

**CareerSource Pinellas
Workforce Solutions Committee Minutes**

Date: April 21, 2022, at 2:30 pm
Location: 13805 58th St. N. 1-455, Clearwater, FL 33760

Call to Order

Mark Hunt called the meeting to order at 2:31 pm. There was a quorum with the following members participating.

Members in Attendance

Candida Duff, Denise Sanderson, Glenn Willocks, Mark Hunt, Michael Jalazo, Dr. Rebecca Sarlo, Eric McClendon sitting in for Belinthia Berry

Members not in Attendance

Andrea Cianek, Chris Owens, Ivonne Alvarez, Kevin Knutson

Guest

Shellonda Rucker

Staff

Steven Meier, Mary Jo Schmick, Jay Burkey, Kristopher Lucas, Ahmed Amer, Leah Geis

ACTION ITEM 1 – Approval of Minutes

The minutes from the February 17, 2022, Workforce Solutions Committee meeting were presented for approval.

Motion: Dr. Rebecca Sarlo
Second: Glenn Willocks

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

ACTION ITEM 2 – Related Party Contracts for PY’2022-2023

Local Workforce Development Boards (LWDBs) are required to comply with all requirements of FL Statute Section 445.007 prior to contracting with a board member, with an organization represented by its own board member, or with any entity where a board member has any relationship with the contracting vendor. This section mandates that all LWDBs entering into a contract with an organization or individual represented on the Board, must meet the following requirements:

- a) Approve the contract by a two-thirds (2/3rd) vote of the Board when a quorum has been established.
- b) Board members who could benefit financially from the transaction or who have any relationship with the contracting vendor must disclose any such conflicts prior to the board vote on the contract.
- c) Board members who could benefit financially from the transaction or board members who have any relationship with the contracting vendor must abstain from voting on the contracts; and
- d) Such contracts must be submitted to the Florida Department of Economic Opportunity and CareerSource Florida for review.

CareerSource Pinellas offers several programs to assist in training and maintaining a highly skilled workforce. These programs include:

- On the Job Training program (OJT)** assists companies find, interview, and hire the right person for their job vacancies. The OJT program provides a unique opportunity for employers to train the new employee to their processes and standards. The skills learned are directly relevant to the work the employee will perform. Employers who hire new, full-time workers under OJT receive reimbursement of

50% of the candidate's hourly wage or salary for up to 10-weeks of employment if the individual meets certain eligibility criteria.

- **Paid Work Experience (PWE)** is a CareerSource Pinellas program that works with local employers to place individuals who are just entering the workforce or others who are re-entering the job market into a position at their company. After placing them at the company, CareerSource Pinellas employs and pays them for 30 days. CareerSource Pinellas also covers all unemployment taxes and workers comp during this “trial” period.
- **Grant Training** is defined as services not offered by CareerSource Pinellas that must be performed by educational institutions as outlined in the proposal and award.
- **Leases** with various institutions and organizations are necessary to cost effectively deliver services within the community.
- **Individual Training Accounts (ITAs)** are provided to program-specific eligible individuals to receive funding for educational programs for the institution selected. CareerSource Pinellas identifies and maintains a list of qualified training institutions which provide occupational training in skill areas of sustained labor market demand or growth.
- **Contracts** with various institutions and organizations are necessary to cost effectively deliver services within the community.

A listing of related party contracts requiring two-third board approval is below.

Action Item	Company	Board Member	OJT/PWE (not to exceed)	Leases (not to exceed)	Grant Training (not to exceed)	ITA (not to exceed)	Contracts
A	Ultimate Medical Academy	Rebecca Sarlo	\$100K			\$250K	
B	St. Petersburg College	Belinthia Berry		\$160K		\$1.2M	\$125K
C	Pinellas County Schools	Mark Hunt		\$130K		\$300K	
D	Pinellas Ex-Offender Re-Entry Coalition	Michael Jalazo			\$50K		

Note: For the record, Board Members listed must verbally abstain from the vote related to their respective organization.

RECOMMENDATION

Approval of the PY'2022-2023 related party contracts by a two-thirds (2/3rd) vote.

Discussion: None

2a	Motion:	Michael Jalazo
	Second:	Denise Sanderson
	Abstention:	Dr. Rebecca Sarlo
2b	Motion:	Michael Jalazo
	Second:	Glenn Willocks
	Abstention:	Eric McClendon
2c	Motion:	Michael Jalazo
	Second:	Dr. Rebecca Sarlo
	Abstention:	Mark Hunt
2d	Motion:	Glenn Willocks
	Second:	Denise Sanderson

Abstention:	Michael Jalazo
-------------	----------------

The Workforce Solutions Committee motioned for approval of the PY'2022-2023 related party contracts by a two-thirds (2/3rd) vote. The motion carried unanimously. There was no further discussion.

ACTION ITEM 3 – Approved Training Providers: 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. Training providers are also annually required to:

- 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 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.

The following have been returned and are being reviewed for completeness.

Access Computer Training (Hillsborough) CIE #5237
Center for Technology Training, (Hillsborough), CIE #3094
Computer Coach IT Training Solutions (Hillsborough) CIE #5831
Concorde Career Institute, (Hillsborough) CIE #333
Florida Technical College (formerly LaSalle Computer Learning Center, Hillsborough) CIE #2715
Galen College of Nursing, CIE #3150
Galen College of Nursing - Sarasota Campus - new location
Genuine Healthcare Institute
Jersey College, (Hillsborough) CIE #3719
National Aviation Academy, CIE #1785
New Horizons Computer Learning Center, (Hillsborough), CIE #3178
Pinellas County Schools, COE & SACS CASI (includes Community Adult Education & Pinellas Technical College - PTC)
Roadmaster Drivers School, Inc., (Hillsborough), CIE #1757
Southern Technical Institute, Pinellas Park, CIE #3918
St. Petersburg College, SACS - COC
Tampa Truck Driving School, Inc. (Hillsborough), CIE #5380

University of South Florida / Innovative Education, SACS
--

The following providers have not yet returned their packets. Reminders have been sent.

ACI Learning responded, will get forms completed
BizTech Learning Centers, Inc. CIE #2678
Rasmussen College (Pasco) CIE #3226
RV Training Center, CIE #3440 – moving locations
Schiller International University
Ultimate Medical Academy, (Hillsborough) Online Only CIE #4379
Ultimate Medical Academy, CIE #1606

RECOMMENDATION

Approval to recommend to the full Board to enter into two year (7/1/22-6/30/24) renewal agreements with approved training providers, contingent on receipt and review of all required information. Training providers listed have finished their initial one year term and are in continued eligibility status for review and two year renewal.

Discussion: None

Pinellas County Schools, COE & SACS CASI (includes Community Adult Education & Pinellas Technical College – PTC)	Motion:	Michael Jalazo
	Second:	Eric McClendon
	Abstention:	Mark Hunt
St. Petersburg College, SACS - COC	Motion:	Michael Jalazo
	Second:	Denise Sanderson
	Abstention:	Eric McClendon
Ultimate Medical Academy, (Hillsborough) Online Only CIE #4379; Ultimate Medical Academy, CIE #1606	Motion:	Glenn Willocks
	Second:	Michael Jalazo
	Abstention:	Dr. Rebecca Sarlo
The remaining providers listed above.	Motion:	Michael Jalazo
	Second:	Denise Sanderson

The Workforce Solutions Committee motioned for approval to recommend to the full Board to enter into two year (7/1/22-6/30/24) renewal agreements with approved training providers, contingent on receipt and review of all required information. Training providers listed have finished their initial one year term and are in continued eligibility status for review and two year renewal. The motion carried unanimously. There was no further discussion.

The following training providers have submitted an initial application to be an eligible provider for CareerSource Pinellas.

Applied Technology
CodeBoxx
Florida Career College
Galen College of Nursing – Sarasota – New Location
Genuine Healthcare
Tampa Medical College

RECOMMENDATION

Approval to recommend to the full Board to enter into one year (7/1/22-6/30/23) initial agreements with new training providers, contingent on receipt and review of all required information.

Discussion: None

Motion:	Michael Jalazo
Second:	Denise Sanderson

The Workforce Solutions Committee motioned for approval to recommend to the full Board to enter into one year (7/1/22-6/30/23) initial agreements with new training providers, contingent on receipt and review of all required information. The motion carried unanimously. There was no further discussion.

INFORMATION ITEM 1 – Workforce Solutions Goals Update

Report included in meeting packet.

INFORMATION ITEM 2 – WIOA Primary Indicators Report Q1

Report included in meeting packet.

INFORMATION ITEM 3 – Training Provider Spending

Report included in meeting packet.

INFORMATION ITEM 4 – Work-Based Learning Spending

Report included in meeting packet.

INFORMATION ITEM 5 – Help Wanted Online Report

Report included in meeting packet.

INFORMATION ITEM 6 – Grant and Activities Updates

Grant and activities update for Apprenticeship, Recovery, Rapid Response and Get there Faster Returning Adult Learning:

Apprenticeship

Q1, 2022 Apprenticeship Coordinator participated in the expansion of a new registered pre-apprenticeship and apprenticeship program by placing the first eight (8) pre-apprentices in IT Apprenticeship. The pre-apprentices will ultimately be able to enroll in the corresponding registered apprenticeship program upon successful completion. Pre-apprentices were identified from WIOA candidates who were recruited internally from staff caseloads, hiring events, career centers, and from Employ Florida. CSP provided its support to partially fund their Related Technical Instruction tuition expenses. In line with expansion of another Registered Apprenticeship Program sponsored by St. Petersburg College, CSP was also able to fund apprentices recruited and hired internally for the Geographic Solutions Apprenticeship.

Recovery Navigator

The Recovery Navigator provides support and guidance in assisting job seekers with substance use disorders (SUD) and those in recovery with services that lead to employment and self-sufficiency. They serve as the organizational and community liaison for establishing key linkages and partnerships with community addiction service providers and other partners in the joint effort to serve those in recovery. In the past few months, our current recovery navigator has partnered with the Pinellas Opioid Taskforce and Project Opioid of Tampa Bay. She has identified nearly 50 treatment facilities and 15 12-step programs in Pinellas County. Outreach has begun and partners such as Operation Par, Westcare, the VA, Groups Recover Together, and ServiceSource have been identified. 20 Second chance employers have been discovered through career fairs and relationship building with the goal of 100 by the end of this fiscal year.

Rapid Response

The Rapid Response Navigator provides a framework for CareerSource Pinellas to design and implement a local business engagement strategy and articulates the role of layoff aversion within the area of operation. WIOA requires states to implement statewide activities to assist adversely affected employers and workers as quickly as possible following the announcement of permanent closure, layoff, or natural or other disaster resulting in a mass job dislocation. Rapid Response promotes economic recovery and vitality by developing ongoing, comprehensive approaches to identifying, planning for, or responding to layoffs and preventing or minimizing the impacts of layoffs on workers, businesses, and communities.

Recent activity includes communicating with employers who have recently reported WARN activities to the state, active layoff aversion monitoring through EconoVue and updating CareerSource Pinellas emergency response work continuity plan to ensure appropriate readiness for the upcoming hurricane season.

Get There Faster Grant – Get there Faster WIOA Competitive Grant aims to ensure all Floridians have access to education and training that leads to Career paths for in-demand, middle-to-high wage jobs. Through Competitive grant opportunities, funding is available to address priority commitments for programs and initiatives that will have long-term impact in enabling program participants to gain and retain employment and attain self-sufficiency. Funds for this grant are focused on low-income returning adult learners. In partnership with CS Pasco-Hernando, we were awarded the highest amount in an award of \$750,000.

INFORMATION ITEM 7 – Skillbridge

DoD SkillBridge programs provide our retiring and transitioning Service members the opportunity to participate in industry training programs while transitioning out of their Military careers. The DoD covers Military pay and benefits during a Service member's time in a SkillBridge program, providing an invaluable experience for the Service member and the Industry Partner.

Program partners include employers in all career fields such as:

- Amazon
- John Deere
- Lockheed Martin
- UnitedHealth Group
- U.S. Veterans Administration

Industry Insights – Some committee members gave updates about their respective sectors.

Other Administrative Matters - None

Open Discussion - None

Adjournment – Mark Hunt adjourned the meeting at 3:32pm.