

**CareerSource Pinellas
Board of Directors Minutes**

Date: Wednesday, July 14, 2021 at 11:45 am.

Location: *Virtual Zoom

Call to Order

Board of Directors Chair, Barclay Harless, called the meeting to order at 11:46 a.m. There was a quorum present with the following board members.

Board Members in Attendance

Amy Van Ness, Andrea Cianek, Barclay Harless, Belinthia Berry, Candida Duff, Celeste Fernandez, Commissioner René Flowers, David Fetkenher, Debbie Passerini, Dr. Rebecca Sarlo, Glenn Willocks, Ivonne Alvarez, John Howell, Kenneth Williams, Kevin Knutson, Lisa Cane, Mark Hunt, Michael Jalazo, Michele Mathews, Patricia Sawyer, Russell Leggette, Scott Thomas, Sheryl Nadler, Zachary White

Board Members Not in Attendance

Beverly Frank, Chris Owens, Jack Geller, Jody Armstrong, Michael Logal

Board Counsel

Stephanie Marchman

Guests in Attendance

Shellonda Rucker, Manmohan Bhuller

Staff in Attendance

Jennifer Brackney, Steven Meier, April Torregiante, Jacqueline DuChene-Heyward, Leah Geis, Paul Ashe, Pam Perkins

Public Comments

There were no public comments.

CEO Report

A memorandum created by GrayRobinson, that summarizes House Bill 1507, which was signed by the Governor, is included as a handout. HB 1507 adds some additional rules to how we operate beginning on July 1st. Some of these rules will have an impact, such as, limiting our board members to serving no more than 8 years. Other rules like limiting the board chair terms to two years is already written in our by-laws.

There are other changes to contracts, budgets, compensation, disclosure of financial interests, Form 990, quarterly reports to DEO that we will put in place. These are all fairly straightforward. One significant change is that LWDBs in Florida will now receive a letter grade score of A-F. DEO is working to identify the criteria that will be utilized to determine these scores. We are working closely with CareerSource Florida and DEO to implement these changes this program year.

Chris Carmody with GrayRobinson has done a great job ensuring we have an amplified state and regional voice during the legislative process. The contact ends in August. There has been some discussion at the State level regarding merging local workforce areas. This discussion seems to be focused on merging smaller workforce areas. However, it may be good to have someone at the state level that can help advocate on our behalf if these discussions move forward. We will discuss the best way to proceed.

We are also working to update all the policies to align with DEO and CareerSource Florida. Essentially, we are taking their policy, customizing it to our area, and adding any relevant procedures. Hopefully, this process ensures that we are in alignment with state and federal guidelines. There will be three policies presented today for approval.

As far as the USDOL Compliance Review, it is still in process. At this point, DEO and USDOL are working to finalize the report. CareerSource Pinellas worked closely with DEO to ensure we have provided as much information as possible to resolve the issue and reduce the financial impact.

On the local level, I am very proud of our ability to build strong partnerships with businesses, education, and with community partners. Most recently, we have been working closely with the City of St. Petersburg, Cohort of Champions, Pinellas County Schools, Pinellas Education Foundation, St. Petersburg College and others to provide focused training and work-based learning for youth.

Sometimes, the lines of partners and board members often intersect, and the impact of Sunshine Law can be a bit blurry. Stephanie Marchman is joining us today to provide another overview about Sunshine Law and answer any questions you may have.

Paul Ashe, the President of Securance Consulting, our vCIO - Chief Information Officer will be joining us today to discuss the many IT-related upgrades and activities that have been taking place over the past year.

As you know, the goal is to meet and exceed performance measures. However, COVID has had an impact on employment and performance. These performance indicators are lagging indicators. Which means, the individuals that are showing in the 2nd quarter and 4th quarter after exit had files that closed last program year.

In addition, DEO has made policy changes that impact how staff can extend participation. Because of the policy change, staff are required to close files that previously could have remained open while they worked with them to find employment. This policy change will have an impact on performance as we look at the next year. DEO has provided an email requesting LWDBs move forward with this process.

Discussion: Dr. Rebecca Sarlo asked if there was any other information at all about the letter grade grading that will now happen with LWDB. Jennifer Brackney responded saying, one of the purposes of house bill 1507 was to ensure accountability. During the process, we did provide feedback regarding the letter grade. DEO is working to identify the criteria that will be used to determine the letter grade.

Action Item 1 – Approval of the Minutes – 5.19.21 Board of Directors

The minutes of the May 19, 2021, Board of Directors meeting were presented for approval.

Motion:	David Fetkenher
Second:	Commissioner René Flowers

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

Action Item 2 – Policy Approval – Wagner-Peyser Administrative Policy 096 – Job Seeker Registration, Application and Services with Local Operating Procedures Approval

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 WIOA Administrative Policy 096 has been presented to the LWDB following this new process. There will be more to follow.

Based on the release of WIOA Administrative Policy 096, this Administrative Policy with LOPs includes all the DEO administrative policy requirements.

Highlighted Changes:

- Requirement of staff to obtain job seekers permission to create a pseudo-SSN, as well as clarification that job seekers registered under a pseudo-SSN are not counted in the LWDB's federal performance measures
- Outlining the requirements for creation of a Wagner-Peyser (WP) application whereby individuals are required to have a WP application
- Expanding on the recording of services provided to job seekers through Basic and Individualized Career Services
- Providing a more detailed explanation regarding the exit of participants from WP services

RECOMMENDATION

Approval of WIOA Administrative Policy 096 - Job Seeker Registration, Application and Services Administrative Policy with Local Operating Procedures (LOPs).

Motion:	Mark Hunt
Second:	Commissioner René Flowers

Discussion: Russell Leggette asked why someone would ascertain a false social security number. Jennifer Brackney responded, it is allowable to enter a pseudo social security number in Employ Florida, when an individual wants to receive services but does not want to disclose their social security number. The process for proceeding with an application and providing services without disclosing a social security number is in this Policy.

The Board of Directors made a motion to approve of WIOA Administrative Policy 096 - Job Seeker Registration, Application and Services Administrative Policy with Local Operating Procedures (LOPs). The motion carried unanimously. There was no further discussion.

ACTION ITEM 3 - Policy Approval - WIOA Administrative Policy 110, Local Workforce Development Area and Board Governance 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 WIOA Administrative Policy 110 has been presented to the LWDB following this new process. There will be more to follow.

Based on the release of WIOA Administrative Policy 110, this Administrative Policy with LOPs includes all the DEO administrative policy requirements.

Highlighted Changes:

- Clarification has been added that distinguishes the processes for, and responsibilities of, the local board when:
 - The local board is serving in multiple functions
 - Process if there is a failed One-Stop Operator (OSO) procurement whereby causing the LWDB to be designated as the OSO or the board seeks to be included in the solicitation of the OSO procurement process
 - Procurement has failed where there was previously a contracted provider

- Guidance has been added on how an LWDB performing multiple functions will ensure that steps are taken to eliminate/mitigate risks, ensure transparency, create firewalls and still allow for operational efficiency and cost savings
- Implementation of an annual training program for the LWDB to familiarize local board members with the state’s workforce development goals and strategies

RECOMMENDATION

Approval of WIOA Administrative Policy 110 - Local Workforce Development Area and Board Governance Administrative Policy with Local Operating Procedures (LOPs).

Motion:	Celeste Fernandez
Second:	David Fetkenher

The Board of Directors made a motion to approve of WIOA Administrative Policy 110 - Local Workforce Development Area and Board Governance Administrative Policy with Local Operating Procedures (LOPs). The motion carried unanimously. There was no further discussion.

ACTION ITEM 4 – Policy Approval – WIOA Administrative Policy 091, Local Workforce Board Composition and Certification 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 WIOA Administrative Policy 091 has been presented to the LWDB following this new process. There will be more to follow.

Based on the release of WIOA Administrative Policy 091, this Administrative Policy with LOPs includes all the DEO administrative policy requirements.

