

**CareerSource Pinellas
Board of Directors Minutes**

Date: Wednesday, September 8, 2021, at 11:45 am.

Location: *Virtual Zoom

Call to Order

Board of Directors Chair, Barclay Harless, called the meeting to order at 11:47 a.m. There was a quorum present with the following board members.

Board Members in Attendance

Andrea Cianek, Barclay Harless, Belinthia Berry, Candida Duff, Commissioner René Flowers, David Fetkenher, Debbie Passerini, Dr. Rebecca Sarlo, Ivonne Alvarez, John Howell, Kenneth Williams, Kevin Knutson, Lisa Cane, Mark Hunt, Michael Jalazo, Patricia Sawyer, Russell Leggette, Scott Thomas, Sheryl Nadler, Zachary White, Chris Owens, Jack Geller, Jody Armstrong

Board Members Not in Attendance

Michael Logal, Amy Van Ness, Celeste Fernandez, Glenn Willocks, Michele Mathews

Board Counsel

Stephanie Marchman

Staff in Attendance

Jennifer Brackney, Steven Meier, Jacqueline DuChene-Heyward, Leah Geis

Public Comments

There were no public comments.

CEO Report

Policy

As we've talked about previously, we are working to update all the strategic and program policies to align with DEO and CareerSource Florida. Essentially, we are taking their policy, customizing it to our areas, and adding any relevant procedures. This will be a process. Today, we will be presenting three policies. There are many more to come ... so stay tuned.

Partnerships & Programs

I am very proud of our ability to build strong partnerships with businesses, education, and with community partners. Most recently, we have been busy working on a regional level to apply for a few grants to bring needed resources to our community. The first is "Get there Faster" issued by CSF, the focus is on veterans and providing training for unemployed and underemployed Floridians. We've reached out to several local manufacturing employers, SPC, Pinellas Technical College, and Pinellas County Economic Development to gather input and support to apply for these grants. We are on a quick turnaround time - due on September 20th. We are also providing support to SPC for the submission of a Florida Jobs Growth Grant. We are partnering with CareerSource Tampa Bay and CareerSource Central Florida to submit a "Good Jobs Challenge" grant at the federal level. Lastly, we have begun conversations with Pinellas Economic Development to explore opportunities for enhanced partnership, including a survey of local employers and job seekers to identify the local needs, gaps, and determine ways to best move forward. I continue to be impressed with the level of commitment, the time, and the support that these organizations provide and, their willingness to work together to bring resources to the region. Last but not least, we are focusing on our team here at CareerSource Pinellas and the organizational

culture. I truly look forward to continuing to work with them and each of you to build a stronger workforce for Pinellas, and Florida as whole.

Organization Chart

There have been a few personnel changes. To accommodate these changes, we’ve adjusted the organizational chart. First, we’ve transitioned marketing to Tucker Hall as we explore options for moving forward. Kris Lucas, the Director of Business and Talent Development has stepped in to take on the duties related to workforce programs. This gives us the opportunity to breakdown the silos that tend to exist within the organization, focus on connecting businesses services and programs, brings a new focus to transparency and accountability, and allows us to better engage with our team members.

As part of our succession planning, we are searching for a senior financial professional. We will be posting the position of Comptroller this week. We’ve also had a few new members join the team.

- Jacqueline DuChene Heyward, HR Director
- Leah Geis, Administrative Assistant
- Melissa Ehrhardt, Coordinator – Business Services

Programmatic Monitoring Results Summary

In April 2020, DEO conducted a program and financial monitoring. As a result, I am so pleased to announce, there were no findings in WIOA. This is an incredible accomplishment; actually, one that doesn’t happen very often. The goal of DEO, especially these days, is to identify concerns. Overall, findings for all other programs Wagner Peyser, SNAP and WT were reduced from 5 findings last year to 3 (PY’20-21). Noncompliance issues were reduced from 8 to 6 (PY’20-21). There were no findings in the financial monitoring, 1 observation and 3 technical assists. DEO has accepted all corrections and all issues have been resolved. We are on the right track, and it shows the hard work the team is doing to ensure we follow policy.

Performance Measures

As you know, our goal is to meet and/or exceed performance measures. However, in light of the recent impact of COVID on employment, we are seeing an impact on performance. These performance indicators are lagging indicators. Which means, the individuals that are showing here in 2nd quarter and 4th quarter after exit had files that closed in June 2020. This is especially important because DEO has made policy changes that impact how staff can extend participation. This policy change and COVID will continue to have an impact on performance as we look at last year, PY’20 and, this year PY’21 performance.

Reimagining Education and Career Help (REACH)

As we discussed previously, House Bill 1507 was signed by the Governor, and went into effect as of July 1, 2021. It is known as REACH – Reimagining Education and Career Help. We continue to work with CareerSource Florida and DEO to implement these changes this program year. You can see that there are already changes impacting training providers. As we move forward, the changes that we expect relate to board member term limits, related-party contracts (\$25,000/\$10,000), transparency (budget/compensation/990), quarterly reports to DEO, letter grades for workforce areas, and a few more items.

