



Thursday, September 19, 8:30 AM
 1320 E. Palm Avenue Tampa, FL 33605

Board of Directors Agenda

8:30-8:40 AM	I. Welcome and Introductions Sean Butler, Chair II. Public Comments III. Consent Agenda Sean Butler <i>**The Consent Agenda is intended to allow the WDB to spend its time on more complex items and initiatives. These items are generally perceived as non-controversial and can be approved by a single motion. Board members may ask that an item be removed from the Consent Agenda for individual consideration</i> 1. Approval of July 18, 2019 Board of Director Minutes Page 3 2. Approval of August 29, 2019 Special Board of Director Minutes Page 8 3. Regional Targeted Occupations List PY 19-20 Revision Page 10 4. Removal of Training Providers Page 13 5. PY 2018 – 2019 Budget Modification No. 4 Page 14 6. 2019 Adjusted Income Level Wage Rate Page 17 7. Eligible Training Provider Policy Page 18 8. Paid Work Experience Policy Page 25 9. Youth Requiring Additional Services Policy..... Page 35 10. Renewal of License and Lease Agreement Brandon & Ruskin Page 38 IV. Chair’s Report Chair Sean Butler, Page 39 V. Board Counsel Report Charlie Harris, Trenam Law VI. CEO Report John Flanagan
8:40-9AM	VII. Action/Discussion Items 1. 2019 – 2020 Budget Modification No. 1 Sheila Doyle , Page 42 2. Approval of CPA Firm for Audit and Tax Services Anna Munro , Page 47 VIII. Information Items 1. Eligible Training Provider: Waiver Page 48 2. Expenditure Reports for the period ended June 30, 2019 Page 49 3. Indirect Cost Rate Page 53 4. Compensation and Benefits Study - Update..... Page 54 5. Public Relations/Marketing Update Page 55 IX. Committee Reports 1. Ad-Hoc By-Laws Committee Michael Bach 2. Finance Committee Sophia West 3. One-Stop Committee John Howell 4. Workforce Solutions Committee Mike Ramsey X. Future Business 1. Business and Education Summit-February 28, 2020
9:00 AM	XI. Adjournment

Next Meeting Board of Directors Meeting November 21, 2019





Consent Agenda Items

Background

***The Consent Agenda is intended to allow the WDB to spend its time on more complex items and initiatives. These items are generally perceived as non-controversial and can be approved by a single motion. Board members may ask that an item be removed from the Consent Agenda for individual consideration*

1. Approval of July 18, 2019 Board of Director Minutes
2. Approval of August 29, 2019 Special Board of Director Minutes
3. Regional Targeted Occupations List PY 19-20 Revision
4. Removal of Training Providers
5. PY 2018 – 2019 Budget Modification No. 4
6. 2019 Adjusted Income Level Wage Rate
7. Eligible Training Provider Policy
8. Paid Work Experience Policy
9. Youth Requiring Additional Services Policy
10. Renewal of License and Lease Agreement Brandon & Ruskin

**CareerSource Tampa Bay
Minutes of Meeting of the Board of Directors**

Date: July 18, 2019
Location: 9215 N. Florida Ave., Ste. 101, Tampa, FL

Call to Order

Vice Chair Commissioner Sandra Murman called the meeting to order at 11:03 a.m. There was a quorum present with the following Board Members participating.

Board Members in attendance

Tom Aderhold, Michael Bach (via phone), Leerone Benjamin, Michelle Calhoun, Ginger Clark, Robert Coppersmith, Richard Cranker, Constance Daniels, Elizabeth Gutierrez, Marcela Blanchett representing Mireya Hernandez, Benjamin Hom, John Howell, Lindsey Kimball, Jasiel Legon (via phone), Steve Morey, Commissioner Sandra Murman, Don Noble, Yanina Rosario (via phone), Roy Sweatman and Sophia West.

Board Members not in attendance

Rick Bennett, Stephanie Brown-Gilmore, Sean Butler, Gail Fitzsimmons, Randall King, Paul Orvosh, Earl Rahn, Michael Ramsey and Susan Skiratko.

Staff Present

John Flanagan, Jody Toner, Sheila Doyle, Anna Munro, Mimi Tran, Christina Witt, Doug Tobin, Dan Schenkenberger, Tammy Stahlgren and Fabian Brathwaite.

Board Counsel

None

BOCC Liaison

Kenneth Jones
Ron Barton

Others

Larry Passetti
Lillie Castillo
Wesley Barr
Maria Wright
Nicole Beverly
Michael Smith
Kayla Sizemore

The items are listed in the order of discussion.

- ▶ **Indicates Board Action**
- **Indicates Action Needed**

Welcome and Introductions

The following were recognized as new CSTB Board appointees:

Constance Daniels – Law Offices of Constance Daniels
Steve Morey – Tampa Jobs of Hillsborough EDC
Eric Lund – Cognizant
Richard Bennett – Florida Blue

Public Comments

There were none.

Awards and Recognition

The following Board members were recognized for the service and contributions over the past year and were presented with a certificate from Hillsborough County:
Mike Smith was present to accept the award. Randall Hassen, Judson Cook and Cally Kushner were not present but were verbally recognized.

Guest Speakers / Presentation

Larry Passetti - from Minimise USA gave a brief update on his experience with Summer Job Connection. Minimise is a founding partner of the SJC, and hired more than 10 youths, giving them the opportunity to learn about their business and the energy sector.

Lillian Castillo – Summer Job Connection participant, gave a brief update on her prior work experience. She was hired by Minimise USA at the Youth Summit as an administrative assistant. She has demonstrated her drive while participating in the program, and has fully taken advantage of the career exploration and work experience aspects of the program.

► Consent Agenda

Commissioner Sandra Murman asked the Board Members if any item on the consent agenda, as listed below, should be removed for further discussion.

- Draft Minutes of May 16, 2019 - Board of Directors Meeting.
- Policies
 - Ethics and Transparency
 - Incumbent Worker Training (IWT)
 - Employed Worker Training(EWT)
 - Paid Work Experience
 - Jobseeker Registration
 - Job Orders and Placement
 - On The Job Training (OJT) Revision

Approval of all items listed on the Consent Agenda.

- A motion to approve the Consent Agenda as written.
 - Motioned: Lindsey Kimball
 - Seconded: Don Noble
- The motion carried. There was no further discussion

Chair's Report

Chair Report was provided in the packet and there was a brief discussion.

Chair's Report can be found in the July 18, 2019 Board of Directors Meeting Agenda Packet. Refer to Pages 75 – 80 of the agenda packet.

Board Counsel Report

No news on the investigation or interviews since last meeting.

CEO Report

Comments by CEO John Flanagan:

Key HR Updates

Currently in the process of conducting internal interviews for newly created Business Services positions of Sector Strategist and Talent Management Liaison, which are replacing the Coordinator and Account Executive Positions. Process was completed on 7/15/2019.

Business Services Director – Dan Schneckenburger began serving in this role on June 11, 2019. Dan brings unique experience as a former WDB member, and as an elected official. We are looking forward to Dan's progress in creating an effective Business Service Unit with a goal of increasing business saturation by 100% over the next year.

Organizational Chart

The new Organization Chart is completed, and many current employees are in the process of transitioning into new roles. The process will be completed in July to align with the new budget year.

Recognitions

Jody Toner her new role will focus on Policy and Performance as the Chief Policy & Performance Officer. Mimi Tran Director of Human Resource of staff development will focus on her new role on

training and development of staff. Mr. Flanagan recognized both of them for their expanded roles in CSTB.

Chad Kunerth was promoted as Director of MIS & Data Services.

Florida Workforce Professional Development Summit will be held in Orlando 9/11-9/13. The following individuals have been nominated for awards that will be presented at the Summit.

Michael Ramsey	Workforce Partner Award
Maria Wright	Barbara K. Griffin Award
Wesley Barr	Lighthouse Award
Kayla Sizemore	Workforce Champion Award

Nicole Beverly and Wesley were recognized for her outstanding effort in support of the Summer Job Connection Program.

Community Engagement / Interaction

- CSTB accepted an invitation by United Way Suncoast, to contribute to UWSC's Impact Committee. We plan to continue our work with Emery Ivery and UWSC to ensure our vision is aligned with our goal to assist and partner with UWSC and their impact funding model.
- Met with Bob Rhorlack from the Greater Tampa Chamber to discuss how CSTB can be more involved in providing Chamber membership key workforce analytics, and assist in their hiring needs. I plan to make a presentation to the membership sometime in the fall of 2019.
- We're working with Enterprising Latina's to implement a satellite site on premises, to better serve constituents in the community.

Started planning for the 2020 Business and Education Summit. The date is February 28, 2020. More details to come.

Advocacy

- Working with FWDA and FL DEO to address waiver requests for the USDOL to give discretion in two areas of Out-of-School Youth:
 - 1.) Work experience rate: relax the 20% standard. Many local areas are struggling to meet this measure.
 - 2.) 75/25 split. Most (all but 3) local areas did not meet goals this last year, and struggle every year to meet this.

DEO sets allocation of training budget at 50%. For the second consecutive year, DEO and CareerSource Florida have waived the 50% requirement set the minimum threshold at 30%. We plan to remain at 50%.

