6A-23.004(2) (n) FAC**

Section XVIII CERTIFICATE OF COMPLETION OF APPRENTICESHIP

Upon satisfactory completion by an Apprentice, of their term of apprenticeship, the sponsor will request from the Registration Agency, through the Servicing Representative, that a Certificate of Completion of Apprenticeship be awarded. **6A-23.004(2) (o) FAC**

Section XIX MODIFICATION OF STANDARDS

These standards may be modified or amended at any time by action of the sponsor upon approval of the Registration Agency. Such amendments shall be promptly submitted to the Servicing Representative for review and shall not alter apprenticeship agreements in effect at the time of such change without the express consent of all parties to such agreement. **6A-23.003(7); FAC 6A-23.004(2) (q) FAC**

Section XX PROGRAM CANCELLATION AND DEREGISTRATION

Cancellation of this program may be effected upon the voluntary action of the Sponsor by requesting such a cancellation in writing from the Registration Agency.

Deregistration of this program shall be upon written notice by the Registration Agency to the Sponsor, stating cause and instituting formal deregistration proceedings in accordance with the provisions of Chapter 6A-23.006 Florida Administrative Code.

In either event, the Sponsor shall notify the apprentices within fifteen (15) business days of the effective date of the event that will deprive the apprentices of their individual registration. **6A-23.006 FAC**

Section XXI NOTIFICATION

The Registration Agency shall be notified through the Servicing Representative of all actions affecting apprentices, such as new indentures, suspensions, cancellations, completions, and other actions as reflected on the Apprentice Action Reporting Form. **6A-23.004(2) (r) FAC**

Section XXII ADJUSTING DIFFERENCES

In case of dissatisfaction by the Participating Employer or the Apprentice, either party has the right and privilege of appeal to the sponsor for such corrective action and adjustment of such matters as come within these standards. The sponsor will have full authority to supervise the enforcement of these Standards. Its decision will be final and binding on the employer and the apprentice. The Registration Agency is available to receive, investigate and resolve any complaints the Apprentice has about the apprentice training program in which the Apprentice is registered.

The person designated by the sponsor to hear and adjust complaints is:

Cory Weaver
Program Development and Reporting Manager
Citrus Levy Marion Regional Workforce Development Board /dba CareerSource Citrus Levy Marion
3003 SW College Rd, Suite 205
Ocala, FL 34474
P:352-732-1700 x1109
E:cweaver@careersourceclm.com

Apprentice and his Participating Employer shall be notified by the Sponsor within five (5) business days of the date of any proposed adverse action, with stated opportunity to the apprentice during such period for corrective action. **6A-23.004(2) (t, u) FAC**

Section XXIII MAINTENANCE OF RECORDS

All records pertaining to the administration, selection, employment and training of apprentices shall be kept for not less than five (5) years from the date of departure from or completion of the program. The maintenance of private sector apprenticeship program records shall be the sole responsibility of the sponsor and are to be kept at the following address, which is a facility that allows and provides governmental access for auditing purposes as outlined in Ch. 119 F.S. (Florida Public Records Law): **6A-23.004(2) (v) FAC**

Citrus Levy Marion Regional Workforce Development Board /dba CareerSource Citrus Levy Marion
3003 SW College Rd, Suite 205
Ocala, FL 34474

Section XXIV LISTING OF PARTICIPATING EMPLOYERS

Each Employer wishing to participate in this registered apprenticeship program shall sign a Participating Employer's Agreement with the Sponsor, unless otherwise provided for in a collective bargaining agreement and in so doing, will accept the requirements of the program standards. The Program Sponsor shall provide an executed copy of the signed Participating Employer's Agreement to the Registration Agency and the cancellation thereof. **6A-23.004(2) (w) FAC**

Please see Appendix "B" for the listing of Participating Employers.

Section XXV FUNDING

Each participating employer will contribute an equitable amount to the funding of the program as set by the sponsor.
6A-23.004(2) (x) FAC

Section XXVI EQUAL EMPLOYMENT OPPORTUNITY PLEDGE

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. The Sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30. **6A-23.004(2) (y) FAC**

Section XXVII AFFIRMATIVE ACTION

The sponsor enters this program with the understanding that it will be sincere in making a good faith effort to increase and maintain the number of minority and female apprentices necessary to at least equal the percentage of minorities and females in the area. This program consists of affirmative acts that may be altered and supplemented as experience indicates. The sponsor shall provide equal opportunity in apprenticeship for those indentured to or seeking entrance into this apprenticeship program for the purpose of learning the occupation.

The sponsor will designate an individual or individuals with appropriate authority under the program, such as an apprenticeship coordinator, to be responsible and accountable for overseeing its commitment to equal opportunity in registered apprenticeship. The individual designated is:

Cory Weaver
Program Development and Reporting Manager
Citrus Levy Marion Regional Workforce Development Board /dba CareerSource Citrus Levy Marion
3003 SW College Rd, Suite 205
Ocala, FL 34474
P: 352-732-1700 x1109
E: cweaver@careersourceclm.com

To provide equal opportunities in the recruitment, selection, employment, training and advancement of minority and female apprentices, the sponsor agrees to make the following affirmative action commitments:

1. Disseminate information concerning the nature of apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the equal opportunity policy of the sponsor. Such information shall be disseminated at least 30 days in advance of the earliest date for application at each interval. Information will be disseminated to government employment service offices, local schools, women's centers, outreach programs, principal minority groups, women's organizations and community organizations which can effectively reach minorities and women. This information shall also be published in newspapers which are circulated in the minority community and among women as well as the general areas in which the program sponsor operates. Copies of this information shall be sent to the Registration Agency field office that services the respective program.
2. When possible, participate in workshops conducted by employment service agencies for the purpose of familiarizing schools, and the employment service with apprenticeship training and its current opportunities.
3. Cooperate with local school boards and vocational education systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into apprenticeship programs.

4. Encourage the establishments and utilization of pre-apprenticeship, preparatory trade training, or other programs, designed to afford related work experience or to prepare candidates for apprenticeship, the sponsor shall make appropriate provision in its Affirmative Action Plan to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.
5. Utilize present minority and female apprentices and journeymen to assist in the implementation of the programs Affirmative Action Plan.
6. Grant advance standing or credit on the basis of previously acquired experience, training, skills or aptitude for all applicants equally.
7. Engage in such other activities, when identified, that may further the entry of minorities and/or females into apprenticeship. **Title 29 CFR Part 30, 6A-23.004(2) (y) FAC**

Section XXVIII SELECTION PROCEDURE

The sponsor shall select apprentices from the qualified applicants as follows: **6A-23.004(2)(y)(2) FAC**

Applicants must apply to the sponsoring employer. Each sponsoring employer will determine its own selection procedure which must be described in the Additional Terms of the Apprenticeship Participating Employer's Agreement (DCAE Form APPR-102). Factors that the employer may consider include:

1. Education
2. Work Experience
3. References
4. Interview
5. Veteran
6. Physical Condition
7. Pre-Apprenticeship (completed pre-apprenticeship)
8. As otherwise determined by the participating employer

Applicants who meet the sponsoring employers criteria will be accepted by the employer as eligible for apprenticeship. Any false statement is reason for disqualification. Applicants will be notified in writing as to the disposition of their application. Those not selected will remain in the pool of eligible applicants, subject to selection for two years. Overall competency and starting wage is determined by the employer.