Discussion: None

Action Item 1 – Approval of the Minutes – 7.14.21 Board of Directors

The minutes of the July 14, 2021, Board of Directors meeting were presented for approval.

Discussion: None

Motion:	Jack Geller
Second:	Mark Hunt

The minutes were approved as presented. This motion carried unanimously. There was no further discussion.

Action Item 2 – Annual Performance Evaluation

The Board of Directors approves annual performance evaluations for each staff member on a program year basis, from July 1 to June 30.

CareerSource Pinellas is utilizing a rating scale outlining five levels of performance; exceptional, successful, meets, developing, and not meeting performance. In an effort to better align with DEO's evaluation process and to provide more effective and expanded review options, the recommendation is to continue using the five-level performance rating scale. The PY'2021 – 2022 Performance Evaluation Form is attached for your review.

WORKNET PINELLAS STAFF PERFORMANCE EVALUATION					
CAREERSOURCE PINELLAS STAFF PERFORMANCE EVALUATION					Program Year: July 1, 2021 - June 30, 2022
Job Title:				Supervisor:	
Relative Impact (weight)	Employee's Rating	Supervisors Rating	Final Rating	Points RI x rating	Comments
Soft Skills					
Decision Making	4			0	
Dependability	4			0	
Job Related Skills					
Teamwork / Interpersonal Skills	4			0	
Job Knowledge and Adherence to Policies	4			0	
Quality and Quantity of Work	5			0	
Service Delivery / Communications	4			0	
Goal Attainment (per attached sheet)	75			0.00	
Total Points	100.00	0.0	0.0	0.00	
Overall Rating				0	

OVERALL EVALUATION COMMENTS

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Rating	Level of Performance	Range of Overall Rating (points)	Range of Increase (points)
5 Exceptional Performance	Consistently exceeds the performance expectation of the position.	451-500	5%
4 Successful Performance	Consistently meets and often exceeds the performance expectation of the position.	351-450	4%
3 Meeting Performance	Consistently meets and may occasionally exceed the performance expectation of the position.	251-350	2%-3%
2 Developing Performance	Exhibits inconsistent job performance, but has the capacity to improve to meet the performance expectation of the position.	151-250	1%
1 Not Meeting Performance	Consistently fails to meet the designated performance expectations for the position.	0-149	0%

**WorkNet Pinellas
Staff Performance Evaluation**

Name:	Job Title:	Supervisor:
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Goals - List and evaluate goals set for this position and employee.	Impact	Self-Eval Rating	Supervisor Rating	Final Rating	Points	Comments
PROGRAM PERFORMANCE: Meet and/or exceed primary indicators and program performance goals. Take ownership of areas of responsibility, and seek solutions and raise the bar to achieve excellence.	40				0	
COMPLIANCE AND MONITORING RESULTS: Ensure alignment with policy guidance from USDOL, DEO, CSF, and the Board of Directors. Follow Standard Operating Procedures (SOPs) and Desk Guides consistently, and monitor results and findings. Take ownership of results, and have the integrity to learn from our mistakes.	20				0	
SERVICE WITH INTEGRITY: Honor our role as stewards of the public trust by managing human and financial resources respectfully and responsibly. Earn trust with our customers and strive to deliver the best customer experiences possible.	5				0	
ACCOUNTABILITY AND COMMUNICATION: Champion our culture of accountability and communicate our mission to serve those in our community through our attitudes and work product. Develop robust partnerships and collaborate with other team members to ensure the successful implementation of the goals and key initiatives outlined in the Strategic Plan.	5				0	
ADDITIONAL GOALS: Achieve unique goals specific to your role that affords professional development, and adds value to the business and those around you.	5				0	
Total:	75				0	

By my signature below, I confirm that I have received and reviewed the performance standards and objectives for my CS/IN position. I understand that I will be rated based on a scale that will award either: "5 Exceptional Performance"; "4 Successful Performance"; "3 Meeting Performance"; "2 Developing Performance"; "1 Not Meeting Performance" which requires a written performance improvement plan.

Staff Signature: _____ Date: ___/___/___

Management Signature: _____ Date: ___/___/___

RECOMMENDATION

Approval of the PY'2021 – 2022 annual performance evaluation.

Discussion: None

Motion:	Mark Hunt
Second:	Michael Jalazo

The Board of Directors made a motion to approve of the PY'2021-2022 annual performance evaluation. The motion carried unanimously. There was no further discussion.

ACTION ITEM 3 – Job Family Title Consolidation

In efforts to simplify our Job Title listing and afford flexibility when identifying roles for incoming talent, we seek to consolidate the listing of Job Titles.

First, we propose the HR Business Partner role be transitioned into a Business Partner job title. This allows us the flexibility to add Business Partners to any area of the business, not just the HR function.

Next, we propose the Disability Navigator role be consolidated into a Navigator job title. Again, this affords us the flexibility to add Navigators to any area of the business, including new programs and services targeted towards recovery, rapid response, and apprenticeships.