Highlighted Changes:

- Outlining the process used to request to waive the private education provider on the board
- Expanding on Board Member Recruiting, Vetting and Nominating
- Specifying that the CLEO may not delegate the responsibility of appointing members to the LWDB, to the executive director or to staff
- Inserting local board member education and acknowledgement of state and local conflict-of-interest policies and establishing the requirement of a local conflict-of-interest policy
- Creating a time limit of 12 months in which to fill a Board vacancy

RECOMMENDATION

Approval of WIOA Administrative Policy 091 - Local Workforce Development Board Composition and Certification Administrative Policy with Local Operating Procedures (LOPs).

Discussion: Mark Hunt questioned the fifth bullet down on the Action Item 4 page of the board packet that states this policy would create a time limit of 12 months to fill a board vacancy. Mark asked what would happen if the vacancy was not filled in 12 months. Jennifer Brackney stated that more than likely, that will not be an issue because Pinellas County has been very expedient when filling a position. However, if the position is not filled

within the 12-month time frame, the Board would no longer be in compliance. Barclay Harless also asked if this would create any sort of complication because there's supposed to be a composition of private sector and non-private sector. Jennifer stated that the Board is required to maintain 51% business as well as the other required categories such as education, labor, etc.

Motion:	Patricia Sawyer
Second:	Mark Hunt

The Board of Directors made a motion to approve of WIOA Administrative Policy 091, Local Workforce Board Composition and Certification with Local Operating Procedures. The motion carried unanimously. There was no further discussion.

ACTION ITEM 5 – Local Targeted Occupations List

The Department of Economic Opportunity's (DEO) Bureau of Labor Market Statistics (LMS) published the 2020-2021 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, 2021.

Staff reviewed the new 2021-2022 Regional Demand Targeted Occupations List (TOL) for Pinellas County published by the Labor Market Unit with DEO, analyzing the changes from the 2020-2021 TOL previously approved by the board in June 2020.

A list of potential additions was drafted with accompanying Labor Market Information received from the DEO to request board review and approval to add these occupations to the 2021-2022 TOL. The TOL governs Occupational skills Training, Apprenticeships, Paid-Work Experience and On-the-Job training programs.



2021-22 Regional Demand Occupations List

Sorted by Occupational Title

Workforce Development Area 14 - Pinellas County

Selection Criteria:

- 1 FLDOE Training Code 3 (PSAV Certificate), 4 (Community College Credit/Degree), or 5 (Bachelor's Degree)
- 2 80 annual openings and positive growth
- 3 Mean Wage of \$15.13/hour and Entry Wage of \$12.31/hour
- 4 High Skill/High Wage (HSHW) Occupations:
Mean Wage of \$23.73/hour and Entry Wage of \$15.13/hour

SOC Code	HSHW†	Occupational Title†	Annual Percent Growth	Annual Openings	2019 Hourly Wage Mean	2019 Hourly Wage Entry	FLDOE Training Code	In EPI Targeted Industry?	Data Source†††
132011	HSHW	Accountants and Auditors	1.37	526	34.88	22.00	5	Yes	R
113011	HSHW	Administrative Services Managers	1.49	104	48.67	26.75	4	Yes	R
41-3011		Advertising Sales Agents	0.65	139	23.61	12.37	3	Yes	R
493011	HSHW	Aircraft Mechanics and Service Technicians	1.67	1,474	31.54	16.75	3	Yes	S
532011	HSHW	Airline Pilots, Copilots, and Flight Engineers	1.44	610	113.51	69.15	4	Yes	S
274011		Audio and Video Equipment Technicians	3.23	869	23.38	14.44	4	Yes	S
493021		Automotive Body and Related Repairs	1.26	1,104	21.85	14.10	3	Yes	S
493023		Automotive Service Technicians and Mechanics	0.31	269	19.82	12.55	3	Yes	R
433031		Bookkeeping, Accounting, and Auditing Clerks	0.22	809	20.08	13.71	4	Yes	R
47-2021		Brickmasons and Blockmasons	1.54	892	18.61	12.70	3	No	S
493031	HSHW	Bus and Truck Mechanics and Diesel Engine Specialists	1.53	1,609	25.12	16.82	3	Yes	S
533021		Bus Drivers, Transit and Intercity	1.52	1,744	19.81	13.59	3	No	S
131199	HSHW	Business Operations Specialists, All Other	1.37	520	33.12	17.13	4	Yes	R
535021	HSHW	Captains, Mates, and Pilots of Water Vessels	2.09	742	29.34	18.11	3	Yes	S
472031		Carpenters	0.92	281	18.98	13.85	3	Yes	R
472051		Cement Masons and Concrete Finishers	1.22	1,755	19.31	14.49	3	Yes	S
351011		Chefs and Head Cooks	3.57	107	21.11	12.37	3	Yes	R
131031	HSHW	Claims Adjusters, Examiners, and Investigators	0.53	156	30.95	20.50	3	Yes	R
532012	HSHW	Commercial Pilots	1.74	592	76.64	26.04	3	Yes	S
211099		Community and Social Service Specialists, All Other	0.91	92	17.71	12.80	5	Yes	R
131141	HSHW	Compensation, Benefits, and Job Analysis Specialists	1.61	796	26.93	17.88	4	Yes	S
131041	HSHW	Compliance Officers	1.20	113	31.73	18.98	3	Yes	R
113021	HSHW	Computer and Information Systems Managers	1.47	119	69.12	43.30	5	Yes	R
151143	HSHW	Computer Network Architects	1.57	979	51.96	34.03	3	Yes	S
15-1152	HSHW	Computer Network Support Specialists	1.79	80	33.97	18.68	3	Yes	R
151199	HSHW	Computer Occupations, All Other	1.49	1,118	37.67	17.86	3	Yes	S
151131	HSHW	Computer Programmers	2.17	1,169	41.69	23.31	3	Yes	S
151121	HSHW	Computer Systems Analysts	1.45	165	43.23	26.21	4	Yes	R
151151	HSHW	Computer User Support Specialists	1.50	340	25.21	15.76	3	Yes	R
47-4011	HSHW	Construction and Building Inspectors	1.35	1,007	28.29	18.94	3	Yes	S
119021	HSHW	Construction Managers	1.79	132	49.33	25.89	4	Yes	R
131051	HSHW	Cost Estimators	0.78	1,532	31.50	19.43	4	Yes	S
151141	HSHW	Database Administrators	1.52	869	45.51	27.69	4	Yes	S
319091		Dental Assistants	1.53	144	19.89	15.17	3	Yes	R
292021	HSHW	Dental Hygienists	1.42	1,022	28.14	18.37	4	Yes	S
292032	HSHW	Diagnostic Medical Sonographers	2.57	522	30.43	22.17	3	Yes	S
212021		Directors, Religious Activities and Education	1.44	89	23.19	14.58	5	No	R
472111		Electricians	1.58	345	20.95	15.05	3	Yes	R
252021	HSHW	Elementary School Teachers, Except Special Education	0.92	274	30.99	22.25	5	No	R
132051	HSHW	Financial Analysts	1.09	125	35.67	20.65	5	Yes	R
113031	HSHW	Financial Managers	2.37	192	67.59	35.64	5	Yes	R
13-2099	HSHW	Financial Specialists, All Other	1.46	770	32.46	17.81	3	Yes	S
332011	HSHW	Firefighters	0.49	1,827	32.56	23.33	3	Yes	S
371012		First-Line Superv. Landscaping & Groundskeeping Workers	3.05	91	19.36	12.42	3	Yes	R
471011	HSHW	First-Line Superv. of Construction and Extraction Workers	0.77	251	28.45	19.96	4	Yes	R
371011		First-Line Superv. of Housekeeping & Janitorial Workers	2.73	95	18.81	12.95	3	Yes	R
491011	HSHW	First-Line Superv. of Mechanics, Installers, and Repairers	0.94	170	29.30	19.04	3	Yes	R
431011	HSHW	First-Line Superv. of Office and Admin. Support Workers	0.53	691	28.17	17.58	4	Yes	R
511011	HSHW	First-Line Superv. of Production and Operating Workers	0.46	205	29.73	18.76	3	Yes	R
331099		First-Line Superv., Protective Service Workers, All Other	2.04	662	22.72	13.88	3	Yes	S
411012	HSHW	First-Line Supervisors of Non-Retail Sales Workers	0.66	165	41.58	22.75	4	Yes	R
391021		First-Line Supervisors of Personal Service Workers	2.53	2,046	21.96	14.13	3	Yes	S
411011		First-Line Supervisors of Retail Sales Workers	0.41	613	22.65	13.78	3	Yes	R
119051		Food Service Managers	1.96	210	23.78	14.82	4	Yes	R
111021	HSHW	General and Operations Managers	1.41	769	53.69	24.27	4	Yes	R
472121		Glaziers	1.69	721	20.30	15.19	3	Yes	S
271024		Graphic Designers	0.42	112	23.06	14.96	4	Yes	R
292099		Health Technologists and Technicians, All Other	1.72	941	21.43	13.45	3	Yes	S
499021		Heating, A.C., and Refrigeration Mechanics and Installers	0.80	185	21.56	14.68	3	Yes	R
533032		Heavy and Tractor-Trailer Truck Drivers	0.76	373	20.97	12.61	3	Yes	R
131071	HSHW	Human Resources Specialists	1.77	284	30.02	19.43	5	Yes	R
172112	HSHW	Industrial Engineers	1.04	89	39.61	25.70	5	Yes	R
499041		Industrial Machinery Mechanics	2.05	1,698	21.93	14.95	3	Yes	S
537051		Industrial Truck and Tractor Operators	1.06	104	19.27	14.32	3	Yes	R
151122	HSHW	Information Security Analysts	1.80	565	43.26	26.49	3	Yes	S
413021		Insurance Sales Agents	2.34	431	31.24	15.03	3	Yes	R
292061		Licensed Practical and Licensed Vocational Nurses	1.30	352	22.02	18.72	3	Yes	R
434131		Loan Interviewers and Clerks	1.29	110	20.98	14.35	3	Yes	R
132072	HSHW	Loan Officers	0.35	81	34.76	19.35	4	Yes	R
514041		Machinists	0.57	108	19.88	14.02	3	Yes	R
499071		Maintenance and Repair Workers, General	1.36	585	17.97	12.38	3	Yes	R
131111	HSHW	Management Analysts	1.87	357	37.78	20.07	5	Yes	R
119199	HSHW	Managers, All Other	1.27	301	46.60	26.43	4	Yes	R
131161	HSHW	Market Research Analysts and Marketing Specialists	2.73	355	29.98	17.03	5	Yes	R
119111	HSHW	Medical and Health Services Managers	3.72	173	53.42	28.85	5	Yes	R
292010		Medical and Clinical Laboratory Technologists and Technicians	1.71	113	23.79	14.02	4	Yes	R

