

# CAREERSOURCE CITRUS LEVY MARION BOARD MEETING

#### **MINUTES**

DATE: September 7, 2022

PLACE: College of Central Florida, Levy Campus

TIME: 11:30 a.m.

#### **MEMBERS PRESENT**

Albert Jones
Angie White
Arno Proctor
Ben Whitehouse
Brandon Whiteman

Carl Flanagan Charles Harris

Christie McElroy

Darlene Goddard

Debra Stanley Equilla Wheeler

Fred Morgan

Jeff Chang

John Hemken

John Murphy

Jorge Martinez

Kathy Judkins

Kimberly Baxley

Lanny Mathis

Mark Paugh

Pat Reddish Pete Beaslev

Theresa Flick

OTHER ATTENDEES
Rusty Skinner, CSCLM
Dale French, CSCLM
Cory Weaver, CSCLM
Larry Trowbridge, CSCLM
Cathy Galica, CSCLM
Laura Byrnes, CSCLM

Dwain Henderson, CSCLM Cira Schnettler, CSCLM Robert Stermer, Attorney Kim Grey, Eckerd

#### **MEMBERS ABSENT**

Joyce Wilson
Judy Houlios
Kevin Cunningham
Lewrissa Mainwaring
Ted Knight
Tiffany Wiggins

#### CALL TO ORDER

The meeting was called to order by Brandon Whiteman, Chair, at 11:35 a.m.

#### **ROLL CALL**

Cira Schnettler called roll and a quorum was declared present.

#### **PUBLIC COMMENT**

There were no public comments.

#### **APPROVAL OF MINUTES**

Al Jones made a motion to approve the minutes from the June 7, 2022, meeting. Charles Harris seconded the motion. Motion carried.

#### INTRODUCTION OF MEMBERS

All board members took turns introducing themselves.

#### **DISCUSSION ITEMS**

### State Update

Rusty Skinner advised that Phase 2 of the realignment process has begun. The State's consultant has provided the scope of work to all workforce regions. The State's consultant will be meeting with Rusty Skinner at the Summit next week to begin discussions. Updates will be presented to the Consortium at its next meeting on September 21. The Consortium will discuss next steps in addressing the issue.

Workforce Issues that are Important to our Community and Workforce Housing
Rusty Skinner stated that the following topics have been discussed by other committees
and staff is researching ways within our scope of work to address the issues:

- Wage compression issues We have not found that employers are raising this topic.
   Employers were prepared for the increase and some employers were implementing wage increases before the 2022 State requirement.
- School to work transition Rusty Skinner stated that we will be strengthening partnerships with the public-school systems to enhance career pathways for students.
- Affordable workforce housing Cory Weaver provided a handout showing the
  comparison of housing and rental prices with the percentage of wages to be able to
  afford the housing in our three counties. She further explained the significant
  increase in home prices since 2019 as well as that the lack of available housing is
  not keeping up with population growth. The handout will be attached to these
  minutes.

This committee had no other items to discuss.

### **ACTION ITEMS**

#### 2022/2023 Budget

Dale French reviewed the final budget and explained that the draft budget was provided at the June board meeting. The budget can only be finalized after all carryover funds are identified. The final budget does not reflect any major changes from the draft budget. Some funds that were initially allocated to dislocated worker have been transferred to the adult category, which is allowed under WIOA rules. This transfer

allows for more flexibility to use the funds for training and aligns with the demand for those services. Al Jones made a motion to accept the 2022-2023 budget. Theresa Flick seconded the motion. Motion carried.

#### One Stop Operator

Dale French advised the committee that the One Stop Operator, TPMA, had not been meeting their goals and did not deliver the Strategic Plan in a timely manner to be reviewed by the board of directors. Frequent turnover in their organization has had a negative impact leading to inconsistencies and a decrease in quality of performance. Carl Flanagan made a motion to approve the termination of the One Stop Operator contract with TPMA and approve the request to DEO to maintain CLM as the One Stop Operator until June 2023. Pete Beasley seconded the motion. Motion carried.

