



## Business and Economic Development Committee

This meeting will be held via Zoom.

Join Zoom Meeting: <https://us02web.zoom.us/j/85683367190>

Phone No: 1-646-558-8656 (EST)

Meeting ID: 856 8336 7190

### AGENDA

Thursday, May 14, 2020 – 9:00 a.m.

Call to Order		P. Beasley
Roll Call		C. Schnettler
Approval of Minutes, February 6, 2020	Pages 2 - 4	P. Beasley

#### DISCUSSION ITEMS

State Update		R. Skinner
Workforce Issues that are Important to Our Community		R. Skinner
Reopening Plan	Pages 5 - 7	K. Woodring

#### PUBLIC COMMENT

#### ACTION ITEMS

None

#### PROJECT UPDATES

Economic Development Partner Reports		
Citrus		B. Register
Levy		D. Pieklik
Marion		K. Sheilley
MRMA	Pages 8 - 9	K. Betz
Event Report	Page 10	D. French
Talent Center March 2020	Page 11	D. French
Online Learning Platforms – Metrix		D. French
Experiential Learning		D. French

#### MATTERS FROM THE FLOOR

#### ADJOURNMENT

### 2019 – 2020 MEETING SCHEDULE

Business and Economic Development	Performance/Monitoring	Marketing/Outreach	Career Center	Executive	Full Board	
All meetings will be held by teleconference.						
Thursday, 9:00 am	Tuesday, 9:00 am	Wednesday, 9:00 am	Thursday, 9:30 am	Wednesday, 9:30 am	Wednesday, 11:30 am	
5/14/2020	5/5/2020	5/13/2020	5/7/2020	5/27/2020	6/3/2020	CF Ocala

#### OUR VISION STATEMENT

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



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

**MINUTES**

DATE: February 6, 2020  
PLACE: College Of Central Florida, Enterprise Center, Building 42, Ocala, FL  
TIME: 9:00 a.m.

**MEMBERS PRESENT**

Pete Beasley, Chair  
David Pieklik  
John Cook  
Jeff Chang  
Kathleen Betz  
Kevin Cunningham  
Kevin Sheilley  
Mark Paugh  
Phillip Geist

**MEMBERS ABSENT**

Bruce Register  
Mark Vianello

**OTHER ATTENDEES**

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

**CALL TO ORDER**

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

**ROLL CALL**

Cira Schnettler called roll and a quorum was declared present.

**APPROVAL OF MINUTES**

Phil Geist made a motion to approve the minutes from the November 7, 2019 meeting.  
John Cook seconded the motion. Motion carried.

**DISCUSSION ITEMS**

**State Update**

Rusty Skinner stated that he is working with the legislature on two items:

- Expanding apprenticeship options. Currently, educational partners wait up to three years for apprenticeships reimbursements.

- Two bills are being considered, SB1244 and HB1271. The bills will restructure the responsibilities of DEO and the CareerSource Florida board. The potential changes will impact the flexibility on the local level. The Governor is supporting the Bills.

Rusty Skinner gave an update on the activities in Region 9. USDOL will be conducting a monitoring of the region also. Kevin Cunningham stated that he recently met with Ken Lawson from DEO. Mr. Lawson was extremely complimentary to Rusty and the staff on all of the hard work CLM is doing for Region 9.

#### Workforce Issues that are Important to Our Community

There were no comments regarding community issues.

#### Metrix Learning

Rusty Skinner explained that the Metrix Learning program is a digital learning platform. The program will assist in identifying educational or skill deficits within a zip code. With community partner relationships, a structure and initiatives to meet the specific needs of individuals can be developed. A pilot launch will happen with CF to work out any needed improvements. The program will then be introduced to other community partners. David Pieklik expressed a concern in Levy County for a critical needs assessment, stating that there is a disconnect between the school system and the needs of the businesses. Rusty Skinner notified the committee that Rock Meeks, Commissioner with the Levy County BOCC will now be the Levy representative on the Consortium. He seems extremely motivated to be working with us on the needs of the Levy County community.

#### **ACTION ITEMS**

None

#### **PROJECT UPDATES**

##### Economic Development Partner Reports

Citrus:

- Bruce Register was not in attendance, but Kevin Cunningham provided a report. He stated that recently the Citrus County Chamber of Commerce held their Legislative Days event. It was a successful event with over 100 people attending.

Levy:

- David Pieklik stated that the healthcare industry in Levy is growing. He also stated that he is working along with our business services team and two businesses utilizing our experiential learning opportunities.

