

CareerSource Pinellas One Stop Committee Minutes

Date: August 22, 2019 at 9:00 a.m.
Location: EpiCenter – 13805 58th Street N., Clearwater

Call to Order

Chair John Howell called the meeting to order at 9:00am. There was a quorum with the following members participating.

Members in Attendance

Vivian Amadeo (phone), Jody Armstrong, John Howell, Mark Hunt, Jason Krupp, Carolyn King (phone), Tiffany Nozicka (phone), Dr. Rebecca Sarlo (phone).

Members Not in Attendance

Samuel Kolapo, Debbie Passerini.

Staff

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

Guest

Dan McGrew- Kaiser Group

Action Item 1 – Approval of Minutes

The minutes of May 23, 2019 One Stop Committee meeting were presented for approval.

Motion: Mark Hunt
 Second: Jody Armstrong

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

Action Item 2 –Vendor Recommendation: Youth Workforce Services RFP

CareerSource Pinellas originally moved into this location in 2008. This location quickly became the busiest center, seeing 45% of all traffic. The South County location is a full service career center offering all services that include but are not limited to: Job Seeker Services, Veteran Services, WIOA, Youth Services, WTP and SNAP. Additionally, the space is shared with three in-house partners: Job Corps, Non-Custodial Parent Employment Program and AARP (Senior Community Service Employment Programs). The details of the lease renewal with Pinellas County Schools are listed below:

- Center address: 3420 8th Avenue South, St. Petersburg, Fl. 33711.
- The new lease continues to cover the same total square footage of 11,025.
- Total cost is remaining the same at \$11.25 per square foot, \$10,335.93 per month, \$124,031.25 per year.
- Duration of the lease: May 13, 2019 – May 12, 2023.

Mark Hunt abstained from the discussion and recused himself from voting on this item.

Motion: Jody Armstrong
 Second: Rebecca Sarlo

The One-Stop Committee recommends approval to renew the lease with Pinellas County Schools as stated above, maintaining current square footage, for a 1-year lease; with an option to renew for 3 additional years. The motion carried unanimously.

Other Administrative Matters

None

Information Item 1 - Career Resource Center Update

During PY 2018-2019 CareerSource Pinellas offered two full service and two satellite centers.

Full Service Centers	Address	Services Offered
South County	3420 8 th Ave S St. Petersburg, Fl. 33711	General Job Seeker, Veterans Services, WIOA, WTP, SNAP, Youth Services

Gulf to Bay	2312 Gulf to Bay Blvd. Clearwater, Fl. 33765	General Job Seeker, Veterans Services, WIOA, WTP, SNAP, Youth Services
Satellite Centers	Address	Services Offered
Science Center	7701 22nd Ave North St. Petersburg, Fl. 33710	General Job Seeker, Veterans Services, WIOA, SNAP, Sector IT Training, Youth Services
Tarpon Springs	682 E. Klosterman Road Tarpon Springs, Fl. 34689	General Job Seeker and Veterans Services

As part of the strategic planning, CSPIN conducted a study of current Career Resource Center locations, worked with staff and partners to identify gaps, reviewed leases and outlined several service options. As we move into PY' 2019-2020, CSPIN will continue to offer two full service centers at both South County and Gulf to Bay. Additionally, CSPIN has been in discussion with Saint Petersburg College (SPC) and Pinellas Technical College (PTC) to determine the optimal service strategy for Clearview Adult Education Center and the Tarpon Spring and Epi-Workforce Institute campuses.

- A draft lease has been negotiated with SPC Tarpon Spring campus that maximizes the partnership and integration of career services. The new lease offers 130sq. ft. and shared use of a 3,895 sq ft open area for a total annual cost of \$3,115.13.
- A lease has been negotiated with Pinellas Technical College Clearview Adult Education Center to emphasize services to youth. The new lease offers three classrooms for Construction, GED and a satellite Career Resource Center at no cost.