In our efforts to source for talent, it has come to our attention that the job title Business Account Executive is not an effective label for the role as it relates to our industry. For this reason, we propose that this role be transitioned into a Business Services Representative. Lastly, in an effort to best align our business efforts from both a business services perspective in tandem with our programs and services, we propose that a Chief Operations Officer (COO) job title be added to our roster. We are presenting a revised draft, Job Family Title Listing, for your review and consideration.

RECOMMENDATION

Approval of the revised Job Family Title Consolidation.

Job Title Consolidation

Job Family Titles		
Current Job Title Family	Proposed Job Title Family	Grade Level
Technicians		102
Instructor		103
Specialist		103
Career Counselor		104
Disability Navigator	Navigator	104
Instructor, Trades		105
Business Account Executive	Business Services Representative	105
Lead		105
Coordinator		206
Supervisor		208
HR Business Partner	Business Partner	210
Director		214
CFO/COO	Chief Operations Officer (COO)	219
CEO		221

Grade	Exemption
100s	Non-Exempt
200s	Exempt

*Proposed Revision effective as of July 1, 2021

Discussion: None

Motion:	Patricia Sawyer
Second:	Scott Thomas

The Board of Directors made a motion to approve of the revised Job Family Title Consolidation. The motion carried unanimously. There was no further discussion.

ACTION ITEM 4 – Policy Approval – WIOA Administrative Policy 102 – Veteran Intake at Career Centers

The Florida Department of Economic Opportunity (DEO) has instituted a new process related to Local Operating Procedures (LOPs) that coincides with the release of new administrative policies. The goal of this new process is to ensure DEO is providing the oversight and support needed for Local Workforce Development Boards (LWDBs) to administer and operate workforce programs in a manner that meets federal and state requirements. The process creates a timeline for introducing new and revising current administrative policies issued by DEO.

The revised Wagner-Peyser (WP) Administrative Policy 102 is presented to the LWDB following this new process. There will be more to follow.

Based on the revision and release of WP Administrative Policy 102, this Administrative Policy with LOPs includes all the DEO administrative policy requirements.

Highlighted Changes:

- Minimum requirements for establishing an initial intake screening process for transitioning service members, veterans, and eligible spouses at Career Centers.
- Provides a template of the Florida Veteran Initial Intake Form.
- Initiates new service code 159 for Initial Intake Screening – DVOP Services and case note requirements.

RECOMMENDATION

Approval of WP Administrative Policy 102 - Veteran Intake at Career Centers with Local Operating Procedures (LOPs).

Discussion: None

Motion:	Mark Hunt
Second:	Michael Jalazo

The Board of Directors made a motion to approve of WP Administrative Policy 102 - Veteran Intake at Career Centers with Local Operating Procedures (LOPs). The motion carried unanimously. There was no further discussion.

ACTION ITEM 5 – Policy Approval - WIOA Administrative Policy 111, Priority of Service for Veterans and Eligible Spouses with Local Operating Procedures

The Florida Department of Economic Opportunity (DEO) has instituted a new process related to Local Operating Procedures (LOPs) that coincides with the release of new administrative policies. The goal of this new process is to ensure DEO is providing the oversight and support needed for Local Workforce Development Boards (LWDBs) to administer and operate workforce programs in a manner that meets federal and state requirements. The process creates a timeline for introducing new and revising current administrative policies issued by DEO.

The revised Workforce Innovation and Opportunity Act (WIOA) Administrative Policy 111 is presented to the LWDB following this new process. There will be more to follow.

Based on the release of WIOA Administrative Policy 111, this Administrative Policy with LOPs includes all the DEO administrative policy requirements.

Highlighted Changes:

- Minimum requirements for implementing priority of service for veterans and eligible spouses for all U.S. Department of Labor (DOL) funded programs and services.
- Defines covered persons (i.e., veterans and eligible spouses)
- Outlines local requirements, including:
 - Identification of covered persons
 - Application and reporting of priority of service
 - Requirement of notices in career resource centers
- Provides a priority of service training template for use by the Local Veterans Employment Representative (LVER) when conducting required annual training for career center staff.

RECOMMENDATION

Approval of WIOA Administrative Policy 111 - Priority of Service for Veterans and Eligible Spouses with Local Operating Procedures (LOPs).

Discussion: Barclay Harless asked Jennifer Brackney if she saw any challenges with meeting the timelines that have been laid out in WIOA Admin Policy 111? Jennifer Brackney stated no, she does not think so as we are staying ahead of our timelines.

Motion:	Commissioner René Flowers
Second:	David Fetkenher

The Board of Directors made a motion to approve of WIOA Administrative Policy 111 - Priority of Service for Veterans and Eligible Spouses with Local Operating Procedures (LOPs). The motion carried unanimously. There was no further discussion.

