



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

Executive Committee Meeting

Tuesday, October 31, 2023 – 10:30 a.m.

Join Zoom Meeting: <https://us02web.zoom.us/j/89836209950>

Phone No: 1-646-558-8656 (EST) Meeting ID: 898 3620 9950

Call to Order		B. Whiteman
Roll Call		C. Schnettler
Approval of Minutes, September 13, 2023	Pages 2 - 4	B. Whiteman

DISCUSSION ITEMS

Education Consortium	Pages 5 - 8	R. Skinner
----------------------	-------------	------------

PUBLIC COMMENT

ACTION ITEMS

None

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

ADJOURNMENT

2023 – 2024 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	
8/15/2023	8/16/2023	8/24/2023	8/30/2023	9/13/2023	9/27/2023	CF Levy
11/7/2023	11/8/2023	11/16/2023	11/15/2023	12/6/2023	12/13/2023	CF Ocala
2/6/2024	2/7/2024	2/15/2024	2/21/2024	2/28/2024	3/20/2024	CF Lecanto
5/7/2024	5/8/2024	5/16/2024	5/22/2024	5/29/2024	6/5/2024	CF Ocala

OUR VISION STATEMENT

To be recognized as the number one workforce resource in the state of Florida by providing meaningful and professional customer service that is reflected in the quality of our job candidates and employer services.



**CAREERSOURCE CITRUS LEVY MARION
Executive Committee**

MINUTES

DATE: September 13, 2023
PLACE: College of Central Florida, Enterprise Center
TIME: 9:30 a.m.

MEMBERS PRESENT

Brandon Whiteman
Carl Flanagan
Charles Harris
Fred Morgan
Jeff Chang
Kimberly Baxley
Pete Beasley

MEMBERS ABSENT

Cira Schnettler, CSCLM
Bob Stermer, Board Attorney

OTHER ATTENDEES

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

CALL TO ORDER

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

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

APPROVAL OF MINUTES

Charles Harris made a motion to approve the minutes from the May 31, 2023, meeting. Pete Beasley seconded the motion. Motion carried.

DISCUSSION ITEMS

State/Local Update/Workforce Transition/Educational Consortium

Rusty Skinner provided the following updates:

- CareerSource Florida plans to present policies for regional planning, the Education Consortium and the Eligible Training Provider List at their meeting taking place during the 2023 FWDA Summit.
- The Eligible Training Provider List has been recognized by local areas as a potential source of statewide improvements. Local directors have emphasized to the State the significance of enhancing candidate services through increased program flexibility across different regions. The State recently released a draft policy to streamline the

application process by allowing providers to apply through the State level instead of the local level. For individuals utilizing our services, this change will open opportunities and offer more choices, especially online training.

- We are working with InsyAnalytics to assist us as we navigate and develop our local regional plan. There will be a presentation at the upcoming board meeting on September 27 and at the Consortium meeting on October 5.
- InsyAnalytics representatives will also be making a targeted presentation for Citrus County at a Chamber luncheon on September 28.

Workforce Issues that are Important to our Community

Rusty Skinner stated that our mobile units were deployed to Crystal River and Inglis in Citrus and Levy to provide disaster assistance for individuals that were affected by Hurricane Idalia.

PUBLIC COMMENT

None

ACTION ITEMS

Severance Pay

Dale French explained that this item was previously approved by the board. The board attorney made a recommendation to include language that excludes contracted employees and the CEO. The final severance pay plan will be added to the employee handbook. Carl Flanagan made a motion to accept the amended severance pay plan that will be added to the employee handbook. Charles Harris seconded the motion. Motion carried.

Summit Sponsorship

Carl Flanagan made a motion to approve the \$5000 sponsorship for the 2023 Workforce Professional Development Summit. Pete Beasley seconded the motion. Motion carried.

Independent Monitoring Contract

Cathy Galica explained that Underwood Sloan and Associates provided the only proposal to the publicly noticed Request for Proposal. Charles Harris made a motion to accept the independent monitoring contract with Underwood Sloan and Associates. Carl Flanagan seconded the motion. Motion carried.

ITA Waiver

Dale French shared the benefits of reducing the waiver request to 30%. Jeff Chang made a motion to approve the submission of the 2023 ITA allocation waiver request. Carl Flanagan seconded the motion. Motion carried.

Dislocated Worker Fund Transfer

Dale French explained that there are unused funds in the Dislocated Worker Program that may be utilized in the Adult Training Program. State policy allows local boards to transfer funds out of the Dislocated Worker Program and funds can then be transferred back into the program as needed. Adequate funding will remain available in the Dislocated Worker program after the transfer also. Pete Beasley made a motion to approve the transfer of funding from Dislocated Worker to Adult Training. Kim Baxley seconded the motion. Motion carried.

Final Budget

Dale French reviewed the budget. Fred Morgan made a motion to accept the final 2023-2024 Budget. Pete Beasley seconded the motion. Motion carried.

Disaster Response Funding

Dale French explained that this item is no longer necessary, as the State has approved funding for disaster assistance to be pulled from the rapid response funds. No action was taken on this item.

PROJECT UPDATES

MATTERS FROM THE FLOOR

None

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:30 a.m.

