

Youth Council Committee

MEETING AGENDA

Meeting Details

Date: Tuesday, July 16, 2024

Time: 8:00 a.m.

Location: Administrative Office
584 NW University Blvd.
Suite 100
Port St. Lucie, FL 34986

Microsoft TEAMS Virtual Meeting Access

Access Code: 526 518 984#

Phone: 1-772-800-5467

URL: [Join the meeting now](#)

Opening Remarks

1. Welcome & Attendance

Information/Discussion

2. Primary Indicators of Performance - 3rd Quarter PY 2023-2024
3. WIOA Youth Connections Performance Report - PY 2023-2024
4. Eckerd Youth Alternatives Letter of Intent and Statement of Work Updates
5. Summer of Success Update
6. TANF Summer Youth Program Update
7. Youth Success Story
8. Adjournment

Next Youth Council Meeting Scheduled for October 15, 2024

Agenda Item 2

AGENDA ITEM SUMMARY

Title	LWDB 20 Primary Indicators of Performance for Program Year (PY) 2023-2024 3rd Quarter
Strategic Plans/Goals	Clear, Credible, and Trustworthy Commitments and Projects
Policy/Plan/Law	Workforce Innovation and Opportunity Act (WIOA) Title I Programs and Title III Wagner-Peyser (WP) Act; Training and Employment Guidance Letter No. 09-20
Action Requested	None - Information Only
Background	<p>The State of Florida must negotiate and agree upon performance levels for WIOA, and WP programs funded by the United States Department of Labor, Employment, and Training Administration. Once the state levels are established, the Department of Commerce (FLORIDACOMMERCE) must negotiate and reach agreements with the Local Workforce Development Boards for their local performance targets.</p> <p>Staff will review CareerSource Research Coast's performance for the 3rd quarter of PY2023-2024.</p>
Staff Recommendations	None - Information Only
Supporting Material	LWDB 20 PY2023-2024 3rd Quarter Performance
Board Staff	<p>Shelly Batton Director of Programs sbatton@careersourcerc.com (866) 482-4473 ext. 518</p>

LWDB 20



Measures	PY2021-2022 4th Quarter Performance	PY2021-2022 % of Performance Goal Met For Q4	PY2021-2022 Performance Goals	PY2022-2023 1st Quarter Performance	PY2022-2023 % of Performance Goal Met For Q1	PY2022-2023 2nd Quarter Performance	PY2022-2023 % of Performance Goal Met For Q2	PY2022-2023 3rd Quarter Performance	PY2022-2023 % of Performance Goal Met For Q3	PY2022-2023 4th Quarter Performance	PY2022-2023 % of Performance Goal Met For Q4	PY2022-2023 Performance Goals	PY2023-2024 1st Quarter Performance	PY2023-2024 % of Performance Goal Met For Q1	PY2023-2024 2n Quarter Performance	PY2023-2024 % of Performance Goal Met For Q2	PY2023-2024 3rd Quarter Performance	PY2023-2024 % of Performance Goal Met For Q3	PY2023-2024 Performance Goals
Adults:																			
Employed 2nd Qtr After Exit	91.80	96.63	95.00	90.9	99.24	89.90	98.14	87.90	95.96	93.70	102.29	91.60	93.50	102.07	93.80	102.40	94.70	103.38	91.60
Median Wage 2nd Quarter After Exit	\$12,545	140.96	\$8,900	\$11,826	128.50	\$11,925	129.58	\$11,925	129.58	\$12,850	139.62	\$9,203	\$12,798	139.06	\$12,901	140.18	\$12,301	133.66	\$9,203
Employed 4th Qtr After Exit	92.80	97.68	95.00	94.9	104.17	88.30	96.93	88.30	96.93	87.70	96.27	91.10	85.90	94.29	91.00	99.89	90.70	99.56	91.10
Credential Attainment Rate	93.40	131.55	71.00	92.9	105.57	89.70	101.93	88.60	100.68	89.60	101.82	88.00	89.60	101.82	94.70	107.61	94.40	107.27	88.00
Measurable Skill Gains	100.00	149.25	67.00	85.6	100.35	85.40	100.12	77.00	90.27	100.00	117.23	85.30	80.60	94.49	79.40	93.08	80.30	94.14	85.30
Dislocated Workers:																			
Employed 2nd Qtr After Exit	78.60	87.33	90.00	76.00	86.36	74.10	84.20	78.60	89.32	92.30	104.89	88.00	92.90	105.57	81.80	92.95	100.00	113.64	88.00
Median Wage 2nd Quarter After Exit	\$10,109	129.60	\$7,800	\$10,858.00	125.70	\$11,511	133.26	\$11,214	129.82	\$10,628	123.04	\$8,638	\$9,784	113.27	\$9,749	112.86	\$9,399	108.81	\$8,638
Employed 4th Qtr After Exit	100.00	114.94	87.00	100.00	108.11	82.10	88.76	84.00	90.81	85.20	92.11	92.50	82.10	88.76	92.30	99.78	92.90	100.43	92.50
Credential Attainment Rate	100.00	142.86	70.00	100.00	132.63	93.80	124.40	93.80	124.40	88.20	116.98	75.40	88.20	116.98	85.70	113.66	85.70	113.66	75.40
Measurable Skill Gains	100.00	138.89	72.00	100.00	129.37	92.30	119.40	100.00	129.37	100.00	129.37	77.30	81.80	105.82	75.00	97.02	75.00	97.02	77.30
Youth:																			
Employed 2nd Qtr After Exit	76.90	96.13	80.00	74.80	92.12	66.90	82.39	64.70	79.68	71.60	88.18	81.20	73.50	90.52	77.80	95.81	82.50	101.60	81.20
Median Wage 2nd Quarter After Exit	\$3,349	98.50	\$3,400	\$3,050.00	93.53	\$3,453	105.89	\$3,041	93.25	\$3,099	95.03	\$3,261	\$4,158	127.49	\$3,935	120.67	\$4,321	132.49	\$3,261
Employed 4th Qtr After Exit	82.20	105.38	78.00	82.40	104.57	67.80	86.04	69.50	88.20	67.90	86.17	78.80	65.50	83.12	78.40	99.49	82.40	104.57	78.80
Credential Attainment Rate	100.00	108.70	92.00	100.00	113.38	100.00	113.38	100.00	113.38	96.60	109.52	88.20	100.00	113.38	85.00	96.37	75.50	85.60	88.20
Measurable Skill Gains	96.60	132.33	73.00	92.90	114.69	86.00	106.17	88.20	108.89	98.70	121.85	81.00	95.20	117.53	96.40	119.01	90.60	111.85	81.00
Wagner Peyser:																			
Employed 2nd Qtr After Exit	65.00	95.59	68.00	63.00	96.48	61.90	94.79	63.50	97.24	64.00	98.01	65.30	64.40	98.62	63.80	97.70	63.90	97.86	65.30
Median Wage 2nd Quarter After Exit	\$6,936	136.00	\$5,100	\$6,686.00	120.69	\$6,734.00	121.55	\$6,989	126.16	\$6,964	125.70	\$5,540	\$7,208	130.10	\$7,424	134.01	\$7,239	130.67	\$5,540
Employed 4th Qtr After Exit	64.20	93.04	69.00	68.60	109.58	65.20	104.15	64.30	102.72	63.60	101.60	62.60	62.30	99.52	61.20	97.76	61.90	98.88	62.60

