



Executive Committee Meeting
CareerSource Tampa Bay
Zoom Meeting
Jun 16, 2022 11:00 AM - 12:30 PM EDT

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A. Next Executive Committee Meeting September 15, 2022

Pledge of Allegiance





Executive Committee Meeting Minutes

CareerSource Tampa Bay
Mar 17, 2022 at 11:00 AM EDT
@ Zoom Meeting

Attendance

Members Present (Remote):

Tom Aderhold, Michael Bach, Richard Bennett, Benjamin Hom, Steve Morey, Gwen Myers

Members Absent:

Sean Butler, Don Noble, Sophia West, Audrey Ziegler

Attendance

Members Present (Remote):

Saleema Bennett, Dr. Byron Clayton, Sheila Doyle, John Flanagan, Kay Jefferson, Don Shepherd, Tammy Stahlgren, Doug Tobin, Jennifer Wilson, Michelle Zieziula

Guests Present (Remote):

Trevor Stout - EDSI

Legal Counsel Present (Remote):

Mary Helen Farris

Board Liaison Present (Remote):

Ken Jones

- I. Call to order, Welcome and Roll Call (Presenters: Benjamin Hom)

Ben Hom called the meeting to order at 11:01 a.m. There was a quorum present.

- II. Pledge of Allegiance (Presenters: Tom Aderhold)

Tom Aderhold led the Pledge of Allegiance.

- III. Public Comments

There were none.

- IV. Approval of Minutes (Presenters: Benjamin Hom)

- A. December 16, 2021 Executive Committee Meeting Minutes

Motion:

To approve the minutes of the December 16, 2021 Executive Committee meeting.

Motion moved by Tom Aderhold and motion seconded by Michael Bach. Motion carried.

B. February 11, 2022 Special Executive Committee Meeting Minutes

Motion:

To approve the minutes of the February 11, 2022 Special Executive Committee Meeting.

Motion moved by Michael Bach and motion seconded by Gwen Myers. Motion carried.

C. March 7, 2022 Special Executive Committee Meeting Minutes

Motion:

To approve the minutes of the March 7, 2022 Special Executive Committee meeting.

Motion moved by Tom Aderhold and motion seconded by Gwen Myers. Motion carried.

V. Chair's Report (Presenters: Benjamin Hom)

The Chair's report was included in the packet for Committee members to review.

Highlight(s):

According to the new 2021 state population numbers provided by EMSI, Hillsborough County is projected to be the 3rd largest county in the State.

VI. Board Counsel Report (Presenters: Mary Helen Farris)

Nothing to report to the committee.

VII. CEO Report (Presenters: John Flanagan)

Mr. Flanagan reviewed his CEO report which was provided in the agenda packet.

Highlights:

Administrative Office

Currently under negotiation for new lease for administrative space. We are looking at the Meridian Complex which could potentially yield a cost savings of approximately \$25,000 annually.

Legislative Highlights

Up to 25% of TANF funds possibly held back in the event that DEO does NOT release procurement for One Common Portal, a legislative mandate in the REACH Act.

CareerSource FL and the REACH office are currently soliciting RFP for a research firm to lead a realignment study, which could have potential impacts to the CareerSource Tampa Bay region.

It was explicitly stated in the REACH Act that DEO/CareerSource FL shall look to identify realignment opportunities to condense or reduce regions from 24 to a number yet to be determined.

Tampa Bay Summer Hires funding

Hillsborough County will not be funding the Tampa Bay Summer Hires program this year. There were issues with logistics of the contract. Hillsborough County will realign those funds in support of the county's Minority Business Enterprise Program. The County is planning on supporting the program next year.

We are appreciative that we are still receiving money from the county for the ACE program and the Sector Strategist initiative. These are two new programs that we did not have two years ago.

VIII. Action items

There were none.

IX. Information Items

A. Tampa Bay Summer Hires (Presenters: Jennifer Wilson)

Tampa Bay Summer Hires program is still accepting employer applications. The youth application period has been extended to March 31, 2022.

No discussion occurred.

B. WIOA Primary Indicators of Performance: PY 2122 July 21-Dec 21 (Presenters: Don Shepherd)

Highlight's:

Numbers are from the last two quarters of 2021 and the first two quarters of 2022.

Employed 2nd & 4th Qtrs. After Exit, reflect the height of the pandemic results and pre-Pandemic goals.

