



College of Central Florida
Enterprise Center, Building 42
3003 SW College Rd, Suite 206
Ocala, FL 34474

Executive Committee Meeting

AGENDA

Wednesday, March 2, 2022 – 9:30 a.m.

Revised 3/1/2022

Join Zoom Meeting: <https://us02web.zoom.us/j/82000789560>

Phone No: 1-646-558-8656 (EST) Meeting ID: 820 0078 9560

Call to Order		K. Baxley
Roll Call		C. Schnettler
Approval of Minutes, December 1, 2021	Pages 2 - 4	K. Baxley

DISCUSSION ITEMS

State Update	Pages 5 - 15	R. Skinner
Workforce Issues that are Important to our Community		R. Skinner
Summer Youth Concept		R. Skinner

PUBLIC COMMENT

ACTION ITEMS

Background Investigations	Page 16	C. Galica
ICDS Renewal	Page 17	C. Galica
National Training Renewal	Page 18	C. Galica
Welfare Transition Career Coach	Page 19	C. Weaver
Re-entry Navigator	Page 20	D. French
Agile Workforce Staffing Plan	Pages 21 - 24	D. French
Staffing Firm	Pages 25 – 27	R. Skinner
Sector Strategies Policy	Page 28 - 30	C. Galica

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

ADJOURNMENT

2021 – 2022 MEETING SCHEDULE

Performance/ Monitoring	Business and Economic Development	Career Center	Marketing/ Outreach	Executive	Full Board	
All in-person committee meetings are held at the CF Ocala Campus, Enterprise Center, Room 206. All teleconference meetings will be held through Zoom.						
Tuesday, 9:00 am	Thursday, 9:00 am	Thursday, 9:30 am	Wednesday, 9:00 am	Wednesday, 9:30 am	Wednesday, 11:30 am	
2/8/2022	2/10/2022	2/17/2022	2/23/2022	3/2/2022	3/9/2022	CF Lecanto
5/10/2022	5/12/2022	5/19/2022	5/25/2022	6/1/2022	6/8/2022	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
Executive Committee**

MINUTES

DATE: December 1, 2021
PLACE: College of Central Florida, Enterprise Center
TIME: 9:30 a.m.

MEMBERS PRESENT

Albert Jones
Charles Harris
Fred Morgan
Kimberly Baxley, Chair
Ted Knight

MEMBERS ABSENT

Brandon Whiteman
Pete Beasley

OTHER ATTENDEES

Rusty Skinner, CSCLM
Dale French, CSCLM
Cory Weaver, CSCLM

Cindy LeCouris, CSCLM
Cira Schnettler, CSCLM
Iris Pozo, CSCLM

CALL TO ORDER

The meeting was called to order by Kim Baxley, Chair, at 9:30 a.m.

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

APPROVAL OF MINUTES

Al Jones made a motion to approve the minutes from the October 6, 2021, meeting. Charles Harris seconded the motion. Motion carried.

DISCUSSION ITEMS

State/Local Update

Rusty Skinner provided the following update:

- Last month CareerSource Florida and DEO held a meeting in Tallahassee to discuss Bill 1507. Rusty highlighted two items from the meeting.
 - Workforce boards will now receive a letter grade from the State.
 - Bill 1507 calls for the reduction of administrative entities in the workforce system. CLM leadership will continue to follow up on the matter and will keep the committee posted.

Workforce Issues that are Important to our Community

The committee did not have issues to discuss.

Membership

Rusty Skinner notified the committee that there are three vacancies on the board. One private sector vacancy each in Citrus and Levy counties. He will be reaching out to the Chambers, EDC's and Consortium members for nominations. The current economic development vacancy in Levy is traditionally filled by the director of the Nature Coast Business Development Council. A recent hire was made for that position, but due to conflict as CLM is the employer of record for that position the individual cannot serve on our board. Rusty will be in touch with the Council to see if a board member can serve on our board instead.

eImpact

Dale French and Cory Weaver reviewed the dashboard. The new dashboard can be found on the CLM website through links in the Quick Links section and the top header tabs. The dashboard provides statistical data reports for labor market information within the region and CLM performance accountability.

Good Jobs Grant

Rusty Skinner stated that this is a federal grant. Initial efforts will be focused on establishing a training program for manufacturing and logistics in Levy County. The grant will be designed around a three-prong approach of development, design, and implementation over a period of five years. The plan will be to convene local businesses to identify common training needs in order to develop online and in-person training. CLM will be the lead agency working with the K-12 school system, College of Central Florida, Nature Coast Business Development Council, SBDC and MRMA. Memorandums of agreement will be drafted for all partners. Letters of support are being received from local manufacturers. The term of the grant recently changed to July 2022 through May 2027.

WIOA: Direct Service Provider Annual Performance Report

Dale French explained that every three years CLM is required to file a waiver with the State to provide direct services as a one-stop operator. During the waiver period, CLM is required to file annual reports to maintain the waiver. In the packet is the first report of this current waiver.

PUBLIC COMMENT

None

ACTION ITEMS

Sub-recipient Monitoring

Cindy LeCouris explained that the current sub-recipient monitoring contract will expire on June 30, 2022. The contract may be renewed up to four times for a total duration of five years. A new RFP will need to be released. Al Jones made a motion to approve the release of the RFP for sub-recipient financial monitoring. Charles Harris seconded the motion. Motion carried.