Action/Discussion Items

▶ Action Item #1: Vendor Recommendations – Workforce Consultant.

Mr. Flanagan reviewed the 3 choices that were presented to the Board. Community Workforce Advancement received the highest score of 88.75.

- **A Motion to approve the Vendor Recommendations – Community Workforce Advancement, LLC for Consultant Services.**
 - Motioned: Tom Aderhold
 - Seconded: Dr. Ginger Clark
- The motion carried. There was no further discussion.

▶ Action Item #2: RFP Issuance – Financial Consultant.

- **A Motion to approve the RFP Issuance for the provision of a consultant to assist CareerSource Tampa Bay with the migration of questioned costs related to the DOL Report,**

- Motioned: Tom Aderhold
 - Seconded: Sophia West
 - The motion carried. There was no further discussion.
- ▶ Action Item #3: PY 19-20 Nominating Committee Board Officers

Discussion occurred and it was suggested to add the Vice Chair (Commissioner Sandra Murman) to the slate of Officers.

On June 13, 2019 the Ad Hoc Nominating Committee met to discuss 2019-2020 Board Officers.

A list of nominees were presented for consideration. After much discussion and taking into consideration their experiences and expertise, the slate of nominees was created as noted below. The Nominating Committee members were assigned designees and alternates to call. Should any of the members have expressed they are not able to serve, the alternate nominee will be contacted.

Chair: Sean Butler, Executive Vice President of People, A-Lign - **Accepted**.

Chair-Elect: Benjamin Hom, Vice President Human Resources, McKibbon Hospitality- **Accepted**

Secretary: Ginger Clark, Campus President, Hillsborough Community College- **Declined**
Ginger has declined to accept the Secretary position because of other obligations.

Alternate Secretary: Michael Ramsey, General Director, Hillsborough County-**Accepted**

Treasurer: Sophia West, Partner, C.S. West & Associates – **Accepted**

Alternate Treasurer: Don Noble, Chief Financial Officer, VetCor, LLC

- A Motion to approve the **PY 19-20 Nominating Committee Board Officers**
 - Motioned: Tom Aderhold
 - Seconded: Lindsey Kimball
- The motion carried. There was no further discussion.

Information Items

Information Item #1 Interlocal Agreement Extension / Modification

The Hillsborough County Board of Commissioners approved a 60 day extension of the current Inter-local Agreement, through August 29, 2019. A Special BOD Meeting will be called to accept the new agreement prior to the expiration of the extension date.

Information Item #2 USDOL Compliance Review Update

A summary of the time line was provided in the agenda packet along with the entire report from the USDOL / DEO Compliance Review. The report can be found on pages 86-130, of the July 18, 2019 Board of Directors meeting agenda packet.

Information Item #3 2019-2020 Committee Assignments

CSTB is looking to add members to the One-Stop, Workforce Solutions, and Finance committees. All Board of Director members will be encouraged to serve on at least one committee. There was discussion of adding non-Board members to the committee to increase community engagement. The majority of the committee will need to be made up of Board Members. There was a suggestion to add a county liaison representative to the Finance Committee.

Information Item # 4 Summer Job Connection

Commissioner Sandra Murman suggested increasing the number of youths served next year to 1,500. No further update. Refer to information item in agenda packet for a complete summary.

Information Item # 5 Performance Reports: Dashboard and WIOA Primary Indicators

Performance Dashboard – A new indicator was added to track employers served, new employers and returning employers. We are hoping in the near future to have this dashboard available on the cloud. No further update. Refer to information item in agenda packet for dashboard numbers.

Information Item # 6 JA STEM Tec

No further update. Refer to information item in agenda packet for summary.

Information Item #7 19-20 Workforce Solutions & One Stop Strategic Goals

No further update. Refer to information item in agenda packet for the goals of both committees.

Information Item #8 Ad Hoc By-Laws Update

Michael Bach gave an update on the progress of the Ad Hoc By-Laws committee. Next meeting will be scheduled for the first or second week in August.

Information Item #9 Compensation and Benefits Study

No further update. Refer to information item in agenda packet for the update and timeline.

Information Item # 10 Public Relations/Marketing Update

Director Doug Tobin gave a brief overview of marketing campaigns. A draft marketing plan has been submitted for the fiscal year 2019-20. He reported that they are working on getting the new website up and running soon.

Committee Reports

One –Stop Committee

The Committee met on May 22, 2019

Career Center Traffic Flow

- Total no. of customers **1st Quarter: 34,238**
- Total no. of customers **2nd Quarter: 29,063**
- Total no. of customers **3rd Quarter: 29,807**
- **YTD total: 93,108**

The total number of **job seekers receiving services: 45,312**

The total number of **job seeker services: 186,751**

The total number of **staff assisted job seeker services: 83,184 (44.5 % of all services)**

Youth Median Wage at Placement: \$11.00

Adult Median Wage at Placement: \$16.19

Dislocated Worker Median Wage at Placement: \$17.00

WP Median Wage at Placement: \$8.50

The total number of job seekers participating in **employability skills training: 5,083.**

Top 3 Workshops

- Resume Development
- Modern Day Job Search for Mature Workers
- Career Mapping

The number of Hillsborough County residents **obtaining employment** during the first 3 quarters of PY1819 (July 2018-March 2019) was **9,914.**

Next One-Stop Committee meeting will be held on August 21, 2019

Adjournment

The meeting was adjourned at approximately 12:38 p.m.

Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator.

**CareerSource Tampa Bay
Minutes of Meeting of the Board of Directors**

Date: August 29, 2019
Location: 9215 N. Florida Ave., Ste. 101, Tampa, FL

Call to Order

Chair Sean Butler called the meeting to order at 12:02 p.m. There was a quorum present with the following Board Members participating.

Board Members in attendance

Leerone Benjamin, Sean Butler, Mireya Hernandez, Lindsey Kimball, Commissioner Sandra Murman (via phone and in person), Don Noble (via phone and in person), Michael Ramsey, and Roy Sweatman.

Board Members in attendance via conference call

Tom Aderhold, Michael Bach, Rick Bennett, Stephanie Brown-Gilmore, Michelle Calhoun, Dr. Ginger Clark, Richard Cranker, Constance Daniels, Elizabeth Gutierrez, John Howell, Steve Morey, and Sophia West.

Board Members not in attendance

Robert Coppersmith, Benjamin Hom, Gail Fitzsimmons, Randall King, Jasiel Legon, Paul Orvosh, Earl Rahn, Eric Lund, Yanina Rosario, and Susan Skiratko.

Staff Present

John Flanagan, Juditte Dorsey, Jody Toner, Anna Munro, Christina Witt, Doug Tobin, Dan Schenkenberger, Chad Kunerth, Tammy Stahlgren and Fabian Brathwaite.

Board Counsel

Charlie Harris

BOCC Liaison

Kenneth Jones

The items are listed in the order of discussion.

▶ Indicates Board Action

Welcome and Roll Call

Chair Sean Butler welcomed and thanked the board members for participating.

Public Comments

There were none.

Action/Discussion Items

▶ Action Item #1: Individual Training Account Funding Limits & Duration.
(Refer to Page 2 of the August 29, 2019 Special Board of Directors Agenda Packet)

Discussion ensued.

The primary concern revolved around whether fewer people will be served due to not being able to self-fund or gain assistance to fund the first year of training, suggesting fewer people will apply. Current enrollees will be grandfathered in, so there is no effect on them. CSTB CEO John Flanagan explained that to move CSTB forward, changes will be required of legacy programs with year-to-year financial carryovers. The new direction and goals of CSTB will be to enroll more people and move them from job placement into employment, as this aligns our new mission statement -Talent Meets Opportunity, with our goal of far greater penetration into businesses of Hillsborough County.

- **A Motion to decrease ITA cap \$5,000 per individual/lifetime and to reduce duration to short term training defined as one year.**
- **Motioned: Lindsey Kimball**

- Seconded: Don Noble
- The motion carried. There was no further discussion.

▶ Action Item #2: Interlocal Agreement

(Refer to Page 3 of the August 29, 2019 Special Board of Directors Agenda Packet)

Charlie Harris summarized key points of the Interlocal agreement to the board. He informed the board that the approval of the interlocal agreement also approved legal counsel firm being Hillsborough County. He also pointed out that the CEO of Hillsborough County can change the By-Laws at any time.

- **A Motion to approve the Interlocal Agreement between Hillsborough County and CareerSource Tampa Bay for the Period September 19, 2019 through June 30, 2020.**
- Motioned: Lindsey Kimball
- Seconded: Don Noble

There was a lengthy conversation ensued which ultimately resulted in Chair Butler calling for a vote. The results of the vote were 11 Yes and 5 Nays.

Yes - Votes	Nay - Votes
Sean Butler	Tom Aderhold
Dr. Ginger Clark	Michael Bach
Elizabeth Gutierrez	Leerone Benjamin
Mireya Hernandez	Stephanie Brown-Gilmore
Lindsey Kimball	Michelle Calhoun
Steve Morey	
Commissioner Murman	
Don Noble	
Michael Ramsey	
Roy Sweatman	
Sophia West	

- The motion carried. There was no further discussion.