9 Measures were not met (less than 90% of negotiated)

3 Measures were met (90-100% of negotiated)

6 Measures exceeded (greater than 100% of negotiated)

Statewide Measures

0 Measures were not met (less than 90% of negotiated)

5 Measures were met (90-100% of negotiated)

13 Measures exceeded (greater than 100% of negotiated)

An analysis of the other local workforce boards indicates there's an average of four to five measures where other regions are also struggling and have not met their performance goals.

The methodology behind the WIOA Primary Indicators of Performance follows DEO guidance. The negotiated goals are something that's done annually, usually for a two year period, and again the negotiation of these goals was pre-pandemic.

The other issue we brought up with DEO is our negotiated goals are based on historical performance. When there's some very high numbers from 2015-17, they're not going to adjust our goals down, they're adjusting up. We've had a conversation about having the ability to look at some of those numbers and renegotiate a little, and be able to adjust for the Pandemic affected years.

It was noted that Charles Williams, from DEO completed a presentation at the February CSTB Board of Directors meeting and they are talking about adjustments to their regression model. They are either going to take into account the COVID-19 impact, or add a "hold harmless" language.

C. PY 21-22 Strategic Goals Dashboard Update

Update provided by Michelle Zieziula

This document was created to support individual CSTB Strategic Plan Dashboard users as they review and interact with the Dashboard tool and seek to better understand the methodology for how metrics are calculated and reported. Note that dashboard users can touch on the upward green arrows to drill down to the actual end document to see how we have accomplished the goal.

The Asset Mapping is progressing and soon will have approximately 940 organizations and service providers, with more expected as we begin to have conversations and uncover additional resources by referral. The goal is to be able to search the database to identify all organizations that may benefit a desired target or population with a program or resource. One of the centers has brought up Re-entry as a specific service area that can benefit from having this database.

X. Committee Reports

There were none.

XI. Future Business

Effective next program year all board members will be required to have a CareerSource email address. The reason for that is the state wanted to try to remove barriers of not being able to communicate via email. Staff will work on getting each board member a CareerSource Tampa Bay email address with all completed effective July 1, 2022.

Chair, Ben Hom will assist in assigning committee members to a Nominating Committee. The Nominating committee will meet in April to create a slate of officers for next program year to present at the May Board of Directors meeting for vote and approval.

A Special Executive Committee meeting is needed to create goals for John Flanagan, President & CEO.

XII. Adjournment

The meeting adjourned at 11:58 a.m.

Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator.

Key Regional Workforce / Demographic Indicators

The unemployment rate in the CareerSource Tampa Bay region (Hillsborough County) was 2.2 percent in April 2022. This rate was 2.4 percentage points lower than the region's year ago rate of 4.6 percent.

The region's April 2022 unemployment rate was 0.2 percentage point below the state rate of 2.4 percent. The labor force was 790,630, up 30,291 (+4.0 percent) over the year. There were 17,731 unemployed residents in the region

The industries gaining in jobs over the year were:

Leisure and Hospitality	+21,400 jobs
Trade, Transportation, and Utilities	+18,600 jobs
Professional and Business Services	+14,900 jobs
Financial Activities	+9,400 jobs
Mining, Logging, and Construction	+3,600 jobs
Manufacturing	+3,200 jobs
Other services	+2,500 jobs
Education and Health Services	+2,000 jobs
Information	+1,800 jobs

Government (1,100 jobs) industry lost jobs over the year.

Unemployment Rates			
(not seasonally adjusted)	Apr-22	Mar-22	Apr-21
CareerSource Tampa Bay (Hillsborough County)	2.2%	2.5%	4.6%
Tampa-St. Petersburg-Clearwater MSA	2.3%	2.5%	4.5%
Florida	2.4%	2.7%	4.9%
United States	3.3%	3.8%	5.7%

