



# Agenda Item 6d Programs and Services Meeting Minutes

**August 28, 2024**

## **Opening Remarks**

1. Welcome & Attendance

## **Voting Items**

2. Review and Approve Wagner Peyser (WP) - Job Seeker Registration Application and Services Policy Revisions
3. Review and Approve Wagner Peyser (WP) - Job Orders and Placement Policy Revisions
4. Review and Approve Welfare Transition (WT) Program - Supportive Services Policy Revisions
5. Review and Approve Workforce Innovation Opportunity Act (WIOA) - Adult/Dislocated Worker (DW) Supportive Services Policy Revisions
6. Review and Approve Workforce Innovation Opportunity Act (WIOA) - Eligible Training Provider List Policy Revisions
7. Review and Approve Workforce Innovation Opportunity Act (WIOA) - Adult/DW Program Eligibility Policy Revisions
8. Review and Approve Workforce Innovation Opportunity Act (WIOA) - Youth Services Subrecipient Contract Renewal - PY2024-2025
9. Review and Approve Local Targeted Occupations List (LTOL) - 2nd Quarter PY 2024-2025

## **Information/Discussion**

10. Primary Indicators of Performance 4th Quarter - PY 2023-2024 (Tentative)
11. WIOA Local Four-Year/Regional Plan Update
12. Hope Florida Program Update
13. Welfare Transition/Temporary Assistance for Needy Families (TANF) Summer Program Update
14. CareerSource Research Coast (CSRC) Program Updates
  - a. Wagner-Peyser (WP)/ Reemployment Services and Eligibility Assessment (RESEA)  
-Mary Bell
    - WP/RESEA Program Changes
    - Staffing Update

- b. Workforce Innovation and Opportunity Act (WIOA) - Kate Sayger/Joan Daley
    - Individual Training Account (ITA)/Supportive Services Expenditures -PY 2023-2024
    - Individual Training Account (ITA)/Supportive Services Expenditures - July 2024
    - Staff Training Updates - Career Planner I
  - c. Welfare Transition (WT)/SNAP - Jodi Thomas
    - House Bill 1267 Updates - Implemented 7/1/2024
    - Staffing Updates
  - d. Jobs for Veterans State Grant (JVSG) - Shelly Batton
    - Staffing Changes
    - Paychecks for Patriots Job Fair
    - Veterans Program Letter 05-24
15. Adjournment - Next P & S Meeting – November 20, 2024

**Members Participating by Teleconference**

Wayne Olson

**Members Present**

Bob Cenk

**Members Excused**

Pete Tesch                      Jose Capellan                      Prasanth Pilly

**Members Unexcused**

None

**Staff Present**

Shelly Batton	Christina Coble	Mary Bell
Kate Sayger	Joan Daley	Jodi Thomas
Martin Rivera	Jennifer Eimann	

**Call to Order**

Bob Cenk, Chair, called the meeting to order at 8:05 a.m. A quorum was not established. Mr. Cenk agreed to move the voting items to the next Executive Committee meeting, which will be held on September 13, 2024, for review and approval.

All members agreed that meeting items 10-14 will only be for information and discussion.

**Agenda Item 10 - Primary Indicators of Performance 4th Quarter - PY 2023-2024 (Tentative):**

Shelly Batton, Director of Programs, explained that the Primary Indicators of Performance for the 4th quarter of PY 2023-2024 has not yet been published by the Department of Commerce (FLORIDACOMMERCE) website. As a result, Ms. Batton explained that the committee would move to Agenda Item 10 for discussion.

**Agenda Item 11 – WIOA Local Four-Year/Regional Plan Update:**

Shelly Batton, Director of Programs, explained that staff completed their assigned sections of the WIOA Local Four-Year Plan. Tracey McMorris, COO, is reviewing the entire plan and making any final revisions before posting it on the CareerSource Research Coast CSRC website for 30 days and presenting it to the Board of Directors at the September 25, 2024 meeting.

CSRC has completed the initial planning sessions with CareerSource Palm Beach (CSPB) County and identified areas for improving workforce system alignments. This information is being incorporated into the four-year plan.

Ms. Batton noted that CSRC and CSPB are meeting on August 29, 2024, to discuss how to collaboratively implement the identified partnership opportunities to better achieve our shared goals. Ms. Batton stressed that collaborating with CSPB was a very positive experience.

**Agenda Item 12 - Hope Florida Program Update:**

Shelly Batton, Director of Programs, stated that Mayra Hernandez had been hired as the new full-time Hope Florida Navigator. Ms. Hernandez has been working closely with Tracey McMorris, COO, and receiving training on the program's requirements.

Ms. Batton explained that the Department of Child and Family Services (DCF) originally used Smartsheet as their referral system software. However, DCF has decided to transition to a case management platform called Unite Us. The LWDBs are now using this system for all client referrals. Staff training on the platform has been completed.

As of August 21<sup>st</sup> CSRC received 107 referrals through Smartsheet and 4 through Unite Us. Ms. Hernandez, in her new position as Hope Navigator, will follow up on all referrals from DCF, assisting them in becoming job-ready and leading to sufficient employment.

