



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

**BUSINESS AND ECONOMIC DEVELOPMENT COMMITTEE AGENDA**  
Wednesday, August 10, 2022 – 9:00 a.m.

Join Zoom Meeting: <https://us02web.zoom.us/j/82465451775>  
Phone No: 1-646-558-8656 (EST) Meeting ID: 824 6545 1775

Call to Order		P. Beasley
Roll Call		C. Schnettler
Approval of Minutes, May 12, 2022	Pages 2 - 5	P. Beasley

**DISCUSSION ITEMS**

State Update		R. Skinner
Workforce Issues that are Important to Our Community		R. Skinner

**PUBLIC COMMENT**

**ACTION ITEMS**

None

**PROJECT UPDATES**

Economic Development Partner Reports		
Citrus		
Levy		J. Wilson / S. Osteen
Marion		K. Sheilley
MRMA	Pages 6 - 7	K. Betz
Good Jobs Grant		R. Skinner
Talent Center	Page 8	A. Abrams
Event Report	Page 9	C. Weaver
Experiential Learning	Page 10	C. Weaver
Metrix Users Report	Page 11	C. Weaver
YouthBuild	Page 12	C. Weaver
Contracts Reporting	Page 13 - 15	C. Galica

**MATTERS FROM THE FLOOR**

**ADJOURNMENT**

2022 – 2023 MEETING SCHEDULE						
Performance/ Monitoring	Business and Economic Development	Career Center	Marketing/ Outreach	Executive	Full Board	
Tuesday, 9:00 am	Wednesday, 9:00 am	Thursday, 9:30 am	Wednesday, 9:00 am	Wednesday, 9:30 am	Wednesday, 11:30 am	
8/9/2022	8/10/2022	8/18/2022	8/17/2022	8/31/2022	9/7/2022	CF Levy
11/8/2022	11/9/2022	11/17/2022	11/16/2022	11/30/2022	12/7/2022	CF Ocala
2/7/2023	2/8/2023	2/16/2023	2/22/2023	3/1/2023	3/8/2023	CF Lecanto
5/9/2023	5/10/2023	5/18/2023	5/24/2023	5/31/2023	6/7/2023	CF Ocala

**OUR VISION STATEMENT**

*To be known as the number one workforce resource in the state of Florida by providing constructive tools and professional supportive services that are reflected in the quality of our job candidates and meet the needs of the business community.*



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

**MINUTES**

DATE: May 12, 2022  
PLACE: College of Central Florida, Enterprise Center  
3003 SW College Road, Ocala, FL 34474  
TIME: 9:00 a.m.

**MEMBERS PRESENT**

Angie White  
Bryce Morrison (Kevin Sheilley)  
Jeff Chang  
Kathleen Betz  
Kevin Cunningham  
Mark Paugh  
Mike Kelly  
Phillip Geist  
Scott Osteen (Joyce Wilson)

**MEMBERS ABSENT**

John Hemken  
Lewrissa Johns  
Pete Beasley, Chair

**OTHER ATTENDEES**

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

Cira Schnettler, CSCLM  
Patrick Gillen, TPMA

**CALL TO ORDER**

The meeting was called to order by Kevin Cunningham, at 9:00 a.m.

**ROLL CALL**

Cira Schnettler called roll and a quorum was declared present.

**APPROVAL OF MINUTES**

Mark Paugh made a motion to approve the minutes from the February 10, 2022 meeting. Jeff Chang seconded the motion. Motion carried.

**DISCUSSION ITEMS**

**State Update**

Rusty Skinner updated the committee on the following items:

- House Bill 1507 called for a review and realignment of the workforce system. The State has hired a consultant to review the feasibility of the alignment. The regional directors and the consultants recently met to discuss. The directors of large and small regions appealed to the consultants that the local system is designed well and meets the needs of Florida's population.

Rusty Skinner provides continuous updates to the local elected officials as discussions move forward.

