BOARD OF DIRECTORS MEETING AGENDA

Date: **Wednesday, March 28, 2018**
Time: **8:00 A.M.**
Place: **CareerSource Research Coast**
584 NW University Blvd., Suite 100
Port St. Lucie, Florida 34986
(866) 482-4473 x. 428

Teleconference Call In Information:
https://www3.gotomeeting.com/join/440456062
Dial 1 877 309 2070
Access Code: 440-456-062

	1.	Welcome & Call to Order	
	2.	Pledge of Allegiance	
	3.	Roll Call & Attendance	Pg. 2
	4.	Declarations of Conflict of Interest	Pg. 3
**	5.	Consent Agenda: A. Minutes of Board of Directors Meeting – January 31, 2018 B. Minutes of Youth Council Meeting – February 6, 2018 i. WIOA Youth Support Service Policy ii. Budget Modification for Eckerd Sub-recipient Agreement for Internship Wage Increase C. Minutes of Programs & Services Meeting – February 7, 2018 i. WIOA Priority of Service Policy ii. Third Quarter Regional Demand Occupations List for Program Year 2017 – 2018 D. Minutes of Executive Committee Meeting – February 16, 2018 i. Review and Approve December Financial Statement ii. WIOA Youth Support Service Policy iii. Budget Modification for Eckerd Sub-recipient Agreement for Internship Wage Increase iv. WIOA Priority of Service Policy v. Third Quarter Regional Demand Occupations List for Program Year 2017 – 2018 E. Minutes of Executive Committee Meeting – March 16, 2018 i. Review and Approve January Financial Statement ii. Review and Approve Two-Year Modification Plan	Pg. 6 - 46
**	6.	Two-Year Modification Plan	Pg. 47
**	7.	Welfare Transition Program (WTP) Policies i. WTP Policy #2 – Incentive Policy ii. WTP Policy # 11 – Process for Issuance of Transportation Assistance & Incentive Plan	Pg. 48
	8.	One-Stop Operator Quarterly Update	Pg. 54
	9.	Chair's Report – Bob Cenk, Chair	Pg. 60
	10.	President's Report – Brian Bauer, President/CEO	Pg. 61
	11.	Operation's Report – Glenda Harden, Senior Vice President of Operations/COO	Pg. 67
	12.	Open to the Board	Pg. 79
	13.	Open to the Public	Pg. 80
	14.	Adjournment – Next Meeting is May 30, 2018	

**** Indicates voting item with public comment**

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ATTENDANCE ROSTER
JULY 1, 2017 - JUNE 30, 2018

#	BOARD MEMBER	08/30	11/29	01/31	03/28	05/30	06/27	Total
1	Werner Bols	T	E	X				
2	Pamela Burchell	X	X	X				
3	Helene Caseltine	T	T	X				
4	Bob Cenk	X	X	X				
5	Suzanne Desposati	X	X	X				
6	Carrol Frischkorn	U	E	X				
7	Laurie Gaylord / Ginger Featherstone	X	T	X				
8	Pam Houghten	E	X	X				
9	Peter Kemp	T	X	T				
10	Dr. Edwin Massey/ Donna Rivett	X	X	X				
11	Sean Mitchell	X	X	X				
12	Terrance Moore	X	X	X				
13	Debbie Perez	X	X	X				
14	Kurt Riley	X	X	X				
15	Vickie Rodriquez	U	X	E				
16	Waldo Tames	X	E	X				
17	Wayne Teegardin	X	X	X				
18	Pete Tesch	X	E	T				
19	Commissioner Cathy Townsend	E	T	T				
20	Maddie Williams	X	T	T				
21	OPEN							

#	EXECUTIVE COMMITTEE	7/14	8/11	9/15	10/13	11/3	12/15	1/12	2/16	3/16	4/13	5/11	6/15	Total
1	Werner Bols		X		X	T	X	T	X					
2	Pamela Burchell - Vice Chair		E		T	X	T	X	X					
3	Bob Cenk - Chair		X		X	X	X	X	X					
4	Pam Houghten		X		T	X	X	X	X					
5	Sean Mitchell - Treasurer		X		X	X	T	X	T					
6	Waldo Tames		X		E	E	X	X	T					

#	YOUTH COUNCIL	8/1	10/17	12/12	2/6	4/3	6/5	Total
1	Bob McPartlan		T	T	T			
2	Chris Martinez - Margie Dotson		T	X	X			
3	Dr. Edwin Massey - Donna Rivett/Lila White		X	X	X			
4	Dr. Mark Rendell - Christi Shields		T	T	E			
5	Freddie Woolfork		E	U	T			
7	Kurt Riley - Chair		X	X	X			
8	Laurie Gaylord - Elia Parsons/Lana Barros		X	X	E			
9	Maddie Williams		X	X	X			
10	Madeleine Greenwood		E					
11	Monica Jacobsen		X	E	E			
12	Pam Houghten		E	X	X			
13	Theresa Bishop		U	X	E			
14	Terrance Moore		E	X	X			
15	Vicki Rodriquez		E	E	U			
16	Wayne Gent - Michael Carbenia/Aliesha Seitz		T	X	X			
17	William Armstead		X	U	U			
18	Wydeea Wilson		T	X	E			

#	PROGRAMS & SERVICES	8/2	10/4	12/6	2/7	4/4	6/6	Total
1	Pamela Burchell	T	X		X			
2	Suzanne Desposati	E	X		X			
3	Edwin Massey/Donna Rivett	X	E		X			
4	Pam Houghten	X	X		X			
5	Debbie Perez	T	E		X			
6	Wayne Teegardin - Chair	X	T		E			
7	Pete Tesch	E	T		E			

E = Excused T = Teleconference U = Unexcused X = Attended

CareerSource RESEARCH COAST

AGENDA ITEM #4

AGENDA ITEM SUMMARY

TITLE: Declarations of Conflict of Interest

POLICY/PLAN/LAW: Public Law 105-220

ACTION: Information Only

BACKGROUND: In the event that a conflict of interest arises due to business or employment interests of associates or close family members, a Regional Workforce Development Board member would be required to reveal that conflict, to refrain from voting on the issue and to file a memorandum of voting conflict (Commission Form 8B).

SUPPORTING MATERIALS: Conflict of Interest Statement
Form 8B – Memorandum of Voting Conflict

CONTACT: Brian Bauer, President/CEO
bbauer@careersourcerc.com 866-482-4473 ext. 418

CONFLICT OF INTEREST

Public Law 105-220

***CONFLICT OF INTEREST*.** A member of a workforce board may not

(1) vote on a matter under consideration by the Board ---
  (A) regarding the provision of services by such member (or by an entity that such member represents); or
  (B) that would provide direct financial benefit to such member or the immediate family of such member; or

(2) engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: ☐ CITY ☐ COUNTY ☐ OTHER LOCAL AGENCY
CITY COUNTY	NAME OF POLITICAL SUBDIVISION:
DATE ON WHICH VOTE OCCURRED	MY POSITION IS: ☐ ELECTIVE ☐ APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a mea– sure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a “relative” includes only the officer’s father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A “business associate” means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venture, co-owner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * * * * * * * * * * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * * * * * * * * * * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)

APPOINTED OFFICERS (continued)

• A copy of the form must be provided immediately to the other members of the agency.

• The form must be read publicly at the next meeting after the form is filed.
IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

• You must disclose orally the nature of your conflict in the measure before participating.

• You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, _____, hereby disclose that on _____, 20 _____:

A measure came or will come before my agency which (check one)

___ inured to my special private gain or loss;

___ inured to the special gain or loss of my business associate, _____;

___ inured to the special gain or loss of my relative, _____;

___ inured to the special gain or loss of_____, by whom I am retained; or

___ inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

_____ _____
Date Filed Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10,000.

CareerSource RESEARCH COAST

AGENDA ITEM #5

AGENDA ITEM SUMMARY

TITLE: Consent Agenda

STRATEGIC PLAN: Operational Intelligence

POLICY/PLAN/LAW: Board By-Laws

ACTION: Approve Consent Agenda as presented.

BACKGROUND: Approve Consent Agenda

Consent Agenda:

A. Minutes of Board of Directors Meeting – January 31, 2018
B. Minutes of Youth Council Meeting – February 6, 2018
    i. WIOA Youth Support Service Policy
    ii. Budget Modification for Eckerd Sub-recipient Agreement for Internship Wage Increase
C. Minutes of Programs & Services Meeting – February 7, 2018
    i. WIOA Priority of Service Policy
    ii. Third Quarter Regional Demand Occupations List for Program Year 2017 – 2018
D. Minutes of Executive Committee Meeting – February 16, 2018
    i. Review and Approve December Financial Statement
    ii. WIOA Youth Support Service Policy
    iii. Budget Modification for Eckerd Sub-recipient Agreement for Internship Wage Increase
    iv. WIOA Priority of Service Policy
    v. Third Quarter Regional Demand Occupations List for Program Year 2017 – 2018
E. Minutes of Executive Committee Meeting – March 16, 2018
    i. Review and Approve January Financial Statement
    ii. Review and Approve Two-Year Modification Plan

SUPPORTING MATERIALS: Board/Committee Minutes
Financial Reports

BOARD STAFF: Brian Bauer, President/CEO
bbauer@careersourcerc.com 866-482-4473 ext. 418

CareerSource RESEARCH COAST

AGENDA ITEM #5A

FULL BOARD MEETING MINUTES – January 31, 2018

Meeting Summary:

1. Welcome & Called to Order
2. Recited the Pledge of Allegiance
3. Roll Call & Attendance
4. Conflicts of Interest Declared
5. Reviewed and Approved Consent Agenda
6. One-Stop Operator Quarterly Update
7. Chair's Report given by Bob Cenk
8. President's Report given by Brian Bauer
9. Operation's Report given by Glenda Harden
10. Open to the Board
11. Open to the Public

Members Present:

Werner Bols, Pamela Burchell, Helene Caseltine, Bob Cenk, Suzanne Desposati, Carrol Frischkorn, Ginger Featherstone, Pam Houghten, Donna Rivett, Sean Mitchell, Terrance Moore, Debbie Perez, Kurt Riley, Wayne Teegardin

Members Participating by Teleconference

Peter Kemp, Pete Tesch, Commissioner Cathy Townsend, Maddie Williams

Members Excused

Vickie Rodriquez

Staff In Attendance:

Brian Bauer, Jennifer DuBey, Melvin Joseph, Marcelo Dossantos, Jodi McNamara, Susan Haggard

Staff Participating by Teleconference:

Glenda Harden

Public Participating by Teleconference:

Christi Shields

Public In Attendance:

Michael Carbenia, Kathie Schmidt

Called To Order:

Bob Cenk, Chairman, called the meeting to order at 8:00 a.m. The Board recited the Pledge of Allegiance. A quorum was established.

Agenda Item #4 – Conflicts of Interest:

The following board member declared a conflict of interest for the following agenda item:
Donna Rivett, agenda item 5Cii

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Agenda Item #5 – Consent Agenda:

Bob Cenk, Chairman, asked if there was a need to discuss the consent agenda items. With no comments given, a motion by Waldo Tames and a second by Carrol Frischkorn to approve the consent agenda as provided. The motion passed unanimously, with Donna Rivett abstaining.

Agenda Item #6 – One-Stop Operator Quarterly Report:

As part of the One-Stop Operator contractor requirements, Kathie Schmidt provided the Quarterly One-Stop Operator report to the members. Her report included progress and status of the Comprehensive One-Stop Career Center Memorandum of Understanding (MOU) and Infrastructure Agreement (IFA). She also welcomed Indian River State College (IRSC) to the career center where they will offer office skills training and GED certification beginning February 5, 2018. Cross-training with partners and CSRC staff is expected to begin in March or April.

Brian Bauer, President/CEO, thanked Kathie Schmidt for her update and encouraged board members to visit the career center to see the improvements being made to accommodate the Comprehensive One-Stop Career Center partners.

Agenda Item #7 – Chair's Report:

Bob Cenk, Chairman, called upon Kurt Riley to provide an introduction of self. Mr. Riley is a resident in Port St. Lucie and a lifelong machinist. Three years ago he joined the CSRC Board of Directors. He has come to value the experience and friendships formed over the years and truly appreciates being able to give back to the community.

Mr. Cenk acknowledged that PY2017-2018 would be challenging due to the surplus of homeless children in the school system, low un-employment rates, lack of skilled workers and budget constraints and encouraged board members to come up with ideas to help overcome these challenges.

Agenda Item #8 – President's Report:

Mr. Bauer touched on key points from the Presidents Report. Key points included:

- IRSC is being recognized as being one of the Top 150 colleges in the nation. This designation indicates that IRSC is a candidate for the Aspen Prize for Community College Excellence Program that will be awarded in 2019.
- The annual Young Floridian Scholarship Program administered by the St. Lucie County Chamber of Commerce Foundation, Inc., helps send the best and the brightest of St. Lucie County's high school seniors to college.
- The legislation and the status of various Florida Senate and House Bills which ties into CareerSource Florida's Day at the Capitol. This provides LWDBs the opportunity to meet with legislators to discuss issues affecting their communities.
- Updates from the Economic Development Councils of Indian River and St. Lucie Counties as well as the Business Development Board of Martin County.
- CSRC has partnered with Indian River State College, Habitat for Humanity, and Treasure Coast Builder's Association to develop a local YouthBuild project, titled "Building Fort Pierce", which began on January 9, 2018. 49 participants were recruited for Phase 1 of the project and 37 attended the first day of the Mental Toughness portion of the program. Through various classroom activities that helped gauge suitability, 28 participants were selected to continue through the program, which exceeded the Phase 1 goal. The Building Fort Pierce program will offer participants occupational certifications, GED attainment, the opportunity to earn income and on-the-job training during the "hands-on" on-site construction phase.
- At the January 10th Apprenticeship Committee kickoff meeting, committee members narrowed down the list of necessary skills to put together the apprenticeship standards for submission to the Florida Department of Education Apprenticeship Office. The committee, which is representative of area manufacturers, chose to adopt the Industrial Manufacturing Technician (IMT) apprenticeship curriculum standards as the best occupational path to meet the needs of the majority of the manufacturers in the local workforce development area.

- The 3rd Annual City of Fort Pierce Job Fair is being held on Wednesday, January 31st at the Havert L. Fenn Center in Fort Pierce. Over 100 employers and 28 community service organizations will be attending to provide job seekers with employment opportunities and bring attention to the services the community has to offer. Over 500 jobseekers pre-registered for this event.
- A collaborative effort with CareerSource Florida, Early Learning Coalition of St. Lucie County, Early Learning Coalition of Indian River, Martin and Okeechobee Counties, Children's Services Council of St. Lucie County, Children's Services of Martin County, CareerSource Palm Beach and CareerSource Broward, applied for the FATES/2GEN grant in partnership with the Kellogg Foundation with a purpose of addressing poverty, career pathways and childcare has been awarded.
- The unemployment rate for December 2017 in the CareerSource Research Coast local workforce development area.

Agenda Item #9 – Operations Report:

Glenda Harden, Senior Vice President of Operations/COO, reviewed some key points from the Operation's Report. Key points included:

- WIOA staff will start cross-training to better assist jobseekers.
- To date, CSRC staff has been able to assist 14 Hurricane Maria evacuees.
- Recruiting efforts in Indiantown and Lincoln Park has resulted in 61 new participants for the Youth Department.
- An All-Staff day was held on January 25th to update and inform the team of various projects CSRC is working on.

Agenda Item #10 – Open to the Board:

Helene Caseltine, Director of Economic Development for Indian River County, was happy to report the 2017 Milken Institute's Best-Performing Cities Index ranks U.S. metropolitan areas by how well they are creating and sustaining jobs and the community's overall economic growth. Out of 201 small cities in the U.S., the Sebastian-Vero Beach MSA ranked #14, the second highest in FL just after The Villages score of #13. In 2016, the index ranked our area as #35 on the list. Ms. Caseltine also discussed the Treasure Coast Regional Planning Council (TCRPC) is completing its 5-year CEDS Plan Rewrite in September of 2012. In advance of the CEDS Plan Rewrite completion, TCRPC is seeking local government input on promoting regionally significant economic development projects that are seeking Federal EDA or other Federal grant funding assistance. TCRPC is looking for proposals that are market driven, target business clusters and enhance regional competitiveness. Completion of this form will officially include your project or program in the CEDS Plan Update – a prerequisite for EDA funding.

Mr. Bauer talked about the Florida Department of Economic Opportunity investigation of CareerSource Pinellas and CareerSource Tampa Bay reporting of job placements and managing $32 million a year in job training and placement tax dollars.

Agenda Item #11 – Open to the Public:

No comments from the public.

The next scheduled meeting will be March 28, 2018.

Adjourned: 8:51 a.m.

DRAFT

CareerSource RESEARCH COAST

AGENDA ITEM #5B

YOUTH COUNCIL MINUTES – February 6, 2018

Meeting Summary:

1. Welcome, Attendance & Pledge of Allegiance
2. Youth Connections Performance Report
3. WIOA Youth Support Service Policy
4. Budget Modification for Eckerd Sub-recipient Agreement for Internship Wage Increase
5. Building Fort Pierce (YouthBuild) Program Update
6. Other Business
7. Set Agenda Items for Next Meeting

Members Present:
Chris Martinez, Lila White, Kurt Riley, Maddie Williams, Pam Houghten, Terrance Moore, Michael Carbenia

Participating by Teleconference:
Bob McPartlan, Freddie Woolfork

Members Excused:
Christi Shields, Elia Parsons, Monica Jacobsen, Theresa Bishop, Wydea Wilson

Members Unexcused:
Vicki Rodriquez, William Armstead

Staff In Attendance:
Jodi McNamara, Jennifer DuBey, Melanie Tarnoff, Aly Campbell, Jessica Johnson, Krystal Allen, Kaila Moses, Jaquan Bentley

Staff Participating by Teleconference::
Glenda Harden, Shellonda Rucker

Called To Order:
Youth Council Chair Kurt Riley called the meeting to order at 8:01 am. The pledge of allegiance was recited. A quorum was not established.

Agenda Item #2 – Youth Connections Performance Report:
Aly Campbell provided an overview of the Progress Report for December; 76 enrollments (89% of goal), 288 participants served, 82 exited with positive outcomes (73% of goal), 35 work experience placements and 53 work experience completions (87% of goal). Career Coaches from the other centers provided an update as well.

Ms. Campbell advised of efforts to have an increased presence by Career Coach Sharmaine Hightower in Indiantown in order to increase enrollments.

Agenda Item #3 – WIOA Youth Support Service Policy:

Jodi McNamara explained the Workforce Innovation and Opportunity Act (WIOA) requires that enrolled participants of the WIOA Youth program have access to limited funds designated through program design to assist them in overcoming barriers to employment. Supportive service payments are issued on a case by case basis and determined by the needs of the individual participant, pursuant to WIOA regulations.

DRAFT

Youth Council Committee members suggested language changes to the policy. Due to lack of quorum, committee members requested making suggested language changes and bring before the Executive Committee for approval.

Agenda Item #4 – Budget Modification for Eckerd Sub-recipient Agreement for Internship Wage Increase:

Aly Campbell, Program Manager, explained that participants are being employed at higher wages through the direct hire process versus what they are being paid as an intern. Ms. McNamara said Eckerd Connects, the Youth sub-recipient, is not asking for a budget increase, but consideration to adjust line items to allot for an internship wage increase to encourage continued youth participation.

With no quorum, committee members requested approval of the budget modification to go before the Executive Committee.

Agenda Item #5 – Building Fort Pierce (YouthBuild) Program Update:

Jaquan Bentley announced that the participants are in their second week of the Youth Employment Success Solutions (YESS). All participants are OSHA-10 certified. PNC Bank hosted a financial literacy workshop and set up bank accounts for participants who were interested. Mr. Bentley was excited about the team collaboration among the participants. Those with means of transportation are offering assistance to those who do not have transportation.

Ms.McNamara provided an overview of the Mental Toughness training. Twenty-seven (27) participants currently engaged in the program and look forward to working with TCBA, Habitat for Humanity and IRSC.

Agenda Item #6 – Other Business:

Michael Carbenia discussed the bus tour highlighting the Manufacturing industry. Guidance Counselors from St. Lucie Public Schools as well as Career Coaches from CSRC were able to tour five (5) St. Lucie County businesses and get a better understanding of the needs of the employer.

Kurt Riley announced his resignation from Youth Council and the Board of Directors. Mr. Riley thanked everyone for the opportunity and has really enjoyed his overall experience. Ms. McNamara thanked Mr. Riley for his service and asked council members who would be interested in being Youth Council Chair and Co-Chair. Terrance Moore volunteered to be Chair and Maddie Williams volunteered to be Co-Chair.

Maddie Williams announced that TCBA will be hosting a mock job fair at IRSC, as requested by students, to teach students how to network.

Agenda Item #7 – Set Agenda Items for Next Meeting:

- Policy approval from Executive Committee
- Budget Modification for Eckerd from Executive Committee
- Update from YouthBuild participant(s)

Adjourned 8:31 a.m.

DRAFT

AGENDA ITEM #5Bi

AGENDA ITEM SUMMARY

TITLE:	WIOA Youth Supportive Service Policy
STRATEGIC GOALS	Operational Intelligence
POLICY/PLAN/LAW:	Workforce Innovation & Opportunity Act (WIOA) Youth Regulations
ACTION REQUESTED:	Review and Approve
BACKGROUND:	The Workforce Innovation and Opportunity Act (WIOA) requires that enrolled participants of the WIOA Youth program have access to limited funds designated through program design to assist them in overcoming barriers to employment. Supportive service payments are issued on a case by case basis and determined by the needs of the individual participant, pursuant to WIOA regulations. CareerSource Research Coast drafted a local policy to provide written guidance regarding WIOA Youth Supportive Service provisions for issuance to enrolled youth.
STAFF RECOMMENDATION:	Approve the WIOA Youth Supportive Service Policy Draft
SUPPORTING MATERIALS:	WIOA Youth Supportive Service Policy Draft
BOARD STAFF:	Jodi McNamara, Youth Programs Coordinator jmcnamara@careersourcerc.com (866) 482-4473 ext. 414

PURPOSE

To establish standard procedures for the delivery of supportive services to Workforce Innovation & Opportunity Act (WIOA) youth participants in the Local Workforce Development Area 20, (LWDA 20), CareerSource Research Coast (CSRC). WIOA Youth Staff shall coordinate and manage the provision of cost-effective supportive services to participants when appropriate funding is available. CSRC shall authorize supportive services when a need has been identified, when the participant will not be successful without this support, and when no alternate funding is available to pay for such supportive service.

