

**CareerSource Pinellas
Workforce Solutions Committee
Meeting Minutes**

Date: June 30, 2020 @ 2:30pm
Location: *Virtual Zoom Meeting

Call to Order

Committee Chair Mark Hunt called the meeting to order at 2:30 pm. There was a quorum present with the following committee members participating.

Members in attendance

Jody Armstrong, Candida Duff, Mark Hunt, Michael Jalazo, Jason Krupp, Michael Logal, Michael Meidel, Denise Sanderson, Rebecca Sarlo, Zachary White, Glenn Willocks.

Members not in attendance

Vivian Amadeo, James England, Andrea Henning.

Staff Present

April Torregiante, Steve Meier, Cindy Hockridge, Don Shepherd.

Public Comments - None

Action/Discussion Items

Action Item 1 – Approval of minutes

The minutes of the April 14, 2020 Workforce Solutions Meeting were presented for approval.

Motion: Michael Logal

Second: Michael Jalazo

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

Action Item 2 – Training Provider Renewal Agreements

CareerSource Pinellas enters into individual training provider agreements with each approved training provider. These agreements have previously been administered annually with a two year renewal period contingent upon Workforce Solutions Committee and Board of Directors approval. This process requires a significant amount of staff time. Training providers are also required to provide annually:

- Provide most recent Florida Education & Training Placement Information Program (FETPIP) Reports to include: enrollment, completion, retention, employment rates of students.
- Provide Training Provider Renewal Application.
- Provide Program Cost details (tuition, books, supplies and testing fees) and a copy of current catalog and schedule or website link with required information.
- Provide a copy of a valid license from the Commission for Independent Education (CIE).
- Provide current Liability Insurance with CareerSource Pinellas listed.
- Provide a copy of completed W-9 form.
- Remain in compliance with performance, financial and other mandated requirements.

Staff periodically monitors training provider performance and presents this information to the Workforce Solutions Committee on a quarterly basis. Training providers that are determined to have performance issues or other issues, are brought to the committee and board throughout the year for review and potential removal.

Recommendation:

Approval to enter into two year renewal agreements with approved training providers. Training providers listed have completed their initial one year term and are in continued eligibility status for review and two year renewal.

Eligible training providers will be required to submit the information listed above on an annual basis and prior to execution of renewal agreements.

A list of the eligible training providers was provided.

Discussion: The Committee decided that training providers on the list should abstain from voting when the organization is up for vote.

Jody Armstrong made a motion to approve entering into the two year renewal agreements with the exception of UMA, SPC and PCS. *The motion carried unanimously.*

Motion: Jody Armstrong
Second: Rebecca Sarlo

- 1) Pinellas County Schools (PCS) Vote – Mark Hunt abstained from this vote. *The motion carried unanimously.*

Motion: Jason Krupp
Second: Jody Armstrong

- 2) St. Petersburg College (SPC) – Jason Krupp abstained from this vote. *The motion carried unanimously.*

Motion: Michael Logal
Second: Michael Jalazo

- 3) Ultimate Medical Academy (UMA) Online & CIE – Rebecca Sarlo abstained from this vote. *The motion carried unanimously.*

Motion: Michael Meidel
Second: Jody Armstrong

The Committee made a motion to approve to enter into two year renewal agreements with the approved training providers as listed. The motion carried unanimously.

Action Item 3 – WIOA Eligible Training Provider List Administrative Policy

The Workforce Innovation and Opportunity Act (WIOA) was implemented in 2014; section 134(d)(4)(D): Title I adult and dislocated worker training services must be acquired through the use of Individual Training Accounts, hereinafter referred to as “Individual Training Accounts” (ITA). ITAs can be used to access training from eligible Training Providers who have been approved by the Board of Directors. Those Training Providers that do not meet the criteria included in this policy can be utilized based on waiver approval by the CEO or his/her designee.

In order to provide guidelines for the initial and subsequent determination of training provider eligibility; the federal and state requirements for training providers; and the performance standards, reporting of data and removal provisions for training providers, CareerSource Pinellas (CSPIN) must maintain an updated Eligible Training Provider List (ETPL) policy, approved by the Board of Directors.

