

CareerSource Pinellas One Stop Committee Minutes

Date: May 23, 2019 at 9:00 a.m.
Location: EpiCenter – 13805 58th Street N., Clearwater

Call to Order

In the absence of the chair, Mark Hunt called the meeting to order at 9:05 a.m. There was a quorum present with the following members participating.

Members in Attendance

Vivian Amadeo, Jody Armstrong, Candida Duff (phone), Chantal Jimenez (for John Howell), Mark Hunt, Carolyn King (phone), Michael Logal, Tiffany Nozicka, Debbie Passerini.

Members Not in Attendance

Gloria Campbell, Andrea Henning, Samuel Kolapo, Rebecca Sarlo.

Staff

Jennifer Brackney, Don Shepherd, Michelle Moeller, April Torregiante, Luna Clarke, Steven Blakey.

Guest

Dan McGrew- Kaiser Group; Mantina Pezos
Britany Fuller and students; Dale Koning and students; Elizabeth Joyce and students; Jason Ness.

Pinellas County Schools Presentations

The highlighted specialized services are the STEM/ Career Education program and the awesome presentations for this year's winners. This is in partnership with the Pinellas Education Foundation and the Pinellas County Schools. Four Pinellas County Schools teachers were invited to bring their students to the meeting to present their recent STEM projects. The schools were: Largo Middle School, Pinellas Park High School, Lakeview Fundamental Elementary School, and Lakewood High School.

Action Item 1 – Approval of Minutes

The minutes of February 21, 2019 One Stop Committee meeting were presented for approval.

Motion: Jody Armstrong
Second: Michael Logal

The minutes were approved as presented. The motion carried unanimously.

Action Item 2 –Vendor Recommendation: Youth Workforce Services RFP

On March 20, 2019, the Board of Directors approved the issuance of an RFP for Youth Workforce Services. The RFP was issued on March 21st to solicit proposals from qualified companies. Per the procurement policy, the RFP was promulgated via multiple communication channels to include Tampa Bay Times, CareerSource Pinellas Website, and email notification to interested parties. In response to this RFP, one proposal was received from the Pinellas Education Foundation. The review committee consisted of staff members met on May 1st to review and rank the proposal. On a scale of 100, Pinellas Education Foundation's proposal was rated an average of 90%.

Criteria	Ave. Score
Work Plan and Performance	36
Cost of Services	23
Organizational Qualifications	21.6
Administrative Capability	9
Total	90

The review committee recommends entering into contract negotiation with Pinellas Education Foundation for the provision of Youth Workforce Services for the following reasons:

- PEF has been in business for 33 years.
- An in-kind contribution of \$55K under the Stravos Scholarship program.
- Demonstrated strong performance in the past four years.
- Familiar with administering WIOA Youth Services program in accordance with federal & state regulations.
- Incumbent service provider since 2007.

The funding period for the contract will be from July 1, 2019 through June 30, 2020, with an option to renew annually for up to three (3) additional years, based on performance, organizational strategies, or funding availability.

Motion: Debbie Passerini
 Second: Vivian Amadeo

The One-Stop Committee recommends approval of the contract award to Pinellas Education Foundation for the provision of Youth Workforce Services, upon a successful contract negotiation. The motion carried unanimously.

Action Item 3 – Contractor Recommendation: IT, EDMS, & Website Services

On April 3, 2019, the Board of Directors approved the issuance of an RFP for IT, EDMS, & Website Services. The RFP was issued on April 11th to solicit proposal from qualified companies. Per the procurement policy, the RFP was promulgated via multiple communication channels to include the Tampa Bay Times, CareerSource Pinellas Website, and email notification to interested bidders. In response to this RFP, one proposal was received from Complete Technology Solutions. The review committee, consisted of staff associates, met on May 17th to discuss their independent assessment and rank the proposal. On a scale of 100, Complete Technology Solutions’ proposal was rated an average of 87.

Criteria	Ave. Score (Max. points)
Proposal Specifications. The respondent adheres to RFP timeline, format, and content. The respondent meets requirements to provide services and is licensed in the State of Florida.	Mandatory Yes
The proposal adequately addresses each scope of service category, including proposed delivery. The proposal discusses plan of conversion from current systems to new being proposed. (35 max)	29
Cost Reasonableness (35 max)	29
Experience (30 max)	29
Total Score	87

The review committee recommends entering into contract negotiation with Complete Technology Solutions for the following reasons:

- Has been contracting IT services with several local workforce development boards in the past 19 years.
- As the incumbent contractor, CTS has demonstrated good performance and provided great customer service. The Atlas (CTS proprietary EDMS) and/or Kiosk Systems are used by nine LWDBs.
- Continues to innovate its service offerings to better leverage evolving technologies such as developing a mobile app to improve customer communications.

