

Programs and Services Committee Meeting Minutes

July 26, 2023

Opening Remarks

1. Welcome & Attendance

Voting Items

2. Review and Approve WIOA Youth Services Subrecipient Contract for PY2023-2024
3. Review and Approve WIOA Youth - Incentive Payments Policy Revisions
4. Review and Approve WIOA Youth - Supportive Services Policy Revisions
5. Review and Approve WIOA - Individual Training Account Policy Revisions

Information/Discussion

6. LWDB 20 Primary Indicators of Performance for Program Year (PY) 2022-2023 3rd Quarter
7. CareerSource Research Coast Program/Services Updates
8. Adjournment

Members Participating by Teleconference

Wayne Olson Bill Solomon Jose Capellan

Members Present

Bob Cenk

Members Excused

Jim Brann Pete Tesch

Members Unexcused

None

Staff Present

Tracey McMorris Shelly Batton Christina Coble
Rachel Pamer Mary Bell Martin Rivera
Jennifer Eimann



Call to Order

Bob Cenk, Chair, called the meeting to order at 1:05 p.m. A quorum was established.

Agenda Item 2 - Review and Approve WIOA Youth Services Subrecipient Contract for PY2023-2024:

Christina Coble, WIOA Programs Manager, explained that CareerSource Research Coast (CSRC) is working with Eckerd Youth to renew the contract for PY 2023-2024 (3 of 5 years). Based on performance and fiscal integrity, a letter of intent has been executed to renew the WIOA Youth Services contract with Eckerd Connects for PY 2023-2024.

Ms. Coble explained that CSRC and Eckerd had reviewed PY 2022-2023 Statement of Work and discussed changes for the upcoming PY 2023-2024. Both parties are working to update the Statement of Work, and once fully executed, a final contract will be completed.

Ms. Coble stated that Eckerd Youth will be awarded \$800,000, an increase from last year's award of \$750,000.

In addition, CSRC recommends increasing the salaries of the Eckerd Youth staff to align with board staff.

Performance expectations were increased from fifty-eight to sixty enrollments for Work Experiences/Internships. Toward that goal, Internships no longer require a time frame of 6-8 weeks for completion. Instead, the duration will be driven by the hours (140-192) worked, allowing the participants more flexible schedules.

A motion was made by Bill Solomon to approve the WIOA Youth Services Subrecipient Contract for PY2023-2024, as presented. Jose Capellan seconded the motion. The motion passed unanimously.

Agenda Item 3 - Review and Approve WIOA Youth - Incentive Payments Policy Revisions:

Christina Coble, WIOA Programs Manager, explained that Workforce Innovation and Opportunity Act (WIOA) regulations authorize the use of incentive payments for youth participants. Incentive payments are allowable for recognition and achievements directly tied to training activities, education, and work experience. Local Workforce Development Boards (LWDBs) are tasked with determining the value of the incentive payments and creating policies governing their use.

Ms. Coble stated that the revision to this policy is the removal of the language that requires the completion of an internship to be six-eight consecutive weeks with an incentive value of \$150 upon completion. Instead, the duration will be driven by the number of hours (140-192), allowing the process to be more participant-driven. The incentive value upon completion remains \$150.

A motion was made by Jose Capellan to approve the WIOA Youth - Incentive Payments Policy Revisions, as presented. Bill Solomon seconded the motion. The motion passed unanimously.



Agenda Item 4 - Review and Approve WIOA Youth - Supportive Services Policy Revisions:

Christina Coble, WIOA Programs Manager, stated that the Workforce Innovation and Opportunity Act (WIOA) requires that WIOA participants have access to limited funds designated through program design to help them overcome barriers to employment. Supportive service payments are issued on a case-by-case basis and determined by the individual's need under WIOA regulations.

Based on the current change in cost for some supportive services items, the policy was revised to show an increase in the allowable cost limitation for the following:

- Uniforms - \$75. increased to \$100.
- Interview Attire - \$75. Increased to \$100.
- Uber Cards - \$25. Increased to \$50.00
- Driver's License - \$65. increased to no predetermined limit. Based on actual cost.

A motion was made by Wayne Olson to approve the WIOA Youth - Supportive Services Policy Revisions, as presented. Jose Capellan seconded the motion. The motion passed unanimously.

Agenda Item 5 - Review and Approve WIOA - Individual Training Account Policy Revisions:

Christina Coble, WIOA Programs Manager, explained that the Workforce Innovation and Opportunity Act (WIOA) requires individuals to be provided an Individual Training Account (ITA) to pay for tuition, books, and fees for occupational skills training accessed through an approved training provider. CareerSource Florida requires that local boards establish policies related to the value of the Individual Training Account (ITA), cancellation, transferability, and limits that apply to these accounts.

Ms. Coble presented revisions to the policy that would increase the tier structure from two to three tiers and increase the maximum ITA investment allowed for an individual based on their selected training program.

The requested revisions are as follows:

- Tier 1 - Maximum ITA increase from \$3,500 to \$5,000.
- Tier 2 - Maximum ITA Increase from \$5,000 To \$10,000.
- Tier 3 - Addition of Tier 3 with Maximum ITA to be the actual cost of the related Instruction portion of a Registered Apprenticeship.

Ms. Coble stated that adding this 3rd tier will allow more flexibility in funding the cost of the related instruction. In addition, the increase in maximum allowable funding will benefit clients and assist in the LWDB meeting the performance goals for PY 2023-2024.

Additional revisions to this policy are that the duration of the ITA will now be determined on a case-by-case basis by reviewing the maximum allowable amount of the ITA, the duration of the program, and the prevailing costs of tuition, books, and fees, along with the career seeker's receipt of financial aid. This will maximize the funding opportunities for the participants enrolled in training.



Discussion occurred regarding the validity of not attaching a specific maximum ITA dollar amount to Tier 3 of this policy. Committee members stated that not having a specific dollar amount addressed in this policy may open the door to confusion regarding ITA awards and allow for possible overspending for the related instruction.

Ms. Coble stated that numerous evaluation/approval processes are utilized to ensure that the cost requested for any related instruction is reasonable and in keeping with the allowable funding available. Moreover, the demand of the market and funding availability is monitored throughout the program year, and changes to the policy can be made at any time to address these changes.

After further discussion, a motion was made by Bill Solomon to approve the WIOA - Individual Training Account Policy Revisions with an amendment of adding a Maximum ITA amount for Tier 3 or striking the addition of Tier 3 completely. Jose Capellan seconded the motion. The motion passed unanimously.

Agenda Item 6 - LWDB 20 Primary Indicators of Performance for Program Year (PY) 2022-2023 3rd Quarter:

Shelly Batton, Director of Programs/Equal Opportunity Officer, presented CSRC Primary Indicators of Performance for PY 2022-2023 3rd Quarter. Mr. Batton explained that the areas highlighted in blue reflect those performance goals exceeded (greater than 100% of negotiated). Likewise, goals highlighted in green show that performance goals were met (90-100% of negotiated), and those reflected in yellow still need to be met (less than 90% of negotiated) by CSRC.

Overall, the numbers in WIOA Adult and Wagner-Peyser programs reflect that performance goals have been either exceeded or met. WIOA Dislocated Worker program shows that we did not meet the performance goals for the 3rd quarter under the Employed 2nd Quarter After Exit category. Ms. Batton noted that CSRC is less than 1% from meeting that metric.

Ms. Batton explained that in 2021 Career Planners had closed case files that were non-compliant or clients who could not be located. Closure of these cases with no verified employment is reflected in the metrics for Youth in the 3rd quarter under the Employed 2nd and 4th Quarter After Exit categories. A strategic approach has been developed to monitor and manage these two metrics as we advance. We are confident that performance in this area will improve.

Agenda Item 7 - CareerSource Research Coast (CSRC) Program Updates:

Mary Bell, Wagner-Peyser Program Manager/TAA Coordinator, shared updates on the Wagner-Peyser program:

- New Hire: Stacey Schaefer will be transitioning to a position with FLORIDACOMMERCE as a Resource Room Customer Service Specialist in the Garden City Office.





An individual has been identified for the LVER/DVOP consolidated position. They are currently completing a background check. Once onboarded, they will report to the Martin County office.