Adjournment

The meeting was adjourned at approximately 1:24 p.m.

Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator.



Consent Agenda # 3

Regional Targeted Occupations List PY 19-20 Revision

Background

Each local workforce development board (LWDB) is tasked with developing their own targeted occupations list (TOL) in consultation with local businesses and industry representatives, using the LMS – generated Demand Occupations Lists, as well as including additional occupations based on local demand.

Information

Hillsborough County School Board

The goal of the programs below is to establish a career pathway out of poverty and into entry level positions within the local workforce that will lead to further career advancement. These programs provide individuals in our communities obtainable and recognizable sources of employment, while building a foundation that will lead to the students' ability for greater long-term earnings and the factors associated with higher wage gains.

While there is no single solution that will end poverty, the Hillsborough County Public Schools Technical Colleges will afford students in the community an opportunity to enroll in these programs. HCSB is requesting the below Occupational Titles be added to the RTOL:

SOC Code	SOC Title	2018	2026	Growth	Percent Growth	Total Job Openings	2017 Median Hourly Wage (\$)*	FL+	BLS+
252011	Preschool Teachers, Except Special Education	23381	25739	2358	10.1	21314	11.71	A	A
395012	Hairdressers, Hairstylists, and Cosmetologists	45389	50561	5172	11.4	49942	11.86	PS	PS
395092	Manicurists and Pedicurists	4575	5050	475	10.4	4749	12.58	PS	PS
395094	Skincare Specialists	4,168	4,702	534	12.8	4,472	14.31	PS	PS
319093	Medical Equipment Preparers	4359	4944	585	13.4	5132	14.57	PS	HS
472131	Insulation Workers, Floor, Ceiling, and Wall	2,517	2,739	222	8.8	2,399	16.36	PS	NR
472231	Solar Photovoltaic Installers	1086	1774	688	63.4	1878	15.22	HS	HS
499044	Millwrights	682	767	85	12.5	597	20.1	PS	HS
395011	Barbers								

Reason Occupational Title is not included on RTOL:

Minimum Education Requirement not met - High School	2
Not on DEO Listing	1
Median Wage Rate not met	5
To be Determined	1
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Hillsborough Community College

The Florida Legislature passed and Governor Ron DeSantis signed House Bill 7071, a bill related to Workforce Education. The bill addresses several topics related to career and technical education at the middle school, high school, and post-secondary level and is effective July 1st, 2019. One of the requirements of the legislation is to conduct an annual audit of all career and technical education offerings to determine the alignment with employer demand. Further, they seek to identify career and technical education offerings that are linked to occupations that are in high demand by employers, require high-level skills, and provide middle-level and high-level wages. If they do not meet these criteria, those programs will be phased out. One of the ways they will be determining whether or not a program is in alignment with employer demand and meet the criteria is if it appears on the Statewide or Regional Demand Occupations List.

Hillsborough Community College (HCC) reviewed CSTB's regional targeted occupations list (RTOL) and noticed several occupations that HCC's programs are aligned with, through state assigned SOC codes, were not on the Regional Targeted Occupations List (RTOL). HCC is requesting the below Occupational Titles be added to the RTOL:

SOC Code	SOC Title	2018	2026	Growth	Percent Growth	Total Job Openings	2017 Median Hourly Wage (\$)*	FL†	BLS†
211094	Community Health Workers	142	167	25	17.6	173	18.38	B	HS
319099	Healthcare Support Workers, All Other	636	688	52	8.2	700	18.53	PS	HS
331099	First-Line Supervisors of Protective Service Workers, All Other	348	365	17	4.9	290	23.49	PS	HS
119081	Lodging Managers	343	377	34	9.9	318	25.57	A	HS
331012	First-Line Supervisors of Police and Detectives	210	224	14	6.7	116	42.76	A	HS
274031	Camera Operators, Television, Video, and Motion Picture	71	74	3	4.2	57	17.12	A	B
274032	Film and Video Editors	75	77	2	2.7	58	20.93	A	B
173027	Mechanical Engineering Technicians	73	87	14	19.2	68	22.52	A	A
332021	Fire Inspectors and Investigators	49	53	4	8.2	45	30.38	PS	PS
292033	Nuclear Medicine Technologists	125	141	16	12.8	71	33.65	A	A
112011	Advertising and Promotions Managers	54	62	8	14.8	55	36.24	B	B
274099	Media and Communication Equipment Workers, All Other	99	104	5	5.1	78	42.8	A	HS
292051	Dietetic Technicians	126	128	2	1.6	80	11.62	PS	A
352014	Cooks, Restaurant	6,070	6,932	862	14.2	8,070	11.62	PS	NR
519083	Ophthalmic Laboratory Technicians	432	481	49	11.3	449	13.97	PS	HS
194021	Biological Technicians	233	283	50	21.5	243	18.4	A	B
292031	Cardiovascular Technologists and Technicians	355	384	29	8.2	179	20.65	PS	A
173029	Engineering Technicians, Except Drafters, All Other	297	324	27	9.1	237	22.65	A	A
492094	Electrical and Electronics Repairers, Commercial and Industrial Equipment	410	441	31	7.6	323	23.62	PS	PS
173023	Electrical and Electronics Engineering Technicians	478	520	42	8.8	380	24.22	A	A
194092	Forensic Science Technicians	173	196	23	13.3	192	24.9	PS	B
291124	Radiation Therapists	239	294	55	23.0	154	37.4	A	A
331021	First-Line Supervisors of Fire Fighting and Prevention Workers	229	250	21	9.2	145	37.55	PS	PS
151199	Computer Occupations, All Other	1,580	1,791	211	13.4	1,098	38.17	PS	B
151131	Computer Programmers	1,855	1,832	-23	-1.2	893	37	PS	B
119031	Education Administrators, Preschool and Child Care Center/Program								
194091	Environmental Science and Protection Technicians, Including Health								
451011	First-Line Supervisors of Farming, Fishing, and Forestry Workers								

High School	5
Negative Growth	1
Job openings	7
Not on DEO Listing	4
Median Wage Rate	3
Unknown	8
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Continued on next page

RECOMMENDATION

The Organization adopted a hybrid 2019-20 Regional Demand Occupations for CSTB comprised of the DEO 2019-20 Regional Demand Occupational List and the additional demand occupations. A local board may add occupations to its current Targeted Occupations List (TOL) based on the demand of local employers. The Workforce Solutions Committee recommends adding the HCSB and HCC Occupations to the Regions TOL.

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Consent Agenda # 4

Removal of Training Providers

Information

CareerSource Tampa Bay accepts new training vendor applications and program addition applications during the 1st quarter of the program year (July-September). Guidance issued March 1, 2016 requires all regional workforce boards to conduct “continued eligibility” reviews every two years to ensure that providers and their programs continue to meet the following requirements:

- Maintaining proper accreditation and/ or Florida Licensure
- Timely reporting student data to the Florida Education & Training Placement Information Program (FETPIP)
- Meeting state and local performance standards
- Reporting of any changes in the acceptance of federal financial aid, cost, refund etc.
- Compliance with Federal, State statutory and regulatory requirements

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

The following institutions failed to return completed applications and/or agreements.

- **Utica College** – Utica offers training in nursing. There are no CSTB customers who are currently enrolled. CSTB currently has 9 additional vendors offering similar training.
- **ATA Career Education** – ATA offers training in medical, dental, and nursing. CSTB currently has 4 participants who have been issued ITAs in 2018-19 whose program will extend through the 2019-20 program year. CSTB currently has 5 additional vendors offering similar training.
- **Truck Driver Institute** – Communication received that they will not be renewing their training provider agreement. CSTB currently has 2 approved providers offering similar training.

Recommendation

The Workforce Solutions Committee recommends removal of the above training providers from the approved training providers list.



Consent Agenda # 5

PY 2018-2019 Budget Modification No. 4

Background

Total budgeted revenue has increased from \$23,044,047 to \$23,544,047 for an increase of \$500,000 due to increase in funding from the Welfare Transition Program.

Recommendation

The Finance Committee is recommending approval of the adjustment to the revenue budget and resultant modification to the expenditure budget.