#### **CONSENT AGENDA**

Performance and Monitoring – 8/9/2022

Monitoring Report

Cathy Galica provided a summary of the committee activities.

Business and Economic Development – 8/10/2022

No Action Items

Committee Chair Pete Beasley provided a summary of the committee activities.

Career Center – 8/18/2022
ITA Waiver Extension
OJT Reimbursement Cap
LT3 Academy
Rapid Response Policy

Committee Chair Charles Harris provided a summary of the committee activities.

Marketing and Outreach - 8/17/2022

No Action Items

Committee Chair Carl Flanagan provided a summary of the committee activities.

Executive Committee – 8/31/2022

Rapid Response Policy
2022 FWDA Summit Sponsorship
Collection of Demographic Data
Final Budget 2022-23
ITA Waiver Extension
NCBDC MOU Renewal
Performance Negotiations
Local Plan Updates

Rusty Skinner provided a summary of the committee activities.

Kathy Judkins approved all consent agenda items from the Performance and Monitoring Committee, Career Center Committee, and Executive Committee. Mark Paugh seconded the motion. Motion carried.

# PROJECT UPDATES None

### MATTERS FROM THE FLOOR

None

ADJOURNMENT
There being no further business, the meeting was adjourned at 12:58 p.m.

### APPROVED:





# **AFFORDABLE HOUSING**

	CITRUS	LEVY	MARION	FLORIDA
Real Mean Home Sales Price				
(2021), Single Family	\$245,740	\$241,602	\$240,188	\$472,789

Source: Florida Housing Data Clearing House - UFL Shimberg Center Analysis of Florida Department of Revenue

Housing Cost Burden over				
30% income, 2020 Estimate				
(All Households)	25.70%	23.72%	25.98%	34.64%

Source: Florida Housing Data Clearing House - UFL Shimberg Center Analysis US Department of Housing Development, Comprehensive Housing Affordability Strategy

Housing Cost Burden over				
30% income, 2020 Estimate				
(Rental Households)	52.17%	39.09%	42.62%	52.41%

Source: Florida Housing Data Clearing House - UFL Shimberg Center Analysis US Department of Housing Development, Comprehensive Housing Affordability Strategy

Housing Cost Burden over				
30% income, 2020 Estimate				
(Owner-Occupied				
Households)	19.78%	19.26%	20.55%	25.27%

Source: Florida Housing Data Clearing House - UFL Shimberg Center Analysis US Department of Housing Development, Comprehensive Housing Affordability Strategy

Average Hourly Wage (2021)	Maximum Affordable Rent (30% of Income)	HUD 3BR Fair Market Rent	% Income Needed for 3 BR FMR	HUD 3BR AVG Rent	% Income Needed for 3 BR AVG
Citrus - \$21.80/hr	\$1,134	\$1,316	34.82%	1349	35.69%
Levy - \$17.83/hr	\$927	\$1,021	33.03%	1034	33.45%
Marion -					
\$21.77/hr	\$1,132	\$1,285	34.06%	1310	34.72%

Source: Florida Housing Data Clearing House - UFL Shimberg Center Analysis US Department of Housing Development, Comprehensive Housing Affordability Strategy

Note: Affordable units are those for which a household at the given income limit (% AMI) would pay no more than 30% of income for gross rent.

#### Points of consideration:

- Average single-family home prices in Citrus County are up 20% since the 2019.
- Average single-family home prices in Levy County are up 23% since the 2019.
- Average single-family home prices in Marion County are up 15% since 2019.
- Per the Marion County Housing Finance Authority, Marion County needs to construct about 4,235 new homes a year to cover population growth trends. We are currently over 6,000 units behind.



# Board Meeting, Wednesday, September 7, 2022 Executive Committee Meeting, Wednesday, August 31, 2022

# TOPIC/ISSUE: Updated 2022 Budget

#### **BACKGROUND:**

#### **POINTS OF CONSIDERATION:**

This budget is based on the following:

• Final carry forward funds from program year 2021.

#### **STAFF RECOMMENDATIONS:**

Approve updated 2022 Budget

#### **COMMITTEE ACTION:**

Carl Flanagan made a motion to approve the final 2022-2023 budget. Jeff Chang seconded the motion. Motion carried.