Not Met (less than 90% of negotiated)
Met (90-100% of negotiated)
Exceeded (greater than 100% of negotiated)

AGENDA ITEM SUMMARY

Title	WIOA Youth Connections Performance Report PY 2023-2024
Strategic/Plans/Goals	Operational Intelligence
Policy/Plan/Law	Workforce Innovation & Opportunity Act/Board - Youth Council Responsibility
Action Requested	None - Information Only
Background	The Youth Council is responsible for monitoring the performance of all youth programs. Youth Council members will review the performance and progress toward the goals of Eckerd Connects, the Board's contracted WIOA Youth Programs provider, for the Program Year 2023- 2024.
Staff Recommendations	None - Information Only
Supporting Material	Youth Connections Performance Report - 2024
Board Staff	Christina Coble Business Services Manager ccoble@careersourcerc.com (866) 482-4473 ext. 617

Monthly Performance Report

Performance Measure		PY23 - 24 Goal	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD Actual	YTD % Achieved	Benchmark Status
			2023	2023	2023	2023	2023	2023	2024	2024	2024	2024	2024	2024			
Enrollments	Out of School (OSY) Enrollments	53	5	3	12	4	3	2	6	6	8	7	7	0	63	118.87%	ON TRACK
	In School (ISY) Enrollments	17	0	0	0	1	0	2	0	3	2	5	4	0	17	100.00%	ON TRACK
	Total # Enrollments	70	5	3	12	5	3	4	6	9	10	12	11	0	80	114.29%	ON TRACK
	% ISY Enrollments	25%	0%	0%	0%	20%	0%	50%	0%	33%	20%	42%	36%	0%	21.30%	85.00%	NEEDS IMPROVEMENT
	Total # Open Cases as of EOM	N/A	81	68	75	74	77	75	74	77	79	84	91	79	78	N/A	N/A
Work Experience	Internship Placements	60	3	5	2	3	2	4	5	4	3	12	10	1	54	90.00%	ON TRACK
	Successful Internship Completions	51	4	4	4	2	1	1	4	1	7	4	6	14	52	101.96%	ON TRACK
	Internship Completion Percentage	85%	133%	80%	200%	67%	50%	25%	80%	25%	233%	33%	60%	1400%	96.30%	113.29%	ON TRACK
	W/Ex Expenditures	\$222,735.00	\$15,284.56	\$17,257.86	\$16,358.26	\$16,756.39	\$9,452.39	\$9,838.15	\$20,407.50	\$16,500.11	\$18,019.27	\$29,206.76	\$45,739.82	\$39,685.70	\$254,506.77	114.26%	ON TRACK
<i>Median Earnings - 2nd Quarter After Exit **</i>	\$3,300.00	\$4,158.00			\$3,935.00			\$4,321.00						\$4,138.00	125.39%	ON TRACK	
<i>Employment Rate - 2nd Quarter After Exit **</i>	82.00%	73.50%			77.80%			82.50%						77.93%	95.04%	ON TRACK	
<i>Employment Rate - 4th Quarter After Exit **</i>	80.00%	65.50%			78.40%			82.40%						75.43%	94.29%	ON TRACK	
<i>Credential Attainment Rate</i>	92.00%	100%			85%			76%						87%	94.38%	NEEDS IMPROVEMENT	
<i>Measurable Skills Gains</i>	85.00%	92.50%			96.40%			91%						93%	109.61%	ON TRACK	
Global Exclusions	N/A	0	0	0	0	0											N/A

** Reported after the close of each quarter, when data is available from DEO

AGENDA ITEM SUMMARY

Title	Eckerd Youth Alternatives Letter of Intent and Statement of Work Updates
Strategic Plans/Goals	Clear, Credible, and Trustworthy Commitments and Projects
Policy/Plan/Law	N/A
Action Requested	None - Information Only
Background	CareerSource Research Coast must annually review the performance of Eckerd Youth Alternatives and enter into a new statement of work outlining the program-based workforce development activities and services required of Eckerd and set performance expectations.
Staff Recommendations	None - Information Only
Supporting Material	Letter of Intent and Statement of Work
Board Staff	Christina Coble Business Services Manager ccoble@careersourcerc.com (866) 482-4473 ext. 617

CareerSource Research Coast Youth Connections



Eckerd Youth Alternatives, Inc., WIOA Youth Service Provider

CareerSource Research Coast- LWDB20
STATEMENT OF WORK
7/1/2024 – 06/30/2025

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PROGRAM SUMMARY: The Service Provider will provide program-based, workforce development activities and services to targeted youth at a contract value ratio of no less than 75% of funds spent on Out-of-School Youth and no more than 25% of funds spent on In-School Youth as specified by WIOA regulations.