REFERENCES

Section 129 of the Workforce Innovation & Opportunity Act. WIOA Desk Reference; Supportive Services, June 2017 Edition, Employment and Training Administration, United States Department of Labor. TEGL 21-16.

BACKGROUND

CSRC encourages and promotes career pathways that led to self-sufficiency.

Our goal is to assist WIOA youth participants with their goals of entering a career field and earning a livable wage. While working towards attaining employment goals, the participant may need supportive services to complete his/her internship and/or classroom-training program. Supportive services may include (but are not limited to) licensing fees, transportation, tools, uniforms, interview attire and footwear required on a job site.

POLICY

In LWDA 20, supportive service assistance shall be available to youth actively enrolled in the WIOA youth program to assist youth with overcoming barriers to employment. Supportive services are issued at the discretion of the youth's WIOA Career Coach, with approval from the WIOA Youth Program Manager.

Supportive service payments shall not be utilized for housing expenses, childcare/dependent care, legal fees, fines, late fees, court costs, or any reason not detailed in "Procedure: item 7".

In order for a supportive service to be issued to a WIOA youth participant, the appropriate code must be opened in the State's MIS system (Employ Florida) and accompanied by a case note justifying the need for the supportive service and its relation to the goals of the youth's Individual Service Strategy.

PROCEDURE

1.) A request will be sent to the WIOA Youth Program Manager via email with the following;
    a. Participant's Florida State issued Driver's permit, Driver's license or Identification card
    b. Reason for supportive services
    c. Participant's sizes of work attire/interview attire (if such is being requested)
2.) The participant should be in need of the required supportive service for the completion of his/her training.
3.) There will be a documented case note in the State's MIS system (Employ Florida) for each supportive service issued.
4.) The need for the supportive service will be documented on the Individual Service Strategy Plan and the Objective Assessment.
5.) The supportive service will be documented in the State's MIS system (Employ Florida) by opening a supportive service activity code, i.e., 481, Transportation.

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

a. When the participant is issued a gas card, the gas card information must be entered into the State's MIS system (Employ Florida) for tracking purposes. Both the participant and WIOA Career Coach must sign the gas card log and voucher. Then both the gas card log and voucher must by uploaded into iSynergy under WIOA Support Services.
b. Participants many receive up to $25.00 a month in gas card disbursements, depending on program budget.
c. A case note must be entered in the State's MIS system to support the reason for the gas card. In addition, the case note will include the gas card number and the amount of the gas card given.

6.) Supportive services may include work uniforms, work boots, tools or equipment, supplies, test(s), license(s), physicals, bus passes, and gas cards. With the exception of transportation assistance, each type of supportive service is available to an enrolled WIOA youth participant once per program year unless special circumstances have been approved in advance by the CSRC Youth Programs Coordinator.

7.) The following cost chart will serve as the standard for supportive service requests:

Service	Maximum Limit	Notes
Uniforms	$75.00	2 Tops- 2 Bottoms not to exceed $75.00 (unless requested special approval from CSRC Youth Programs Coordinator)
Shoes	$50.00	Uniform Shoes (i.e., health, restaurants, retail)
Boots	$75.00	Safety Steel Toe Boots
Tools	$100.00	Wrenches, Hammers, Stethoscope etc.
Background checks	$55.00	Finger printing etc.
Physicals	$100.00	Drug Screening etc.
Gas cards	$25.00	Transportation Assistance Monthly
Bus passes	$35.00	Transportation Assistance Monthly
Educational testing, licensing fees, required textbooks	$300.00	Must align with Individual Service Strategy career goals
Required accommodations for youth with disabilities	No limit	Must provide documentation of need for accommodation
Driver's license	$65.00	Driver's permit/Driver's License/State ID

8.) The availability of supportive services will vary with each program year and is based upon WIOA Youth Program funding received by CSRC.

9.) Special exceptions may be requested and sent to the CSRC Youth Program Coordinator for approval.

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AGENDA ITEM #5Bii

AGENDA ITEM SUMMARY

TITLE:	Eckerd Sub-recipient Agreement Budget Modification for Internship Wage Increase
STRATEGIC GOALS	Operational Intelligence
POLICY/PLAN/LAW:	Workforce Innovation & Opportunity Act (WIOA) Youth Regulations
ACTION REQUESTED:	Review and Approve
BACKGROUND:	The Workforce Innovation and Opportunity Act (WIOA) requires that paid internship opportunities be available to enrolled participants in the WIOA Youth program. In order to align the internship wage with current entry-level job wages in our local workforce development area, Eckerd Youth Program Staff and CareerSource Research Coast (CSRC) have adjusted the current WIOA Youth budget to allot for an internship wage increase. CSRC recommends approval of the budget modification submitted by the WIOA Youth sub-recipient, Eckerd Connects, to increase the current internship wage for youth from $8.25 per hour to $9.00 per hour, effective February 1, 2018.
STAFF RECOMMENDATION:	Approve the Eckerd Sub-recipient Agreement Budget Modification for Internship Wage Increase
SUPPORTING MATERIALS:	None
BOARD STAFF:	Jodi McNamara, Youth Programs Coordinator jmcnamara@careersourcerc.com (866) 482-4473 ext. 414

PROGRAMS & SERVICES COMMITTEE MINUTES – February 7, 2018

Meeting Summary:

1. Review and Approve the WIOA Priority of Service Policy
2. Review and Approve the Third Quarter Regional Demand Occupations List for Program Year 2017 – 2018
3. Discussion and Information Regarding the Community Based Sector Strategy Grant
4. Discussion and Information Regarding the YouthBuild Grant
5. Other Business

Members Present:

Pam Burchell, Suzanne Desposati, Pam Houghten, Donna Rivett, Debbie Perez

Members Excused

Wayne Teegardin, Pete Tesch

Staff In Attendance:

Jennifer DuBey, Jennifer Sideregts, Jodi McNamara

Staff Participating by Teleconference:

Glenda Harden

Called To Order:
Pam Houghten called the meeting to order at 8:00 am.

Agenda Item #2 – WIOA Priority of Service Policy:

Glenda Harden, Senior Vice President of Operations/COO, reviewed the modifications being recommended to the Priority of Service. After review by the CSRC contracted independent monitoring firm, it was recommended the policy be amended/updated to specify that priority of service is applicable for individualized and training services only. The amendment establishes the CSRC policy and procedures to meet the WIOA Statutory Priority for Adult Funds.

A motion was made by Donna Rivett and seconded by Suzanne Desposati to approve the policy as amended. The motion passed unanimously.

Agenda Item #3 – Third Quarter Regional Demand Occupations List:

Glenda Harden reviewed the Regional Demand Occupation List (RDOL) for the third quarter of PY 2017/18. CareerSource Research Coast's local policy requires our RDOL to be reviewed and approved quarterly in order to add occupations in demand or delete occupations which are declining. Information from local employers and organizations, and labor market informational tools are utilized to make these decisions. Staff reviewed the latest information and made the recommendation to not make changes to the RDOL for the third quarter.

A motion was made by Debbie Perez and seconded by Donna Rivett to approve the list as provided. The motion passed unanimously.

Agenda Item #4 – Community Based Sector Strategy Grant:

Pam Houghten discussed the grant awarded for healthcare that sponsored twenty (20) nurses for the RN program through Indian River State College (IRSC). Uniforms, equipment and other necessary items will be provided for through the grant. Ms. Harden explained to match the grant, an additional twenty nurses were to be sponsored. Twenty-four have actually been enrolled. Ms. Houghten also commented that CareerSource Florida has set aside additional funds for additional community based sector grants. CSRC has submitted proposals for two other programs, Apprenticeship and Pre-Apprenticeship. Ms. Harden said CSRC staff, with input from the Treasure Coast Manufacturers Association (TCMA) and the Department of Education, put together the apprenticeship standards for submission to the Florida Department of Education Apprenticeship Office. CSRC is awaiting approval.

Agenda Item #5 – YouthBuild Grant:

Jodi McNamara, Youth Programs Coordinator, gave a brief introduction of herself and provided an overview of the grant. Ms. McNamara explained that IRSC applied for a YouthBuild grant. The YouthBuild grant named Building Fort Pierce, was awarded and CSRC is a required key partner of the grant. Building Fort Pierce encompasses all of Fort Pierce and targets 16 to 24-year old participants who have dropped out of school. Requirements include attending GED, vocational and college classes all while building Habitat for Humanity homes. Training will last four (4) months. A total of fifty (50) participants will participate over a two-year period. Ms. McNamara provided an overview of the Mental Toughness training. Twenty-seven (27) participants are currently engaged in the program and look forward to working with TCBA, Habitat for Humanity and IRSC.

Pam Houghten mentioned the team collaboration among the participants. Those with means of transportation are offering assistance to those who do not have transportation.

Agenda Item #6 – Other Business:

Ms. Houghten mentioned IRSC's legislative request for $8 Million to build the Treasure Coast Advanced Manufacturing Center. This will be an advanced manufacturing facility to address a vital resource for filling many of the high demand jobs in Trades and Manufacturing that exist in the local workforce development area. The center will replace IRSC's 47 year old building to address current employment opportunities in sustainable building construction, smart manufacturing, automotive technology, HVAC, metal fabrication and specialized trades.

Agenda Item #7 – Set Agenda for Next Meeting:

No items were set for the next meeting.

The meeting of the Programs and Services Committee was adjourned at 8:21 a.m.

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AGENDA ITEM #5Ci

AGENDA ITEM SUMMARY

TITLE: Priority of Service Policy Amendment

STRATEGIC GOALS: Optimal Use of Resources

POLICY/PLAN/LAW: Workforce Innovation and Opportunity Act (WIOA)

ACTION REQUESTED Review and Approve the Amended Priority of Service Policy

BACKGROUND:

Section 134(c) (3) (E) of WIOA establishes a priority requirement with respect to funds allocated to a local workforce development area for adult individualized and training activities. Under WIOA, priority must be provided regardless of the level of funds. WIOA also expanded the priority of services to include individuals who are basic skills deficient and/or have significant barriers to employment.

CareerSource Research Coast (CSRC) Priority of Services Policy was established and approved at the January 4, 2017 Programs & Services Committee meeting in order to meet WIOA Priority of Service requirements. After review by our contracted independent monitoring firm, it was recommended the policy be amended/updated to specify that priority of service is applicable for individualized and training services only. The amendment establishes the CSRC policy and procedures to meet the WIOA Statutory Priority for Adult Funds.

Basic career services are universally accessible to all WIOA eligible career seekers.

STAFF RECOMMENDATION: Approve the Priority of Service Policy as amended

SUPPORTING MATERIALS: Priority of Service Policy - Amended

BOARD STAFF: Glenda Harden, Senior Vice President of Operations/COO
gharden@careersourcerc.com; (866) 482-4473, ext. 427

PURPOSE

To establish the CareerSource Research Coast (CSRC) policy and procedures in order to meet the WIOA Statutory Priority for Adult Funds.~~Priority of Service~~ requirements.

REFERENCES

Section 134(c)(3)(E) of the Workforce Innovation and Opportunity Act (WIOA).

POLICY

Priority of Service Definition: Employment and training activities are subject to the Priority of Service requirements~~procedures~~ defined by WIOA. Low-income for the local workforce development board (LWDB20), CSRC, is defined as 200% of the current year's Lower Living Standard Income Level (LLSIL). Priority must be provided in the following order:

~~1) Veterans and eligible spouses who are recipients of public assistance, low income, and individuals who are basic skills deficient;~~
~~2) Career seekers who are not veterans or eligible spouses, who are recipients of public assistance, low-income, and individuals who are basic skills deficient;~~
~~3) Veterans and eligible spouses who are not recipients of public assistance, are not low-income, and not basic skills deficient;~~
~~4) Under-employed adult and dislocated worker career seekers;~~
~~a. Individuals employed less than full-time (32 hours) who are seeking full-time employment;~~
~~b. Individuals who are employed who meet the definition of low-income individual;~~
~~c. Individuals who are employed, but whose current job's earnings are not sufficient compared to their previous job's earnings from their employment.~~
~~5) Career seekers who are not veterans or eligible spouses, who are not recipients of public assistance, are not low-income, and are not basic skills deficient.~~

1) Veterans and eligible spouses who are recipients of public assistance, low income, or who are basic skills deficient
2) Individuals (non-covered persons) who are recipients of public assistance, or low income or who are basic skills deficient
3) Veterans and eligible spouses who are not recipients of public assistance, are not low income or who are not basic skills deficient
4) Individuals (non-covered persons) who do not meet the above priorities. Individuals who are not veterans or eligible spouses, who are not recipients of public assistance, who are not low-income, and who are not basic skills deficient

PROCEDURE

Activation of Priority of Service Policy: Under WIOA, priority must be provided regardless of the level of funds.

Priority of Service Eligibility Guidelines: All prospective WIOA adult career ~~job~~ seekers must receive an assessment that establishes need and suitability for individualized career and training services. Income eligibility must be established and documented for Public Assistance Recipients and low-income career seekers. Guidelines for establishing eligibility for each priority of service level are provided below.

1. **Public Assistance** Career seekers who are recipients of public assistance such as SNAP and TANF

   a. Proof of income must be demonstrated by one or more of the following:
      i. Public assistance records/printout for TANF and SNAP;
      ii. Current authorization to obtain food stamps (SNAP);
      iii. Letter from food stamp disbursing agency (SNAP);
      iv. Postmarked food stamp mailer with applicable name and address

   b. A copy of all appropriate eligibility documentation must be made and included in the participant's ~~client's~~ file.

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2. **Income level 200% of LLSIL**: Priority for adults having a family income that is at or below 200% of the current year's Lower Living Standard Income Level (LLSIL) based on the previous six months of income.

a. Proof of the number of members in the family is needed in order to determine family income. Self-certification is acceptable. All family members must be listed in the eligibility documentation. Family is defined by WIOA as two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and who are husband, wife, and dependent children; or guardian and dependent children; or a husband and wife.

b. A copy of all appropriate eligibility documentation must be made and included in the participant's ~~client's~~ file.

~~3. **Under-employed**: Employed adult is defined as family income that is less than what is considered to be a sustainable wage for a WIOA Adult, per current approved CSRC policy on Self-sufficiency and the individual is at risk of losing his/her job or is unable to earn more without additional intensive and/or training services.~~

~~a. Individuals who are underemployed may include:~~
~~i. Individuals employed less than full-time who are seeking full-time employment;~~
~~ii. Individuals who are employed in a position that is inadequate with respect to their skills and training;~~
~~iii. Individuals who are employed who meet the definition of a low-income individual in WIOA sec. 3(36); and~~
~~iv. Individuals who are employed, but whose current job's earnings are not sufficient compared to their previous employment, per State and/or local policy.~~

~~b. Employed adults may provide self-attestation as documentation of their need for services in order to retain and/or advance in their job~~

~~c. A copy of all appropriate eligibility documentation must be made and included in the client's file.~~

4. **Significant Barriers to employment**: Defined as an unemployed adult who has a significant barrier to employment, as defined in the WIOA application, to include individual-s who are basic skills deficient.

a. The following guidelines should be used to determine eligibility for this category:
   i. The client has one or more barriers to employment, as defined on the WIOA adult application,

b. A copy of all appropriate eligibility documentation must be made and included in the ~~client's~~ participant's file.

ATTACHMENTS: Documents found on Share Drive
- Lower Living Standard Income Level
- ~~WIOA Policy #2 - Self Sufficiency~~

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CareerSource RESEARCH COAST

AGENDA ITEM #5Cii

AGENDA ITEM SUMMARY

TITLE:	Regional Demand Occupations List (RDOL) for 3rd Quarter of Program Year 2017 - 2018
STRATEGIC GOALS	Strong Advancement of Existing and Emerging Regional Targeted Industry Clusters
POLICY/PLAN/LAW:	Workforce Innovation & Opportunity Act (WIOA)
ACTION REQUESTED:	Approve the RDOL for the 3rd Quarter of Program Year 2017 - 2018
BACKGROUND:	The Department of Economic Opportunity's (DEO) Bureau of Labor Market Statistics (LMS) has published the 2017 - 2018 Statewide Demand Occupations List on the DEO website. The Statewide Demand Occupations list identifies the labor market needs of Florida businesses and encourages job training based on those needs, with emphasis on jobs that are both high demand and high skill/high wage, and is used as a baseline for establishing the Regional Demand Occupations Lists (RDOLs). The Local Workforce Development Boards (LWDBs) develop and use their RDOLs to identify occupations for which eligible adults and dislocated workers may receive training assistance under WIOA. Pursuant to CareerSource Florida policy, LWDBs are to develop their RDOLs, in consultation with local business and industry representatives, using the LMS-generated Demand Occupations Lists, as well as other resources, such as Help Wanted Online Lists and Supply/Demand lists. The LWDBs must publish their updated RDOLs on their websites and update them as they make changes. CareerSource Research Coast adopted a local policy to incorporate CareerSource Florida's RDOL policy and process. As part of our local policy, the RDOL is to be reviewed and approved on a quarterly basis in order to add occupations in demand or delete occupations which are declining.
STAFF RECOMMENDATION:	Staff reviewed local labor market information and resources regarding the RDOL. There are no recommended additions or deletions of occupations to the list that was last approved at the October 4, 2017 Programs & Services Committee meeting for the 2nd Quarter of Program Year 2017 - 2018. Staff recommends approval of this RDOL for the 3rd Quarter of Program Year 2017 - 2018.
SUPPORTING MATERIALS:	CareerSource Research Coast Regional Demand Occupations List
BOARD STAFF:	Glenda Harden, Senior Vice President of Operations/COO gharden@careersourcerc.com (866) 482-4473 ext. 427

2017-18 Regional Demand Occupations List

Sorted by Occupational Title

Local Workforce Development Area 20 - Indian River, Martin, and St. Lucie Counties

Workforce Estimating Conference Selection Criteria:

1. FLDOE Training Code 3 (PSAV Certificate), 4 (Community College Credit/Degree), or 5 (Bachelor's Degree)
2. 10 annual openings and positive growth
3. Mean Wage of $14.29/hour and Entry Wage of $11.62/hour
4. High Skill/High Wage (HSHW) Occupations:
   Mean Wage of $22.39/hour and Entry Wage of $14.29/hour

SOC Code†	HSHW††	Occupational Title†	Annual Percent Growth	Annual Openings	2016 Hourly Wage Mean	2016 Hourly Wage Entry	FLDOE Training Code	In EFI Targeted Industry?	Data Source†††
132011	HSHW	Accountants and Auditors	2.16	85	31.98	19.38	5	Yes	R
113011	HSHW	Administrative Services Managers	1.59	344	52.64	31.94	4	Yes	S
493011	HSHW	Aircraft Mechanics and Service Technicians	1.07	441	27.27	17.34	3	Yes	S
493021		Automotive Body and Related Repairers	2.02	11	20.22	14.13	3	No	R
493023		Automotive Service Technicians and Mechanics	1.61	55	18.30	12.23	3	No	R
472021		Brickmasons and Blockmasons	3.22	180	17.35	13.47	3	No	S
493031		Bus and Truck Mechanics and Diesel Engine Specialists	1.65	394	21.58	15.20	3	Yes	S
472031		Carpenters	1.76	68	17.70	12.64	3	No	R
472051		Cement Masons and Concrete Finishers	2.98	14	17.00	13.77	3	No	R
351011	HSHW	Chefs and Head Cooks	1.69	265	27.14	16.82	3	No	S
131031	HSHW	Claims Adjusters, Examiners, and Investigators	1.16	771	29.52	19.50	3	Yes	S
151151		Computer User Support Specialists	1.57	10	20.62	13.52	3	Yes	R
474011	HSHW	Construction and Building Inspectors	2.43	15	25.89	17.01	3	No	R
472061		Construction Laborer	1.50	93	13.07	10.13	1	Yes	R
119021	HSHW	Construction Managers	1.69	18	47.01	29.74	4	No	R
333012		Correctional Officers and Jailers	0.42	1,123	21.45	15.89	3	No	S
131051	HSHW	Cost Estimators	2.16	17	31.13	20.87	4	No	R
319091		Dental Assistants	2.25	23	18.02	14.47	3	Yes	R
292021	HSHW	Dental Hygienists	2.35	13	32.49	26.80	4	Yes	R
292032	HSHW	Diagnostic Medical Sonographers	3.33	262	30.46	23.85	3	Yes	S
499051	HSHW	Electrical Power-Line Installers and Repairers	0.66	12	24.25	18.89	3	No	R
472111		Electricians	2.27	28	20.38	13.95	3	No	R
252021	HSHW	Elementary School Teachers, Except Special Education	1.77	82	30.04	21.74	5	No	R
436011	HSHW	Executive Secretaries and Executive Admin. Assistants	0.22	10	22.66	15.64	3	Yes	R
512091		Fiberglass Laminators and Fabricators	1.47	15	15.38	12.59	3	Yes	R
332011	HSHW	Firefighters	1.33	29	29.24	18.71	3	No	R
371012	HSHW	First-Line Superv. Landscaping & Groundskeeping Workers	1.43	28	23.07	15.47	3	No	R
471011	HSHW	First-Line Superv. of Construction and Extraction Workers	2.02	31	27.46	20.06	4	No	R
351012		First-Line Superv. of Food Preparation & Serving Workers	1.86	69	18.20	12.07	3	No	R
491011	HSHW	First-Line Superv. of Mechanics, Installers, and Repairers	1.66	29	28.74	19.35	3	No	R
431011	HSHW	First-Line Superv. of Office and Admin. Support Workers	1.56	63	26.08	17.07	4	Yes	R
511011	HSHW	First-Line Superv. of Production and Operating Workers	0.80	18	28.28	19.27	3	Yes	R
411011		First-Line Supervisors of Retail Sales Workers	1.34	110	21.76	14.86	3	No	R
111021	HSHW	General and Operations Managers	1.68	67	65.30	28.21	4	Yes	R
292099		Health Technologists and Technicians, All Other	2.32	309	18.78	12.66	3	Yes	S
499021		Heating, A.C., and Refrigeration Mechanics and Installers	2.37	35	17.78	12.94	3	No	R
533032		Heavy and Tractor-Trailer Truck Drivers	1.37	47	18.11	12.10	3	Yes	R
499041	HSHW	Industrial Machinery Mechanics	2.60	638	23.05	15.75	3	Yes	S
413021	HSHW	Insurance Sales Agents	1.77	25	37.09	18.10	3	Yes	R
252012	HSHW	Kindergarten Teachers, Except Special Education	1.71	16	30.85	22.71	5	No	R
292061		Licensed Practical and Licensed Vocational Nurses	1.59	73	20.82	17.04	3	Yes	R
		Logistics Training	1.50	60	16.50	14.00	3	Yes	R
514041		Machinists	1.44	414	18.84	12.59	3	Yes	S
49901		Maintenance and Repair, Worker, General	1.54	64	15.57	11.05	3	No	R
131111	HSHW	Management Analysts	2.45	29	43.43	20.55	5	Yes	R
319011		Massage Therapists - WTP Only	2.40	20	26.71	12.46	3	No	R
292012		Medical and Clinical Laboratory Technicians	3.41	10	23.67	12.98	4	Yes	R
292011	HSHW	Medical and Clinical Laboratory Technologists	2.17	12	30.98	24.68	4	Yes	R
119111	HSHW	Medical and Health Services Managers	1.92	18	56.62	34.16	5	Yes	R
319092		Medical Assistants	3.45	72	15.10	12.62	3	Yes	R
292071		Medical Records and Health Information Technicians	1.91	421	19.52	12.73	4	Yes	S