ACTION ITEM 6 – Policy Approval – JVSG Administrative Policy 112 – Staffing Requirements with Local Operating Procedures

The Florida Department of Economic Opportunity (DEO) has instituted a new process related to Local Operating Procedures (LOPs) that coincides with the release of new administrative policies. The goal of this new process is to ensure DEO is providing the oversight and support needed for Local Workforce Development Boards (LWDBs) to administer and operate workforce programs in a manner that meets federal and state requirements. The process creates a timeline for introducing new and revising current administrative policies issued by DEO.

The Jobs for Veterans’ State Grant (JVSG) Administrative Policy 112 is presented to the LWDB following this new process. There will be more to follow.

Based on the release of JVSG Administrative Policy 112, this Administrative Policy with LOPs includes all the DEO administrative policy requirements.

Highlighted Changes:

- Provides guidance regarding the JVSG and the positions the grant supports.
- Outlines staff supported by JVSG and explains how JVSG staffing designations/levels are determined.
- Specifies process and established timeframes for filling vacant JVSG-funded positions.
- Outlines National Veteran Training Institute (NVTI) requirements for all JVSG-funded staff.

RECOMMENDATION

Approval of JVSG Administrative Policy 112 – Staffing Requirements with Local Operating Procedures (LOPs).

Discussion: None

Motion:	Jack Geller
Second:	Patricia Sawyer

The Board of Directors made a motion to approve of JVSG Administrative Policy 112 – Staffing Requirements with Local Operating Procedures (LOPs). The motion carried unanimously. There was no further discussion.

ACTION ITEM 7 – Renewal of Training Provider – ServiceSource

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 the most recent Florida Education & Training Placement Information Program (FETPIP) Reports to include enrollment, completion, retention, employment rates of students.
- Provide the 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 a current Liability Insurance certificate with CareerSource Pinellas listed.
- Provide a copy of a completed W-9 form.
- Remain in compliance with performance, financial, and other mandated requirements.

Staff 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 a two-year renewal agreement with ServiceSource FLORIDA Career Institute.

Discussion: None

Motion:	Commissioner René Flowers
Second:	John Howell

The Board of Directors made a motion to approve entering into a two-year renewal agreement with ServiceSource FLORIDA Career Institute. The motion carried unanimously. There was no further discussion.

Other Administrative Matters

None

General Counsel Update – GrayRobinson – Stephanie Marchman

The following is a summary of legal services provided to CareerSource Pinellas since the General Counsel issued her last Legal Services Summary and Litigation Report to the Board of Directors on July 1, 2021:

- Issued memorandum summarizing the action items and requirements of HB 1507; began to prepare revisions to by-laws needed as a result.
- Conducted contract review, including review of the ERISS-SARA contract.
- Provided employee relations guidance to CEO regarding various employment matters, including the performance evaluation process, a possible 360-degree executive review, and employee performance and modified work schedules.
- Began review to determine whether CareerSource Pinellas is covered by Executive Order 11246 and its applicable requirements, including EEO-1 reporting requirements.
- Prepared and provided sunshine/ethics law presentation to the Board.
- Reviewed Board and Committee agenda packets; attended Board and Compensation Committee Meetings.

Pending litigation report:

There is no known pending litigation against CareerSource Pinellas. It should be noted, however, one EEOC Charge of Discrimination is pending, and CareerSource Pinellas recently received a notice that it was not the employer with respect to a second EEOC Charge of Discrimination. Both matters have been reported to the carrier and counsel has been appointed by the carrier for any further handling of these matters, which may or may not involve litigation.

Information Items

Information Item 1 – Organizational Chart

As part of the Compliance Review and the request to continuously review and update the Organizational Chart, please see the attached version updated as of July 1, 2021.

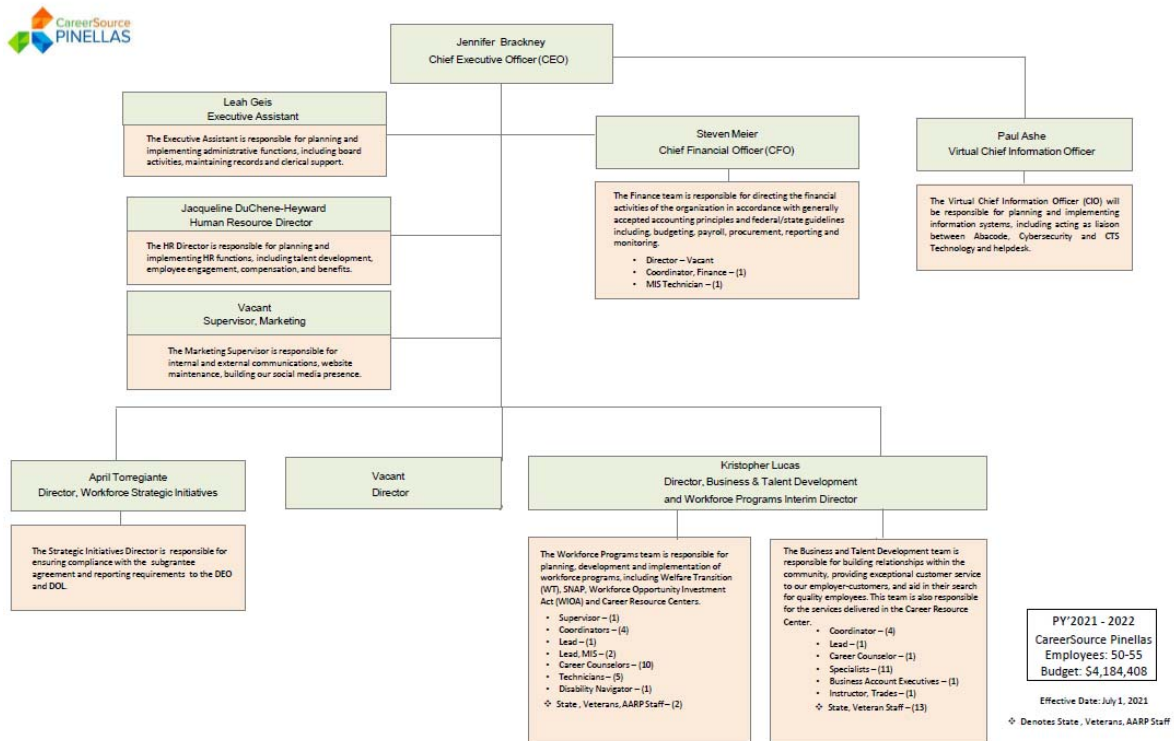
Since March 1, the Finance Department has decreased by one Coordinator. As part of the succession planning efforts within the organization, we will be searching for a senior finance professional to add to the department.

Since the beginning of the current Program Year, the Workforce Programs team has decreased by one Director. The Director of Business and Talent Development has stepped in to serve as the Interim Workforce Programs Director.

The Marketing Coordinator resigned her position with the organization, and at current, Tucker Hall is handling the Marketing function.

Since the beginning of the current Program Year, the .0organization has welcomed the following employees to the CareerSource Pinellas team:

- Leah Geis, Executive Assistant
- Jacqueline DuChene Heyward, Director of Human Resources
- Melissa Ehrhardt, Coordinator



Information Item 2 – DEO Programmatic Monitoring

The Department of Economic Opportunity (DEO) must perform annual monitoring of its subrecipient workforce entities as required by federal and state laws, rules, regulations, and applicable DEO guidance. To accomplish DEO’s monitoring goal, a joint programmatic and financial monitoring review of CareerSource Pinellas’ (“LWDB 14”) workforce programs was conducted by DEO’s Bureau of One-Stop and Program Support (OSPS) and Bureau of Financial Monitoring and Accountability (FMA) staff.

Programmatic and financial management issues identified in the report are generally categorized as Findings, Issues of Noncompliance, and Observations based on a scale of high, medium and low risk probabilities. High, medium, and low risk factors are used to separate those issues that present more of a threat to program operations than others including issues that may potentially impact the fiscal integrity or delivery of services within program operations.

In accordance with [Administrative Policy 104 – Sanctions for Local Workforce Development Boards’ Failure to Meet Federal and State Standards](#), as subrecipients of authorized funds administered by DEO, LWDB 14 is accountable for failing to correct performance, programmatic and financial deficiencies found during compliance monitoring reviews.

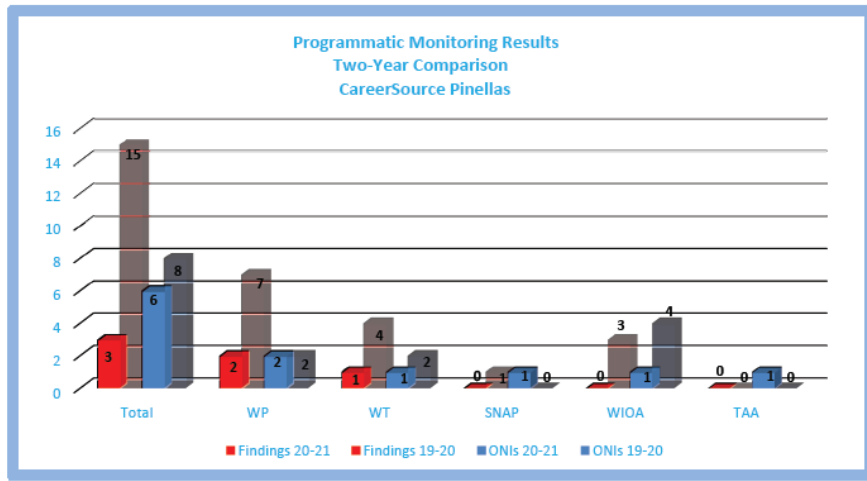
Correcting and eliminating deficiencies maintains credibility in the administration of workforce programs, reduces risk of compliance findings, and reduces the potential for questioned and/or disallowed costs which could lead to recapture of funds by the United States Department of Labor (USDOL) or other federal or state agencies. For additional programmatic and financial monitoring information and resources, click here: [Monitoring Overview](#).