Nonagricultural Employment by Industry (not seasonally adjusted)	Tampa-St. Petersburg-Clearwater Metropolitan Statistical Area				Florida			
	Apr-22	Apr-21	change	percent change	Apr-22	Apr-21	change	percent change
Total Employment	1,456,900	1,380,600	76,300	5.5	9,334,300	8,815,400	518,900	5.9
Mining, Logging, and Construction	89,500	85,900	3,600	4.2	597,300	580,500	16,800	2.9
Manufacturing	70,900	67,700	3,200	4.7	408,500	384,400	24,100	6.3
Trade, Transportation, and Utilities	272,900	254,300	18,600	7.3	1,918,600	1,798,700	119,900	6.7
Wholesale Trade	60,700	55,700	5,000	9.0	377,500	352,900	24,600	7.0
Retail Trade	166,800	157,400	9,400	6.0	1,134,000	1,073,400	60,600	5.6
Transportation, Warehousing, and Utilities	45,400	41,200	4,200	10.2	407,100	372,400	34,700	9.3
Information	27,700	25,900	1,800	6.9	144,500	134,700	9,800	7.3
Financial Activities	137,100	127,700	9,400	7.4	652,100	614,000	38,100	6.2
Professional and Business Services	271,200	256,300	14,900	5.8	1,535,700	1,432,100	103,600	7.2
Education and Health Services	219,500	217,500	2,000	0.9	1,364,300	1,341,200	23,100	1.7
Leisure and Hospitality	166,500	145,100	21,400	14.7	1,245,400	1,089,100	156,300	14.4
Other Services	46,800	44,300	2,500	5.6	353,400	331,000	22,400	6.8
Government	154,800	155,900	-1,100	-0.7	1,114,500	1,109,700	4,800	0.4

Population	2021	2020	change	percent change
CareerSource Tampa Bay (Hillsborough County)	1,497,957	1,476,431	21,526	1.5
Florida	21,781,128	21,569,932	211,196	1.0

Average Annual Wage	2020	2019	change	percent change
CareerSource Tampa Bay (Hillsborough County)	\$60,913	\$56,468	\$4,445	7.9
Florida	\$55,845	\$51,744	\$4,101	7.9

Management Operation(s)

Legislative Highlights

- As part of the REACH Act, the DEO has released preliminary information / data for the establishment of letter grades. Grades will include criteria such as placement into employment, wage at entry, retention at 4th qtr, new business engagement, and reduction of customer dependency on public assistance. Baseline grades will be published in the fall of 2022.
- “Realignment” process continues. On June 9th, Ernst and Young, the firm hired to
- One Stop Operator and Career Services Agreement and CSTB Organization budget are expected to be approved by the Hillsborough Board of County Commissioners at the June 15, 2022 meeting.

Business Development Highlights:

- Working the Tampa Bay Chamber and the Tampa Bay Economic Development Corp on creating local “business hubs” with the intention of marketing and providing CSTB services are various connection points within the county, as opposed to “static” locations.
- Awarded a research project from the United Way Suncoast. CSTB will be charged with identifying “Youth Success Metrics” for the Suncoast Region. This will also be unrestricted income.
- Dr. Clayton and I were appointed to the Tampa Bay Economic Development Corp’s Competitiveness Committee, which benchmarks talent indicators attractive to site selectors, and benchmarks Tampa against its business attraction competitors.

Program Operation(s)

ACE Update

- Cyber Security Cohort 2 – 12/2/2021 to 02/21/2022
- Business Office Specialist Cohort2 – 1/3/2022 to 3/1/2022
- Digital Marketing Specialist Cohort3 – 1/6/2022 to 2/25/22

Served to Date:

- 70 participants seated to date
- 63 participants remain active
- 68 certifications have attained to date by ACE participants
- 31 completers to date with 5 classes still in progress
 - 3 completers were offered OJT with their worksite employers
 - 3 were offered employment with their worksite
 - 6 report new employment
 - 4 pursuing advance training after their ACE experience

- 26 employers active in ACE with contracts or contracts in process with an additional 4 employers committed for year 1 with 70 total PWE worksite positions

Veterans Grant – Get There Faster

Grant Activities to date:

- Planning and implementation meetings continue at leadership and grants level.
- Job Descriptions developed and position openings posted.
 - Grant supports three (3) positions for a coordinator and 2 coaches
 - Two staff have been hired and in training. The third is identified and recommendation to hire submitted to HR and leadership.
 - Staff training has been initiated and will continue as new staff brought on board.
- Coordination meetings with grant key partners continue.
- Marketing launch is set for mid-March with program launch, marketing strategy and social media campaign. Press Release slated to go out for Get There Faster and then second Press Release for Troops to Technician second grant initiative.
- Develop of eligibility standards, grants application and grant procedure are in progress.
- Planning mid-March 2022 launch date

