

Programs and Services Committee Meeting Minutes

May 31, 2023

Opening Remarks

1. Welcome & Attendance

Voting Items

2. Review and Approve Local Targeted Occupations List (LTOL) for 4th Quarter of PY 22-23

Information/Discussion

3. Programs and Services Committee Chair and Vice-Chair Vacancies
4. One-Stop Operator Request for Proposal (RFP) Update
5. Spring 2023 Taylor Hill Miller Parker (THMO) Monitoring
6. CareerSource Research Coast Program/Services Updates
 - a. Summer of Success Program
 - b. TANF Summer Youth Program
 - c. Florida Atlantic Workforce Alliance (FAWA) Initiative
 - I. Career Connect Conference
 - II. FAWA Consortium Update
7. Other Business
8. Adjournment

Members Participating by Teleconference

Wayne Olson Bill Solomon Jose Capellan

Members Present

Larry Hawes Pamela Houghton Bob Cenk

Members Excused

Pamela Burchell Angela Williams Pete Tesch
Debbie Perez Jim Brann

Members Unexcused

None

Staff Present

Tracey McMorris	Christina Coble	Rachel Pamer
Mary Bell	Jennifer Eimann	Melvin Joseph

Call to Order

Larry Hawes, Chair, called the meeting to order at 8:05 am. A quorum was established.

Tracey McMorris, Vice-President of Operations/COO, introduced Richard Conway, who started with CareerSource Research Coast in June 2022 as a Recruiter. As a result of his performance, he was promoted to the position of Project Coordinator for the Florida Atlantic Alliance (FAWA) Initiative.

Under the Alliance, Mr. Conway works directly with CareerSource Research Coast Flagler Volusia and Brevard to spearhead local projects funded under the FAWA grant.

Agenda Item 2 - Review and Approve Local Targeted Occupations List (LTOL) for 4th Quarter of PY 22-23:

Tracey McMorris, Vice-President Of Operations/COO, presented the 4th Quarter Local Targeted Occupations List (LTOL) for PY 2022-2023. As per the LTOL policy, the local workforce development boards (LWDBs) are required to review the LTOL every quarter to determine if any occupations in demand need to be added or any occupations declining need to be deleted.

Ms. McMorris stated that CareerSource Research Coast (CSRC) is requesting the addition of Public Safety Telecommunications to the LTOL. Our Apprenticeship Navigator identified this occupation as being in high demand in our region. Specifically, the need for 911 Operators falls under this occupational title on the LTOL.

A motion was made by Pamela Houghton to approve the Local Targeted Occupations (LTOL) additions for the 4th Quarter PY 2022-2023, as presented. Bob Cenk seconded the motion. The motion passed unanimously.

Agenda Item 3 - Review: Programs and Services Committee (P & S) Chair and Vice-Chair Vacancies:

Tracey McMorris, Vice-President of Operations/COO, explained that Larry Hawes' term as Chair of the Program & Services Committee ends June 30, 2023. As a result, the board is seeking to assign a committee member to replace Mr. Hawes' seat on the P & S Committee. In addition, Angela Williams, Vice-Chair, will be resigning as of June 30, 2023, and she will need a replacement too.

Ms. McMorris asked if any committee members would be interested in serving as the Chair or Vice-Chair to contact Jennifer Eimann, Executive Assistant, at their earliest convenience.

Agenda Item 4 - Review One-Stop Operator Request for Proposal (RFP) Update:

Tracey McMorris, Vice-President of Operations/COO, stated that the LWDB 20 would release the formal Request for Proposals the first week in June 2023. Ms. McMorris noted that with the release of this RFP request, we would be able to secure a One-Stop Operator.

Agenda Item 5 - Spring 2023 Taylor Hill Miller Parker (THMP) Monitoring:

Tracey McMorris, Vice-President of Operations/COO, explained that THMP conducted a biannual review of CareerSource Research Coast programs and special projects, including career center operations, during the week of March 27, 2023. Ms. McMorris stated that the Program Managers would present the monitoring outcome.

Mary Bell, Wagner-Peyser Program Manager/TAA Coordinator, presented the following THMP monitoring results:

Jobs for Veterans State Grants (JVSG) Program: Three veterans files were reviewed.

- 1 Finding: veteran EDP was not recorded at a minimum of every 30 days after being created in EmployFlorida as required.
- 1 Observation: all the required information was not recorded in EmployFlorida for a veteran's job development.