As a result of the monitoring, there were no WIOA Findings. Overall, Findings were reduced from five in PY’19-20 to three in PY’20-21. Other noncompliance issues were further reduced from eight in PY’19-20 to six in PY’20-21. CareerSource Pinellas will continue to use DEO feedback and recommendations alongside the results of internal monitoring to eliminate findings and other noncompliance issues in the future.

PROGRAMMATIC MONITORING RESULTS SUMMARY

N=No. Y=Yes. N/A=Not Applicable.

2020-21 Monitoring Results					
Workforce Program	Issue	Prior Year Finding	Current Year Finding	Prior Year Other Noncompliance Issue	Current Year Other Noncompliance Issue
WT	A safety plan was missing and the Individual Responsibility Plan (IRP) did not include safety plan elements for a victim of domestic violence.	Y	Y	0	0
	Employment documentation in a participant file did not match information recorded in OSST.	0	0	Y	Y
WT Totals		1	1	1	1
SNAP E&T	A participant was assigned to more than the required 39 hours in job search.	0	0	N	Y
		0	0	0	1
SNAP E&T Totals					
WIOA Common Issue	Measurable skills gains were not recorded in Employ Florida for several participants.	0	0	Y	Y
		0	0	1	1
WIOA Totals					
TAA	Training benchmarks were not reviewed and/or documented every 60 days as required. Additionally, training expenditures recorded in Employ Florida under the TAA Application (TRA Payment View) link did not match the invoices in a participant file.	0	0	N	Y
		0	0	0	1
TAA Totals					
WP	A job order with a wage rate listed below the minimum wage did not have a case note documenting staff’s verification that the employer will pay at least Florida’s minimum wage rate.	Y	Y	0	0
	Permission not documented to create Employ Florida registrations and referrals for a few participants. Additionally, several participant applications were incomplete.	Y	Y	0	0
	A staffing (private employment) agency job order did not contain the phrase “Position offered by no-fee agency”.	0	0	Y	Y
RESEA	Several participants not being managed within 90 days and appears on the “Red Flag Drop-Off” report.	0	0	N	Y
WP Totals		2	2	1	2
Results-All Programs		3	3	3	6



SUMMARY TABLE OF FINANCIAL MONITORING RESULTS

2020-21 Financial Monitoring Results				
Category	Repeat of Prior Year	Reference(s)		
Prior Year Corrective Action Follow-Up	None	No prior year Findings or Issues of Noncompliance.		
Category	Findings	Issues of Non-Compliance	Observations	Technical Assistance Provided
Contracting/Contract Monitoring - (omitted Equal Employment Opportunity provision in contract).			1	
Purchasing/Procurement - (incomplete Stevens Amendment statement regarding dollar amount).				1
Purchasing/Procurement - (omitted documentation of Debarred/suspended party in contract).				1
Subawarding/Subrecipient Monitoring - (omitted Environmental Tobacco Smoke provision in contract).				1
TOTAL	0	0	1	3

Ron DeSantis
GOVERNOR



Dane Eagle
SECRETARY

July 21, 2021

Ms. Jennifer Brackney, CEO
CareerSource Pinellas
EpiCenter
13805 58th Street North, Suite 2-140
Clearwater, Florida 33760

Dear Ms. Brackney:

The Department of Economic Opportunity would like to thank you and CareerSource Pinellas staff for your participation and cooperation in the Program Year (PY) 2020-2021 quality assurance review of your workforce programs. Your Corrective Action Plan for resolving the findings and other noncompliance issues identified in the report has been accepted. Consequently, this correspondence closes the PY 2020-2021 quality assurance review process.

Should you have any questions or require additional information, please contact Ken Williams at (850) 245-7457 or via email at Kenneth.Williams@deo.myflorida.com.

Sincerely,

Charles Williams, Workforce Administrator
Bureau of One-Stop and Program Support

CW/omb

cc: Michelle Dennard
Andrew Collins
Casey Penn
Ken Williams

Information Item 3 – WIOA Primary Indicators Report Q4

Discussion: Barclay Harless asked about the three indicators we are not currently meeting and how they compare to other LWDB nearby. Jennifer Brackney stated we are holding our own and still doing quite well in comparison. She also stated she can share other LWDBs results once they come out after September 15th.