The consultant will provide an initial report at the June 8<sup>th</sup> CareerSource Florida board meeting for review and discussion. The consultants final report will be released by June 30<sup>th</sup>.

- Rusty Skinner stated that Casey Penn with DEO Workforce Services has resigned. Casey was a champion for the local system with a keen understanding of local program operations.
- Rusty Skinner explained that there has been a recent change to the Consortium. Levy and Citrus Commissioners have remained the same. The Marion BOCC Chairman, Carl Zalak has appointed himself to the Consortium. The Consortium plans to meet in June and a new Consortium chair will need to be selected.

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

Jeff Chang presented a couple of questions to the committee based on challenges he is finding in the industry. He asked if a skills assessment has been done engaging businesses on what their future needs will be. He also asked what can be done now in the school system to prepare future workforce. Rusty Skinner responded that the management team has been working on the goals for the next program year. One of the goals is to shift the focus from young adults out of school to youth in school. We will be working with the school district to promote business interests into the schools. We will continue to host youth expos that will expose youth to a variety of career paths. We will work with community partners such as MRMA. Mike Kelley shared that the high schools are focusing and adjusting their programs accordingly. The Marion school district is working with MTC to offer dual enrollment opportunities to high schoolers. Discussion continued amongst the members to include challenges in affordable housing, apprenticeships, liability, and business engagement.

#### Draft Strategic Plan

Rusty Skinner explained that after the March board meeting all comments were added to the plan. The plan has been emailed to all board members and will be presented at each committee meeting, then brought before the full board in June for final approval. The plan will be implemented in July 2022. Members can email comments to Rusty Skinner.

#### **PUBLIC COMMENT**

None

## **ACTION ITEMS**

None

## **PROJECT UPDATES**

### **Economic Development Partner Reports**

Citrus:

- Kevin Cunningham shared that the new parkway has been open for about two months and has about fourteen thousand travelers a day. This increase in activity to Citrus County is causing interest for retail developers. There are plans for a Target and an Aldi's, plus other prospective retailers are looking at commercial properties. There is also community debate regarding the Florida Turnpike extension and the effects it may have on the area.

Levy:

- Scott Osteen stated that a group of county commissioners and economic development partners will be traveling to a rural town in Alabama that has been successful in creating economic development, while also maintaining a small-town feel. The group hopes to bring back concepts that can be applied to Levy County to improve economic development.

Marion

- Bryce Morrison shared the below:
  - Projects activity is going strong.
  - There is a new opportunity in the planning stages for 3 million square feet.
  - The CEP has expanded staff and hired a growth officer for business creation and attraction efforts.

### **MRMA**

Kathleen Betz stated that MRMA will be updating their branding and website. The complete rebrand is expected to be finished by the end of this month. The Golf tournament has been moved to October. All proceeds are always directed back into programming. MRMA continues to strengthen relationships by being the link between businesses and the school system in our region.

### **Good Jobs Grant**

Rusty Skinner explained that the grant has been submitted and if awarded implementation should begin by July. Notification should happen by the end of this month. If the grant is not awarded the plan is to move ahead with a smaller scale pilot program and meet with community partners.

### **Talent Center**

Andrea Abrams reviewed the quarterly Talent Center report. She explained that the Talent Center team has access to Zip Recruiter through the new applicant tracking system. The team received five resumes for a CEO position in Citrus County from Zip Recruiter, as well as several IT candidates. Andrea Abrams is actively recruiting to fill an open position within Talent Center.

### Event Report

Cory Weaver highlighted items from the Event Report and provided updates on the recent youth job fairs. Our top events continue to be Amazon, AutoZone, and E-one.

### Experiential Learning Contracts

Cory Weaver summarized each section of the report and noted successful hires.

### Metrix Users

Cory Weaver shared details from the report, noting the most popular pathways and courses. She noted the popular pathways includes Human Services and Government/Public Sector. These results aligned with recent survey responses that were received from students at the youth expos. She also noted an increase in math classes in the popular courses section of the report.