Budget

Dale French explained that an amendment to the budget is being requested for the addition of two funding allocations.

- Additional WIOA funds were received due to meeting or exceeding performance goals.
- Funds were received from the State through a security grant. At the time,

this funding was requested due to a need for armed security in the centers. The need for armed security is no longer crucial. To utilize these funds in a proactive way, each center will be assessed to identify ways to bolster the current security infrastructure with long term solutions like, panic buttons, camera systems, and buttons that can immediately lock the doors. A proposal for the change in the use of funds will be sent to the State.

Ted Knight made a motion to approve the amended budget. Fred Morgan seconded the motion. Motion carried.

Eckerd Monitoring Report

Dale French was happy to announce that Eckerd did not receive any findings or have any non-compliance issues during this monitoring. Charles Harris made a motion to accept the monitoring report for Eckerd Connects. Ted Knight seconded the motion. Motion carried.

Monitoring Close-Out

Cindy LeCouris stated that the final report is attached to the packet. Fred Morgan made a motion to accept the final report and close-out letter. Ted Knight seconded the motion. Motion carried.

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

None

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:09 a.m.

APPROVED: _____

Cira Schnettler

From: Rusty Skinner
Sent: Wednesday, January 26, 2022 9:47 AM
To: Albert Jones; Brandon Whiteman (bwhiteman@benefit-advisors.com); Charles J. Harris Jr.; Cira Schnettler; Cory Weaver; Dale French; Fred Morgan; Katie Stevens; Kim Baxley; Pete Beasley; Rachel Riley; Rachel Riley - Personal; Robert Stermer; Rusty Skinner; Ted Knight; Yvette Wilson
Subject: State

There have been several inquiries within the past few weeks by DEO at the request of the Legislature: how long has the CEO been in his/her position; salaries of the top 6 staff; and last week, validation on expenditure and performance information (will send several emails/responses separately).

In talking with Marti Colley Eubanks today, she sees something being pushed by Rep. Latvala's Committee in the House. The Senate appears to be taking a "let's see" attitude. She has nothing definite, but is concerned that the recenet data/information requests are being used in some fashion.

I will keep you posted

Rusty

Rusty Skinner

Chief Executive Officer
CareerSource Citrus Levy Marion
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Visit us at one of our 3 locations:
[Locations and Office Hours](#)

Cira Schnettler

From: Rusty Skinner
Sent: Wednesday, January 26, 2022 9:51 AM
To: Albert Jones; Brandon Whiteman (bwhiteman@benefit-advisors.com); Charles J. Harris Jr.; Cira Schnettler; Cory Weaver; Dale French; Fred Morgan; Katie Stevens; Kim Baxley; Pete Beasley; Rachel Riley; Rachel Riley - Personal; Robert Stermer; Rusty Skinner; Ted Knight; Yvette Wilson
Subject: FW: Legislative Data Request

From: Rusty Skinner
Sent: Saturday, January 22, 2022 7:19 AM
To: Penn, Casey <casey.penn@deo.myflorida.com>; Caroline.Womack@deo.myflorida.com' <caroline.womack@deo.myflorida.com>
Cc: Dale French <dfrench@careersourceclm.com>; Cory Weaver <cweaver@careersourceclm.com>; Richard Williams <richard.williams@careersourcechipola.com>; Bruce Ferguson (bferguson@careersourcenortheastflorida.com) <bferguson@careersourcenortheastflorida.com>; Kim Bodine <kbodine@careersourcegc.com>; 'Brian Bauer' <bbauer@careersourcerc.com>; Diane Head (Diane.Head@CareerSourceNorthFlorida.com) (Diane.Head@CareerSourceNorthFlorida.com) <Diane.Head@CareerSourceNorthFlorida.com>; Jim McShane <Jim.McShane@careersourcecapitalregion.com>; Kim Bodine (kbodine@r4careersourcegc.com) <kbodine@r4careersourcegc.com>; Robin King (robinking@careersourcefv.com) <robinking@careersourcefv.com>; Stacy Campbell-Domineck (stacy.campbell-domineck@careersourcepolk.com) <stacy.campbell-domineck@careersourcepolk.com>; Ted Ehrlichman (TEhrlichman@careersourcesc.com) <TEhrlichman@careersourcesc.com>
Subject: Legislative Data Request

Again, thank you for your time yesterday. Following up my email of yesterday, I felt it important to review some of the concerns that I raised.

The data requested by the Legislature does not fully convey the work that we have done over the period. I appreciate that you have conveyed that to those seeking the data.

- Not all sources of funds and performance is listed
 - WT, SNAP, NEG and TAA, to name a few are missing. The reason that these and other local funds should be included is that often our base grants provide services initially, but customers are actually enrolled in other grants and their performance outcomes are in these programs.
- There is no ability to discern the tremendous work that our system did in supporting the RA system.
 - The distribution of paper applications.
 - Entering those applications into the system- we had 15 staff assigned.
 - Handling calls and assisting customers with their RA claims and problems.
 - Providing in-person and virtual services to these customers
- There is no information on those EF customers who either visited our center, called or were assisted virtually that did not fully enroll in EF
 - These customers were assisted virtually and in-person throughout the periods.
- There is no data on our Employer Services teams

- Our outreach to businesses as they reduced staff was a critical service.
- Screening and entering job orders into the system is not accounted for in the data.
- The quality of our services as measured by repeat business engagement is an important metric of our value to employers.

The following represents information that we have collected :

Program Year	Reportable Individuals	Report Data
20-21	6,631	1,342
19-20	10,115	2,689
18-19	9,348	4,465
	Center Traffic	% RA
20-21	20,475	52%
19-20	24,055	14%
18-19	36,586	8.8%

During these periods we staffed as follows:

April 2020- Closed to in-person services, staff began remote work.

July 2020- June 2021-staff continued remote, with teams rotating to provide services to scheduled and walk-in customers. Security guards in place from July through December 2020.

July 2021- present centers are fully staffed for in-person services, limited staff provide virtual services as an accommodation.

Our system supported RA without additional funds. The staff costs for this effort was charged, in our region, against WIOA Adult and Dislocated worker grants. In our case, these funds came from direct customer services such as training and support since few people, because of the work registration waiver, were seeking any services other than assistance with their RA claims. Understand that I fully supported this work to assist our citizens and DEO. I am merely referencing this to highlight why our costs are distorted.

I also understand that you must provide the data in the format that the legislature requested. I do not believe that would prohibit submitting a supplemental spreadsheet such as I suggested yesterday.

I also believe that the information sought places added weight behind the request that regions have been making for at least four years that DDEO develop a system or process that will account for assistance we provide to customers who do not complete a full registration, but gain access to our services, remotely or in-person. It is understood that these services are not federally reportable, but they are an essential measure of our services and therefore performance to our residents.

Thank you again

Rusty

Rusty Skinner

Chief Executive Officer

CareerSource Citrus Levy Marion

3003 SW College Road, Suite 205

Cira Schnettler

From: Rusty Skinner
Sent: Wednesday, January 26, 2022 9:51 AM
To: Albert Jones; Brandon Whiteman (bwhiteman@benefit-advisors.com); Charles J. Harris Jr.; Cira Schnettler; Cory Weaver; Dale French; Fred Morgan; Katie Stevens; Kim Baxley; Pete Beasley; Rachel Riley; Rachel Riley - Personal; Robert Stermer; Rusty Skinner; Ted Knight; Yvette Wilson
Subject: FW: Data clarification

From: Rusty Skinner
Sent: Friday, January 21, 2022 4:59 PM
To: Penn, Casey <casey.penn@deo.myflorida.com>
Cc: 'Brian Bauer' <bbauer@careersourcerc.com>; Diane Head (Diane.Head@CareerSourceNorthFlorida.com) (Diane.Head@CareerSourceNorthFlorida.com) <Diane.Head@CareerSourceNorthFlorida.com>; Jim McShane <Jim.McShane@careersourcecapitalregion.com>; Kim Bodine (kbodine@r4careersourcegc.com) <kbodine@r4careersourcegc.com>; Robin King (robinking@careersourcefv.com) <robinking@careersourcefv.com>; Stacy Campbell-Domineck (stacy.campbell-domineck@careersourcepolk.com) <stacy.campbell-domineck@careersourcepolk.com>; Ted Ehrlichman (TEhrlichman@careersourcesc.com) <TEhrlichman@careersourcesc.com>
Subject: Data clarification

Thank you for your time today.

As a suggestion, I think that providing a supplemental spreadsheet, placing their data request in context with the performance information we discussed today that was lacking would be very beneficial. We should give them what they ask for but place it into the real world context. In addition to the time and effort we did with RA, WT and SNAP should also be presented. There was also no mention of business services (9169 report) Comparisons of the number of job orders placed is also a major activity that our staff perform. Please give this some thought. I am not suggesting that this supplemental be sent with the data that they asked for, but that it be prepared for later submittal. I will be doing this to the extent that we can access the data for presentation to my legislators as I feel that it reflect the hard work that my staff has done for the period in question

Rusty Skinner

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	Year	Local Workforce Development Board	# Served	Career Services Expenditures	Training Expenditures	Admin	Total Cost to Serve (includes Admin)	Total cost per Participant
Descriptions		CareerSource Citrus Levy Marion / CITRUS,LEVY,MARIO N	Total Individuals Served				Total Cost to Serve individuals in Column D	
ADULTS	2020-21		269	\$ 842,823	\$ 232,452	\$ 153,523	\$ 1,228,798	\$ 4,568
	2019-20		336	\$ 1,010,233	\$ 295,344	\$ 153,578	\$ 1,459,155	\$ 4,343
	2018-19		303	\$ 955,927	\$ 251,496	\$ 129,282	\$ 1,336,704	\$ 4,412
DISLOCATED WORKERS	2020-21		8	\$ 673,556	\$ 12,342	\$ 93,656	\$ 779,554	\$ 97,444
	2019-20		8	\$ 830,877	\$ -	\$ 107,785	\$ 938,662	\$ 117,333
	2018-19		12	\$ 1,095,825	\$ 10,866	\$ 110,908	\$ 1,217,599	\$ 101,467
YOUTH	2020-21		188	\$ 1,729,914	\$ 44,858	\$ 115,199	\$ 1,889,972	\$ 10,053
	2019-20		211	\$ 1,200,781	\$ 62,285	\$ 31,554	\$ 1,294,620	\$ 6,136
	2018-19		210	\$ 1,304,835	\$ -	\$ 19,299	\$ 1,324,134	\$ 6,305
WAGNER PEYSER	2020-21		1342	\$ 469,483	\$ -	\$ 19,600	\$ 489,082	\$ 364
	2019-20		2689	\$ 621,210	\$ -	\$ 29,096	\$ 650,306	\$ 242
	2018-19		4465	\$ 603,218	\$ -	\$ 17,604	\$ 620,822	\$ 139