The program sponsor may reinstate apprentices previously registered to them within (2) years of their date of cancellation, without requiring these specific individuals to make application, meet minimum qualifications and then advance through the selection process. The program sponsor should include the process they use for reinstatement including previous apprentices in good standing with the program sponsor including timeframes that may exceed (2) years for reinstatement.

Veterans and Registered Pre-apprenticeship Graduates will receive equal consideration in the selection process. Selection records kept for at least five (5) years.

Section XXIX TITLE 29 CFR PART 30, UTILIZATION ANALYSIS

CAREERSOURCE CITRUS LEVY MARION APPRENTICESHIP PROGRAM GNJ

Ocala

(City)

Florida

(State)

Jurisdictional Area Covered by Program (counties): Citrus, Levy, Marion

a)

- | | | | |
|----|----------------------------------|---|-------|
| 1. | Total labor force: | * | _____ |
| 2. | Total minorities in labor force: | * | _____ |
| 3. | Total females in labor force: | * | _____ |
| 4. | Percentage of minorities: | * | _____ |
| 5. | Percentage of females: | * | _____ |

* (Source of information compiled from the Agency for Workforce Innovation Labor Market Statistics 2010 Census.)

b) Under utilization Factors:

- | | | | |
|-----|--|-------|---|
| 1. | Total number of employers: | _____ | 1 |
| 2. | Total of employers workforce in the trade: | _____ | |
| 3. | Total journeyworkers employed by the employers in the craft: | _____ | 7 |
| 4. | Total minority journeyworkers employed by the employers in the craft: | _____ | 0 |
| 5. | Total female journeyworkers employed by the employers in the craft: | _____ | 0 |
| 6. | Total youth journeyworkers age 16-22 employed by the employers in the craft: | _____ | 0 |
| 7. | Total apprentices: | _____ | |
| 8. | Total minority apprentices: | _____ | |
| 9. | Total female apprentices: | _____ | |
| 10. | Under utilization of minorities: | _____ | |
| 11. | Under utilization of females: | _____ | |

c) Goals and Timetables:

- | | | |
|----|---|-------|
| 1. | Percentage of all future accessions to be minorities: | _____ |
| 2. | Percentage of all future accessions to be females: | _____ |

WORK PROCESS OUTLINE

OCCUPATION/TRADE: Plumber

RAPIDS CODE: 0432

WORK PROCESS SCHEDULE PLUMBER

	<u>APPROXIMATE HOURS</u>
1. Installation of piping for waste (500 hrs.), soil (500 hrs.), sewerage (100 hrs.), vent (300 hrs.), and leader lines (100 hrs.).....	1,500
2. Installation of piping for hot (500 hrs.) and cold (750 hrs.) water for domestic purposes	1,250
3. Installation of lead pipe, tin pipe, lead joints, sheet lead, solder work and lead burning	10
4. Assembly in position and connection of fixtures and appliances used in domestic heating (200 hrs.), gas fittings (400 hrs.), plumbing and drainage system (1,900 hrs.).....	2,500
5. Welding and brazing connected with the trade	250
6. Maintenance and repairing of heating, plumbing, gas fittings, and refrigeration service.....	800
7. Operation, care, and use of all tools and equipment connected with the trade	525
8. Operation and maintenance of complete repair service and drain cleaning	540
9. Code, blueprint reading and sketching, and safety requirements	625
TOTAL HOURS	8,000

ADVANCED TRAINING PROGRAM – OPTIONAL

A. Installation and maintenance of steam and hot water heating systems.....	1,000
B. Power and industrial process piping	200
C. High and low pressure boilers	250
D. Estimating	150
E. Supervisory training.....	100
F. Business administration	200
G. Solar	100
TOTAL HOURS.....	2,000

RELATED INSTRUCTION OUTLINE

OCCUPATION/TRADE: Plumber

RAPIDS CODE: 0432

1st Year

20 hrs	Basic Math, Common Fractions and Decimal Fractions, Linear English and Metric Measurement.
45 hrs	Blueprint Reading, Drafting and Design.
45 hrs	Basic Machining Practices.
30 hrs	Basic CNC Machining Centers.
5 hrs	Machine Shop Turning Operations.

2nd Year

60 hrs	Fundamentals of Algebra. Fundamentals of Plane Geometry. Application of Formulas to Cutting Speeds, Rpm's, and Cutting Time.
10 hrs	Jig and Fixture Design.
5 hrs	Indexed Milling Procedures.
60 hrs	Diemaking Principles.
10 hrs	Metals in the Plant.

3rd Year

40 hrs	Trigonometry and Compound Angles.
5 hrs	Welding Principles
30 hrs	Mill Safety, Set-ups, Accessories and Tool Geometry.
30 hrs	Lathe Safety, Set-ups, Accessories and Tool Geometry.
30 hrs	Grinding Safety, Set-ups, Accessories and Tool Geometry.
10 hrs	Basic Troubleshooting (Troubleshooting Skills).

4th Year

40 hrs	Advanced Milling Operations.
60 hrs	Advanced Grinding Operations.
20 hrs	Advanced Diemaking.
30 hrs	Troubleshooting.

TOTAL HOURS: 585

Elective Classes (May be substituted for any of the required classes listed above if the apprentice can “test out” of the required class. Also subject to the availability of the elective class offering.)

Appendix "A"

Apprentice Wage Schedule and Journeyworker Average Wage Rate

Plumber RAPIDS CODE 0432

Period of Training	Percent of Journeyworker's Rate	Apprentice Hourly Rate
1 st 1000 hrs	54.6667%	\$10.25
2 nd 1000 hrs	60.0000%	\$11.25
3 rd 1000 hrs	65.3333%	\$12.25
4 th 1000 hrs	70.6667%	\$13.25

Period of Training	Percent of Journeyworker's Rate	Apprentice Hourly Rate
5 th 1000 hrs	76.0000%	\$14.25
6 th 1000 hrs	81.3333%	\$15.25
7 th 1000 hrs	88.0000%	\$16.50
8 th 1000 hrs	94.6667.%	\$17.75

Journeyworker Hourly Wage Rate \$ 18.75/hour, as of 12/01/17, work week is 40 hours.