Motion: Jody Armstrong
 Second: Debbie Passerini

The One-Stop Committee recommends approval of the contract award to Complete Technology Solutions for the provision of IT, EDMS & Website Services, upon a successful contract negotiation. The motion carried unanimously.

Action Item 4 – Tampa Bay YouthBuild MOU and Infrastructure Agreement

Tampa Bay YouthBuild is a mandatory partner per WIOA and DOL ETA guidance. CSPIN will complete an MOU and Infrastructure Agreement for the new YouthBuild 2018 grant award. Per WIOA, all one-stop partner programs are required to contribute to the infrastructure costs, as required in 20 CFR 678.700 and 678.760, 34 CFR 361.700 and 361.760, and 34 CFR 463.700 and 463.760. The sharing and allocation of infrastructure costs between one-stop partners is governed by WIOA sec. 121(h). Infrastructure costs are defined as non-personnel costs necessary for [career centers] operations, including facility rentals, utilities and maintenance, equipment (including assessment-related products and assistive technology for individuals with disabilities), and technology to facilitate access to the American Job Center (including planning and outreach), and may include costs associated with the common identifier (i.e., American Job Center signage) and supplies, as defined in the Uniform Guidance at 2 CFR 200.94, to support the general operation of the one-stop center.

Mandatory Partners - Addition	Organization	PY 18-19 Shared Cost
Tampa Bay YouthBuild – funded through DOL grant	Tampa Bay YouthBuild under CareerSource Pinellas	\$1,200

Other Administrative Matters

None

Information Items

Information Item 1 - Juvenile Welfare Board: Funding Renewal Process FY20

Background: CareerSource Pinellas has received a preliminary award of Juvenile Welfare Board (JWB) funding in the amount of \$40,808 for the past three years. Through this grant we created the Youth Innovators of Pinellas, a 30 week

after school program that exposes youth to 3-D printing and Fusion 360, to middle school students attending Oak Grove and Morgan Fitzgerald. Youth meet two days per week for 90 minutes. Students have the opportunity to earn certifications of completion based on established milestone points in the Fusion 360 computer training program. JWB requires an annual funding renewal process which requires completion of the packet to include: Provider Certification FY 20, FY 20 Insurance Survey and FY 20 Targeted Service Level Proposal. There are 30 students in the program, 15 students at each school.

Information Item 2 - One-Stop Goals Update: 2018-2019: Period covering Quarter 3 through March 2019.

Specialized Service Highlights: Pinellas County Schools Presentations. CSPIN partners with Pinellas Education Foundation and Pinellas County Schools to support STEM career exploration, by awarding grants to local schools that develop innovative projects within the Science, Technology, Engineering and Math fields. This year's awardees will be presenting their projects at today's meeting. Their topics of presentation are listed below:

1. Brittany Fuller - Largo Middle School - Beat the Flood and STEM Book Buddies

Students researched and sketched a design of a home for a community in southern Bangladesh that is able to withstand the effects of flooding, and constructed a scale model that can be tested in the flood conditions. Students completed a book buddy project to allow families to interact with engaging STEM related reading materials to encourage families and friends to read together.

2. Dale Koning - Pinellas Park High School - Pluggie the Robot for Public Education

Robots can be used to bring awareness to fire safety and first responder topics and interact with the public, especially children to capture their attention. Students will learn the basics of robotics. Students will learn to maintain and then operate the robot for young children during public gatherings and fairs.

3. Beth Griffin & Elizabeth Joyce - Lakeview Fundamental ES - Out of this World Rovers

This project is designed to promote STEM-related careers to elementary students through hands-on robotics and coding projects during a year-long study of space and space travel. A focus on the Mars rovers will allow students to make connections between the skills they are learning and real world applications.

4. Jason Ness - Lakewood HS - Actobotics Building System in the Classroom

Our Applied Robotics program used our new Actobotics build system to create projects and builds that were more powerful, more precise, stronger, and more suited to advanced programming challenges. The goal is to produce a student who is more competitive in the manufacturing/automation workplace or university engineering department.