Wagner-Peyser Program: Ten sample job orders were reviewed.

- 1 Observation: job order did not comply with EEO laws regarding restrictions that are not bonafide occupational qualifications.

Reemployment Services and Eligibility Assessment (RESEA) Program: Five sample files were reviewed.

- 1 Finding: the EDP listed an erroneous long-range career goal.

Rachel Pamer, Welfare Transition & SNAP Program Manager, presented the following THMP monitoring results:

Welfare Transition Program (WTP) - Fifteen sample files were reviewed:

- 3 Observations: individual Responsibility Plan (IRP) did not clearly identify the assigned work activity, or the hours assigned, a 30-day employment follow-up was missing, and case notes did not provide a clear picture of what was happening with the case. Ms. Pamer noted no Supplemental Nutrition Assistance Program (SNAP) files were reviewed.

WIOA Adult/DW/NDWG/and Youth Programs - Twenty-Nine sample files were reviewed:

- There were no findings or observations.

Agenda Item 6 - CareerSource Research Coast (CSRC) Program Updates:

Richard Conway, Project Coordinator, shared updates on the Florida Atlantic Alliance (FAWA) Initiative and the Career Connect Conference.

- Florida Atlantic Alliance (FAWA) Initiative - Mr. Conway explained that the Alliance includes CareerSource Research Coast, Flagler Volusia, and Brevard. It unites and aligns workforce development, education, economic development, and employers to collectively boost the Aerospace/Aviation, Advanced Manufacturing, and IT/Cyber Security workforce to meet growing industry demands on the East Coast.
The first consortium meeting took place on Tuesday, May 23, 2023. A total of 157 businesses, education partners, and community stakeholders attended this virtual meeting. Topics discussed included curriculum development, career pathways, and talent attraction. As a result, industry councils will be formed in the upcoming months to begin taking action to address the workforce needs and promote awareness of the Florida Atlantic Alliance (FAWA) Initiative.
- Career Connect Conference - Mr. Conway shared 2023 Career Connect Conference highlights. Three hundred and fifty youths attended this year, and the event was held at the Mid Florida Event Center, Port St. Lucie, on April 6, 2023.

Mr. Conway explained that the Career Connect Conference helps build a local talent pipeline by connecting hundreds of high school students from Indian River, St. Lucie, and Martin counties with participating businesses and education advisors.

This half-day conference features keynote speakers and industry leaders who engage students with leadership skills and career readiness and expose them to multiple career opportunities and post- secondary education options in six industry sectors: manufacturing, skilled trades, hospitality, healthcare, technology, and entrepreneurship.

Christina Coble, WIOA Programs Manager, provided an update on the St. Lucie County (SLC) Summer of Success (SOS) Initiative. St. Lucie County Board of County Commissioners (SLCBOCC) funded this year's program.

- Summer of Success Initiative - Ms. Coble explained that Summer of Success combines in-classroom employability skills training through the Youth Employment Success Solutions Y.E.S.S. program with work experience for SLC students through a paid internship.

The program is as follows:

June 12-14 - In-classroom Y.E.S.S. program

June 19-July 14 - Four-week paid internship (Up to 32/hours per week @ \$15.00/hour)

The application opened in late April 2023 with 30 available openings. Forty-two youths applied and are currently being vetted for suitability.

In addition, the grant from the SLCBOCC will fund a pilot project with Treasure Coast Manufacturing Association (TCMA), Treasure Coast Builders Association (TCBA), and their combined boot camp. Ten individuals who complete the assigned boot camp successfully will be funded through this grant for a four-week internship, so the employer does not have to bear that cost. This will incentivize the employer to hire and assess and hire the individual for possible full-time employment.

Rachel Pamer, Welfare Transition & SNAP Program Manager, explained that the TANF program was able to fund a summer youth program focusing on reducing teen pregnancy in partnership with the Boys & Girls Clubs of St. Lucie County (BGCSLC) and E.N.D. It! (Everybody's Not Doing It!).

- TANIF Summer Youth Program - This funding will pay for 32 participants from BGCSLC and 25 from E.N.D. It! to attend summer camp. This will be an eight-week program running from June 5-July 28, 2023.

Agenda Item 8 - 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 8:32 a.m.

The next Programs and Services Committee Meeting will be on July 26, 2023

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.

Tracey McMorris
Vice President of Operations/COO

Date