### YouthBuild

Cory Weaver was happy to report that the fourth cohort is underway and that we have been approved for another YouthBuild grant.

### **MATTERS FROM THE FLOOR**

None

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:57 a.m.

### **APPROVED:**

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## Executive Director Report

Period covering May 1, 2022 – July 31, 2022

Some of the more pertinent Mid-FL Regional Manufacturers Association (MRMA) activities since May 1<sup>st</sup> in addition to servicing member needs include:

- We are in the final stage of our rebranding; the last three months have been dedicated to building the face and pages of the new website, the new logo, new social media pages and communications.
  - Work continues on preparations for the 18<sup>th</sup> Annual MRMA Golf Tournament to be held on October 6<sup>th</sup>; the tournament is an important event for us as the proceeds fund the requests for assistance we receive from area schools in our four county region.
  - Educational Funding Requests since January 1<sup>st</sup> for Marion, Citrus and Levy counties have resulted in over \$10,000 being awarded with additional monies being held for Sumter county awaiting requests. Awards were made to Withlacoochee Technical College, College of Central Florida, Belleview High School RAD Academy, Lockheed Martins Annual STEMCon program and the IHMC Robotics Summer Camp program. Funds are made possible through the annual golf tournament. MRMA continues to collaborate with educational partners to find qualifying areas of need we can support utilizing the proceeds from the recent golf tournament. Areas of focus include activities such as Youth Expos and Robotics camps as well as school programming related to manufacturing, engineering, robotics, distribution, logistics and supply chain management for Marion, Citrus, Levy and Sumter counties.
  - July 1<sup>st</sup> was the deadline for the MRMA Rob Adamiak Memorial Scholarship program made possible through our endowment with the College of Central Florida Foundation. Applications have been reviewed by the committee and awards to four students have been made. The announcement will be made public in August.
  - MRMA continues to work with CSCLM on bringing new training opportunities and building apprenticeship programs for Citrus, Levy and Marion employers. More information will be available in August.
  - The C-Suite Forum for Fall 2022 and Winter 2023 are in the planning stages as we build the program to the next level.
  - MFG Day (Year) activities: MRMA is exploring other opportunities to bring industry and students together to celebrate MFG Day (Year in Florida) this year with in person activities being explored such as a Welding camp to support the industries in Levy county; student and advisor industry tours in all four counties we serve; industry visits to the classrooms both in person and through virtual presentations to name a few items being explored.
  - MRMA continues to be an active Advisory Committee member for related meetings to
- 6 Manufacturing, Distribution, Logistics and Supply Chain Management for programs at CF, MTI

(BAC), CTE, MTC, WTC, LSSC, Advisory Council for Sumter County Adult Education, Advisory Board for MTC CDL program and in Levy County for CTE programs.

- Meetings continue in Sumter County with partners Sumter County Economic Development, Florida Makes, GrowFL, CareerSource Central Florida, Lake-Sumter State College, Sumter County Schools – CTE, WTC, and Lake Technical College. The meetings are used to share resources, update everyone on programs and growth in the county as well as to strategize and develop ways to improve business services to Sumter County businesses. This monthly meeting has proved to be a valuable resource in building key partnerships and penetration into the county.
- Continue to attend monthly RMA network meetings through FloridaMakes including Advocacy monthly meetings.

