



**BOARD MEETING AGENDA**

**Wednesday, December 7, 2022 – 11:30 a.m.**

**College of Central Florida – Marion Campus – Webber Conference Center  
3001 SW College Rd., Ocala, FL 34474**

**Join Zoom Meeting: <https://us02web.zoom.us/j/81725491441>  
Conference Line: 1 646 558 8656 Meeting ID: 817 2549 1441**

Call to Order		B. Whiteman
Invocation and Pledge of Allegiance		R. Stermer
Roll Call		C. Schnettler
Public Comment		B. Whiteman
Approval of Minutes, September 7, 2022	Pages 3 - 21	B. Whiteman

**STAFF ACKNOWLEDGEMENT**

R. Skinner

**DISCUSSION ITEMS**

State Update		R. Skinner
Lobbyist Update		Katie Flury / Angela Drzewiecki
Workforce Issues that are Important to our Community		R. Skinner
Heart of the HR Conference	Pages 22 - 25	D. French

**ACTION ITEMS**

None

**PRESENTATIONS**

Workforce Housing		Donnie Mitchell
Agile Staffing	Pages 26 - 33	D. French

**LUNCH**

**CONSENT AGENDA**

<u>Performance and Monitoring – 11/8/2022</u>	Pages 34 - 35	J. Chang
Annual Subrecipient Monitoring		
CCIR Monitoring		

<u>Business and Economic Development – 11/9/2022</u>	Pages 36 - 37	P. Beasley
Targeted Sectors – Remove Hospitality		
Targeted Sectors – Add Education		

**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.*



Career Center – 11/17/2022  
United Healthcare Youth Build Sponsorship

Page 38

C. Harris

Marketing and Outreach – 11/16/2022  
No Action Items

C. Flanagan

Executive Committee – 10/7/2022,11/30/2022  
Engagement with Gray Robinson  
Recognition Program

Pages 39 - 40

B. Whiteman /  
R. Skinner

**PROJECT UPDATES**

None

**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  
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 Beasley  
Theresa Flick

**MEMBERS ABSENT**

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

**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

## **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:**

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DRAFT



# AFFORDABLE HOUSING

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

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

<b>Housing Cost Burden over 30% income, 2020 Estimate (All Households)</b>	25.70%	23.72%	25.98%	34.64%
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Source: Florida Housing Data Clearing House - UFL Shimberg Center Analysis US Department of Housing Development, Comprehensive Housing Affordability Strategy

<b>Housing Cost Burden over 30% income, 2020 Estimate (Rental Households)</b>	52.17%	39.09%	42.62%	52.41%
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Source: Florida Housing Data Clearing House - UFL Shimberg Center Analysis US Department of Housing Development, Comprehensive Housing Affordability Strategy

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



## **RECORD OF ACTION/APPROVAL**

**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.

### **CONSORTIUM ACTION:**





## **RECORD OF ACTION/APPROVAL**

### **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.

#### **CONSORTIUM ACTION:**



## **RECORD OF ACTION/APPROVAL**

### **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:**

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.



## **RECORD OF ACTION/APPROVAL**

### **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:**

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.



## **RECORD OF ACTION/APPROVAL**

### **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:**

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.



## **RECORD OF ACTION/APPROVAL**

### **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:**

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.



## **RECORD OF ACTION/APPROVAL**

**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:**

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.



## **RECORD OF ACTION/APPROVAL**

**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:**

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.



## **RECORD OF ACTION/APPROVAL**

### **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:**

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.





## **RECORD OF ACTION/APPROVAL**

### **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.

#### **CONSORTIUM ACTION:**



## **RECORD OF ACTION/APPROVAL**

### **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:**

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.



## **RECORD OF ACTION/APPROVAL**

### **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:**

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.



## **RECORD OF ACTION/APPROVAL**

### **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
  - 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

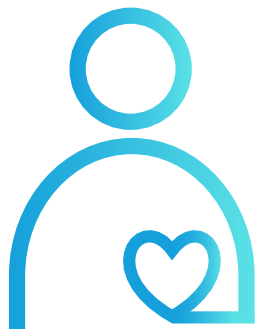
**COMMITTEE ACTION:**

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.

DRAFT



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# SPONSORSHIP PACKET

**03.07.2023**

**8 A.M. - 4 P.M.**

**WORLD EQUESTRIAN CENTER**



# WELCOME

At the heart of every Human Resources department beats four central tenants of talent development: acquisition, training, retention, and compliance.

Your investment in *The Heart of HR: Motivate Innovate Cultivate* can help equip HR professionals with additional resources needed to meet business's immediate hiring needs, as well as build the critical talent pipeline for the future.

It is also an effective way for you to share your brand message with a targeted audience of HR professionals along with business, community, and industry leaders as well as education, public and economic development partners.