	Year	Participants Served		Cost Per Participant Served	
		Career Services	Trainig Services	Career Services	Trainig Services
Descriptions		Total from Column D Served	Total from Column D Served		
ADULTS	2020-21	269	252	\$ 3,133	\$ 922
	2019-20	336	312	\$ 3,007	\$ 947
	2018-19	303	272	\$ 3,155	\$ 925
DISLOCATED WORKERS	2020-21	8	6	\$ 84,195	\$ 2,057
	2019-20	8	5	\$ 103,860	\$ -
	2018-19	12	7	\$ 91,319	\$ 1,552
YOUTH	2020-21	188	188	\$ 9,202	\$ 239
	2019-20	211	211	\$ 5,691	\$ 295
	2018-19	210	210	\$ 6,214	\$ -
WAGNER PEYSER	2020-21	1342	210	\$ 350	\$ -
	2019-20	2689	277	\$ 231	\$ -
	2018-19	4465	302	\$ 135	\$ -

	Year	% of Participants who Exited Program and are Employed as of the 1st quarter after they exited the program.	% of Participants who Exited Program and are not Employed as of the 1st quarter after they exited the program.	% of Participants who Did not Exit and are Continuing to Receive Services and are Employed during Participation (1st Quarter after participation start)	% of Participants who Did not Exit and are Continuing to Receive Services and are NOT Employed during Participation (1st quarter after participation start)
<i>Descriptions</i>		<i>(Based off of Column D Participants)</i>			
ADULTS	2020-21	50.8	13.6	31.4	4.2
	2019-20	32.9	6.0	55.6	5.4
	2018-19	43.9	4.5	44.3	7.4
DISLOCATED WORKERS	2020-21	12.5	0.0	75.0	12.5
	2019-20	37.5	25.0	25.0	12.5
	2018-19	42.9	0.0	42.9	14.3
YOUTH	2020-21	19.2	16.5	46.3	18.1
	2019-20	35.6	13.3	34.1	17.1
	2018-19	30.5	10.0	47.6	11.9
WAGNER PEYSER	2020-21	38.5	30.5	26.5	4.6
	2019-20	55.0	29.4	13.3	2.4
	2018-19	59.4	22.6	15.9	2.0

	Year	Annual Median Participant Wage	% Exited	% Continuing Services	Demographic Data For Participants Served					
					% Male	% Female	% American Indian/ Alaska Native	% Asian	% Black/African American	% Hispanic/Latino
<i>Descriptions</i>		<i>(Median Wage for those in Column D)</i>	<i>% of Participants from Column D that exited</i>	<i>% of Participants from Column D that Continue to Receive Services</i>	<i>Demo Data for Participants Served in Column D</i>					
ADULTS	2020-21	\$ 6,242	61.0	39.0	48.7	51.3	1.1	2.2	39.0	10.8
	2019-20	\$ 4,803	26.5	73.5	38.7	61.3	0.9	1.5	38.4	12.8
	2018-19	\$ 5,237	58.1	41.9	35.6	64.4	1.0	1.0	32.7	13.5
DISLOCATED WORKERS	2020-21	\$ 1,692	12.5	87.5	75.0	25.0	0.0	0.0	25.0	37.5
	2019-20	\$ 6,229	62.5	37.5	62.5	37.5	0.0	0.0	12.5	50.0
	2018-19	\$ 4,526	33.3	66.7	58.3	41.7	0.0	0.0	8.3	50.0
YOUTH	2020-21	\$ 1,980	35.6	64.4	57.4	42.6	1.6	1.1	25.0	19.7
	2019-20	\$ 1,691	48.8	51.2	52.6	47.4	2.8	1.4	24.6	22.3
	2018-19	\$ 2,275	40.5	59.5	52.4	47.6	1.0	0.5	20.5	21.0
WAGNER PEYSER	2020-21	\$ 3,801	69.0	31.0	49.6	50.3	0.7	1.5	26.5	15.8
	2019-20	\$ 3,961	84.3	15.7	49.7	50.2	1.4	1.0	31.5	17.3
	2018-19	\$ 4,502	82.0	18.0	46.5	53.3	1.5	0.7	28.8	15.7

	Year	% Native Hawaiian/ Pacific Islander	% White	% More than One Race
<i>Descriptions</i>				
ADULTS	2020-21	0.7	54.6	2.2
	2019-20	0.6	53.9	1.8
	2018-19	0.0	61.4	2.3
DISLOCATED WORKERS	2020-21	0.0	62.5	0.0
	2019-20	0.0	62.5	0.0
	2018-19	0.0	75.0	0.0
YOUTH	2020-21	0.0	71.3	4.8
	2019-20	0.0	69.2	4.3
	2018-19	0.0	76.2	3.8
WAGNER PEYSER	2020-21	0.7	62.7	1.2
	2019-20	0.4	58.0	1.4
	2018-19	0.4	60.6	1.7