CSPIN is exploring a unique concept of "Point of Service" satellite services to take workforce services to the community. By utilizing community organizations' existing computer labs, rather than buying more computers, POS satellites reduce overhead cost, avoid duplication, and provide more access points for customers in Pinellas County.

Information Item 2—STEM Career Outreach

For the past several years, CareerSource Pinellas (CSPIN) has partnered with the Pinellas Education Foundation (PEF) and Pinellas County Schools (PCS) to support STEM (Science, Technology, Engineering and Math) career exploration. This outreach effort supports opportunities to develop creative and innovative projects in the STEM fields. For the PY'19, up to \$10,000 has been allocated to provide outreach and support for STEM careers and education for K-12 students. The evaluation and selection process is a joint effort with CSPIN and PEF. The student and teacher presentations are the highlight of the One-Stop Committee meeting in May.

Information 3- One-Stop Goals Update: 2018-2019: Period covering October – June 2019 YTD Services

Specialized Service Highlights: CareerSource Pinellas was awarded two new Grants recapped below in February/March 2019 by CareerSource Florida: **CSF 2019 Apprenticeship Expansion grant: \$100,000**
This grant will target expanding apprenticeship opportunities in the Tampa Bay region targeting Pinellas County. The grant will fund the development of a centralized Apprenticeship Portal to increase awareness and knowledge of local apprenticeship programs. The grant will also expand apprenticeship by funding 82 enrollments into an apprenticeship, providing supported services and/or assisting with On-the-Job Training for an employer sponsor. Grant ends August 31, 2020.

CSF Soft Skills Development 2019 – Partners for Career Pathways: \$100,000

This grant will target provision of solutions to Soft Skills development and then moving job seeker through short term pre-vocational training within manufacturing, hospitality and retail/customer service industries. Upon completion, participants will be moved to employment within their field. Strong local partners; Goodwill Suncoast and PERC will broaden use of their customized soft skill programs and in-house certification programs within manufacturing (PERC) and hospitality and retail/customers (Goodwill). Each provider will target to serve 100 Pinellas customers for a target of 200 Pinellas job seekers to be served.

PY 18-19: Employability Workshop Attendance					
# Attendees	QTR 1	QTR 2	QTR 3	QTR 4	YTD
	1,953	1,923	1,975	2,073	7,924

CSPIN Employability Skills Workshop Details by Center				
Center	Q4		YTD 18-19	
	# Attendees	% by Location	# Attendees	% by Location
Gulf to Bay	815	37.6%	2,973	37.6%
South County	592	32.1%	2,545	32.1%
Tarpon Springs	189	6.8%	538	6.8%
Tyrone	477	23.0%	1,857	23.4%
LWDB Totals	2,073	100%	7,913	100%

PY 18-19 Employ Florida (EF) Summary Overview:					
Categories:	Q1	Q2	Q3	Q4	YTD
# Served	11,061	4,818	4,167	3,881	23,927
# of Services	49,700	43,449	36,654	34,171	163,974
# Referrals	7,135	6,045	4,703	4,987	22,870
# External Referral	3,831	3,245	3,361	3,060	13,497

PY 18-19 Occupational Skills Training			
Reporting Period: Quarter 4 thru Jun 30, 2019 YTD			
	# New Enrollments	YTD Served	Completers
AD/DW	509	1,313	467
Youth	71	245	78
LWDB Totals	580	1,558	545

PY 18-19 Work-Based Training			
Reporting Period: Quarter 4 thru June 30, 2019 YTD			
	# New Enrollments	YTD Served	Completers
OJT	39	61	51
PWE	7	23	14
LWDB Totals	44	82	63

CSPIN Apprenticeship Enrollments:			
Categories:	Thru Q4 PY 18-19	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

Daily Governor's Placement Reporting: Q4, thru June 30, 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
April	610	139.04%	8	10,234
May	660	139.25%	9	11,061
June	455	121.38%	6	8,606
Totals	8,473	151.17%	7.1	127,722