319022	Medical Assistants	2.83	485	15.70	13.02	3	Yes	R
320271	Medical Records and Health Information Technicians	1.80	1,267	21.43	13.45	4	Yes	S
436013	Medical Secretaries	1.51	204	17.35	12.50	3	Yes	R
131121	HSHW Meeting, Convention, and Event Planners	2.81	1,194	24.67	15.51	4	Yes	S
151142	HSHW Network and Computer Systems Administrators	1.08	109	39.43	25.96	4	Yes	R
472073	Operating Engineers/Construction Equipment Operators	0.60	89	18.64	14.62	3	Yes	R
472141	Painters, Construction and Maintenance	0.89	129	22.13	16.12	3	Yes	R
232011	Paralegals and Legal Assistants	1.49	192	23.07	15.82	3	Yes	R
132052	HSHW Personal Financial Advisors	1.51	95	46.96	21.47	5	Yes	R
292052	Pharmacy Technicians	1.70	2,962	16.45	12.67	3	Yes	S
319097	Phlebotomists	3.32	1,346	16.45	12.85	3	Yes	S
312021	HSHW Physical Therapist Assistants	3.70	1,224	29.80	21.23	4	Yes	S
472151	Plumbers	1.39	559	18.38	16.19	3	Yes	S
472152	Plumbers, Pipefitters, and Steamfitters	0.83	174	22.20	15.53	3	Yes	R
333051	HSHW Police and Sheriff's Patrol Officers	0.65	181	29.88	20.43	3	No	R
251199	HSHW Postsecondary Teachers, All Other	1.66	2,041	33.61	17.29	4	No	S
119141	HSHW Property, Real Estate & Community Association Managers	0.90	218	32.41	18.29	4	Yes	R
292053	Psychiatric Technicians	2.15	931	18.00	12.78	3	Yes	S
273031	HSHW Public Relations Specialists	1.48	99	28.66	16.63	5	Yes	R
292034	HSHW Radiologic Technologists	1.57	1,112	27.45	19.60	3	Yes	S
419021	Real Estate Brokers	1.87	874	29.34	13.81	3	No	S
419022	HSHW Real Estate Sales Agents	1.43	241	32.23	15.62	3	Yes	R
291141	HSHW Registered Nurses	1.06	860	33.39	24.33	4	Yes	R
291126	HSHW Respiratory Therapists	2.62	776	28.22	23.54	4	Yes	S
472181	Roofters	0.88	145	18.06	12.66	3	No	R
535011	Salors and Marine Clerks	2.21	556	15.40	13.35	3	No	S
112022	HSHW Sales Managers	1.29	127	66.34	31.00	5	Yes	R
414011	HSHW Sales Representatives, Wholesale & Mfg. Tech. & Sci. Prod.	0.48	156	42.53	18.28	3	Yes	R
414012	Sales Representatives, Wholesale and Manufacturing, Other	0.72	556	30.86	14.81	3	Yes	R
252031	HSHW Secondary School Teachers, Exc. Special and Voc. Ed.	0.91	142	29.07	19.87	5	No	R
413031	HSHW Securities and Financial Services Sales Agents	1.06	167	36.37	17.25	5	Yes	R
492088	Security and Fire Alarm Systems Installers	2.36	1,094	22.13	15.43	3	No	S
47-2211	Sheet Metal Workers	1.32	1,110	19.28	13.54	3	Yes	S
211093	Social and Human Service Assistants	2.01	1,060	19.09	13.25	3	Yes	S
151132	HSHW Software Developers, Applications	1.37	238	48.04	30.62	4	Yes	R
151133	HSHW Software Developers, Systems Software	1.56	116	48.04	30.62	5	Yes	R
472221	Structural Iron and Steel Workers	1.87	506	21.16	16.08	3	Yes	S
211018	Substance Abuse, Behavioral Disorder, and Mental Health Counselors	2.96	102	21.13	14.42	5	No	R
292055	Surgical Technologists	1.45	809	22.19	16.10	3	Yes	S
492022	HSHW Telecommunications Equipment Installers and Repairers	0.57	118	23.79	15.50	3	Yes	R
472044	Tile and Marble Setters	2.10	827	19.90	15.51	3	Yes	S
131151	Training and Development Specialists	1.40	161	27.41	13.46	5	Yes	R
113071	HSHW Transportation, Storage, and Distribution Managers	1.35	513	46.32	26.13	4	Yes	S
292056	Veterinary Technologists and Technicians	2.59	998	18.31	13.04	4	Yes	S
281194	HSHW Vocational Education Teachers, Postsecondary	1.89	658	29.91	20.20	4	Yes	S
151134	HSHW Web Developers	1.68	868	34.50	20.68	3	Yes	S
514121	Welders, Cutters, Solderers, and Brazers	0.23	116	20.34	14.85	3	Yes	R

New Occupational Titles for CSP PY 21-22

Removed from CSP PY 20-21 RTOL

†SOC Code and Occupational Title refer to Standard Occupational Classification codes and titles.

‡HSHW = High Skill/High Wage.

†††Data Source:

R = Meets regional wage and openings criteria based on state Labor Market Statistics employer survey data. Regional data are shown.

S = Meets statewide wage and openings criteria based on state Labor Market Statistics employer survey data. Statewide data are shown.

NR = Not releasable.

EFI - Enterprise Florida, Inc.