TARGET GROUPS:

Out-of-School Youth must be age 16-24, not attending any school, and meet one or more additional conditions, which may include:

- School dropout; within age of compulsory attendance but has not attended for at least the most recent complete school year calendar quarter; holds a secondary school diploma or recognized equivalent and is low income and basic skills deficient or an English language learner; subject to the juvenile or adult justice system; homeless, runaway, in foster care or aged out of the foster care system, eligible for assistance under section 477 of the Social Security Act, or in an out-of-home placement; pregnant or parenting; and individual with a disability; low income person who requires additional assistance, as defined by CareerSource Research Coast (CSRC), to enter and complete an educational program or to secure and hold employment.

In-School Youth must be age 14-21, attending school, low income, and meet one or more additional conditions, which could include:

- Basic skills deficient; English language learner; an offender; homeless, runaway, in foster care or aged out of the foster care system; pregnant or parenting; an individual with a disability; a person who requires additional assistance, as defined by CSRC, to enter and complete an educational program or to secure and hold employment.

OUTREACH & RECRUITMENT:

The Service Provider’s project staff will network within the three county Local Workforce Development Area 20 (LWDA 20) to outreach and form connections with partners/collaborators, social service organizations, and school districts to achieve required numbers. Total number served includes all applicable youth carried in from previous program year. The CSRC website will also be used as a tool to gather preliminary data for referral.

All outreach/marketing tools developed by the Service Provider for this purpose will be created in collaboration with CSRC staff and will brand as the CareerSource Research Coast Youth Connections program and will be submitted to the CSRC Communications Manager for final approval prior to use. Outreach and recruitment will be on-going to ensure a constant flow of youth entering and exiting the program.

ELIGIBILITY ASSESSMENT/WIOA REGISTRATION:

The Service Provider will provide services to the estimated existing active carryover caseload of **80** young adults, consisting of 20 ISY and 60 OSY and will recruit and enroll at least **70** additional young adults, comprised of 53 OSY and 17 ISY during the 2024-2025 program year throughout the three-county area. The Service Provider will serve a total of **150** young adults (80 carryforward + 70 new enrollments) and approximately **73** young adults, consisting of 8 ISY and 65 OSY in active follow up services. Eckerd will serve a total of **223** young adults through PY 2024-2025. Program will provide continuous enrollment and work to exceed enrollment goals if funding allows. An enrollment is defined by determining Workforce Investment Opportunity Innovation Act (WIOA) eligibility and creating participation in the State system.

All youth must be WIOA eligible to receive services in the Youth Connections program. Ineligible youth will be referred to other appropriate community resources and/or to CSRC for universal client services. The Service Provider will market, recruit, and collect eligibility paperwork to determine WIOA eligibility. This is tracked through a project management software and Employ Florida. The eligibility criterion adheres to the requirements as set forth by the WIOA legislation:

Out-of-School Youth must be aged 16-24, not attending any school, and meet one or more additional conditions, which may include.

- School dropout; within age of compulsory attendance but has not attended for at least the most recent complete school year calendar quarter; holds a secondary school diploma or recognized equivalent and is low income and basic skills deficient or an English language learner; subject to the juvenile or adult justice system; homeless, runaway, in foster care or aged out of the foster care system, eligible for assistance under section 477 of the Social Security Act, or in an out-of-home placement; pregnant or parenting; and individual with a disability; low income person who

requires additional assistance, as defined by CSRC , to enter and complete an educational program or to secure and hold employment.

In-School Youth must be age 14-21, attending school including postsecondary school, low income, and meet one or more additional conditions, which could include:

- Basic skills deficient; English language learner; an offender; homeless, runaway, in foster care or aged out of the foster care system; pregnant or parenting; an individual with a disability; a person who requires additional assistance, as defined by CSRC, to enter and complete an educational program or to secure and hold employment.

Further, by the guided interview process, it will be determined if the youth model will meet the youth customer’s needs and interests. Not all youth will be suitable for Youth Connections. Project staff will gather all required eligibility documents, determine eligibility, and input the information into Employ Florida. Files will be checked and reviewed by Service Provider management for eligibility and accuracy prior to being data entered into Employ Florida. An approved basic skills assessment (CASAS) will be used for basic skills assessment to establish standardized Literacy and Numeracy levels. Upon youth participation, the service provider will facilitate intake and assessments through appropriate resources, including CSRC’s assessments to determine interests, values, aptitudes, and preferences. The Service Provider will examine the participant’s work experience and academic history to develop a list of current and potential career choices for participants. This will also help staff members in developing the Individual Service Strategy (ISS). If eligibility issues arise and cannot be satisfactorily resolved to the satisfaction of CSRC, disallowed costs from the sole negligence of the Service Provider will be repaid by Eckerd using nonfederal funds.

ASSESSMENT & DEVELOPMENT OF INDIVIDUAL SERVICE STRATEGIES:

With the cooperation and commitment of each young adult and their family whenever possible, an ISS will be developed and barriers to each student’s success determined. The approved basic skills assessment will be used to obtain standardized Literacy and Numeracy levels. The Project staff will develop an individual plan that the student is aware of and agrees to. Other assessments will be utilized as deemed appropriate. These tools help our Career Coaches develop the ISS which is tracked using Employ Florida.

GOAL SETTING & DOCUMENTATION PROCESS:

The Service Provider’s Career Coaches will document and record all activities with a participant through timely and accurate case notes, CSRC’s document management system, applications, enrollments, goals (both planned and achieved), program outcomes, and follow-ups. The Service Provider’s Manager or their designee will conduct case file reviews on a regular basis.