#### **BOARD ACTION:**

Al Jones made a motion to accept the 2022-2023 budget. Theresa Flick seconded the motion. Motion carried.



### Board Meeting, Wednesday, September 7, 2022 Executive Committee Meeting, Wednesday, August 31, 2022

#### TOPIC/ISSUE:

One Stop Operator Contract

#### **BACKGROUND:**

Thomas P. Miller & Associates (TPMA) is our currently contracted One Stop Operator. WIOA requires LWDB's to competitively procure One Stop Operators. TPMA has held the contract for One Stop Operator services since 2017. Our contract has always included two TPMA staff members.

Since January 2020 five staff members assigned to our contract have left or retired from TPMA. This has required us to orient new staff members mid-contract during the last two and a half years. This has hampered our ability to refine their roles and responsibilities as the Operator and effectively carry out the work detailed in their scope of work.

#### **POINTS OF CONSIDERATION:**

We feel that the steady turnover of staff has significantly lessened the impact of the One Stop Operator role in our region. Annual monitoring conducted by our third-party monitor, Underwood Sloan & Associates, details the shortcomings of contractual performance. A copy of Underwood Sloan & Associates monitoring report is attached.

#### STAFF RECOMMENDATIONS:

Terminate the current One Stop Operator contract and temporarily designate CSCLM as the One Stop Operator through April 28, 2023.

#### **COMMITTEE ACTION:**

Carl Flanagan made a motion to approve the recommendation that the termination of the One Stop Operator contract be presented to the full board. Kim Baxley seconded the motion. Motion carried.

#### **BOARD ACTION:**

Carl Flanagan made a motion to approve the termination of the One Stop Operator contract with TPMA and approve the request to DEO to maintain CLM as the One Stop Operator until June 2023. Pete Beasley seconded the motion. Motion carried.



## Board Meeting, Wednesday, September 7, 2022 Performance and Monitoring Meeting, Tuesday, August 9, 2022

#### TOPIC/ISSUE:

**Independent Monitoring** 

#### **BACKGROUND:**

Underwood Sloan and Associates conducts our annual programmatic, administrative and board monitoring. The attached report is a summary of observations, other non-compliance issues and findings.

#### **POINTS OF CONSIDERATION:**

Management has reviewed the report and does not have immediate concerns regarding any notations made by the monitor. No issues appear to be systemic and are easily remedied. The results will be used as a training tool for our staff.

#### **STAFF RECOMMENDATIONS:**

Accept the annual monitoring report as presented.

#### **COMMITTEE ACTION:**

Al Jones made a motion to accept the monitoring report. Fred Morgan seconded the motion. Motion carried.

#### **BOARD ACTION:**



### Board Meeting, Wednesday, September 7, 2022 Career Center Meeting, Thursday, August 18, 2022

#### TOPIC/ISSUE:

50% ITA allocation waiver request

#### **BACKGROUND:**

Per section 445.003(3)(a)(1) of Florida statute requires that: "....50 percent of the Title I funds for Adults and Dislocated Workers which are passed through to local workforce development boards shall be allocated to and expended on Individual Training Accounts unless a local workforce development board obtains a waiver from CareerSource Florida. Inc."

#### **POINTS OF CONSIDERATION:**

We are currently operating on a granted waiver that permits us to allocate 25% of our funds to customer ITAs (and qualifying cost categories). This waiver has allowed us to be more flexible in staffing patterns to react quickly to changing economic needs of the region. This waiver also permits us to use more funding to provide supportive services to the hardest to serve populations. On average, 35% of our funding is allocated to ITAs each year.

#### **STAFF RECOMMENDATIONS:**

Approve the submission of the 2022 ITA allocation waiver extension request.

#### **COMMITTEE ACTION:**

Career Center - Jorge Martinez made a motion to accept the waiver extension. Judy Houlios seconded the motion. Motion carried.