The conference is presented by the Ocala Human Resources Management Association (OHRMA) in collaboration with CareerSource Citrus Levy Marion. It takes place on **March 7, 2023, at the World Equestrian Center.**

This is the third time OHRMA and CareerSource CLM have partnered for this event which features networking, exhibitors, and presentations from topnotch experts on topics that matter to companies of every size and industry sector.

Our sponsorship options offer a variety of levels to suit your goals. For more information about sponsorships, please contact Tish Webber at 352-459-2891 or [twebber@nashpm.com](mailto:twebber@nashpm.com).

We realize there are several ways you may choose to invest your marketing dollars and we thank you for considering *The Heart of HR* conference to grow your business as well as make an impact in our community.

## *The Heart of HR Co-Chairs*

Ashely Shorb, OHRMA president

Dale French, CareerSource CLM executive vice president



# SPONSOR LEVELS

## PLATINUM | \$7,500

- ▶ A full-page advertisement in the conference handout
- ▶ A one-year premium banner on the official OHRMA website, including a link to your website
- ▶ Promoted on CareerSource CLM social media
- ▶ Listed on dedicated conference webpage for Career Source CLM
- ▶ Premium placement of your logo on printed conference items
- ▶ Placement of company name on attendees' tables
- ▶ Special announcement highlighting your participation
- ▶ Priority vendor booth during the event
- ▶ Eight tickets for entry to the event
- ▶ Prominent signage recognition throughout the conference

## GOLD | \$4,500

- ▶ A half-page advertisement in the conference handout
- ▶ A one-year business card size recognition on the OHRMA website
- ▶ Promoted on CareerSource CLM social media
- ▶ Listed on dedicated conference webpage for Career Source CLM
- ▶ Inclusion of your logo on printed conference items
- ▶ Special announcement highlighting your participation
- ▶ Vendor booth during the event
- ▶ Six tickets for entry to the event
- ▶ Prominent signage recognition throughout the conference

## SILVER | \$2,500

- ▶ A quarter-page advertisement in the conference handout
- ▶ Vendor Booth during the event
- ▶ Four tickets for entry to the event
- ▶ Prominent signage recognition during each break

## LITE BITES | \$1,500

- ▶ Recognition in the conference handout
- ▶ Prominent signage recognition during Lite Bite breaks
- ▶ Two tickets for entry to the event
- ▶ 60-second announcement about your business before Lite Bite event starts



2 SPOTS AVAILABLE:  
**COFFEE  
BREAK**

2 SPOTS AVAILABLE:  
**COOKIE  
BREAK**





# SPONSOR LEVELS

## LUNCH | \$6,000

- ▶ Sole sponsor of attendee lunch
- ▶ Prominent signage during lunch break
- ▶ Will be thanked during lunch announcement
- ▶ 3 minutes to speak with conference attendees
- ▶ Also includes all gold-level benefits

## CONFERENCE TOTE BAG SPONSOR | \$3,500

- ▶ Sole sponsor of attendee tote bag
- ▶ Business logo will be printed on each bag
- ▶ Will be thanked during opening of conference
- ▶ Also includes all silver-level benefits

## EXHIBITOR | \$750

- ▶ Vendor booth during the event
- ▶ One ticket for entry to event
- ▶ Recognition in the conference handout

## HOW TO PAY

FILL OUT THE CONTACT FORM AND WE  
WILL SEND YOU AN INVOICE.

CLICK HERE: [BIT.LY/HRSPONSOR](https://bit.ly/hrsponsor)  
OR SCAN THE QR CODE WITH YOUR PHONE



**QUESTIONS?**

**CONTACT:**

Tish Webber

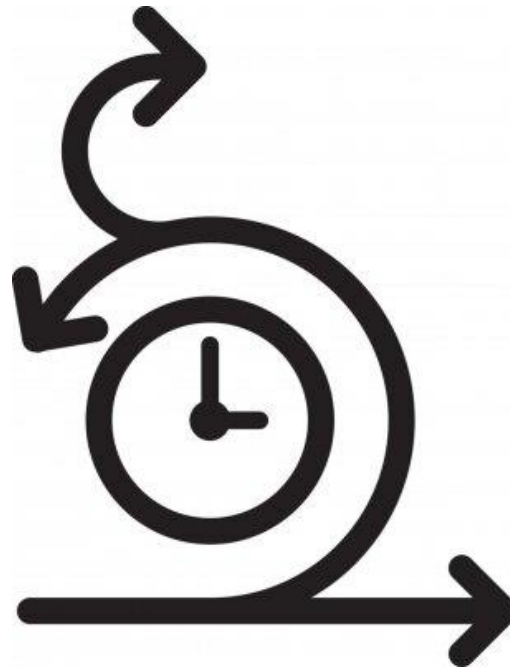
c: 352-459-2891

e: [twebber@nashpm.com](mailto:twebber@nashpm.com)