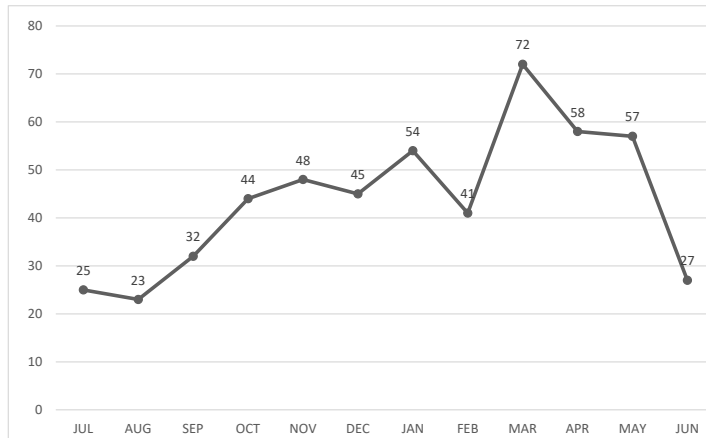


### TRAFFIC COUNT

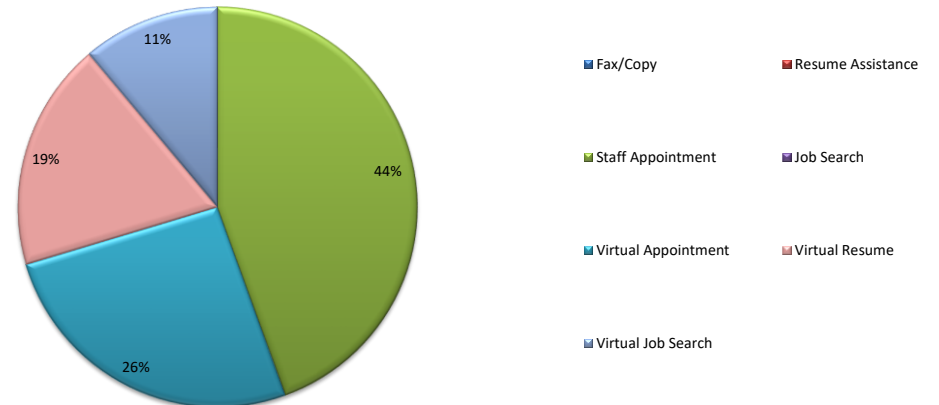
	PY 21-22												YTD
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
<b>REFERRALS</b>	6	17	12	7	7	6	9	11	6	5	5	3	94
<b>PLACEMENTS</b>	4	8	6	5	5	4	4	8	7	2	7	3	63
<b>INTERNSHIPS</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>OJT/WEX/CBT</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TRAFFIC*</b>	25	23	32	44	48	45	54	41	72	58	57	27	526