JOBS BY OCCUPATION

CareerSource Pinellas

SOC Code	SOC Title	Employment					2019 Median Hourly Wage (\$)	Education	
		2020	2028	Growth	Percent Growth	Total Job Openings		FL**	BLS**
17-3011	Architectural and Civil Drafters	228	236	8	3.5	199	20.37	PS	A
51-3011	Bakers	360	412	52	14.4	474	9.75	PS	NR
53-3022	Bus Drivers, School	992	1,101	109	11.0	1,166	-	PS	HS
43-5011	Cargo and Freight Agents	247	198	-49	-19.8	119	20.06	PS	HS
39-9011	Childcare Workers	1,989	2,244	255	12.8	2,781	9.92	PS	HS
15-1131	Computer Programmers	596	655	59	9.9	410	26.79	PS	B
43-4051	Customer Service Representatives	17,829	19,237	1,408	7.9	21,168	14.49	PS	HS
11-9161	Emergency Management Directors	29	30	1	3.4	20	43.36	A	B
29-2041	Emergency Medical Technicians and Paramedics	854	985	131	15.3	620	-	A	PS
	First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators, except aircraft cargo handling supervisors								
53-1048	First-Line Supervisors/Managers of Police and Detectives	824	902	78	9.5	815	-	-	-
33-1012	Forensic Science Technicians	381	399	18	4.7	211	29.25	A	HS
19-4092	Healthcare Support Workers, All Other	116	129	13	11.2	129	25.21	PS	B
31-9099	Helpers—Installation, Maintenance, and Repair Workers	216	233	17	7.9	221	15.30	PS	HS
49-9098	Home Health Aides	263	279	16	6.1	293	14.21	NR	HS
31-1011	Landscaping and Groundskeeping Workers	1,829	2,213	384	21.0	2,196	-	PS	HS
37-3011	Mobile Heavy Equipment Mechanics, Except Engines	3,705	4,431	726	19.6	4,940	13.26	NR	NR
49-3042	Motorboat Mechanics and Service Technicians	243	267	24	9.9	227	20.67	PS	HS
49-3051	Nonfarm Animal Caretakers	120	135	15	12.5	116	24.01	PS	HS
39-2021	Nursing Assistants	715	948	233	32.6	1,310	10.53	NR	HS
31-1014	Office Clerks, General	7,025	7,635	610	8.7	7,181	11.80	PS	PS
43-9061	Police, Fire, and Ambulance Dispatchers	9,525	9,712	187	2.0	9,397	14.22	HS	HS
43-5031	Buyers and Purchasing Agents	224	238	14	6.2	189	14.62	PS	HS
13-1020	Recreational Vehicle Service Technicians	1,420	1,405	-15	-1.1	1,163	21.58	-	-
49-3092	Secretaries, Except Legal, Medical, and Executive	88	107	19	21.6	105	18.76	PS	HS
43-6014	Surveying and Mapping Technicians	7,661	7,492	-169	-2.2	6,615	15.89	PS	HS
17-3031	Teacher Assistants	146	164	18	12.3	164	14.70	PS	HS
25-9041	Truck Drivers, Light or Delivery Services	2,123	2,272	149	7.0	2,001	-	PS	SC
53-3033	Brickmasons and Blockmasons	2,384	2,742	358	15.0	2,699	17.01	PS	HS
47-2021	Construction and Building Inspectors	161	165	4	2.5	134	22.55	PS	HS
47-4011	Middle School Teachers, Except Special and Career/Technical Education	398	415	17	4.3	420	26.22	PS	HS
25-2022	Education	635	681	46	7.2	435	54,032.00	B	B

* Annual wage rates are reported where hourly wage rates do not exist but annual wage rates do. These rates are italicized.

** Education levels are abbreviated as follows.

Florida

A: associate degree

B: bachelor's degree

HS: high school diploma or GED

M+: master's, doctoral or professional degree

NR: no formal educational credential required

PS: postsecondary non-degree award

U.S. Department of Labor, Bureau of Labor Statistics

A: associate degree

B: bachelor's degree

D: doctoral or professional degree

HS: high school diploma or GED

M: master's degree

NR: no formal educational credential required

PS: postsecondary non-degree award

SC: some college, no degree

RECOMMENDATION

Approval to adopt the DEO 2021-2022 Regional Demand Occupations for CareerSource Pinellas.

Discussion: April Torregiante verified that school bus driver specifically was added to the list.

Motion:	Belinthia Berry
Second:	John Howell

The Board of Directors made a motion to approve the DEO 2021-2022 Regional Demand Occupations list for CareerSource Pinellas. The motion carried unanimously. There was no further discussion.

ACTION ITEM 6 – Approval of Training Provider ACI Learning (ID# 4995)

ACI Learning has a provisional license from the Commission for Independent Education. A site visit was not conducted as the training provider courses are offered remotely. ACI Learning has begun reporting to FETPIP.

Courses/Certificate/Diploma Programs

Program – Course # - Type of Degree or Certificate	Books & Supplies	Tuition & Fees	Total Cost	Duration Of Training	Completion Rate	Average Wage At Placement	Retention Rate
Computer User Support Specialist	Included	\$13,875	\$13,875	200 hours	63.85%	\$17	*
Information Security Analyst	Included	\$10,485	\$10,485	120 hours	63.63%	\$22.50	*

* Retention not previously tracked but will begin to track CSP enrollments.

- School Opened for five years
- Total enrollments for prior year: 312
- Total Cost, Completion Rates and Average Wage at Placement for the program are comparable to other private schools that offer the same type of training.

RECOMMENDATION

Approval of ACI Learning as an approved training vendor for CareerSource Pinellas.

Discussion: Barclay Harless asked about the fact that in the past there has been discussion about looking at completion rates. ACI has been given a provisional accreditation from the Council on Independent Education (CIE). Completion rates are generally between 60% - 65% as a minimum to maintain that accreditation. Anytime you see an organization is accredited by Council on Independent Education or the Council on Occupational Education, both of those are third party entities that assess completion rates therefore, 60% is the measure. CareerSource Pinellas does track completion rates for all participants enrolled in training and provides a report to the One Stop Committee.

Motion:	John Howell
Second:	Patricia Sawyer

The Board of Directors made a motion to approve ACI Learning as an approved vendor for CareerSource Pinellas. The motion carried unanimously. There was no further discussion.

ACTION ITEM 7 – Renewal of Training Provider Academy for Dental Assistants

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 annually:

- 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 periodically 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 Academy for Dental Assistants.

Motion:	Michael Jalazo
Second:	Debbie Passerini

The Board of Directors made a motion to approve entering into a two-year renewal agreement with Academy for Dental Assistants. The motion carried unanimously. There was no further discussion.

ACTION ITEM 8 – Reinstatement of Training Provider Learning Alliance Corporation

CareerSource Pinellas is required to conduct “continued eligibility” reviews every two (2) years to ensure that providers and their programs continue to meet the applicable requirements, per Policy 90 for Eligible Training Providers.

All institutions that meet the requirements are sent an agreement they are required to sign and return along with relevant documentation to confirm that the continuing eligibility criteria is met.

Four (4) institutions were reviewed and approved for removal by the Workforce Solutions Committee for non-response on October 13, 2020, and the Board of Directors on November 18, 2020. Of these four (4) that were removed from the list, one (1) of the providers, Learning Alliance Corporation, has since responded and requested to be processed for renewal for PY’21-22 which is allowable under continued eligibility status, per Policy 90.

Courses/Certificate/Diploma Programs

Program – Course # - Type of Degree or Certificate	Books & Supplies	Tuition & Fees	Total Cost	Duration Of Training	Completion Rate	Average Wage at Placement	Retention Rate
Broadband Digital Installer	Included	\$10,000	\$10,000	304 hours	81%	\$17	75%
Business Information Systems	Included	\$3,500	\$3,500	240 hours	93%	\$17	75%
Project Business Controller	Included	\$7,500	\$7,500	300 hours	100%	\$14	100%
Lean Sigma Green Belt Champion	Included	\$7,500	\$7,500	300 hours	100%	\$14	100%

RECOMMENDATIC

Approval to reinstate the training provider agreement with Learning Alliance Corporation and return to the approved training provider list for LWDB 14.

