

**CareerSource Pinellas
Workforce Solutions Committee
Meeting Minutes**

Date: February 17, 2022 – 2:30pm
Location: *Virtual Zoom Meeting

Call to Order:

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

Members in attendance:

Mark Hunt, Candida Duff, Glenn Willocks, Dr. Rebecca Sarlo, Belinthia Berry, Kevin Knutson

Members not in attendance:

Andrea Cianek, Chris Owens, Ivonne Alvarez, Michael Jalazo, Michael Logal

Staff Present:

Steven Meier, Kristopher Lucas, Amy Leuschke

Public Comments - None

Action Items

Action Item 1 – Approval of minutes

The minutes of the August 19, 2021, Workforce Solutions Meeting were presented for approval.

Motion:	Kevin Knutson
Second:	Glenn Willocks

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

Action Item 2 – Renewal of Training Provider Palm Beach Code School and Keiser University

CareerSource Pinellas enters into individual training provider agreements with each approved training provider. As new providers, these agreements have previously been administered annually with a one-year period contingent upon Workforce Solutions Committee and Board of Directors approval, these agreements are now being presented to be entered into a two-year renewal period. Training providers are 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 Palm Beach Code School and Keiser University.

Discussion: None

Motion:	Glenn Willocks
Second:	Kevin Knutson

The Committee made a motion to approve a two-year renewal agreement with Palm Beach Code School and Keiser University. The motion carried unanimously. There was no further discussion.

Other Administrative Matters: None

Action Item 3 – Memorandum of Understanding – Job Corps Renewal Adjustment

The Workforce Innovation and Opportunity Act (WIOA) requires each Local Workforce Development Board (LWDB) to develop and execute, in partnership with the local chief elected official, Memorandums of Understanding (MOUs) with required partners on the operation of the one-stop delivery system in the local service delivery area. At the May 19, 2021, Board meeting, required MOUs were approved. However, as of December 1, 2021, a new contractor has been designated for required One-Stop partner, Job Corps. To reduce future modifications that may occur as a result of contractor changes, the MOU will be renewed to reflect Job Corps as the program partner in lieu of the designated contractor. The authorized contractor representative retains the ability to sign the MOU on behalf of the Job Corps program. Upon approval by the Board of Directors, the MOU will be forwarded to the Pinellas Board of County Commissioners for approval.

RECOMMENDATION:

Approval of the Memorandum of Understanding (MOU) with required program partner, Job Corps

Discussion: None

Motion:	Kevin Knutson
Second:	Mark Hunt

The Committee made a motion to the adjustment of the Memorandum of Understanding (MOU) – Job Corps Renewal. The motion carried unanimously. There was no further discussion.

Other Administrative Matters: None

Information 1: Memorandum of Understanding – Vocational Rehabilitation Renewal

The Workforce Innovation and Opportunity Act (WIOA) requires each Local Workforce Development Board (LWDB) to develop and execute, in partnership with the local chief elected official, Memorandums of Understanding (MOUs) with required partners on the operation of the one-stop delivery system in the local service delivery area. At the May 19, 2021, Board meeting, the required MOUs were approved through June 30, 2024, with the exception of the Department of Education, Division of Vocational Rehabilitation, which was approved through June 30, 2022. CareerSource Pinellas staff have outreached to our Vocational Rehabilitation partner to coordinate the renewal of the MOU/IFA agreement for the period of July 1, 2022 through June 30, 2024. This term will allow the Vocational Rehabilitation partner MOU to be aligned with all other required partner MOUs.

CareerSource Pinellas attracts partnerships through membership with local chambers and business associations. CareerSource Pinellas continues to maximize its current partnership strategies with business groups, as well as reaching out to other organizations for potential partnerships. We are working with the following chambers or organizations.