SOC Code†	HSHW††	Occupational Title†	Annual Percent Growth	Annual Openings	2016 Hourly Wage Mean	2016 Hourly Wage Entry	FLDOE Training Code	In EFI Targeted Industry?	Data Source†††
436013		Medical Secretaries	2.23	19	16.68	12.99	3	Yes	R
252022	HSHW	Middle School Teachers, Exc. Special & Voc. Education	1.80	40	31.85	23.71	5	No	R
493051		Motorboat Mechanics	2.34	10	18.94	13.58	3	No	R
472073		Operating Engineers/Construction Equipment Operators	2.61	32	18.22	14.84	3	No	R
292057		Ophthalmic Medical Technicians	3.62	13	18.83	15.53	3	Yes	R
472141		Painters, Construction and Maintenance	1.19	23	15.67	12.87	3	No	R
292041		Paramedics	3.00	10	15.99	11.37	4	Yes	R
372021		Pest Control Workers	NR	10	17.33	11.99	3	No	R
373012		Pesticide Handlers, Sprayers, & Applicators, Vegetation	NR	10	17.15	12.98	4	No	R
319097		Phlebotomists - WTP ONLY	2.44	355	14.61	11.87	3	Yes	S
472152		Pipelayers	3.01	10	17.40	12.83	3	Yes	R
472152		Plumbers, Pipefitters, and Steamfitters	1.86	23	19.92	15.39	3	No	R
333051	HSHW	Police and Sheriff's Patrol Officers	1.20	38	25.89	19.13	3	No	R
292034	HSHW	Radiologic Technologists	1.55	459	25.34	18.23	3	Yes	S
291141	HSHW	Registered Nurses	1.90	184	29.24	23.07	4	Yes	R
291126	HSHW	Respiratory Therapists	1.55	314	26.81	21.26	4	Yes	S
472181		Roofers	2.74	48	17.00	12.67	3	No	R
414011	HSHW	Sales Representatives, Wholesale & Mfg, Tech. & Sci. Prod.	0.48	12	38.56	18.84	3	Yes	R
414012		Sales Representatives, Wholesale and Manufacturing, Other	1.30	65	34.14	12.21	3	Yes	R
252031	HSHW	Secondary School Teachers, Exc. Special and Voc. Ed.	1.79	42	33.36	25.13	5	No	R
472211		Sheet Metal Workers	1.66	315	17.77	12.52	3	No	S
472221		Structural Iron an Steel Workers	3.64	15	19.53	12.38	3	Yes	R
292055		Surgical Technologists	3.56	11	20.61	16.29	3	Yes	R
173031		Surveying and Mapping Technicians	1.98	10	18.49	12.34	3	Yes	R
259041		Teacher Assistants	1.64	44	14.64	11.80	3	No	R
472044		Title and Marble Setters	3.48	13	17.27	11.28	3	No	R
292056		Veterinary Technologists and Technicians	2.46	15	15.60	11.70	4	Yes	R
251194	HSHW	Vocational Education Teachers, Postsecondary	2.13	264	25.73	14.94	4	No	S
514121		Welders, Cutters, Solderers, and Brazers	0.92	16	18.29	13.89	3	Yes	R

†SOC Code and Occupational Title refer to Standard Occupational Classification codes and titles.

††HSHW = High Skill/High Wage.

†††Data Source:

R = Meets regional wage and openings criteria based on state Labor Market Statistics employer survey data. Regional data are shown.

S = Meets statewide wage and openings criteria based on state Labor Market Statistics employer survey data. Statewide data are shown.

NR = Not releasable.

EFI - Enterprise Florida, Inc.

CareerSource RESEARCH COAST

AGENDA ITEM #5D

EXECUTIVE COMMITTEE MINUTES – February 16, 2018

Meeting Summary:

1. Declarations of Conflict of Interest
2. Review and Approve December Financials
3. Review and Approve the WIOA Youth Supportive Service Policy
4. Review and Approve Budget Modification for Eckerd Sub-recipient Agreement for Internship Wage Increase
5. Review and Approve the Priority of Service Policy as amended
6. Review and Approve the Third Quarter Regional Demand Occupations List for Program Year 2017 – 2018
7. Other Business

Members Present:
Werner Bols, Bob Cenk, Pam Houghten

Participating by Teleconference:
Waldo Tames, Sean Mitchell

Members Excused:
Pam Burchell

Staff In Attendance:
Brian Bauer, Lisa Delligatti, Jennifer DuBey

Staff Participating by Teleconference:
Glenda Harden

Guest In Attendance:
Donna Rivett

Called To Order:
Bob Cenk, Chair, called the meeting to order at 8:00am.

Agenda Item #2 – Declaration of Conflict of Interest:

None declared.

Agenda Item #3 – December Financials:

Lisa Delligatti, Chief Financial Officer, presented the Financial Reports for December 2017. Brian Bauer, President/CEO, announced the ITA Waiver of 25% rather than the 30% sliding scale waiver calculation as assigned, was approved at the February CareerSource Florida Board of Directors meeting. This will allow CSRC to utilize 5% of the formula funding for WIOA supportive services for individuals while in training.

A motion was made by Pam Houghten and a second by Werner Bols to approve the financial statement(s) as presented. The motion passed unanimously.

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Agenda Item #4 – WIOA Youth Supportive Service Policy

Glenda Harden, Senior Vice President/COO explained the Workforce Innovation and Opportunity Act (WIOA) requires that enrolled participants of the WIOA Youth program have access to limited funds designated through program design to assist them in overcoming barriers to employment. Supportive service payments are issued on a case by case basis and determined by the needs of the individual participant, pursuant to WIOA regulations.

Due to lack of quorum at the February 6, 2018, Youth Council meeting, committee members requested making suggested language changes and bring before the Executive Committee for approval.

A motion was made by Werner Bols and a second by Pam Houghten to approve the policy as presented. The motion passed unanimously.

Agenda Item #5 – Budget Modification for Eckerd Sub-recipient Agreement for Internship Wage Increase:

Ms. Harden explained that the budget modification went before the Youth Council on February 6th. Youth participants are being employed at higher wages through the direct hire process versus what they are being paid as an intern. Eckerd Connects, the Youth sub-recipient, is not asking for a budget increase, but consideration to adjust line items to allot for an internship wage increase to encourage continued youth participation.

A motion to approve the budget modification and evaluate the budget modification prior to renewing the sub-recipient agreement was made by Werner Bols followed by a second by Pam Houghten. The motion passed unanimously.

Agenda Item #6 – Priority of Service Policy:

Glenda Harden reviewed the modifications being recommended to the Priority of Service Policy. After review by the CSRC contracted independent monitoring firm, it was recommended the policy be amended/updated to specify that priority of service is applicable for individualized and training services only. The modification establishes the CSRC policy and procedures to meet the WIOA Statutory Priority for Adult Funds. The amended policy will change from Priority of Service Policy to Priority of Funds Policy.

A motion was made by Werner Bols and a second by Pam Houghten to approve the policy as presented. The motion passed unanimously.

Agenda Item #7 – Third Quarter Regional Demand Occupations List:

Ms. Harden reviewed the Regional Demand Occupation List (RDOL) for the third quarter of PY 2017/18. CareerSource Research Coast's local policy requires our RDOL to be reviewed and approved quarterly in order to add occupations in demand or delete occupations which are declining. Information from local employers and organizations, and labor market informational tools are utilized to make these decisions. Staff reviewed the latest information and made the recommendation to not make changes to the RDOL for the third quarter. Ms. Harden also explained if there are ten (10) openings for a specific industry, a new company or a company has growth, that occupation can be added to the RDOL.

A motion was made by Pam Houghten and a second by Werner Bols to approve the list as provided. The motion passed unanimously.

Agenda Item #8 – Other Business:

Mr. Bauer touched on key points from the Day at the Capitol. Key points included:

- CareerSource Pinellas is under investigation for its reporting of job placement figures
- LWDBs were asked to look at increased transparency, steps to prevent and possible constraints in state system(s)
- DEO presented their Skills Gap Study
- The need and demand for Soft Skills
- Sector Strategy Policy - applies to CareerSource Florida and all 24 local workforce development boards. It requires local workforce development boards to include their approach to establishing, implementing and sustaining effective sector strategies in their local workforce development plans.
- CSRC is currently ranked 8th out of 24 local workforce development boards for performance
- The Performance Funding Model is under consideration to better align with board size and with Federal Common Measures

Bob Cenk mentioned the Florida Homebuilders Association (FHBA) was also in Tallahassee to discuss topics of interest with legislators. While meeting with Representative Gail Harrell the suggestion to build a "miracle house" to donate to charity was discussed. Members of the Treasure Coast Builders Association (TCBA) met to discuss plans on establishing a timeline and organization to complete the miracle house.

Agenda Item 7 – Set Agenda Items for Next Meeting:

- Two-year Modification Plan
- Update on standards

The meeting of the Executive Committee was adjourned at 8:45 a.m.

DRAFT

CareerSource RESEARCH COAST

AGENDA ITEM #5Di

AGENDA ITEM SUMMARY

TITLE:	Financial Statement Report
STRATEGIC GOAL:	Optimal Use of Resources
POLICY/PLAN/LAW:	Workforce Innovation & Opportunity Act: Role of LWDB's
ACTION REQUESTED:	Review and Approve December Financial Statements
BACKGROUND:	The Board approved the proposed budget for the 2017-2018 Program Year. The Executive Committee regularly reviews budgets, all amendments to the budget and monthly expenditures.
STAFF RECOMMENDATION:	Review and Approve the December Financial Statement
SUPPORTING MATERIALS:	Monthly Financial Statement
BOARD STAFF:	Lisa Delligatti, Chief Financial Officer ldelligatti@careersourcerc.com 866-482-4473 ext. 430

LWDB 20
Summary of Funding and Expenditures
As of December 31, 2017

PY 17-18 TOTAL AVAILABLE FUNDING	INDIRECT	ADULT	DW	YOUTH	WTP	RA (UC)	SNAP	WP	TAA	LVER	DVOP
PY 17-18 Allocations		$ 1,239,840	$ 1,069,616	$ 1,136,940	$ 1,080,731	$ 25,128	$ 198,188	$ 773,893	$ 106,342	$ 98,255	$ 132,039
PY 17-18 Supplemental		$ -	$ 339,679	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Unrestricted Funds Earned this year		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Additional Funds		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Retained by DEO for Merit Salaries		$ -	$ -	$ -	$ -	$ -	$ -	$ (452,214)	$ (57,157)	$ (42,299)	$ (59,576)
Carryforward to PY 18-19		$ -	$ (37,699)	$ -	$ -	$ -	$ -	$ (26,780)	$ -	$ -	$ -
Carryforward		$ -	$ 116,774	$ -	$ -	$ -	$ -	$ 60,034	$ -	$ -	$ -
TOTAL	**$ -**	**$ 1,239,840**	**$ 1,488,370**	**$ 1,136,940**	**$ 1,080,731**	**$ 25,128**	**$ 198,188**	**$ 354,933**	**$ 49,185**	**$ 55,956**	**$ 72,463**
FUNDING DRAWN DOWN YTD	**INDIRECT**	**ADULT**	**DW**	**YOUTH**	**WTP**	**RA (UC)**	**SNAP**	**WP**	**TAA**	**LVER**	**DVOP**
PY 17-18 Allocations		**$ 710,570**	**$ 607,936**	**$ 486,184**	**$ 493,682**	**$ 14,282**	**$ 84,307**	**$ 164,951**	**$ 30,558**	**$ 25,608**	**$ 37,725**
PY 17-18 Supplemental		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Retained by DEO for Merit Salaries		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Unrestricted Funds Earned this year		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Carryforward to PY 18-19		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		**$ -**
Carryforward		**$ -**	**$ 143,054**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
TOTAL		**$ 710,570**	**$ 750,989**	**$ 486,184**	**$ 493,682**	**$ 14,282**	**$ 84,307**	**$ 164,951**	**$ 30,558**	**$ 25,608**	**$ 37,725**
% of Total Budgeted Funding Received		**57.31%**	**50.46%**	**42.76%**	**45.68%**	**56.84%**	**42.54%**	**46.47%**	**62.13%**	**45.76%**	**52.06%**
EXPENDITURES											
Administrative	**$ (5,816)**	**$ 116,527**	**$ 20,717**	**$ 9,799**	**$ 46,848**	**$ 579**	**$ 10,733**	**$ 8,288**	**$ 1,851**	**$ 1,436**	**$ 2,137**
Salaries and Benefits	$ 197,979	$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -
General and Administrative	$ 101,872	$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -
Allocated Indirect Costs	$ (305,667)	$ 123,257	$ 20,717	$ 10,320	$ 46,848	$ 579	$ 10,733	$ 10,205	$ 1,851	$ 1,436	$ 2,137
Reclassification		$ (6,730)	$ -	$ (521)	$ -	$ -		$ (1,917)	$ -	$ -	$ -
Travel		$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -
Program Training	**$ (3,211)**	**$ 1,035,192**	**$ 181,031**	**$ 577,376**	**$ 420,113**	**$ 13,092**	**$ 92,134**	**$ 100,257**	**$ 14,114**	**$ 21,716**	**$ 33,970**
WIA Youth Contracts		$ -	$ -	$ 428,113	$ -	$ -	$ -	$ -	**$ -**	$ -	$ -
Salaries and Benefits	$ 143,995	$ 529,658	$ 113,008	$ 8,191	$ 274,661	$ -	$ 60,501	$ 26,938	$ 366	$ 2,661	$ 3,991
Contract Labor	$ 1,240	$ 16,832	$ 3,593	$ 16,687	$ 7,964	$ -	$ 2,272	$ 972	$ 10	$ 77	$ 116
Internship		$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**	$ -	$ -
Incentives/Stipends		$ -	$ -	$ -	$ 5,350	$ -	$ -	$ -	**$ -**	$ -	$ -
Support Services/ Participants		$ -	$ -	$ -	$ 2,691	$ -	$ -	$ -	$ -	$ -	$ -
Training-TAA		$ -	$ -	$ -	$ -	$ -		$ -	$ 11,572	$ -	$ -
Training-ITA/OST		$ 64,517	$ 7,564	$ 2,950	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Training-OJT		$ 142,799	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Training-Cust./Employed Worker		$ 3,220	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -
Work Experience/ Internships/ Participant Wages		$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -
Travel	$ 1,149	$ 4,398	$ 1,414	$ 819	$ 2,200	$ -	$ 441	$ 1,513	$ 2	$ 469	$ 1,051
One Stop Shared Costs		$ 127,810	$ 29,285	$ -	$ 62,264	$ 12,761	$ 16,612	$ 65,892	$ 2,231	$ 10,203	$ 26,485
Other Operating Expenses	$ 26,403	$ 75,157	$ 14,249	$ 42,611	$ 37,433	$ -	$ 6,276	$ 25,218	$ 9	$ 7,474	$ 1,341
Allocated Program Indirect	$ (175,997)	$ 70,803	$ 11,918	$ 6,493	$ 27,550	$ 330	$ 6,033	$ 5,991	$ 1,151	$ 832	$ 1,223
Reclassification		**$ -**	**$ -**	$ 71,511	$ -	$ -	$ -	$ (26,268)	$ (1,227)	$ -	$ (237)
Total Expenditures	**$ (9,026)**	**$ 1,151,719**	**$ 201,748**	**$ 587,175**	**$ 466,961**	**$ 13,671**	**$ 102,867**	**$ 108,546**	**$ 15,966**	**$ 23,152**	**$ 36,107**
Funding Over/(under) expenditures	**$ 9,027**	**$ (441,149)**	**$ 549,242**	**$ (100,991)**	**$ 26,721**	**$ 611**	**$ (18,560)**	**$ 56,405**	**$ 14,593**	**$ 2,455**	**$ 1,618**
YTD % of Budgeted Funds Expended		**92.89%**	**13.55%**	**51.65%**	**43.21%**	**54.41%**	**51.90%**	**30.58%**	**32.46%**	**41.38%**	**49.83%**
Comments											

LWDB 20
Summary of Funding and Expenditures
As of December 31, 2017

PY 17-18 TOTAL AVAILABLE FUNDING	CBSS	Supp WIOA State	WIOA PI	WP PI	DLW React	NEG Irma	Pthways to Prosperity Pre-Appren	SSI Manufacturing Apprentice	Youth Build	SOS Youth	OTHER Non NFA	YEAR TO DATE TOTALS	
PY 17-18 Allocations	$ 254,955	$ 170,651	$ 156,544	$ 54,267	$ 393,315	$ 1,382,727	$ 503,187	$ 488,324	$ 475,890	$ -			$ 9,740,832
PY 17-18 Supplemental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -				$ 339,679
Unrestricted Funds Earned this year	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ 82,477		$ 82,477
Additional Funds	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 300,000			$ 300,000
Retained by DEO for Merit Salaries	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -				$ (611,246)
Carryforward to PY 18-19	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -				$ (64,479)
Carryforward	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -				$ 176,808
TOTAL	**$ 254,955**	**$ 170,651**	**$ 156,544**	**$ 54,267**	**$ 393,315**	**$ 1,382,727**	**$ 503,187**	**$ 488,324**	**$ 475,890**	**$ 300,000**	**$ 82,477**	**$ -**	**$ 9,964,071**

FUNDING DRAWN DOWN YTD	CBSS	Supp WIOA State	WIOA PI	WP PI	DLW React	NEG Irma	PP Appren	Manuf Appren	Youth Build	SOS Youth	OTHER Non NFA	PY 17-18 Actual	PY 17-18 Budget	VARIANCE	% Expended
PY 17-18 Allocations	**$ 140,000**	**$ 75,000**	**$ 156,544**	**$ 53,494**	**$ 21,752**	**$ 341,500**	**$ 5,000**	**$ 10,000**	**$ 12,900**	**$ -**	**$ -**	**$ 3,471,991**	**$ 9,740,832**	**$ 6,268,841**	**35.644%**
PY 17-18 Supplemental	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 339,679**	**$ 339,679**	**0.000%**
Retained by DEO for Merit Salaries	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (611,246)**		
Unrestricted Funds Earned this year	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 868**	**$ 868**	**$ 382,477**	**$ 381,609**	**0.227%**
Carryforward to PY 18-19	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 190,838	$ -	$ 190,838	$ (64,479)	$ (255,317)	
Carryforward	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 143,054**	**$ 176,808**	**$ 33,754**	**80.909%**
TOTAL	**$ 140,000**	**$ 75,000**	**$ 156,544**	**$ 53,494**	**$ 21,752**	**$ 341,500**	**$ 5,000**	**$ 10,000**	**$ 12,900**	**$ 190,838**	**$ 868**	**$ 3,806,751**	**$ 9,964,071**	**$ 6,157,320**	**38.205%**
% of Total Budgeted Funding Received	**54.91%**	**43.95%**	**100.00%**	**98.57%**	**5.53%**	**24.70%**	**0.99%**	**2.05%**	**2.71%**						