Appendix "B"

Participating Employer Listing

PGT Custom Windows+Doors	



Premier Tiered Services – July 2019

Tier 1 Job Classification	Tier 2 Job Classification	Tier 3 Job Classification
<i>For all positions posted with wages 9.99 per hour or under, have no wages listed; all third party agents (TPA), and Mandatory Federal Listers</i>	<i>For all positions posted with wages \$10.00 to \$17.99</i>	<i>For all positions posted with wages \$18.00 and above</i>
<p>EF Job Postings – staff and/or employer entered</p> <ul style="list-style-type: none"> Self-service – maintain for 90 days, follow-up required at end of 90 days to determine employers status on job posting(s) BDC assignment; however provide standard follow-up activity on job order DOE job orders – As a general rule, any DOE job orders are considered Tier 1. Exceptions are on a case by case. Example would be a business who provides hire information but policy is not to post wages. Exceptions should be approved by Brenda Chrisman 	<p>EF Job Postings – staff and/or employer entered</p> <ul style="list-style-type: none"> Assignment of sector team Staff managed job orders for 90 days Monthly follow-up or as defined by employer <p>Mandatory Activities:</p> <ul style="list-style-type: none"> Documented file search Candidate screening / referral Contact on status of referral with business Documented effort to provide at least 1 qualified referral on all job orders – if unable to find suitable / qualified candidate(s), communicate efforts made to the business and offer alternative options, document conversation On site visit option encouraged for new businesses as warranted <p>BDM Review of any job order within 30 days without a referral.</p>	<p>EF Job Postings – staff and/or employer entered</p> <ul style="list-style-type: none"> Assignment of sector team Staff managed job orders for 90 days Monthly follow-up or as defined by employer <p>Mandatory Activities:</p> <ul style="list-style-type: none"> Documented file search Candidate screening / referral Contact on status of referral with business Documented effort to provide at least 1 qualified referral on all job orders – if unable to find suitable / qualified candidate(s), communicate efforts made to the business and offer alternative options, document conversation On site visit option encouraged for new businesses as warranted <p>Suitable Positions \$18 and above posted with Talent Center / Akken</p> <ul style="list-style-type: none"> Indeed Postings - optional Others Job Board postings – optional <p>Handshake / College Portals – for college degree positions</p> <p>BDM Review of any job order within 30 days without a referral.</p>
Any CSCLM employee may issue staff-referrals.	Any CSCLM employee may issue staff-referrals.	Job Referrals from <u>business service staff</u> only.

	<p>Staff referrals must meet any of the following:</p> <ul style="list-style-type: none"> • Is this a QSR – Meets qualifications of the job • Is this an endorsed referral to the BDC • All Endorsed Referrals should have a Snap Shot provided to the BDC to consider a Business Endorsed Referral. • Regardless of how the referral is provided, staff members must maintain contact with candidates on status of the staff referral for outcome 	Referrals from outside business services programs must be through an Endorsed Referral
<p>EL Opportunities for special programs - WTP, SNAP & Youth, offenders, and disabled</p> <ul style="list-style-type: none"> • CWEX – WTP/SNAP • OJT, CBT & PWE, Internships 	<p>EL Opportunities for all suitable/screened and eligible candidates – all programs in targeted sectors/positions</p> <ul style="list-style-type: none"> • CWEX – WIOA, WTP/SNAP • OJT, CBT & PWE, Internships 	<p>EL Opportunities for suitable/screened candidates – all programs in targeted sectors/positions</p> <ul style="list-style-type: none"> • CWEX – WIOA, WTP/SNAP • OJT, CBT & PWE, Internships
<p>Hiring Event & Job Fair Options</p> <ul style="list-style-type: none"> • Must have 3 or more openings - in-house single hiring events only. Does not apply to multiple business events. • Wages required on job order to participate at an event (suppressed or unsuppressed) • Businesses should be in “Good Standing” meaning minimal cancellations and agreed follow through from businesses. 	<p>Hiring Event & Job Fair Options</p> <ul style="list-style-type: none"> • Must have 3 or more openings, be in good standing • Wages required on job order to participate at an event • Wages required on job order to participate at an event (suppressed or unsuppressed) • Businesses should be in “Good Standing” meaning minimal cancellations and agreed follow through from businesses 	<p>Hiring Event & Job Fair Options</p> <ul style="list-style-type: none"> • Must have 3 or more openings, be in good standing • Wages required on job order to participate at an event • Wages required on job order to participate at an event (suppressed or unsuppressed) • Businesses should be in “Good Standing” meaning minimal cancellations and agreed follow through from businesses.
Marketing for positions through Daily Career Opportunities Report	Marketing for positions through Daily Career Opportunities Report	Marketing for positions through Daily Career Opportunities Report
LMI Review as requested – offered on TBD wages job postings	LMI Review conducted <u>annually</u> for each business or as requested	LMI Review conducted annually and on all new businesses registered or as requested
Federal Bonding & WOTC applicants info	Federal Bonding & WOTC applicants info	Federal Bonding & WOTC applicants info
	<p>Additional Services:</p> <ul style="list-style-type: none"> • Prove-it Assessments for any posted position as requested additional services • 180 Skills – one month free trail for businesses that express interest / any sector • WOCA Radio Promotion 	<p>Additional Services:</p> <ul style="list-style-type: none"> • Prove-it Assessments for any posted position as requested additional services • 180 Skills – one month free trail for businesses that express interest / any sector • WOCA Radio Promotion

	<ul style="list-style-type: none"> • Marketing on Social Media – (Jobs352, LinkedIn Groups, etc.) • Free center / facility use (interviews, meeting, training and onboarding) • Hot Job Web Postings <p>Business Spotlight – Open House</p>	<ul style="list-style-type: none"> • Marketing on Social Media – (Jobs352, LinkedIn Groups, etc.) • Free center / facility use (interviews, meeting, training and onboarding) • Monthly Guest at CEP or Chamber luncheons – should not be the same employer each month. • Representation at off-site hiring events (Industry, College, Business Showcases) – Primarily for postings that would be at TC and/or health related educational events • Paid Level 1 background on top 2 applicants – Can be used as an incentive to development relationship. Case by case basis depending on business. • On site visit encouraged for new & repeat businesses annually • Offer of facilities for non-hiring needs on a space available basis • Hot Job Web Postings <p>Business Spotlight – Open House – still in development stage</p>
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New Options

Business Newsletter with Success Stories

Monthly Business Spotlight / feature a businesses to come to center to meet staff to promote their business/companies and opportunities

Saturday Job Fairs – need to define criteria

Job Alerts on Tier 2 & 3 job orders – report postings to candidates who sign up for job alerts.