Collaborations and Efficiencies

Cost Saving Collaborations

- Partnership with LWDB 6:
 - CLM and North Florida (NF) have been in a finance and HR partnership for over 5 years. CLM serves as the financial administrator for NF and the PEO. NF contracts with CLM on financial services for \$50,000. This saves NF approximately \$50,000 in administrative costs.
 - CLM serves as the PEO for NF. When started NF was paying approximately \$800 per staff member per month for health insurance. The partnership resulted in NF healthcare costs being reduced to \$400 per month per staff, or approximately \$86,000 per year.
 - Because of the financial services, both boards join to select an audit firm, and this results in an additional savings in staff time and money.
- Partnership with Mid-FL Regional Manufacturers Association (MRMA):
 - MRMA is a single staff organization. As such, benefit costs were prohibitive. In a similar arrangement to LWDB 6, CLM serves as the PEO, enabling MRMA to recruit and retain a top executive with competitive pay and benefits.
- Partnership with Nature Coast Business Development Council (NCBDC): CLM serves in the same capacity as it does with MRMA.
- Partnership with local Community Action Agency:
 - CLM has made space available in our center for the Community Action Agency staff to collocate, allowing CAA to have a more affordable space in which to meet customers.
 - Many of these customers also use CLM services and are now able to obtain multiple services in one office.
- Cross regional collaboration on staff trainings to minimize costs: Welfare Transition, TAD Grants business services training, and Business U business services training.
-

Service efficiency Collaborations

- Economic Development as business outreach: CLM contracts with its three economic development partners- Ocala/Marion CEP; Citrus Chamber and NCBDC to serve as part of its business services/outreach team. This allows coordination of the economic and workforce services provided to existing businesses and business recruitment efforts. A current example of other

collaborations is a current Labor Force Retention survey that CLM is doing with the CEP.

- Collaboration with LWDB 9 (Gainesville)
 - Various staff serve as SME to assist as requested
 - Joint Ag Job Fair
 - Collaboration on training
 - Job development/business services
 - Jointly support marine manufacturing business meeting with our partners and area marine businesses to improve training and support industry-related economic development
- Collaboration with MRMA, LWDB12 and College of Central Florida to support MRMA members from Sumter County
- Co-location of Talent Center on the campus of College of Central Florida in Ocala to provide college placement and employment prep for all CF students as well as all educational partners in the region.

Recruitment Collaborations

- Hiring Event Coordination with Region 9 to hold an Agriculture Hiring Event simultaneously in person and virtual in our respective regions. Each region held an in-person event with businesses. We also had laptops available for job seekers to view the opportunities in the other region eliminating the need for travel.
- Levy-Gilchrist Career Fair was coordinated between Region10 and Region 7 and held at CF in Chiefland. Businesses from Levy and Gilchrist County were on hand to meet with job seekers. Business ranged from manufacturing, finance, agriculture, and public service.



RECORD OF ACTION/APPROVAL

Executive Meeting
Wednesday, March 2, 2022

TOPIC/ISSUE:

Level I Background Checks Request for Quote (RFQ)

BACKGROUND:

It is our current procedure to conduct a Level I background check on individuals enrolled in our Paid Work Experience (PWE) and Paid Internship (PI) programs. Ballard Investigations, the company we previously used to conduct background checks, dissolved in 2021 and is no longer in operation. It was determined that we should re-procure a service to provide this service to those enrolling in Experiential Learning.

POINTS OF CONSIDERATION:

- Certain criminal convictions might prohibit a candidate from entering into a work-based learning agreement with an employer.
- A Level I Background check will offer a screening tool to help ensure candidates are placed in the appropriate training position.

STAFF RECOMMENDATIONS:

Approve the release of an RFQ to solicit quotes from companies that offer Level I background checks to support the PWE and PI programs.

COMMITTEE ACTION:

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Executive Meeting
Wednesday,, March 2, 2022

TOPIC/ISSUE:

Training Provider renewal for Interstate Commercial Driving School (ICDS)

BACKGROUND:

ICDS has submitted a renewal application for continued provider eligibility for one program they wish to add to our Area Targeted Occupation List (ATOL). The program is:

- Commercial Motor Vehicle Class A Driving Program

POINTS OF CONSIDERATION:

Pursuant to local policy *OPS-28 Area Targeted Occupation List and Training Provider Selection* the approval of providers and programs will be based on several sets of criteria – primarily: All programs must operate a minimum of 12 months, must maintain acceptable performance thresholds for outcomes based on enrollments, completions and employment after training and must meet reporting requirements to the Florida Educational and Training Placement Information Program (FETPIP). This provider is licensed with the State of Florida and has reported a 97% completion rate with a 62% placement performance with an average wage of \$60,000 per year. Provider has a history of good performance prior to the pandemic and trains in a high demand occupation.

STAFF RECOMMENDATIONS:

- Approve renewal of Interstate Commercial Driving School as a training provider for CMV Class A Driving Program contingent upon a probationary review at 12 months.