**CareerSource Tampa Bay
PY 2018-2019 Budget
Modification #4**

	Approved Budget	Modification No. 4	Modified Budget
WIOA Adult	4,701,045	-	4,701,045
WIOA Youth	3,353,651	-	3,353,651
WIOA Dislocated Worker	4,529,425	-	4,529,425
WIOA Community Based Sector Strategies	101,587	-	101,587
WIOA Community Based Training Construction	51,994	-	51,994
WIOA Sector Strategies IT Training	269,322	-	269,322
WIOA Sector Strategies Career Ready	299,409	-	299,409
WIOA Apprenticeship	100,000	-	100,000
WIOA Hurricane Maria Outreach	67,782	-	67,782
WIOA Soft Skills	100,000	-	100,000
WIOA Supplemental	251,171	-	251,171
Subtotal WIOA	13,825,386	-	13,825,386
Wagner Peyser	1,519,834	-	1,519,834
Veterans Programs	284,433	-	284,433
SNAP	767,240	-	767,240
Unemployment Svcs.	88,927	-	88,927
Trade Adjustment Act	191,270	-	191,270
Military Spouse	98,434	-	98,434
Subtotal Employment Services	2,950,138	-	2,950,138
Welfare Transition Program	3,844,963	500,000	4,344,963
Subtotal WTP	3,844,963	500,000	4,344,963
Reemployment & Eligibility Assessment (RESEA)	491,862	-	491,862
NEG - Hurricane Maria Evacuees	280,500	-	280,500
USDOL Tech Hire	1,294,726	-	1,294,726
Tech Hire Evaluation	75,000	-	75,000
Tampa Housing	95,353	-	95,353
Citi Foundation	186,119	-	186,119
Subtotal Grants and Special Projects	2,423,560	-	2,423,560
Total Combined	23,044,047	500,000	23,544,047

PY 2018-2019 Budget
Modification #4

	Workforce Innovation Opp Act Programs	Employment Services Programs	Welfare Transition Programs	Direct Grants and Special Projects	Adjusted CSTB PY 18-19	Modification No. 4	Prior CSTB Budget
REVENUE							
Program Year 2018 Awards	7,591,070	2,330,100	4,344,963	1,966,198	16,232,331	500,000	15,732,331
Prior Year Award Carryforward	6,234,316	620,038	-	457,362	7,311,716	-	7,311,716
TOTAL REVENUE	13,825,386	2,950,138	4,344,963	2,423,560	23,544,047	500,000	23,044,047
EXPENDITURES							
Indirect Cost Rate - Admin	967,777	275,214	304,147	169,649	1,716,787	35,000	1,681,787
PROGRAM SERVICES:							
Business Services	2,613,529	-	786,878	499,301	3,899,708	-	3,899,708
Case Management	2,655,000	890,000	900,000	192,000	4,637,000	-	4,637,000
Participant	5,241,000	170,000	1,340,292	303,000	7,054,292	448,292	6,606,000
SERVICE PROVIDER CONTRACTS:							
Service Provider Contracts	-	-	-	350,000	350,000	-	350,000
Junior Achievement	-	-	300,000	-	300,000	-	300,000
SUB TOTAL PROGRAM SVC	10,509,529	1,060,000	3,327,170	1,344,301	16,241,000	448,292	15,792,708
CSTB SUPPORT SERVICES							
Indirect Cost Rate - Program	414,762	117,948	130,349	72,707	735,766	15,000	720,766
Program Staff Direct	-	-	-	591,000	591,000	-	591,000
DEO Staff Travel	-	35,000	-	-	35,000	-	35,000
One Stop Center Operating	465,694	874,783	90,856	173,667	1,605,000	-	1,605,000
Technology	112,770	171,461	172,487	43,282	500,000	-	500,000
Community Outreach	3,288	320,182	4,530	-	328,000	-	328,000
Employed Worker Training (EWT)	350,000	-	-	-	350,000	-	350,000
Subsidized Employment (OJT/PWE)	950,000	-	290,000	12,000	1,252,000	-	1,252,000
Staff Training & Development	21,701	8,766	16,928	2,605	50,000	-	50,000
SUB TOTAL CSTB SUPPORT SVCS	2,318,215	1,528,140	705,150	895,261	5,446,766	15,000	5,431,766
TOTAL DIRECT CLIENT	12,827,744	2,588,140	4,032,320	2,239,562	21,687,766	463,292	21,224,474
Unobligated Balance	29,865	86,784	8,496	14,349	139,494	1,708	137,786



Consent Agenda # 6

Adjusted Income Level Wage Rates for 2019

Overview:

On June 11th, 2019 DEO released the Adjusted Lower Living Standard Income Level Wage Rates for 2019.

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 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 19-20 for CSTB wage rate for placements is \$15.00 per hour (based on a family size of three). This represents a significant increase over the prior PY, which was \$14.63 per hour based a family of three.

PY 19-20 comparison to other metro LWDB's and STW DEO Rates:

CareerSource Northeast Florida – Region 8	\$15.00
CareerSource Central Florida- Region 12	\$14.91
CareerSource Palm Beach County – Region 21	\$15.65
CareerSource Broward – Region 22	\$15.24
CareerSource South Florida – Region 23	\$15.18
CareerSource Southwest Florida – Region 24	\$15.33
STW DEO	\$14.90

Recommendation: Workforce Solutions Committee is recommending that we continue to utilize the PY 18-19 established wage rate of \$14.63 per hour for Eligible Training Providers (eligibility criteria for new training vendors/training programs and average wage rate performance outcome) for another year during PY 19-20.



SECTION: PROGRAMS- WIOA & WELFARE TRANSITION	POLICY#019-0001	PAGE: 1 of 7
TITLE: Eligible Training Provider Policy		EFFECTIVE DATE: September 2013
REPLACES: Procurement, Approval and Maintenance of Training Providers and Programs		DATED: 09.2013; Revisions: 06.2017; 02.2019

I. Purpose and Application:

To establish CareerSource Tampa Bay (CSTB) process for the initial eligibility and renewal of eligible training providers for the provision Workforce Innovation and Opportunity Act (WIOA) and Welfare Transition (WTP) funded Occupational Skills Training Programs on the annual Hillsborough County list of Targeted Occupations. This policy will serve as guidance for CSTB Administrative and Program staff, Board members, Partners, Approved Training Providers and Service Providers.

Applications for new training vendors are only accepted during the 1st quarter of the program year, July-September. Additionally, requests for program additions for an existing approved training provided will only be accepted during this time frame.

II. Background:

The Workforce Innovation and Opportunity Act (WIOA) was implemented in 2014; section 134(d)(4)(D): Title I adult and dislocated worker training services must be acquired through the use of Individual Training Accounts, hereinafter referred to as “Individual Training Accounts” (ITA). ITAs can be used to access training from eligible Training Providers who have been approved by the Board of Directors. Those Training Providers that do not meet the criteria included in this policy can be utilized based on waiver approval by the CEO or his/her designee.

III. Board Oversight:

The Board of CareerSource Tampa Bay is responsible for approving eligible Training Providers of occupational skills training services and related training programs for the region’s targeted occupations. A process for application, contracting, and maintaining a list of Training Providers is outlined below and is consistent with CareerSource Florida Administrative Policy Number 90, WIOA Eligible Training Provider List.

- An “Eligible Training Providers and Programs and Approved Course List” (ETPL) for Region 15 will be maintained and updated throughout the program year. This list will be made available to customers and staff in the CareerSource Tampa Bay American Job Centers on-line at www.careersourcetampabay.com.
- The Board reserves the right to withhold approval on any program applications deemed incomplete, or on programs considered unsuccessful based on cost, reported completion and outcome rates based on established entry criteria and on-going performance outcomes.

- The Board reserves the right to allow the CEO or designee the right to suspend enrollment and/or terminate any relationship with an approved training institution based on failure to comply with the terms and conditions provided within this policy and/or Training Provider agreement. Suspension of enrollment may also be based on programs considered unsuccessful due to a significant number of students obtaining employment outside of the field of study and/or completion/outcome rates. This information will be presented to the Workforce Solutions Committee or the CareerSource Tampa Bay Executive Committee for final determination and action.

IV. Directive:

1. Training Provider:

In order for a Training Provider to provide such training services, an educational entity must meet the requirements of WIOA section 122, 20 CFR 663.500, et seq. as well as comply with any federal, state or local guidance. Such entities include: postsecondary educational institutions, entities that carry out programs under the National Apprenticeship Act and other organizations that provide training services as defined by WIOA. In order for a Training Provider to be determined eligible to provide training in targeted occupations it will first be established that an institution falls into one of the following two categories:

I. Automatically Eligible Training Providers:

- 1) Post-secondary educational institutions eligible to receive Federal funds under Title IV of the Higher Education Act of 1965 and that provide programs leading to associate degrees, baccalaureate degrees or certificates. This includes accredited universities and community colleges as well as some technical institutes/colleges.
- 2) Entities that carry out programs under the National Apprenticeship Act.

II. Other Public or Private Training Providers:

Entities that do not fall under the above criteria must apply for listing on the ETPL through the CSTB. Note. When a postsecondary educational institution or an entity providing registered apprenticeships offers training services that do not meet the requirements under the criteria listed above (i.e. not degree or certificate-based, or not a registered apprenticeship), they must also apply through CSTB.

III. Out of County Training Providers:

Participant may attend training if it is unavailable in Hillsborough County but is available and listed on ETPL in another region, the ETPL listing from the applicable Local workforce development board's website as well Training Vendor information, including but not limited to: FEIN/FEID, Accreditation status, billing address and mailing address is to be obtained.

IV. **Out of state Training Providers:**

Out-of-state postsecondary institutions that are not operating within the State of Florida and are not required to be licensed by CIE must provide the following information to CSTB if it wishes to do business in this region:

- 1) Performance information for each program for which it seeks approval, AND
- 2) Evidence that the institution (and applicable programs) is accredited by an accreditation agency approved by the United States Department of Education, AND
- 3) Evidence that the institution meets the licensing requirements of its home state, AND
- 4) Evidence that the institution is on its state's ETPL, AND.
- 5) Evidence that the specified training program is not available in the State of Florida

In order to provide performance information for its programs, out-of-state providers are required to report their student completer data to FETPIP to the extent feasible under established reporting mechanisms.