CASE MANAGEMENT:

Case management will be developed to encourage inter-organizational partnerships to maximize the utilization of resources to support the needs of the youth. The Service Provider will provide referrals to make sure that each student is getting the appropriate professional support as needed. This is all case noted in Employ Florida and scanned into the document management system.

BASIC SKILLS/ALTERNATIVE SECONDARY:

The Service Provider will evaluate youth academic skills utilizing an approved basic skills assessment (CASAS) in reading and math. The youth’s prior educational history and the results of the basic skills assessment will be utilized to identify methods and resources to assist the youth to improve literacy skills at least one educational functioning level each year. Youth will be offered the opportunity to enroll in adult basic education, English Language Learning (ELL), or GED remediation to pursue a high school diploma, as appropriate.

The Service Provider will also offer a limited number of scholarships for participants to enroll in Penn Foster, an alternative secondary school that evaluates the youth’s most recent high school transcript and will develop a learning plan that will establish a specific number of courses to be completed, to earn a nationally recognized and accredited secondary diploma.

WORK READINESS SKILLS:

The Service Provider will utilize a range and variety of tools and resources to help youth attain and/or improve basic workforce readiness skills. These tools are used to tests students’ skills, provide both pretests and posttests to make initial

assessments and gauge student progress, create assignments based on students' pretest results, monitor student scores and completion of activities, produce reports for individual students and provide documentation which will be included in the case file.

Enrolled youth are eligible for CSRC- approved incentives that include up to \$600 for in-school youth and up to \$650 for out-of-school youth in achievement-based incentives. Incentive payments are subject to funding availability.

INTERNSHIP/JOB SHADOWING:

The Service Provider will target youth to participate in Internship with a minimum of 90% of contracted WEX hours completed to be considered a successful completion. A minimum of 25% of regional allocation, or \$222,735.00 must be spent on Internship expenditures related to participant wages and incentives (YESS Class Completion, Job Shadowing, and Internship Completion Bonus), staffing and other applicable costs dedicated to the development, execution, and oversight of work-based learning activities. Students will have an opportunity to earn a wage set at \$15.00/hour, and hours of training will be based on the needs of the placement to provide adequate training to proficiency which will be written in the individual training plan with a maximum of 360 hours or 12 weeks, whichever comes first. This will be based on individual participant needs and goals for paid Internship activities. The service provider will be responsible for tracking and ensuring that the appropriate allocated WEX funding is spent by end of the program year. Workers Compensation coverage will fall under the State of Florida's insurance policy for WIOA participants. The Service Provider will be responsible for providing guidance and information regarding the possible tax responsibilities to participants and families.

CREDENTIALS & TRAINING VOUCHERS:

The Youth Connections Program will prepare youth to attain State and Industry recognized credentials and/or industry recognized work readiness certifications as outlined on the Florida Master Credentials List to increase the opportunity to enter unsubsidized employment. The Service Provider will provide recognized credentials that can be stand alone or stacked. The Service Provider also encourages and assists youth to obtain credentials and certifications through our partner agencies and schools. Youth will be provided multiple avenues to achieve credentials throughout the delivery of the program based on their Individual Service Strategy (ISS) and program related goals and outcomes.

The Youth Connections program will also offer scholarships for youth participants to pursue certifications in entry-level career paths within in- demand, high growth occupations. The time frame for the completion of the certifications will be based on the training and the contract with the training provider.

SUPPORT SERVICES:

Support Services will be administered through the Service Provider based on the individual needs and barriers of the participant, then reviewed by the Career Coach and by the Service Provider project management staff to ensure compliance with local policies and procedures. These requests, documented in Employ Florida case notes, will be processed for payment by the Service Provider's fiscal department and documented in the student file in the document management system and in the monthly billing report.

FOLLOW-UP:

A year-round approach to case follow-up will be conducted. Carry forward follow-up caseload is estimated to be **80** young adults as of July 1, 2024, with additional clients moving into follow-up services monthly, based on last date of services, as defined by WIOA. Clients in follow-up will receive any of the 14 youth elements allowable in follow-up along with support and capture of required performance outcomes. The client may receive incentives up to \$150 for placement in employment or education during the follow-up portion of the program and may receive additional support services funding up to \$175 to earn necessary credentialing for performance.

Follow-up services include but are not limited to: tracking progress on the job, the development of increased skills and certifications, support services, financial literacy, and incentives to support retention and/or completion of education and employment services. The Service Provider will complete quarterly follow-ups and will specifically be tracking the 2nd and 4th quarter retention of employment or continuation of post-secondary placement after exit. The Service Provider will assist youth within the parameters of WIOA requirements and comply with the required follow-up increments. This will all be case noted in Employ Florida.

PARTNERSHIPS:

The Service Provider has established or is in the process of establishing partnerships with the following: Indian River State College, Treasure Coast Technical College, Children’s Service Council of Martin County, Children’s Service Council of St. Lucie County, 211/United Way, Children’s Home Society, Helping People Succeed, St. Lucie County Schools, Martin County Schools, Indian River County Schools, The Early Learning Coalitions for Indian River, Martin and St. Lucie Counties, Gifford Youth Activity Center, Tykes and Teens, Boys & Girls Club of Martin and St. Lucie Counties, Treasure Coast Homeless Service Council, Drug Free St. Lucie County, St. Lucie County Roundtable, Martin County Interagency Coalition, Pace Center for Girls, GraceWay Village, Treasure Coast Food Bank, Mustard Seed Ministries, Good Samaritan Center, Hope for Families, United Against Poverty, Department of Juvenile Justice, Gulfstream Goodwill Industries, Florida Department of Health Martin and St. Lucie County, Mary’s Home of the Treasure Coast, Ignite Youth Alliance and many other. Partnership reviews will be included with reports to the CSRC Board of Directors and in the final narrative report for the program year.