#### **BOARD ACTION:**



## Board Meeting, Wednesday, September 7, 2022 Career Center Meeting, Thursday, August 18, 2022

#### TOPIC/ISSUE:

OPS-69 On the Job Training

#### **BACKGROUND:**

Due to recent decreases in funding, and to ensure On the Job Training (OJT) is available to a diverse pool of candidates and businesses, a cap on funding for OJT has been updated in the above referenced policy.

#### **POINTS OF CONSIDERATION:**

The requested cap on OJT will allow for more training assistance to be provided to more individuals during this program year.

The cap is identified as:

- \$4,000 per candidate per contract (includes wages, training and all related costs).
  - Excludes OJTs funded through Welfare Transition funding for eligible candidates.

#### **STAFF RECOMMENDATIONS:**

Staff requests the approval of this update to OPS-69 to be implemented under our official policies and procedures.

#### **COMMITTEE ACTION:**

Jorge Martinez made a motion to approve the OJT reimbursement cap. Christie McElroy seconded the motion. Motion carried.

#### **BOARD ACTION:**



### Board Meeting, Wednesday, September 7, 2022 Career Center Meeting, Thursday, August 18, 2022

#### TOPIC/ISSUE:

Approval of LT3 Academy as an eligible training provider AND approval of training programs/apprenticeships.

#### **BACKGROUND:**

All education entities that wish to be listed on CareerSource CLM's Area Targeted Occupation List (ATOL) must submit a Training Provider Application that includes performance data for each of the training programs they would like listed on the ATOL pursuant to CLM policy *OPS-28 Area Targeted Occupation List*. In accordance with 20 CFR ss 680.470, registered apprenticeship programs are given automatic approval status on local workforce development board's eligible provider training list.

#### **POINTS OF CONSIDERATION:**

LT3 Academy has submitted the required documentation requesting the following apprenticeships.

Net Synergy Virtual Solutions Apprenticeship INJ Uptown Standards of Pre-Apprenticeship for Technology and Innovation

#### **STAFF RECOMMENDATIONS:**

Acknowledge automatic approval of LT3 Academy as an approved training provider in LWDB 10 and approve the following programs based on local need:

Net Synergy Virtual Solutions Apprenticeship INJ Uptown Standards of Pre-Apprenticeship for Technology and Innovation

#### **COMMITTEE ACTION:**

Tiffany Wiggins made a motion to approve the LT3 Academy as an approved training provider. Judy Houlios seconded the motion. Motion carried.

#### **BOARD ACTION:**



Board Meeting, Wednesday, September 7, 2022 Executive Committee Meeting, Wednesday, August 31, 2022 Career Center Meeting, Thursday, August 18, 2022

#### TOPIC/ISSUE:

Rapid Response Program – OPS 08

#### **BACKGROUND:**

WIOA requires states to implement statewide Rapid Response activities to assist adversely affected employers and workers as quickly as possible following the announcement of a permanent closure, layoff, or natural or other disaster resulting in a mass job dislocation.

Rapid Response promotes economic recovery and vitality by developing ongoing, comprehensive approaches to identifying, planning for, or responding to layoffs and preventing or minimizing the impacts of layoffs on workers, businesses, and communities. Rapid reemployment is a central tenant of Rapid Response and is accomplished by helping affected workers quickly transition to reemployment, minimizing the duration of unemployment, or averting layoffs whenever possible. An additional requirement for our 2022 Local Plan requires that we provide information of our policy/procedures for Rapid Response.

#### **POINTS OF CONSIDERATION:**

This policy will provide guidance to CareerSource Citrus Levy Marion staff on policies and procedures for the Rapid Response Program following CareerSource Florida Administrative Policy 114 and Public Law 113-128, Section 134(c)(2), 20 Code of Federal Regulations (CFR), Part 639, 20 Code of Federal Regulations (CFR), Part 682 and the Training and Employment Guidance Letter (TEGL) 19-62

#### **STAFF RECOMMENDATIONS:**

Approve the Rapid Response Program Policy in accordance with the Workforce Innovation and Opportunity Act.

#### **COMMITTEE ACTION:**

Career Center - Jorge Martinez made a motion to approve the Rapid Response Policy - OPS 08. Judy Houlios seconded the motion. Motion carried.