CSPIN has reviewed its current Procurement, Approval and Maintenance of Training Providers and Programs policy against the current CareerSource Florida Administrative Policy 90, WIOA Eligible Training Provider List. The adoption of the current CareerSource Florida policy helps ensure alignment with rules and regulations outlined by United States Department of Labor (USDOL), Department of Economic Opportunity (DEO) and CareerSource Florida (CSF).

CSF Administrative Policies are business rules, requirements, processes and responsibilities that expand, explain or further specify federal or state legislation or policies development by the Florida Department of Economic Opportunity.

As CSF approves new Administrative and/or Strategic Policies, CareerSource Pinellas will review to determine necessary action for creation of new policy or policy revisions.

RECOMMENDATION

Approval to adopt the CareerSource Florida Administrative Policy 90, WIOA Eligible Training Provider List, for implementation immediately, replacing the current CSPIN Procurement, Approval and Maintenance of Training Providers and Programs policy.

Discussion: No further discussion.

Motion: Michael Meidel
Second: Michael Logal

The Committee made a motion to adopt the CareerSource Florida Administrative Policy 90, WIOA Eligible Training Provider List, for implementation immediately, replacing the current CSPIN Procurement, Approval and Maintenance of Training Providers and Programs Policy. The motion carried unanimously.

Action Item 4 – Local Targeted Occupations List

The Department of Economic Opportunity’s (DEO) Bureau of Labor Market Statistics (LMS) published the 2020-2021 Statewide Demand Occupational Lists on the Department’s website. The Statewide Demand Occupations list identifies the labor market needs of Florida’s business community and encourages job training based on those needs, with emphasis on jobs that are both in high demand and high skill/high wage, and is used as a baseline for establishing the local Targeted Occupations List (TOL). The Local Workforce Development Boards (LWDBs) develop and use their TOLs to identify occupations for which eligible adults and dislocated workers may receive training assistance under the Workforce Innovation and Opportunity Act (WIOA).

A TOL must be updated when occupations are deleted or added. Each LWDB must update and publish the updated TOL to its website and submit a link to DEO by June 30, 2020.

Staff reviewed the new 2020-2021 Regional Demand Targeted Occupations List (TOL) for Pinellas County published by the Labor Market Unit with DEO, analyzing the changes from the 2019-2020 TOL previously approved by the board in June 2019.

A list of potential additions were drafted with accompanying Labor Market Information received thru the DEO to request board review and approval to add these occupations to the 2020-2021 TOL. The TOL governs Occupational skills Training, Apprenticeships, Paid-Work Experience and On-the-Job training programs.

Recommendation:

Approval to adopt the DEO 2020-2021 Regional Demand Occupations for CareerSource Pinellas.

Discussion: Mr. Hunt questioned whether or not the Committee should remove the occupations from the list targeted for removal, considering the unemployment situation. Mr. Logal asked why these occupations are targeted for removal. Ms. Torregiante explained that each year the LWDB’s receive the updated targeted occupations list from DEO. The red-lined occupations on the enclosed list are the occupations DEO has removed and the green-lined occupations are the areas that have been added by DEO. This Committee has

the ability to remove or approve any of these targeted occupational areas. The second list provided in the packet is the occupation list that CareerSource Pinellas is recommending to be added to DEO's list.

Ms. Armstrong asked if the list from DEO was compiled pre-Covid 19. Mr. Shepherd answered, stating that the labor market is traditionally two years. As we move forward, the Committee has the ability to justify and make recommendations to the full board to add back anything that has been removed.

Mr. Meidel added that those occupations red lined all have job openings and they make good wages. Meidel was questioning the low wage occupations on the CSPIN list that are below the target value (animal caretakers and child care workers). Shepherd explained that those occupations are targeted toward youth first time workers as well as our welfare transition.

Mr. Hunt made a motion to keep all occupations on the 2020-21 Regional Demand Occupations List and to add all of the occupations that CSPIN is recommending on the Jobs by Occupations list. This will provide options for the most people.

Ms. Torregiante will update the list and post it on our website today.

Motion: Mark Hunt
Second: Rebecca Sarlo

The Committee made a motion to approve to adopt the DEO 2020-2021 Regional Demand Occupations list, including all items red-lined and all items green-lined and to also include the Jobs by Occupations list recommended by CareerSource Pinellas. The motion carried unanimously.