ROLES OF THE PARTNERS:

The Service Provider will provide overall project design, support, and implementation of all required WIOA Youth program elements for the levels of service described in this statement of work. CSRC will assist the program by providing some office space, linkages to other services, and client access to computer resources. The Service Provider will ensure a high level of coordination and integration with CSRC. The Service Provider staff will work together with appropriate CSRC staff for a seamless delivery of all available services. Project staff will provide program eligibility, workshop training, linkages with business services for job development, and program outcomes.

Facilities:

Port St. Lucie

CareerSource Research Coast Career Center – 584 NW University Blvd, Suite 400, Port St. Lucie, FL 34986

Vero Beach

Treasure Coast Technical College-4680 28th Court Room 2-201, Vero Beach, FL 32967

Fort Pierce

Garden City Early Learning Academy Annex Rm. 14 – 2102 NW Ave Q, Fort Pierce, FL 34950

Martin County

CareerSource Research Coast Career Center-710 SE Central Pkwy, Stuart, FL 34994

These facilities conform to all codes and requirements and are ADA accessible or reasonable accommodation can be made. Facilities may provide temporary in-kind space for the duration or part of the program during the year.

WORK PLAN SERVICES AND ACTIVITIES:

Activities and services are designed to help youth develop lifelong skills and career pathways, while overcoming obstacles and barriers, through a seamless integration of services. The program will help lead WIOA eligible young adults to outcomes of career pathways and/or post-secondary education.

WIOA YOUTH PROGRAM SERVICES AVAILABLE:

The following WIOA youth program elements are made available to each youth during the program. These are independently driven by the participants’ needs. Any service needed will be identified in the ISS.

14 WIOA Required Youth Program Elements	Provider, or Referral Agency	Instructional Activities/Curriculum
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1. Tutoring, academic remediation; study skills training, and instruction leading to secondary school completion, including dropout prevention strategies	Eckerd / Public school partners	Computer based training/instructor facilitated, FSA and GED Practice, GED Prep materials, e.g. Khan Academy (online), Practice GED exams, and instructional teacher-aided tools that are also used as a one-to-one instructional resource with minimal guidance (online); 21 st Century Skills
2. Alternative secondary school offerings	Eckerd/ Public school partners	Florida State Standards; Penn Foster
3. Paid and unpaid Internships with an academic and occupational educational component	Eckerd/ Community Business partners, CBO's, FBO's	ECKERD Documented Internship activities; job shadow activity
4. Occupational skills training with a focus on recognized postsecondary credentials and in-demand occupations	Eckerd / Approved Training Provider Partners	Various. Based on identified occupations/career fields on the Targeted Occupations List with Approved Training Providers
5. Leadership development opportunities, including positive social behavior and soft skills, decision making, teamwork, etc.	Eckerd in connection with various community partner agencies and employers	Community service, peer-centered activities, Employability Skills, Life Skills curriculum that includes leadership development, health, nutrition, sexual behavior, and substance abuse prevention
6. Supportive Services	Eckerd in connection with various partner agencies and/or employers	Independently driven by participant needs. Supportive services for educational training and employment activities such as gas cards, bus passes, emergency assistance, driver's license, state identification, professional clothing, background checks and childcare
7. Adult mentoring for at least 12 months	Eckerd in connection with partner agencies and employers	Independently driven by participant needs. Case managed and documented. Includes recruitment of both community-based and employer-based mentors and partnership with established mentorship programs
8. Comprehensive guidance and counseling	Eckerd and/or community agencies	On-going intensive case management. Community/locally based programming
9. Follow-up services no less than 12 months after exit	Eckerd	Independently driven by participant needs. Contact with employer, post-secondary entities, job retention coaching, academic support, incentives, support, career, and education counseling. (Continuous service until participant has completed follow-up period of 12 months)
10. Workforce Concurrent Education	Eckerd and/or community agencies	Independently driven by participant needs. Utilizing local workforce system, work readiness training, Partnership with post-secondary and local training providers and employers to encourage youth to see education as part of their career pathway
11. Financial Literacy	Eckerd in connection with partner agencies	Independently driven by participant needs. Partnerships with local financial institutions
12. Entrepreneurial Skills Training	Eckerd and/or community agencies	Independently driven by participant needs. Partnerships with local business and community-based business organizations

13. Labor Market and Local Employment Information	Eckerd/CSRC	Independently driven by participant needs. Utilizing local workforce system; ongoing career pathway discussions to include LMI and local career opportunities
14. Post-Secondary Preparation and Transition Services	Eckerd and/or community agencies	Independently driven by participant needs. Partnerships with post-secondary educational institutions and community organizations

Summary of Main Components and Intent are.

- **Outreach** - engaging caseload for increased participation and identification of new participants.
- **Assessment** – determining ‘suitability’ for successful participation and referral to other appropriate alternatives for youth who are not eligible or suitable for WIOA services.
- **WIOA Eligibility/Registration** - Compiling proper documentation for WIOA eligibility.
- **Case Management** – Actively engaging and managing the youth caseload and meticulous documentation in Employ Florida for progress toward activity/goal completion and positive outcomes.
- **High School Diploma/GED Attainment** – GED/High School Diploma preparation and attainment will be achieved by using various tools and resources AND through partnering with the school districts and college system.
- **Internship** – determining suitability for Internship/job shadowing and case managing all aspects of the placements; partnering with businesses, CBO’s, and the CSRC Business Services Unit to recruit meaningful work experience sites.
- **Credentials** – providing training for industry recognized credentials and linking WIOA participants to existing community resources for short term training that will lead directly to employment opportunities.
- **Follow-up Services** – Providing follow-up services for youth who exit during the 30, 60, and 90 days after exit and then continue in the 2nd, 3rd, and 4th quarter after exit to ensure program effectiveness.