EXPENDITURES												PY 17-18 Actual	PY 17-18 Budget	VARIANCE Under/(Over)	% Expended
Administrative	**$ 11,502**	**$ -**	**$ 15,423**	**$ 4,680**	**$ 1,840**	**$ 37,910**	**$ 180**	**$ 220**	**$ 158**	**$ 7,261**	**$ 16,733**	**$ 309,008**	**$ 892,078**	**$ 583,069**	**34.64%**
Salaries and Benefits	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 197,979	$ 409,805	$ 211,826	48.311%
General and Administrative	$ -	$ -	$ -	$ 2,764	$ -	$ -	$ -	$ -	$ -	$ -	$ 9,157	$ 113,793	$ 257,510	$ 143,717	44.190%
Allocated Indirect Costs	$ 11,502	$ -	$ 8,172	$ 1,917	$ 1,840	$ 37,910	$ 180	$ 220	$ 158	$ 7,261	$ 7,576	$ (847)	$ 134,728	$ 135,575	-0.629%
Reclassification	$ -	$ -	$ 7,251	$ -	d	$ -	$ -	$ -	$ -	$ -		$ (1,917)	$ -	$ 1,917	
Travel	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -	
Program Training	**$ 77,552**	**$ -**	**$ 141,121**	**$ 48,814**	**$ 18,370**	**$ 314,389**	**$ 2,418**	**$ 2,940**	**$ 1,954**	**$ 230,578**	**$ (45,078)**	**$ 3,278,842**	**$ 9,071,994**	**$ 5,793,152**	**36.1%**
WIA Youth Contracts	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ 428,113	$ 1,163,922	$ 735,809	36.8%
Salaries and Benefits	$ -	$ -	$ 20,800	$ -	$ 9,930	$ 43,189	$ 1,677	$ 2,123	$ -	$ -	$ 15,467	$ 1,257,156	$ 2,537,926	$ 1,280,770	49.5%
Contract Labor	$ -	$ -	$ 625	$ -	$ 3,111	$ 2,587	$ -	$ -	$ 1,584	$ 31,038	$ 495	$ 89,203	$ 1,095,120	$ 1,005,917	8.1%
Internship	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Incentives/Stipends	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,350	$ 67,500	$ 62,150	7.9%
Support Services/ Participants	$ 9,351	$ -	$ -	$ -	$ -	$ 7,540	$ -	$ -	$ -	$ -	$ -	$ 19,581	$ 93,755	$ 74,174	20.9%
Training-TAA	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 11,572	$ 35,000	$ 23,428	33.1%
Training-ITA/OST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 75,030	$ 812,035	$ 737,005	9.2%
Training-OJT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 142,799	$ 865,252	$ 722,453	16.5%
Training-Cust./Employed Worker	$ 62,482	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 65,702	$ 1,620	$ (64,082)	4055.7%
Work Experience/ Internships/ Participant Wages	$ -	$ -	$ -	$ -	$ -	$ 225,012	$ -	$ -	$ -	$ 176,466	$ -	$ 401,478	$ 6,515	$ (394,963)	6162.4%
Travel	$ -	$ -	$ 978	$ -	$ 50	$ 361	$ -	$ -	$ -	$ 1,083	$ 1,529	$ 17,457	$ 28,890	$ 11,433	60.4%
One Stop Shared Costs	$ -	$ -	$ -	$ -	$ 4,081	$ 13,671	$ -	$ -	$ -	$ -	$ 3,258	$ 374,553	$ 890,928	$ 516,375	42.0%
Other Operating Expenses	$ 70	$ -	$ 69,183	$ 19,515	$ 119	$ 613	$ 606	$ 651	$ 251	$ 17,430	$ 24,606	$ 369,215	$ 1,136,387	$ 767,172	32.5%
Allocated Program Indirect	$ 5,649	$ -	$ 4,720	$ 1,566	$ 1,079	$ 21,416	$ 135	$ 166	$ 119	$ 4,562	$ 4,259	$ 0	$ 337,144	$ -	
Reclassification	$ -	$ -	$ 44,815	$ 27,732	$ -	$ -	$ -	$ -	$ -	$ -	$ (94,693)	$ 21,634	$ (0)	$ (21,634)	
Total Expenditures	**$ 89,054**	**$ -**	**$ 156,544**	**$ 53,494**	**$ 20,210**	**$ 352,299**	**$ 2,598**	**$ 3,161**	**$ 2,112**	**$ 237,839**	**$ (28,345)**	**$ 3,587,851**	**$ 9,964,072**	**$ 6,376,221**	**36.0%**
Funding Over/(under) expenditures	**$ 50,947**	**$ 75,000**	**$ 0**	**$ -**	**$ 1,542**	**$ (10,799)**	**$ 2,402**	**$ 6,839**	**$ 10,788**	**$ (47,000)**	**$ 29,213**	**$ 218,900**			
YTD % of Budgeted Funds Expended	**34.93%**	**0.00%**	**100.00%**	**98.57%**	**5.14%**	**25.48%**	**0.52%**	**0.65%**	**0.44%**	**79.28%**		**36.01%**			
Comments															

AGENDA ITEM #5Dii

AGENDA ITEM SUMMARY

TITLE:	Workforce Innovation & Opportunity Act (WIOA) Youth Supportive Service Policy
STRATEGIC GOALS	Operational Intelligence
POLICY/PLAN/LAW:	WIOA Youth Regulations
ACTION REQUESTED:	Review and Approve
BACKGROUND:	WIOA requires that enrolled participants of the WIOA Youth program have access to limited funds designated through the program designed to assist them in overcoming barriers to employment. Supportive service payments are issued on a case by case basis and determined by the needs of the individual participant, pursuant to WIOA regulations. CareerSource Research Coast (CSRC) drafted a local policy to provide written guidance regarding WIOA Youth Supportive Service provisions for issuance to enrolled youth. The Youth Council met on February 6, 2018, at which time, provided modifications to the draft policy and directed CSRC staff to present to the Executive Committee as final.
STAFF RECOMMENDATION:	Approve the WIOA Youth Supportive Service Policy
SUPPORTING MATERIALS:	WIOA Youth Supportive Service Policy
BOARD STAFF:	Glenda Harden, Senior Vice President of Operations/COO gharden@careersourcerc.com; (866) 482-4473, ext. 427

PURPOSE

To establish standard procedures for the delivery of supportive services to Workforce Innovation & Opportunity Act (WIOA) youth participants in the Local Workforce Development Area 20, (LWDA 20), CareerSource Research Coast (CSRC). WIOA Youth Staff shall coordinate and manage the provision of cost-effective supportive services to participants when appropriate funding is available. CSRC shall authorize supportive services when a need has been identified, when the participant will not be successful without this support, and when no alternate funding is available to pay for such supportive service.

REFERENCES

Section 129 of the Workforce Innovation & Opportunity Act. WIOA Desk Reference; Supportive Services, June 2017 Edition, Employment and Training Administration, United States Department of Labor. TEGL 21-16.

BACKGROUND

CSRC encourages and promotes career pathways that led to self-sufficiency.

Our goal is to assist WIOA youth participants with their goals of entering a career field and earning a livable wage. While working towards attaining employment goals, the participant may need supportive services to complete his/her internship and/or classroom-training program. Supportive services may include (but are not limited to) licensing fees, transportation, tools, uniforms, interview attire and footwear required on a job site.

POLICY

In LWDA 20, supportive service assistance shall be available to youth actively enrolled in the WIOA youth program to assist youth with overcoming barriers to employment. Supportive services are issued at the discretion of the youth's WIOA Career Coach, with approval from the WIOA Youth Program Manager.

Supportive service payments shall not be utilized for housing expenses, childcare/dependent care, legal fees, fines, late fees, court costs, or any reason not detailed in "Procedure: item 7".

In order for a supportive service to be issued to a WIOA youth participant, the appropriate code must be opened in the State's MIS system (Employ Florida) and accompanied by a case note justifying the need for the supportive service and its relation to the goals of the youth's Individual Service Strategy.

PROCEDURE

1.) A request will be sent to the WIOA Youth Program Manager via email with the following;
   a. Participant's Employ Florida State ID number
   b. Reason for supportive services
   c. Participant's sizes of work attire/interview attire (if such is being requested)
2.) The participant should be in need of the required supportive service for the completion of his/her training.
3.) There will be a documented case note in the State's MIS system (Employ Florida) for each supportive service issued.
4.) The need for the supportive service will be documented on the Individual Service Strategy Plan and the Objective Assessment.
5.) The supportive service will be documented in the State's MIS system (Employ Florida) by opening a supportive service activity code, i.e., 481, Transportation.

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

a. When the participant is issued a gas card, the gas card information must be entered into the State's MIS system (Employ Florida) for tracking purposes. Both the participant and WIOA Career Coach must sign the gas card log and voucher. Then both the gas card log and voucher must by uploaded into iSynergy under WIOA Support Services.
b. Participants many receive up to $25.00 a month in gas card disbursements, depending on program budget.
c. A case note must be entered in the State's MIS system (Employ Florida) to support the reason for the gas card. In addition, the case note will include the gas card number and the amount of the gas card given.

6.) Supportive services may include work uniforms, work boots, tools or equipment, supplies, test(s), license(s), physicals, bus passes, and gas cards. With the exception of transportation assistance, each type of supportive service is available to an enrolled WIOA youth participant once per program year unless special circumstances have been approved in advance by the CSRC Youth Programs Coordinator.

7.) The following cost chart will serve as the standard for supportive service requests:

Service	Maximum Limit	Notes
Uniforms	$75.00	2 Tops- 2 Bottoms not to exceed $75.00 (unless requested special approval from CSRC Youth Programs Coordinator)
Shoes	$50.00	Uniform Shoes (i.e., health, restaurants, retail)
Boots	$75.00	Safety Steel Toe Boots
Interview Attire	$75.00	Appropriate clothing for job/internship interview
Tools	$100.00	Wrenches, Hammers, Stethoscope etc.
Background checks	$55.00	Finger printing etc.
Physicals	$100.00	Drug Screening etc.
Gas cards	$25.00	Transportation Assistance Monthly
Bus passes	$35.00	Transportation Assistance Monthly
Educational testing, licensing fees, required textbooks	$300.00	Must align with Individual Service Strategy career goals
Required accommodations for youth with disabilities	No predetermined limit	Must provide documentation of need for accommodation
Driver's license	$65.00	Driver's permit/Driver's License/State ID

8.) The availability of supportive services will vary with each program year and is based upon WIOA Youth Program funding received by CSRC.

9.) Special exceptions may be requested and sent to the CSRC Youth Program Coordinator for approval.

10.) All supportive service requests are subject to program budget and funding availability.

DRAFT

AGENDA ITEM #5Diii

AGENDA ITEM SUMMARY

TITLE:	Eckerd Sub-recipient Agreement Budget Modification for Internship Wage Increase
STRATEGIC GOALS	Operational Intelligence
POLICY/PLAN/LAW:	Workforce Innovation & Opportunity Act (WIOA) Youth Regulations
ACTION REQUESTED:	Review and Approve
BACKGROUND:	WIOA requires that paid internship opportunities be available to enrolled participants in the WIOA Youth program. In order to align the internship wage with current entry-level job wages in our local workforce development area, Eckerd Youth Program Staff and CareerSource Research Coast (CSRC) have adjusted the current WIOA Youth budget to allot for an internship wage increase. CSRC recommends approval of the budget modification submitted by the WIOA Youth sub-recipient, Eckerd Connects, to increase the current internship wage for youth from $8.25 per hour to $9.00 per hour, retroactive as of February 1, 2018.
STAFF RECOMMENDATION:	Approve the Eckerd Sub-recipient Agreement Budget Modification for Internship Wage Increase
SUPPORTING MATERIALS:	None
BOARD STAFF:	Glenda Harden, Senior Vice President of Operations/COO gharden@careersourcerc.com; (866) 482-4473, ext. 427

AGENDA ITEM #5Div

AGENDA ITEM SUMMARY

TITLE:	Priority of Service Policy Amendment
STRATEGIC GOALS:	Optimal Use of Resources
POLICY/PLAN/LAW:	Workforce Innovation and Opportunity Act (WIOA)
ACTION REQUESTED	Review and Approve the Amended Priority of Service Policy
BACKGROUND:	Section 134(c) (3) (E) of WIOA establishes a priority requirement with respect to funds allocated to a local workforce development area for adult individualized and training activities. Under WIOA, priority must be provided regardless of the level of funds. WIOA also expanded the priority of services to include individuals who are basic skills deficient and/or have significant barriers to employment. The CareerSource Research Coast (CSRC) Priority of Services Policy was approved at the January 25, 2017, Board of Directors meeting in order to meet WIOA Priority of Service requirements. After review by our contracted independent monitoring firm, it was recommended the policy be amended/updated to specify that priority of service is applicable for individualized and training services only. The amendment establishes the CSRC policy and procedures to meet the WIOA Statutory Priority for Adult Funds and was approved at the Programs & Services committee meeting held on February 7, 2018. Basic career services are universally accessible to all WIOA eligible career seekers.
STAFF RECOMMENDATION:	Approve the Priority of Service Policy as amended
SUPPORTING MATERIALS:	Priority of Service Policy - Amended
BOARD STAFF:	Glenda Harden, Senior Vice President of Operations/COO gharden@careersourcerc.com; (866) 482-4473, ext. 427

PURPOSE

To establish the CareerSource Research Coast (CSRC) policy and procedures in order to meet the WIOA Statutory Priority for Adult Funds.~~Priority of Service~~ requirements.

REFERENCES

Section 134(c)(3)(E) of the Workforce Innovation and Opportunity Act (WIOA).

POLICY

Priority of Service Definition: Employment and training activities are subject to the Priority of Service requirements~~procedures~~ defined by WIOA. Low-income for the local workforce development board (LWDB20), CSRC, is defined as 200% of the current year's Lower Living Standard Income Level (LLSIL). Priority must be provided in the following order:

~~1) Veterans and eligible spouses who are recipients of public assistance, low income, and individuals who are basic skills deficient;~~
~~2) Career seekers who are not veterans or eligible spouses, who are recipients of public assistance, low-income, and individuals who are basic skills deficient;~~
~~3) Veterans and eligible spouses who are not recipients of public assistance, are not low-income, and not basic skills deficient;~~
~~4) Under-employed adult and dislocated worker career seekers;~~
~~a. Individuals employed less than full-time (32 hours) who are seeking full-time employment;~~
~~b. Individuals who are employed who meet the definition of low-income individual;~~
~~c. Individuals who are employed, but whose current job's earnings are not sufficient compared to their previous job's earnings from their employment.~~
~~5) Career seekers who are not veterans or eligible spouses, who are not recipients of public assistance, are not low-income, and are not basic skills deficient.~~

1) Veterans and eligible spouses who are recipients of public assistance, low income, or who are basic skills deficient
2) Individuals (non-covered persons) who are recipients of public assistance, or low income or who are basic skills deficient
3) Veterans and eligible spouses who are not recipients of public assistance, are not low income or who are not basic skills deficient
4) Individuals (non-covered persons) who do not meet the above priorities. Individuals who are not veterans or eligible spouses, who are not recipients of public assistance, who are not low-income, and who are not basic skills deficient

PROCEDURE

Activation of Priority of Service Policy: Under WIOA, priority must be provided regardless of the level of funds.

Priority of Service Eligibility Guidelines: All prospective WIOA adult career ~~job~~ seekers must receive an assessment that establishes need and suitability for individualized career and training services. Income eligibility must be established and documented for Public Assistance Recipients and low-income career seekers. Guidelines for establishing eligibility for each priority of service level are provided below.

1. **Public Assistance** Career seekers who are recipients of public assistance such as SNAP and TANF

   a. Proof of income must be demonstrated by one or more of the following:
      i. Public assistance records/printout for TANF and SNAP;
      ii. Current authorization to obtain food stamps (SNAP);
      iii. Letter from food stamp disbursing agency (SNAP);
      iv. Postmarked food stamp mailer with applicable name and address

   b. A copy of all appropriate eligibility documentation must be made and included in the participant's ~~client's~~ file.

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2. **Income level 200% of LLSIL**: Priority for adults having a family income that is at or below 200% of the current year's Lower Living Standard Income Level (LLSIL) based on the previous six months of income.

a. Proof of the number of members in the family is needed in order to determine family income. Self-certification is acceptable. All family members must be listed in the eligibility documentation. Family is defined by WIOA as two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and who are husband, wife, and dependent children; or guardian and dependent children; or a husband and wife.

b. A copy of all appropriate eligibility documentation must be made and included in the participant's ~~client's~~ file.

~~3. **Under-employed**: Employed adult is defined as family income that is less than what is considered to be a sustainable wage for a WIOA Adult, per current approved CSRC policy on Self-sufficiency and the individual is at risk of losing his/her job or is unable to earn more without additional intensive and/or training services.~~

~~a. Individuals who are underemployed may include:~~
~~i. Individuals employed less than full-time who are seeking full-time employment;~~
~~ii. Individuals who are employed in a position that is inadequate with respect to their skills and training;~~
~~iii. Individuals who are employed who meet the definition of a low-income individual in WIOA sec. 3(36); and~~
~~iv. Individuals who are employed, but whose current job's earnings are not sufficient compared to their previous employment, per State and/or local policy.~~

~~b. Employed adults may provide self-attestation as documentation of their need for services in order to retain and/or advance in their job~~

~~c. A copy of all appropriate eligibility documentation must be made and included in the client's file.~~

4. **Significant Barriers to employment**: Defined as an unemployed adult who has a significant barrier to employment, as defined in the WIOA application, to include individual-s who are basic skills deficient.

a. The following guidelines should be used to determine eligibility for this category:
   i. The client has one or more barriers to employment, as defined on the WIOA adult application,

b. A copy of all appropriate eligibility documentation must be made and included in the ~~client's~~ participant's file.

ATTACHMENTS: Documents found on Share Drive
- Lower Living Standard Income Level
- ~~WIOA Policy #2 - Self Sufficiency~~

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AGENDA ITEM #5Dv

AGENDA ITEM SUMMARY

TITLE:	Regional Demand Occupations List (RDOL) for 3rd Quarter of Program Year 2017 - 2018
STRATEGIC GOALS	Strong Advancement of Existing and Emerging Regional Targeted Industry Clusters
POLICY/PLAN/LAW:	Workforce Innovation & Opportunity Act (WIOA)
ACTION REQUESTED:	Approve the RDOL for the 3rd Quarter of Program Year 2017 - 2018
BACKGROUND:	The Department of Economic Opportunity's (DEO) Bureau of Labor Market Statistics (LMS) has published the 2017 - 2018 Statewide Demand Occupations List on the DEO website. The Statewide Demand Occupations list identifies the labor market needs of Florida businesses and encourages job training based on those needs, with emphasis on jobs that are both high demand and high skill/high wage, and is used as a baseline for establishing the Regional Demand Occupations Lists (RDOLs). The Local Workforce Development Boards (LWDBs) develop and use their RDOLs to identify occupations for which eligible adults and dislocated workers may receive training assistance under WIOA. Pursuant to CareerSource Florida policy, LWDBs are to develop their RDOLs, in consultation with local business and industry representatives, using the LMS-generated Demand Occupations Lists, as well as other resources, such as Help Wanted Online Lists and Supply/Demand lists. The LWDBs must publish their updated RDOLs on their websites and update them as they make changes. CareerSource Research Coast (CSRC) adopted a local policy to incorporate CareerSource Florida's RDOL policy and process. As part of the CSRC local policy, the RDOL is to be reviewed and approved on a quarterly basis in order to add occupations in demand or delete occupations which are declining.
STAFF RECOMMENDATION:	CSRC staff reviewed local labor market information and resources regarding the RDOL. There are no recommended additions or deletions of occupations to the list that was last approved at the November 29, 2017 Board of Directors meeting for the 2nd Quarter of Program Year 2017 - 2018. CSRC staff recommends approval of this RDOL for the 3rd Quarter of Program Year 2017 – 2018 and was approved at the Programs & Services Committee meeting held on February 7, 2018.
SUPPORTING MATERIALS:	CareerSource Research Coast Regional Demand Occupations List
BOARD STAFF:	Glenda Harden, Senior Vice President of Operations/COO gharden@careersourcerc.com (866) 482-4473 ext. 427

2017-18 Regional Demand Occupations List

Sorted by Occupational Title

Local Workforce Development Area 20 - Indian River, Martin, and St. Lucie Counties

Workforce Estimating Conference Selection Criteria:

1. FLDOE Training Code 3 (PSAV Certificate), 4 (Community College Credit/Degree), or 5 (Bachelor's Degree)
2. 10 annual openings and positive growth
3. Mean Wage of $14.29/hour and Entry Wage of $11.62/hour
4. High Skill/High Wage (HSHW) Occupations:
   Mean Wage of $22.39/hour and Entry Wage of $14.29/hour

SOC Code†	HSHW††	Occupational Title†	Annual Percent Growth	Annual Openings	2016 Hourly Wage Mean	2016 Hourly Wage Entry	FLDOE Training Code	In EFI Targeted Industry?	Data Source†††
132011	HSHW	Accountants and Auditors	2.16	85	31.98	19.38	5	Yes	R
113011	HSHW	Administrative Services Managers	1.59	344	52.64	31.94	4	Yes	S
493011	HSHW	Aircraft Mechanics and Service Technicians	1.07	441	27.27	17.34	3	Yes	S
493021		Automotive Body and Related Repairers	2.02	11	20.22	14.13	3	No	R
493023		Automotive Service Technicians and Mechanics	1.61	55	18.30	12.23	3	No	R
472021		Brickmasons and Blockmasons	3.22	180	17.35	13.47	3	No	S
493031		Bus and Truck Mechanics and Diesel Engine Specialists	1.65	394	21.58	15.20	3	Yes	S
472031		Carpenters	1.76	68	17.70	12.64	3	No	R
472051		Cement Masons and Concrete Finishers	2.98	14	17.00	13.77	3	No	R
351011	HSHW	Chefs and Head Cooks	1.69	265	27.14	16.82	3	No	S
131031	HSHW	Claims Adjusters, Examiners, and Investigators	1.16	771	29.52	19.50	3	Yes	S
151151		Computer User Support Specialists	1.57	10	20.62	13.52	3	Yes	R
474011	HSHW	Construction and Building Inspectors	2.43	15	25.89	17.01	3	No	R
472061		Construction Laborer	1.50	93	13.07	10.13	1	Yes	R
119021	HSHW	Construction Managers	1.69	18	47.01	29.74	4	No	R
333012		Correctional Officers and Jailers	0.42	1,123	21.45	15.89	3	No	S
131051	HSHW	Cost Estimators	2.16	17	31.13	20.87	4	No	R
319091		Dental Assistants	2.25	23	18.02	14.47	3	Yes	R
292021	HSHW	Dental Hygienists	2.35	13	32.49	26.80	4	Yes	R
292032	HSHW	Diagnostic Medical Sonographers	3.33	262	30.46	23.85	3	Yes	S
499051	HSHW	Electrical Power-Line Installers and Repairers	0.66	12	24.25	18.89	3	No	R
472111		Electricians	2.27	28	20.38	13.95	3	No	R
252021	HSHW	Elementary School Teachers, Except Special Education	1.77	82	30.04	21.74	5	No	R
436011	HSHW	Executive Secretaries and Executive Admin. Assistants	0.22	10	22.66	15.64	3	Yes	R
512091		Fiberglass Laminators and Fabricators	1.47	15	15.38	12.59	3	Yes	R
332011	HSHW	Firefighters	1.33	29	29.24	18.71	3	No	R
371012	HSHW	First-Line Superv. Landscaping & Groundskeeping Workers	1.43	28	23.07	15.47	3	No	R
471011	HSHW	First-Line Superv. of Construction and Extraction Workers	2.02	31	27.46	20.06	4	No	R
351012		First-Line Superv. of Food Preparation & Serving Workers	1.86	69	18.20	12.07	3	No	R
491011	HSHW	First-Line Superv. of Mechanics, Installers, and Repairers	1.66	29	28.74	19.35	3	No	R
431011	HSHW	First-Line Superv. of Office and Admin. Support Workers	1.56	63	26.08	17.07	4	Yes	R
511011	HSHW	First-Line Superv. of Production and Operating Workers	0.80	18	28.28	19.27	3	Yes	R
411011		First-Line Supervisors of Retail Sales Workers	1.34	110	21.76	14.86	3	No	R
111021	HSHW	General and Operations Managers	1.68	67	65.30	28.21	4	Yes	R
292099		Health Technologists and Technicians, All Other	2.32	309	18.78	12.66	3	Yes	S
499021		Heating, A.C., and Refrigeration Mechanics and Installers	2.37	35	17.78	12.94	3	No	R
533032		Heavy and Tractor-Trailer Truck Drivers	1.37	47	18.11	12.10	3	Yes	R
499041	HSHW	Industrial Machinery Mechanics	2.60	638	23.05	15.75	3	Yes	S
413021	HSHW	Insurance Sales Agents	1.77	25	37.09	18.10	3	Yes	R
252012	HSHW	Kindergarten Teachers, Except Special Education	1.71	16	30.85	22.71	5	No	R
292061		Licensed Practical and Licensed Vocational Nurses	1.59	73	20.82	17.04	3	Yes	R
		Logistics Training	1.50	60	16.50	14.00	3	Yes	R
514041		Machinists	1.44	414	18.84	12.59	3	Yes	S
49901		Maintenance and Repair, Worker, General	1.54	64	15.57	11.05	3	No	R
131111	HSHW	Management Analysts	2.45	29	43.43	20.55	5	Yes	R
319011		Massage Therapists - WTP Only	2.40	20	26.71	12.46	3	No	R
292012		Medical and Clinical Laboratory Technicians	3.41	10	23.67	12.98	4	Yes	R
292011	HSHW	Medical and Clinical Laboratory Technologists	2.17	12	30.98	24.68	4	Yes	R
119111	HSHW	Medical and Health Services Managers	1.92	18	56.62	34.16	5	Yes	R
319092		Medical Assistants	3.45	72	15.10	12.62	3	Yes	R
292071		Medical Records and Health Information Technicians	1.91	421	19.52	12.73	4	Yes	S

SOC Code†	HSHW††	Occupational Title†	Annual Percent Growth	Annual Openings	2016 Hourly Wage Mean	2016 Hourly Wage Entry	FLDOE Training Code	In EFI Targeted Industry?	Data Source†††
436013		Medical Secretaries	2.23	19	16.68	12.99	3	Yes	R
252022	HSHW	Middle School Teachers, Exc. Special & Voc. Education	1.80	40	31.85	23.71	5	No	R
493051		Motorboat Mechanics	2.34	10	18.94	13.58	3	No	R
472073		Operating Engineers/Construction Equipment Operators	2.61	32	18.22	14.84	3	No	R
292057		Ophthalmic Medical Technicians	3.62	13	18.83	15.53	3	Yes	R
472141		Painters, Construction and Maintenance	1.19	23	15.67	12.87	3	No	R
292041		Paramedics	3.00	10	15.99	11.37	4	Yes	R
372021		Pest Control Workers	NR	10	17.33	11.99	3	No	R
373012		Pesticide Handlers, Sprayers, & Applicators, Vegetation	NR	10	17.15	12.98	4	No	R
319097		Phlebotomists - WTP ONLY	2.44	355	14.61	11.87	3	Yes	S
472152		Pipelayers	3.01	10	17.40	12.83	3	Yes	R
472152		Plumbers, Pipefitters, and Steamfitters	1.86	23	19.92	15.39	3	No	R
333051	HSHW	Police and Sheriff's Patrol Officers	1.20	38	25.89	19.13	3	No	R
292034	HSHW	Radiologic Technologists	1.55	459	25.34	18.23	3	Yes	S
291141	HSHW	Registered Nurses	1.90	184	29.24	23.07	4	Yes	R
291126	HSHW	Respiratory Therapists	1.55	314	26.81	21.26	4	Yes	S
472181		Roofers	2.74	48	17.00	12.67	3	No	R
414011	HSHW	Sales Representatives, Wholesale & Mfg, Tech. & Sci. Prod.	0.48	12	38.56	18.84	3	Yes	R
414012		Sales Representatives, Wholesale and Manufacturing, Other	1.30	65	34.14	12.21	3	Yes	R
252031	HSHW	Secondary School Teachers, Exc. Special and Voc. Ed.	1.79	42	33.36	25.13	5	No	R
472211		Sheet Metal Workers	1.66	315	17.77	12.52	3	No	S
472221		Structural Iron an Steel Workers	3.64	15	19.53	12.38	3	Yes	R
292055		Surgical Technologists	3.56	11	20.61	16.29	3	Yes	R
173031		Surveying and Mapping Technicians	1.98	10	18.49	12.34	3	Yes	R
259041		Teacher Assistants	1.64	44	14.64	11.80	3	No	R
472044		Title and Marble Setters	3.48	13	17.27	11.28	3	No	R
292056		Veterinary Technologists and Technicians	2.46	15	15.60	11.70	4	Yes	R
251194	HSHW	Vocational Education Teachers, Postsecondary	2.13	264	25.73	14.94	4	No	S
514121		Welders, Cutters, Solderers, and Brazers	0.92	16	18.29	13.89	3	Yes	R

†SOC Code and Occupational Title refer to Standard Occupational Classification codes and titles.

††HSHW = High Skill/High Wage.

†††Data Source:

R = Meets regional wage and openings criteria based on state Labor Market Statistics employer survey data. Regional data are shown.

S = Meets statewide wage and openings criteria based on state Labor Market Statistics employer survey data. Statewide data are shown.

NR = Not releasable.

EFI - Enterprise Florida, Inc.

CareerSource RESEARCH COAST

AGENDA ITEM #5E

EXECUTIVE COMMITTEE MINUTES – March 16, 2018

Meeting Summary:

1. Declarations of Conflict of Interest
2. Review and Approve January Financials
3. Review and Approve Two-Year Modification Plan
4. Update on 2017-2018 Revised Budget
5. Update on Board of Directors Membership
6. Update on Drug Free Workplace Policy
7. Other Business

Members Present:
Pam Burchell, Pam Houghten, Sean Mitchell, Waldo Tames

Members Excused:
Werner Bols, Bob Cenk

Staff In Attendance:
Brian Bauer, Jennifer DuBey

Staff Participating by Teleconference:
Glenda Harden

Called To Order:
Pam Burchell, Vice Chair, called the meeting to order at 8:03am.

Agenda Item #2 – Declaration of Conflict of Interest:

None declared.

Agenda Item #4 – Two-Year Modification Plan:

Glenda Harden, Senior Vice President of Operations/COO explained that WIOA requires each local workforce development board (LWDB) to develop and deliver to the state a comprehensive two-year modification to their four-year plan. Ms. Harden reviewed sections of the two-year plan that differed from the four-year plan such as the One-Stop Operator and Available Resource sections. CSRC staff members were assigned sections and asked to review the four-year plan and the addendum to provide updates to the two-year modification.

A motion was made by Sean Mitchell and a second by Pam Houghten to approve the two-year modification plan as presented. The motion passed unanimously.

Agenda Item #3 – January Financials:

Brian Bauer, President/CEO, presented the Financial Report for January 2018. He indicated that CSRC is on target with the various programs and month to date expenditures. Some programs such as Welfare Transition and Dislocated Worker may have a surplus and/or carry-forward amount at the end of the program year (PY).

A motion was made by Sean Mitchell and a second by Waldo Tames to approve the financial statement as presented. The motion passed unanimously.

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Agenda Item #5 – Update on 2017-2018 Revised Budget:

Mr. Bauer presented the revised budget for PY17 – 18. Actual funding allocation adjustments for WTP, RA and SNAP were received and updated as indicated on the spreadsheet.

Agenda Item #6 – Update on Board of Directors Membership:

Mr. Bauer indicated that Kurt Riley and Vicki Rodriguez have submitted their letter of resignation from the Board of Directors for CSRC. A letter of recommendation for a member of the private sector will go before the Treasure Coast Workforce Consortium following the Board of Directors meeting to replace Kurt Riley. The successor for Vicki Rodriguez will be voted on by the St. Lucie Classroom Teachers Association on April 6, 2018.

On a side note, Mr. Bauer congratulated Advanced Machine & Tool for being recognized by the South Florida Manufacturers Association (SFMA) as South Florida Manufacturer of the Year in the 41 – 100 Employees category.

Agenda Item #7 – Update on Drug Free Workplace Policy:

Mr. Bauer asked to have the Drug Free Workplace Policy updated. Revisions were needed due to changes in personnel laws and to provide employees with current contact information. Pam Burchell will provide added language.

Agenda Item #8 – Other Business:

Mr. Bauer commended the hard work Marcelo Dossantos, VP of Strategic Planning, and Susan Haggard, Sector Strategy Coordinator, for their efforts in putting together the apprenticeship standards for submission to the Florida Department of Education Apprenticeship Office. The committee, which is representative of area manufacturers, chose to adopt the *Industrial Manufacturing Technician* apprenticeship curriculum as the best occupational path to meet the needs of the majority of the manufacturers in the local workforce development area. CSRC is still on target for a May 1st recruitment kick-off.

Mr. Bauer also commented that the DEO Programmatic Monitoring for PY 17-18 has been completed. Four (4) findings in Wagner-Peyser, which were prior to the DEO PY16-17 Preventative Corrective Action Plan (PCAP) and training for CSRC staff; One (1) for Welfare Transition due to human error. On-the-Job Training and placements were also reviewed. He thanked the Board of Directors for approving the independent auditing firm to provide guidance and direction for CSRC staff.

Lennar Homes reached out to the state to regarding a statewide effort to support the Skilled Trades week and consideration of a job fair to be held the week of June 11th. Planning stages are underway and more information will be made available.

CSRC staff and Alleghany Ministries met individually with Saint Lucie County Board of County Commissioners for consideration of a staggered funding model between Alleghany Ministries and Saint Lucie County to fund the CSRC Youth Connections Summer of Success (SOS) program. Grant money received by Wells Fargo will provide the opportunity for CSRC to host a SOS Summit, a condensed version of the six-week program, this year. Additional funding from the Treasure Coast Roofing & Sheet Metal Association (TCRSA) annual golf tournament is possible to support the SOS Summit.

Agenda Item #9 – Set Agenda Items for Next Board of Directors Meeting:

- Healthcare Expo PowerPoint and Survey results

Agenda Item #10 – Set Agenda Items for Next Executive Committee Meeting:

- Preliminary funding for next program year

The meeting of the Executive Committee was adjourned at 8:54 a.m.

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AGENDA ITEM #5Ei

AGENDA ITEM SUMMARY

TITLE:	Financial Statement Report
STRATEGIC GOAL:	Optimal Use of Resources
POLICY/PLAN/LAW:	Workforce Innovation & Opportunity Act: Role of LWDB's
ACTION REQUESTED:	Review and Approve January Financial Statements
BACKGROUND:	The Board approved the proposed budget for the 2017-2018 Program Year. The Executive Committee regularly reviews budgets, all amendments to the budget and monthly expenditures.
STAFF RECOMMENDATION:	Review and Approve the January Financial Statement
SUPPORTING MATERIALS:	Monthly Financial Statement
BOARD STAFF:	Lisa Delligatti, Chief Financial Officer ldelligatti@careersourcerc.com 866-482-4473 ext. 430

LWDB 20
Summary of Funding and Expenditures
As of January 31, 2018

PY 17-18 TOTAL AVAILABLE FUNDING	INDIRECT	ADULT	DW	YOUTH	WTP	RA (UC)	SNAP	WP	TAA	LVER	DVOP	CBSS	Supp WIOA State	WIOA PI
PY 17-18 Allocations		$ 1,239,840	$ 1,069,616	$ 1,136,940	$ 1,050,719	$ 31,382	$ 181,144	$ 773,893	$ 106,342	$ 98,255	$ 132,039	$ 254,955	$ 170,651	$ 156,544
PY 17-18 Supplemental		$ -	$ 339,679	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Unrestricted Funds Earned this year		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Additional Funds		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Retained by DEO for Merit Salaries		$ -	$ -	$ -	$ -	$ -	$ -	$ (492,214)	$ (57,157)	$ (42,299)	$ (59,576)	$ -	$ -	$ -
Carryforward to PY 18-19		$ -	$ (37,699)	$ -	$ -	$ -	$ -	$ (26,780)	$ -	$ -	$ -	$ -	$ -	$ -
Carryforward		$ -	$ 116,774	$ -	$ -	$ -	$ -	$ 60,034	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	**$ -**	**$ 1,239,840**	**$ 1,488,370**	**$ 1,136,940**	**$ 1,050,719**	**$ 31,382**	**$ 181,144**	**$ 314,933**	**$ 49,185**	**$ 55,956**	**$ 72,463**	**$ 254,955**	**$ 170,651**	**$ 156,544**
FUNDING DRAWN DOWN YTD	**INDIRECT**	**ADULT**	**DW**	**YOUTH**	**WTP**	**RA (UC)**	**SNAP**	**WP**	**TAA**	**LVER**	**DVOP**	**CBSS**	**Supp WIOA State**	**WIOA PI**
PY 17-18 Allocations		**$ 1,047,665**	**$ 632,936**	**$ 561,184**	**$ 608,682**	**$ 20,082**	**$ 84,307**	**$ 194,951**	**$ 30,558**	**$ 30,072**	**$ 43,792**	**$ 140,000**	**$ 75,000**	**$ 156,544**
PY 17-18 Supplemental		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Retained by DEO for Merit Salaries		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Unrestricted Funds Earned this year		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Carryforward to PY 18-19		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		**$ -**	**$ -**	**$ -**	**$ -**
Carryforward		**$ -**	**$ 143,054**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
TOTAL		**$ 1,047,665**	**$ 775,990**	**$ 561,184**	**$ 608,682**	**$ 20,082**	**$ 84,307**	**$ 194,951**	**$ 30,558**	**$ 30,072**	**$ 43,792**	**$ 140,000**	**$ 75,000**	**$ 156,544**
% of Total Budgeted Funding Received		**84.50%**	**52.14%**	**49.36%**	**57.93%**	**63.99%**	**46.54%**	**61.90%**	**62.13%**	**53.74%**	**60.43%**	**54.91%**	**43.95%**	**100.00%**
EXPENDITURES														
Administrative	**$ (1,585)**	**$ 116,527**	**$ 22,853**	**$ 10,514**	**$ 53,875**	**$ 691**	**$ 11,391**	**$ 8,246**	**$ 3,027**	**$ 1,598**	**$ 2,401**	**$ 11,502**	**$ 13,561**	**$ 15,423**
Salaries and Benefits	$ 233,655	$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -
General and Administrative	$ 112,770	$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -
Allocated Indirect Costs	$ (348,009)	$ 136,817	$ 22,853	$ 11,035	$ 53,875	$ 691	$ 11,391	$ 10,163	$ 3,027	$ 1,598	$ 2,401	$ 11,502	$ -	$ 8,172
Reclassification		$ (20,290)	$ -	$ (521)	$ -	$ -		$ (1,917)	$ -	$ -	$ -	$ -	$ 13,561	$ 7,251
Travel		$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -
Program Training	**$ (1,548)**	**$ 1,123,313**	**$ 205,119**	**$ 651,802**	**$ 498,899**	**$ 15,649**	**$ 99,478**	**$ 108,558**	**$ 25,492**	**$ 25,109**	**$ 40,019**	**$ 77,552**	**$ 61,402**	**$ 141,121**
WIA Youth Contracts		$ -	$ -	$ 492,010	$ -	$ -	$ -	$ -	**$ -**	$ -	$ -	$ -	$ -	$ -
Salaries and Benefits	$ 164,259	$ 620,191	$ 129,141	$ 11,157	$ 327,263	$ -	$ 65,679	$ 29,806	$ 422	$ 3,154	$ 4,730	$ -	$ -	$ 20,800
Contract Labor	$ 1,240	$ 17,617	$ 3,720	$ 17,324	$ 8,377	$ -	$ 2,310	$ 1,017	$ 10	$ 77	$ 116	$ -	$ -	$ 625
Internship		$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**	$ -	$ -	$ -	$ -	$ -
Incentives/Stipends		$ -	$ -	$ -	$ 6,275	$ -	$ -	$ -	**$ -**	$ -	$ -	$ -	$ -	$ -
Support Services/ Participants		$ -	$ 310	$ -	$ 4,341	$ -	$ -	$ -	$ -	$ -	$ -	$ 9,351	$ -	$ -
Training-TAA		$ -	$ -	$ -	$ -	$ -		$ -	$ 21,914	$ -	$ -	$ -	$ -	$ -
Training-ITA/OST		$ 75,313	$ 7,564	$ 2,950	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 62,482	$ -	$ -
Training-OJT		$ 148,860	$ 213	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Training-Cust./Employed Worker		$ 3,220	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -
Work Experience/ Internships/ Participant Wages		$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -
Travel	$ 1,458	$ 5,733	$ 1,635	$ 1,461	$ 2,840	$ -	$ 492	$ 1,616	$ 2	$ 733	$ 1,249	$ -	$ -	$ 978
One Stop Shared Costs		$ 153,198	$ 33,917	$ -	$ 76,420	$ 15,261	$ 17,955	$ 75,996	$ 2,605	$ 10,365	$ 31,351	$ -	$ -	$ -
Other Operating Expenses	$ 29,305	$ 82,796	$ 15,600	$ 48,526	$ 42,212	$ -	$ 6,670	$ 20,420	$ 9	$ 9,865	$ 1,451	$ 70	$ -	$ 69,183
Allocated Program Indirect	$ (197,810)	$ 77,789	$ 13,019	$ 6,862	$ 31,170	$ 388	$ 6,372	$ 5,970	$ 1,757	$ 916	$ 1,359	$ 5,649	$ -	$ 4,720
Reclassification		**$ (61,402)**	**$ -**	$ 71,511	$ -	$ -	$ -	$ (26,268)	$ (1,227)	$ -	$ (237)	$ -	$ 61,402	$ 44,815
Total Expenditures	**$ (3,133)**	**$ 1,239,840**	**$ 227,971**	**$ 662,315**	**$ 552,774**	**$ 16,341**	**$ 110,869**	**$ 116,804**	**$ 28,520**	**$ 26,707**	**$ 42,421**	**$ 89,054**	**$ 74,963**	**$ 156,544**
Funding Over/(under) expenditures	**$ 3,133**	**$ (192,175)**	**$ 548,018**	**$ (101,131)**	**$ 55,908**	**$ 3,742**	**$ (26,562)**	**$ 78,147**	**$ 2,039**	**$ 3,365**	**$ 1,371**	**$ 50,947**	**$ 38**	**$ 0**
YTD % of Budgeted Funds Expended		**100.00%**	**15.32%**	**58.25%**	**52.61%**	**52.07%**	**61.21%**	**37.09%**	**57.98%**	**47.73%**	**58.54%**	**34.93%**	**43.93%**	**100.00%**
Comments														

LWDB 20
Summary of Funding and Expenditures
As of January 31, 2018

PY 17-18 TOTAL AVAILABLE FUNDING	WP PI	DLW React	NEG Irma	Pthways to Prosperity Pre-Appren	SSI Manufacturing Apprentice	Youth Build	WP 7-B Co-Op	Gov Chal Maria	SOS Youth	OTHER Non NFA	YEAR TO DATE TOTALS
PY 17-18 Allocations	$ 54,267	$ 393,315	$ 1,382,727	$ 503,187	$ 488,324	$ 475,890	$ 39,703	$ 20,000	$ -		$ 9,759,733
PY 17-18 Supplemental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -			$ 339,679
Unrestricted Funds Earned this year	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ 82,477	$ 82,477
Additional Funds	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 300,000		$ 300,000
Retained by DEO for Merit Salaries	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -			$ (651,246)
Carryforward to PY 18-19	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -			$ (64,479)
Carryforward	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -			$ 176,808
TOTAL	**$ 54,267**	**$ 393,315**	**$ 1,382,727**	**$ 503,187**	**$ 488,324**	**$ 475,890**	**$ 39,703**	**$ 20,000**	**$ 300,000**	**$ 82,477**	**$ 9,942,972**

FUNDING DRAWN DOWN YTD	WP PI	DLW React	NEG Irma	PP Appren	Manuf Appren	Youth Build	WP 7B Co-Op	Gov Chal Maria	SOS Youth	OTHER Non NFA	PY 17-18 Actual	PY 17-18 Budget	VARIANCE	% Expended
PY 17-18 Allocations	**$ 53,494**	**$ 31,252**	**$ 466,500**	**$ 10,000**	**$ 15,000**	**$ 12,900**	**$ 10,000**	**$ -**	**$ -**	**$ -**	**$ 4,224,917**	**$ 9,759,733**	**$ 5,534,816**	**43.289%**
PY 17-18 Supplemental	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 339,679**	**$ 339,679**	**0.000%**
Retained by DEO for Merit Salaries	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (651,246)**		
Unrestricted Funds Earned this year	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 12,510**	**$ 12,510**	**$ 382,477**	**$ 369,968**	**3.271%**
Carryforward to PY 18-19	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 190,838**	**$ -**	**$ 190,838**	**$ (64,479)**	**$ (255,317)**	
Carryforward	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 143,054**	**$ 176,808**	**$ 33,754**	**80.909%**
TOTAL	**$ 53,494**	**$ 31,252**	**$ 466,500**	**$ 10,000**	**$ 15,000**	**$ 12,900**	**$ 10,000**	**$ -**	**$ 190,838**	**$ 12,510**	**$ 4,571,319**	**$ 9,942,972**	**$ 5,371,653**	**45.975%**
% of Total Budgeted Funding Received	**98.57%**	**7.95%**	**33.74%**	**1.99%**	**3.07%**	**2.71%**	**25.19%**	**0.00%**						