Other Administrative Matters - None

Information Items

Information 1: Training Provider Report – Region 14 Total (PY 2019/2020- Thru 5/31/2020)

1. Number that exited training: 195
2. Exited without completing training: 9
3. Exited after completing training: 186
4. No job at the point of training completion: 88
5. Had a job at the point of training completion: 98
6. Number that obtained a job whether or not they completed training: 102
7. Number that obtained job directly related to the training: 80
8. Training completion rate: 95%
9. Job placement rate: 52%
10. Training related job placement rate: 41%
11. Average wage at job placement: \$28.12

Information 2 – Training Provider Spending Summary (July 1, 2019 – May 31, 2020)

A training provider summary was provided for the period from July 1, 2019 – May 31, 2020. Customer Training totaled \$2,291,469, for 773 participants and an average cost of \$2,964 per participant.

Information 3 – OJT Provider Spending: (July 1, 2019 – May 31, 2020)

A spending report for the On-the-Job training program was provided for the period from July 1, 2019 – May 31, 2020. OJT Spending totaled \$ 13,606 for 6 participants. Prior year OJT spending was \$295,759.

Information 4 – Help Wanted Online

Help Wanted Online ™ (HWOL) from The Conference Board is a measure of real-time labor demand captured through online job ads. The Conference Board compiles online job ads from over 16,000 sources and publishes

the data in an online application that covers national, state, Metropolitan Statistical Area (MSA) and county levels, detailed by occupation, industry and employer. Online jobs ads are an additional measure of labor demand. Reports of hiring demand by area, industry, occupation, and employer are a valuable tool for identifying employment opportunities and helping with the reemployment of Florida's out-of-work citizens. The Florida Department of Economic Opportunity, Bureau of Workforce Statistics and Economic Research compiles and publishes reports every month from Help Wanted Online that show hiring demand at both the state level and the regional workforce board level. Below is the online Ads data for the Pinellas Region (Region 14).

May 2020	April 2020	May 2019	Over the Month Change	Over the month % change	Over the year change	Over the year % change
18,067	22,574	21,347	-4,507	-20.0%	-3,280	-15.4%

Industry Insights

- **Education**

Ms. Sarlo shared that UMA is now the regional license training provider for the American Red Cross which comes with a lot of employer partnerships. UMA is starting with about 50 new students this month, twice as many as normal. This is a good opportunity for folks to pursue new careers through additional training.

Mr. Jalazo provided an update of the Grow Smarter Initiative in St. Petersburg.

Mr. Krupp indicated St. Petersburg College is completing the Perkins Grant focusing on technical skills. Krupp thanked CareerSource and other partners for their participation.

Mr. Hunt provided an update on Pinellas Technical College. They are back open with online technical instruction and skills assessment on campus. They plan to open in August and will be notifying parents and the community.

- **Economic Development**

Ms. Armstrong mentioned that the young adults with disabilities they serve who had been employed prior to Covid, are now unemployed and are having difficulty accessing the unemployment system.

Mr. Logal added that the unemployment rate for technically skilled individuals has dropped about four points from its high. The biggest problem in the last three years is not having enough technicians available to fill the positions, so while the industry wanted to grow, it couldn't. He thinks an emphasis in that area in terms of training and development is a wise move for CareerSource and anyone involved.

Mr. Meidel stated they have been working on the Cares Grant for the past several months. They have distributed \$12M to small businesses and expect to reach \$15M by the time they're done processing applications. Phase one was hospitality and retail. The second phase will add people who sell primarily to those customers. The second phase is to assist individuals to pay rent or mortgage and utility payments as a result of Covid. A significant amount of money will help the feeding programs and food banks throughout the county. There will be funds going to the registered childcare centers and family homes, and to providing some micro grant programs to those agencies that will enable them to assist people who are not eligible, primarily because they don't have tax returns.

Lastly, Meidel stated that they are also looking for additional dollars through the Federal Care Act, for CareerSource, similar to the individual training accounts and On The Job training, Paid Work Experience.

Ms. Sanderson updated the Committee from the City of Clearwater. They have a grant program similar to the current Phase One Pinellas County. They are looking at a phase two program.

Adjournment

The meeting was adjourned at approximately 3:28 pm.