Executive – Fred Morgan made a motion to approve the Rapid Response Policy – OPS 08. Brandon Whiteman seconded the motion. Motion carried.

#### **BOARD ACTION:**



# Board Meeting, Wednesday, September 7, 2022 Executive Committee Meeting, Wednesday, August 31, 2022

#### TOPIC/ISSUE:

2022 Workforce Professional Development Summit

#### **BACKGROUND:**

FWDA has sponsored the Summit for over 10 years. The Summit is funded through registration fees and sponsorships. Traditionally CLM has sent staff and been a sponsor at the \$5,000 level.

#### **POINTS OF CONSIDERATION:**

CLM support will enhance the quality of the Summit

#### STAFF RECOMMENDATIONS:

Request approval of \$5,000 sponsorship from Unrestricted Funds.

#### **COMMITTEE ACTION:**

Carl Flanagan made a motion to approve the \$5000 sponsorship for the 2022 Workforce Professional Development Summit. Charles Harris seconded the motion. Motion carried.

#### **BOARD ACTION:**



# Board Meeting, Wednesday, September 7, 2022 Executive Committee Meeting, Wednesday, August 31, 2022

#### TOPIC/ISSUE:

Collection of Demographic Information

#### **BACKGROUND:**

Federal regulations required the collection, recording and maintenance of demographic information about an individual's race/ethnicity, gender, disability status for every applicant and registrant. All career Centers must comply with the nondiscrimination and equal opportunity provisions regarding Collection of Demographic Information.

While we adhere to this practice in our Centers, we have not had a written policy and we feel the addition will enhance consistency in our workforce system.

#### **POINTS OF CONSIDERATION:**

This policy will not supersede existing policies but will act as a guide to help staff understand the process by which demographic information is collected for every job seeker.

#### **STAFF RECOMMENDATIONS:**

Approve the Collection of Demographic Information Policy (OPS-86) in accordance with WIOA regulations.

#### **COMMITTEE ACTION:**

Charles Harris made a motion to approve the Demographic Information Policy (OPS-86). Pete Beasley seconded the motion. Motion carried.

#### **BOARD ACTION:**



# Board Meeting, Wednesday, September 7, 2022 Executive Committee Meeting, Wednesday, August 31, 2022

#### TOPIC/ISSUE:

50% ITA allocation waiver request

#### **BACKGROUND:**

Per section 445.003(3)(a)(1) of Florida statute requires that: "....50 percent of the Title I funds for Adults and Dislocated Workers which are passed through to local workforce development boards shall be allocated to and expended on Individual Training Accounts unless a local workforce development board obtains a waiver from CareerSource Florida, Inc."

#### **POINTS OF CONSIDERATION:**

We are currently operating on a granted waiver that permits us to allocate 25% of our funds to customer ITAs (and qualifying cost categories). This waiver has allowed us to be more flexible in staffing patterns to react quickly to changing economic needs of the region. This waiver also permits us to use more funding to provide supportive services to the hardest to serve populations. On average, 35% of our funding is allocated to ITAs each year.

#### **STAFF RECOMMENDATIONS:**

Approve the submission of the 2022 ITA allocation waiver extension request.

#### **COMMITTEE ACTION:**

Pete Beasley made a motion to approve submittal of the allocation waiver extension request. Charles Harris seconded the motion. Motion carried.

#### **BOARD ACTION:**

This item appeared before the Board of Directors as a consent agenda item. Kathy Judkins approved all consent agenda items from the Performance and Monitoring Committee, Career Center Committee, and Executive Committee. Mark Paugh seconded the motion. Motion carried.



# Board Meeting, Wednesday, September 7, 2022 Executive Committee Meeting, Wednesday, August 31, 2022

#### TOPIC/ISSUE:

Memorandum of Understanding (MOU) with Nature Coast Business Development Council

#### **BACKGROUND:**

Last program year we entered into an MOU with the Nature Coast Business Development Council to maintain the Executive Director position as a CareerSource CLM employee. This was in an effort to provide a more competitive compensation package to hire the best talent. It also provides a direct linkage between workforce and economic development in Levy County and expands our reach in the business community.