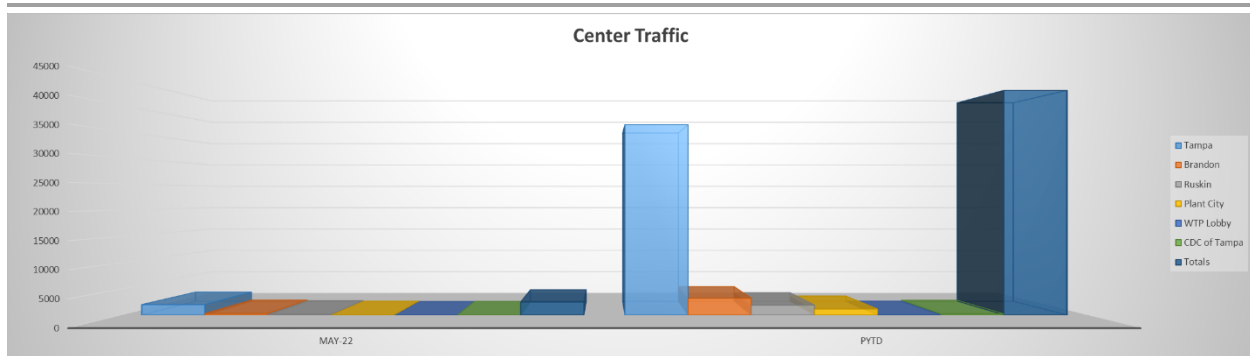
Center Traffic Update

May 2022 Center Traffic update below (Timeframe May 1 - May 31, 2022)

- Total of 2,505 customer visits occurred this month. A 4.6% increase from the previous month.
 - 2,441 customer visits were unique.
 - Main reasons for customers visit:
 - Resource Center
 - Re-employment Assistance
 - SNAP
- Averaging 161 visits per business day

YTD PY 21-22 Center Traffic update below:

- **Time frame: July 1 - May 31, 2022**
- Total of 42,801 customer visits occurred during this time. This represents an increase of 4.5% when compared to the same frame of PY 20/21.
- Averaging 179 customers visit per business day
- Averaging 3,891 customer visits per month
- Tampa represents 80% of all traffic; followed by Brandon representing 12%, then Ruskin at 6%.



Department Highlight – Sector Strategies:

Activities

1. Sector Partnership Projects (to build career pathways or talent pipelines)
 - a. Business & Finance
 - i. Regions Bank – Leadership pathway
 - b. Health Science
 - i. USF School of Nursing / CNOs from Local HC Providers – Nursing pre-apprenticeships, apprenticeships, and externships to improve retention.
 - ii. BayCare – TBD
 - c. IT & Tech
 - i. Net Synergy / ASCM – Supply Chain Technologist pathway
 - Net Synergy has begun integrating ASCM curriculum into their pre-apprenticeship and apprenticeship curriculum.
 - Preparing pitch for local ASCM members.
 - d. Skilled Trades
 - i. SMT – CNC Machinist and Quality Inspector pipelines
 - Launched talent pipeline optimization assistance.
 - ii. Moffitt Cancer Center – TBD
 - Meeting scheduled to determine target occupations on 3/10.
 - iii. Tampa Ship – 5 Skilled Trades Apprenticeship pathways for FL, MS & LA
 - Application for FL registration has begun. CSTB ETPL is next.
 - Began effort for a proposal to assist Tampa Ship.
 - iv. AmSkills / ARM / DOL – Entry-Level Manufacturing Worker pathways
 - Conceptualizing process to route CSTB job seekers to AmSkills and track their progress.
 - v. HCPS – Welder, CNC Machinist and Maintenance Tech pathways
 - Conceptualizing process to sign students up for EF and CSTB services

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- vi. HCC – Welder, CNC Machinist and Maintenance Tech pathways
 - Conceptualizing process to sign students up for EF and CSTB services
 - 2. Alliance for Workforce Innovation (AWI)
 - a. PO requisition has been submitted for transitioning the Manufacturing Alliance website.
 - b. PO requisition has been submitted for best practice research
 - 3. Special Projects
 - a. Career Pathways Portal
 - i. PO requisition has been submitted for occupation data mining.
 - ii. PO requisition has been submitted for training data mining.
 - iii. PO requisition has been submitted but waiting terms modification response.
 - b. Credit for Prior Learning (CPL)
 - i. PO was approved. Strada legal is reviewing CSTB General Provisions, Certifications and Assurances addendum.
 - c. Proposal for WorkRise RFP
 - i. United Way Suncoast will partner on a proposal to research, evaluate and communicate the impact of Summer Hires Program to improve and expand it.
 - d. Proposal to Provide Research for United Way Suncoast Youth Success Project