GOALS:

- a. An average caseload of 142 active WIOA Youth will be served during program year 24-25. The number served includes carry in youth from previous program year, as well as newly eligible and enrolled youth. Service Provider will enroll a minimum of **70** new WIOA eligible youth between July 1st, 2024, and June 30th, 2025. 100% of all contracted enrollment of youth will be completed, accurately and timely, and entered in Employ Florida and Eckerd’s data management system by 06/30/2025.
- b. A minimum of 81% of all contracted enrolled WIOA youth receiving training services (occupational skills activities, secondary or post-secondary activities, or on-the-job training activities) will successfully engage in documented skills gains. This percentage is subject to change to align with performance goals negotiated with Florida Commerce for Program Year 24-25, which have not yet been determined. Skills gains are defined as:
 1. **Training Milestone:** Evaluations completed by an employer or training provider documenting the achievement of established milestones on-the-job training period. Employer/training provider evaluations completed during job shadowing activities or work experience/internship activities cannot be utilized to document a training milestone measurable skills gain.
 2. **Skills Progression:** Documentation showing the successful completion of an exam required for an occupation, satisfactory attainment of an element or an industry or occupational competency exam or other completion test required to obtain a credential.
 3. **Attainment of a Secondary School Diploma or its Equivalent:** Documentation showing the participant earned a high school diploma or its state-recognized equivalent.
 4. **Educational Functioning Level:** Results from a pre and post CASAS exam or other literacy numeracy test approved by the National Reporting System (NRS) showing an increase of at least one functional level in reading and/or math.
 5. **Secondary or Post-Secondary Transcripts/Report Card:** Report card/transcripts for one semester showing the client is achieving academic standards. Secondary school credits or secondary school Carnegie credits may be accepted.

6. Other approved WIOA related work preparation attainments, as defined and approved by CSRC.
- c. A minimum of 80% of all contracted enrolled WIOA defined youth who are exited from the contractor's program will be exited with a WIOA defined positive exit of employment placement. In addition, no more than 30% of contracted enrolled WIOA defined youth who are exited from the contractor's program will be exited with a WIOA defined positive exit of post-secondary placement. Youth exited from the program may be calculated in one or both outcome requirements, with appropriate documentation and entry of outcomes into Employ Florida.
 - d. A minimum of 89% of all contracted WIOA defined youth enrolled in a training program will attain a degree, certificate, or occupational skills credential as outlined on the Florida Master Credentials List prior to exit from the WIOA program. This percentage is subject to change to align with performance goals negotiated with Florida Commerce for Program Year 24-25, which have not yet been determined. The measure will be calculated as the total number of youths exited with credential divided by the total number of youths exited who have received training-related services from the program each month. Data verified from EF report.
 - e. Youth will be placed into paid Internship opportunities with local employers. The service provider will ensure that 25% of the funding provided is spent on WEX internship placements. Youth must complete 90% of the scheduled hours to receive a completion bonus. Additionally, the internship may be considered successful if the internship ends due to direct hire employment with the internship site or an alternate employer for a higher wage.
 - f. A minimum of \$222,735.00 will be charged as approved work-based learning related expenditures.
 - g. Service Provider will document employer engagement by collecting a minimum of 40 employer surveys (direct hire or internships), 20 of which will be private business employers. Service Provider will obtain or retain at least 25 community employer partners as documented by internship agreements.

SUBCONTRACTS:

If the Service Provider needs to subcontract any services, the terms of the contract and payment for services rendered must meet WIOA guidelines and will remain the sole responsibility of the Service Provider. Funds to cover the cost of the service will be provided by CSRC through this contract. The Service Provider must not subcontract the entire youth activities program. Acceptable subcontracts may include assessment, transportation, instruction, and other program components better delivered by a source other than the Service Provider. The Service Provider must notify CSRC, in writing, 30 days prior to subcontracting any services not covered in this agreement.

REPORTS AND EVALUATION:

The Service Provider will submit a monthly report that includes In-School and Out-of-School Youth performance and is to be submitted via email at the following intervals: (See Attachment I)

- By the 5th day of the following month.
- Upon completion of the programs*

*Note: In the final Internal Performance Report narrative comments related to program goals, outcomes and overall programs should be included.

RECORDKEEPING:

The Service Provider must maintain records on each participant in sufficient detail to demonstrate compliance with the relevant contractual criteria related to the training and employment as contained in this agreement. At a minimum, the case file must contain the following: eligibility documents, copies of attendance sheets and progress reports, pre and post assessment results, case notes, termination, disciplinary reports, copies of activities, credentials, or other documents of program activities completed by the participant, and other pertinent information needed to document participation, progress, and results. All case files must be scanned to the document management system.

The Service Provider's Career Coaches will record all activities with a participant through timely and accurate case notes, applications, activity codes, goals (both planned and achieved), program outcomes, and follow ups. The Service Provider will enter all appropriate information into Employ Florida, the YESS Learning Management System and the document management system. Case management notes will be available to service providers throughout the system. The Service Provider will coordinate and process support services requests in accordance with CSRC policies and procedures. Service Provider will ensure that all staff attend training coordinated by CSRC or the State when available and provide

documentation of such training to CSRC as requested. The Service Provider will maintain all files in accordance with the requirements of the contract with CSRC and established policies and laws.

The Service Provider must maintain financial records sufficient to account for all funds received from CSRC and spent on the program.

All records will be made available to CSRC, state and federal officials, independent monitors and/or auditors. Records will be retained for a period of three years following the date of the final expenditure report for this agreement or until all audit questions and concerns have been resolved, whichever is later.

INSURANCE:

The Service Provider will utilize worker’s compensation insurance provided by the State of Florida for youth participants engaged in Internships or related activities. The Service Provide must carry commercial liability insurance of \$1 million or more, property insurance on equipment and other property belonging to CSRC, worker’s compensation on staff employees, and a surety bond (minimum \$100,000 for faithful and honest performance or the average amount of funds on hand) on employees who process and expend funds related to this Agreement. CSRC must be named as an additionally insured on applicable liability policies and a copy of the proper insurance certificates must be submitted with signed copies of this Agreement within 30 days of project startup or prior to the advancement of funds.