V. Waivers:

On a limited basis the Chief Executive Officer and his/her designee will have the authorization to provide a waiver to approve a training program or provider that is not listed on the local ETPL or approved list of training programs based on need/justification. This approval will be completed on a case by case basis.

On a quarterly basis any waivers approved by the CEO or his/her designee will be summarized and reported to the Executive Committee and/or the Board of Directors.

VI. FETPIP:

Required Data Reporting to the Florida Education & Training Placement Information Program (FETPIP): Florida law requires that educational and workforce Training Providers report student/participant performance data for each of their training programs to FETPIP. Florida school districts, community colleges and state universities report their data directly to FETPIP. Any other institution that wishes to be approved as a LWDB ETPL WIOA Training Provider must become licensed with the Commission of Independent Education (CIE), which coordinates the gathering and analysis of student performance data with FETPIP.

VII. Advertising.

CSTB will post the Eligible Training Provider application and approval process on the website.

VIII. Initial Inclusion:

Criteria for initial inclusion on the local ETPL includes the following:

- A. The Training Provider must submit a Training Provider application which is complete and accurate with all required attachments. Refer to "How to Become A Training Provider" at <http://www.careersourcetampabay.com/pages/vendors>
- B. The Training Provider must agree to report student data for each approved program to the FETPIP in a timely manner. FS 445.004(9)(e).
- C. The Training Provider must agree to refund CSTB any tuition costs, fees, etc., based on the Training Provider's established written policy in the event a CSTB funded student exits. Full refund if student exists prior to add/drop date. Partial refund based on student's attendance in relation to program completion date.
- D. The Training Provider must agree not to offer unlawful remuneration to attract students. FS 445.009(8)(b).
- E. The Training Provider must submit up to date information on tuition, fees, and other charges made for each approved program. WIOA 122(d) & (e).
- F. The Training Provider must agree to engage in price negotiations with CSTB. FS 445.009(8)(b).
- G. The Training Provider must agree to not subcontract the delivery of the training and shall be directly responsible for provision of training.
- H. Unless approved, the Training Provider must agree that it will not approach customers within any CareerSource Tampa Bay facility to solicit enrollment.
- I. The Training Provider shall not be debarred or suspended as a Training Provider thru education programs offered by the U.S. Department of Veterans Affairs.
- J. The Training Provider must have been in business in the State of Florida for at least two years.
- K. The Training Provider may propose only programs that are (1) on the regional targeted occupations list for Hillsborough County, (2) allow the issuance of credentials upon training completion (certificate, degree, diploma) and (3) Wage Rate.

- L. The Training Provider must post all program costs on the institution's website for public view. These costs must clearly define tuition, fees and other associated costs.
- M. The Training Provider must be able to demonstrate fiscal solvency.
- N. The Training Provider must allow a CSTB staff to conduct site visit prior to final approval and meet ADA requirements.
- O. The Training Provider must not submit programs for consideration that directly lead to degrees that require more than 2 years to achieve. Apprenticeship programs are an exception to the 2 year cap and may be up to 5 (five) years.
- P. The Training Provider must agree that the price charged to CareerSource Tampa Bay by the Training Provider shall not be more than that charged to the general public or any other local workforce development board in Florida.
- Q. The Training Provider must not create programs that target CareerSource Tampa Bay program participants unless requested to do so directly by CareerSource Tampa Bay.
- R. The Training Provider must agree that all CareerSource Tampa Bay participants will be afforded the same information on financial aid options, scholarship opportunities and educational/tuition discounts.
- S. The Training Provider must agree to provide Pell Program information, if applicable.
- T. The Training Provider must agree to track, supply and provide all required performance outcomes to include but not limited to: GPA, progress reports, credentials, certificate of completion to email address: trainingvendor@careersourcetampabay.com. Subject line should include subject matter that is being provided.

IX. Training Provider Responsibilities.

CSTB will conduct eligibility reviews to ensure that Training Providers and their programs continue to meet the initial criteria shown above as well as the following criteria for continued inclusion on the local ETPL.

- A. The Training Provider must continue to meet State and local performance standards as outlined in section 7. Performance Standards.
- B. The Training Provider must report any changes in the acceptance of federal financial aid, cost information, refund practice, etc. to CSTB within five (5) business days.
- C. The Training Provider must assist in the verification of employment within 180 days from the end of training for enrolled students receiving funding from CSTB by providing this verification of employment information to the email address: trainingvendor@careersourcetampabay.com. Subject line should include, employment verification.
- D. The Training Provider must report out-of-state employment of students to CareerSource Tampa Bay at email address outlined in item (c) above with all information.
- E. The Training Provider must maintain all required licensing standards and proper accreditation and inform CareerSource Tampa Bay within 7 business days of any changes.
- F. The Training Provider must remain in good standing with the requirements outlined in the Training Provider Agreement.
- G. The Training Provider must maintain compliance according to all federal, state and local performance requirements.
- H. The Training Provider must supply program completion and placement rates upon demand by CSTB.
- I. The Training Provider must respond to renewal applications after the initial eligibility period of one (1) full year. A specific due date for completed applications will be included, and applications received after that due date may not be considered. The institution may be immediately suspended from the approved list by administrative staff and this information brought to the appropriate committee of the Board for review and formal action.

X. Training ITA Cap & Training Duration

The Board of Directors approved a modification to the policy on 8.29.19 to establish the following:

- i. Training customers may receive training assistance under ITA services up to a **lifetime** cap of \$5,000.00 per individual.
- ii. Training customers may receive training assistance under ITA services for short term training defined as up to one year.
- iii. Two Year training programs: CSTB will enroll customers who have chosen an approved two year training program from the established TOL. However, CSTB funding can only be used to cover costs for the final year of the training program.

XI. Targeted Occupations List:

- A. Upon receipt of the annual "Preliminary Targeted Occupations" list for Region 15 provided by the Department of Economic Opportunity, CareerSource Tampa Bay will disseminate the list all CSTB approved Training Providers, to solicit and receive comments as to possible additions or deletions using a prescribed format.
- B. Actions related to the Targeted occupational list will be presented to the Workforce Solutions Committee as an action item.

XII. Performance Review.

Certain performance standards are required for inclusion and retention of programs and Training Providers on the CSTB's ETPL. Every year, in preparation for the annual eligibility review of performance data is reviewed. These analyses shall be conducted for all program completers as well as WIOA participants and will include as available:

- Total Exited Training
- Exited without Completing Training
- Exited After Completing Training
- Total Employed
- Total Employed Training Related
- Employed Not Training Related
- Average Wage
- Completion %
- Placement %

The Training Provider understands that CSTB will review and analyze information supplied by the Training Provider and other information available to CSTB to determine if gainful employment within the chosen field of study/program is occurring. Programs with an institution that are identified as being unsuccessful in resulting in employment within the defined occupation/industry may be subject to enrollment suspension.

Upon conclusion of these analyses, and taking into account State and local labor market and demographic data, this region will establish annual performance criteria that Training Provider's and their approved programs must meet to remain on the approved local ETPL. This region's performance standards shall be published on the region's website.

XIII. Performance Requirements.

In order to maintain continued eligibility, Training providers are required to meet the following performance requirements:

- A. Employment rate. Each program will maintain a 70% rate of employment for all students that received CareerSource Tampa Bay funding assistance. This rate will be inclusive of those that did not complete training. Under this requirement both full and part time employment and employment outside the field of training will be considered as a positive outcome.
- B. Completion rate. Each program completion will maintain a 70% completion rate per training program.

- C. Wage rate. Currently, each training program must meet the minimum entry level wage rate in effect for the applicable period. This wage rate is adjusted annually by the State based on the Florida Price Index in effect for CSTB.

Quarterly Performance Notifications

Each Training Provider will be emailed quarterly CSTB Training Provider Performance Reports in order to track their performance against the above criteria. A notification will be provided at the end of the 3rd quarter for those training providers who are in danger of not meeting the established annual performance thresholds. Training providers who fail to meet the established annual performance thresholds for individual training programs will be placed on one (1) year probation.

If WIOA customer is actively enrolled, their training services will not be affected by the training program suspension.

XIV. Addition of New Programs/Agreement Modifications:

The Training Provider shall submit the following if they are requesting new programs be added to their agreements. Requests for program additions for an existing approved training provided will only be accepted during the 1st quarter of the program year, July-September.

- A. A complete course description and new fee schedule; and
- B. A copy of license that includes the course or program being added.
- C. **Enrollments are limited to a maximum of 12 until performance is established.**

XV. Training Provider or Program Removal:

Programs and/or approved Training Providers will be removed from the local ETPL when:

- A. A Training Provider and/or training program fails to meet accreditation, licensure, and/or required levels of performance.
- B. A Training Provider fails to provide student performance data to FETPIP and/or CIE as required.
- C. A Training Provider is determined to have supplied inaccurate information or to have violated any provision of the Workforce Innovation and Opportunity Act. A provider whose eligibility is terminated under these conditions may be liable to repay all WIOA adult, dislocated worker and youth training funds received during the period of noncompliance.
- D. A Training Provider does not respond to CSTB's request for renewal application.
- E. A Training Provider fails to meet performance thresholds as outlined in section 8.
- F. A Training Provider fails to meet enrollment requirements as outlined in section 12.
- G. A Training Provider fails to meet revenue requirements as outlined in section 13.