Information Item 2: CareerSource Pinellas Training Provider Spending, July 1, 2021 – December 31, 2021

**CareerSource Pinellas
Training Provider Spending
For the period July 1, 2021 - December 31, 2021**

Training Provider	Customer Training	Approved Spending (if required)	Remaining	# of Participants	Avg/ Per Part
Academy for Dental Assistants, (Pinellas)	490			1	490
Access Computer Training, (Hillsborough)	5,000			1	5,000
American Manufacturing Skills Initiative (AmSkills)					
BizTech Learning Centers, Inc., (Pinellas)					
Center for Technology Training	15,000			3	5,000
Central Florida Heat and Frost Insulators J.A.C. (RA)					
Computer Coach IT Training Solutions	70,900			15	4,727
Concorde Career Institute, (Hillsborough)	5,000			1	5,000
Connecticut School of Broadcasting, (Hillsborough)					
Florida Technical College					
Galen College of Nursing, (Pinellas)	70,406			24	2,934
Gold Coast Professional Schools					
Hillsborough Community College					
IEC- Independent Electrical Contractors, FAAC					
International Union of Operating Engineers (RA)					
Ironworkers (RA)					
JATC - Tampa Area Electrical JATC, (Hillsborough), FAAC (RA)	12,005			15	800
Jersey College, (Hillsborough)	17,663			6	2,944
Keiser University	2,500			1	2,500
Masonry (RA)					
National Aviation Academy	57,753			15	3,850
New Horizon Computer Learning Center, (Hillsborough)	232,395			44	5,282
Pinellas Ex-Offender Re-Entry Coalition *	2,760	50,000	47,240	6	460
Pinellas Technical Education Centers *	37,407	300,000	262,593	24	1,559
Plumbers and Pipefitters and HVAC, local union 123 (RA) *		50,000	50,000		
R.V. Training Center	4,796			1	4,796
Rasmussen College	7,184			3	2,395
Refrigeration & Air Conditioning Contractors (RACCA) (RA)					
Roadmaster Drivers School, Inc., (Hillsborough)					
Schiller International University, (Pinellas)					
Southern Technical Institute, Pinellas Park, (Pinellas)	11,098			8	1,387
St. Petersburg College *	69,547	700,000	630,453	35	1,987
Superior Aviation Gate					
Tampa Truck Driving School, Inc.	15,000			3	5,000
Ultimate Medical Academy (Pinellas) *	33,655	250,000	216,345	7	4,808
Ultimate Medical Academy (Online)					
University of South Florida / Innovative Education, SACS	23,389			8	2,924
Veritas Nursing Academy					
Webster University					
Total	\$ 693,458			220	\$ 3,152
Prior Year for Same Period	\$ 1,263,721			350	\$ 3,611
Variance	\$ (570,263)			(130)	\$ (459)

RELATED PARTY CONTRACTS (with multiple components)

	Spending	Amount	Remaining	Component
Pinellas Technical Education Centers *	37,407	300,000	262,593	Training (ITA)
	62,016	130,000	67,984	Leases
	99,423	430,000	330,577	
St. Petersburg College *	69,547	700,000	630,453	Training (ITA)
	59,844	160,000	160,000	Leases
	25,200	125,000	99,800	Contracts
	154,591	985,000	890,253	

* Contracts required two-third board approval.

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

Information Item 3: CareerSource Pinellas Work-Based Learning Spending, July 1, 2021 – December 31, 2021



INFORMATION ITEM 3
CareerSource Pinellas
Work-based Learning Spending
For the period July 1, 2021 - December 31, 2021

OJT Provider	Work-based Learning Spending	Approved Spending (if required)	Remaining	# of Participants	Avg./ Per Part	Prior Year Spending
Bert Smith Oldsmobile, Inc.	\$ -					2,993
Catalyst QLM LLC	\$ 176,142			11	\$ 16,013	57,650
Celebrity Kids of Pinellas	\$ -					3,967
Coolgear, Inc.	\$ -					777
Manpower	\$ 166,312			80	\$ 2,079	53,263
Mechanical A/C Designs LLC	\$ 11,845			3	\$ 3,948	646
Orbit Motors dba Express Oil Change	\$ -					2,353
Pinellas County School Board	\$ -					4,200
Precision Shaft Technologies	\$ -					11,761
RK3 LLC	\$ -					327
Total	\$ 354,299			94	\$ 3,769	\$ 137,937