PY 18-19: Employability Workshop Attendance					
# Attendee's	QTR 1	QTR 2	QTR 3	QTR 4	YTD
	1,953	1,894	1,975		5,822

CSPIN Employability Skills Workshop Details by Center						
Center	Q3		YTD 18-19		PY 17-18	
	# Attendees	% by Location	# Attendees	% by Location	# Attendees	% by Location
Gulf to Bay	745	37.7%	2,158	37.1%	2,557	41.72%
South County	605	30.6%	1,953	33.6%	1,511	24.66%
Tarpon Springs	112	5.7%	320	5.5%	556	9.07%
Tyrone	502	25.4%	1,380	23.7%	1,486	24.24%
LWDB Totals	1,975	100%	5,811	100%	6,129	100%

PY 18-19 Employ Florida (EF) Summary Overview:					
Categories:	Q1	Q2	Q3	Q4	YTD
# Served	11,061	4,818	4,167		20,046
# of Services	49,700	43,449	36,654		129,803
# Referrals	7,135	6,045	4,703		17,883
# External Referral	3,831	3,245	3,361		10,437

Local services – highlight:

LWDB 14 continues to review USDOL TEGL and Guidance updates on available online resources and services. Staff is currently evaluating new application and services to continue to build a diverse range of job seeker resources available thru our local one center or online.

PY 18-19 Occupational Skills Training			
Reporting Period: Quarter 3 thru Mar 31, 2019 YTD			
	# New Enrollments	YTD Served	Completers
AD/DW	438	1,242	400
Youth	48	222	78
LWDB Totals	486	1,464	478

PY 18-19 Work-Based Training			
Reporting Period: Quarter 3 thru March 31, 2019 YTD			
	# New Enrollments	YTD Served	Completers
OJT	37	59	49
PWE	7	23	14
LWDB Totals	44	82	63

CSPIN Apprenticeship Enrollments:			
Categories:	Thru Q3 2018-19	YTD PY 18-19	YTD PY 17-18
	# Served	# Total Served	# Total Served
JATC	75	75	82
RACCA	42	42	48
Central Florida Heat and Frost	4	4	4
International Union of Engineers	10	10	10
Ironworkers	5	5	5
Plumbers and Pipefitters	47	47	49
LWDB Totals	183	183	198

Career Ready Enrollments				
Reporting Period: Grant to Date thru March 31, 2019				
Programs:	WIOA	Other	PY18-19 Totals	PY17-18 Totals
Soldering	60	1	61	56
Mechatronics/Robotics	19	1	20	22
Construction	59	0	59	37
Sector IT	78	0	78	24
LWDB Totals	216	2	218	139

A new initiative has been under the menu of CareerReady programs. CareerReady programs are short certification programs with employability skills training leading to an industry certification and transition into manufacturing or trades employment. Current CareerReady classes are available for the following:

- Soldering and Cabling Certification Program
 - Offered as Nights and Weekend (6 weeks) or Day class (4 weeks)
 - Students can earn up to 3 industry certifications
- Construction Certification Program
 - Offered as Day class (5 weeks)
 - NCCER certification and OSHA 10
 - Hands on experience
- Mechatronics and Robotics
 - Offered as a Day class (8 weeks)
 - Students can earn up to 4 industry certifications

Under a CareerSource Florida grant award and in partnership with CareerSource Tampa Bay, we have launched short track IT CareerReady certification programs that run 4 to 8 weeks. These offer certification to date under the following:

- SQL
- Python
- CCNA
- JAVA

PY 18-19 Pre-Vocational Training - thru WTP and SNAP		
Reporting Period: Quarter 3 thru March 31, 2019		
Programs:	WTP/SNAP Certified	PY18-19 Served
MOS Certification	72	134
Hospitality Certification	278	278
Florida Ready to Work	290	376
LWDB Totals	640	788

Daily Governor's Placement Reporting: Q3, thru March31, 2019

CareerSource Pinellas				
PY 18/19	Placements	Composite Score	Ranking	Statewide Placements
July	799	166.01%	8	10,973
August	938	161.75%	8	12,656
September	955	162.37%	6	12,922
October	1,020	155.32%	6	14,407
November	765	143.56%	8	11,914
December	658	148.21%	8	11,230
January	711	137.22%	6	12,219
February	703	165.17%	6	9,840
March	654	144.95%	6	10,266
Totals	7,203	156.20%	6.9	106,427

Information Item 3 : CSPIN Youth Update- WIOA

WIOA Youth Program Update						
Reporting Period: PY 2017-2018				Reporting Period: PY 2018-2019		
Performance Category	PY 17-18			PY 18-19		
	Planned	Actual	% of Goal	Planned	Actual	% of Goal
# Served	600	696	116.0%	600	449	74.8%
Credentials	300	256	85.3%	300	110	36.7%
Placements	250	291	116.4%	250	226	90.4%
Employment		274			216	
Military		2			1	
Post-Secondary		15			9	

CareerSource was awarded another **YouthBuild grant** thru the DOL for \$1.1 million in February 2019. The grant award supports a new 3-year period with years 1 and 2 with active training. Currently the new grant award is in the initial 4-month planning period which will run from February thru May 2019. Due to the closure of the Science Center location, the Youthbuild program will now be housed in the Clearview Adult Education Center, in partnership with Pinellas County Schools.