Candidate Profiles / Business Profiles / Talent Showcase

Industry Mixers

Video Series Options: Based on appropriate position and/or sector

- Free to businesses with 20 or fewer employees
- \$100 for businesses with 21 to 50 employees
- \$200 for businesses with 51 to 100 employees
- \$325 for businesses with over 101 employees
- Free to any business that posts 5 or more positions at a wage of \$15 or more during the course of year and based on budget

*Determining Tier Level on job orders with wage ranges:

- If a job order shows a wage range, take the average to determine what tier it would fall under. Example: wage range is 9.50 – 13.00, add and then divide by 2 = 11.25 which would be Tier 2
- Same business multiple orders with some being Tier 1 and Tier 2: Tier 1 job orders are put out for 90 days with minimal follow up. Tiers 2 and/or 3 are followed up every 30 days, file searched, etc. We determine by the job order. All DOE without suppressed wages are Tier 1 and posted out 90 days.
- If the wages are suppressed, they are treated according to the Tier Level they fall under.



RECORD OF ACTION/APPROVAL

Business and Economic Development Committee Meeting August 22, 2019

TOPIC/ISSUE:

Our current budget has some excess funds in both WIOA youth and in Welfare Transition Support Services which we could use to provide some additional youth programming.

BACKGROUND:

We have approximately \$400,000 in excess under WIOA youth. We would like to plan on having about \$200,000 for carryforward for next year, which leaves \$200,000 available for an out of school program.

WTP funding can be used to serve youth, especially if they are economically eligible, from a family who is receiving or living in a high poverty neighborhood. Last year our WTP program spent \$30,000 for support services. We want to encourage an increase in support services for this year and plan to spend \$100,000. This would leave \$400,000 to incorporate into youth programming for either in-school or out of school youth.

POINTS OF CONSIDERATION:

Following are some ideas and estimates for discussion/consideration:

1. Conduct another 6 month cycle of Phoenix Rising in Citrus County in partnership with the Habitat for Humanity. **Estimated Cost: \$250,000**
2. Six week career exploration camp for Middle School students focused in high poverty area. **Estimated Cost of 1 camp: \$70,000**
3. Six week out of school Summer Jobs program in 1 county with 30 worksites. **Estimated Cost: \$83,000.**

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Business and Economic Development Committee Meeting August 22, 2019

TOPIC/ISSUE:

Approval for CareerSource Citrus Levy Marion (CSCLM) to become the official **Registered Apprenticeship (RA) Sponsor** for Plumbing Apprenticeship programs,

BACKGROUND:

CSCLM received Job Growth Grant funds to support the development of an apprenticeship opportunity by partnering with Withlacoochee Technical College to launch a plumbing program. The grant was for \$10,000 to hire staff and develop a curriculum for the program.

- In order to submit an apprenticeship application to the Department of Education for approval, a business, a trades association, training institute or other approved entity must be designated as the RA Sponsor on the application.
- Withlacoochee Technical College (WTC) and CSCLM met with several local employers on the plumbing program and even though interested in participating with the program, none felt they could commit to becoming the Sponsor due to the management of their own business.
- WTC had considered becoming the RA Sponsor in addition to the training provider; however they have elected not to be the Sponsor due to staff shortage and would concentrate solely on the training aspect of the program.
- Local workforce boards now have authority to become sponsors due to the desire to expand apprenticeship opportunities.
- CSCLM is currently receiving Technical Assistance from Jobs for the Future on the apprenticeship program and has available resources to support questions and issues.

POINTS OF CONSIDERATION:

CareerSource Citrus Levy Marion (**CSCLM**) is capable of becoming the RA Sponsor for the management of the program due to relationships we have with the businesses and the training institute, as well as our history of managing grants, programs and case management under WIOA.

Last year, the CSCLM board approved the concept of hiring of a staff to support and manage the development of apprenticeship programs – primarily to support businesses in the required paperwork.

Listed below is a summary of the responsibilities, if approved, to be an RA Sponsor:

- The primary responsibilities of an RA Sponsor is to manage the following tasks:
 - Screen and select applicants for the program.
 - Maintain records on each apprentice for On-the-Job training and track classroom hours for participation.
 - Secure employer agreements with businesses wishing to participate in the program.
 - Manage and enter data into the Rapid Systems (apprenticeship database)
 - Recommend changes to agreement as needed, etc., and assign responsibilities and duties to businesses as needed.
 - In general, be responsible for the successful operations of the program and follow the guidelines as set forth in the agreement.

STAFF RECOMMENDATIONS:

Seeking approval to allow CSCLM to become the official **Registered Apprenticeship Sponsor** for a Plumbing and Plumbing Technician program at WTC, and permit us to submit a plumbing apprenticeship application to the Department of Education, and begin entering into agreements with employers and WTC.

COMMITTEE ACTION:

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Business and Economic Development Committee Meeting August 22, 2019

TOPIC/ISSUE:

Approval of agreements with the three economic development entities and discussion on enhancing performance.

BACKGROUND:

CareerSource Citrus Levy Marion (CSCLM) contracts with the **Chamber & Economic Partnership** (CEP) for Marion County, **Nature Coast Business Development Council** (NCBDC) for Levy County and the **Citrus County Chamber of Commerce for Citrus County** to provide extended resources and support to businesses in their local areas.

We know that each of these entities have strong relationships with the local business community and with their ongoing business outreach services. These agreements provide additional financial support to allow these entities the ability to support business outreach and market CSCLM services and talent supply to those businesses they are working with.

Each of the agreements are unique to each entity; however they all share a common strategy of expanding business outreach and marketing the benefits of how CSCLM can assist businesses.

POINTS OF CONSIDERATION:

Due to our boards recent discussion on ensuring we are managing performance on each of our contractual agreements, we have completed a review on the current performance agreements and have identified some concerns in each of the three agreements.

In order to ensure each contractor is meeting their contractual requirements, we are being proactive by establishing some new language in the agreement, while offering technical assistance.

Effective PY 19/20, we are adding new language to each of the agreements with a hold back clause on payment. Here is the language added on each agreement for PY 19/20:

This is a pay for performance agreement and is subject to a 5% performance holdback if performance is not met after 2 full quarters. Any hold back retained can be recouped if all criteria are met prior to end of the program year of June 30, 2020.

In addition, we have met with each of the contractors to discuss the holdback and offer customized solutions to support any areas of concerns they are having with meeting performance, as well as offered opportunities to modify their scope of work.

We have created a side by side spreadsheet outlining each contracts current performance as it relates to year end goals and will submit the report to the BEDC quarterly.

We have established weekly contact with our newest contractor to monitor current performance and activity to ensure they are on target.

In the event performance is not met by each contractor by 12/31/2019 – additional measures will be taken to monitor and provide additional technical support as needed.

STAFF RECOMMENDATIONS:

Approve the recommended changes to the EDC agreements and recommend suggested practices for enhancing performance for PY 19/20.