### SERVICES BREAKDOWN

CENTER TRAFFIC BY MONTH



\* Center traffic counted by in office and virtual services provided



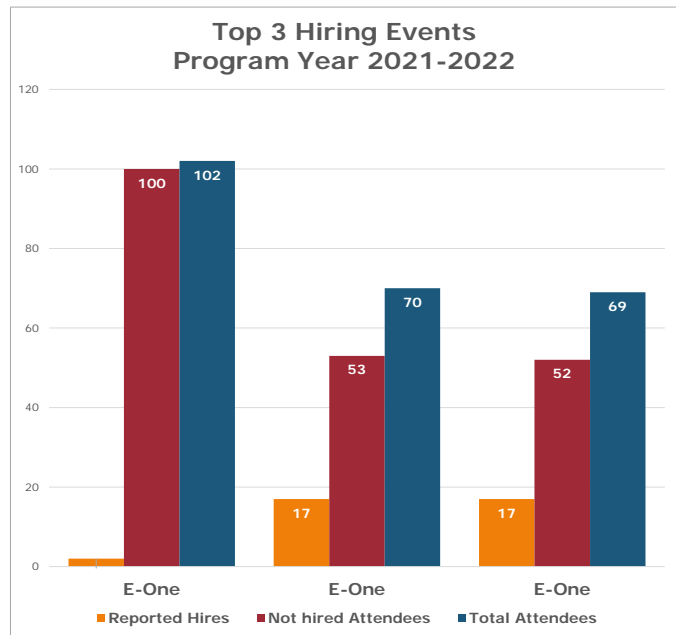
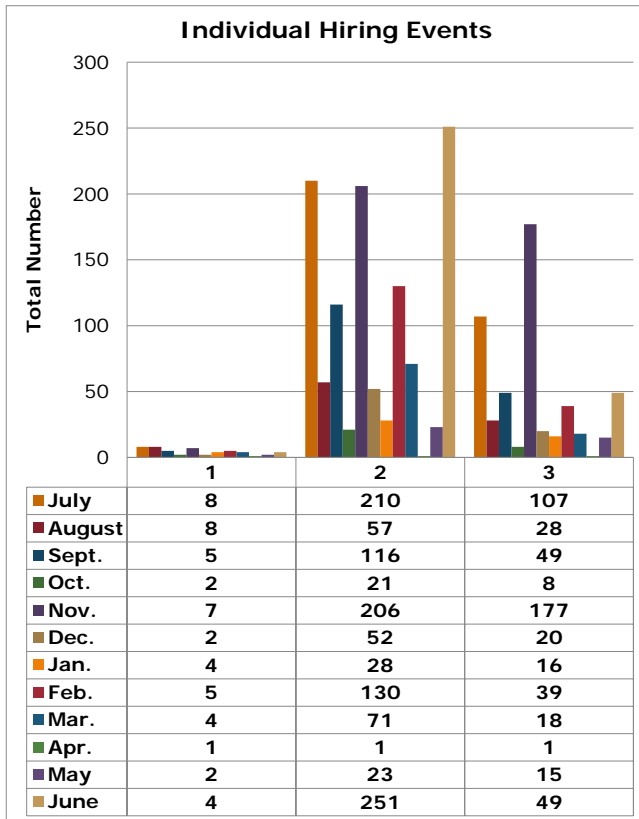
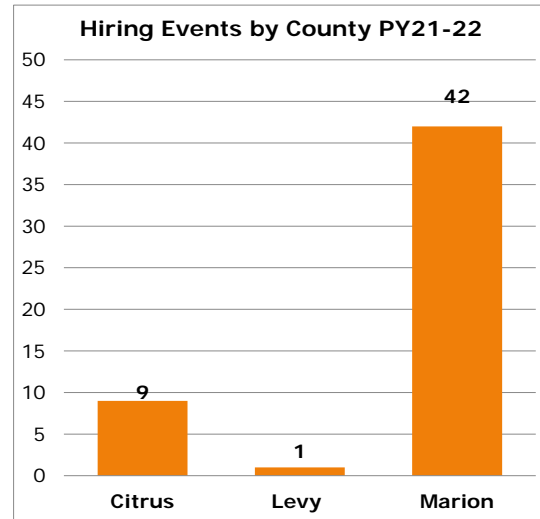


**PY 21 - 22 Individual Events**

Total Events: 52  
 Attendees: 1166  
 Reported Hires: 526

**PY 21 - 22 Job Fairs**

Attendees: 467  
 Businesses: 182



**Other Recruitment Events 4/2022 - 6/2022**

Event Date	Event Name	Event Location	County
4/4	Juniper Landscaping	14th Street	Marion
5/3	RealTruck	RealTruck	Marion
5/31	Juniper Landscaping	14th Street	Marion
6/1	CSL Plasma	14th Street	Marion
6/3	Amazon	14th Street	Marion
6/15	Signature Brands	14th Street	Marion
6/30	Youth Opportunity Investment LLC	14th Street	Marion



# Experiential Learning Contracts

PY2021-2022

## Customized Training

Business	Industry	Total Trained	Employer Contribution	CareerSource Reimbursement	Begin	End Date	Status
Winco Mfg., LLC	Manufacturing	1	\$1,511.90	\$1,511.90	9/20/2021	9/24/2021	Completed - Retained
Ancorp	Manufacturing	1	\$608.50	\$608.50	9/13/2021	9/14/2021	Completed - Retained
The Pregnancy & Family Life Center	Healthcare	1	\$11,200.00	\$2,000.00	10/11/2021	4/1/2022	Completed - Retained
Donarra Extrusions	Manufacturing	7	\$2,386.30	\$2,386.30	4/27/2022	6/30/2022	Completed - Retained
Winco Mfg., LLC	Manufacturing	1	\$1,728.42	\$1,728.42	4/19/2022	4/21/2022	Completed - Retained