XVI. Program Cancellations:

In the event a training program or class is canceled the Training Provider shall notify CareerSource Tampa Bay ten (10) business days in advance of the date the program will no longer be available.

XVII. Enrollments:

- 1) The Training Provider shall maintain a 51% non-CareerSource Tampa Bay general public enrollment for each approved program during the contract term. Training Provider's compliance will be evidence by:
 - a. Documentation on a quarterly basis and to final year end, June 30th, supporting enrollment threshold has been met.
 - b. A written letter from a licensed Certified Public Accountant (CPA) firm stating that at the conclusion of the contract term June 30 the Training Provider maintained a 51% non-CareerSource Tampa Bay general public enrollment for each approved program.

XVIII. Revenues:

- 1) No more than 49% of the Training Providers revenues as a whole was received from CareerSource Tampa Bay during the contract term. Training Provider's compliance will be evidenced by:
 - a. Documentation on a quarterly basis and to final year-end, June 30th, supporting revenue threshold has been met.
 - b. No more than 49% of the Training Provider's revenue as a whole was received from CareerSource Tampa Bay during the contract term.
 - c. A written letter from a licensed Certified Public Accountant (CPA) firm stating that at the conclusion of the contract term June 30 no more than 49% of the Training Providers revenue as a whole was received from CareerSource Tampa Bay during the contract term.

XIX. Monitoring:

During the contract term CareerSource Tampa Bay will verify compliance of the enrollment and revenue requirement through monitoring. The location of the monitoring will be either on-site or desk review/remote depending on location of training vendor. Monitoring may include, but is not limited to:

- observation of classes,
- observation of attendance supported by the Training Providers documentation where applicable,
- inspection of Training Providers student files.
- inspection of financial records

Legal Reference:

- WIOA, Sections 122, 134
- WIOA Regulations, 20CFR 663, et seq., Subpart E- Eligible Training Providers
- FL Statutes, Chapter 445- Workforce Innovation
- FAC28-106- Decisions Determining Substantial Interests
- FS Chapter 1005-Nonpublic Postsecondary Education
- FAC6E-Commission for Independent Education
- FS Chapter 1008- Assessment and Accountability
- FAC 6A-10.0341&10.0342-re: Vocational Education Performance
- DEO Policy #FG OSPS-77, "Selection and Retention of Training Providers Under the Workforce Investment Act of 1998 and presently The Workforce Innovation and Opportunity Act - Florida Statutes" issued on May 31, 2013
- CareerSource Florida Administrative Policy # 90: WIOA Eligible Training Providers List



Policy

SECTION: WIOA Youth	POLICY#019-C0016	PAGE: 1 of 10
TITLE: CSTB Paid Work Experience (PWE)		EFFECTIVE DATE: 7.18.19
REPLACES: N/A		DATED: Rev. Date 9.XX.2019

DISTRIBUTION: CAREERSOURCE TAMPA BAY STAFF

PURPOSE: To provide a policy that clearly delineates the processes and procedures associated with the Paid Internship & Work Experience Training Services funded under the Workforce Innovation and Opportunity Act (WIOA).

BACKGROUND: CareerSource Tampa Bay (CSTB) connects businesses and applicants around the notion that businesses need skilled workers; people need good jobs; and communities need strong economies. Internship/work experience participation is a viable option to resolve the barriers of “lack of experience” and “workplace essential soft skills” that exist between employers, applicants, and employment.

WIOA section 129(c)(4) prioritizes work experiences with the requirement that local areas must spend a minimum of 20 percent of non-administrative local area funds on work experience. Under WIOA, paid and unpaid work experiences that include as a component academic and occupational education may have the following four categories: summer employment opportunities and other employment opportunities available throughout the school year; pre-apprenticeship programs; internships and job shadowing; and on-the-job training opportunities.

Local Workforce Development Boards (LWDBs) must spend at least 20 percent of its Title I Youth funds for work experience. Funds spent for Summer Youth Employment Programs (SYEP) work experiences may be included in the required minimum 20 percent of youth funds on work experience. LWDBs must track program funds spent on youth program paid and unpaid work experiences, including wages and staff costs for the development and management of work experiences, and report such expenditures as part of the local WIOA youth financial reporting. The percentage of funds spent on work experience is calculated based on the total local area youth funds expended for work experience rather than calculated separately for in-school and out-of-school youth. LWDB administrative costs are not subject to the 20 percent minimum work experience expenditure requirement.

Work-based training provides WIOA-eligible participants an opportunity to engage in work experiences where they develop employability skills, acquire job-specific knowledge and gain work experience in an

area that helps prepare them for self-sufficient employment. LWDBs must ensure that work-based training is only offered for occupations that are in demand in the local area in which the participant receives training.

PROCEDURE:

Work experiences are planned and structured learning experiences which take place at a work site for a limited period of time. Work experience sites may be in the private, for-profit sector; the non-profit sector; or the public sector. Work experiences are designed to enable youth to gain exposure to the world of work and its requirements as well as providing opportunities for career exploration. Work experiences should help youth acquire the personal attributes, knowledge, and skills needed to obtain and retain a job and advance in employment. Work experiences may be subsidized or unsubsidized and may include the following elements:

- Instruction in employability skills or generic workplace skills
- Exposure to various aspects of an industry / occupation
- Progressively more complex tasks
- Internships and job shadowing
- Integration of basic academic skills into work activities
- Supported work, work adjustment, and other transition activities
- Entrepreneurship
- Service learning
- Paid and unpaid community service
- Other elements designed to achieve the goals of work experience

Work experience worksites may be businesses or organizations that are private-for-profit, not-for-profit and government organizations in Hillsborough County. Priority will be placed on our current focus industry sectors of Manufacturing/Construction/Building Trades, Hospitality/Travel Tourism, Transportation & Logistics and Retail, Financial Shared Services, Healthcare, and Information Technologies (IT).

Work experience trainees will also be paid ~~the standard hourly minimum~~ **an hourly wage rate of \$11.00 per hour.**

Generally, work experience services are intended for individuals who fit the following categories:

- Have little or no prior experience in the workplace;
- Have experienced difficulty in maintaining employment in the past due to barriers that can best be addressed and overcome through work experience enrollment;
- Have a need to experience the fundamentals of maintaining consistent employment;
- In most cases, have little or no previous experience in a new occupation of choice;
- Can be placed at a worksite that will provide occupation specific knowledge and experience in their area of occupational choice toward meeting their specific career goals

The work experience agreement must be in place prior to the internship or work experience trainee beginning the career training. The agreement must contain all of the applicable provisions and a copy must be maintained in the trainee and employer file. The agreement must also contain the specific dates of enrollment (beginning and ending dates); a complete job description including specific skills to be obtained; a training plan agreed upon by the employer and the CSTB representative; a statement as to the amount of wage to be paid; and be signed by the employer and CSTB CEO or COO. Labor

standards apply in any work experience where an employee/employer relationship exists, defined by the Fair Labor Standards Act.

Work experiences must include academic and occupational education components. The academic and occupational education as a component is a requirement for WIOA Youth. It is not a requirement for WIOA Adults and Dislocated Workers. The academic and occupational education components refer to contextual learning that accompanies a work experience. It includes the information necessary to understand and work in specific industries and/or occupations. For example, if a youth is in a work experience in a hospital, the occupational education could be learning about the duties of different types of hospital occupations such as a phlebotomist, radiology tech, or physical therapist. Whereas, the academic education could be learning some of the information individuals in those occupations need to know such as why blood type matters, the name of a specific bone in the body, or the function of a specific ligament. CSTB program staff have the flexibility to determine the appropriate type of academic and occupational education necessary for a specific work experience. Additionally, the educational component may occur concurrently or sequentially with the work experience. This is documented through the Training Plan.

For youth, work experiences may also include:

- a. Pre-apprenticeship programs;
- b. Summer employment and other employment activities available throughout the school year;
- c. Internships and job shadowing; and
- d. On-the-job training.

Youth Employment

Youth who participate in work experience programs gain numerous skills which have a positive impact on their future and lifelong employment opportunities. Youth with employment experience are more likely to see the connection between school and career success, in addition to increasing their employability skills. Among low-income youth, higher employment rates have been associated with higher rates of high school graduation and lower teen pregnancy rates.

One of the primary focuses of the WIOA youth program is helping youth gain skills from work experience which can assist them in transitioning into full-time, unsubsidized employment with benefits. The advantages that the Work Experience program brings to the community is the provision of youth who are mature and work ready to employers. The community benefits further as money earned by the youth is put back into the local economy.