Discussion: Dr. Rebecca Sarlo suggested that it would be helpful to know what the placement rates are for providers going forward. To see if these individuals are getting jobs after training would be helpful. Mark Hunt asked if this data was available. April Torregiante responded that the placements rates are included in the application process and reiterated that these rates are also tracked by CIE. She confirmed that once a participant is enrolled with an approved training provider, CareerSource Pinellas tracks placement rates and reports this information on a regular basis at the One Stop Committee for review and discussion.

Motion:	Michael Jalazo
Second:	Debbie Passerini

The Board of Directors made a motion to approve the reinstatement of the training provider agreement with Learning Alliance Corporation and return to the approved training provider list for LWDB 14. The motion carried unanimously. There was no further discussion.

ACTION ITEM 9 – Related Party Contracts for PY’2021-2022

The Board of Directors voted on Related Party Contracts for PY’21-22 on May 19, 2021. At the April 13, 2021, Workforce Solutions Committee meeting, it was recommended that \$50,000 be added to Pinellas County Schools and Ultimate Medical Academy for potential OJT/PWE spending in PY’21-22, which was not included in the final Board vote on May 19, 2021.

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

Action Item	Company	Board Member	OJT/PWE (not to exceed)	IWT (not to exceed)	Leases (not to exceed)	ITA (not to exceed)	Contracts
A	Ultimate Medical Academy	Rebecca Sarlo	\$50k			\$250K	
B	St. Petersburg College	Michael Ramsey			\$160K	\$700K	\$125K
C	Pinellas County Schools	Mark Hunt	\$50k		\$130K	\$300K	
D	Florida Pipe Trades	Russell Leggette				\$50K	
E	Pinellas Ex-Offender Re-Entry Coalition	Michael Jalazo					\$50K
F	AppleOne	Michael Logal					\$300k

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

RECOMMENDATION

Approval of the additional PY’2021-2022 related party contract amounts for Pinellas County Schools and Ultimate Medical Academy by a two-thirds (2/3rd) vote.

Discussion: Board members Barclay Harless and Michael Jalazo wanted to confirm that we would still have a quorum to make sure this vote would count if Mark Hunt and Dr. Rebecca Sarlo abstained from the vote. It was confirmed that based on the attendance, even with their abstentions, we would still have a quorum.

Motion:	Scott Thomas
Second:	Michael Jalazo

The Board of Directors made a motion to approve of the additional PY’2021-2022 related party contract amounts for Pinellas County Schools and Ultimate Medical Academy by a two-thirds (2/3rd) vote. The motion carried unanimously. There was no further discussion.

ACTION ITEM 10 – MOU/IFA Renewals: CareerSource Pinellas and WIOA Required Partners

At the May 19, 2021, Board of Directors meeting, the Board voted approval of the MOU/IFAs listed below for CareerSource Pinellas and WIOA Required Partners for submission to the Board of County Commissioners for review and approval. Ms. Debbie Passerini motioned, and Ms. Belinthia Berry seconded the motion. At the time of the voting, Ms. Belinthia Berry was in attendance as a representative of St. Petersburg College and did not have voting authorization, as the By-Laws state in Article VIII – Quorum and Voting, Section 2B., Members may not vote by proxy.

RECOMMENDATION

Partner Program	Partner Organization	Authorization Category	Contact Information	Co-Located	Status
AARP Foundation SCSEP	AARP Foundation	Senior Community Service Employment Program (SCSEP) authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.)	Gina Kravitz (727) 547-0534 7800 66 th Street North, Suite 301 Pinellas Park, FL 33781 www.aarp.org gkravitz@aarp.org	Yes	Partner Signed
Adult Education and Family Literacy Programs	Pinellas County School Board	WIOA title II Adult Education and Family Literacy Act (AEFLA) Program	Mark Hunt 301 Fourth Street SW Largo, FL 33779 (727) 588-6006 www.pcsb.org huntwi@pcsb.org	Yes	Partner Signed
Career, Technical & Adult Education Programs	Pinellas County School Board	Career and technical education programs at the postsecondary level, authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.)	Mark Hunt 301 Fourth Street SW Largo, FL 33779 (727) 588-6006 www.pcsb.org huntwi@pcsb.org	Yes	Partner Signed
Community Services Block Grant	Pinellas Opportunity Council	Employment and training activities carried out under the Community Services Block Grant Act (CSBG) (42 U.S.C. 9901 et seq.)	Patricia Sawyer 501 First Avenue North, Suite 517 St. Petersburg, FL 33701 (727) 823-4101 ext 116 www.poc-inc.org psawyer@poc-inc.org	Remote	Partner Signed
Division of Blind Services	FL Department of Education	State Vocational Rehabilitation (VR) Services program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA title IV	Nancy Brown Nancy.Brown@dbs.fldoe.org Marcela Blanchett Marcela.Blanchett@dbs.fldoe.org 415 South Armenia Avenue Tampa, FL 33609 (813) 871-7190 www.dbs.fldoe.org	Remote	Pending Partner Signature
Job Corps	Odle Management	Job Corps, WIOA Title I, Subtitle C	Tim Foley (727) 551-2900 foley.tim@odle.com Omoniyi Amoran 500 22nd Street South, St. Petersburg, FL 33712 (727) 551-2906 amoran.Omoniyi@jobcorps.org www.jobcorps.org	Yes	Partner Signed
Vocational Rehabilitation	FL Department of Education	State Vocational Rehabilitation (VR) Services program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA title IV	John Howell 1313 North Tampa Street, Suite 801 Tampa, FL 33602 (813)-233-3609 www.vr.fldoe.org john.howell@vr.fldoe.org	Remote	Pending Partner Signature
HUD Employment and Training Program	St. Petersburg Housing Authority	Employment and training activities carried out by the Department of Housing and Urban Development	Danielle Thomas 2001 Gandy Boulevard North St. Petersburg, FL 33702 (727) 323-3171 ext 211 www.stpeteha.org dthomas@stpeteha.org	Remote	Partner Signed
Second Chance Act	People Empowering and Restoring Communities (PERC)	Programs authorized under sec. 212 of the Second Chance Act of 2007 (42 U.S.C. 17532)	Michael Jalazo 12810 US Hwy 19 North Clearwater, FL 33764 (727) 954-3993 www.Exoffender.org mjalazo@exoffender.org	Remote	Partner Signed

Vote for approval of the [MOU/IFA Renewals](#) for CareerSource Pinellas and WIOA Required Partners effective May 19, 2021.

Discussion: There was question as to whether or not the MOU/IFAs are a contract in which the organization stands to benefit, which would determine who could participate in the vote. Stephanie Marchman spoke with her partner Heather Ramos to see what she thought. Stephanie Marchman said it was their recommendation for a particular board member to abstain if they felt there would be any kind of conflict and to fill out an ethics form. Barclay Harless suggested that we vote individually on items to be safe that way we can be sure we are satisfying the quorum requirement and the abstentions requirement. Barclay Harless asked if there was a motion for a vote as to whether the board should vote individually or not on items in Action item 10. Mark Hunt motioned and Belinthia Berry seconded the motion.

Motion to Vote on Action Items Individually:	
Motion:	Mark Hunt
Second:	Belinthia Berry

Partner Program	Partner Organization	Opposed	Abstentions	Pass
AARP Foundation SCSEP	AARP Foundation	No	None	Yes
Adult Education and Family Literacy Programs	Pinellas County School Board	No	Mark Hunt	Yes
Career, Technical & Adult Education Programs	Pinellas County School Board	No	Mark Hunt	Yes
Community Services Block Grant	Pinellas Opportunity Council	No	Patricia Sawyer	Yes
Division of Blind Services	FL Department of Education	No	None	Yes
Job Corps	Odle Management	No	None	Yes
Vocational Rehabilitation	FL Department of Education	No	John Howell	Yes
HUD Employment and Training Program	St. Petersburg Housing Authority	No	None	Yes
Second Chance Act	People Empowering and Restoring Communities (PERC)	No	Mike Jalazo	Yes

The Board of Directors made a motion to approve of the MOU/IFA Renewals for CareerSource Pinellas and WIOA Required Partners effective May 19, 2021. The motion carried unanimously. There was no further discussion.