Outcomes

- 1. No. of AWI Members
- 2. No. of Completed Sector Partnership Projects
- 3. Talent Pipeline Metrics (per HC Agreement)
 - a. No. of Participants Served (Enrolled in Employ Florida)
 - b. No. of Participants Enrolled in Education/Certification Training
 - c. No. of Participants Completing Education/Certification Training
 - d. No. of Participants Earning at Least One Industry Certification
 - e. No. of Participants Obtaining Employment/Upskilled Employment
 - f. No. of Participants Remaining Employed (6 Months)

Alliance for Workforce Innovation (AWI)



Events Happenings

- Partnering with Senator Janet Cruz to host her annual job fair on July 20, 2022.
- Hosting Career Fair for Hillsborough County Schools on July 14, 2022

Upcoming Conferences

- 2022 SETA Conference (Southeastern Employment Training Association – August 28-31, 2022)



Action Item

Ad-Hoc Committee

Background: As one of the 5 key priorities of the CareerSource Tampa Bay 3-year strategic plan unanimously approved in May of 2021, the System Redesign strategic pillar addresses the needs of the organization to ensure it meets our customers in their respective communities, while providing digital access to services available in the brick and mortar setting. Under our current structure, significant human and financial capital are encapsulated in our Comprehensive One Stop Center located at 9215 N Florida Ave. The size of the space is approximately 71,000 square feet. As outlined in 20 CFR 678.305, each identified local area must maintain a comprehensive one stop location with direct access to services from all required WIOA partners. While the WIOA legislation mandates the comprehensive center, it also recommends that local workforce delivery systems saturate market segments where services are identified in greatest need.

As part of the outcomes under the strategic pillar of System Redesign, CSTB has engaged in strategic partnerships with entities such as the Thaddeus Bullard Foundation, the Community to Develop Corporations (CDC), the Hillsborough County Public Library System, Enterprising Latinas and others, to ensure appropriate market presence in identified areas of need.

While we continue to create new partnerships in communities to provide neighborhood-based services in areas of needs, leadership at CSTB is also actively working to establish recognized "Business or Employer" Hubs, where the business community can access resources available through CareerSource Tampa Bay. This model has achieved tremendous success in Las Vegas, as delivered through Workforce Connections of Southern Nevada, where they have created strategic partnerships with The Las Vegas Chamber, and the Clark County Library System, and the Las Vegas Global Economic Alliance. The partnership has resulted in a more than 200% increase in business engagement in the last 4 years in the greater Las Vegas area.

Currently, CSTB has engaged in strategic partnerships with the Tampa Bay Economic Development Council (EDC) and the Tampa Bay Chamber to ensure resources, information and services are readily available to those businesses that may not have immediate knowledge of CSTB programming. As we continue to create and implement this model, it will, organically, drive more job seekers and employers to identified "hubs".

As a part of the overall System Redesign, CSTB has noted that the space at 9215 N Florida Ave has become outdated, lacking the physical layout and technological capability to meet the needs of a modern workforce system.

To date, this organization has NOT completed a comprehensive assessment of this location to ensure it is primarily located in the most impactful geographic area for the needs of Hillsborough county's residents, and secondarily, that it provides the physical layout and technological capability needed by the community.

RECOMMENDATION

It is the recommendation of the CareerSource Tampa Bay Leadership that the Chairman of the Board of Directors, appoint an ad- hoc committee to address system assets, and possible relocation of our Comprehensive Center on 9215 N Florida Avenue to a space that better aligns with the needs of a modern workforce system.



Action Item

Establish Goals and Key Performance Indicators for the Chief Executive Officer

Background: As part of the Chief Executive Officer performance review on 2/17/2022, the CSTB Board requested goals and objectives be set for CEO for the year forward. Sample goals, objectives, and ideas were discussed with the executive search firm, Newland and Associates, throughout the course of the engagement period.

The Chairman met with the CEO on several occasions to discuss measurable, attainable and impactful goals that would capture the spirit and essence of the feedback given to Mr. Newland.