The intent of the WIOA Youth PWE program is to assist unemployed youth (ages 16-24) in gaining skills for their first job, enhancing skills they already possess, and preparing them with job retention skills in order to maintain employment. Job retention skills include punctuality, career seeker service, and work ethics. If participants develop all of the skills needed by employers through their work experience, there is an increased potential to gain unsubsidized employment with their current employer or be connected to another employer who is seeking to hire workers. Regardless of employment outcomes following participation, youth will be able to identify paid work experience on their resume. Another goal of the program is to create a pipeline of skilled workers who will be ready to join the workforce as the economy continues to improve.

Engaging the Community and Employers

Employers and the general public throughout Hillsborough County will be made aware of the CSTB Work Experience program through a variety of methods. Primary outreach will be conducted by the Business Services and Program Department staff. The CareerSource Tampa Bay website will be used to engage the community and employers with specific information about the program and the opportunities offered.

Eligibility and Intake System

CSTB Career Counselors will be responsible for completing WIOA Youth eligibility on all participants. Enrollment will be scheduled after the WIOA Youth Program Coordinator and/or Work-Based Learning Coordinator has reviewed all documents.

MIS Department shall be responsible for inputting data into the state's EmployFlorida (EF) Management Information System (MIS) within applicable timeframes to meet CSTB standard of acceptance.

Worksite Training Program Rules and Regulations:

Each perspective trainee will be provided the Worksite Training Program Rules and Regulations that will include all pertinent information regarding the Work Experience Training Services. The trainee will be required to sign and date the document attesting they have received, read and understand all the rules and regulations.

Agreement for Background Check

Each perspective trainee will be provided a background check form for signature. All trainees will be screened prior to being referred to an employer work site. The background check will be completed by CSTB or a contracted provider prior to being marketed to a potential training work site. It is the responsibility of CSTB or provider to discuss with the Worksite Employer any acceptable background issues prior to marketing and/or referring any candidates. No work experience participant should be referred to an employer if the candidate has any prior criminal issues that are not acceptable based on the employer's preference. Background results will be reviewed by CSTB HR Director. This staff member will make the judgment call as to whether the individual should be referred to a work site if background issues are identified. No background results will be discussed by staff. Staff coordinating the Work Experience/Internship opportunity will be informed to either 'proceed' or 'not proceed' based on results. The PWE employer can run their own background check, as necessary based on their organizational standards however, they would incur these costs.

Employer Selection

CSTB is responsible for providing interested employers with eligible and suitable interns and/or work experience prospects. The employer is responsible for interviewing and making the final selection of the trainee they would like to select for their worksite.

Businesses that meet the following criteria are considered eligible and may, subject to available funding, enter into a PWE agreement:

1. Physical company is located in Hillsborough County;
2. Business must legally have operated at current location for at least 120 days.
3. Hold valid business tax receipt (formally an occupational license) and/or zoning permit; (google search and printout included)
4. Active business as verified by Florida Department of State Division of Corporations (www.sunbiz.org) and provide W-9.

5. Hasn't experienced any layoffs in the past six months verified by DEO WARN site.
6. Must develop a detailed PWE Training Plan Outline that identifies the specific occupation, educational, job specific skills that will be learned and estimated time required for each skill.
7. Agrees to routine monitoring and communication with the CSTB Work-Based Learning Program Staff regarding the progress of the program participant relating to the PWE Training Plan, progress reports, midpoint in training and completion of the PWE to capture measurable skills gained during participation.

Occupation Eligibility

All PWEs must be for occupations that are in demand in the local area and are appropriate for the program. Occupations not suitable for PWE:

- Less than part-time
- Principle source of income is tips, commissions or piecework;
- Intermittent or seasonal in nature;
- Shown as in decline on the Hillsborough County Demand/Decline List.

Prohibitions

1. Participants shall not be employed to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing services to participants).

2. A participant in a program or activity authorized under Title I of WIOA must not displace (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits) any currently employed employee (as of the date of the participation).

3. A PWE funded agreement must not impair existing contracts for services or collective bargaining agreements. When a program or activity authorized under Title I of WIOA would be inconsistent with a collective bargaining agreement, the appropriate labor organization and employer must provide written concurrence before the agreement is initiated.

4. A PWE participant may not be employed in or assigned to a job if: (a). Any other individual is on layoff from the same or any substantially equivalent job; (b). The employer has terminated the employment of any regular, unsubsidized employee or otherwise caused an involuntary reduction in its workforce with the intention of filling the vacancy so created with the PWE participant; (c). The job is created in a promotional line that infringes in any way on the promotional opportunities of currently employed workers; (d). job opening that is vacant because the former occupant is on strike or involved in a labor dispute that may lead to a strike.

5. PWE funds shall not be used for any political activity, lobbying of federal, state or local legislators, or to promote or oppose unionization.

6. PWE funds may not be used to directly or indirectly assist, promote or deter union organizing.

7. PWE participants shall not be placed in a home-based business.

Conflict of Interest

1. The CSTB will not favor a referral from or to a member of the CSTB Board over another business in the community. PWE placements shall be made based upon what will be most beneficial to the participant.
2. The CSTB CEO/COO shall be notified whenever the PWE Agreement is connected to a CSTB Board member or employee.
3. CSTB are prohibited from recommending an agreement or making PWE referrals to businesses who are members of their immediate family or members of families of other CSTB staff.
4. The contracted PWE business shall not hire a participant who is a relative (member of the family) of the business. Relative is defined as: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister. (Section 112.3135, Florida Statutes).

Individual Employment Plan (IEP)

CSTB must develop an individual service strategy for each participant. A service strategy is a document created jointly by the participant and case manager, and is based on career planning and the results of the objective assessment. The service strategy includes a summary of the jobseeker's strengths, barriers, services needed, education and employment goals, and services provided. The IEP will be updated during a one-on-one appointment between the trainee and a CSTB Career Specialist. This process will also define the short and long term goals of the work experience opportunity as well as future employment plans of the trainee. The trainee's IEP must identify their internship/work experience field of training while outlining goals and objectives with defined timelines and projected completion dates.

When selecting work-based training for a participant, the WIOA Career Specialist must include the following in the service strategy:

1. A determination that a work-based training activity is appropriate to meet the participant's needs;
2. The specific work-based training most appropriate for the participant based on an assessment of the participant's needs, skill set, and other characteristics necessary to determine the best activity for the participant;
3. The specific short and long-term goals for the work-based training activity, by identifying the purpose of the activity and outcomes expected;
4. The employer with whom the activity will be done and other information relevant to the work-based training activities;
5. Responsibilities of the CSTB, employer and participant; and
6. Other activities necessary to support the work-based training activity.

Employment Wages

Paid work experience will be limited to a maximum of 24 hours per week and a six-week duration per youth. Participants will be paid the going minimum wage rate per hour based on a 24-hour work week.

PWE trainees who actively engage in work experience activities will earn **minimum a wage rate of \$11.00 per hour**. Wages may be issued using direct deposit or check and will be issued on a bi-weekly basis

by the contracted staffing agency, if CSTB exercises this option, or internally by CSTB's agreed upon practices/policies.

Worksite Agreement

Paid Work Experience activities require a Worksite Agreement/Worksite Agreement in the customer file. The Worksite Agreement will establish the parameters wherein a customer will gain the job-readiness skills necessary to obtain unsubsidized employment, and must be secured prior to the participant beginning their Work Experience assignment.

Each employer participating in work-based training must develop a CSTB PWE Agreement. The worksite agreement must include:

1. A job description and/or training outline
2. Contact information for the supervisor
3. Record-keeping and payroll information,
4. Process to monitor the participant's worksite activities and ensure adherence to the records retention requirements, as applicable.
5. Worksite agreements for work-based training. For agreements with a staffing agency, the worksite agreements must include signatures of both the worksite employer and the staffing agency.

CSTB will maintain information on each job placement in the form of an agreement signed by all parties. Each employer partner will receive a copy of the fully executed PWE agreement.

Employer of Record

CSTB is the employer of record and participants **must receive no less than the applicable minimum will be paid a wage of \$11.00 per hour,** and payroll taxes will be deducted. The employer of record will be responsible for paying all taxes.

Supportive Services

Support Services provide a safety net to trainees as they enter or re-enter the labor market. Limited support services may be made available to trainees on an individualized case-by-case basis. The trainee must verify that a need exists and cannot be met by other community resources. The provision of such support services must be documented in the individual service strategy. Support service needs are identified through the assessment process and outlined in the service strategy. Support services may be provided pursuant to ***CSTB Supportive Service and Incentive Policy - #018-C0012b.***

Workers' Compensation

In accordance with Section 445.009, Florida Statutes (F.S.), a participant in an adult or youth work experience activity administered under this section will be deemed an employee of the state for purposes of workers' compensation coverage. In determining the average weekly wage, all remuneration received from the employer shall be considered a gratuity, and the participant shall not be entitled to any benefits otherwise payable under s. 440.15, F.S., regardless of whether the participant may be receiving wages and remuneration from other employment with another employer and regardless of his or her future wage-earning capacity.

AmeriSys is the state's Workers' Compensation Provider and should be contacted using the toll free #1-800-455-2079, in case of a work-related injury.