Customer Satisfaction Survey Results						
Category:	Q4 April - June		YTD PY 18-19		PY 17-18	
	Total	Rating	Total	Rating	Total	Rating
Resource Room	736	98.70%	1,327	98.57%	151	92.55%
Employability Skills Workshops	1,717	96.22%	4,961	96.30%	2,452	99.81%
LWDB Totals	2,453	96.96%	6,288	96.78%	2,603	99.41%

Information Item 4: 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	558	93.0%
Credentials	300	256	85.3%	300	158	52.7%
Placements	250	291	116.4%	250	276	110.4%
Employment		274			263	
Military		2			1	
Post-Secondary		15			12	

CareerSource was awarded another 2018 **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 full outreach and recruitment having completed the initial 4-month planning period in May 2019. Staff has been going through training and program planning. Staff is also in process of moving to the new school location at the Clearview Adult Education center. A modification request has been completed to the Department of Labor in three areas to update program needs since the proposal submission:

- School location change from the Science Center to the Clearview Adult Education center located in St Petersburg in the Lealman area.
- Addition of a new worksite partner, Habitat for Humanity of Pinellas due to some changes with the current worksite partners. The addition of Habitat will ensure solid inventory of available construction site training.
- Budget changes

Program is targeted to start Mental Toughness or YB boot camp in August 2019. The grant will target serving 35 students during year 1 (2019-2020) and another 35 youth in year 2 (2020-2021). Year 3 will follow up services. We are very thankful to the Pinellas County Schools and Clearview Adult Education Center under the supervision of Brenda Vlach, school administrator opening their center as the new YouthBuild school location. 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 5: All Reports through June 30, 2019

A. Status of Enrollments – Snapshot report – Number of caseloads as of 06/30/2019

WIOA Adults: 572	WT Applicant : 475
Dislocated worker: 345	WT Mandatory : 224
WIOA Youth: 215	WT Transitional : 200
Total: 1,132	Total: 899

Additionally, a dashboard was provided to the committee to provide an overview of active caseload through June 30, 2019. This dashboard provided updates on numbers of employers served, job-seekers served, WIOA youth, adult and dislocated workers.

B. Monthly Management Report (06/30/2019)

- Welfare Entered Employment Rate: 40.2% ; ranked 5th in the state
- Welfare Entered Employment Wage Rate: 79.8% ; ranked 2nd in the state
- Welfare All Family Participation Rate: 47.9%, ranked 5th in the state
- Welfare Two-Parent Family Participation Rate: 55.7%, ranked 5th in the state
- SNAP Employment Rate: 13.1% ; ranked 2nd in the state
- WIOA Adult Entered Employment Rate: 100%, ranked 1st in the state
- WIOA Adult Wage Rate: 137.4% of goal, ranked 6th in the state
- WIOA Dislocated Worker Wage Rate: 138.3% of goal, ranked 10th 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 9th 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: 39.5%, ranked 12th in the state
- WP Entered Employment Rate (those already employed at time of first service): 41.4%, ranked 6th in the state
- Short Term Veterans Entered Employment Rate: 38.1% ranked 14th in the state
- WP Job Placement Wage Rate: 91.2% of goal, ranked 8th in the state

C. Florida Workforce Measures

WIOA Primary Performance Indicators have just been released by the Department of Economic Opportunity (DEO) for all Local Workforce Development Areas (LWDAs) for PY2018-2019 thru Quarter 4 or thru June 30th, 2019 under WIOA Reporting standards. CareerSource Pinellas is exceeding 12 indicators (over 100% of goal) and meeting two indicators (over 90%) as published by the DEO thru Quarter 4 PY2018-2019. 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.

D. Center Traffic

Current program year total traffic by location (PY July 1, 2018 – June 30, 2019) thru Quarter 4 June 2019: Gulf to Bay – 25,179; St. Petersburg – 34,605; Tarpon Springs – 2,545 ; Tyrone – 14,583 ; **YTD** – 76,912

Highlights:

- ❖ Traffic in Quarter 4 PY18-19 dropped 21.33% in comparison to Quarter 4 for PY2017-2018. Quarter 4 saw a 5.2% decrease over the previous quarter, Quarter 3, January to March 2019, but is the normal trend for year end. Unemployment remains at an all-time low at 3.3/3.4%.
- ❖ During Quarter 4, the South County center continues to be the most visited center across Pinellas with 45.2% of overall visitor traffic. Gulf to Bay center is second at 35.6% and the Tyrone center was 3rd at 15.2% of CSPIN traffic.

E. Website Traffic and Social Media : PY 18-19, through 06/30/2019

Website Traffic Timeframe	# of People Visited Site	# of Visits	Page views	Returning Visitors	New Visitors
07/01/18 – 06/30/19	40,643	65,369	296,958	26.1%	73.9%

Social Media Timeframe	# of New Twitter Followers	# of New Facebook Fans	# of New LinkedIn Followers	# of Engagements	# of Impressions
07/01/18 – 06/30/19	93	338	237	6,129	2,209,900

Information Item 6: 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.

Information Item 7: One Stop Operator Update

Below is a summary of work completed under the One Stop Operator Contract during the 2018-2019 Program Year:

1. Maintain Linkages
 - a. Career Center Partner Member List created and updated throughout the year
 - b. CTS Partner Portal showcased and development initiated for implementation in 2019-2020
2. Coordinate Quarterly Meetings
 - a. Partner meetings scheduled and hosted on following dates:
 - i. February 21, 2019 – 6 attendees, 1 partner
 - ii. May 23, 2019 – 14 attendees, 7 partners
3. Memoranda of Understanding
 - a. Per TEGL 16-16 requirements:
 - i. CSPIN Mandatory Partner List created and gaps identified.
 - ii. Sample MOU and Infrastructure Sharing Agreements created for use by CSPIN
 - iii. Mandatory Partner Checklist created for use by CSPIN
4. Universal Design/Barriers to Employment
 - a. Conducted center visits at St. Petersburg, Tyrone, Gulf to Bay, and Tarpon career centers to assess universal design and addressing of employment barriers and summary provided
 - b. Participated in service delivery workgroup to discuss options for unified customer intake models
5. Strategic Plan
 - a. Participated in service delivery workgroup to discuss options for unified customer intake models
6. Customer Satisfaction Initiatives
 - a. Provided monthly analysis of CSPIN customer service and employability skills training surveys
 - b. Extreme Customer Service online training provided and completed by 80 staff in December
 - c. Concierge Customer Service training provided to 13 CSPIN managers in January
 - d. Concierge Customer Service training toolkit created and provided for CSPIN to train front-line staff
7. Internal Monitoring
 - a. File monitoring completed in December 2018 with total of 175 files were reviewed using DEO monitoring tools and report provided to CSPIN
 - b. Procedure review completed in June 2018 with total of 83 procedures and desk guides reviewed and report provided to CSPIN.

Information Item 8: MOU/IFA Renewals: CareerSource Pinellas and WIOA Mandatory Partners

The Workforce Innovation and Opportunity Act of 2014 relies heavily on the One-Stop delivery system to coordinate resources and to prevent duplication and ensure effective and efficient delivery of workforce services in Pinellas County. This Memorandum of Understanding (MOU) establishes joint processes and procedures that enable Partner integration into the One-Stop Delivery System resulting in a seamless and comprehensive array of education, human service, job training, and other workforce development services to persons with disabilities in Pinellas County. The Infrastructure Funding Agreement (IFA) establishes a financial plan, including terms and conditions, to fund the services and operating costs of the One-Stop customer delivery system. Both parties to this IFA agree that joint funding is a necessary foundation for an integrated service delivery system. CareerSource Pinellas staff will be outreaching to partners to coordinate the renewal of the MOU/IFA agreements.

Public Comments – There were none.

Members Comments – There were none.

Adjournment

The meeting was adjourned at 9:33 a.m.