EXPENDITURES											PY 17-18 Actual	PY 17-18 Budget	VARIANCE Under/(Over)	% Expended
Administrative	**$ 4,680**	**$ 2,437**	**$ 51,158**	**$ 524**	**$ 454**	**$ 1,937**	**$ -**	**$ 24**	**$ 7,261**	**$ 17,081**	**$ 355,582**	**$ 898,978**	**$ 543,396**	**39.55%**
Salaries and Benefits	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 233,655	$ 409,805	$ 176,150	57.016%
General and Administrative	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 9,157	$ 121,927	$ 257,510	$ 135,583	47.348%
Allocated Indirect Costs	$ 2,764	$ 2,437	$ 51,158	$ 524	$ 454	$ 1,937	$ -	$ 24	$ 7,261	$ 7,923	$ 0	$ 134,728	$ 134,728	0.000%
Reclassification	$ 1,917	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ (0)	$ -	$ 0	
Travel	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -	
Program Training	**$ 48,814**	**$ 25,363**	**$ 441,005**	**$ 6,292**	**$ 5,555**	**$ 18,945**	**$ -**	**$ 277**	**$ 230,578**	**$ (41,593)**	**$ 3,807,200**	**$ 9,063,994**	**$ 5,256,794**	**42.0%**
WIA Youth Contracts	$ -	$ -	$ -	$ -	$ -	$ 4,552	$ -	$ -	$ -		$ 496,562	$ 1,163,922	$ 667,360	42.7%
Salaries and Benefits	$ -	$ 13,102	$ 46,888	$ 4,525	$ 4,058	$ 898	$ -	$ -	$ -	$ 16,287	$ 1,462,360	$ 2,537,926	$ 1,075,566	57.6%
Contract Labor	$ -	$ 4,747	$ 4,224	$ -	$ -	$ 2,534	$ -	$ -	$ 31,038	$ 495	$ 95,472	$ 1,095,120	$ 999,648	8.7%
Internship	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Incentives/Stipends	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 6,275	$ 52,500	$ 46,225	12.0%
Support Services/ Participants	$ -	$ -	$ 11,150	$ -	$ -	$ -	$ -	$ 265	$ -	$ -	$ 25,416	$ 99,902	$ 74,486	25.4%
Training-TAA	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 21,914	$ 35,000	$ 13,086	62.6%
Training-ITA/OST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 148,309	$ 811,035	$ 662,726	18.3%
Training-OJT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 149,073	$ 865,252	$ 716,179	17.2%
Training-Cust./Employed Worker	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,220	$ 1,620	$ (1,600)	198.8%
Work Experience/ Internships/ Participant Wages	$ -	$ -	$ 333,729	$ -	$ -	$ -	$ -	$ -	$ 176,466	$ -	$ 510,195	$ 6,515	$ (503,680)	7831.1%
Travel	$ -	$ 64	$ 418	$ -	$ -	$ -	$ -	$ -	$ 1,083	$ 1,749	$ 21,511	$ 26,640	$ 5,129	80.7%
One Stop Shared Costs	$ -	$ 5,934	$ 15,730	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,476	$ 442,208	$ 860,138	$ 417,929	51.4%
Other Operating Expenses	$ 19,515	$ 130	$ 625	$ 1,455	$ 1,210	$ 9,926	$ -	$ -	$ 17,430	$ 26,655	$ 403,052	$ 1,166,680	$ 763,628	34.5%
Allocated Program Indirect	$ 1,566	$ 1,387	$ 28,241	$ 312	$ 287	$ 1,035	$ -	$ 12	$ 4,562	$ 4,438	$ 0	$ 341,745	$ -	
Reclassification	$ 27,732	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (94,693)	$ 21,634	$ (0)	$ (21,634)	
Total Expenditures	**$ 53,494**	**$ 27,800**	**$ 492,163**	**$ 6,817**	**$ 6,009**	**$ 20,883**	**$ -**	**$ 301**	**$ 237,839**	**$ (24,512)**	**$ 4,162,782**	**$ 9,962,972**	**$ 5,800,190**	**41.8%**
Funding Over/(under) expenditures	**$ -**	**$ 3,452**	**$ (25,663)**	**$ 3,183**	**$ 8,991**	**$ (7,983)**	**$ 10,000**	**$ (301)**	**$ (47,000)**	**$ 37,021**	**$ 408,537**			
YTD % of Budgeted Funds Expended	**98.57%**	**7.07%**	**35.59%**	**1.35%**	**1.23%**	**4.39%**	**0.00%**	**1.51%**	**79.28%**		**41.87%**			
Comments														

CareerSource RESEARCH COAST

AGENDA ITEM #5Eii

AGENDA ITEM SUMMARY

TITLE: Draft of Two-Year Modification Plan

STRATEGIC GOAL: Administration & Strategic Planning

POLICY/PLAN/LAW: Workforce Innovation & Opportunity Act (WIOA): Role of LWDB's

ACTION REQUESTED: Review and Approve the Two-Year Modification Plan

BACKGROUND: WIOA requires each local workforce development board (LWDB) to develop and deliver to the state a comprehensive two-year modification to their four-year plan. These plans must be submitted in partnership with the local chief elected official. Regulations require states and LWDBs to regularly revisit and recalibrate state plan strategies in response to changing economic conditions and workforce needs of the state (20 CFR, Unified and Combined Plans Under Title I of the Workforce Innovation and Opportunity Act, §676.135).

Local plans must address how LWDBs foster strategic alignment, improve service integration and ensure the workforce system is industry-relevant, responding to the economic needs of the local workforce development area and matching employers with skilled workers. Services described in local plans must lead to greater efficiencies, reduce duplication, and maximize financial and human resources. These plan guidelines require LWDBs to address current and future strategies and efficiencies to address the continuous improvement of Florida's workforce system and its focus on customer service excellence.

STAFF RECOMMENDATION: Approve the Draft of Two-Year Modification Plan

SUPPORTING MATERIALS: Draft of Two-Year Modification Plan (available on website; click on link) http://careersourcerc.com/wp-content/uploads/2017/10/CSRC-WIOA-Local-Planning-Two-year-modification-DRAFT-03012018.pdf

BOARD STAFF: Glenda Harden, Senior Vice President of Operations/COO gharden@careersourcerc.com; (866) 482-4473, ext. 427

CareerSource RESEARCH COAST

AGENDA ITEM #6

AGENDA ITEM SUMMARY

TITLE:	Draft of Two-Year Modification Plan
STRATEGIC GOAL:	Administration & Strategic Planning
POLICY/PLAN/LAW:	Workforce Innovation & Opportunity Act (WIOA): Role of LWDB's
ACTION REQUESTED:	Review and Approve the Two-Year Modification Plan
BACKGROUND:	WIOA requires each local workforce development board (LWDB) to develop and deliver to the state a comprehensive two-year modification to their four-year plan. These plans must be submitted in partnership with the local chief elected official. Regulations require states and LWDBs to regularly revisit and recalibrate state plan strategies in response to changing economic conditions and workforce needs of the state (20 CFR, Unified and Combined Plans Under Title I of the Workforce Innovation and Opportunity Act, §676.135). Local plans must address how LWDBs foster strategic alignment, improve service integration and ensure the workforce system is industry-relevant, responding to the economic needs of the local workforce development area and matching employers with skilled workers. Services described in local plans must lead to greater efficiencies, reduce duplication, and maximize financial and human resources. These plan guidelines require LWDBs to address current and future strategies and efficiencies to address the continuous improvement of Florida's workforce system and its focus on customer service excellence.
STAFF RECOMMENDATION:	Approve the Draft of Two-Year Modification Plan
SUPPORTING MATERIALS:	Draft of Two-Year Modification Plan (available on website; click on link) http://careersourcerc.com/wp-content/uploads/2017/10/CSRC-WIOA-Local-Planning-Two-year-modification-DRAFT-03012018.pdf
BOARD STAFF:	Glenda Harden, Senior Vice President of Operations/COO gharden@careersourcerc.com; (866) 482-4473, ext. 427

CareerSource RESEARCH COAST

AGENDA ITEM #7

AGENDA ITEM SUMMARY

TITLE:	Welfare Transition (WT) Program Incentive and Transportation Assistance & Incentive Payment Policies
STRATEGIC GOALS	Optimal Use of Resources
POLICY/PLAN/LAW:	Personal Responsibility and Work Opportunity Reconciliation Act; 45CFR 263.11 (b) and Florida Statute 445.025
ACTION REQUESTED:	Review and approve the Updated WT Incentive Policies
BACKGROUND:	Florida Statutes allow local Workforce Boards to provide incentives to WT participants to complete assigned activities and determine the value of these services and set policies related to their use. In addition, Statutes allow for transportation assistance to WT participants in order to complete assigned activities. CareerSource Research Coast has set local policies to establish the use of incentive payments and the issuance of transportation assistance payments to WT participants in need and complying with the program requirements. Both the WT Incentive Policy and the WT Issuance of Transportation Assistance Policy are updated to increase the amount of incentives and transportation assistance provided. These increases are due to available funding under the Welfare Transition Program budget and most importantly to increase the participation, support and success of the WT participants.
STAFF RECOMMENDATION:	Approve the Updated Welfare Transition (WT) Incentive and Process for Issuance of Transportation Assistance Policies.
SUPPORTING MATERIALS:	Updated Welfare Transition (WT) Program Incentive Policy Updated Welfare Transition (WT) Process for Issuance of Transportation Assistance & Incentive Payments Policy
BOARD STAFF:	Brian Bauer, President/CEO bbauer@careersourcerc.com 866-482-4473 ext. 418

PURPOSE:

The purpose of this policy is to establish the Boards' use of Incentive Payments for Welfare Transition Program (WTP) participants. The intent is to provide clarification on the proper procedures and documentation requirements for issuance of incentive payments to WTP participants.

REFERENCES:

Personal Responsibility and Work Opportunity Reconciliation Act; 45CFR 263.11(b)

BACKGROUND:

Florida Statutes allow local workforce boards to provide incentives to Welfare Transition Participants to complete assigned activities and determine the value of these services and set policies related to their use. This policy will provide guidance to CareerSource Research Coast (CSRC) staff on the use of incentive payments.

POLICY:

It is the policy of ~~CareerSource Research Coast (CSRC)~~ CSRC to provide Welfare Transition participants incentives to encourage them to complete activities that will lead them to self-sufficiency. The following requirements, guidelines and procedures are established with this policy.

1) INCENTIVE PAYMENT REQUIREMENTS:
   a) All participants must be either:
      i) Currently receiving cash assistance for the month the incentive is paid or
      ii) Participant's cash assistance closed due to the earnings generated by the employment during the past three months – AFEI Screen in Florida must show employment information and IQAA closure code must be 241, 242, or 244. (**This applies to Unsubsidized Job Placement Incentive Only**)

2) WTP INCENTIVE PAYMENTS AND AMOUNTS ~~*~~
   The following incentives may be earned by WTP participants:
   a) Obtainment of GED - $100.00
   b) College Degree, Applied Technical Diploma, Nationally Recognized Credential, Industry Certification or State License - ***Participants may not receive an incentive if they do not complete the related credential for the program of study*** - $100.00
   c) Unsubsidized Job Placement - Participant's may receive:
      i) ~~$275.00~~ $400.00 Placement Incentive for full time (30 hours or more) employment
      ii) ~~$125.00~~ $200.00 Placement Incentive for part time (29 hours or less) employment
      iii) At the completion of an OJT participant may receive a placement incentive if they retain unsubsidized employment with the OJT employer.
      iv) Employment incentive will only be earned once in a WTP participant's lifetime.
      v) Employment incentive will only be submitted after verification of employment and the receipt of the first full paystub.
   d) Completion of four consecutive weeks of participation (can be ongoing) - $50.00
   e) Completion of resume approved by a Workshop Instructor and completion of three approved job readiness workshops. - ~~$25~~ $50.00
   f) Completion of three assessments in the Skills, Interests, and Proficiency Assessments workshop - $50.00
   g) Completion of each 75-hour Office Administration course - $125.00
   h) Completion of two consecutive weeks of job search and job readiness - $50
   ~~e)~~

   ~~*~~ The amount of incentive payments are subject to change based on the amount of Welfare Transition Program funding available and awarded to CSRC each program year.

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

3) PROCEDURE AND REQUIRED DOCUMENTATION
At the time a WTP participant has earned an incentive, the following documentation must be compiled:
   a) All submissions must have a completed Performance Incentive Form as well as a screen shot of the IQCH screen from Florida.
   b) Obtainment of GED - Must include a copy of the General Education Diploma
   c) Credential - Must include a copy of the College Degree, Applied Technical Diploma, Nationally Recognized Credential, Industry Certification or State License - Participants may not receive an incentive if they do not complete the related credential for the program of study - i.e. LPN's must have a state license to obtain employment, Firefighters receive an applied Technical Diploma, Microsoft Certified Technology Specialist must have Microsoft Certification
   d) Unsubsidized Job Placement - Must include a copy of a completed Employment Verification Form, first full paystub, or Work Number Verification - OSST will be reviewed to assure that employment information has been entered.
      i) OJT participant – must include completed Employment Verification Form reflecting they have retained unsubsidized employment with the OJT employer.
   e) Four consecutive weeks of participation – The Career Planner must provide documentation of participation to the WTP Manager at the time of request.
   f) Completion of resume and three workshops – Must include a copy of the resume approved by a Workshop Instructor and a Workshop Completion Form signed by a Workshop Instructor.
   g) Completion of three assessments - Must include a Workshop Completion Form signed by a Workshop Instructor.
   ~~f)~~h) Two consecutive weeks of job search and job readiness - Must include a Workshop Completion Form signed by a Workshop Instructor, a copy of the resume approved by a Workshop Instructor, a full Employ Florida registration including an intake assessment with a staffing specialist, and documentation of two consecutive weeks of participation.

All required documentation must be compiled and submitted with a Gazelle check request *to* ***Reward Card*** signed by the Career Planner. The WTP Manager must give final approval. The original form will be kept in the participant's file and a copy of the form and all documentation will be returned to the Finance Department for processing. Bench Mark 6 must be entered and started in OSST for incentives.

REFERENCE DOCUMENTS:

- Performance Incentive Form
- Workshop Completion Form

DRAFT

PURPOSE
The purpose of this policy is to establish standard procedures for the issuance of transportation assistance payments and incentive payments to participants in need and complying with program requirements.

REFERENCES
Florida Statute 445.025

BACKGROUND
Florida Statute allows local workforce boards to provide transportation assistance and incentives to Welfare Transition (WT) participants to complete assigned activities, to assign a reasonable monetary value to the services, and to set policies related to their use. This policy will provide guidance to CareerSource Research Coast (CSRC) staff on the process of issuing transportation assistance and/or incentive payments to eligible WT participants.

POLICY
CSRC shall coordinate and manage the provision of cost-effective support services to participants when appropriate funding is available. CSRC shall authorize payments when a need has been identified and documented, when the participant may not be successful without these support services, when no other funding is available to pay for transportation assistance, and when the participant has complied with program requirements for incentives.

Participants who are mandatory and have a completed one full week of participation or have obtained employment verified by the Career Planner will have a support account created in Gazelle. The Career Planner will forward the participant's name to the WT Program Manager, who will create the support account in Gazelle.

1. PROCESS FOR TRANSPORTATION ASSISTANCE *
   - Participants may earn transportation assistance not to exceed **$~~50.00~~** 75.00 every two weeks. Participants must have a minimum of 35 hours of approved work activity per week for two consecutive weeks documented and entered in the One Stop Service Tracking (OSST) system.

     *The amount of transportation assistance payments are subject to change based on the amount of Welfare Transition Program funding available and awarded to CSRC each program year.

   The career planner will create a check request through Gazelle. The following will outline the steps to create a voucher in Gazelle.

   Enter the following on the **Add Check Request Voucher Screen** in Gazelle.

   - Select "Reward Card" as the Provider
   - Include a description of the payment type in the published comment section
   - Click on **Add New Line Item** and select "gas card", add quantity and dollar amount
   - Print the **Check Request Voucher** for the Career Planner to sign
   - Scan the voucher, Job Participation Rate (JPR) screenshot(s) for requested weeks, and all supporting participation documentation to the WT Program Manager for review and approval.
   - WT Program Manager will scan the approved voucher to the CSRC Finance Department and the respective Career Planner, who will scan to the participant's case file.

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

The Career Planner will document the transportation assistance in the **Skill Development Service Plan Screen** in OSST. The information will be entered as follows under the Transportation line:

- Tracking Number from Gazelle (Example: **Identifier:** GZ184949399916)
- Type: Transportation
- Date
- Cost
- Click "save"

A case note must be entered in OSST to justify the payment and the amount. The case note must reflect the payment will be made in the form of "reward" cards and state the specific type of card.

All approved support check requests are due to the CSRC Finance Department **by noon every Tuesday** for the payment to be made during the same week.

If a participant receives a pre-penalty notice for non-compliance, the participant will have to demonstrate two consecutive weeks of compliance after the pre-penalty was issued before a request can be processed.

2. PROCESS FOR EARNED INCENTIVES

Participants may earn incentives based on compliance with their Individual Responsibility Plan and/or attainment of employment. See **WT Policy #2, "Incentive Policy"** for further details.

The career planner will create a check request through Gazelle. The following will outline the steps to create a voucher in Gazelle.

Enter the following on the **Add Check Request Voucher Screen** in Gazelle.

- Select "Reward Card" as the Provider
- Include a detailed description of the payment type in the published comment section
- Click on **Add New Line Item** and select "incentive", add quantity and dollar amount
- Print the **Check Request Voucher** for the Career Planner to sign
- Scan the voucher, JPR screenshot(s) for requested weeks (if applicable), the Performance Incentive Request Form, and all supporting documentation to the WT Program Manager for review and approval.
- WT Program Manager will scan the approved voucher to the CSRC Finance Department and the respective Career Planner, who will scan to the participant's case file.

The Career Planner will document the incentive payment in the **Skill Development Service Plan Screen** in OSST. The information will be entered as follows:

- Benchmark 6 for the incentive and cost item
- Tracking Number from Gazelle
  (Example: **Identifier:** GZ184949399916)
- Type: Other
- FMTS Code (Participant Work Activities)
- Date Initiated
- Cost
- Click "save"

A case note must be entered in OSST to justify the reason for the payment and the amount. The case note must state the payment will be made in the form of "reward" cards and state the specific type of card.

All approved support check requests are due to the CSRC Finance Department **by noon every Tuesday** for the payment to be made during the same week.

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

3. PROCESS FOR DISTRIBUTION OF "REWARD" CARDS

Upon receipt of the approved vouchers by the CSRC Finance Department, "reward" cards in increments of $25 will be issued based on the amount requested.

The cards, along with a receipt to be signed by the Career Planner and participant, will be delivered to the respective Career Planner (or the Career Planner can pick up at the CSRC Finance Department) at the end of each week.

Once the Career Planner has signed for the "reward" cards, they will meet with the participant to issue the cards. The participant will be required to sign for the cards acknowledging receipt and responsibility of the cards. Lost cards will not be replaced. The Career Planner will scan the signed receipt to the CSRC Finance Department.

DRAFT

CareerSource RESEARCH COAST

AGENDA ITEM #8

AGENDA ITEM SUMMARY

TITLE: One-Stop Operator Quarterly Report

STRATEGIC GOALS Effective Utilization of Current and Timely Operational Intelligence for all Stakeholders.

POLICY/PLAN/LAW: Workforce Innovation & Opportunity Act (WIOA): Role of the One-Stop Operator

ACTION REQUESTED: Information Only

BACKGROUND: The One-Stop Operator's major function is the coordination of the service delivery among the required One-Stop System Partners and their programs for the Local Workforce Development Area 20 (LWDA 20), CareerSource Research Coast. The One-Stop Operator will navigate between the One-Stop Partners to ensure there is coordination of service delivery for employers and job seekers within the LWDA 20 One-Stop System.

The One-Stop Operator will submit written, monthly reports regarding the progress towards the established goals of the One-Stop Operator Agreement. Quarterly reports to the CareerSource Research Coast Board of Directors. The reports should include:

- A detail of the duties performed by the One-Stop Operator during the quarter
- The status of the required MOUs and Infrastructure Funding Agreement(s)
- Observations made regarding the collaboration between the required One-Stop System Partners
- Recommendations to improve the One-Stop Partner's integrated service delivery to customers
- The identification of best practices

STAFF RECOMMENDATION: None.

SUPPORTING MATERIALS: One-Stop Operator 3rd Quarter Report PY17-18

BOARD STAFF: Glenda Harden, Senior Vice President/COO
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"COMPREHENSIVE ONE-STOP CAREER CENTER"
QUARTERLY REPORT #3 JANUARY – MARCH 2018

JANUARY

- The Memorandum of Understanding / MOU and Infrastructure Funding Agreement / IFA have been completed by the January 1, 2018 deadline. However, several partners require signatures from higher-level administrators. Additional time is needed to obtain these signatures as they move through the Florida Dept. of Education's Legal Dept. and then are placed on the Commissioner of Education's desk. This challenge is not unique to this Board, and DEO is aware of the situation.
- Another meeting was held with IRSC on January 11, 2018 to plan for the two programs that will be offered on site. Donna Rivett, Donna Sizemore, Donna Gorham, Kelly Amatucci, and Lydia Fowler attended on behalf of IRSC. "Comprehensive One-Stop Career Center" Manager Tracey McMorris and Shelly Batton represented Career Source Research Coast. One-Stop Operator Kathie Schmidt also attended. Meeting Highlights:
    - Career Source Research Coast will not be able to use WIOA funds to pay for these classes unless WIOA eligible. Participants will either need to be "self-paid" or funded through some other source. IRSC may use "Bridge" funds.
    - Students must have a high school diploma or GED to be eligible for PELL Grants.
    - The times for the two programs will overlap briefly instead of having Adult Education students take a lunch and then a "special" course until 1:30 P.M. (as they do on the Main Campus); they could take 3 courses and then end at 11:40 A.M. This "shorter schedule" would be marketed to potential students.
    - Office Administration students will begin at 11:30 A.M. and ending at 3:30 P.M.

SCHEDULE:

Adult Ed. / GED 8:00 A.M. – 1:00 P.M.

8:00 to 9:10 Reading
9:15 to 10:25 Math
10:30 to 11:40 Language
11:40 to 1:00 Open time (follow-up, scheduling, registering, facilitating)

Office Administration 11:30 A.M. to 3:30 P.M.

IRSC will maintain 2 teachers per course plus one instructional aide until further decisions upon data reconciliation. Teachers will need a "teacher computer" (preferably a desk-top) with programs loaded (Academia, Blackboard), phone, and locking file cabinet.

"Reconciliation of Data" will take place every quarter instead of every six months, so any possible adjustments could occur sooner than originally stated.

Process

IRSC will set up a specific class in their "Mariner" system. Students will register and TABE test at the Pruitt Campus. Will notify Career Source of who will be attending. A shared Google Doc will be created for communication, monitoring performance, attendance, and reporting. Career Source will enter students into their "Employ Florida" system.

TABE Testing:

Office Skills students must use A level TABE. Students will be sent to the Main Campus for testing on Tuesdays. They do not use other levels. Adult Education / GED students TABE on appropriate level. All testing and registration will take place at the IRSC Pruitt Campus. Follow-up TABE's to measure progress take place every 40-60 hours.

IT / Computer

Office Skills students will use the computers full-time. Adult Ed students will use part-time along with other instructional materials which have been ordered and received at IRSC.

IRSC staff worked with Main Campus IT personnel to handle this. Tracey sent the contact information for CSRC IT personnel to Donna Rivett. "Professor Teaches" and "Keyboarding" programs were loaded. IRSC checked to be sure that proper seat / site licensing is in place.

Student Start Date: Monday, February 5, 2018.

An additional meeting was held on January 11th with "Comprehensive One-Stop Career Center Manager Tracey McMorris and Shelly Batton.