COMMITTEE ACTION:

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Executive Meeting
Wednesday, March 2, 2022

TOPIC/ISSUE:

Training Provider renewal for National Training

BACKGROUND:

National Training has submitted a renewal application for continued provider eligibility for one program they wish to add to our Area Targeted Occupation List (ATOL). The program is:

- CDL NOW

POINTS OF CONSIDERATION:

Pursuant to local policy *OPS-28 Area Targeted Occupation List and Training Provider Selection* the approval of providers and programs will be based on several sets of criteria – primarily: All programs must operate a minimum of 12 months, must maintain acceptable performance thresholds for outcomes based on enrollments, completions and employment after training and must meet reporting requirements to the Florida Educational and Training Placement Information Program (FETPIP). The CDL NOW meets CareerSource performance measures based on reported numbers.

STAFF RECOMMENDATIONS:

- Approve renewal of National Training as a training provider for CDL NOW.

COMMITTEE ACTION:

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Executive Committee, Wednesday, March 2, 2022 Career Center Committee, Thursday, February 17, 2022

TOPIC/ISSUE:

Career Development Coach

BACKGROUND:

In a recent meeting with our Welfare Transition (WT) and Supplemental Nutritional Assistance Program (SNAP) team, they identified the need to increase efforts on placement and retention.

HB1507 directly attaches performance within the WT program to each LWDB's 'letter grade'. We feel we need to be proactive in bolstering staffing that will support positive outcomes of the program.

We are seeking approval to hire one full time Career Development Coach who will work with existing case managers and WT participants to increase focus on Employability Skills, Soft Skills and Work preparation with the WT and SNAP population to support them in job attainment and retention.

POINTS OF CONSIDERATION:

Addition of this position is contingent on sustained funding of the current SNAP program. At this time, we have experienced funding reduction and have moved SNAP costs to WT funding. The position will only be added once budgets are confirmed and appropriate funding is made available.

STAFF RECOMMENDATIONS:

Approve addition of a Career Development Coach to the WT/SNAP team upon funding availability.

COMMITTEE ACTION:

Career Center - Jorge Martinez made a motion to approve the Career Coach position contingent on funding. Christie McElroy seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Executive Committee, Wednesday, March 2, 2022
Career Center Committee, Thursday, February 17, 2022

TOPIC/ISSUE:

Re-entry Navigator position

BACKGROUND:

We have recently received funding from the DEO to add a Re-entry Navigator position. This position would be tasked with working with creating and maintaining linkages between correctional institutions and the workforce community, engage community partners to service returning citizens and build additional capacity within the workforce system to better serve justice-involved citizens.

POINTS OF CONSIDERATION:

Funding in the amount of \$175,000 was received to cover a two program year period.

STAFF RECOMMENDATIONS:

Approve the addition of a Re-entry Navigator position

COMMITTEE ACTION:

Career Center - Jorge Martinez made a motion to approve the funding allocation for the position and move staff costs to the new funding source. Judy Houlios seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Executive Meeting
Wednesday, March 2, 2022

TOPIC/ISSUE:

Agile Workforce Staffing Plan

BACKGROUND:

We are looking at ways to increase cross-program participation among our customer base while maximizing performance as we begin to see plans forming in response to HB1507. HB1507 describes a 'no wrong door' method of access for individuals seeking services. This approach requires a staffing pattern that is highly adaptable within all of our various funding streams and services. The attached Agile Workforce Staffing Plan addresses these needs by encouraging additional professional development within our own staff.

POINTS OF CONSIDERATION:

The Agile Workforce Staffing Plan will allow for increased services and a more holistic approach to serving our customers.

STAFF RECOMMENDATIONS:

Approve moving forward with implementation of the Agile Workforce Staffing Plan

COMMITTEE ACTION:

BOARD ACTION:

Agile Workforce Staffing Development Plan

Overview:

The purpose of the Agile Workforce Staffing Development Plan is to create a well-rounded, cross-trained staffing pattern that provides complete flexibility of staffing needs across programs. An agile workforce provides for a whole-person approach by assessing the customer's needs and determining what services best fit those needs, maximizes funding streams by blending services, funding, and performance across programs, and provides for a leaner, nimbler workforce whose workload is not dictated by program specific funding or customer traffic.

The basis of the agile staffing development plan is effective cross training, internal certification of program skills and abilities, and ongoing demonstration of skills through continued training and active case management. This career development approach is available to all CareerSource Citrus Levy Marion staff at pay grade levels 106 through 108 that manage individual customer (participant or business) case files in Welfare Transition/SNAP, Workforce Innovation and Opportunity Act (adult and dislocated worker), Wagner Peyser and Business Services.

Internal certification tests of programmatic skills will be developed in coordination with subject matter experts.

- Certification levels are based on additional knowledge areas beyond the employee's primary program of responsibility
 - Career Development Coach (CDC)/Business Development Coordinator (BDC) 1 – primary program of responsibility plus one additional program certification
 - CDC/BDC 2 - primary program of responsibility plus two additional program certifications
 - CDC/BDC 3 – primary program of responsibility plus three additional program certifications
- Compensation will be commensurate with the level of certification.
- Each certification level wage increase is based on a percentage of the employee's current wage and are stackable (each earned increase is in addition to previous increases earned).
 - CDC/BDC 1 – 3% increase
 - CDC/BDC 2 – 4% increase
 - CDC/BDC 3 – 5% increase

Eligibility:

Eligibility to participate in the program will be based on several criteria:

- Must be employed a minimum of twelve (12) months before the first level of certification can be earned.