**Agenda Item 13 - Welfare Transition/Temporary Assistance for Needy Families (TANF) Summer Program Update:**

Shelly Batton, Director of Programs, provided background information on the TANF Summer Youth Program. Money is allotted for this program each summer using Welfare Transition funding. The TANF program will 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!).

This funding paid for 29 eligible youth from BGCSLC and 35 eligible youth from E.N.D. It! to attend summer camp. This eight-week program ended in July 2024. Ms. Batton stated it was a success, and all parties look forward to participating next year.

**Agenda Item 14 - CareerSource Research Coast (CSRC) Program Updates:**

Mary Bell, Wagner-Peyser Program Manager, shared updates on Reemployment Services and Eligibility Assessment (RESEA) and the Migrant Seasonal Farmworker Programs:

- Reemployment Services and Eligibility Assessment (RESEA) Program: Ms. Bell explained that the Reemployment Assistance Program allows clients to engage with their Career Center staff and have targeted services provided to them. Initially, staff were required to provide an orientation of our services and an initial assessment to determine the individual skills, work history, and barriers in order to complete a detailed career plan with the client.

As of April 2024, the state no longer requires the initial assessment. Therefore, we are providing an online objective assessment within the Employ Florida site in its place.

The Department of Commerce had previously stated that individuals must attend their mandatory initial appointment as a requirement of the RESEA program. If they do not, they will be disqualified from receiving their benefits for the week of the missed appointment.

Ms. Bell shared that this information was incorrect and that clients who missed their appointments were indefinitely disqualified from receiving their benefits until they could reschedule and attend their appointments.

These clients have been notified of the issue and are given priority when contacting the RESEA Program Specialists for new appointments.

- Migrant Seasonal Farmworker (MSFW): Ms. Bell explained that Hector Ramirez, MSFW Specialist, who initially reported to Shelly Batton, will now report to Ms. Bell as of August 1, 2024.

Kate Sayger, Program Coordinator, gave updates on the WIOA Adult/Dislocated Worker Programs.

- Individual Training Account (ITA) Expenditures: As of June 30, 2024, Career Planners had exceeded their goal of \$263,800 in ITA expenditures and spent \$323,313 in training dollars.
- Staff Updates: Ms. Sayger stated that we now have three Career Planners, down from four. The Career Planners are located in Ft. Pierce, Stuart, and Vero Beach career centers.

Jodi Thomas, Program Coordinator, shared updates on Welfare Transition (WT) and the Supplemental Nutrition Assistance Program (SNAP).

- Welfare Transition (WT) Program House Bill 1267: House Bill 1267 was implemented on July 1, 2024, amending the state plan for the Welfare Transition program to include entrance and exit surveys for all welfare transition participants.

In addition, the Florida CLIFF Dashboard will be implemented to provide information that will assist individuals in understanding their potential earnings through paid employment while also mapping the timing and magnitude of the loss of public assistance as individuals progress along various career pathways.

Working in tandem with the CLIFF Dashboard, the Budget Wizard application will walk clients through the four areas (income, savings, fixed expenses, and variable expenses) needed to establish a budget. Once all applicable information has been entered, the Budget Wizard creates a report for the client, which can be reviewed and analyzed.

- Staff Updates: Natalie Roman was hired on July 8<sup>th</sup> as a WT/SNAP Career Planner. Ms. Roman has completed her Welfare Transition training and is currently training in the SNAP program. Ms. Roman is scheduled to take her Tier I test on August 28, 2024.

Shelly Batton, Director of Programs, shared updates on the Jobs for Veterans State Grant (JVSG):

- JVSG - Staffing: Ms. Batton stated that the JVSG program is fully staffed. The supervision of current staff has changed as of July 1. Ms. Batton still oversees the JVSG program. However, the direct supervision of the Disabled Veteran Outreach Program Specialists (DVOPS) will be the applicable center managers, and Christina Coble will now oversee the Local Employment Veterans Representatives (LVERS). As Ms. Coble is the Business Services Manager, it made sense to put all employment specialists under the same umbrella.
- Annual Paychecks for Patriots Job Fair: This event will be held on November 14, 2024, at the Riverwalk Center in Ft. Pierce. More information will follow.
- Veterans Program Letter (VPL) 5-24: Ms. Batton explained that new federal guidance has been shared that addresses eligibility and the roles and responsibilities of the JVSG staff. This guidance expands the eligibility criteria for qualified veterans that DVOPs can serve.

As a result, to align with the new criteria, the LWDB will need to change the language of our policies and procedures and update the processes by which we serve eligible veterans. Staff have been trained on the new updates.

**Agenda Item 15 - Adjournment:**

With no further items to discuss, Bob Cenk moved to adjourn the meeting, seconded by Wayne Olson. All members agreed, and the meeting was adjourned at 8:43 a.m.

*The next Programs and Services Committee Meeting will be on November 20, 2024*

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**BOARD STAFF CERTIFICATION**

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

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Shelly Batton  
Board Staff

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Date