## On the Job Training

Business	Industry	Total Trained	Employer Contribution	CareerSource Reimbursement	Begin	End Date	Status
Max-Air Heating and Air Conditioning, Inc.	Construction	1	\$4,356.00	\$6,067.30	8/9/2021	1/31/2022	Completed - Retained
NuCore Products LLC	Manufacturing	1	\$4,800.00	\$4,790.00	8/30/2021	11/28/2021	Completed - Not Retained
The Pregnancy & Family Life Center	Healthcare	1	\$4,404.09	\$4,448.07	9/27/2021	12/19/2021	Completed - Retained
Marion Precision Tool, Inc	Manufacturing	1	\$7,811.50	\$6,148.87	11/3/2021	5/1/2022	Unsuccessful Completion
His House for Her, Inc.	Healthcare	1	\$4,632.00	\$4,832.00	4/12/2022	8/23/2022	In Progress

## Paid Work Experience

Business	Industry	Total Trained	Wage	Begin	Status
Electus Media	IT	1	\$19.80	8/16/2021	Completed - Retained
Quad Nurse LLC	Healthcare	1	\$10.80	8/30/2021	Unsuccessful
Zeneration Media	IT	1	\$18.00	11/29/2021	Completed - Retained
Electus Media	IT	1	\$22.50	4/19/2022	Completed - Retained

## Internships

Business	Industry	Total Trained	Wage	Begin	Status
Viceroy Home Health, LLC	Healthcare	1	\$13.95	2/9/2022	Completed - Not Retained
Beacon Software Solutions, Inc.	IT	1	\$17.31	2/28/2022	Completed - Not Retained

## Apprenticeship

Business	Industry	Occupation	Total Trained	Begin	Status
Marion Technical College	Manufacturing	Masonry	9	9/1/2019	1 In Progress / 1 Successful w/ emp / 7 Unsuccessful (5 closed w/ emp)
Lockheed Martin	Manufacturing	Electronic Assembler	4	Spring 2020	2 Hired PY20-21, 2 Hired PY 21-22
Marion Technical College	Construction	Carpentry	n/a	TBD	Delayed - Waiting on MTC Guidance
College of Cental Florida / AHLEI	Other	Hospitality	n/a	TBD	Delayed due to Covid



# SKILL UP USERS

LOCATION	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Total
Citrus	6	2	24	3	9	13	5	4	5	1	2	1	5	2	3	3	1	5	2	2	118
Citrus - CF	3	2	8	5	2	0	1	1	0	1	1	0	1	0	2	0	0	0	1	1	37
Levy	2	2	6	2	2	1	0	1	1	3	0	0	1	0	0	0	1	0	0	0	28
Levy - CF	1	0	5	1	0	1	1	2	0	0	1	0	0	0	0	0	1	0	0	1	19
Marion	7	7	36	13	3	7	3	5	1	5	9	6	2	3	4	5	6	2	3	7	193
Marion - CF	11	5	44	14	3	5	2	2	1	8	3	2	0	1	1	2	1	2	1	3	124
<b>TOTAL</b>	<b>30</b>	<b>18</b>	<b>123</b>	<b>38</b>	<b>19</b>	<b>27</b>	<b>12</b>	<b>15</b>	<b>8</b>	<b>18</b>	<b>16</b>	<b>9</b>	<b>9</b>	<b>6</b>	<b>10</b>	<b>9</b>	<b>11</b>	<b>8</b>	<b>7</b>	<b>14</b>	<b>519</b>

**Popular Pathways**

- 1. Business (Administrative/Management)
- 2. Healthcare
- 3. Information Technology
- 4. Entry Level Pathway - General
- 5. Government/Public Sector