Information Item 4 : Status of Enrollments – Snapshot report – Number of caseloads as of 03/31/2019

WIOA Adults: 584	WT Applicant : 474
Dislocated worker: 380	WT Mandatory : 198
WIOA Youth: 220	WT Transitional : 218
Total: 1,184	Total: 890

Additionally, a dashboard was provided to the committee to provide an overview of active caseload. It also provided updates on numbers of employers served, job-seekers served, WIOA youth, adult and dislocated worker.

A. Monthly Management Report (03/31/2019)

- Welfare Entered Employment Rate: 39.5% ; ranked 5th in the state
- Welfare Entered Employment Wage Rate: 79.6% ; ranked 1st in the state
- Welfare All Family Participation Rate: 47%, ranked 5th in the state
- Welfare Two-Parent Family Participation Rate: 58.9%, ranked 4th in the state
- SNAP Employment Rate: 14.4% ; ranked 3rd in the state
- WIOA Adult Entered Employment Rate: 100%, ranked 1st in the state
- WIOA Adult Wage Rate: 146.8% of goal, ranked 4th in the state
- WIOA Dislocated Worker Wage Rate: 140.6% of goal, ranked 11th in the state
- WIOA In-School Youth Outcome Rate: 100%, ranked 1st in the state
- WIOA Out-Of-School Youth Outcome Rate: 99.4%, ranked 14th in the state
- WIOA Younger Youth (14-18 years old) Positive Outcome Rate: 100%, ranked 1st in the state
- Wagner Peyser (WP) Entered Employment Rate: 45.4%, ranked 4th in the state
- WP Entered Employment Rate (those already employed at time of first service): 41.3%, ranked 6th in the state
- Short Term Veterans Entered Employment Rate: 35.8% ranked 16th in the state
- WP Job Placement Wage Rate: 90.7% of goal, ranked 8th in the state

B. Florida Workforce Measures

WIOA Primary Performance Indicators has been released by the Department of Economic Opportunity (DEO) for all Local Workforce Development Areas (LWDAs) for PY2018-2019 thru Quarter 2 or thru December 31st, 2018 under WIOA Reporting standards. CareerSource Pinellas is exceeding 12 indicators (over 100% of goal) that have currently been published by the DEO thru Quarter 2 PY2018-2019. There are 2 indicators falling in the 90 to 100% of goal range. There are a total of 14 Primary Performance indicators with Measurable Skills gains not reported to date. For Program Year 2018-2019, DEO and all Local Workforce Boards have completed negotiations Goals for the next two program years, PY2018-2019 and PY2019-2020 are also included below. The third quarterly report will be submitted by the DEO on May 15th and DEO will post shortly thereafter.

C. Center Traffic

Current program year total traffic by location (PY July 1, 2018 – June 30, 2019) thru Quarter 3 March 2019:
Gulf to Bay – 18,929 St. Petersburg – 26,673 Tarpon Springs – 1,829 Tyrone – 11,923 YTD – 59,354

Highlights:

- ❖ Quarter 3 PY18-19 was down in comparison to Quarter 3 for PY2017-2018 by 22.7%. Quarter 3 saw a 4.9% decrease over the previous quarter, Quarter 2 October to December 2018. Unemployment remains at 3.3%.
- ❖ South County center continues to be the most visited center across Pinellas with 44.9% of overall traffic with Gulf to Bay center second at 34.5%, during Quarter 3. Tyrone center was 3rd at 17.1% of overall flow.

D. Website Traffic and Social Media : PY 18-19, through 03/31/2019

- CareerSource Pinellas website: 17,258 visitors
- Page views: 158,118
- New visitors: 75.7%
- Social Media Traffic: 357 new Facebook fans
- New LinkedIn Followers: 211
- Number of Engagements: 7,901

E. Internal Program Monitoring

As a recipient of federal awards, this Organization is responsible for administering the awards in accordance with applicable laws, regulations, provisions and policies. Programmatic, administrative and fiscal monitoring is conducted to ensure the Organization is fulfilling those requirements. A listing of programs subject to internal monitoring was provided.

Public Comments - None

Members Comments – None

Adjournment

The meeting was adjourned at 10:34 a.m.