# Agile Workforce Staffing





## Agile Workforce Staffing

- Cross-Trained
- Nimble
- On-Demand
- Whole Person





## Agile Workforce Staffing

- Increased Performance
- Reduced Service Times
- Increased Efficiency





# Agile Workforce Staffing

## Four Knowledge Areas

WIOA Adult and Dislocated Worker

Welfare Transition and SNAP

Wagner Peyser

Business Services





# Agile Workforce Staffing

## Three Certifications

CDC/BDC\* – single program of responsibility

CDC/BDC\* 2 Plus **ONE** additional program certification

CDC/BDC\* 3 Plus **TWO** additional program certifications

CDC/BDC\* 4 Plus **THREE** additional program certifications

\*Career Development Coach, Business Development Coordinator





# Agile Workforce Staffing

## Three Ways to Increase Earnings

CDC/BDC – base rate pay

CDC/BDC 2 – 3% Increase

CDC/BDC 3 – 4% Increase

CDC/BDC 4 – 5% Increase





# Agile Workforce Staffing

## Eligibility:

***Must maintain a minimum caseload in each certified learning area***

Must be employed twelve (12) months

Must have completed Tier 1 – FCWP (Florida Certified Workforce Professional (statewide requirement))

Must **NOT** have been previously certified in another learning area in the last twelve (12) months

Must **NOT** have received a written disciplinary action (exc. Final warnings) or placed on a PIP in the last 6 months

Must **NOT** have received a final written disciplinary action, OR more than one action for different reasons within the past twelve (12) months







## Agile Workforce Staffing

# Questions?





## **RECORD OF ACTION/APPROVAL**

### **Board Meeting – Wednesday, December 7, 2022 Performance and Monitoring - Tuesday, November 8, 2022**

#### **TOPIC/ISSUE:**

Sub-recipient Monitoring – Eckerd Connects

#### **BACKGROUND:**

We are required to conduct monitoring of our sub-recipient youth provider annually. Our current provider is Eckerd Connects

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

The following report details the areas that were monitored and any issues found. The only issue that requires additional action is inclusion of a new certification statement regarding telecommunications in the contract modification and future contract boilerplates. Staff have completed this for future contracts.

#### **STAFF RECOMMENDATIONS:**

Accept the attached monitoring report from Powell and Jones for sub-recipient monitoring.

#### **COMMITTEE ACTION:**

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

#### **BOARD ACTION:**



## **RECORD OF ACTION/APPROVAL**

### **Board Meeting – Wednesday, December 7, 2022 Performance and Monitoring - Tuesday, November 8, 2022**

#### **TOPIC/ISSUE:**

VR Career Counseling & Information Referral (CCIR) program monitoring

#### **BACKGROUND:**

Vocational Rehabilitation conducts annual monitoring of documentation submitted for reimbursement for the CCIR program. The monitoring report attached states that it is a quarterly report. However, it covers the period of October 2021 to October 2022. The most recent monitoring is attached.

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

There were no issues reported and no further action required.

#### **STAFF RECOMMENDATIONS:**

Accept the attached monitoring as issued.

#### **COMMITTEE ACTION:**

Al Jones made a motion to approve the CCIR monitoring report. Brandon Whiteman seconded the motion.

#### **BOARD ACTION:**



**RECORD OF ACTION/APPROVAL**

**Board Meeting – Wednesday, December 7, 2022  
Business and Economic Development - Thursday, November 9, 2022**

**TOPIC/ISSUE:**

Removal of Hospitality as a targeted industry sector

**BACKGROUND:**

Hospitality was approved as a targeted sector by the board in 2019. At that time, both the local economy, and new training programs being planned by our training partners made the Hospitality sector one that offered several career pathways for individuals of varying skill levels. During the pandemic, the Hospitality industry suffered the most due to long running shutdowns and supply chain issues.

Area 10, 2022Q1							
	Current		5-Year Forecast				
Industry	Empl	Avg Ann Wages	Total Demand	Exits	Transfers	Empl Growth	Ann % Growth
Hospitality	15,904	\$23,043	16,652	6,042	8,232	2,378	2.8%

While demand has remained consistent in this sector, wages remain low.

**POINTS OF CONSIDERATION:**

With the formation of the Master Credential Committee at the State, training options in the Hospitality sector are no longer available on the Targeted Occupation Lists, including the American Hotel and Lodging Association and ServSafe Food and Beverage Management credentials we have traditionally offered through our Youth programs. Additionally, the Hospitality Apprenticeship originally planned at CF has been postponed due to the Pandemic.

**STAFF RECOMMENDATIONS:**

Approve the removal of Hospitality as a targeted sector

**COMMITTEE ACTION:**

Mark Paugh approved the removal of hospitality. Jeff Chang seconded the motion. Motion carried.