**INFORMATION ITEM 3
WIOA Primary Indicators Report – Quarter 4**

Measures	PY'2020-2021 1st Quarter Performance	PY'2020-2021 % of Performance Goal Met For Q1	PY'2020-2021 2nd Quarter Performance	PY'2020-2021 % of Performance Goal Met For Q2	PY'2020-2021 3rd Quarter Performance	PY'2020-2021 % of Performance Goal Met For Q3	PY'2020-2021 4th Quarter Performance	PY'2020-2021 % of Performance Goal Met for Q4	PY'2020-2021 Performance Goals
Adults:									
Employed 2nd Qtr After Exit	91.90	102.11	91.30	101.44	90.80	100.89	94.50	105.00	90.00
Median Wage 2nd Quarter After Exit	\$11,083	158.33	\$10,770	153.86	\$10,518	150.26	\$11,970	171.00	\$7,000
Employed 4th Qtr After Exit	91.60	107.13	88.70	103.74	88.50	103.51	87.50	102.34	85.50
Credential Attainment Rate	96.00	137.14	97.20	138.86	96.00	137.14	95.50	136.43	70.00
Measurable Skill Gains	68.10	144.89	63.70	135.53	65.40	139.15	76.60	162.98	47.00
Dislocated Workers:									
Employed 2nd Qtr After Exit	78.40	87.11	78.10	86.78	76.60	85.11	90.10	100.11	90.00
Median Wage 2nd Quarter After Exit	\$8,646	125.51	\$9,098	129.90	\$9,572	136.74	\$10,846	154.94	\$7,000
Employed 4th Qtr After Exit	84.00	98.59	77.00	90.38	72.90	85.56	72.90	85.56	85.20
Credential Attainment Rate	89.20	127.43	85.20	121.71	86.40	123.43	87.60	125.14	70.00
Measurable Skill Gains	76.80	163.40	68.90	146.60	83.80	178.30	88.70	188.72	47.00
Youth:									
Employed 2nd Qtr After Exit	92.50	109.47	91.40	108.17	90.80	107.46	89.80	106.27	84.50
Median Wage 2nd Quarter After Exit	\$5,847	182.72	\$5,241	163.78	\$5,184	162.00	\$4,739	148.09	\$3,200
Employed 4th Qtr After Exit	84.70	108.59	86.20	110.51	87.40	112.05	86.00	110.26	78.00
Credential Attainment Rate	81.60	94.55	84.30	97.68	83.40	96.64	76.00	88.06	86.30
Measurable Skill Gains	62.70	133.40	56.20	119.57	59.00	125.53	80.30	170.85	47.00
Wagner Reyer:									
Employed 2nd Qtr After Exit	60.90	91.99	66.00	99.70	62.20	93.96	59.50	89.88	66.20
Median Wage 2nd Quarter After Exit	\$5,678	113.56	\$5,776	115.52	\$5,704	114.08	\$5,651	113.02	\$5,000
Employed 4th Qtr After Exit	57.50	89.56	64.30	100.16	61.80	96.26	61.20	95.33	64.20

Not Met (less than 90% of negotiated)
Met (90-100% of negotiated)
Exceeded (greater than 100% of negotiated)

Information Item 4 – Training Provider Spending

- Spent over \$2.2 million for the year ended 6/30/2021.
- 610 participants at an average of \$3,629 per participant.
- Spending with related parties was all within approved levels.



INFORMATION ITEM 4
CareerSource Pinellas
Training Provider Spending
For the period July 1, 2020 - June 30, 2021

Training Provider	Customer Training	Approved Spending (if required)	Remaining	# of Participants	Avg/ Per Part
Academy for Dental Assistants, (Pinellas)	5,215			2	2,608
Access Computer Training, (Hillsborough)	-			-	
American Manufacturing Skills Initiative (AmSkills)	-			-	
BlzTech Learning Centers, Inc., (Pinellas)	-			-	
Center for Technology Training	34,455			9	3,828
Central Florida Heat and Frost Insulators J.A.C. (RA)	-			-	
Computer Coach IT Training Solutions	333,855			63	5,299
Concorde Career Institute, (Hillsborough)	5,000			1	5,000
Connecticut School of Broadcasting, (Hillsborough)	-			-	
Florida Technical College	5,000			1	5,000
Galen College of Nursing, (Pinellas)	212,107			60	3,535
Gold Coast Professional Schools	379			1	379
Hillsborough Community College	10,000			2	5,000
IEC- Independent Electrical Contractors, FAAC	-			-	
International Union of Operating Engineers (RA)	-			-	
Ironworkers (RA)	-			-	
JATC - Tampa Area Electrical JATC, (Hillsborough), FAAC (RA)	44,977			42	1,071
Jersey College, (Hillsborough)	40,810			10	4,081
Kelser University	24,624			5	4,925
Masonry (RA)	-			-	
National Aviation Academy	158,640			31	5,117
New Horizon Computer Learning Center, (Hillsborough)	689,109			134	5,143
Pinellas Ex-Offender Re-Entry Coalition *	17,680	50,000	32,320	40	442
Pinellas Technical Education Centers *	76,125	300,000	223,875	41	1,857
Plumbers and Pipefitters and HVAC, local union 123 (RA) *	-	50,000	50,000	-	
R.V. Training Center	10,000			2	5,000
Rasmussen College	14,650			1	14,650
Refrigeration & Air Conditioning Contractors (RACCA) (RA)	-			-	
Roadmaster Drivers School, Inc., (Hillsborough)	10,000			2	5,000
Schiller International University, (Pinellas)	-			-	
Southern Technical Institute, Pinellas Park, (Pinellas)	4,614			4	1,154
St. Petersburg College *	209,007	700,000	490,993	95	2,200
Superior Aviation Gate	3,500			1	3,500
Tampa Truck Driving School, Inc.	40,000			8	5,000
Ultimate Medical Academy (Pinellas) *	191,093	250,000	58,907	35	5,460
Ultimate Medical Academy (Online)	8,800	-		2	4,400
University of South Florida / Innovative Education, SACB	59,275			18	3,293
Veritas Nursing Academy	250			1	250
Webster University	9,929			1	9,929
Total	\$ 2,213,879			610	\$ 3,629

