



Programs and Services Meeting Minutes

July 27, 2022

Opening Remarks

1. Welcome and Attendance

Voting Items

2. Review and Approve Universal - Internal Monitoring Policy Revisions
3. Review and Approve Universal - On-Job-Training Program Policy Revisions
4. Review and Approve WIOA - Internship Policy Revisions
5. Review and Approve WIOA - Customized Training Policy Revisions
6. Review and Approve WIOA - Incumbent Worker Training Policy Revisions
7. Review and Approve TAA/WIOA - Dislocated Worker Co-Enrollment Policy
8. Review and Approve TAA - Training and Other Activities Funding Policy

Information/Discussion

9. CareerSource Research Coast (CSRC) Program Updates
10. Other Business
 - a. New Provider to Eligible Training Provider List (ETPL) - FleetForce Truck Driving School
11. Adjournment

Members Participating by Teleconference:

Larry Hawes	Pamela Burchell	William Solomon
Jim Brann		

Members Present:

Pamela Houghton

Members Excused:

Debbie Perez	Jose Capellan
Angela Williams	
Bob Cenk	Pete Tesch
	Wayne Olson

Members Unexcused :

None

Staff Present:

Shelly Batton	Christina Coble
Mary Jennings	Melvin Joseph
Rachel Pamer	Jennifer Eimann

Staff Participating by Teleconference:

Tracey McMorris



Call to Order

Larry Hawes, Chairperson, called the meeting to order at 8:05 am. A quorum was not established.

It was determined by the committee that the voting items be reviewed and presented to the August 12, 2022 Executive Committee for approval.

As a result, the staff presented the Information/Discussion items noted on the Agenda Summary to the Programs and Services Committee followed by the Voting Items for review.

Agenda Item 9 - CareerSource Research Coast (CSRC) Program Updates:

Shelly Batton, Director of Programs, shared that CSRC program updates will be a reoccurring item at the Programs and Services committee meetings. The LWDB staff will provide updates on CSRC programs and initiatives.

- **Jobs for Veterans State Grants (JVSG program):** Ms. Batton stated that the Jobs for Veterans State Grant (JVSG) program has hired additional staff. Raul Molina started working as CSRC Local Employment Representative (LVER). In addition, Gloria Francis has been hired as a second LVER, and Bob Cuddeback has been hired as a Disabled Veterans Outreach Program (DVOP) Specialist. Ms. Batton stated that once on-boarding for Gloria Francis and Bob Cuddeback is completed then the veteran's services program only needs one additional DVOP to be fully staffed.

Ms. Batton shared that she and current DVOP, Jill Lanier, coordinated outreach for homeless veterans in June 2022. In partnership with Sarah's Kitchen, St. Lucie County, they coordinated to distribute tents, sleeping bags, toiletries, towels, socks, etc. Fifty-one homeless individuals received these items. There were additional items left over and Jill Lanier donated those items to House A Vet in Martin County.

- **Migrant and Seasonal Farmworkers (MSFW) program:** Ms. Batton shared that Hector Ramirez, Outreach Specialist, has been working with the MSFW community to reengage them back into the workforce. Since May 2022 Mr. Ramirez has been heading a pilot program teaching English classes to the MSFW community. Every Wednesday from 6-8:00 pm in our Garden City career center Mr. Ramirez utilizes online tutorials and one-on-one sessions to assist MSFWs with basic conversational English. There has been an average of fourteen participants per week.

Mary Jennings, Wagner-Peyser Program Manager/TAA Coordinator, discussed updates on Wagner-Peyser and Trade Assistance Adjustment (TAA) Program.

- **Trade Assistance Adjustment (TAA) Program:** Ms. Jennings explained that she has been working on creating new TAA policies that align with CareerSource Florida.
- **Wagner Peyser:** Ms. Jennings explained that she provided Wagner-Peyser and EmployFlorida training for the new staff hires. Ms. Jennings conducted Corrective Action Plan training for staff on July 6, 2022. This is in response to prior DEO monitoring regarding findings and observations that were noted.