ACTION ITEM 11 – Contract Renewal Tucker Hall, Inc.

CareerSource Pinellas entered into a contractual agreement with Tucker Hall, Inc. with the purpose of facilitating increased public awareness of workforce system services and resources, providing public and media relations services and support, as well as providing advice on media outreach efforts and managing consulting activities to make a business case to achieve business objectives, recommend a plan for building in-house capacity and assist in the development of an annual communications plan.

The initial letter of engagement with Tucker Hall, Inc. was established with the option of three annual renewals with a not to exceed amount of \$42,000 annually.

With the transition of the Marketing Supervisor, we would like to renew and expand the agreement with Tucker Hall, Inc. to take on these additional marketing duties. This will allow for more consistent branding and messaging,

and, more coordinated delivery of services. We will evaluate this option to determine the viability as a long-term option. The contract will increase to a not to exceed amount of \$95,000 annually.

RECOMMENDATION

Approval to renew and expand the letter of engagement with Tucker Hall, Inc to encompass additional marketing duties.

Discussion: Commissioner René Flowers asked what the additional cost would include specifically. Jennifer Brackney stated that Tucker Hall will be taking on the duties that were previously performed by the marketing supervisor, including social media, flyers, Team Happenings, Workforce Solutions, gathering all our success stories, helping with the annual report and the chairman’s report. Commissioner René Flowers also asked if there was a breakdown of costs, or if there is just a flat rate charged. Jennifer Brackney explained that it may differ from month to month, depending on activities however, the proposed change would increase the month amount from \$3,000 to \$6,000. Barclay Harless asked if we are at or below where we should be budget year to date with salary and benefits. Jennifer Brackney responded yes. We are in the first month of the program year so, we are within budget at this point. She went on to further explain that this option reduces marketing costs. The marketing supervisor’s salary was approximately \$70,000. This option increases the Tucker Hall contract by \$43,000. Sheryl Nadler questioned if the letter of engagement explicitly states that we can change this agreement at any time. Jennifer Brackney said yes, the current agreement can be modified at any point. Celeste Fernandez suggested that we add that to the letter of engagement. Jennifer Brackney stated that the agreement will be reviewed, if it does not explicitly state that modifications can be made to the agreement, it will be added before proceeding. She also reiterated that this is a bridge while we determine whether it is best to have marketing in-house or to contract with an outside agency. We may transition to a full-time staff and reset Tucker Hall to a support role.

Motion:	Mark Hunt
Second:	Ivonne Alvarez

The Board of Directors made a motion to renew and expand the letter of engagement with Tucker Hall, Inc. to encompass additional marketing duties. The motion carried unanimously. There was no further discussion.

ACTION ITEM 12 – Facilities Upgrade - Flooring

CareerSource Pinellas’ Clearwater Career Center is located at 2312 Gulf-to-Bay Boulevard. The building is owned by the Florida Department of Economic Opportunity (DEO) and is leased to CareerSource Pinellas at an annual rent of \$3.13 per square foot. CareerSource Pinellas has occupied this building since 2003. The carpet, which is more than 10 years old, is in desperate need of replacement. Instead of carpet, for durability, we would like to replace the flooring with Luxury Vinyl Tile (LVT). The advantages of LVT over carpet are as follows:

- Long wearing, requires very little maintenance and is protected by a clear layer which helps to maintain its appearance over long periods of time.
- Lasts longer than carpet.
- Easier to clean than carpet.
- Better for allergy sufferers.
- Better for Indoor Air Quality.
- Environmentally friendly.

The removal of the carpet and installation of flooring is estimated to cost approximately \$75,000-\$80,000. We would like to complete this project by the end of August 2021. We have identified three potential options to replace the flooring. However, we are waiting on DEO to help us determine which option they are willing to approve. The potential options include the following:

1. DEO to purchase the new flooring as part of the current lease.
2. DEO to purchase the new flooring and pass through the cost of the leasehold improvement in increased rental costs.
3. DEO to approve the utilization of allowable grant funds to replace the flooring.

RECOMMENDATION

Approval to negotiate with DEO to determine the best option to proceed with the replacement and installation of flooring at the Gulf-to-Bay Career Resource Center contingent upon DEO approval to utilize allowable grant funds. Based on the RFQ procurement process, the cost will be approximately \$75,000-\$80,000.

Motion:	John Howell
Second:	Mark Hunt

The Board of Directors made a motion for approval to negotiate with DEO to determine the best option to proceed with the replacement and installation of flooring at the Gulf-to-Bay Career Resource Center contingent upon DEO approval to utilize allowable grant funds. Based on the RFQ procurement process, the cost will be approximately \$75,000-\$80,000. The motion carried unanimously. There was no further discussion.

vCIO Update – Paul Ashe

The following is an update of the 2021 technology accomplishments and an update on the 2021 strategic technology objectives for CSP under the direction of the vCIO (Paul Ashe, vCIO, Securance Consulting).

We will continue to center our focus around these principles:

1. **Cybersecurity:** Ensure the environment is protected from cyber-attacks and risks.
2. **Technology Architecture:** Begin to leverage the benefits and value of cloud computing.
3. **Financial Responsibility:** Make technology recommendations that are fiscally responsible.
4. **Operational Responsibility:** Streamline the technologies in the environment to reduce the day-to-day management.

2021 IT Accomplishments

- Successfully implemented Microsoft 0365 (Microsoft Cloud)
- Successfully deployed 75 new laptops
- Successfully deployed 2 upgraded SonicWall Firewalls
- Successfully implemented Multi-Factor Authentication
- Successfully implemented upgraded high-speed network switches at 2 of 4 locations
- Successfully re-wired and cleaned-up the Gulf-to-Bay network closet
- Began project to migrate Active Directory to Microsoft Azure (Microsoft Cloud)
- Began project to migrate network directories to Microsoft SharePoint (Microsoft Cloud)
- Began project to migrate employee home drives to Microsoft OneDrive (Microsoft Cloud)
- Renegotiated Abacode contract to reduce cost by \$24,000 over a 3-year period

2021 IT Strategic Goal Updates

Successfully either completed or in the process of completing all 2021 Strategic Goals- GREAT ACCOMPLISHMENT

Upcoming Challenges

1. Migrating data from the CTS provided ATLAS solution
2. Migrate the website from CTS to another hosting provider
3. Identify a more customer-focused managed service provider

General Counsel Update – GrayRobinson – Stephanie Marchman

To view 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 May 5, 2021, please see the July 14th Board of Directors meeting packet.

Information Items

Information Item 1a – Finance Committee – Statement of Activities: Current Year vs. Prior Year

The current surplus this year is \$103K vs. \$602K last year, which included the gain on sale from the Science Center. This was offset by other expenses associated with the Science Center sale.

Information Item 1b – Finance Committee – Statement of Activities: Current Year vs. Budget Mod 2

Revenue is down a little more than \$400k, driven by spending. Expenses are under budget by \$404K.

Information Item 1c – Finance Committee – Cost Allocation/Expenditure Report for PE 04.30.21

When reviewing the percentage of the budget expended we are about 83% through the fiscal year. Employment Services are at 81.0% of the budget expended. SNAP is ahead of budget with 82.9% of the budget expended. WIOA and WTP are behind budget at 70.4% and 64.4%, respectively.

	Expiring 2020-2021	Proposed 2021-2022	Budget 2021-2022	Variance
Commercial Property	9,895	11,030	5,300	(5,730)
Commercial Package	30,365	34,310	30,500	(3,810)
Commercial Umbrella	10,555	11,350	11,100	(250)
Commercial Crime	5,268	5,268	5,300	32
Mgmt Liability	5,216	5,216	10,484	5,268
Cyber	6,665	28,455	11,703	(16,752)
Auto	6,623	7,607	7,600	(7)
Workers' Comp	41,952	42,231	54,211	11,980
	\$ 116,539	\$ 145,467	\$ 136,198	\$ (9,269)

Information Item 1d – Finance Committee – Pooled Cost Expenditure Report for PE 04.30.21

This report shows the 1/3 allocations. One half of those allocations are personnel costs, followed by Contract IT Services and office rent.