**BOARD ACTION:**



**RECORD OF ACTION/APPROVAL**

**Board Meeting – Wednesday, December 7, 2022  
 Business and Economic Development - Thursday, November 9, 2022**

**TOPIC/ISSUE:**

Addition of Education as a targeted industry sector

**BACKGROUND:**

In the last year there has been an increase in school enrollments resulting in a higher demand for talent in the Education sector. This, combined with the increase in wages and compensation for those in the Education industry make it an emerging targeted industry in our region.

Area 10, 2022Q1							
	Current		5-Year Forecast				
Industry	Empl	Avg Ann Wages	Total Demand	Exits	Transfers	Empl Growth	Ann % Growth
Educational Services	11,129	\$40,861	6,256	2,418	2,998	839	1.5%

The above chart reflects about a 5% increase in Total Demand and a 16% increase in Average Annual Wage compared to 2019. Employment Growth has increased by almost 70% for the same time period.

**POINTS OF CONSIDERATION:**

We have seen an increase in requests from our education partners to assist with finding talent, as well as assistance in training/certifying existing talent where needed. The Education industry offers many career pathways and provides growth for individuals of all skill levels.

**STAFF RECOMMENDATIONS:**

Approve the addition of Education as a targeted sector

**COMMITTEE ACTION:**

Phil Geist made a motion to approve the education sector. Mark Paugh seconded the motion. Motion carried.

**BOARD ACTION:**



## **RECORD OF ACTION/APPROVAL**

**Board Meeting – Wednesday, December 7, 2022  
Career Center - Thursday, November 17, 2022**

### **TOPIC/ISSUE:**

United Healthcare Grant

### **BACKGROUND:**

We recently applied for and were awarded a grant from the United Healthcare Community Plan to expand services within our YouthBuild program.

The award will be in the amount of \$99,750 to partially fund staff salaries, Mental Health and Substance Abuse Counseling, Penn Fost High School Diplomas (recently increased in cost), Outreach/Recruitment and Travel Assistance for students. This will help students to be more successful in the program and encourage completion.

### **POINTS OF CONSIDERATION:**

Our current allotment of YouthBuild funding covers the necessities but does not provide for additional supports such as counseling and additional travel assistance for students.

### **STAFF RECOMMENDATIONS:**

Approve acceptance of the United Healthcare grant in the amount of \$99,750

### **COMMITTEE ACTION:**

David Benthusen made a motion to approve the acceptance of the grant. Tiffany Wiggins seconded the motion. Motion granted.

### **BOARD ACTION:**



## **RECORD OF ACTION/APPROVAL**

**Board Meeting – Wednesday, December 7, 2022**  
**Executive Committee - Friday, October 7, 2022**

### **TOPIC/ISSUE:**

Engagement of lobbyist

### **BACKGROUND:**

As the realignment process moves forward, it is important that our area's position regarding any future workforce footprint be conveyed to the REACH Office and Ernst and Young. Additionally, it is important that we be able to respond to matters as they are shaping in this process.

While staff have connections with our local legislative delegation to keep them informed, it is critical that the position of our Board and Consortium be effectively communicated to the REACH Office and that our approach be positioned to gain our goal of maintaining our current area, or influencing the development of a new area which is favorable to our three counties.

In collaboration with the Consortium Chair, Commissioner Zalak, several calls have been made to firms that could be our representative in this process.

### **POINTS OF CONSIDERATION:**

The firm of Gray-Robinson has a team with relationships to key agencies in the process and their approach is compatible to the management team's.

### **STAFF RECOMMENDATIONS:**

Staff recommends entering into the agreement presented by Gray-Robinson, using unrestricted funds.

### **COMMITTEE ACTION:**

Al Jones made a motion to approve the contract with Gray Robinson. Pete Beasley seconded the motion. Motion carried.

### **BOARD ACTION:**



## **RECORD OF ACTION/APPROVAL**

**Board Meeting – Wednesday, December 7, 2022**  
**Executive Committee - Wednesday, November 30, 2022**

### **TOPIC/ISSUE:**

Recognition program

### **BACKGROUND:**

We have had several staff recognition programs in the past. Staff recognition is key in retaining and recognizing the exceptional work done by staff and needs to evolve with changes in the workforce. We have recently looked at ways to update our program based on staff input gauging importance across a broad demographic.

### **POINTS OF CONSIDERATION:**

A committee of staff members from all areas of the organization was formed to discuss what is important to staff and what areas of our business should be looked at when recognizing staff. The attached plan is a culmination of their ideas creating four distinct levels of recognition.

### **STAFF RECOMMENDATIONS:**

Approve the draft recognition plan to be instituted prior to the new program year.

### **COMMITTEE ACTION:**

Fred Morgan made a motion to approve the recognition program. Jeff Chang seconded the motion. Motion carried.

### **BOARD ACTION:**