COMMITTEE ACTION:

BOARD ACTION:

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter					
CITRUS - Citrus Chamber of Commerce - Start Date 2/1/2019	July	August	September	October	November	December	January	February	March	April	May	June	YTD	Notes	PY 18/19 YTD Goals
Jointly conduct 4 Business Retention and Expansion visits quarterly (16 total/year)											3	3	6		6
10 Business leads a year referred for labor needs/OJT, Internship/CBT												7	7		3
CareerSource CLM will provide training to all staff on each of the above services and training.								1					1	2/27/2019	Completed
Quarterly meetings with Brenda Chrisman to discuss workforce and/or business retention challenges within the county.								1			1		2	3/19/2019 & 6/11/2019	2
Invite CareerSource CLM to participate in all industry outreach and/or meetings set up and/or coordinated by the CEP												1	1	Citrus Bus Alliance Meeting	1
Referral of at least 3 existing business monthly for professional/skilled job openings - (36 per year) as part of Talent Center promotion												0	0		15
At least 3 business referrals per month for career opportunity listings/candidate referrals												3	3		15
At least 6 business referrals for internships per year.											2	2	4		2
At least 6 business referrals for OJT per year.											5	3	8		2
At least 6 business referrals for existing worker training per year.											3	3	6		2
Distribute materials to promote school-to-work transitions for high school graduates.											1	1	2		1
CareerSource CLM will be responsible for the printing and production of the materials that will be jointly developed.												1	1		n/a
Provide at least 8 business leads per year to participate in the Talent Pipeline video series: Leads shall be in industry areas that are jointly agreed upon and referenced in a separate document.											1	1	2		3

LEVY - Nature Coast Business Development Council	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter					
NCBDC will achieve the following objectives during program year 2019/20. Coordination of these goals will be outlined on monthly invoices.	July	August	September	October	November	December	January	February	March	April	May	June	YTD	Notes	YTD Goal
2 Business Retention and Expansion visits a month (24 total/year)	1		1	1									3	7/24/18 - meet with MTC / future training needs	24
2 industry spotlight videos a year that feature work CareerSource/other community partners have done for those profiled													0	Still in the works	2
Reintroduction of Business Alliance with "courtesy" seat for CareerSource, with a slot as guest alliance for at least one session a year.				1									1	Bus Alliance Luncheon / Grow Florida	1
E-newsletter notations that will on a monthly basis include CareerSource stats (employment numbers, placements, activity, job fairs, etc.) Additionally, increase social media integration.	1	1	1	1	1	1	1	1	1	1	1	1	12	Completed	12
Annual personalized state of the county address to include related content from previous bullet point (presented in graphical format)													0		1
3 business leads a year (One from out-of-region; two expansion/existing) referred for labor needs/OJT				1			1				1		3	Completed	3
Quarterly meetings with Brenda Chrisman; monthly meetings with business development managers to discuss trends, needs, and other info-sharing		1		1			1					1	4	Completed	4
and the goal of an annual industry appreciation/business showcase with CS as a featured partner/presenter				1									1	Grow Florida	1

MARION - Chamber & Economic Partnership	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter					
CEP will achieve the following objectives during program year 2018/2019. Coordination of these goals will be outlined on monthly invoices.	July	August	September	October	November	December	January	February	March	April	May	June	YTD	Notes	YTD Goal
Jointly conduct 2 Business Retention and Expansion visits quarterly												0	0		8
10 business leads a year (One from out-of-region; two expansions /existing) referred for labor needs/OJT – Internship, Custom Business Training (CBT)	0	2	2	2	2	0	2	1	4	0	3	0	18		10
Quarterly meetings with Brenda Chrisman to discuss workforce and/or economic development challenges within the county		1				1	1				1	1	5		4
Invite CareerSource CLM to participate in all industry outreach and/or meetings set up and/or coordinated by the CEP	1	3	2	1	2	1	0	1	1	2	0	1	15		n/a
Referral of at least 3 existing business monthly for professional/skilled job openings - (36 per year) as part of Talent Center promotion	3	2	3	3	2	3	3	1	3	4	5	3	35		36
At least 3 business referrals per month for career opportunity listings/candidate referrals	3	2	62	3	2	3	3	1	3	4	5	2	93		36
At least 6 referrals for internships per year	0	0	0	2	2	3	0	0	2	1	0	0	10		6
At least 6 referrals for OJT per year	0	1	1	0	0	3	0	0	0	4	1	0	10		6
At least 6 referrals for existing worker training per year	0	1	0	0	1	3	0	0	1	4	1	0	11		6
Develop and distribute joint materials to promote school-to-work transitions for high school graduates	0	1	4	3	3	1	4	3	4	7	4	1	35		n/a



RECORD OF ACTION/APPROVAL

Business and Economic Development Committee Meeting August 22, 2019

TOPIC/ISSUE:

Chamber & Economic Partnership (CEP), proposal on **OcalaClassroom2Career.com** online sponsorship.

BACKGROUND:

CareerSource Citrus Levy Marion (CSCLM) has a long standing partnership with the CEP, Marion County Public Schools (MCPS), and College of Central Florida (CF), by working together to build career pathways for the students of Marion County.

In February 2018, CF was the official sponsor of our Marion County Youth Career Expo which builds on the development of connecting students to businesses while learning of career opportunities in Marion County.

CareerSource regularly meets with the CEP, CF and MCPS to develop programs and tools to build the capacity of our students while connecting our youth to businesses. Two recent examples are the development of a future Jr. Achievement program for all 5th grade students and the 2nd summer youth boot camp program called Nuts to Bolts.

POINTS OF CONSIDERATION:

The CEP has proposed the development of an existing web site to connect K-12 and post-secondary classroom instructors to volunteers and businesses through a new online portal web site called **OcalaClassroom2Career.com**. This web site will allow each school and their instructors to post what is needed in connecting their students to businesses and industry. This can be anything from having businesses come in to speak with a classroom to talk about their industry, field trips to local businesses, interview techniques, resume writing, etc.

Businesses that participate will be easily and efficiently connected to schools or instructors and will have opportunities to connect to future talent in Career and Technical Education (CTE) programs. This connection will open the door to expand internships, externships and eventually employment opportunities for students whose schools and instructors utilize the web site.

The CEP has sought sponsorships from Marion County Public Schools for K-12, Marion Technical College (MTC), and College of Central Florida for post-secondary students to

connect to businesses. All three educational partners have agreed to the proposal and will be launching this program in October to all program instructors.

MCPS and MTC have agreed to sponsor the web site for 2 years, and CF has agreed to sponsor for 1 year – contingent on traffic and results. The cost is **\$3,000 annually** for each partner.

CSCLM would greatly benefit by sponsoring this program as being identified as **a key educational partner** and listed with these other partners.

Our benefits would include the following:

- Partnership branding – the web site would host our CSCLM logo along with MCPS, MTC, and CF
- CSCLM would also be able to connect to both instructors and businesses seeking volunteers, and to those businesses seeking to support the program
- CSCLM would be able to post our career and industry videos on the web site – providing further exposure to instructors and businesses and our goal to build a talent pipeline
- CSCLM would be able to connect to businesses that are seeking to build talent by offering our programs and services

STAFF RECOMMENDATIONS:

Request permission to enter into a one year agreement at \$3,000 with the CEP on the attached proposal, and determine effectiveness and impact on business engagement before committing to additional years.

COMMITTEE ACTION:

BOARD ACTION:

CareerSource CLM

This custom proposal provides CareerSource CLM with one of the presenting sponsorships of the CEP's new volunteer site, OcalaClassroom2Career.com.

OcalaClassroom2Career.com will be an easy-to-use portal for instructors at all different levels—K-12 through post-secondary—to easily find industry-specific volunteers from the local private sector. The CEP will also integrate this site to a social media campaign aimed at attracting new volunteers year-round.

How OcalaClassroom2Career.com will work:

- Instructors and volunteers will follow the easy-to-use sign-up boxes that will provide basic contact information and will allow each type of user to click on all kinds of volunteer opportunities: externships, internships, guest speaker opportunities, mentorships, business advisory councils, etc.
- Each teacher and volunteer will receive each other's contact information as a means to make the next step. They will also receive push notifications as new members enter the system and meet the match requirements.
- Everyone will receive an annual update notification to ensure that the selections and contact information remain relevant.

Each sponsor would receive unlimited access to the site, as well as a live link to direct visitors to the sponsors' pages for more information. The CEP would also request video and digital assets for use on the site. These will also form the basis for the social media campaign. CareerSource CLM would be listed as a presenting sponsor of this initiative on all print and electronic media. *This sponsorship is a \$3,000 annual investment. It will renew automatically thereafter, unless written notice is supplied.*

This sponsorship would create a strong partnership with our key educational partners and easily link them to active members of the business community. The CEP believes that our students will benefit from strong industry-specific participation in all of our classrooms, regardless of subject, and that our partners on this site will benefit long-term through these strong business relations as well.

Total Annual Investment: \$3,000

Signature: _____

Date: _____

MOVING FORWARD



Executive Director Report

August 15, 2019

Activity Report

Some of the more pertinent Mid-FL Regional Manufacturers Association (MRMA) activities since April include:

- Bringing MRMA forward with retention of current members, increasing membership/outreach and increasing level of service to our members.
 - New members increased by 13 plus recaptured members increased by 4 since January 1st, 2019 and Renewals dropped by 2 since January 1st, 2019
 - The 16th Annual Golf Tournament was held in May; proceeds from the event go to support manufacturing, engineering, and logistic programs in area schools as well as the Rob Adamiak Memorial Scholarship; 2019 Rob Adamiak Memorial Scholarships have been selected; announcement is forthcoming
 - Continue to set meetings up with MRMA members to review their needs, understand their company, understand what benefits they receive from MRMA, what improvements they would like to see, what solutions they are seeking, what connections we can make for them, and build a new relationship with each company
 - After meeting follow-up includes written report, written and verbal referral to applicable resource partner or solution provider, provide requested information to client, set-up meetings when applicable and follow-up for next steps
 - Based on survey results updated the CEO Forum to include a larger outreach by launching the new C-Suite Forum and increasing the outreach from three times per year to a bi-monthly event; the forum kicks off in September

Through collaborative partnerships:

MRMA's partnership with CareerSource CLM:

- Connect with appropriate CareerSource CLM staff prior to company meetings asking if they would like to accompany me on the visit, is there anything I should know, is there anything I can do for them while meeting with the client. Post meeting, information is shared on any training that is identified, connections are made for hiring needs the company may have identified, and other resources are coordinated as needed
- Invited Benda Chrisman to update MRMA members on current programs and services available through CareerSource CLM and the Talent Center at the August MRMA meeting
- Continue to promote the 2018 Manufacturer & Logistics Wage and Benefit Survey to manufacturers and resource partners and ask what we can do better next year and what changes would they like to see made in both the process as well as the content
- Appropriately promote the 180 Skills Career Program provided through CareerSource CLM to MRMA members and prospects
- Actively promote CareerSource CLM and Talent Center services to members, prospects and new contacts
- Promote make Your Business a Star video to MRMA members and prospects and tie it into a great way to promote their company to job seekers and businesses looking for suppliers/customers
- Participated in 4th Annual Marion County – Youth and Young Adults Job Fair

MRMA's partnership with the College of Central Florida:

- Working with the CF Director of Corporate College to identify customized training needs identified in employer visits
- Showcased the College of Central Florida's Engineering, Advanced Manufacturing and Logistics programs as well as the Corporate College training opportunities to the MRMA members at the August MRMA meeting; MRMA members learned how the individual programs progressed as well how they could interact with the students and educators
- Partnership discussions continue on the Nuts and Bolts 2020 summer camp brought forward by Jennifer Fryns, PH.D, Associate VP, Career and Professional Programs, College of Central Florida; CF has submitted their grant request for this program and will learn in December of the outcome; the summer camp's purpose is to encourage students to think about careers in manufacturing; both CareerSource CLM and MRMA will partner with the College of Central Florida on this project.

MRMA's partnership with Marion County Public Schools:

- Participated in the Soft Skills 2019-2020 planning session with Career and Technical Education partners
- Introduced the VP of Operations from ANCORP to the CTE programs in the Spring; from the program ANCORP is now actively engaged and found an intern that will turn into a new hire for the company

Other Partnerships:

- Joined the MTC Industry Advisory Council, the College of Central Florida's Industry Advisory Councils as well as office administration and IT councils
- Attend the Sumter County Economic Development Manufacturing and Distribution roundtable
- Participate in the Business & Career Resource Cooperative (BCRC) meeting made up of our community partners: SBDC, SCORE, College of Central Florida, CF Corporate College, CareerSource CLM, the Talent Center, Marion K-12, and OHRMA
- Partner with the CEP to promote relevant FRIDAY Talks topics to MRMA members
- MRMA Board met with FloridaMakes organization to gain a better understanding of the organization, our past participation and options for future participation
- Met with Sara LeFils, FLATE representative and Brenda Chrisman, CareerSource CLM to discuss planning for MFG DAYS 2019; in the past MRMA has supported MFG Days through assistance to Sara for company tours and provided T-shirts for the students; MRMA will participate again this year at the same level
- Participated in the FloridaMakes Regional Manufacturers Association Network in Orlando and the Bi-Annual RMA Face to Face meeting
- Invited in the CEP to hear a presentation from FloridaMakes on their organization as well to learn more about the FloridaMakes Business Continuity Program and grant program

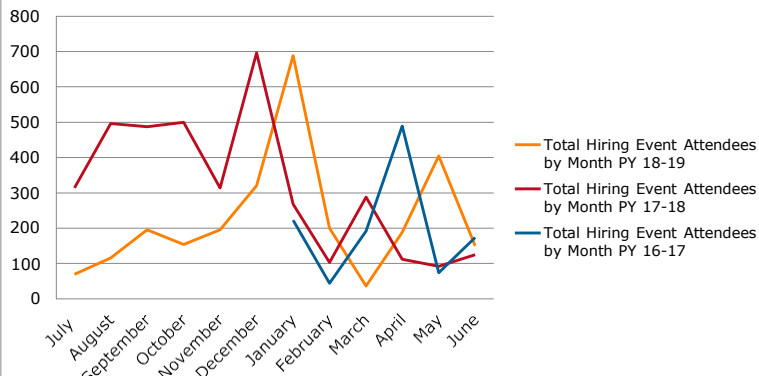


June 2019

Business Services Events (Onsite & Offsite)



Total Hiring Event Attendees By Month



June 2019

Total # of Events: 7
Total # of Attendees: 150
Total # of Positions: 49
Reported Hires: 60

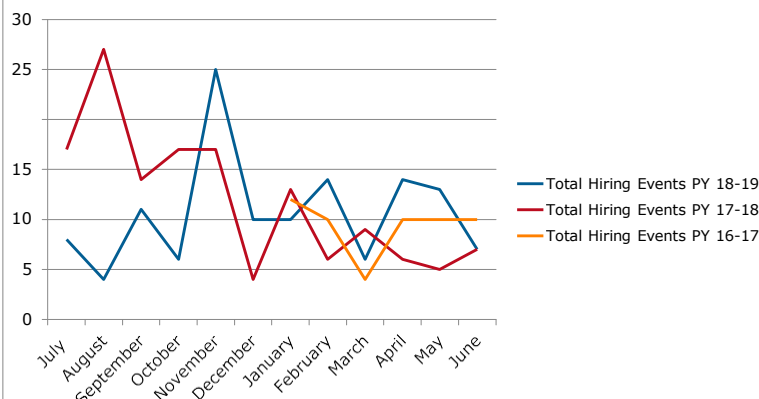
PY18-19 To Date

Total Events: 128
Attendees: 2,717
Reported Hires: 675

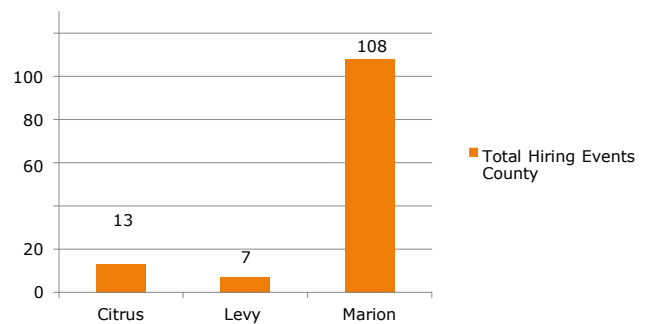
2019 Youth Job Fair

Attendees: 375
Businesses: 34

Total Hiring Events By Month



Hiring Events by County PY18-19



Other Recruitment Events 06/01/2019 - 06/31/2019

Event Date	Event Name	Target Audience	Event Location	County
6/20/2019	Energy Academy - Eckerd	HS 9th - 12 Grades	CF - Hampton Center	Marion
6/21/2019	Real Truck	General Public	Real Truck Facility	Marion

Career Center Agenda Topics

Apprenticeship Grants Status

- **Marion Technical College (MTC) Apprenticeship Grant Status:**

MTC received school board approval to enter into an agreement with CareerSource Citrus Levy Marion (CSCLM) for the Job Growth Grant to fund the development and launch of three apprenticeship programs. The agreement with the school board was approved effective April 1, 2019 through June 30, 2020 for \$50,000. The funds are to support the cost of hiring instructor(s), provide administrative oversight and to develop and launch apprenticeship programs in Brick/Masonry, Plumbing or HVAC.

MTC has successfully launched a new apprenticeship program in Masonry, with the program starting July 2019. As well, they are currently in the development of a construction apprenticeship program working with Home Builders of Marion County.

We are already in discussion with MTC about a third apprenticeship grant for a Plumbing and Plumber Helper program. With our current efforts working with WTC, there may be some combined activities to develop an apprenticeship program serving both areas.

- **Withlachooshee Technical College (WTC) Plumbing Apprenticeship Grant Status:**

CSCLM has modified our application and apprenticeship status with WTC by taking on the responsibility of being the **Regional Apprenticeship (RA)** sponsor. What that means is that CSCLM is solely responsible for the development and management of the program and will submit the application to the Department of Education for approval. Our responsibility is to coordinate all aspects of the apprenticeship program, by identifying a training institute, developing work schedules and outlines by working with local businesses, and managing and maintaining compliance with the program.

CSCLM is also working with three plumbing companies in Citrus County to design and determine the appropriate job skills and program outline to meet their needs. Due to challenges with coordinating with the plumbing businesses, we are meeting one-on-one with them to determine their needs. The process has slowed down tremendously due to their schedules. Most communication is by email and we are close to an outline to submit to the companies to determine if they will accept the outline.

We are still confident that the plumbing companies are engaged and will support the program; however it has been very slow. We hope to pick back up more formal meetings in mid to late August to present the status and outline to WTC and the businesses.

One additional change, we anticipate submitting an application for both a Plumber apprenticeship program which is 8,000 and a Plumbers Helper/Technician apprenticeship program which is around 2,000 hours to support a career pathway for this program.

Jobs for the Future (JFF) Technical Support

Since CSCLM was fortunate to receive funds from the Florida Job Growth Grant, CareerSource Florida offered our region and several other workforce regions an opportunity to work directly with **JFF** to provide TA (technical assistance), to support and help launch apprenticeship programs based on our grant application. JFF is a national consulting company based out of Boston that has numerous years of experience and background developing, launching and running successful apprenticeship programs across the nation.

JFF is providing technical assistance to our team on a weekly basis via conference calls and webinars to help us develop a plumbing apprenticeship program for Citrus County. JFF has provided detailed conversation and support by going over an approved apprenticeship application, reviewing line by line the application, understanding terminology/definitions, and providing guidance and support through the Department of Labor (DOL) web site to help us understand the philosophy and concepts, so that we can develop our own application. At present, we have drafted an outline on a plumbing apprenticeship program and working to wrap it up.