APPROVED: _____



2023.09.19.A.2

Title:	Education and Industry Consortiums
Adopted:	09/19/2023
Effective:	09/19/2023

I. PURPOSE AND SCOPE

Section 445.007(15), Florida Statutes, requires each local workforce development board to create an education and industry consortium composed of representatives of educational entities and businesses in the designated workforce service delivery area.

This policy requires local workforce development boards to appoint education and industry consortiums composed of local leaders who provide independent information from stakeholders in their local area. Local workforce development boards shall consider this information in creating strategies and local plans that describe efforts to provide educational and workforce opportunities to businesses and job seekers. The goal is to align educational programming with industry needs at the local level.

This policy applies to local education and industry consortiums and the local workforce development boards that appoint them. Education and industry consortiums act as independent advisory groups. Members do not have any direct or implied authority over local workforce development boards, their membership or employees.

II. BACKGROUND

Signed into law May 15, 2023, Senate Bill 240, an act relating to education, amended section 445.007(15), Florida Statutes, requiring each local workforce development board to create an education and industry consortium composed of representatives of educational entities and businesses in the designated service delivery area.

CareerSource Florida surveyed local workforce development boards and education institutions to determine what ongoing activities existed and obtain information and recommendations from local education and industry stakeholders about the availability of education, employment and

training opportunities available to businesses and job seekers in local workforce development areas.

A workgroup was convened to develop a collaborative strategic policy that meets statutory requirements of Senate Bill 240 and aligns all relevant federal, state and local laws and policies. The goal for these consortia is for the local workforce development board to obtain local community-based information related to educational programs and industry needs and provide that information to local workforce development boards to inform programs, services and partnerships in the service delivery area. This approach ensures local workforce development boards are informed about the current workforce and talent needs of their targeted industries and existing educational and training offerings. This approach also affords businesses the opportunity to closely collaborate with workforce and education stakeholders to eliminate barriers and identify innovative talent pipeline opportunities like work-based learning experiences, internships, preapprenticeship, registered apprenticeship, on-the-job training, customized training, Incumbent Worker Training and other training opportunities.

The workgroup, which included stakeholders from education, business, state government and local workforce development boards, met six times and made recommendations informing the strategic policy elements listed below.

III. POLICY

Required Membership

Each local workforce development board shall create an education and industry consortium composed of representatives of educational entities and businesses in the designated service delivery area. The chair of the local workforce development board shall appoint the consortium members. A member of a local workforce development board shall not serve as a member of the consortium. Consortium members shall be appointed for two-year terms beginning on Jan. 1 of the year of the appointment, and any vacancy on the consortium must be filled for the remainder of the unexpired term in the same manner as the original appointment.

The membership of the education and industry consortium must meet the following requirements:

Industry Representative Requirements:

- Chief Executive Officers or presidents or other executive level staff from the top public and private employers in the local area.
- Industry representatives should reflect the priority industries in the local area.

Education Representative Requirements:

- Superintendents, presidents, or other leadership staff from education institutions in the local area that represent both public and private education entities in:
 - K-12 education
 - District Technical Colleges
 - State Colleges
 - Universities
 - Other degree or credential granting institutions in the local area

If a member of the education and industry consortium is unable to attend a meeting, a designee from the members' executive team may attend.

Meetings

Each education and industry consortium composed of representatives of educational entities and businesses in the designated service delivery area must meet at least quarterly. The local workforce development board will ensure that administrative support is provided to the consortium as needed and will be specifically responsible for the following:

- Maintaining a roster of consortium members and posting the current roster on the local workforce development board website.
- Posting scheduled consortium meetings on the local workforce development board website.
- Posting the quarterly reports from each meeting on the local workforce development website.

It is not required that consortium meetings be separately conducted from existing, similar meetings in the local area. Consortium meetings' discussions need only focus on the local labor market needs including:

1. Industry representatives sharing their specific talent development needs or observations on talent in the local area.
2. Education representatives sharing what specific education offerings are available in the local area.

Reports

Education and industry consortiums in each local area shall provide quarterly reports to the applicable local workforce development board (and locally designated areas) which provide community-based information related to educational programs and industry needs to inform the local workforce development board on programs, services, and partnerships in the service delivery area.

Quarterly reports shall include:

- A record of the consortium members in attendance.
- A summary analysis of the local labor market based on industry representative needs and education offerings.
- Information on priority industry sectors and occupations for the local area.
- Information on the status of existing talent pipelines for in-demand occupations and the need to expand or leverage existing and/or new resources.

Local workforce development boards are encouraged to consider information obtained from the education and industry consortium to determine effective ways to grow, retain and attract talent to the service delivery area.

As noted above, quarterly education and industry consortium reports shall be published on the local workforce development board's website. Links to education and industry consortium reports and rosters shall be included in each local workforce development board's Workforce Innovation and Opportunity Act local plan.

IV. AUTHORITY

[Public Law 113-128, Workforce Innovation and Opportunity Act \(2014\)](#)

[Chapter 445.004, Florida Statutes](#)

[Chapter 445.007, Florida Statutes](#)

V. ATTACHMENTS

[Consortium Member Appointment Letter Template](#)

[Consortium Roster Matrix Template](#)

[Quarterly Report Template](#)