- The employee must have successfully completed the Tier 1 – Florida Certified Workforce Professional training
- Must not have been previously certified in one of the certifiable areas in the last twelve (12) month period.
- Ongoing maintenance of a caseload in each previously certified program must be maintained. Caseload minimums are in addition to the normal level of caseloads for the employee’s primary program of responsibility (Case requirements may be waived depending on current economic impacts such as during mass layoffs, etc.):
 - WIOA AD/DW – 6 active cases
 - WT/SNAP – 6 active cases
 - Wagner Peyser – 10 active cases (ongoing case management of active job seeker)
 - Business Services – 6 active business accounts (including recruitment responsibilities)
- The employee must not have received a written disciplinary action (excluding final warnings) or have been placed on a Performance Improvement Plan (PIP) within the previous six (6) months of applying for any certification level.
- The employee must not have received a final written disciplinary action, OR more than one disciplinary action for different reasons within the previous twelve (12) months of applying for any certification level.

Certification Process:

Four (4) certification exams cover the certifiable program areas:

- Workforce Innovation and Opportunity Act Adult and Dislocated Worker
- Welfare Transition and SNAP
- Wagner Peyser – Including Jobs for Veterans State Grant (JVSG), Rapid Response processes, WARN, Trade Adjustment Act, and RESEA
- Business Services – Including On the Job Training, Customized/Employed Worker Training, Paid Internship and Work Experience, Apprenticeship

Each exam consists of 100 randomized questions. A passing score is based on an 85% successful response rate. Test scores will be provided on a pass/fail basis.

Eligible employees may test a maximum of three (3) times in a twelve-month period in a certifiable area.

Eligible employees that fail a certification test three (3) times must wait a minimum of twelve (12) months before applying to test again in any of the certifiable areas.

Application:

1. Employees may apply to sit for a certification test by emailing the Director of Operations with their request.
2. The Director of Operations will verify
 - a. that no disciplinary actions exist in the employee’s file limiting their eligibility

- b. that the employee has not gained a prior certification within the last twelve (12) months
 - c. that the employee has not exceeded their testing limits within the last twelve (12) months, and
 - d. continued caseload management requirements have been met for previous certifications
3. The Director of Operations will notify the employee of any adverse decision
 4. The Director of Operations will notify the employee, the Director of Continuous Improvement and Human Resources if the employee meets all eligibility criteria
 5. The employee and the Director of Continuous Improvement will decide on an agreed upon date and time for the employee to sit for the exam

Completion:

1. The Director of Continuous Improvement will notify the employee, Human Resources and the Director of Operations of the employee's test results for appropriate tracking
2. Upon successful completion the Director of Operations will complete an Employee Action Form detailing the attained certification and appropriate compensation adjustment and will forward to Human Resources for completion
3. Human Resources will make necessary adjustments to the employee's file, obtain required signatures, and will forward to payroll for processing.
4. Compensation adjustments will be reflected in the next full pay period following the pay period in which the certification was earned.



RECORD OF ACTION/APPROVAL

Executive Committee, Wednesday, March 2, 2022 Career Center Committee, Thursday, February 17, 2022

TOPIC/ISSUE:

Staffing Firm Collaboration Meeting

BACKGROUND:

In the past we have had co-location agreements with staffing firms within our career centers. We feel that re-engagement of the staffing industry in our centers will be beneficial not only for us, but to the staffing firm(s) that are selected to co-locate. This approach will jointly drive additional foot traffic into our offices.

POINTS OF CONSIDERATION:

At this time, we feel that a meeting with representatives from the staffing industry will better equip us to develop a competitive Request for Proposals (RFP) that will be used to select a firm or firms should we move forward after the collaboration meeting.

STAFF RECOMMENDATIONS:

Approve the release of an announcement/invitation for a collaboration meeting to determine the best approach to an RFP.

COMMITTEE ACTION:

Career Center - Jorge Martinez made a motion to approve outreach efforts to staffing firms. Lanny Mathis seconded the motion. Motion carried.

BOARD ACTION:

Background

In the past CLM has worked with local staffing firms in a number of ways. These include specialized job fairs, as well as co-location at its 14th street Career Center.

Discussion

Today the demand for staff and the availability of applicants is affecting CLM's and, we are certain, the staffing industry in meeting the demands of their customers. CLM is interested in discussing renewing a partnership with the local staffing industry through offering space for co-location of a remote staff member at one or all three of its Career Centers. These are located in Ocala, Lecanto and Chiefland. One firm would be co-located at each site, this may be a different firm at each site.

In order to move forward, CLM is exploring the interest in such a partnership with members of the staffing industry. The selection of the firm(s) must be based upon a competitive RFP. In order to develop an RFP, CLM desires to have a discussion on the interest by members of the industry. The meeting will be held as follows:

Date: TBA

Time: TBA

Location: TBA

In order to better inform the industry, CLM has developed the following DRAFT criteria:

- CLM will provide one cubicle/office (depending on location), equipped with a desk and two chairs.
 - The firm is responsible for all other equipment to conduct their business.
 - CLM will provide "Guest" Internet access.
- Applicants entering CLM will be required to complete a short registration in CLM's MIS system.
 - this allows CLM to gain initial customer information and identify their reason for visiting the career center.
 - The selected staffing firm will be listed as a service alternative for customer selection.
 - The staffing firm will be notified of customers initially selecting them for service.
- Applicants seeking employment (but not selecting the staffing firm service option) will be advised of the on-site staffing firm presence by resource room staff as an additional option.