**Popular Courses**

- 1. Writing Effective Emails and Instant Messages
- 2. Be a Better Listener
- 3. Becoming More Professional through Business Etiquette
- 4. Being an Effective Team Member
- 5. Abbreviating, Capitalizing, and Using Numbers
- 6. Time Management: Quit Making Excuses and Make Time Instead
- 7. Getting the Details Right: Spelling Basics
- 8. The Art and Science of Communication
- 9. Using Punctuation Marks
- 10. Basic Business Math: Averages and Equations
- 11. Time Management: Ready, Set FOCUS!
- 12. Using the Parts of Speech
- 13. Working with the Interface and Performing Basic Tasks in Word 2016
- 14. Creating Well-constructed Sentences
- 15. Establishing Self-confidence for Life

## **YouthBuild Performance Update 2020-2022**

### **YB Cohort 1: (July 1, 2020 – December 31, 2020)**

Enrolled: 11

Completed: 8

# Receiving HS Diploma: 8

# Receiving Additional Certs: Certifications Total= 74 NRF- 8, AHLEI Front Desk-7, AHLEI Restaurant Server-8, AHLEI Guestroom Attendant-8, AHLEI Maintenance Employee-8, Forklift-9, Safe Staff-9, OSHA-9, Warehouse- 8

# Exited with Employment: 6

# Exited with Education: N/A

# Exited as Outcome: None

### **YB Cohort 2: 2/8/2021**

Enrolled: 11

Completed: 9

# Receiving HS Diploma: 7

# Receiving Additional Certs: Certifications Total= 74 NRF- 8, AHLEI Front Desk-4, AHLEI Restaurant Server-4, AHLEI Guestroom Attendant-6, AHLEI Maintenance Employee-3, Forklift-11, Safe Staff-11, OSHA-11, Warehouse- 9, HBI-7

# Exited with Employment: 11

# Exited with Education: 0

### **YB Cohort 3: 8/23/2021**

Enrolled: 12

Completed: 11

# Receiving HS Diploma: 8

# Receiving Additional Certs: Certifications Total= 72 NRF- 8, AHLEI Front Desk-7, AHLEI Restaurant Server-7, AHLEI Guestroom Attendant-7, AHLEI Maintenance Employee-6, Forklift-11, Safe Staff-12, OSHA-11, Warehouse- 11, HBI- 8

# Exited with Employment: 2

# Exited with Education: 0

# Exited with Outcome: 1

### **YB Cohort 4: 2/7/2022**

Enrolled: 15

Completed: 13

# Receiving HS Diploma: 9

# Receiving Additional Certs: NRF- 8, AHLEI Front Desk-9, AHLEI Restaurant Server-9, AHLEI Guestroom Attendant-9, AHLEI Maintenance Employee-9, NRF Warehouse-5, Forklift-15, Safe Staff-

15, OSHA-15, CF Warehouse- 15, HBI- 8, Total as of 6/30/2022 = 117 total credentials earned

# Exited with Employment: TBD (pending program exit on 8/7/2022 5-6 are currently employed and have not closed yet)

# Exited with Education: TBD

Contract Performance  
PY2021-2022



	Q1 PY21-22			Q2 PY21-22			Q3 PY21-22			Q4 PY21-22			ANNUAL		
County Chamber/EDC	# Goals	Goals Met	Rate	# Goals	Goals Met	Rate	# Goals	Goals Met	Rate	# Goals	Goals Met	Rate	# Goals	Goals Met	Rate
CITRUS (Citrus Chamber)	4	3	75.00%	5	5	100.00%	5	4	80.00%	4	3	75.00%	5	4	80.00%
MARION (CEP)	4	4	100.00%	5	4	80.00%	6	6	100.00%	5	5	100.00%	6	6	100.00%