CareerSource Research Coast is advertising to fill a second Reemployment Services and Eligibility Assessment (RESEA) position to address the reemployment needs of RA claimants.

Shelly Batton, Director of Programs/Equal Opportunity Officer, shared updates on the Jobs for Veterans' State Grant (JVSG) and the Migrant Seasonal Farmworkers (MSFW) Program:

- Stand Down Event: Ms. Batton explained that CareerSource Research Coast, in collaboration with its dedicated team of veteran staffers, recently hosted a highly impactful Stand Down event in June 2023, aimed at providing essential supplies, services, and referrals to homeless and at-risk veterans in Indian River, Martin, and St. Lucie Counties. The event, held on multiple days throughout the tri-county area, was a resounding success, positively impacting the lives of 21 veterans in need.

In St. Lucie County, CSRC partnered with the Mustard Seed, Love and Hope in Action (Lahia) in Martin County, and The Source in Indian River County. CSRC received soap donated by the Soap Donation Center Incorporated and hygiene kits from the Children's Home Society in Vero.

- Migrant Seasonal Farmworkers (MSFW) Program: Ms. Batton stated that Hector Ramirez, Migrant Seasonal Farmworker Specialist, has noted a significant decrease in the number of MSFWs. Mr. Ramirez, through his outreach, has been working on educating workers on Senate Bill 1718 in hopes of allaying their fears.

Mr. Ramirez has worked closely with Betty Guerrero, Program Coordinator - Farmworker Career Development (FDC) Program at Indian River State College. Ms. Guerrero's data reflects the same decrease in participants. Specifically, of the previous participants enrolled in the FCD program at the Mueller Campus, Indian River State College, over half have left. Likewise, over $\frac{3}{4}$ of those enrolled at the Chastain Campus no longer attend.

Ms. Batton stated that this information had been shared by Brian Bauer, President/CEO, at the state level in hopes of attaining guidance on how to better educate and serve this population.

Christina Coble, WIOA Programs Manager, updated the WIOA Adult/Dislocated Worker programs, St. Lucie County (SLC) Summer of Success (SOS) Initiative. St. Lucie County Board of County Commissioners (SLCBOCC) funded this year's program.

- WIOA Adult/Dislocated Worker Programs: Ms. Coble stated that CSRC had a robust end to PY 2022-2023, rolling over 19 clients enrolled in On-the-Job Training into PY2023-2024. There were numerous ITA classroom training enrollments into RN, LPN, and CDL programs of study. In addition, one client was enrolled in the Cybersecurity Apprenticeship.





- 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 were vetted for suitability. Twenty-nine individuals were selected to participate. Twenty-seven attended and completed the Y.E.S.S. program. All these students received a \$50.00 gift card.

All twenty-seven youths entered the four-week internships (June 19-July 14, 2023), with twenty-five completing them. Ms. Coble stated that the feedback was very positive.

In addition, the grant from the SLCBOCC will fund a pilot project with Treasure Coast Builders Association (TCBA). Ten individuals who complete the assigned boot camp successfully (July 24-July 28, 2023) will be funded through this grant for a four-week internship/work experience, so the employer does not have to bear that cost. This will incentivize the employer to assess and hire the individual for possible full-time employment.

Rachel Pamer, Welfare Transition (WT) & SNAP Program Manager, gave an update on the TANF Summer Youth Program and the WT program:

- TANF Summer Youth Program: TANF Summer Youth program funding paid for seventeen participants from BGCSLC and twenty-five from E.N.D. It! to attend summer camp - ages 13-19. This is an eight-week program running from June 5-July 28, 2023. The requirement for employers to participate is that they must have a teen pregnancy prevention program.
- WT Program: Since the Comprehensive Career Center moved to Garden City, Ft. Pierce, there has been a marked increase in WT client participation.

Agenda Item 8 - Adjournment:

With no further items to discuss, a motion was made by Jose Capellan to adjourn the meeting, seconded by Bill Solomon. All members agreed, and the meeting was adjourned at 1:46 p.m.

The next Programs and Services Committee Meeting will be on September 27, 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.

Shelly Batton
Board Staff

Date

collaborate.
innovate.
lead.





collaborate.
innovate.
lead.