- There is no requirement to share individual placement information with CLM, as fully registered customer placement data is retrieved by the State through its system partners.
 - The firm(s) will be asked to provide a numerical summary of customers placed quarterly.
- CLM will, through its normal processes, inform applicants of the availability/co-location of the staffing firm at its location(s).
 - The staffing firm will be required to inform its customers/potential customers of their co-location at the CLM site(s).

Our discussion will be to gain input on these DRAFT criteria and discuss the process and means of determining a successful firm through a competitive process.



RECORD OF ACTION/APPROVAL

Executive Meeting
Wednesday, March 2, 2022

TOPIC/ISSUE:

Sector Strategies Policy

BACKGROUND:

In 2015, in accordance with the Workforce Innovation and Opportunity Act (WIOA), the Local Workforce Development Area (LWDA) 10 consortium identified the development and implementation of sector initiatives for in-demand industry sectors or occupations for the region as a goal for regional planning. Sector partnerships are business-driven partnerships among companies in a targeted industry and other regional partners who work together to develop and implement solutions for the industry's workforce and other needs. A Strategic Planning session was held in 2015 and, the following sectors were identified as Targeted Sectors as a result:

- Healthcare
- Manufacturing/Distribution
- Information Technology
- Transportation/Logistics

Later, Construction and Hospitality were added in response to changes in the regional economy. CSCLM has made these sectors priority for Work Based Training programs and has aligned Business Services staff within these demand sectors. A new Sector Strategies policy has been written to formalize the current sector approach employed by the region in compliance with State guidance.

POINTS OF CONSIDERATION:

This policy will not supersede existing policies but will act as a guide to help staff understand the targeted sectors when providing Work Based Training options that are available to our local employers and career seekers through the WIOA and TANF.

STAFF RECOMMENDATIONS:

Approve the Sector Strategies Policy in accordance with WIOA regulations.

COMMITTEE ACTION:

BOARD ACTION:



POLICIES AND PROCEDURES

SECTION: Program Operations	POLICY #: 85	PAGE 01 of 02
TITLE: Sector Strategies	EFFECTIVE DATE:	
Dated:		

DISTRIBUTION: CareerSource Citrus Levy Marion Staff

PURPOSE: To provide policy by which industry sectors are chosen as Targeted Sectors under the Workforce Innovation and Opportunity Act (WIOA) to ensure workforce system alignment.

BACKGROUND: Sector partnerships are business-driven partnerships among companies in a targeted industry and other regional partners who work together to develop and implement solutions for the industry's workforce and other needs. In 2015, in accordance with WIOA, the Local Workforce Development Area (LWDA) 10 consortium identified the development and implementation of sector initiatives for in-demand industry sectors or occupations for the region as a goal for regional planning.

I. POLICY

- I. LWDB 10 has convened labor market partners, local businesses and educational partners into a steering council to determine the major sector markets regarding workforce, education and private industries.

- II. The LWDB10 board has adopted the following as targeted sectors for the Citrus Levy and Marion County workforce region:
 - a. Healthcare
 - b. Manufacturing/Distribution
 - c. Information Technology
 - d. Transportation/ Logistics
 - e. Construction
 - f. Hospitality

- III. These sectors are the target of our work-based training funds and are highlighted in our Workplace Learning policies which provide for Work Based Training (WBT) options that are available to our local employers and career seekers through the Workforce Investment and Opportunity Act (WIOA) and through the Temporary Assistance for Needy Families (TANF). Within these different funding sources are a variety of strategies to assist in training for career seekers and employees. These options include On the Job Training (OJT), Customized Training, Incumbent Worker and Internships. The purpose is to provide participants an opportunity to develop employability skills, acquire job specific knowledge and gain work experience in an area that helps prepare them for self-sufficient employment. WBT must be in a demand occupation that is listed on our area targeted occupation list (ATOL) or the State targeted occupation list (OPS 28) or be an occupation that is part of our sector-based strategy in the industry sectors outlined above.

- IV. Labor Market Information (LMI) data is pulled and reviewed on both a monthly and quarterly basis, and this information is presented to the area chambers, education and business partners as requested to ensure workforce system alignment in our targeted sectors.
- V. The LWDB ensures the Business Services staff are trained to understand and use labor market information and other data in their customer interactions and service delivery. Target industries' input on their workforce demand and sector driven challenges is used by the LWDB to understand the development and delivery of training for staff who serve businesses and job seekers/workers. Staff are assigned within our Business Services group to specific sectors and aligned to chamber staff, to meet and speak on a regular basis. These meetings center around business retention and expansion specifically in the targeted sectors. Staff regularly share the data that they collect with one another, meet regularly to review the data as it pertains to the development of industry sector strategies, and build agreement on data fluctuations and implications, including how best to implement strategies based on the data.
- VI. The LWDB has established an industry comparison measure for tracking the effect of its sector strategy efforts. The LWDB uses information from these measures, as well as employer and job seeker/worker feedback, to form sector design, relationship building amongst partners, strategic planning, and other aspects of its sector strategy endeavors.

OFFICIAL SIGNATURE

**Thomas E. Skinner, Jr.
Chief Executive Officer**

EVP Coord: