

**CareerSource Pinellas
Workforce Solutions Committee Minutes**

Date: June 23, 2022, at 2:30 pm

Location: Hybrid – In person/Zoom

Call to Order

Dr. Rebecca Sarlo, filling in for committee chair Mark Hunt, called the meeting to order at 2:32 pm.

Members in Attendance

Belinthia Berry, Candida Duff, Michael Jalazo, Dr. Rebecca Sarlo

Members not in Attendance

Andrea Cianek, Angela Powell, Chris Owens, Denise Sanderson, Elizabeth Siplin, Glenn Willocks, Ivonne Alvarez, Mark Hunt

Staff

Steven Meier, Mary Jo Schmick, Kristopher Lucas, Caroline Kenney, Amy Leuschke, Leah Geis

ACTION ITEM 1 – Approval of Minutes

The minutes from the April 21, 2022, Workforce Solutions Committee meeting were presented for approval.

Motion:	Michael Jalazo
Second:	Belinthia Berry

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

ACTION ITEM 2 – Regional Targeted Occupations List

The Department of Economic Opportunity’s (DEO) Bureau of Labor Market Statistics (LMS) published the 2022-2023 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, 2022.

Staff reviewed the new 2022-2023 Regional Demand Targeted Occupations List (TOL) for Pinellas County published by the Labor Market Unit with DEO, analyzing the changes from the 2021-2022 TOL previously approved by the board in June 2021.

Lists of potential additions and deletions were drafted with accompanying Labor Market Information to request review and approval to finalize the 2022-2023 TOL.

RECOMMENDATION

Approval to adopt the 2022-2023 Regional Demand Occupations for CareerSource Pinellas.

Discussion: None

Motion:	Michael Jalazo
Second:	Belinthia Berry

The Workforce Solutions Committee motioned for approval to adopt the 2022-2023 Regional Demand Occupations for CareerSource Pinellas. The motion carried unanimously. There was no further discussion.

ACTION ITEM 3 – Approved Training Providers – Galen Nursing

Galen College of Nursing in Tampa is a current, approved training provider for CareerSource Pinellas. The Sarasota Campus is a new off-campus instructional site. They are licensed by Commission for Independent Education by means of accreditation (SACSCOC). Galen College of Nursing-Sarasota Campus is opening for the Fall term in July 2022

RECOMMENDATION

Approval to add Galen College of Nursing-Sarasota Campus to the CSP Eligible Training Provider List.

Discussion: None

Motion:	Michael Jalazo
Second:	Belinthia Berry

The Workforce Solutions Committee motioned for approval to add Galen College of Nursing-Sarasota Campus to the CSP Eligible Training Provider List. The motion carried unanimously. There was no further discussion.

ACTION ITEM 4 – 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.

Rasmussen College (Pasco) CIE #3226
Ultimate Medical Academy, (Hillsborough) Online Only CIE #4379

RECOMMENDATION

Approval to recommend to the full Board that CareerSource enter into two year (7/1/22-6/30/24) renewal agreements with Rasmussen College and Ultimate Medical Academy (Hillsborough). These training providers have finished their initial one year term and are in continued eligibility status for review and two year renewal.

Discussion: None

Motion:	Michael Jalazo
Second:	Belinthia Berry

The Workforce Solutions Committee motioned for approval to recommend to the full Board that CareerSource enter into two year (7/1/22-6/30/24) renewal agreements with Rasmussen College and Ultimate Medical Academy (Hillsborough). These training providers 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.

ACTION ITEM 5 – ETPL Application Requirements

The current ETP Policies (Florida and CareerSource Pinellas) do not state a minimum time in business for eligibility. However, the CSP Initial Application Form requires that a provider “must be in business in the State of Florida for at least two years in order to be considered.”

As CSP staff continue to update policies, we have an opportunity to discuss a change to, or a confirmation of, this requirement.

Considerations: Does the Committee want to keep the two-year requirement, remove it, or lower it to one year?

There are legitimate reasons for not accepting brand new training providers. Those include, but are not limited to:

- No performance history
- Potential for fraudulent activities
- Financial instability and reliance on WIOA for income

There may be circumstances that could be included in a policy to warrant approval if the requirement is not met, including if the provider was on another area or state’s ETPL.

RECOMMENDATION

Committee to discuss these options and approve requirements for updated policy. Approval to lower amount of years a company must be in business from two to one and allow for considerations on a case by case basis.

Discussion: Discussed length of time a company must be in business and brought attention to the fact that each provider should be looked at on a case by case basis.

Motion:	Michael Jalazo
Second:	Candida Duff

The Workforce Solutions Committee motioned for approval for the Committee to discuss these options and approve requirements for updated policy. Approval to lower amount of years a company must be in business from two to one and allow for considerations on a case by case basis. 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

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.

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

Other Administrative Matters - None

Open Discussion - None

Adjournment – Dr. Rebecca Sarlo requested a motion to adjourn the meeting. Michael Jalazo put forth a motion and Belinthia Berry seconded the motion. The meeting was adjourned at 3:45pm.