Marion

- Kevin Sheilley stated that Dollar Tree is aggressively moving forward with development and is looking to create 700 jobs by 2021. Several other businesses are looking at expanding in the near future.

#### MRMA

Kathleen Betz highlighted two items from her report. The organization has completed

their strategic planning sessions and has updated their mission statement.

#### Event Report

Dale French reviewed the report.

#### Talent Center

Dale French reviewed the report, noting that the Talent Center team is doing excellent work.

#### Youth Build

Dale French reviewed the report, noting the extremely successful partnership with Habitat for Humanity and that the program is exceeding the initial goals.

#### Apprenticeship Grants and JFF

Dale French reported that the continued efforts are happening with the MTC apprenticeship program. MTC is looking to hire an apprenticeship staff coordinator from grant funds they have received, funded through June 30. This position would navigate apprenticeship processes. If successful, potentially this position would transition to our payroll July 1 with similar responsibilities.

#### Youth Career Expo 2020

Dale French updated the committee regarding the three youth expos coming Spring 2020.

- Marion County was held on January 28 and 29 at Circle Square Commons for middle and high schoolers. Seven hundred and fifty youth participated in the two day event. Fifteen businesses participated during the middle school day and twenty five businesses participated on the high school day. Jeromy Williams from Chick-Fil-A was the guest speaker and received tremendous positive feedback from attendees.
- Citrus County will be held on February 28 at WTC for 9<sup>th</sup> and 12<sup>th</sup> graders. Approximately 225 students are expected.
- Levy County will be held on March 13 at CF in Chiefland for 9<sup>th</sup> graders. Approximately 175 students are expected.

#### **MATTERS FROM THE FLOOR**

Rusty Skinner invited the committee to the State of the Workforce Conference being held on April 23 at the Cultural Center at On Top of the World. Sponsorship opportunities are still available.

#### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:49 a.m.

#### **APPROVED:**

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# CareerSource Citrus Levy Marion

## COVID-19 Reopening Plans

**Tentative Date: Monday - May 11, 2020**

### **Schedule:**

#### **Week 1: May 11 – May 15**

Office open by appointment only 10am – 3pm daily  
Appointments available for RA, WT & SNAP filing /questions  
5 appointments hourly – 25 appointments daily  
3-4 staff members scheduled

#### **Week 2: May 18 – May 22**

Office open by appointment only 10am – 3pm daily  
Appointments available for RA, WT & SNAP filing /questions  
5 appointments hourly – 25 appointments daily  
3-4 staff members scheduled

#### **Week 3: May 25 – May 29**

Office open by appointment only 9am – 4pm daily  
Appointments available for RA, WT & SNAP filing priority job search  
5 appointments hourly – 35 appointments daily  
3-4 staff members scheduled

#### **Week 4: June 1 – June 5**

Office open by appointment only 9am – 4pm daily  
Appointments available for RA, WT & SNAP filing and job search  
5 appointments hourly – 35 appointments daily  
3-4 staff members scheduled

### **Conditions:**

Appointments must be made by calling 352-732-1700 or 1-800-434-5627 or access staff through Live Chat.

- Staff will schedule/cancel appointment time for the customer through Time Center
- Staff must wear issued PPE
- All incoming customers must wear a mouth covering (surgical mask, scarf, bandana, etc.)
- All appointments will be set at a 60 minute duration

Customers arriving to their appointment greater than ten (10) minutes after the scheduled time will be asked to wait for the next available opening or be rescheduled. This will depend on need. Staff should make a judgement call as to expected duration of the customer's visit based on need and make reasonable accommodations.

Incidental needs such as faxing, copying, etc. will also require an appointment. Staff will process the requested service and return to the customer. Walk up requests for such services may be handled by staff if possible depending on staff coverage and availability. However, walk up customers will need to remain outside of the building.

In the event a fax can not be sent due to busy lines staff should make a copy of the document(s) and take the customer's phone and e-mail address and return the originals to the customer so they may leave. Staff will continue to attempt to send and will update the customer prior to the center closing for the day. A scanned copy of the Sent Status Report (for faxes) will be scanned and e-mailed to the customer once complete.

**Staffing:**

- 1 staff member will assist customers using computers and answer questions
- 1 staff member will monitor the entry ways, greet customers and manually enter tracking activities into EF
- 1 staff member will be back-up assistance and in charge of continued cleaning of the facility between guests.
- 1 armed security guard will be dispatched to each center during hours when appointments are scheduled.

Staff will thoroughly clean and sanitize the work areas before and after the center is opened for appointments.

**Distancing:**

- Each center will designate five (5) workstations staggered within acceptable social distancing guidelines
- All remaining workstations are to remain powered off and seating relocated out of the resource area
- One (1) additional workstation may be kept open in the event a customer is not able to complete their work within the 60 minute timeslot. This will prevent any other incoming customers from being delayed and will keep the center within the limit of 10 people
- Center management will mark walk-ways in front of the building with tape at six (6) foot intervals. Customers approaching the building will remain at least six (6) feet from the front door. This will allow staff to open the door and speak to walk-up customers to determine their needs. This will also assist in limiting multiple people from approaching the door at any given time. Crowd controls may be used where available (ie. line stanchions at 14<sup>th</sup> Street)

**Limits:**

We will continue to operate under the recommendation of 10 or fewer people in the facility until further guidance is received from the Governor or local authorities:

- Three (3) staff members
- Five (5) customers
- One (1) overflow workstation as needed (allow for a customer that may need a small amount of time to finish their work without delaying the next appointment)
- One (1) security guard

Center management will manage traffic flow based on the above recommendations and may adjust staffing levels based on need and appointment time usage. Based on average needs we anticipate we will be able to remain at, or below the recommended level of 10 people at any given time. These numbers will be adjusted based on recommendations by the Governor or local authorities.



## **Executive Director Report**

**Period covering February 1, 2020 – April 30, 2020**

- MRMA operational updates:
  - In a concentrated effort to support all four counties we serve, MRMA continues to research educational programs that support manufacturing, logistics and supply chain careers in our service area; information is brought forward to MRMA Board to broaden awareness and discuss opportunities for involvement
  - MRMA has begun approving funding requests in support of manufacturing, logistic and supply chain programs in Citrus, Levy, Marion and Sumter counties; proceeds from the annual golf tournament are used to fund eligible requests

Some of the more pertinent Mid-FL Regional Manufacturers Association (MRMA) activities since February 1<sup>st</sup> include:

- Continued to assist MRMA members through COVID-19 changes; including research, e-mail communications, connecting resources and providing data
- Attend weekly Zoom meetings with the FloridaMakes state network to discuss developing events and strategies
- The C-Suite Forum series originally scheduled to take place in March, May and July is temporarily on hold until in person gatherings can take place again
- The 17<sup>th</sup> Annual MRMA Golf Tournament originally planned for May 14<sup>th</sup> has been moved to October 29<sup>th</sup> due to Covid-19 guidelines
- MRMA Board continues its research regarding a possible partnership proposal with FloridaMakes
- Partners are working together to address the needs of Dollar Tree; the College of CF, MRMA, and CareerSource CLM will work together on identifying and addressing training needs for new hires and to build a candidate pool
- MRMA was an active participant and supporting sponsor of the Citrus County and Levy County Youth Career Expos
- CareerSource CLM and MRMA have started planning for the 2<sup>nd</sup> Annual Manufacturers Career Fair in October
- MRMA participated in the Executive Interview student class project as part of the CF BAS Business Management Program
- Continue to work with CareerSource Central Florida in serving Sumter county businesses
- MRMA Board chair, Mark Davis, Kathleen Betz and invited guests from Conimar attended the Withlacoochee Technical College Tools for the Trades event; this was the first time MRMA was a sponsor for this event
- In March met to further discussions on the CTE Soft Skills K-12 initiative with Marion County school administrators, MTC, the CEP, and CareerSource CLM
- Continue to work with CF Corporate College and CareerSource to plan for the Nuts and Bolts 2020 Summer Camp program; MRMA is exploring the Manufacturing Tours as part of the event; currently working on the logistics portion prior to securing the businesses; this event is

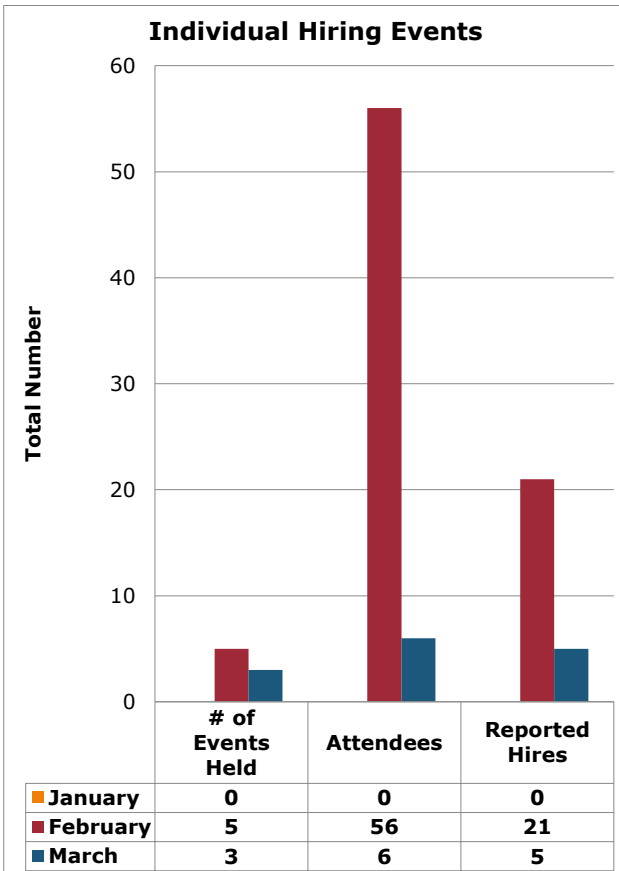


currently scheduled for June and it is under consideration to be moved to the Fall due to current restraints

- Working with CF Corporate College to promote their Advanced Managerial Training discussing other possible training opportunities we can partner together on going forward
- Participated in the District wide CTE BAC meeting; attended the BAC breakout session for Manufacturing and Logistics led by Joe Corley and Sam Ajlani
- Accompanied Sam Ajlani, College of Central Florida on a meeting with ANCORP in Levy County to discuss training opportunities
- Continue working towards a stronger relationship with the CEP; MRMA and the CEP are partnering on the Inside Industry Logistics & Manufacturers CEP network event
- MRMA continues to be an active Advisory Committee member for CF, MTI, CTE and MTC in all related meetings to Manufacturing, Logistics and Supply Chain Management including topics such as Accounting Specialization, and Office Administration; MRMA is looking for similar opportunities to engage in Sumter and Citrus counties.

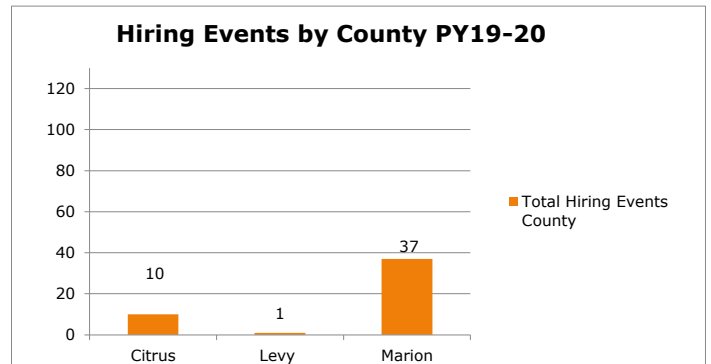
# January - March 2020

## Business Services Events (Onsite & Offsite)



### PY19-20 Individual Events

**Total Events: 48**  
**Attendees: 575**  
**Reported Hires: 167**



### PY 19-20 Job Fairs

**Attendees: 207**  
**Businesses: 71**

### Other Recruitment Events 01/2020 - 3/2020

Event Date	Event Name	Target Audience	Event Location	County
1/28/2020	Marion Youth Expo	Middle School Students	Circle Square Cultural Center - OTOW	Marion
1/29/2020	Marion Youth Expo	High School Students	Circle Square Cultural Center - OTOW	Marion
2/28/2020	Citrus Youth Expo	9th and 12th Grade Student:	Withlacoochee Technical College	Citrus
3/13/2020	Levy Youth Expo	Students	College of Central Florida-Levy Campus	Levy



### TRAFFIC COUNT

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	YTD
REFERRALS	26	19	26	42	23	26	36	12	17	16	13	27	283
PLACEMENTS	13	10	10	17	7	9	10	1	7	6	8	6	104
INTERSHIPS	0	2	2	1	1	0	0	0	0	2	0	1	9
OJT/WEX/CBT	0	0	0	0	0	0	0	0	0	0	0	2	2
TRAFFIC	97	109	135	103	96	97	135	87	52	109	74	51	1,145

### SERVICES BREAKDOWN

#### CENTER TRAFFIC BY MONTH