#### **POINTS OF CONSIDERATION:**

The current MOU expires September 23, 2022. This position is currently budgeted in our 2022-2023 operational budget. This action will result in a modification to the original document contained in this packet.

#### **STAFF RECOMMENDATIONS:**

Extend the current MOU through June 30, 2023, with the same terms and conditions.

#### **COMMITTEE ACTION:**

Fred Morgan made a motion to approve the extension of the current MOU with Nature Coast Business Development Council through June 30, 2023. Carl Flanagan seconded the motion. Motion carried.

#### **BOARD ACTION:**



### Board Meeting, Wednesday, September 7, 2022 Executive Committee Meeting, Wednesday, August 31, 2022

#### TOPIC/ISSUE:

**Performance Negotiations** 

#### **BACKGROUND:**

Every two years the local workforce development boards are given the option to negotiate with the Department of Economic Opportunity their annual performance measures for the Adult, Dislocated Worker, Youth and Wagner Peyser programs. On August 16<sup>th</sup>, 2022, the DEO released proposed performance figures for the next two program years: 2022-2023 and 2023-2024. The regions were instructed to respond with acceptance or intent to negotiate by August 22, 2022 with all negotiations to take place prior to August 31, 2022. We have attached our proposed goals and DEO's response.

#### **POINTS OF CONSIDERATION:**

- For program year 22-23 we are proposing slight decreases in one Adult Measure and three DW measures. We feel that with ongoing impacts of the COVID-19 virus and reduced DW caseloads continue to impact performance. DEO accepted these proposals.
- For program year 23-24 all measures will remain the same as year one with a slight increase negotiated on the DW Employed 2<sup>nd</sup> Quarter After Exit.

#### STAFF RECOMMENDATIONS:

Approve performance negotiations based on the following charts for program years 22-23 and 23-24.

#### **COMMITTEE ACTION:**

Jeff Chang made a motion to accept the performance negotiations for program years 22-23 and 23-24. Carl Flanagan seconded the motion. Motion carried.

#### **BOARD ACTION:**



# Board Meeting, Wednesday, September 7, 2022 Executive Committee Meeting, Wednesday, August 31, 2022

#### TOPIC/ISSUE:

2020 Local Workforce Services plan approval

#### **BACKGROUND:**

Local workforce development boards are required to submit a workforce services plan every four years. Our last plan was instituted in 2020 with a subsequent plan modification due by October 3, 2022. Plan modifications require local workforce boards to detail any updates or revisions to their full workforce services plans two years after publishing the original plan.

Once changes are approved the plan will be posted for public comment for a minimum of 14 days. A copy of the plan will be sent to all committee, board and consortium members for review and comment.

#### **POINTS OF CONSIDERATION:**

The following items have been updated in the plan modification:

- Updated Consortium member roster
- Updated CLM Board of Directors roster
- Acquired grants since full plan development YouthBuild 2021
- Additional customer outreach at community partners
  - New Directions
  - o Brother's Keeper
  - Community Home Project
  - Lowell Correctional Facility
- Updated marketing plan to include a focus on:
  - Digital marketing
  - Podcasts
  - Live broadcasts on Facebook Live for monthly business showcases
- Cooperative agreement with Nature Coast Business Development Council
- Rapid Response funding and staffing plan
- Development and implementation of the new strategic plan
- Addition of ITA and OJT spending caps

Recovery Navigator funding and staffing plan

#### **STAFF RECOMMENDATIONS:**

Approve the local plan updates and approve release for public comment on September 5, 2022

#### **COMMITTEE ACTION:**

Charles Harris made a motion to approve the local plan updates and release for public comment. Jeff Chang seconded the motion. Motion carried.

#### **BOARD ACTION:**

This item appeared before the Board of Directors as a consent agenda item. Kathy Judkins approved all consent agenda items from the Performance and Monitoring Committee, Career Center Committee, and Executive Committee. Mark Paugh seconded the motion. Motion carried.