Ms. Jennings explained that she is in the process of onboarding two new hires for the Jobs for Veterans State Grant (JVSG) program.

Rachel Pamer, WT/SNAP Programs Manager, discussed the Temporary Assistance for Needy Families (TANF) Summer Youth Teen Pregnancy Prevention Program, Summer of Success program, and open positions within the WT/SNAP program.

- **WT/SNAP Programs:** Ms. Pamer stated that due to the increased influx of refugees coming into our region applying to the SNAP program and due to LWDBs limited resources, the Department of Children and Families (DCF) is allowing refugee SNAP participants to be exempt from the requirements of the program until such time that these individuals can obtain the proper documentation allowing them the right to work in the United States. This will alleviate the strain on the refugees, as well as the career centers.

Ms. Pamer addressed the issue of staffing and explained that Amari Cantillo accepted a full-time position in Indian River County as a WT/SNAP Career Planner beginning August 8, 2022. Ms. Cantillo had previously assisted with the National Dislocated Worker Grant (NDWG) program and Summer of Success. The WT/SNAP program is still interviewing for one additional Career Planner to be housed in the Martin County career center.

- **Summer of Success (SOS) Program:** Ms. Pamer explained that Summer of Success is for youths in St. Lucie county. The program is comprised of one week of training in the Youth Employment Success Strategies (Y.E.S.S.) classes, followed by a five-week paid internship that matches the participant's career goals.

Approximately one hundred youths applied to participate in the SOS program. Seventy-five attended the initial orientation. Fifty-nine were assigned to the one week of training in the Y.E.S.S. classes with fifty-six completing successfully and moving into internships. Fourteen different employers participated, and the youth participants worked 32 hours per week at \$10.00 per hour. Five participants were hired outright for various positions.

Ms. Pamer stated that it was a very successful partnership between CSRC, employers, and youth.

- **TANF Summer Youth Teen Pregnancy Prevention Program:** TANF funding allowed the LWDB to focus on an area that is affecting our TANF communities. LWDB 20 chose to utilize the funding to focus on preventing and reducing out-of-wedlock pregnancy.

LWDB solicited vendor quotes from various organizations that had summer youth programs. Five organizations applied and were chosen to receive TANF funding. Thus far, this funding helped to pay for 42 teens to attend summer youth programs through the TANF Summer Youth Teen Pregnancy Prevention Program.

Christina Coble, WIOA Programs Manager, discussed updates on the WIOA program to include Individual Training Account (ITA) enrollments, On-the-Job-Training, and Apprenticeships.

- Ms. Coble explained that Individual Training Account (ITA) enrollments are ramping up for PY2022-2023. LWDB 20 is working with PepUp Tech which is a local provider of IT training and focuses on under-represented minorities in technology. As of July 18, seven participants have been enrolled with PepUp Tech for the Salesforce Administrator training.

Participants who complete the Salesforce Administrator training have been placed in high-wage positions making over \$70,000 per year.

Ms. Coble explained that of the seven participants enrolled two were funded through non-DEO FATES funding. Those eligible for FATES funding are receiving public assistance and subsidized childcare. The benefit of this funding to individuals is that it allows for continued childcare to be subsidized over a three-year phase-out period even when an increase in their wages would subject them to losing the subsidized childcare benefit.

Participants were also enrolled in ITA's for various programs of study with training providers from our Eligible Training Provider List including Treasure Coast Technical College, Indian River State College, and Keiser University.

- Starting July 25, 2022, four individuals were enrolled in On-the-Job-Training with Cleveland Clinic Indian River Hospital in the Nurse Residency program.
- Ms. Coble stated that she provided cross-training on WIOA to the Business Services staff so they can better understand and deliver the information to employers.

Agenda Item 10 - Other Business:

Shelly Batton, Director of Programs, stated that FleetForce Truck Driving School has been added as a new provider to the Eligible Training Provider List (ETPL). In our local policy, it is stated that if a provider is listed on another region's ETPL, and the provider is meeting our performance requirements then the LWDB 20 can automatically add them to our local ETPL.

Upon review, Fleetforce Truck Driving School met all requirements and was added to our local ETPL. In addition, they offer programs of study for both commercial driving license class A and class B. Fleetforce is located in Martin County.

With no further discussion Larry Hawes, Chair, explained that we will now review items 2 through 8 on the Agenda Summary.

Agenda Item 2 - Review Universal - Internal Monitoring Policy Revisions:

Shelly Batton, Director of Programs, stated that TAA had to be added to the policy to reflect quarterly monitoring of those files, as well as updating verbiage.

Agenda Item 3 - Review Universal - On-the-Job-Training Program Policy Revisions:

Christina Coble, WIOA Programs Manager, explained that the revisions made to the policy reflect specific elements required in the On-the-Job-Training (OJT) contract, as well as assurances that must be contained in the OJT contract.

Agenda Item 4 - Review WIOA - Internship Policy Revisions:

Christina Coble, WIOA Programs Manager, stated that the requirements and assurances were updated to align with CareerSource Florida's policy 100.

In addition, the requirement of having an Individual Employment Plan (IEP) for all internship participants was added.

Agenda Item 5 - Review WIOA - Customized Training Policy Revisions:

Christina Coble, WIOA Programs Manager, discussed that the CSRC Customized Training policy was revised to reflect recent updates to CareerSource Florida Administrative Policy 100: Work-Based Learning and Work-Based Training for Adults and Dislocated Workers.

In addition, the IEP requirements were added to this policy, as well as the contract requirement and assurances referred to previously.

Agenda Item 6 - Review WIOA – Incumbent Worker Training Policy Revisions:

Christina Coble, WIOA Programs Manager stated that the contract requirements and assurances were added to the policy, and the language of the policy was made clearer and more concise.

Agenda Item 7 - Review TAA/WIOA - Dislocated Worker Co-Enrollment Policy:

Mary Jennings, Wagner-Peyser Program Manager/TAA Coordinator, explained CareerSource Administrative Policy 116 communicates the requirement to co-enroll eligible trade-affected workers in the Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker program as well as the Trade Adjustment Assistance (TAA) program and the associated procedures. Thus, the local policy was created to reflect these requirements.

This policy communicates the requirements that all participants in TAA must be co-enrolled in the WIOA Dislocated Worker program in order to produce the best outcomes for the individual. The policy outlines that the participant must receive a minimum of one funded service and eligibility is determined prior to enrollment in the programs.

Agenda Item 8 - Review TAA - Training and Other Activities Funding Policy:

Mary Jennings, Wagner-Peyser Program Manager/TAA Coordinator, stated that the purpose of this new policy is to align with CareerSource Florida Administrative Policy 101 and provide the LWDBs with the requirements for Trade Adjustment Assistance (TAA) Training and Other Activities (TaOA) funding.

The policy states that the TAA Coordinator must ensure that the TaOA funds are used as the first option to support allowable expenses for trade-affected workers eligible for and receiving services under TAA, including those who are co-enrolled in WIOA. TaOA funds allocated to LWDB 20 fall into four cost categories: Training, Case Management, Job Search and Relocation, Administrative Funds.

Agenda Item 9 - Adjournment:

With no further items to discuss a motion was made by Larry Hawes to adjourn the meeting, seconded by Pamela Houghton. All members agreed and the meeting was adjourned at 8:43 a.m.

The next Programs and Services Committee Meeting will be on September 28, 2022.

STAFF CERTIFICATION

I hereby certify these minutes reflect the proceedings by the Programs and Services Committee of

CareerSource Research Coast, have been reviewed by the Board, and approved or approved with modifications which have been incorporated herein.

DocuSigned by:

Shelly Batton

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Shelly Batton

Director of Programs

8/31/2022 | 3:31 PM EDT

Date