Information Item 1e – Finance Committee – Grants Status Report

This report shows all grants open at any time during the year, the amount of the grant and the status of each of the grants. Under the Workforce and Innovation Opportunity Act, we received a new grant, the Recovery Navigator Program, which will run through June 2023.

Information Item 1f – Finance Committee – Insurance Update

Hub International, the Insurance Broker, has obtained quotes for business insurance renewals effective July 1, 2021.

- Expiring Premium - \$116,539
- Proposed Premium - \$145,467

The 2021-2022 Planning Budget was prepared in April and approved at the May 19, 2021, Board meeting.

Included also is the Summary of Insurance Loss Runs. There has been no activity to report this Fiscal year.

Information Item 2a – One-Stop Operator Update – June 24, 2021

Below is a summary of work completed under the One-Stop Operator contract in the 2020-21 program year:

1. Maintain Linkages

- The CareerSource Pinellas Partner Portal launched in November 2019. A total of 22 partners have active pages.
- Partner member list was created and maintained throughout the year with 25 partners engaged.
- Three new partners were added to the Partner Council: Thrive by Five Pinellas, Gulf Coast Legal Services, and Leap Tampa Bay.

2. Coordinate Quarterly Meetings

- Four quarterly partner meetings held during the year with strong partner engagement and new addition of Partner Spotlight:
 - August 20, 2020 – 16 attendees from 7 partners; Partner Spotlight-Pinellas Ex Offender Re Entry Coalition (PERC) and ServiceSource.
 - October 22, 2020 – 23 attendees from 11 Partners; Partner Spotlight - Pinellas Job Corps.
 - February 18, 2021-20 attendees from 8 partners; Partners Spotlight- Pinellas Opportunity Council and Thrive by Five Pinellas.

- iv. April 22, 2021-22 attendees from 12 partners; Partner Spotlights-Leap Tampa Bay and CareerSource Pinellas Summer P.A.Y.S
- v. Next meeting scheduled for June 24, 2021.

3. Memoranda of Agreement (MOA) and Memoranda of Understanding (MOU)

- a. No new MOA's executed since last meeting.
- b. MOU's are executed by CareerSource Pinellas staff.

4. Universal Design/Barriers to Employment

- a. Career Resource Centers are easily accessible via public transit.
- b. ADA equipment is accessible, and staff are able to assist career seekers with special needs.

5. Strategic Plan

- a. Plan is up-to-date and services observed at the Career Resource Centers are in alignment with the plan.
- b. No changes recommended.

6. Customer Satisfaction Initiatives

- a. Three surveys were administered to CareerSource Pinellas customers, in the below categories. The results listed are from July 1 – April 30, 2021, with an average satisfaction rating of 97.15% and a total of 629 respondents.
 - i. **Career Resource Centers** – There have been 164 survey respondents with an average satisfaction rating of 99.69%.
 - ii. **Remote Services** – There have been 47 survey respondents with an average satisfaction rating of 100%.
 - iii. **Employability Skills Training** – There have been 465 survey respondents with an average satisfaction rating of 96.26%.
 - 1. The Professional Networking Group shows the highest response rate with 218 respondents.
 - 2. The Career Networking Group is second, with 110 respondents.
- b. Net Promoter Survey (NPS) - Through March 2021, there have been 1,544 respondents to the survey out of 17,601, for an 11.4% response rate. The target response rate is 10.0%.
 - i. Average NPS score is 43%; Annual target is at least 30% each month.
 - ii. Tarpon Springs and Lealman are the highest rated centers with an NPS score respectively of 74% and 71%.
 - iii. Positive customer comments include:
 - 1. *“Customer service people are extremely friendly and helpful.”*
 - 2. *“Erlinda was very helpful and friendly. She helped me with my resume, and I was able to find a full-time position in a few weeks.”*
 - 3. *“Every time that I have become unemployed, CareerSource Pinellas has been right there. I have taken advantage of the job fairs, the free trainings, and the free classes sponsored by the WIOA and other initiatives.”*
- c. CareerSource Pinellas staff are actively completing “Extreme Customer Service Training” and will be scheduled for training on the “Partner Portal Referral system” in late June 2021, to support career seeker referrals to partner agencies for community-based support and linkages.

Information Item 2b – Program vs. Expenditure Review



**CareerSource Pinellas
July through March 31, 2021**

	WIOA Adult (AD)		WIOA Dislocated Worker (DW)		Total WIOA Adult and Dislocated Worker	
Participants Served	767		628		1,395	
	Total	\$/Participant	Total	\$/Participant	Total	\$/Participant
Personnel Costs (CSP)	\$ 187,912	\$ 245.00	\$ 169,427	\$ 269.79	\$ 357,339	\$ 256.16
Personnel Costs (DEO)	-	-	-	-	\$ -	-
Service Provider	-	-	-	-	\$ -	-
Training and Supportive Services	544,401	709.78	784,894	1,249.83	\$ 1,329,295	952.90
Other Direct Costs	16,427	21.42	16,254	25.88	\$ 32,681	23.43
Pooled Costs	298,080	388.63	332,919	530.13	\$ 630,999	452.33
TOTAL	\$ 1,046,820	\$ 1,364.82	\$ 1,303,494	\$ 2,075.63	\$ 2,350,314	\$ 1,684.81
	<small>Includes 884,468 of Incentive Funds</small>					
	WIOA Youth		Youth Connect - WIOA Youth		Total WIOA Youth	
Participants Served	116		401		517	
	Total	\$/Participant	Total	\$/Participant	Total	\$/Participant
Personnel Costs (CSP)	\$ 101,126	\$ 871.78	\$ -	\$ -	\$ 101,126	\$ 195.60
Personnel Costs (PEF)	-	-	168,897	421.19	-	-
Service Provider (PEF)	-	-	-	-	373,818	723.05
Training and Supportive Services	85,505	737.11	173,404	432.43	85,505	165.39
Other Direct Costs	8,925	76.94	-	-	8,925	17.26
Pooled Costs	110,370	951.47	31,517	78.60	110,370	213.48
TOTAL	\$ 305,927	\$ 2,637.30	\$ 373,818	\$ 932.21	\$ 679,745	\$ 1,314.79



**CareerSource Pinellas
July through March 31, 2021**

	RESEA		Wagner Peyser		Veteran Services	
Participants Served	3,182		9,553		795	
	Total	\$/Participant	Total	\$/Participant	Total	\$/Participant
Personnel Costs (CSP)	\$ 153,785	\$ 48.33	\$ 34,420	\$ 3.60	\$ 7,079	\$ 8.90
Personnel Costs (DEO)	-	-	397,105	-	239,119	300.78
Service Provider	-	-	-	-	-	-
Training and Supportive Services	10,133	3.18	17,081	1.79	-	-
Other Direct Costs	(138)	(0.04)	25,127	2.63	11,093	13.95
Pooled Costs	114,773	36.07	405,686	42.47	80,982	101.86
TOTAL	\$ 278,553	\$ 87.54	\$ 879,419	\$ 92.06	\$ 338,273	\$ 425.50
	Total Employment Services		Supplemental Nutrition Assistance Program		Welfare Transition	
Participants Served	13,530		206		692	
	Total	\$/Participant	Total	\$/Participant	Total	\$/Participant
Personnel Costs (CSP)	\$ 195,284	\$ 14.43	\$ 203,016	\$ 985.51	\$ 615,374	\$ 889.27
Personnel Costs (DEO)	636,224	-	-	-	-	-
Service Provider	-	-	-	-	4,100	5.92
Training and Supportive Services	27,214	2.01	1,264	6.14	27,220	39.34
Other Direct Costs	36,082	2.67	1,980	9.61	55,163	79.72
Pooled Costs	601,441	44.45	105,828	513.73	684,035	988.49
TOTAL	\$ 1,496,245	\$ 110.59	\$ 312,088	\$ 1,514.99	\$ 1,385,892	\$ 2,002.73