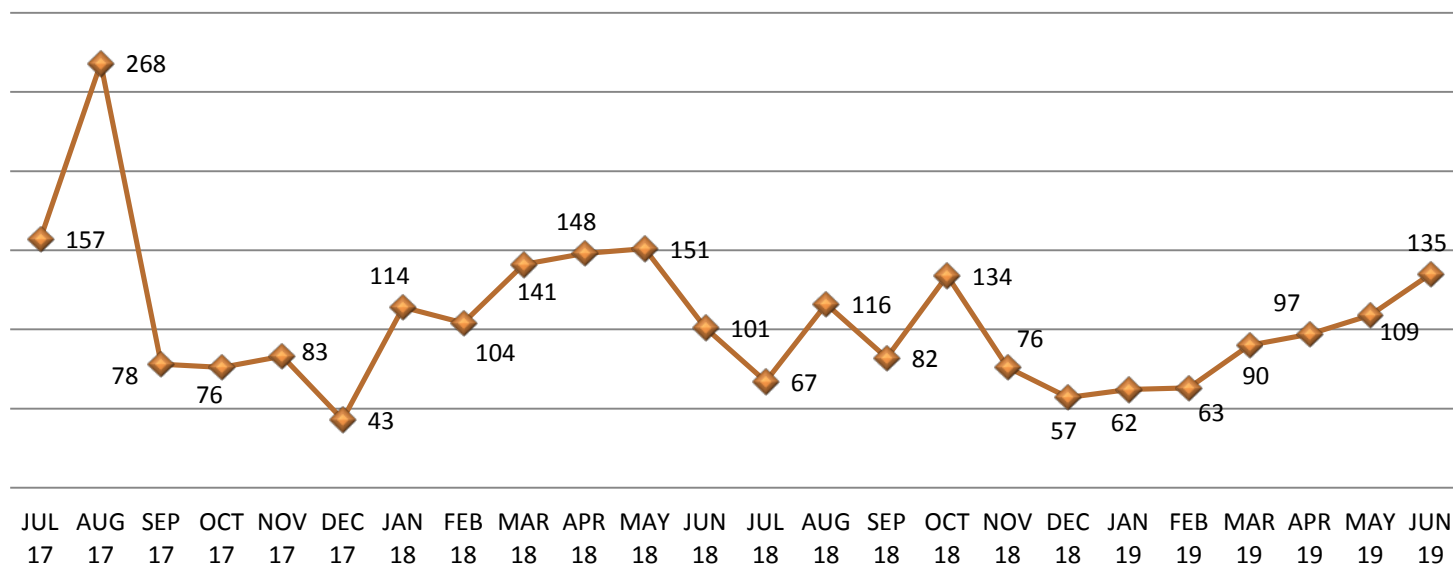
The TA calls have been lengthy and sometimes challenging due to the complexity of the apprenticeship program; however, we have made great progress and the TA has proven to be valuable overall to our team in developing and understanding the entire scope of the apprenticeship process.



Comparison: PY2017/PY2018

CENTER TRAFFIC	INTERNSHIPS/OJT's
<u>PY2018: 1,088</u> PY2017: 1,464	<u>6</u> 11
JOB REFERRALS	PLACEMENTS
<u>323</u> 280	<u>98 (Avg Wage: \$17.38)</u> 64 (Avg Wage: \$14.17/hr)

CENTER TRAFFIC BY MONTH



Professional Recruitment Services

Are you a recent graduate focused on growing your career? Are you a professional interested in advancement of a career change? If so, it's time to refocus and reconnect with the work place. Talent Center provides professional-level career coaching and recruiting to connect businesses and professionals. **Contact us at 1.844.364.9859.**

2020 Youth Career Expo Update

CareerSource will be hosting 3 Youth Career Expos in 2020 working with each of our school districts. The goal of the Youth Expos are to further develop a talent pipeline in our community, by connecting CTE (Career and Technical Education) students with local businesses to better understand how their CTE courses relates to industries. These expos also support the development and critical aspect of utilizing and understanding the value of soft skills.

The Youth Expo started in Marion County in 2016 working directly with the Marion County School district to engage youth with local businesses.

Marion County - this will be the 5th year that we have partnered with Marion County Public Schools to host the expo for both middle and high school students. The Expo will be held on Tuesday, January 28th for middle school students, and Wednesday January 29th for high school students at the Cultural Art Center at On Top of the World. We estimate around 425 students each day, with around 45 business partners supporting the event.

There will be 3 sessions going on simultaneously:

- **Business Expo**- featuring business in targeted sectors of Health, I.T., Manufacturing/Logistics, Equine and Professional Services
- **Round Table / Speed Dating** - sessions with local HR representatives
- **Soft Skills /Motivational Speaker** – our guest will be Jeromy Williams – Owner / Operator of Ocala Chick-fil-A

Between both days, we anticipate assisting over **800** Marion County students.

Levy County – we will be hosting our 1st Youth Career Expo in Levy County at the College of Central Florida campus on Friday, March 13, 2020. CF is our official sponsor and will be partnering with CSCLM and Levy County Public Schools to facilitate the event. The Levy Expo will target up to 175 9th grade students from the 4 high schools. The event will feature 4 sessions:

- **Business Expo Session** - students will engage with local business in the following areas: Health, Manufacturing, Business, I.T. and Agribusiness.
- **Round Table Session** – students will meet businesses in a smaller setting to discuss what it takes to work at their business
- **Campus Tour / Scavenger Hunt** – CF will provide students a tour of the new facility – featuring all the programs and services offered at the new campus
- **Soft Skill Guest Speaker** – students will be presented with information on soft skills, what it takes to be noticed and stand out in a crowd and be successful

Citrus County – we will be hosting a Youth Career Expo at the **Withlacoochee Technical College** (WTC) on Friday, February 28th. WTC is our sponsor for the expo, and will work with CSCLM to facilitate the event. The Citrus Expo will also be targeting up to **225** students from the 9th grade CTE program from the 3 high schools. The program will have a similar outline, Business Expo, Round Table, Tour and Special Speaker.

YouthBuild Performance Update

YB Cohort 1: (January 1, 2018 – June 30, 2018)

Enrolled: 13

Completed: 13

Receiving HS Diploma: 13

Receiving Additional Certs: 13 HBI, 12 NRF, 13 Food Handling, 13 OSHA, 13 Forklift and 13 Warehouse

Certifications Total= 77 Credentials total

Exited with Employment: 12 (1 is in Military-Marines)

Exited with Education: 0 (2 now are in post-secondary)

Exited as Outcome: 1 due to incarceration. (excluded from performance)

YB Cohort 2: (July 1, 2018 – December 30, 2018)

Enrolled:12

Completed: 10

Receiving HS Diploma:12

Receiving Additional Certs: 10 HBI, 11 NRF, 12 Food Handling, 12 OSHA, 12 Forklift, 12 Warehouse

Certifications: 69 Credentials total

Exited with Employment: 10

Exited with Education: 0 (1 pending proof of enrollment)

YB Cohort 3: (January 1, 2019 – June 30, 2019)

Enrolled: 12

Completed: 12

Receiving HS Diploma: 9, 1 was a HS grad, 2 working on diploma completion

Receiving Additional Certs: 4 HBI, 12 OSHA, 12 Forklift, 11 Warehouse, 12 Food Handling, 7 NRF, 3 received various hospitality credentials: 71 total

Exited with Employment: Beginning follow up at this time

Exited with Education: Several have stated they are beginning school in the fall, but have not received verification