	Q1 PY21-22			Q2 PY21-22			Q3 PY21-22			Q4 PY21-22			ANNUAL		
Eckerd Youth Connects	Rate	# Closed Successfully	Payment	Rate	# Closed Successfully	Payment	Rate	# Closed Successfully	Payment	Rate	# Closed Successfully	Payment	Rate	# Closed Successfully	Payment
Youth Positive Outcomes (Goal: 80%)	93%	14	\$5,362.00	82%	22	\$8,426.00	80%	20	\$7,660.00	94.00%	24	\$9,192.00	87.37%	80	\$30,640.00



Marion County Summary

Activity	Q1 PY21-22				Q2 PY21-22				Q3 PY21-22				Q4 PY21-22				ANNUAL
	JUL	AUG	SEP	Q1 RATE	OCT	NOV	DEC	Q2 RATE	JAN	FEB	MAR	Q3 RATE	APR	MAY	JUN	Q4 RATE	RATE
Conduct at least one quarterly meeting with CSCLM Director of Operations to discuss business needs and challenges (4)			1	100.00%	1			100.00%		2	1	300.00%				0.00%	125.00%
Monthly meetings with key business staff to maintain communication of new and existing projects as well as current business needs (12)	1	1	1	100.00%	1	1		66.67%	1	1	2	133.33%				0.00%	75.00%
Conduct joint business and retention visits (16)		9	10	475.00%			3	75.00%		10		250.00%				0.00%	200.00%
Provide business referrals to Talent Center for professional recruitment services (8)	4	8		600.00%			5	250.00%				0.00%				0.00%	212.50%
Provide staff to cover staffing requirements during the two days of the annual Marion County Youth Career Expo (2)				N/A				N/A	3			150.00%				N/A	150.00%
Assist with planning, scheduling, staffing and logistics for the annual Marion County Youth Career Expo during Q3 (1)				N/A	1	1	1	0.00%				N/A				N/A	300.00%

**Industrial Maintenance Roundtable**

**September 30th**

- Custom Window Systems
- Dollar Tree
- Signature Brands
- Chariot Eagle
- AutoZone
- ClosetMaid
- ANCORP
- Trinity Surfaces
- E-ONE
- Lockheed Martin

**Manufacturing Roundtable**

**September 30th**

- Outlaw Snax
- Trinity Surfaces
- Chariot Eagle
- Signature Brands
- E-ONE
- Lockheed Martin
- ClosetMaid
- Cardinal LG
- Winco Mfg.

**HVAC Meeting**

**July 21st**

- ANCORP
- Mars Water
- Dixie Metal Products
- FedEx Ground



**Citrus County Summary**

Activity	Q1 PY21-22				Q2 PY21-22				Q3 PY21-22				Q4 PY21-22				ANNUAL
	JUL	AUG	SEP	Q1 RATE	OCT	NOV	DEC	Q2 RATE	JAN	FEB	MAR	Q3 RATE	APR	MAY	JUN	Q4 RATE	RATE
Quarterly Meetings (4)			1	100.00%		1		100.00%		1		100.00%				0.00%	75.00%
Jointly Conduct (3) Retention Calls per Quarter (12)				0.00%	1	2		100.00%	1			33.33%				0.00%	33.33%
Provide Business Referrals for Talent Center openings (8)		2	1	150.00%	2	1	1	200.00%	2	1		150.00%				0.00%	125.00%
Provide business referrals for workforce services with at least one referral per quarter specifically for work-based training opportunities (referral tracking should be for all workforce services: recruitment, needs assessment, work-based training, etc.) (24)	8	3	6	283.33%	3	12	3	300.00%	4	2		100.00%				0.00%	170.83%
Provide Staff to cover staffing requirements during the Annual Citrus County Career Youth Expo				N/A	0	0	0	N/A	1			100.00%				N/A	100.00%
Assist with planning and provide staff as needed for Youth Career Expo				N/A	0	0	1	100.00%	0	1		100.00%				N/A	200.00%