



**CAREERSOURCE CITRUS LEVY MARION
Executive Committee**

MINUTES

DATE: August 31, 2022
PLACE: College of Central Florida, Enterprise Center
TIME: 9:30 a.m.

MEMBERS PRESENT

Albert Jones
Brandon Whiteman
Carl Flanagan
Charles Harris
Fred Morgan
Kimberly Baxley
Pete Beasley

MEMBERS ABSENT

OTHER ATTENDEES

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

Cira Schnettler, CSCLM
Bob Stermer, Board Attorney
Dr. Wilson, TPMA

CALL TO ORDER

The meeting was called to order by Al Jones, Vice-Chair, at 9:30 a.m.

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

APPROVAL OF MINUTES

Pete Beasley made a motion to approve the minutes from the June 1, 2022, meeting. Fred Morgan seconded the motion. Motion carried.

DISCUSSION ITEMS

State/Local Update

Rusty Skinner provided the following update:

- We are awaiting next steps for phase two from the State's consultant on realignment. We will provide updates to the board if any new information is provided at the CareerSource Florida meeting in September.
- The CLM Consortium will be meeting on September 21. That committee plans to discuss the benefits of sending a letter to our legislative delegation and other state officials regarding matters of realignment that may impact our region.

Workforce Issues that are Important to our Community

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
- School to work transition
- Affordable workforce housing

This committee had no other items to discuss.

PUBLIC COMMENT

None

ACTION ITEMS

2022 FWDA Summit Sponsorship

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

Rapid Response Policy

Cathy Galica explained that we are already operating with rapid response procedures and are adding a formal policy outlining the procedures. Charles Harris added that this item was previously approved by the Career Center Committee as well. Fred Morgan made a motion to approve the Rapid Response Policy – OPS 08. Brandon Whiteman seconded the motion. Motion carried.

Collection of Demographic Data

Cathy Galica stated that although customers are not mandated to provide demographic information, the information is requested, and a policy is needed to reflect our current processes. Charles Harris made a motion to approve the Demographic Information Policy (OPS-86). Pete Beasley seconded the motion. Motion carried.

Final Budget 2022-23

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, which typically occurs about 45 days after the beginning of the program year. 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. Carl Flanagan made a motion to approve the final 2022-2023 budget. Jeff Chang seconded the motion. Motion carried.

ITA Waiver Extension

Dale French explained that a waiver extension has been requested and approved by the State for at least ten years. It is anticipated that we will meet the allocation goal. Pete Beasley made a motion to approve submittal of the allocation waiver extension request. Charles Harris seconded the motion. Motion carried.

NCBDC MOU Renewal

Dale French was happy to report that a productive successful relationship has been

built with the Nature Coast Business Development Council since the inception of the MOU. He recommends the renewal of the MOU through June 30, 2023. 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.

Performance Negotiations

Cory Weaver summarized the negotiations report and highlighted the items where negotiations took place and were approved. The Action Sheet for this item will be attached to these minutes. 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.

2022 Workforce Services Plan

Dale French stated that the plan is updated every two years and available for public comment for two weeks. The Action Sheet for this item will be attached to these minutes. Charles Harris made a motion to approve the local plan updates and release for public comment. Jeff Chang seconded the motion. Motion carried.

PROJECT UPDATES

House of Representatives Local Support Grant

Dale French explained that Representative Yvonne Hinson Hays recently attended a YouthBuild wall raising. She was tremendously impressed with the program. She shared that there was a support grant available through the State that might provide additional funds to enhance services for the YouthBuild program. The application for the grant has been submitted and we are awaiting a response.

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. The Action Sheet for this item will be attached to these minutes. 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.

MATTERS FROM THE FLOOR

Al Jones recommended that all board members introduce themselves at the next board meeting since there are many new members.

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:33 a.m.

APPROVED: _____



RECORD OF ACTION/APPROVAL

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 16th, 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 2nd 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:



RECORD OF ACTION/APPROVAL

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
 - 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:



RECORD OF ACTION/APPROVAL

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: