

**CareerSource Pinellas  
One-Stop Committee Meeting Minutes**

**Date:** Thursday, August 18, 2022 @ 9:00am  
**Location:** Hybrid – In person/Zoom

**Call to Order**

The One-Stop Committee chair, Dr. Rebecca Sarlo, called the meeting to order at 9:03am.

**Members in Attendance**

Candida Duff, Jason Krupp, Mark Hunt, Pattye Sawyer, Dr. Rebecca Sarlo, Tiffany Nozicka

**Members Not in Attendance**

John Howell

**Guests**

Shellonda Rucker, Michael Robinson – from vocational rehab (sitting in for John Howell)

**Staff**

Steven Meier, Jay Burkey, Mary Jo Schmick, Leah Geis

**Public Comments**

There were no public comments.

**ACTION ITEM 1 – Approval of the Minutes – 6.23.22 One-Stop Committee Meeting**

The minutes of the June 23, 2022, One-Stop Committee meeting were presented for approval.

**Discussion:** None

Motion:	Mark Hunt
Second:	Tiffany Nozicka

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

**ACTION ITEM 2 – Policy Approval – WIOA Adult Priority of Service**

CareerSource Pinellas will be updating all policies to ensure Federal and State requirements are up to date. This policy reflects a change in eligibility for WIOA Adult participants.

Highlighted Changes:

- Replaces current WIOA Eligibility Policy which, based on limited funding in prior years, fully restricts adult eligibility to low-income individuals.
- Allows CareerSource Pinellas leadership or the Board to set and remove further restrictions based on funding, unemployment rates, or other limiting factors as needed, and without prior Board approval.
- Moves procedural and current data (Lower Living Standard Income Level [LLSIL], Unemployment Rate, etc.) details from policy to local operating procedures (LOP) to provide flexibility to make changes as needed.

**RECOMMENDATION**

Approval of the WIOA 22-02 Adult Priority of Service Policy.

**Discussion:** There was discussion about adding wording that indicates we are allowed to tighten the policy and open it back up as needed.

Motion:	Mark Hunt
Second:	Jason Krupp

*The One-Stop Committee members made a motion to approve of the WIOA 22-02 Adult Priority of Service Policy. The motion carried unanimously.*

**ACTION ITEM 3 – Incentives for Youth Policy Approval**

Incentive payments to youth participants are permitted for recognition and achievement directly tied to training activities and work experiences. The local program must have written policies and procedures in place governing the award of incentives and must ensure that such incentive payments are tied to the goals of the specific program; outlined in writing before the commencement of the program that may provide incentive payments; align with the local program’s organizational policies; and are in accordance with the requirements contained in 2 CFR part 200 (the Uniform Guidance).

CareerSource Pinellas does not and has not had an incentive policy for some time. We are requesting approval to create a policy and local operating procedure to offer incentives to WIOA youth participants who achieve the following milestones:

- Attainment of GED/HS diploma
- Attainment of Credential
- Placed in unsubsidized employment
- Employed at 2nd quarter after exit
- Employed at 4th quarter after exit
- Completion of Paid Work Experience
- Completion of a Work Readiness Curriculum as an educational component of a Paid Work Experience

If the Committee approves the use of incentives, a policy will be written to reflect the items above and will be incorporated into the youth program immediately. The policy will be brought to the Board for approval.

Procedures for staff that will include award amounts and requirements for issuing the incentives will also be written prior to implementation.

**RECOMMENDATION**

Approval of incentives for youth.

**Discussion:** None

Motion:	Mark Hunt
Second:	Patty Sawyer

*The One-Stop Committee members made a motion to approve of youth incentives, with the understanding that policy and procedures will be brought to the committee and board for approval, and that in the interim we put in place a two person system for approving incentives. The motion carried unanimously.*

## **INFORMATION ITEM 1 – 2021-2022 One-Stop Goals Update**

The One-Stop Operator is dedicated to coordinating between Career Center partners, service providers and serves both employers and job seekers.

### **Maintain Linkages**

DWFS has the One-Stop Operator has a responsibility to maintain an up-to-date list of partners, and coordinate opportunities for cross-training of services, and leveraging of resources, through partner referrals.

Number of Required Partners	9
Number of Community-Based Partners	25
Number of New Partners this Program Year	2
<b>Total Number of Partners</b>	<b>36</b>

### **New Partner Update:**

CSPIN welcomes our two newest partners added to the Partner Forum this quarter.

- Dress for Success of Tampa Bay (DSTB)
- ARM Institute

### **Partner Referrals:**

CSPIN continues its use of the Crosswalk Partner Referral system ([www.crosswalkrs.com](http://www.crosswalkrs.com)) to connect partner agencies for referrals for community-based services.

- There are 11 agencies signed up that can send and receive referrals.
- The OSO will be scheduling one-on-one appointments through MS Bookings to support registrations.
- 0 referrals have been sent and 0 referrals received to date.

### **Satisfaction Surveys**

#### **Customer Experience Survey**

Net promoter score (NPS) is a widely used market research metric that typically takes the form of a single survey question asking respondents to rate the likelihood that they would recommend CareerSource Pinellas to a friend or colleague.

- CSPIN exceeded the target score for last program year.
- The survey response rate exceeded expectations by 4%

#### **Remote Workshop Survey**

St. Pete College hosts various workshops for job seekers to attend to develop work readiness skills.

- Overall satisfaction with the workshop attended was 4.8 out of 5.
- 100% of respondents were likely to attend another workshop.

#### **Staff Training**

CareerSource Pinellas staff completed Extreme Customer Service in July.

## **INFORMATION ITEM 2 – Reports**

### **2a) Status of enrollments**

Report included in meeting packet.

### **2b) WIOA Primary Indicators**

Report included in meeting packet.

### **2c) Center Traffic Flow**

Report included in meeting packet.

### **INFORMATION ITEM 3 – Summer Youth Employment Program Update (Summer P.A.Y.S.)**

CareerSource Pinellas recognizes and supports the importance of developing the workforce of tomorrow. With the introduction of the Summer P.A.Y.S. Program, local Pinellas County employers will make available employment opportunities to eligible students (Ages 16-19).

The CareerSource Pinellas Summer P.A.Y.S. Program has provided work experience for 126 young adults by matching them with summer jobs at local organizations. Participants benefit from work experience, gain workplace skills and best of all, earned \$12/hr.

In partnership with Pinellas County Schools, Junior Achievement and Bank of America, CareerSource Pinellas has committed \$425,000 to support Summer P.A.Y.S. Summer P.A.Y.S. has been extended through the end of August 2022.

Graph included in meeting packet.

### **INFORMATION ITEM 4 – DEO Programmatic Monitoring**

The Department of Economic Opportunity (DEO) is required by federal and state law to monitor its subrecipient workforce entities annually. To accomplish this, a joint programmatic and financial monitoring review of CareerSource Pinellas was conducted by DEO's Bureau of One-Stop and Program Support (OSPS) and Bureau of Financial Monitoring and Accountability (FMA) staff.

The monitoring activities included assessing program operations, management practices, system protocols, internal controls, financial record keeping and reporting to determine if the LWDB operated in compliance with each of the programs' laws, regulations, state and local plans, policies and guidance, and any contracts or agreement terms. Monitoring also included sample testing of randomly selected participant case file records from each of the workforce programs reviewed.

Programmatic and financial management issues identified in the report are generally categorized as Findings, Other Noncompliance Issues (ONI), and Observations based on a scale of high, medium and low risk probabilities.

The DEO completed their review May 18 – 20, 2022. The preliminary results of each of the workforce programs are summarized as follows:

<b>Workforce Program</b>	<b>Total Case Files Reviewed</b>	<b>Current Year Finding</b>	<b>Current Year ONI</b>	<b>Observation</b>
<b>WT</b>	<b>18</b>	<b>4</b>	<b>1</b>	<b>0</b>
<b>TANF Summer Youth</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>SNAP</b>	<b>17</b>	<b>1</b>	<b>2</b>	<b>0</b>
<b>WIOA AD/DW</b>	<b>23</b>	<b>6</b>	<b>1</b>	<b>1</b>
<b>WIOA Youth</b>	<b>12</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>WIOA Special Projects</b>	<b>8</b>	<b>4</b>	<b>1</b>	<b>0</b>
<b>TAA</b>	<b>4</b>	<b>0</b>	<b>2</b>	<b>0</b>
<b>WP</b>	<b>50</b>	<b>7</b>	<b>3</b>	<b>1</b>

CSPIN has submitted supporting documents to the DEO in response to the preliminary report. Staff have been reviewing and conducting staff trainings on the areas identified to eliminate future monitoring issues. The final report from DEO is still pending.

## **INFORMATION ITEM 5 – Grant Status Update**

Report included in meeting packet.

## **INFORMATION ITEM 6 – Local Workforce Development Plan Two-Year Modification**

The 2020-2024 Four-Year Local Workforce Development Plan was approved by the Board March 18, 2020. Based on the instructions provided by CareerSource Florida, this two-year modification updates the organizational structure, data and analysis and program and services information provided in the four-year plan.

In addition to Board, partner, and business input, the Local Workforce Development Plan modification will be made available for public comment prior to submission to CareerSource Florida.

The Workforce Solutions Committee is approving this plan, however, it is included here for your reference.

Modification Sections:

- **Organizational Structure** includes updates to CareerSource Pinellas, Workforce Development Board, and Board of County Commissioners leadership; Career Centers; One-Stop Operator and Youth service provider.
- **Data and Analysis** was updated with current information.
  - The high-demand sector categories approved by the Board for the four-year plan will remain the same through 2024. They are, Finance & Insurance, Manufacturing, Healthcare & Social Assistance, Construction, and Professional, Scientific & Technical Services. Information Technology is also a focus as it touches every industry and the demand is great. Growing regional industries of Hospitality & Retail, Transportation, Government, and Education will also be targeted.
  - Our customers' demographics have remained fairly consistent since the last report. Notable gains have been made in educational levels with the number of working-age population having less than a High School Diploma dropping from 10.1% to 8.1%. The poverty rate fell slightly from 12.2% to 11.6% with the youth poverty rate making similar gains dropping from 17.2% to 16%.
- **Board Strategic Vision & Goals** remain as approved in the Board's Strategic Plan.
- **Strategies and Program Services; Description of the Local One-Stop Delivery System; and Coordination of Services** reflect post-pandemic virtual and in-person program services and delivery changes since the Four-Year Plan was written in 2019. Services highlighted include:
  - Basic Career Services
  - Individualized Career Services
  - Follow-Up Services
  - Business Services
  - Veterans Services
  - Key Strategies to Address Skills Gaps – Work-based Learning
  - Youth Connect and the Pinellas Education Foundation (PEF)
- **Performance & Effectiveness** At this time, 2022 and 2023 performance goals have not yet been negotiated with DEO. Once negotiations take place, the goals will be added to the Plan.

**Adjournment** – Dr. Rebecca Sarlo adjourned the meeting at 9:57am.