

**CareerSource Tampa Bay  
Minutes of Workforce Solutions Committee Meeting**

**Date:** Feb 13, 2019 - 9:00 a.m.

**Location:** CareerSource Tampa Bay Office, 9215 N. Florida Ave., Ste. 101, Tampa, FL

**Call to Order:**

Committee member Yanina Rosario called the meeting to order at 9:00 a.m. There was a quorum present with the following Workforce Solutions Committee members participating.

**Members in attendance**

Michael Bach, Robert Coppersmith, Shannon Guzman, Lindsey Kimball, Michael Ramsey, Yanina Rosario

**Members not in attendance**

Jeff Serpico, Gail Fitzsimmons, Benjamin Hom, Kenneth Jones, Earl Rahn

**Staff Present**

Anna Munro, Jody Toner, Michelle Schultz, Chad Kunerth, Jeanette Morales, Joe Vitale

**Public Comments:**

There were none.

**The agenda items are listed in the order of discussion.**

▶ Indicates Committee Action

**Action/Discussion Items**

▶ **Approval of Minutes: October 10, 2018 Workforce Solutions Committee Meeting**

A motion to approve the minutes of October 8<sup>th</sup>, 2018 Workforce Solution Committee Meeting was made by Robert Coppersmith and seconded by Lindsey Kimball. The motion passed unanimously.

▶ **Action Item 2 – Eligible Training Provider Policy**

Director Munro presented the action item. Two additional add-ons that need to be included.

- Out of State training is allowed under Policy #90, but stipulations were added to indicate that it is approved only if the service cannot be provided by an in state training vendor. The same goes for out-of-county.

A motion to approve Eligible Training Provider Policy plus the 2 additional add-ons was made by Robert Coppersmith and seconded by Lindsey Kimball. The motion passed unanimously.

▶ **Action Item 3 – Work Based Training Program (OJT) Policy**

Director Toner presented Work Based Training Program (OJT) Policy.

The following points of discussion ensued:

- What is the definition of a small business? Employer with 50 or less employees (*Outlined on page 20 Workforce Solution Committee Agenda –February 13, 2019*)
- Now that we have to perform skills evaluation and analysis, will this slow down placement? Jody Toner explained that we will be using tools for the skills gap analysis, ONET and the SVP (Specific Vocational Program Code) within ONET will help identify the total hours by occupation. They will also be looking into other online assessments. There will be a little more time up spent front, but we need to ensure quality of the initial creation, because we have to ensure compliance.

A motion to approve **Work Based Training Program (OJT) Policy** was made by Michael Bach and seconded by Robert Coppersmith. The motion passed unanimously.

## **Information Items / Program Updates:**

### Workforce Solutions Goals Updates for 2018-2019 presented by Jody Toner

#### Goal 1: Provide Employers with a Skilled Workforce

- Objective 1: Provide workforce resources to employers.
  - 6 Job Orders
  - 2 EWT and/IWT
  - 5 QRT and/or OJT
- Objective 2: Identify training opportunities for targeted occupations.
  - Received a Grant by CareerSource Florida for \$100,000 for Soft Skills Development Training in Hospitality and Customer Service.
- Objective 3: Develop Labor Market Information
  - We have been working closely with John Flanagan (CEO) looking at some data analytics available through EMSI. These reports should be helpful particularly for this committee, having county specific reports prior to going out to meet with employers will be very beneficial to our Business Service team.
  - There will be a report for Job Posting by Analytics by employer.
  - The Board approved the renewal of the Talent Profile Report subscription.
  - Will be setting up staff training for EMSI.
- Objective 4: Develop a Regional Targeted Occupations List:
  - We'll be bringing this list back for consideration and review. Timeline May - June. This will impact our employers and educational partners. The list fluctuates every year as we have programs that drop off and new ones were added.

#### Goal II: Develop Effective Employer Based Workforce Programs.

- Objective 1: Increase participation in the On the Job Training and Paid Work Experience (PWE) Programs
  - Added 7 Employers for OJT
- Objective 2: Encourage Employer involvement in the Local Employed (EWT) and Incumbent Worker Training (IWT) programs
  - 2<sup>nd</sup> Quarter received 3 new EWT awards
- Objective 3: Connect employers with the Florida Flex Program administered by CareerSource Florida
- Objective 4: Encourage employer participation in the internship and apprenticeship programs.
  - 984 employers, 132 internships, 4133 interns registered, and have placed 0. We need to work on placement.

#### Goal III: Effectively Market and Brand Services and Programs.

- Develop innovative strategies and outreach materials to market various programs.
  - Website trending down this quarter from 17% to 15%.
  - Social Media Traffic is trending up in all categories.
  - Introduced Jeannette Morales as the new Marketing Communications Manager.
  - Question: Are there any more staff vacancies on the Business Team? We are still looking to still hire a Director of Business Services position.

## **Training Vendors Outcome Report presented by Chad Kunerth**

CSTB provides WIOA funding training services with a focus on successful completion of demand-driven industry certifications and training programs. This is a new report as requested. Reporting real time data.

### **Tech Hire presented by Michelle Schultz**

- Grant runs until June 30, 2020
- Data presented is through September 30, 2018.
  - 98% of our goal as of September 30th.
  - Exceeded our enrollment goal.
  - Total Participants Completing Education Training Activities at 23%. This number only reflects those who have completed the exiting process and three quarters of follow up activities. The actual number is a lot higher than reflected, because it only reflects what has been entered into the DOL system.
- Community Based Training Construction Grant ends June 30, 2019.
- Sector Strategies-IT Training ends June 30, 2019.
  - Question: Is there a reason why on 10% of IT participants are not getting hired? It was explained because we are not getting the information from about the candidate and it's not getting updated. Reports doesn't give us all the information. We are trying to have the training vendors take an active role in giving us the information.
- Sector Strategies-CareerREADY Grant has been extended to June 30, 2020.

### **Help Wanted On-Line Summary presented by Jody Toner**

This is the same report just a differed format. The report provides summary of available new ads by occupations and employers for Hillsborough County. The summary gives you a real time labor demand.

### **Professional Mixer**

The 2019 Professional Mixer is the first of the three career fairs we are hosting. Attendance is by invitation only. 5 confirmed employers.

### **Reports – Industry Insights**

Education Insights (Michael Ramsey) No new updates.

Economic Development (Lindsey Kimball)

- Workforce skills are still site selection factors sand it is not unique to Hillsborough, but throughout country.
- Getting increase interest on share services.
- May 7 – Entrepreneur Luncheon – More to follow.

### **Adjournment**

The meeting was adjourned at approximately 10:06 a.m.