The Chairman identified the following 4 goals for consideration of approval for the executive committee to review and approve for the 6/16/2022 meeting. They are:

- 1) Continuous operational excellence, demonstrated by increased employee satisfaction by 10% year over year, increase customer satisfaction year over year. Priorities include:
 - a. Annual Culture Survey - would be best hosted by a 3rd party to solicit quantitative and qualitative feedback from CTSB teammates.
 - b. Implement a new, robust professional development plan, tiered to management and operational teams' members, effective by October 1, 2022 to include departmental succession plan(s).
- 2) Execution of strategic plan, intently focusing on the following areas:
 - a. Increase discretionary revenue by 15% by 12/1/2022
 - b. System redesign, to include final recommendation to the board of Directors by December 31, 2022, that includes service delivery structure, and operational efficiencies.
- 3) Increase job seeker traffic, across all programs, by 10%
- 4) Increase business penetration by 20%

RECOMMENDATION

The recommendation is for the Executive Committee to approve the Goals and Key Performance Indicators for the Chief Executive Officer in the time period of Program year 2022.



Information Item

Strategic Goals Dashboard Update

Here's the link to the live dashboard: [Strategic Goals Live Dashboard Link](#)

Introduction

This document was created to support individual CSTB Strategic Plan Dashboard users as they review and interact with the Dashboard tool and seek to better understand the methodology for how metrics are calculated and reported. Of note, below terminology focuses on quantifiable data metrics. Any outcomes that require a final document or study to establish a baseline, are not included in the detail below. They are instead referred to as "Projects" in the dashboard and are considered a yes or no for meeting the goal. No additional methodology is required.

Summary Page and Indicator Icon Methodology

Each CSTB Priority is identified on the summary page of the dashboard.

Below are the current CSTB Priorities.

1. Connecting Job Seekers to Careers
2. Future Workforce
3. Community Awareness
4. System Redesign
5. Revenue Diversification

Under each pillar on the summary page, is every goal associated with that pillar. Next to each goal is a red triangle, yellow circle, and green triangle. A red triangle indicates that this goal has not been started or met. A yellow circle indicates that this goal has been started but all the objectives have not been met. A green triangle indicates that all the metrics associated with this metric have been successfully completed to-date.

Each metric associated with goals are on the individual priority pages and have their own individual indicator icon.

System Traffic- The total number of customer check in's through the front-desk kiosk system between 7/1/2021 and 6/30/2022.

Virtual Services Served- Distinct count of customers assigned to Region 15 who have received a self-directed service between 7/1/2021 and 6/30/2022 who have not received a staff assisted service between 7/1/2021 and 6/30/2022.

Individuals Served- Count of distinct customers that are assigned to Region 15 and have received a service or activity in WIOA, Generic Programs, WP, TAA, SNAP, or WT with an activity or service actual begin date between 7/01/2021 and 06/30/2022.

Workshop Attendance- Total count of attendance to CSTB Employability Skills Workshops between 7/1/2021 and 6/30/2022. Workshops counted in this measure are Job Search, Leadership, Computer Skills, Social Networking, Interview Skills, Soft Skills, and Financial Management.

Employer Satisfaction- Percentage of employers who select effective or higher to the monthly employer survey question “How effective has the CSTB staff been in providing you the services you need?” between 7/1/2021 and 6/30/2022.

Job Fairs and In-House Recruitments- Count of distinct employers who receive a Provided Mass Recruitment Services or Provided Job Fair Services between 7/1/2021 and 6/30/2022 recorded by CSTB staff.

Placements- Distinct count of customers assigned to Region 15 that had an activity code between 750 and 883 with an actual date between 7/1/2021 and 6/30/2022, a job placement start date in OSST between 7/1/2021 and 6/30/2022 or employment entered on the case closure with a closure date between 7/1/2021 and 6/30/2022.

Small Business Served- Count of distinct employers assigned to Region 15 who receive a service between 7/1/2021 and 6/30/2022 who also list their employer size in their employer account on Employ Florida at 50 or less.

Employers Served- Count of distinct employers assigned to Region 15 who receive a service between 7/1/2021 and 6/30/2022 who also list their employer size in their employer account on Employ Florida at 50 or less.

Value Added Services- Count of customers assigned to Region 15 who receive an On-The-Job or an Incumbent Worker Training activity with an actual begin date between 7/1/2021 and 6/30/2022.

Work Experience Enrolled- Count of customers assigned to Region 15 who receive a Work Experience activity with an actual begin date between 7/1/2021 and 6/30/2022.

OJT Enrolled- Count of customers assigned to Region 15 who receive an On-the-Job activity with an actual begin date between 7/1/2021 and 6/30/2022.

IWT Enrolled- Count of customers assigned to Region 15 who receive an Incumbent Worker Training activity with an actual begin date between 7/1/2021 and 6/30/2022.

Apprenticeship Enrolled- Count of customers assigned to Region 15 who receive an Apprenticeship activity with an actual begin date between 7/1/2021 and 6/30/2022.

Work Based Learning Employers- Count of distinct employers assigned to Region 15 who have a Work Based Learning contract signed with CSTB and have a customer assigned to them with an actual start date of either an On-the-Job Training, Paid Work Experience, or Incumbent Worker Training between 7/1/2021 and 6/30/2022.



Information Item

Updated CSTB Policies

Programmatic policies are administered by the CSTB Director of Policy and Special Projects. The Director and his/her designee reviews all relevant USDOL ETA Training Employment Guidance letter and Training Employment Notices to determine if there is a need for a policy or policy revision.

When a need for a new or revised policy occurs, the CareerSource Florida Strategic Policy and Performance Team and DEO's Division of Workforce services Bureau of One Stop and Program Support receive the policy assignment. Administrative policies are issued from DEO, while strategic policies are issued from CareerSource Florida. Both types are reviewed by the CareerSource Florida Policy Development Workgroup to ensure that they align with the key characteristics of the Policy Development Framework prior to dispersing to Florida's 24 LWDBs. LWDBs are responsible for adapting the issued policy to a local level within their region.

Modification of a policy could include but is not limited to minor revisions or major changes at federal, state or local level. Policy updates are minor revisions needed to preexisting policies that do not affect the intent or objective of the policy, which may include:

- Clarify points outlined in the initial policy
- Restructure the initial information in the policy for a better flow, description, or explanation
- Corrections to existing definitions, punctuation, spelling, or agency titles
- Addition of new definitions
- Incorporating attachments to assist in policy statements or clarification

As policy modifications are made as indicated above, CSTB staff have authority to make required changes and disperse to management and staff.

Outlined below are the existing CSTB Board approved policies that have been modified during Quarter 3 (April 1, 2022 – June 30, 2022):

Policy Title	Policy #	Revision Date	Language Update/ Addition
Apprenticeship	019-C0041	6.10.2022	Added the updated \$15k cap and the eligibility definition for employed workers
Incumbent Worker Training	018-C0015	6.10.2022	Added language to use funds for apprenticeships and special circumstances for Apprenticeship candidates don't require 6-months of employment history.

Employer Worker Training	019-C0020	6.10.2022	Added language to use funds for apprenticeships and special circumstances for Apprenticeship candidates don't require 6-months of employment history.
On the Job Training	018-C0011	6.10.2022	Added reference to employed workers and how to CSTB will process differently.
Eligible Training Provider List	019-C0001	6.10.2022	Added the updated \$15k cap

All CSTB policies can be viewed in full on the CSTB website (<https://www.careersourcetampabay.com/reports-and-publications/>) located under the "Reports and Publications section under "About Us"



Information Item

Adjusted Income Level Wage Rate for 2022

On May 27, 2022 DEO released the Adjusted Lower Living Standard Income Level Wage Rates for 2021.

Each Program Year, DEO publishes the Adjusted Lower Living Standard Income Level (LLSIL) Wage Rates. Rates are adjusted for each local workforce development board based on the Florida Price Level Index.

The hourly wage rates are used as a baseline data in state-generated performance reports such as the Monthly Management Report (MMR) and may be used by local workforce development boards for other purposes including the locally required definition for employment that leads to self-sufficiency.

The DEO MMR PY 22-23 for CSTB wage rate for placements is \$16.25 per hour (based on a family size of three). This represents a significant increase over the prior PY, which was \$15.40 per hour based a family of three.

PY 22-23 comparison to other metro LWDB's and STW DEO Rates:

CareerSource Northeast Florida – Region 8	\$15.96
CareerSource Central Florida – Region 12	\$ 16.00
CareerSource Palm Beach County – Region 21	\$ 16.96
CareerSource Broward – Region 22	\$ 16.56
CareerSource South Florida – Region 23	\$ 16.44
CareerSource Southwest Florida – Region 24	\$ 16.33
STW DEO	\$ 16.04



CareerSource Tampa Bay
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