Facilities:

- The facilities in the Career Center are currently being remodeled. The computer lab allocated for the IRSC courses (the "Work Certified Lab") will have 12 computers.
- There will be a cubicle allocated for Vocational Rehabilitation to meet with their clients that they schedule to meet with on Mondays and Thursdays,
- Skype access is already in place and being used by Career Source personnel. They will set up User Account for partners such as the SLC Community Services Block Grant to utilize.

A "Referral Form" will be created using Google Docs for all partners to use in order to track and confirm all participation.

"Cross-Training"

Plans are underway for a "Cross-Training" of staff from all partnering agencies in order to ensure that they are knowledgeable about services, resources, and basic eligibility requirements of all programs available to constituents. Each Partner was asked to begin to prepare their portion of the training using a common powerpoint presentation format. This format will be used so that the presentation can be duplicated as well as kept on point. Since Career Source Research Coast already has some presentations prepared, they will begin and then once the One-Stop Operator receives their initial slides, she will forward the format to others in order to create one seamless presentation. The information should be kept to basic but essential information that can be elaborated on or clarified once the participant is referred to the appropriate partnering agency.

In order to keep the "Comprehensive One-Stop Career Center" open, it will be necessary to train half of the staff at two separate times or one two separate dates. The One-Stop Operator is surveying the Partners to determine the best date(s). Options are March 27 - 28, April 3 - 4.

Career Source Research Coast Board of Directors' Meeting January 31, 2018

The "Comprehensive One-Stop Career Center" Memorandum of Understanding / MOU and Infrastructure Funding Agreement / IFA were included in the Board Packet. The One-Stop Operator attended the Board Meeting and gave a brief presentation highlighting the progress.

FEBRUARY

- Teachers from Indian River State College arrived on February 1st to survey the classroom that they will use and coordinate final preparations with Career Source Research Coast and the "One Stop Operator". Office Management teachers were in place and reviewed their technology requirements including access to specific computer programs and need for a "flat scanner". "One Stop Operator" assisted with communication.
- Adult Education personnel were not yet in place due to lack of immediate enrollments. Administrator Donna Sizemore indicated that she would be present during the scheduled timeframe until students were identified and enrolled.
- First day of classes offered by IRSC at the "Comprehensive One-Stop Career Center" was Monday, February 5th. Adult Education Administrator was in place, and two "Office Management" teachers were there as scheduled with one student in place and another anticipated. All went well.
- A meeting was held with "Youth Build Program" Coordinator to share information about that program and the joint opportunities available through collaboration.
- Multiple visits to the "Comprehensive One-Stop Career Center" to ensure that everything is going well and that all needs are met. Student enrollment is growing and 2 Adult Education teachers have been hired.
- Communication with Vocational Rehabilitation regarding their Start Date and anticipated schedule. Danielle Jones of V.R visited the "Comprehensive One-Stop Career Center" to see

where their counselors will be located. After some back and forth discussion, the Vocational Rehabilitation Start Date was set for Monday, March 12, 2018. Two counselors will each be present on ½ day. One from 8:00 A.M. to 12:00 P.M. on Mondays, and the other on Thursdays from 1:00 P.M. to 5:00 P.M.

- All partners were surveyed to determine the best date to schedule a "Cross-Training". This will provide for all partners to be better informed about the services and resources available to our customers and will also inform the agency representatives about the importance of appropriate data collection and referrals.
- The "Cross-Training" has been scheduled for March 28th and the Agenda is currently being developed. Each partner has been provided with a powerpoint slide template so that their information may be included in the overall presentation seamlessly. The completed presentation will also serve to inform others who may not be able to attend.

MARCH

- Planning continued for the "Cross-Training" to be held on March 28th in 2 one-half day sessions. An email was sent to all "Comprehensive One-Stop Career Center" partners on March 6th to remind them of the training, request information regarding who will be presenting on their behalf, and who will be attending. This communication also reminded them that they were previously provided with sample powerpoint slides for them to complete so that all agencies' information may be combined into one seamless presentation. It was requested that these slides be returned to the One-Stop Operator by no later than March 19, 2018. Additional communications continued throughout the month.
- The One-Stop Operator has had several meetings and communications with "Career Source Research Coast" staff to review and complete planning for implementation of the referral and data collection process. The "Career Source Research Coast " CFO Lisa Delligatti has also been asked to briefly update the partners at the "Cross Training" on the planned quarterly "Reconciliation" of each agency to ensure that the infrastructure costs charged to each partner are accurately based on their proportionate use of the "Comprehensive One-Stop Career Center" and relative benefit received.
- The One-Stop Operator visited the Career Center throughout the month to continue to support the partners and ensure seamless implementation. These visits were also intended to make certain that all was in place for the Cross-Training.
- Vocational Rehabilitation began their active partnership with the arrival of the first of their counselors on Monday, March 12th. All went well and we are looking forward to a rotation of one of three counselors to be in place every Monday morning and Thursday afternoon from this point forward.

OBSERVATIONS REGARDING PARTNER COLLABORATION

All of the partners of the "Comprehensive One-Stop Career Center" continue to be supportive despite their obvious extensive missions and schedules, as well as the continued lack of guidance provided from the State. Each partner has communicated their intent to participate in the upcoming Cross Training and have already developed and provided their individuals presentations to be included in the Training with only one exception. I expect that these slides will also be forwarded shortly. Even those partners who appeared initially to be somewhat skeptical, have now engaged and seem enthusiastic about the Training. I look forward to sharing the outcome in next month's report.

RECOMMENDATIONS TO IMPROVE PARTNER COLLABORATION

As previously stated, many of the challenges that have occurred up until this point have resulted from lack of information from the Florida Department of Economic Opportunity, and/or from the state agencies overseeing the required partners. Insufficient guidance has been provided regarding implementation of this very complex mandate. I am confident that this region is definitely NOT the only region to face the challenge of communicating the mandates that all are subject to. In addition, conflicting information has sometimes been given from the State resulting in required partners insistence that they either do not have to be physically or technologically present or nor is it necessary for them to contribute support. I continue to recommend that DEO provide professional development on the One-Stop Center requirements and technical assistance to all regional boards.

BEST PRACTICES

Indian River State College stepped up early on and determined that their participation in the "Comprehensive One-Stop Career Center" would involve offering Adult Education / GED classes and Office Administration on-site at the One-Stop Career Center. This was a huge undertaking involving determining intake, testing and enrollment procedures, ensuring technology and equipment access, hiring staff, etc. Donna Rivett, Donna Sizemore, and other IRSC representatives met every potential obstacle with determination and confidence. The result is that as of Monday, February 5th, classes are offered onsite daily Monday-Thursday, and enrollment in each program area continues to grow. Congratulations to IRSC and its dedicated staff.

Report respectfully submitted March 20, 2018.

Kathie Schmidt
One-Stop Operator
Career Source Research Coast

CareerSource RESEARCH COAST

AGENDA ITEM #9

AGENDA ITEM SUMMARY

TITLE:	Chair's Report
STRATEGIC GOALS:	Operational Intelligence
POLICY/PLAN/LAW:	Board
ACTION:	Information Only
BACKGROUND:	Chair Bob Cenk will share information at the meeting with the Board.
SUPPORTING MATERIALS:	None
CONTACT:	Brian Bauer, President/CEO bbauer@careersourcerc.com 866-482-4473 ext. 418

CareerSource RESEARCH COAST

AGENDA ITEM #10

AGENDA ITEM SUMMARY

TITLE: President's Report

STRATEGIC GOALS: Operational Intelligence

POLICY/PLAN/LAW: Board

ACTION: Information Only

BACKGROUND: Each meeting, the President/CEO shares information with the Board on events and issues important for Board members to know. Information is provided on:

1. Board News
2. Organizational Initiatives/Changes
3. Regional Workforce/Economic News
4. Legislative Issues
5. Partner News

SUPPORTING MATERIALS: President's Report

CONTACT: Brian Bauer, President/CEO
bbauer@careersourcerc.com 866-482-4473 ext. 418

President's Report – March 2018

Board News

- The **Florida Legislature** concluded the 2018 Legislative Session on March 11th, upon passage of the state's $88.7 billion state budget. The session was scheduled to end March 9th, but went beyond the regular 60-day schedule as Senate and House leaders worked to come to an agreement on final budget numbers. Gov. Rick Scott, Senate President Joe Negron and House Speaker Richard Corcoran attended the closing ceremony in the rotunda of the Capitol. The Governor thanked legislative leaders for passing his major initiatives, including tax cuts, funding to combat opioid abuse, pay raises for state law enforcement, juvenile detention and juvenile probation officers, and legislation to make Florida schools safer following the tragic Parkland shooting. Of the 200 bills that passed, 34 were Senate bills and 166 were House bills.

Budget Details

- The $88.7 billion state budget for fiscal year 2018-2019 is outlined in the General Appropriations Act, HB 5001, and the implementing bill, HB 5003.

- The final budget includes $85 million in continuation funding for the Florida Job Growth Grant Fund. It also includes funding for CareerSource Florida's FloridaFlex workforce development initiatives with $9 million for the Quick Response Training grant program and $3 million for Incumbent Worker Training.

Florida Job Growth Grant Fund

- On March 6th, Gov. Scott announced $22 million in awards for 11 Florida Job Growth Grant Fund projects across the state. These economic development projects will help enhance community infrastructure or develop workforce training programs and have demonstrated a strong return on investment. The Florida Job Growth Grant Fund was established by Gov. Scott and the Florida Legislature last year to encourage continued economic growth across Florida communities.

    - **City of Port St. Lucie** ($3,003,247) for the development of a roadway improvement project, which will provide access to 100 acres of undeveloped land in Tradition Commerce Park, an area which has the space to accommodate approximately 1.1 million square feet of commercial development.

- For more information on other projects, click here. For more information about the Florida Job Growth Grant Fund, visit www.FloridaJobs.org/JobGrowth.

Final Bills

- On March 11th, Gov. Scott signed SB 4: The Florida Excellence in Higher Education Act of 2018 into law which revises numerous higher education requirements, including

requiring state universities to find internship opportunities for students to help students better prepare to enter the workforce in high-demand fields upon graduation. The higher education law states "each state university must use the data-driven gap analyses to identify internship opportunities for students to benefit from mentorship by industry experts, earn industry certifications and become employed in high-demand fields." The law takes effect immediately.

- CareerSource Florida tracked multiple bills related to workforce issues this legislative session. However, all the bills either did not pass out of their committees of reference or did not pass the House and/or Senate. Please refer to bill links below for more details:

  Economic Development Programs:

  - HB 1103: Regional Rural Development Grants
  - SB 170: Rural Economic Development Initiative
  - HB 3: Economic Development and Tourism Promotion Accountability
  - SB 104C1: Small Business Financial Assistance
  - SB 1496: Rural Economic Development

  Public Assistance:

  - SB 508: Public Assistance – House companion bill, HB 751C3,
  - HB 693: Family Self-Sufficiency

  Workforce Issues:

  -
  - SB 1122: Florida Business and Workforce Competitiveness Trust Fund/Department of Economic Opportunity
  - HB 1231: Sales Tax Refund for Eligible Job Training Organizations
  - HB 711: Pre-apprenticeship and Apprenticeship Programs
  - SB 1642: Florida Construction Workforce Task Force

- **CareerSource Florida** President and CEO Michelle Dennard announced Governor Rick Scott's recent designation of Kevin Doyle as chairman of the **CareerSource Florida** Board of Directors. Doyle is a founding partner of the Jacksonville-based consulting firm Wexford Strategies and a former deputy director of the Office of the **21st Century Workforce** within the **U.S. Dept. of Labor** under President George W. Bush.

- **Florida's Research Coast Economic Development Coalition (FRCEDC**) will be hosting the **2018 Treasure Coast Summit** on *Motivating Managers, Millennials and Misfits* presented by keynote speaker Phillip Van Hooser. The event will be held on June 13th at the Hutchinson Shore Resort. Save the Date and more information coming soon.

President's Report – March 2018

- The **Saint Lucie County Economic Development Council** has completed their **Economic Impact Analysis Return on Investment** (click to view). This analysis computes the economic impact of the Economic Development Council (EDC) of St. Lucie County from 2015 through 2017. During this period the EDC worked 0n 29 projects that retained and created 2,867 jobs.

- The **Indian River County Chamber of Commerce Economic Development** announced that **Elite Airways** is adding flights to the **Vero Beach Regional Airport**. Nonstop flights to Asheville, NC and White Plains, NY will begin in April along with flights to Portland, ME starting in May.

- The **Indian River County Chamber of Commerce Economic Development** has four local manufacturing firms are considering expansions within the next 6-12 months:
  - ~ **Girard Equipment** - discussed new construction options
  - ~ **Golf Carts of Vero Beach** – secured a contract to provide golf carts for a new 10,000+ home community in Volusia County
  - ~ **MWI** – relocating half of its manufacturing operations from Deerfield Beach and adding a new product line; anticipate 20-30 new jobs
  - ~ **Novurania** – the company's Italian owners have taken over day-to-day management responsibilities, anticipate 20 new jobs

- The **Business Development Board of Martin County** completed their fifth session of the Business Accelerator Program (BAP) and a new class starts April 3rd. This free 12-week (one night a week) program is open to small business owners and entrepreneurs to help grow their business. Upon completion of the program, participants are eligible to pitch expansion ideas and may receive a grant up to $5,000 to help enhance their business. Three (3) companies received grants this session, totaling $7,500.
- The **Business Development Board of Martin County** has seen a 50% increase in the number of relocation, expansion and retention projects from the same time last year. The pipeline continues to grow.
- On March 14, 2018, 400 people gathered together for the **South Florida Manufacturers Association (SFMA)** 39th Annual Recognition of Excellence Awards Banquet to celebrate manufacturing in the South Florida community. Congratulations to **D&D Welding**, **Advanced Machine & Tool** and **Pursuit Boats** and all 18 Manufacturer of the Year Finalists and all 36 Employee of the year Honorees.

  Manufacturers 1- 40 Employees
  Winner – D&D Welding And Fabrication

  Manufacturers 41-100 Employees
  Winner – Advanced Machine And Tool

  Manufacturers 201+ Employees
  Runner-Up – Pursuit Boats

President's Report – March 2018

Organizational Initiatives/Changes

- The **3rd Annual City of Fort Pierce Job Fair** was held on Wednesday, January 31st at the Havert L. Fenn Center in Fort Pierce. Over 100 employers and community service organizations attended the event to provide job seekers with employment opportunities and bring attention to the services the community has to offer. Over 1,000 job seekers attended the event. Overall, feedback from the City of Fort Pierce, employers, job seekers and CSRC staff was positive.

- Tracey McMorris, Director of Operations, attended the **Southeastern Employment & Training Association** (SETA) 2018 Spring Conference (March 18th – 20th). **SETA** is a regional organization of professionals and policymakers representing all areas of the job training partnership and workforce development system, whose purpose is to provide an information exchange process that will assist the membership in more effectively improving individual knowledge and skill in utilizing job training resources.

- The **CSRC** President/CEO and Board members attended the **2018 National Association of Workforce Boards** (NAWB) **Forum** from March 24th through March 27th. **NAWB** convenes leaders, advocates and change makers in business, government, labor and education for a national opportunity to network and share insights, address key issues affecting U.S. workforce development, and consider the goals and policy framework affecting the future of human potential and economic growth.

- **CSRC** has been invited to participate in a regional pilot project. Partners include **CareerSource Broward, CareerSource Palm Beach,** local **Early Learning Coalitions** and local **Children Services Councils. Children Services Council of Florida** has applied for and received **F.A.T.E.S. (2GEN)** grant offered by the **Kellogg Foundation.** The 3 year proposed pilot required CSRC to submit an application to **CareerSource Florida** requesting **Pathway to Prosperity** grant funding to help the regional pilot and budget shortfall identified from the Kellogg grant. CSRC was successful and has obtained this grant funding. Purpose of this pilot is to meet the needs of parents and cost of childcare by addressing career pathways as a vital component to long-term financial stability with a focus on subsidized childcare fiscal cliffs.

- The **Treasure Coast Roofers & Sheet Metal Association** (TCRSA) will be holding their 2nd Annual Golf Tournament on Saturday, May 12th and has chosen for CareerSource Research Coast to be the benefactor. Proceeds raised will go towards benefiting the Youth Connections Summer of Success program.

Unemployment Information for January 2018

The unemployment rate in the CareerSource Research Coast local workforce development area (Indian River, Martin, and St. Lucie counties) was 4.7 percent in January 2018. This rate was 0.9 percentage point lower than the region's year ago rate of 5.6 percent. The labor force was 273,839, up 2,166 (+0.8) over the year. There were 12,951 unemployed residents in the region.

- Martin – 4.1%
- St. Lucie – 5.1%
- Indian River – 4.8%

- The CareerSource Research Coast local workforce development area contains two metropolitan statistical areas (MSAs): the Port St. Lucie MSA (Martin and St. Lucie counties) and the Sebastian-Vero Beach MSA (Indian River County). In January 2018, nonagricultural employment in the combined CareerSource Research Coast metro areas was 197,100, an increase of 1,000 jobs (+0.5 percent) over the previous year.

- In the combined CareerSource Research Coast metro areas, the major industries that gained jobs over the year were: leisure and hospitality (+800 jobs); education and health services (+700 jobs); government (+500 jobs); trade, transportation, and utilities (+400 jobs); and manufacturing (+100 jobs). The professional and business services (-900 jobs); mining, logging, and construction (-300 jobs); and other services (-300 jobs) industries lost jobs over the year. The information and financial activities industries were unchanged over the year.

Port St. Lucie Metro

- The majority of the nonagricultural employment in the CareerSource Research Coast local workforce development area was in the Port St. Lucie metro area. This metro area accounted for 145,400 jobs in January 2018, an increase of 900 jobs from January 2017 (+0.6 percent).

- The education and health services (+2.7 percent); government (+2.1 percent); and trade, transportation, and utilities (+1.6 percent) industries grew faster in the metro area than the statewide over the year.

- The industries gaining in jobs over the year were: education and health services (+700 jobs); trade, transportation, and utilities (+500 jobs); government (+400 jobs); leisure and hospitality (+300 jobs); and manufacturing (+100 jobs).

- The professional and business services (-700 jobs); mining, logging, and construction (-200 jobs); and other services (-200 jobs) industries lost jobs over the year.

Sebastian-Vero Beach Metro Area

- In January 2018 nonagricultural employment in the Sebastian-Vero Beach MSA was 51,700, an increase of 100 jobs (+0.2 percent) over the year.

- The leisure and hospitality (+6.0 percent) and government (+1.9 percent) industries grew faster in the metro area than statewide over the year.

- The industries gaining in jobs over the year were: leisure and hospitality (+500 jobs) and government (+100 jobs).

- The professional and business services (-200 jobs); mining, logging, and construction (-100 jobs); trade, transportation, and utilities (-100 jobs); and other services (-100 jobs) industries lost jobs over the year.

- The manufacturing, information, financial activities, and education and health services were unchanged over the year.

- The Sebastian-Vero Beach MSA had the third fastest annual job growth rate compared to all the metro areas in the state in leisure and hospitality (+6.0 percent) in January 2018.

CareerSource RESEARCH COAST

AGENDA ITEM #11

AGENDA ITEM SUMMARY

TITLE: Operations Report

STRATEGIC GOALS: Operational Intelligence

POLICY/PLAN/LAW: Board Procedure

ACTION: Information Only

BACKGROUND: An Operations report outlining information on the Career Centers, programs, services and outcomes is included for Board review. Staff will answer any questions or concerns regarding center operations at the meeting.

SUPPORTING MATERIALS: Operations Report

CONTACT: Glenda Harden, Senior Vice President of Operations/COO
gharden@careersourcerc.com 866-482-4473 ext. 427

Operation's Report – March 2018

Workforce Innovation and Opportunity Act (WIOA)

- One-hundred and six (106) individuals have enrolled in training (Classroom and On-the-Job Training) since July 1, 2017 through February 28, 2018
- One-hundred and fifteen (115) participants have entered employment after completing training since July 1, 2017
- The Adult Entered Employment average wage is $19.85 per hour (Common measure is $15.04 per hour)
- The Dislocated Worker Entered Employment Average Wage is $15.78 per hour (Common measure is $16.11 per hour)

WIOA Program staff completed the second phase of the Career Specialist's cross training March 14, 2018. This added training will allow the Staffing Specialists to identify and assist those career seekers who are interested in WIOA Basic Services to obtain employment, and who may not be seeking WIOA Training Services

Enhancements were made in February to the WIOA Career Planner's job description in efforts to cross train them to be knowledgeable in all facets of the WIOA program. This additional training will allow them to assist the Program when staff is absent for an extended period.

A Programmatic Review of WIOA for Program Year 2017 was conducted by DEO during February 26 – March 7. The period reviewed was January 1, 2017 – December 31, 2017. Fifty-four (54) case files were reviewed. There were no findings or observations reported by the DEO monitoring team.

Hurricane Irma Update and Hurricane Maria

CareerSource Research Coast (CSRC) received two WIOA National Dislocated Worker Grants (NDWG) to provide temporary jobs to assist with humanitarian aid, clean-up and restoration activities to the counties affected by these two hurricanes. Thirty-eight (38) career seekers were placed in temporary jobs under the Hurricane Irma NDWG. Twenty-five (25) are still working. Three (3) Hurricane Maria evacuees received WIOA services in the form of support services and Basic Career Services.

Trade Adjustment Assistance (TAA)

The TAA Program started working with 41 affected workers on November 1, 2014. Thirty-five (35) of the 41 workers enrolled in training. Additional employers have filed petitions in 2017, Convergys, AT&T Loyalty Division, Thermofisher Scientific, Tronc Inc., Eaton Corporation, Boca Raton Regional Center, 2016, Motorola, Sol Inc., Dell and Higher One. As a result, one participant was determined eligible on 01/12/2018 for the Wage Subsidy, (Income Supplement for Workers over 50), and two participants are currently completing their training programs as a result of the August 2016 enrollment.

- Thirty-nine (39) students enrolled in Classroom Training beginning on January 1, 2014.
- One (1) student enrolled in Basic skills remedial program.
- Twenty-seven (27) students completed Classroom Training as of December 31, 2016.
- Eleven (11) gained employment as of August 2016 at an average wage of $23.00 per hour.
- TAA Information Sessions were held during the months of June 2016, July 2016, August 2017 and December 2017 to explain TAA and CSRC services to newly affected workers recently separated from Motorola, Sol Inc., Dell, Higher One, Liberty Medical and Eaton Corporation.