CareerSource Pinellas July through March 31, 2021

	Trade Adjustment Assistance (TAA)		Soft Skills		COVID Dislocated Worker	
Participants Served		72		149		46
	Total	\$/Participant	Total	\$/Participant	Total	\$/Participant
Personnel Costs (CSP)	\$ 6,507	\$ 90.38	\$ 7,238	\$ 48.58	\$ 30,747	\$ 668.41
Personnel Costs (DEO)	63,939	-	-	-	-	-
Service Provider	-	-	-	-	-	-
Training and Supportive Services	65,852	914.61	8,995	60.37	75,984	1,651.83
Other Direct Costs	1,419	19.71	-	-	4,658	101.26
Pooled Costs	16,331	226.82	4,438	29.79	20,113	437.24
TOTAL	\$ 154,048	\$ 2,139.56	\$ 20,671	\$ 138.73	\$ 131,502	\$ 2,858.74

	Apprenticeship		Youthbuild	
Participants Served		-		16
	Total	\$/Participant	Total	\$/Participant
Personnel Costs (CSP)	\$ 2,411	\$ -	\$ 94,881	\$ 5,930.06
Personnel Costs (DEO)	-	-	-	-
Service Provider	-	-	-	-
Training and Supportive Services	-	-	15,755	984.69
Other Direct Costs	-	-	19,324	1,207.75
Pooled Costs	1,653	-	22,252	1,390.75
TOTAL	\$ 4,064	\$ -	\$ 152,212	\$ 9,513.25



CareerSource Pinellas July through March 2021

Workforce Innovation and Opportunity Act						Trade Adjustment Assistance (TAA)		Soft Skills	
PINELLAS	AD	DW	Youth	Youth Connect	Total	PINELLAS		PINELLAS	
Number Served	767	628	116	401	1,912	Number Served	72	Number Served	149
Case Closures w/ Employment	118	158	26	93	395	Case Closures w/ Employment	4	Case Closures w/ Employment	8
Average Wage	\$20.61	\$29.29	\$13.41	\$12.00	\$21.58	Average Wage	\$14.75	Average Wage	\$10.05

Covid Dislocated Worker	
PINELLAS	
Number Served	46
Case Closures w/ Employment	2
Average Wage	\$14.32

Apprenticeship	
PINELLAS	
Number Served	0
Case Closures w/ Employment	0
Average Wage	\$0.00

YouthBuild	
PINELLAS	
Number Served	16
Placements	0
Average Wage	\$0.00



**CareerSource Pinellas
July through March 2021**

Employment Services				
PINELLAS	RESEA	VETS	Employment Services	Total
Number Served	3,182	795	9,553	13,530
Exits w/ Employment	499	98	359	956
Average Wage	\$12.36	\$14.75	\$13.86	\$13.17

Pinellas	Employer Services
Employers Served	1,725
Job Orders Posted	8,179
Referrals to Job Orders	8,679

Supplemental Nutrition Assistance Program	
PINELLAS	
Number Served	206
Entered Employment	62
Average Wage	\$11.94

Welfare Transition Program	
PINELLAS	
Number Served	692
Closed due to income	432
Average Wage	\$13.18

Pinellas	One Stop Center Traffic
Number of Visitors	17,490
Number of Visits	30,672

Pinellas	Website Traffic
Total # of Visits	54,080
Returning	21.9%
New	78.1%

Information Item 3a – Workforce Solutions Committee – WIOA Primary Indicator



WIOA Primary Indicators Report – Quarter 3

Measures	PY 2019-2020 4th Quarter Performance	PY 2019-2020 % of Performance Goal Met For Q4	PY 2019-2020 Performance Goals	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 Performance Goals
Adults:										
Employed 2nd Qtr After Exit	91.90	103.03	89.20	91.90	102.11	91.30	101.44	90.80	100.89	90.00
Median Wage 2nd Quarter After Exit	\$11,146	162.72	\$6,850	\$11,063	158.33	\$10,770	153.86	\$10,518	150.26	\$7,000
Employed 4th Qtr After Exit	91.70	107.25	85.50	91.60	107.13	88.70	103.74	88.50	103.51	85.50
Credential Attainment Rate	96.20	148.00	65.00	96.00	137.14	97.20	138.86	96.00	137.14	70.00
Measurable Skill Gains				68.30	144.89	63.70	135.53	65.40	139.15	47.00
Dislocated Workers:										
Employed 2nd Qtr After Exit	83.20	92.24	90.20	78.40	87.11	76.10	86.78	76.60	85.11	90.00
Median Wage 2nd Quarter After Exit	\$8,412	122.95	\$6,850	\$8,646	123.51	\$9,093	129.90	\$9,572	136.74	\$7,000
Employed 4th Qtr After Exit	85.60	100.47	85.20	84.00	98.59	77.00	90.38	72.90	85.56	85.20
Credential Attainment Rate	89.50	131.23	68.20	89.20	127.43	85.20	121.71	86.40	123.43	70.00
Measurable Skill Gains				76.80	163.40	68.90	146.60	83.80	178.30	47.00
Youth:										
Employed 2nd Qtr After Exit	91.10	107.81	84.50	92.50	109.47	91.40	108.17	90.80	107.46	84.50
Median Wage 2nd Quarter After Exit				\$5,847	182.72	\$5,241	163.78	\$5,184	162.00	\$3,200
Employed 4th Qtr After Exit	86.00	108.59	79.20	84.70	108.59	86.20	110.51	87.40	112.05	78.00
Credential Attainment Rate	88.50	102.55	86.30	81.60	94.55	84.30	97.68	83.40	96.64	86.30
Measurable Skill Gains				62.70	133.40	56.20	119.57	59.00	125.53	47.00
Wagner Peyser:										
Employed 2nd Qtr After Exit	65.90	99.55	66.20	60.90	91.99	66.00	99.70	62.20	93.96	66.20
Median Wage 2nd Quarter After Exit	\$5,841	120.43	\$4,850	\$5,678	113.56	\$5,776	115.52	\$5,704	114.08	\$5,000
Employed 4th Qtr After Exit	61.30	95.48	64.20	57.50	89.56	64.30	100.16	61.80	96.26	64.20
Not Met (less than 90% of negotiated)										
Met (90-100% of negotiated)										
Exceeded (greater than 100% of negotiated)										

As you know, the goal is to meet and exceed performance measures. However, COVID has had an impact on employment and performance. These performance indicators are lagging indicators. Which means, the individuals that are showing in the 2nd quarter and 4th quarter after exit had files that closed last program year.

In addition, DEO has made policy changes that impact how staff can extend participation. Because of the policy change, staff are required to close files that previously could have remained open while they worked with them to find employment. This policy change will have an impact on performance as we look at the next year. DEO has provided an email requesting LWDBs move forward with this process (see handout).

Information Item 3b – Workforce Solutions Committee – Training Provider Spending

The Training Provider Spending report was provided for the Board's review which confirms the training providers and number of participants through April 30, 2021. As of April 30, 2021, \$1.873 million was spent on 521 participants for an average of \$3,595 per participant. A Related Party Contract breakdown is included in the board packet for Pinellas Technical Education Centers and St. Petersburg College.

Information Item 3c – Workforce Solutions Committee – Work-Based Learning Spending

The Work-Based Learning Spending report was provided for the Board's review showing the work-based learning providers and number of participants through April 30, 2021. As of April 30, 2021, \$117k was spent on 45 participants for an average of \$2,601 per participant. This represents over a \$103k increase in work-based learning spending over the previous year.

Information Item 4 - 2021-2022 Schedule of Board and Committee Meetings Update

Jennifer Brackney discussed the 2021-2022 Board calendar, which remains the same apart from the September Board meeting which was moved to September 8, 2021. Please make note of this change. Starting with the next meetings of Compensation and Ad Hoc CEO/Counsel Review, we will be moving to in person meetings at the EpiCenter. There will still be a dial-in option if for any reason you cannot attend in person.

Other Administrative Matters

Action Item 12 was a late addition to the packet originally, so it was put at the end of the packet as a handout and was reviewed during the other administrative matters part of the meeting. As the motion passed, we have added it in order to the packet, directly following Action Item 11.

Open Discussion

None

Adjournment

Barclay Harless thanked everyone for their time, as it was a lengthy meeting. Barclay Harless adjourned the meeting at 1:49 PM.