PROJECT BUDGET:

PY 24-25 WIOA Youth Budget Summary	
Staff Labor	\$ 383,664
Fringe Benefits	\$ 104,816
Travel: Mileage	\$ 4,175
Other Travel	\$ 2,317*
Employee Related	\$ 210
Supplies / Consumables	\$ 2,100**
Software Licensing	\$ 3,650
Communications	\$ 3,400
Insurance / Professional Fees	\$ 10,560
Client Related	\$ 193,508
Indirect Cost	\$ 91,600
TOTAL	\$ 800,000

*Includes additional staff attending Florida WF Summit and other professional development opportunities.

**Includes existing software license that had previously been classified as client-related costs but was advised to move to operational costs.

COMPENSATION & TIME PERIOD: CSRC will reimburse the Service Provider for expenses incurred during the performance of duties outlined in this agreement in the amount not to exceed \$800,000 for the Youth Connections Program, with the final invoice submitted to CSRC by July 15, 2025, unless otherwise modified. Under the terms of this contract payments may be made on a cost reimbursement basis in the amount not to exceed \$800,000 and not to exceed **33% or \$264,000** per quarter for the first three quarters. A maximum of 75% of the total contract funds will be utilized to serve Out-of-School Youth, with 25% to be utilized to serve In-School-Youth. Cost will be paid in accordance with the budget on any line item except performance holdback. Monthly accruals are due by the 10th day of the month and billing (with backup) is due by the 13th. Electronic format is preferred. A ten percent (10%) variance may occur between line items with approval from CSRC.

MODIFICATION OF TERMS: The terms of this Agreement, including total compensation, may be modified by mutual consent of both parties if enrollments, agreed-upon services, funding availability or circumstances warrant change. Refer

to General Provisions and Assurances. Total budget amount cannot be exceeded. Budget line-item variances under 10% of either operational or client costs do not require Board Staff approval. Operational or Client Related variances over 10% of total require advance approval from CSRC’s Chief Financial Officer and CSRC staff assigned to manage the contract.

CONDITIONS OF PAYMENT/PERFORAMNCE STANDARDS: It is understood and agreed by both CSRC and the Service Provider that payment is for cost associated with serving WIOA eligible youth as negotiated and outlined on the Project Budget.

PERFORMANCE MEASURES: The Service Provider will be required to meet the following performance guidelines as part of the contract requirements. **These metrics are subject to change to align with performance goals negotiated with Florida Commerce for Program Year 24-25, which have not yet been determined.**

Performance Benchmark Measure	Timeframe Reporting
Measurable Skills Gains- 81%	Quarterly
Attainment of Degree or Certificate- 89%	Monthly
Median Earnings 2 nd Quarter After Exit - \$3300	Upon receipt from DEO
Employment Rate – Second Quarter After Exit – 82%	Upon receipt from DEO
Employment Rate – Fourth Quarter After Exit – 80%	Upon receipt from DEO
WEX Expenditure –25% of funds	Monthly

DEFINITIONS OF PERFORMANCE MEASURES: Note: for each definition below, The Service Provider’s numbers for the purpose of this contract will be isolated from the numbers of other CareerSource Research Coast youth programs/projects.

- A. **Skills Gains:** A minimum of 81% of all contracted enrolled WIOA youth receiving training services (occupational skills activities, secondary or post-secondary activities, or on-the-job training activities) will successfully engage in documented skills gains during each year of training related participation. Skills gains are defined as:
- **Training Milestone:** Evaluations completed by an employer or training provider documenting the achievement of established milestones on-the-job training period. Employer/training provider evaluations completed during job shadowing activities or work experience/internship activities cannot be utilized to document a training milestone measurable skills gain.
 - **Skills Progression:** Documentation showing the successful completion of an exam required for an occupation, satisfactory attainment of an element or an industry or occupational competency exam or other completion test required to obtain a credential.
 - **Attainment of a Secondary School Diploma or its Equivalent:** Documentation showing the participant earned a high school diploma or tis state-recognized equivalent.
 - **Educational Functioning Level:** Results from a pre and post CASAS exam or other literacy numeracy test approved by the National Reporting System (NRS) showing an increase of at least one functional level in reading and/or math.
 - **Secondary or Post-Secondary Transcripts/Report Card:** Report card/transcripts for one semester showing the client is achieving academic standards. Secondary school credits or secondary school Carnegie credits may be accepted.
 - Other approved WIOA related work preparation attainments, as defined and approved by CSRC.
- B. **Attainment of Degree or Certificate:** Of all youth enrolled in a training program who exit, 89% will successfully attain an occupational skills credential/certification, post-secondary credential/certification, High School Diploma/GED or a state, industry, or nationally recognized credential. The measure will include the total number of youths exited with credential divided by the total number of youths who received training services during program participation who have exited from the program each month. Data verified from EF report.

- C. **Internship Placement:** The service provider will meet at a minimum of the 25% WEX Expenditure. Young adults will career explore and job shadow and may participate in paid Internship activities.

Students will be paid \$15.00/hour. Hours scheduled will be based on the Work Experience duties and the individual participant needs and goals, for paid Internship activities. Worker's Compensation coverage will fall under the State's blanket coverage for WIOA participants. Wages more than \$600 a year may result in issuance of IRS Form 1099 and have tax liability for participants. The Service Provider will provide guidance and information regarding the possible tax responsibilities to participants and families.

A minimum of 25% of regional allocation of WIOA Youth funds spent on a quarterly basis will be specific to approved and allowable Internship activities, within budget guidelines. This will include staff hours specific to Internship development, engagement, and execution; youth related payments and fees (incentives as described under the Internship placement/Job Shadowing section in the summary of Main Components and Intent, wages, and payroll fees) directly related to youth engagement in Internship activities.