- Two (2) affected workers are currently enrolled in training. Students accomplished 4.0 GPA during 2017 Summer Term. Per 2017 Fall Term Progress Reports, students are performing well in all studies.
- An affected worker relocated to Florida from Iowa in July 2017. This affected individual worked for Eaton Corporation for 20 years. Eaton sent jobs to Manila, Philippines. This individual was subsequently working at Piper Aircraft on December 18, 2017 at $16.38 hourly. Iowa TAA Unit determined worker eligible for the TAA Wage Subsidy (Over 50 & Dislocated wage was $23.00 hourly).

Youth Connections Program

- **Youth Connections (Eckerd) Program performance -** WIOA Youth has enrolled 88 participants as of March 7th, 2018 (contract goal of 85). There are currently 301 youth being served (contract goal of 285). Ninety-nine (99) youth have exited with a positive outcome (contract goal of 112). Sixty-six (66)youth have been placed in internships (contract goal of 72). There have been 58 successful internship completions (contract goal of 61).

- **Building Fort Pierce (Youth Build)** - CSRC has partnered with Indian River State College (IRSC), Habitat for Humanity, and Treasure Coast Builder's Association (TCBA) to develop a local Youth Build project, titled "Building Fort Pierce", which began on January 9th, 2018. There are currently 22 youth actively engaged in the program. The Building Fort Pierce program participants are currently working towards occupational certifications and GED attainment. They are also earning income by working on various construction projects through Habitat for Humanity.

- **Community Outreach** - Youth staff have been working diligently to continue to reach out to the communities we serve. Since February, Eckerd Youth Program staff participated in the following events: McKinney Vento Homeless Student Workshop at IRSC, Boys & Girls Clubs of St. Lucie County Community Connections Event, We Leap's Teen Dating Violence Awareness Symposium, Martin County School District's Project YBR Employment Workshop, Boys & Girls Club of St. Lucie County's Youth of the Year Award Ceremony, St. Lucie County School District's Hidden Gems Event, and facilitation of a workshop on the history of women in the workplace at Martin Girls Academy.

- **Martin County Youth Office Update** - In February, the City of Stuart informed Youth Connections that it can no longer provide office space at the 10th Street Recreation Center due to internal program growth. The two (2) Youth Career Coaches will transition into the Martin County Career Center in Stuart on or before May 1st, 2018.

- **Indiantown** - Career Coach Sharmaine Hightower (Martin County) has secured in-kind office space with the Martin County School District's Adult Education program in Indiantown. Sharmaine will work out of this location 1-2 days per week to provide services for Indiantown youth.

- **Summer of Success** - Plans for a Summer of Success Summit consisting of 2 days of work-readiness training and a youth-focused job fair event are underway in partnership with the St. Lucie County School District and Boys & Girls Clubs of St. Lucie County and Wells Fargo. CareerSource Research Coast Executive Staff have been working with Allegany Franciscan Ministries, the City of Port St. Lucie, and the St. Lucie County Board of County Commissioners to secure funding for a potential Summer of Success program in 2019.

- A Programmatic Review of WIOA for Program Year 2017 was conducted by DEO during February 26 – March 7. The period reviewed was January 1, 2017 – December 31, 2017. Twenty-four (24) case files were reviewed. There were no findings or observations reported by the DEO monitoring team.

	Current Month	YTD	Goal
New Enrollments/Registrations	**88**	**88**	85
Out of School	**86**	**86**	
In School	**2**	**2**	
Carry Forward Youth		212	
Out of School		184	
In School		28	
Total Served		**300**	
Out of School		270	
In School		30	
Exited with Positive Outcome	**99**	**99**	112
Achieved Credential	**98**		
Work Experience Placements	**65**	**66**	72
Work Experience Completions	**58**	**58**	61

Welfare Transition Program (WTP)

Total cases: 58
Indian River – 9
Martin – 6
Ft. Pierce – 16
Port St. Lucie – 27

A Programmatic Review of WTP for Program Year 2017 was conducted by DEO during February 26 – March 7. The period reviewed was January 1, 2017 – December 31, 2017. The sample size consisted of 46 participant case files. The review revealed one finding and one observation.

The entered employment rate through 01/31/2018 is 29.7% and we have obtained the highest wage rate in the state through 01/31/2018, at an average of $11.04/hour.

Supplemental Nutrition Assistance Program (SNAP)

Total cases: 27
Indian River – 7
Martin – 5
Ft. Pierce – 6
Port St. Lucie – 9

A Programmatic Review of SNAP for Program Year 2017 was conducted by DEO during February 26 – March 7. The period reviewed was January 1, 2017 – December 31, 2017. The sample size consisted of 47 participant case files. The review did not reveal any findings, other noncompliance issues or observations.

Strategic Initiatives

February

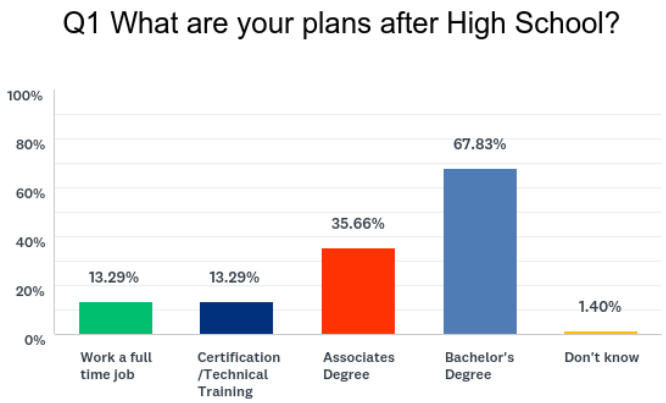
2/27/2018- Nadege Pierre, assigned WIOA Career Planner to work with the Strategic Initiative Grants, attended a recruitment event Westwood High School

A total of five (5) students and five (5) vendors/employers were in attendance. Overall there were eight (8) potential candidates interested in the Industrial Manufacturing Technician (IMT) apprenticeship.

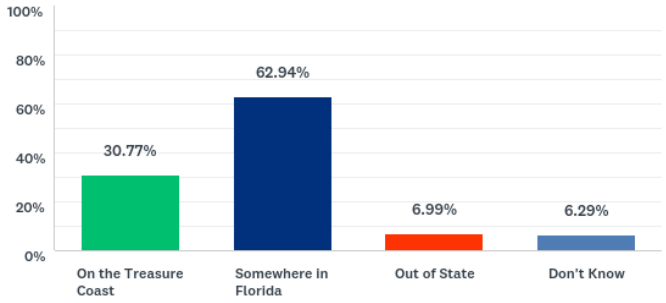
March

3/6/2018 - Future Healthcare Professionals Career Day - On March 6th, 162 Martin and St. Lucie County high school students attended the first Future Healthcare Professionals of the Treasure Coast Conference at the Port St. Lucie Community Center. The conference, organized by the Healthcare Roundtable of the Treasure Coast, offered the students workshops in soft skills, financial aid opportunities, career pathways, and task management/critical thinking. Participating organizations included Martin Health System, Indian River Medical Center, ABC Medical, Keiser University, Fortis Institute and IRSC.

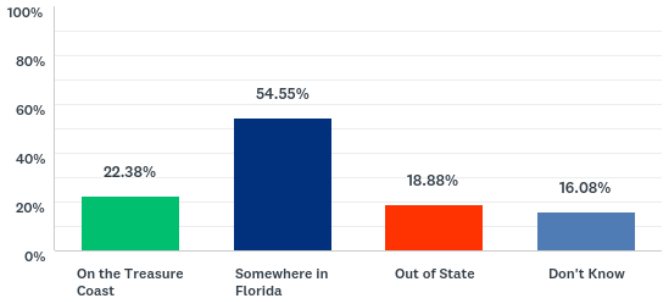
Summary from Students Surveyed are as follows:



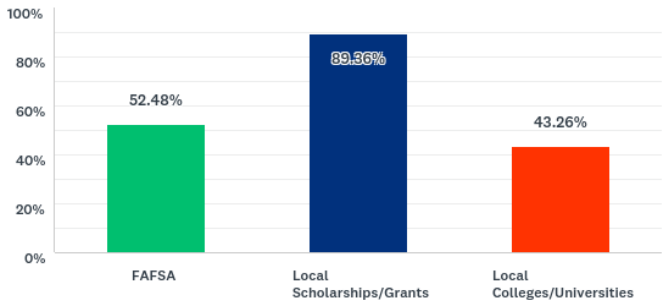
Q2 Where do you plan to work or attend college?



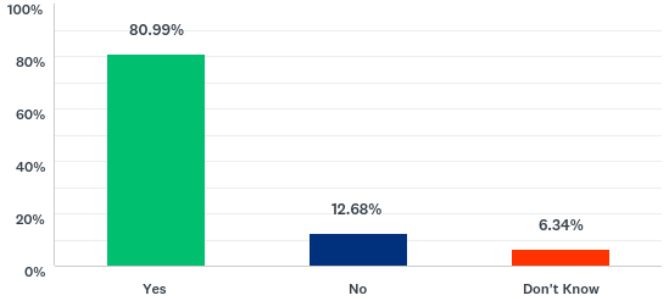
Q3 In the future where do you plan on working/living



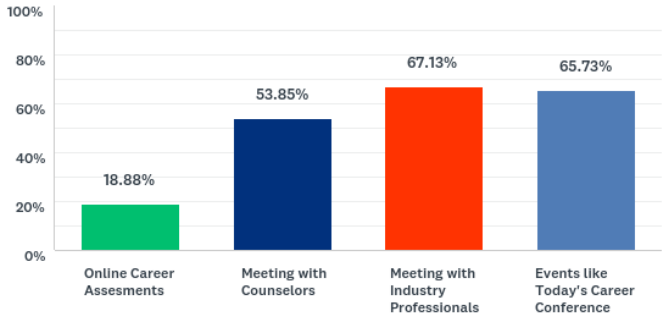
Q4 Please select topics that you need more information about



Q5 Do you believe it would have made a difference if you learned more about available career paths in middle school?



Q6 What resources would help you determine a career path?



3/14/2018 - Final revised draft of apprenticeship standards were submitted to the state office of apprenticeship for approval.

Field Operations Report

February - March 2018

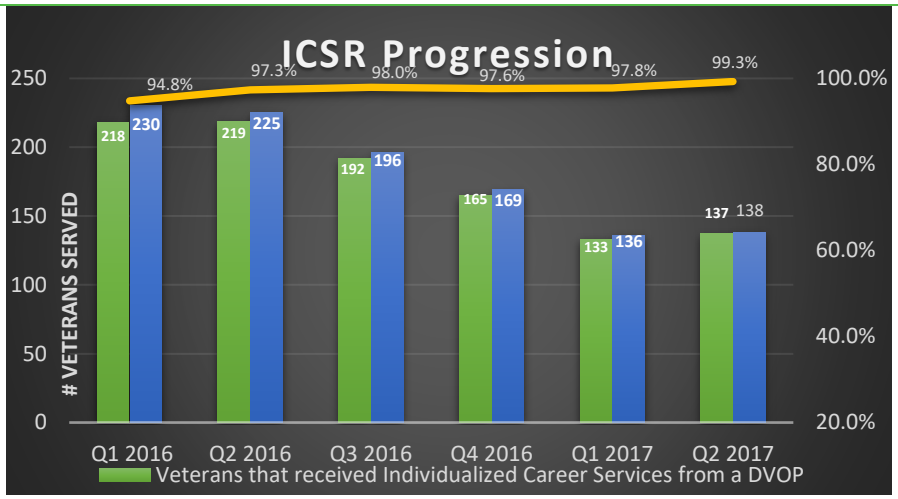
Regional Programs/Services

Tobacco Cessation Referrals – PY17/18

BREAKDOWN BY COUNTY - PY17							
County	TRA - Tobacco User – Referral made to AHEC	Non - EF Referrals to AHEC	TRQ - Tobacco User – Referral to Quit line	Non-EF Referrals to Quitline	Total Referrals	PY17 Goal	% To Goal
IRC	1	0	11	1	13	40	33%
FP	0	0	5	3	8	40	20%
PSL	4	0	15	1	20	80	25%
MC	1	0	45	4	50	40	125%
Totals	6	0	76	9	91	200	46%

Jobs for Veterans State Grant (JVSG)

The table below displays the Intensive Service Rates (ISR) from the 1st Quarter 2016 through the 2nd Quarter 2017, which is the most current data available. First Quarter 2017 VETS 200A data shows LWDB 20 continues to **EXCEED** the federally mandated (ICSR) of 90%.



Migrant Seasonal Farmworker Program

The goal of the MSFW Outreach Specialist is to contact the maximum number of MSFWs possible, in order to meet Equity Ratio Indicators, as indicated in the table below:

MSFW Outreach Services	Report Period	PY17/18 YTD
Total number of MSFWs contacted through outreach	443	1,481
Number of registrations/applications completed during outreach	168	652
Number of MSFWs referred to training and/or other supportive services	68	552
Number of MSFWs referred to jobs	120	550
Number of MSFW placed in jobs	35	380
Estimated number of MSFWs in LWDA		**3,000**

Workshop Statistics

Regional Workshop Statistics - Feb Mar 2018	Open Lab/ Resume Clinic	Employ Florida Marketplace	Computer Lab	Word Processing Basics	Interview Preparation	Mock Interview	Application and Resume Strategies	Job Search Success	Formal Assessments	Make the Most of the Job Fair	Totals
IRC Totals	29	42	14	10	13	5	47	0	13	0	**173**
GC Totals	5	0	0	0	0	0	9	0	13	17	**14**
PSL Totals	71	8	0	15	12	0	57	2	8	17	**165**
MC Totals	20	6	6	6	13	0	29	6	3	36	**86**
Region Totals	**125**	**56**	**20**	**31**	**38**	**5**	**142**	**8**	**37**	**70**	**532**

Operation's Report – March 2018

Career Center Traffic

Career Center Traffic - Feb Mar 2018	Workshops	Resource Room	Orientation	Recruitment Event	Total Traffic
IRC Totals	173	539	71	31	**1005**
GC Totals	44	518	13	0	**641**
PSL Totals	190	1025	118	20	**1508**
MC Totals	125	446	76	53	**754**
Region Totals	**532**	**2528**	**278**	**104**	**3908**

Recruitment Events

Event Date	Scheduled Time	Employer Name/Event Name	Position(s)	Event Location	# of Career Seekers Attended
5/17/2018	9:00 AM - 2:00 PM	Treasure Coast Veterans Homeless Stand Down	N/A	PSL Career Center	
4/18/2018	10:00 AM - 2:00 PM	OPERATION: Employment	Various	IRC Career Center	
4/13/2018	9 AM - 1 PM	Spring 2018 MC Career Fair	Various	MC Career Center	
4/7/2018	9:00 AM - 1:00 PM	Manufacturing (TCMA) Job Fair	Various	Percy Peek Gym, Fort Pierce	
3/28/2018	10 AM - 12PM	School District of IRC	Bus Drivers	IRC Career Center	
3/14/2018	10 AM - 12PM	IRC Sheriff's Office	Maintenance Tech, Telecommunicator	IRC Career Center	
3/7/2018	10 AM - 12 PM	Visiting Nurse's Association of the Treasure Coast	CNA, HHA, RN, RNPN	IRC Career Center	17
2/22/2018	3:30 PM to 6:30 PM	Administrative Professionals Job Fair	Administrative Assistant/Bookkeeper, Receptionist	MC Career Center	55
2/21/2018	10:00 AM - 12:00 PM	TruGreen	Outside Sales Rep	IRC Career Center	14
2/21/2018	8:30 AM - 5:00 PM	G4S	Nuclear Security Officer	PSL Career Center	20
2/8/2018	12:00 pm - 4:00 pm	Aerotek	Bundler	PSL Career Center	12
1/31/2018	10:00 AM - 2:00 PM	3rd Annual City of Fort Pierce Job Fair	Various	Fenn Center	1015
1/23/2018	10:00 AM- 2:00 PM	Capt Hirams, MarshLanding, Disney Resorts, Grand Harbor Country Club, Areas Usa, Outback	Chef, Cook, Food Prep, Dishwasher, Dock Hand, Delivery Driver, Host, Cashier, Retail Supervisor, Supervisor, Line Cook, Bartender, Food Runner/Busser, Prep Cook, Waitstaff, Kitchen Aide	IRC Career Center	44
1/19/2018	2:00 PM -4:30 PM	Aerotek	Warehouse-bundler	PSL Career Center	6

IT Department

- The IT department is finalizing the implementation of a new Dell Storage Area Network solution.
- The IT department is in the process of implementing a new backup and disaster recovery solution by Arcserve.
- The IT department is currently procuring the Workforce Skills for 21st Century assessment tool for the Welfare Transition Program.

Facilities

1) The 3rd quarter 2017-18 Custodial/Maintenance Company report is in the process of being evaluated and is due at the end of March.
2) During February and March the semi-annual cleaning is completed for all sites. Pre and post inspection is completed in conjunction with the Maintenance Contractor, Stockton Maintenance.
3) Major changes to the St Lucie County Career Center have been completed. The new flooring and painting in the main hallways, resource room and career planner room is completed. The reception area is incorporated as part of the resource room. The printers were moved closer to the reception unit in order that printing jobs done by customers in the resource room can be closely monitored. Additional cubicles have been moved in the resource room to help make it a more comprehensive center along with Skype computers in the back of the resource room to communicate with partners via the computer for those partners that are unable to be physically located in the center. The WIOA staff are relocated into cubicles that were moved from the back section of the Career Center. Cubicles in the back section of the Career Center were rebuilt to accommodate Early Learning Coalition (ELC) staff. The Veterans Representative relocated into the main hallway to help accommodate the veterans who receive services. This opened an office to accommodate an ELC manager.
4) The archiving of documents and destruction of documents in storage is an ongoing process. Monthly processing with archiving and destruction of documents is completed as needed.
5) Business cards / name badges for new staff/changed titles/relocated staff is done on a monthly basis.
6) The continued inspections of facilities is ongoing.
7) Reservations for the conference/board rooms for meetings, along with the ELC St. Lucie County meeting, are made as needed.
8) Assistance is provided to Administration for procurement, lease amendments for the St Lucie West facilities as well as all the other sites.
9) Assistance is provided to the Executive Assistant when necessary.
10) Normal purchasing and procurement for the Region is completed as needed.

Human Resources

- Samuel Patterson – Employment Network Coordinator – completed and passed his Tier 1 requirement
- Krystal Allen, ECKERD – completed and passed her Tier 1 requirement
- Currently two (2) ECKERD employees are studying for their Tier 1 exams

HR continuing education:
HR - "How to Conduct an HR Audit" webinar, February 27, 2018.
HR – DEO – Training Coordinator Training seminar, March 6, 2018

The Human Resources (HR) Department is working with Alere eScreen to update our current "Drug Free Workplace Policy". HR is also working with the Accounting department in hopes of receiving a discount on Workers Compensation insurance by having a Drug Free Workplace policy in place.

CareerSource RESEARCH COAST

AGENDA ITEM #12

AGENDA ITEM SUMMARY

TITLE:	Open to the Board
STRATEGIC PLAN:	Operational Intelligence
POLICY/PLAN/LAW:	Board Procedure
ACTION:	Discussion
BACKGROUND:	This agenda item gives Board members the opportunity to introduce issues for general discussion, make announcements pertinent to the Board or provide feedback.
SUPPORTING MATERIALS:	Declaration of Authority
BOARD STAFF:	Brian Bauer, President/Chief Executive Officer bbauer@careersourcerc.com 866-482-4473 ext. 418

CareerSource RESEARCH COAST

AGENDA ITEM #13

AGENDA ITEM SUMMARY

TITLE:	Open to the Public
STRATEGIC PLAN:	Operational Intelligence
POLICY/PLAN/LAW:	Board Procedure
ACTION:	Discussion
BACKGROUND:	At each meeting the public is given the opportunity to address the Board on any issues applicable to the Board.
SUPPORTING MATERIALS:	None
BOARD STAFF:	Brian Bauer, President/CEO bbauer@careersourcerc.com 866-482-4473 ext. 418

CareerSource RESEARCH COAST

Above & Beyond

Our goal is to place job seekers in employment. There are many ways to achieve this goal. For each customer, the path is different. We like to recognize staff who go the extra mile for you. Would you take a moment to tell us about your experience with a staff member who went above and beyond for you?

Staff's Name: SHEILA CREIGHTON

CareerSource Research Coast Location *(Please check appropriate box)*:

- ☐ Okeechobee
- ☐ Fort Pierce - Garden City
- ☐ Port St. Lucie (St. Lucie West)
- ☐ Stuart
- ☐ Mobile Unit - Martin County
- ☒ Vero Beach
- ☐ Mobile Unit - Indian River County

Date of Service: 2/8/2018

Describe your experience: SHEILA CREIGHTON AT THE VERO CS WAS VERY HELPFUL IN BOTH HELPING ME CREATE A NEW RESUME AND UPDATING MY THINKING PROCESS ON HOW TO APPLY FOR A JOB ALSO MIND SET ON THE INTERVIEW. I KNOW I HAD IMPROVED MY CHANCES ON INTERVIEWS BECAUSE OF HER INTERVIEW CONVERSATIONS WITH ME.

THANK YOU FOR ALL YOUR TIME AND EFFORT [illegible] ME!

Full Name: JACK LAVOIE

Address: 375 LIVE OAK DR.

City: VERO BEACH **State:** FL **Zip:** 32963

Phone: (407) 461-8014 **Email:** JACK2453@Gmail.com

You may drop this form off at the *Welcome Desk* or mail it directly to our Administrative Office.

I hereby agree and consent on my behalf (and/or the behalf of my minor child/ward) that photographs, videotapes or written statements taken of me (and/or child/ward) or that information stories may be written about me (and/or child/ward) and used for the public relations purposes of CareerSource Research Coast. Those purposes may include, but are not limited to, use in various company communications such as brochures, the annual report, the web page, internal and external publications, advertisements videos and news reports. I further give CareerSource Research Coast the authority to use my name in connection with said photographs, video or stories. By signing I understand that I will not receive money for the publication or airing of the photos, video or stories.

collaborate. innovate. lead.

careersourcerc.com

Signature: Jack Lavoie **Date:** 2/8/2018

Administrative Office
584 NW University Drive, Suite 100 | Port Saint Lucie, FL 34986
1.866.4U2.HIRE
1.866.482.4473

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