RELATED PARTY CONTRACTS (with multiple components)

	Spending	Amount	Remaining	Component
Pinellas Technical Education Centers *	76,125	300,000	223,875	Training (ITA)
	124,031	130,000	5,969	Leases
	4,200	30,000	25,800	OJT/PWE
	204,356	460,000	255,644	
St. Petersburg College *	209,007	700,000	490,993	Training (ITA)
	120,784	130,000	160,000	Leases
	54,400	125,000	70,600	Contracts
	384,191	955,000	721,693	

* Contracts required two-third board approval.

Note: Amounts above represent disbursements made to training providers during time period.

Information Item 5 – REACH – Reimagining Education and Career Help Act (House Bill 1507) and Eligible Training Provider Eligibility

The Reimagining Education and Career Help (REACH) Act has been signed into law and is effective July 1, 2021. The REACH Act requires the Department of Economic Opportunity (DEO) to set performance standards for training providers for inclusion on the state’s Eligible Training Provider List (ETPL). This includes consulting with the Department of Education to set minimum performance standards for programs eligible for enrollment by individuals participating in WIOA for program year PY’2021-2022 and adopting rules to implement the requirements of initial and subsequent eligibility criteria for PY’2022-2023.

Beginning PY’2021-2022, existing programs on the state and local ETPLs must meet the minimum performance criteria provided in the attached memorandum for all three measures to be approved for subsequent (continued) eligibility to remain on the state and local ETPL(s).

CareerSource Pinellas will continue to track training provider performance and will adjust the PY’2021-2022 Training Provider Performance Report to include the specified measures for completion, earnings, and employment. Training providers who do not meet the required minimum criteria will be subject to the DEO and CareerSource Pinellas ETPL policy regarding review and removal as an approved training provider.

Ron DeSantis
GOVERNOR



Dane Eagle
SECRETARY

MEMORANDUM

DATE: July 26, 2021
 TO: Local Workforce Development Board Executive Directors
 FROM: Casey Penn, Bureau Chief, Bureau of One-Stop and Program Support *Casey Penn*
 SUBJECT: Reimagining Education and Career Help Act (House Bill 1507) and Eligible Training Provider Eligibility

The Reimagining Education and Career Help (REACH) Act, has been signed into law and is effective July 1, 2021. The REACH Act requires the Department of Economic Opportunity to set performance standards for training providers for inclusion on the state’s Eligible Training Provider List (ETPL). This includes consulting with the Department of Education to set minimum performance standards for programs eligible for enrollment by individuals participating in WIOA for program year (PY) 2021-2022 and adopting rules to implement the requirements of initial and subsequent eligibility criteria for PY 2022-2023. Rulemaking for initial and subsequent eligibility will be based on input from the state board, local workforce development boards, the Department of Education, and other stakeholders for the Workforce Innovation Opportunity Act (WIOA).

Beginning PY 2021-2022, existing programs on the state and local ETPLs must meet the minimum performance criteria below for all three measures to be approved for subsequent (continued) eligibility to remain on the state and local ETPL(s). A program must have at a minimum 5 participants to determine if they performed successfully, training programs with fewer than 5 participants will remain on the ETPL until there is sufficient data to determine performance outcomes. Local workforce development boards can adopt more stringent performance criteria for programs. However, programs meeting the minimum criteria below may remain on the state ETPL.

Subsequent (Continued) Eligibility Criteria

For PY 2021-2022, the minimum criteria a program must achieve for completion, earnings, and employment rates of eligible participants are as follows:

Measures	Definitions	Performance
Completion Rate	The percentage of participants who successfully complete the education or training activity when an outcome is recorded in Employ Florida.	60%

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Median Earnings - 2nd Quarter After Exit	The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program.	\$4,498
Employment Rate - 4th Quarter After Exit	The percentage of participants who are in unsubsidized employment during the fourth quarter after exit from the program. For youth, the indicator is the percentage of participants in education or training activities, or in unsubsidized employment.	70%

Methodology

The methodology used in establishing performance criteria evaluated individuals served and outcomes reported in the WIOA primary indicators of performance measures for program years 2018-19 and 2019-20 by provider and program of study. The REACH Act requires that eligibility criteria established by DEO for PY 2021-2022 would not remove greater than 20 percent of providers, the criteria established above falls within this threshold.

Should you have any questions or require additional information, please contact Charles Williams at (850) 245-7424 or via email at Charles.Williams@deo.myflorida.com.

cc: Charles Williams
Steven Gustafson
Keantha Moore

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Open Discussion

None

Adjournment

Barclay Harless asked if there was a motion to adjourn the meeting. Scott Thomas motioned to end the meeting and Commissioner René Flowers seconded that motion at 12:19 PM.