- a. **Internship Successful Completion:** The youth must complete 90% of the scheduled Work Experience hours to complete successfully. Additionally, the internship may be considered successful if the internship ends due to direct hire employment with the internship site or an alternate employer for a higher wage. The data will be verified from Employ Florida reporting which contains the activities closed with codes 400 or 425 cases in conjunction with the hours worked summary from the internship tracker.

- D. **Median Earnings Second Quarter After Exit:** The median earnings of exited youth participants who are in unsubsidized employment during the second quarter after exit from the program will be \$3300. Data will be verified from the DEO Performance Indicator reports.
- E. **Employment Rate 2nd Quarter After Exit:** Of all youth who exit, 82% will be successfully enrolled in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program. Data will be verified from the DEO Performance Indicator reports.
- F. **Employment Rate 4th Quarter After Exit:** Of all youth who exit, 80% will be successfully enrolled in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program. Data will be verified from the DEO Performance Indicator reports.

*****All performance benchmark requirements are subject to change to align with performance goals negotiated with Florida Commerce for Program Year 24-25, which have not yet been determined.**

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careersourcerc.com

June 24, 2024

Mr. Randall W Luecke
CFO
Eckerd Connects
100 N. Starcrest Drive
Clearwater, Florida 33765

Dear Mr. Luecke:

CareerSource Research Coast, as Administrative and Fiscal Entity for the Local Workforce Development Board 20 (LWDB 20), hereby states its intention to enter into a sub-recipient agreement with Eckerd Connects, (the "Contractor").

Proposed Program

Eckerd Connects will provide WIOA Youth Program services and activities for youth participants in Local Workforce Development Area 20 (LWDA 20), Indian River, Martin and St. Lucie Counties; CareerSource Research Coast.

This Letter of Intent shall become effective upon execution by authorized representatives of both parties. The sub-recipient agreement period shall run from July 1, 2024, through June 30, 2025. This is a performance-based cost reimbursement service agreement with a total proposed amount of reimbursement not to exceed eight hundred thousand dollars (\$800,000.00) to serve 150 WIOA eligible and suitable youth. Per WIOA requirements, seventy five percent (75%) of the funding received or \$705,852.00 must be utilized for WIOA eligible and suitable out-of-school youth. A minimum of \$235,000.00 must be expended on work experience activities for the program's youth participants.

The purpose of the Letter of Intent to Contract is to enable the Contractor's staff to review and revise the Statement of Work and to negotiate the agreement and to allow the subrecipient to work under the terms of the Statement of Work as of July 1, 2024, including the below changes:

- Increase in Work Experience (WEX) wages to \$15 per hour.
• Increased flexibility in the number of Work Experience hours provided. WEX hours will be based on the needs of the placement to provide adequate experience to achieve proficiency. Determination of hours will be written in the work experience plan and may be a maximum of 360 hours or 12 weeks, whichever comes first.

This document does not constitute the final, detailed agreement, which shall be approved and executed by both organizations and the CSRC Board of Directors by September 25, 2024.

APPROVED AND ACCEPTED ON 06/24/2024

DocuSigned by: Brian K. Bauer, President/CEO CareerSource Research Coast

APPROVED AND ACCEPTED ON 06/24/2024

DocuSigned by: Randall W. Luecke, CFO Eckerd Connects

info@careersourcerc.com
Administrative Office
584 NW University Boulevard, Suite 100 | Port Saint Lucie, FL 34986
p: 866.482.4473 | f: 866.314.6580



AGENDA ITEM SUMMARY

Title	Summer of Success 2024
Strategic Plans/Goals	Clear, Credible, and Trustworthy Commitments and Projects
Policy/Plan/Law	N/A
Action Requested	None - Information Only
Background	<p>CareerSource Research Coast is committed to improving the lives of youth in our Local Workforce Development Area (LWDA). Wherever possible, CSRC engages in special initiatives to assist area youth with work-readiness skills and work-based learning opportunities.</p> <p>To that end, CSRC is facilitating Summer of Success (SOS) 2024 in St. Lucie County.</p> <p>Staff will provide an update on the SOS-SLC initiative.</p>
Staff Recommendations	None - Information Only
Supporting Materials	None - Information Only
Board Staff	<p>Christina Coble WIOA Programs Manager ccoble@careersourcerc.com (866) 482-4473 ext. 617</p>

AGENDA ITEM SUMMARY

Title	TANF Summer Youth Program Update 2024
Strategic Plans/Goals	Clear, Credible, and Trustworthy Commitments and Projects
Policy/Plan/Law	N/A
Action Requested	None - Information Only
Background	The Temporary Assistance to Needy Families (TANF) Program has available funding to award to vendors for a Teen Pregnancy Prevention Summer Youth Program. This allows CSRC to work collaboratively with local organizations to support the TANF purpose of preventing or reducing the number of out-of-wedlock pregnancies through summer youth initiatives and providing supportive services to prevent teen pregnancy.
Staff Recommendations	Staff will provide an update on the TANF Summer Youth Program.
Supporting Materials	None - Information Only
Board Staff	Shelly Batton Director of Programs sbatton@careersourcerc.com (866) 482-4473 ext. 518

AGENDA ITEM SUMMARY

Title	WIOA Youth Success Story
Strategic Plans/Goals	Clear, Credible, and Trustworthy Commitments and Projects
Policy/Plan/Law	N/A
Action Requested	None - Information Only
Background	CareerSource Research Coast is committed to improving the lives of youth in our Local Workforce Development Area. CareerSource Research Coast acknowledges and celebrates our WIOA Youth participants' commitment and achievement of goals.
Staff Recommendations	Staff will provide success stories of WIOA Youth participants.
Supporting Materials	WIOA Youth Participant Success Stories Video
Board Staff	Shelly Batton Director of Programs sbatton@careersourcerc.com (866) 482-4473 ext. 518