

# Program and Services Meeting Minutes

**MAY 5, 2021**

## **Meeting Summary**

2. Review and Approve Revisions to the Welfare Transition Program Supportive Services Policy
  3. Review and Approve Revisions to the Welfare Transition Program Issuance of Transportation Assistance & Incentive Payment Policy
  4. Strategic Planning
    - a. Policy Development re: Needs-Related Payments for WIOA participants
  5. Other Business
    - a. Discussion Rescheduling Programs and Services Bi-Monthly Committee Meetings to the Last Wednesday of the Month
  6. Adjournment
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## **Members Participating by Teleconference:**

Pamela Burchell, Jim Brann, Pam Houghten, Pete Tesch, Wayne Olson, Angella Williams

## **Members Present**

Larry Hawes, Jill Hanson

## **Members Excused**

Debbie Perez, Jose Capellan

## **Members Unexcused**

Bob Cenk

## **Staff Present**

Tracey McMorris, Shelly Batton, Christina Coble, Rachel Pamer, Caren Belowch, Martin Rivera

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## **Call to Order**

Larry Hawes, Chair, called the meeting to order at 8:04. A quorum was established.

Mr. Hawes stated that as the new chair for this committee and thanked the new board members that have volunteered to serve on this committee. What he would like to present to this committee is to restructure it a bit. We know there are policies, etc. that must be reviewed and approved but we would also like this group to help shape and strategize different aspects of the programs and services that we provide to our clients.

## **Agenda Item 2 – Review and Approve Revisions to the Welfare Transition Program Supportive Services Policy**

Rachel Pamer, WT/SNAP Program Manager, explained that the policy requires completing specific activities in exchange for time-limited public assistance benefits and provides support services to assist families. When a participant demonstrates a need, he/she may

receive support services to assist with completing work activities, obtaining/retaining employment, completing education and training goals, and removing barriers to employment.

Staff updated the local policy for consistency in the issuance of supportive services to program participants across all CSRC programs. The policy was revised to include the requirement for WTP participants to complete a Statement of Need to satisfy documentation requirements and ensure that supportive services are used for the intended purpose

Pam Houghten suggested a revision to the language in the “Local Policy” section under the Transportation Support Services, second bullet to remove the word “SAFE”.

Larry Hawes asked for a member to make a motion to approve the policy with the one revision made to it. A motion was made by Pam Burchell, seconded by Angella Williams, to approve the policy, with the recommended revisions. The motion was approved and passed unanimously.

### **Agenda Item 3 - Review and Approve Revisions to the Welfare Transition Program Issuance of Transportation Assistance & Incentive Payment Policy**

Rachel Pamer explained that WT participants need to complete specific activities in exchange for time-limited public assistance benefits. CSRC currently provides supportive services to alleviate barriers to employment and incentives to encourage participant activity in the program. This policy defines the transportation and incentive payment that WT participant are eligible for. The policy has been revised to show ways to verify the process requirement before issuing transportation assistance and incentive payment to clients. Language was clarified to describe the payment method for assistance and award.

Larry Hawes asked for a member to make a motion to approve the policy as presented. A motion was made by Jill Hanson, seconded Pam Houghten, to approve the Welfare Transition Program Issuance of Transportation Assistance and Incentive Payment Policy. The motion passed with unanimous approval.

### **Agenda item 4 – Strategic Planning Discussion – Needs Related Payment for Eligible WIOA Participants**

Christina Coble, WIOA Program Manager, stated that in your packet is a copy of the CareerSource Florida Policy 109 mandated by WIOA. In this policy there is a needs related payment section regarding financial assistance to WIOA clients as direct cash payments. We currently don't have a policy for this and we would like to discuss creating a policy with limitations attached to it. Ms. Coble added that this policy needs to have clear direction for staff to follow for these payments. Possibly a suitability document to review with clients to see why and who would be eligible to receive these benefits.

Larry Hawes, Chair, asked if a sub-committee of members would be a good idea to help Tracey and Christina develop this policy. Pam Burchell, Pam Houghten and Larry Hawes stated they would volunteer to meeting with staff to help develop this policy prior to the next meeting in July and present a draft of this policy to the P&S committee. Tracey was very thankful for the volunteers guidance to put this policy together.

### **Agenda Item 5 – Other Business – Discussion Rescheduling the Programs and Services Bi-Monthly Committee Meeting to the last Wednesday of the Month.**

Tracey McMorris stated that in the past the P&S Committee meets the 1<sup>st</sup> Wednesday in the following month of the Board Meetings. Due to the closeness of these meetings, it does not allow enough time for items that need to be voted on, then forwarded to the Executive Committee and finally to the Board in a timely manner. What we would like to do is the month following each Board Meeting the P&S Committee to meet the last Wednesday of that month. Members checked their calendars and found no conflicts and it was decided to move

the P&S Meeting to the last Wednesday of the opposite month of the Board Meetings.

**Agenda Item 6 - Adjournment**

With no further items to discuss a motion was made by Larry Hawes to adjourn the meeting. All members agreed and the meeting was adjourned at 8:40 a.m.

The next Program and Committee Agenda Meeting will be on July 28, 2021.

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**BOARD SECRETARY CERTIFICATION**

I hereby certify these minutes reflect the proceedings by the Board of Directors of CareerSource Research Coast, have been reviewed by the Board, and approved or approved with modifications which have been incorporated herein.

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Brian Bauer, Board Secretary

June 30, 2021  
Date