Incident Reports

CSTB will provide employers with an Incident Report Form to document all injuries or other incidents which need to be reported, such as loss of property, etc. CSTB will maintain Incident Reporting Forms and notify the CEO and/or their designee immediately of any incident. CSTB will notify the HR Director immediately of any incident or accident involving PWE Youth.

Recording of Worksite, Provider and O*Net Code Information

When a participant is enrolled into a PWE training activity, staff must record in Employ Florida, the address and location of the worksite where the participant will work.

- For other work-based training activities, such as work experiences, temporary jobs (including temporary disaster-relief jobs), registered apprenticeships, and pre- apprenticeships (when applicable), the actual location where the participant will report for work worksite must be recorded as part of the enrollment process.

When a participant is enrolled in a work-based training activity, the provider and O*Net Code for the occupation in which the participant will engage or receive training must be entered into Employ Florida as part of the enrollment process.

Participant Evaluations

In order to ensure that participants gain the required skills for their assigned work experience activity, formal evaluations must be conducted using the Work Experience Activity Training Plan. These evaluations are used to assess the participant's skill level at the beginning of the training period and also to evaluate the participant's skill progression at the mid-point of the training period and upon completion of the training period. The evaluation should be reviewed by the supervisor with the participant by the designated due dates. Feedback will also be collected from the participant regarding their experience.

Work Site Supervisory Evaluations of Youth Participants

The worksite supervisor will complete an evaluation which assesses critical work readiness topics. The employer, or the employer's designee, will discuss the result of the evaluation with the participant. CSTB Career Counselor will distribute evaluation forms to the employers. Evaluations can be included as part of the time records or separately with the most efficient method to be determined by the provider. CSTB will collect the evaluation forms and include them in the participant hard copy case record. All Employer PWE evaluations will be documented in EmployFlorida case notes.

Monitoring

Monitoring and evaluation of the program plays a critical role in insuring that the goals of the PWE are achieved. The on-site monitoring is essential and must include documenting information received directly from the PWE trainee and should capture the trainee's supervisor's perspective about how the training is progressing. In addition to this, the monitoring should examine the process of compliance with the PWE Agreement, training plan, the regulations, payment of wages, and the maintenance of records and working conditions in keeping with Federal requirements.

Any Agreement deviations noted should be dealt with promptly, either with a corrective action plan or by suspension or termination of the agreement if serious violations have occurred. All visits to the business should be documented in the business EF account file and electronic file. The entry should identify when the visit was made, what was observed, who was interviewed, a synopsis of the content of the conversation, and any items of concern that need to be addressed.

Additional programmatic monitoring will be conducted throughout the program year by our internal Program Monitor under the direction of our Director of MIS & Data Services. Financial monitoring will be conducted by our Director of Fiscal Compliance.

Post-Exit Follow-up

Closed and exited youth will receive follow-up support for a minimum of 12 months to sustain engagement. CSTB WIOA Program staff must provide participants with at least 12 months of follow-up support. Follow-up services should be intensive enough to provide the support necessary to enable participants to achieve their educational goals or gain unsubsidized employment. CSTB will serve as a resource in identifying and addressing issues which arise for participants, employers, and educators in those placement settings. CSTB staff will be required to report on the follow-up services participants receive and enter all results into EmployFlorida (EF).

Terminations

The occasion may occur when a trainee is not satisfied with an employer location or an employer may be dissatisfied by a trainee's progress or ability. Terminations may result in suspension of trainees and participating employers from the receipt of internship/work experience services for a period of time or indefinitely based on the situation.

The duration of suspension is at the discretion of CSTB management. Each case will be reviewed before a determination is made. The CSTB Representative along with the Work-Based Learning Coordinator should make all efforts to salvage a work experience assignment and location when possible. Suspension may be caused by several factors as listed below:

Trainee suspension may occur due to factors such as:

- An established pattern of tardiness or absenteeism
- Termination from a worksite due to negligent, malicious or unethical behavior
- Failure to comply with an employer's rules and regulations
- Substandard performance
- Failure to comply with CSTB rules and regulations
- Any action that could jeopardize the employer worksite or CSTB in any manner

Employer Suspension may occur due to factors such as:

- Failure to adhere to the developed training plan
- Termination of a trainee without good cause
- Failure to comply with applicable labor laws
- Failure to comply with contracted staffing agency's employment practices, if CSTB utilizes this option; or CSTB employment practices and/or other traditional employment practices
- Any action that could jeopardize the trainee or CSTB in any manner

Modifications

Modifications to the PWE contract and PWE Work Based Training Plan Outline may be needed. The Work Based Learning Program staff would be required to submit a CSTB Agreement Modification PWE Agreement and specify the purpose of the modification, total training hours and maximum reimbursement. This requires the CSTB CEO or designee signature approval before any agreement modifications can be fully executed.

Authorized Signatories

- The Chief Executive Officer, Chief Operating Officer and designee are hereby authorized to execute PWE Agreements.
- If necessary during the PWE process, CSTB will accept electronically submitted scanned or faxed documents with signatures of the representatives that have legal authority to contract and bind the respective organization in their capacity as a signatory official.

References

- Workforce Innovation & Opportunity Act (WIOA) Section 129(C) (2)(C)
- 20 Code of Federal Regulation (CFR) 681.600 – 681.630, 20 CFR 680-700, 20 CFR 681.480
- TEGL 15-10 Increasing Credential, Degree, and Certificate Attainment by Participants of the Public Workforce System
- TEGL 17-05, Change 2 Common Measures Policy for the ETA's Performance Accountability System and Related Performance Issues
- TEGL 21-16: WIOA Youth Formula Program Guidance:
- TEGL 23-14: WIOA Youth Program Transition

INQUIRIES: Any questions about this policy should be directed to the COO or Programs Director.



POLICY

SECTION: YOUTH	POLICY#019-C0031	PAGE: 1 of 3
TITLE: Youth Requiring Additional Services		EFFECTIVE DATE: 9.XX.19
REPLACES: N/A		DATED: 9.XX.19

DISTRIBUTION: CAREERSOURCE TAMPA BAY STAFF

PURPOSE: To establish a CareerSource Tampa Bay policy for defining WIOA youth eligibility criteria for “an individual who requires additional assistance”. This policy will serve as guidance for CSTB Administrative and Program Staff to determine if youth meet the criteria for locally established definition of youth requiring additional services.

BACKGROUND: To be eligible for WIOA youth program, individuals must meet one or more condictions listed in WIOA Section 129(a)(1)(B)(iii) for OSY (Out-of-School Youth) and (a)(1)(C)(iv) for ISY (In-School Youth). WIOA allows for states and local areas to establish definitions and eligibility documentation requirements for criteria for “an individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.” If the state doesn’t establish these definitions, the local workforce development should be reasonable, quantifiable, and based on evidence that the specific characteristic of the youth identified in the policy objectively requires additional assistance.

CareerSource Florida Administrative Policy #095- Youth Program Eligibility requires the LWDB (local workforce development board) to establish a definition and eligibility requirements for Requires Additional Assistance to Complete An Education Program or to Secure or Hold Employment. It stipulates that the local definition must be different that the WIOA youth barriers defined in WIOA Section IV. I. A. and describe the criteria that will be utilized to qualify a youth as “requires additional assistance”.

POLICY: Outlined below are the categories and descriptions of regionally established WIOA Youth criteria for “an individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.” This will be documented via a WIOA programmatic intake form via self-attestation process outlining which barrier(s) the youth meets.

Category	Description
Secondary School	<ul style="list-style-type: none"> • 2 or more years behind in reading, math, science from their current grade level • Frequent moves between schools • Retained 1 or more times in school during the last 5 years • Received 2 or more disciplinary actions in the previous school semester • Truancy or excessive absences (as defined by state law) • School discipline problem – (placed on probation, suspended from school or expelled from school one or more times during the past two years)
Educational	<ul style="list-style-type: none"> • GPA below 3.0 • Enrolled in a drop-out prevention program • Parents or siblings dropped out of school • Individual has completed educational program, but lacks the appropriate license for that occupation -- (due to failure of license exam, lack of finances, lack of financial assistance due to no fault of the youth or ineligible for financial assistance)
Work Readiness/ Employability Skills	<ul style="list-style-type: none"> • Needs assistance completing a resume, lacks interviewing skills, unaware of the local job market, lack preparedness to seek employment
Employment Challenges	<ul style="list-style-type: none"> • Has never held a job. • Employment history of no more than six months with a single employer. • Has been fired from a job within the past 6 months prior to program application. • Has never held a full-time job for more than 13 consecutive weeks. • Has a family history of chronic unemployment, including long-term public assistance. • Has been unemployed six months out of the last two years. • Little or no successful work experience, a long and unsuccessful work search, little if any exposure to successfully employed adults. • High school graduate who has not held a full-time regular job for more than three consecutive months. • Limited or no English proficiency
Family Issues	<ul style="list-style-type: none"> • Dysfunctional family- 1 or more DCF cases occurring in their home, or under 21 living on their own with limited to no family support • Spends at least 50% of their time as a caregiver to a non-paternal or sibling child under the age of 18

	<ul style="list-style-type: none"> • Child of incarcerated parent(s)- Has a parent that is currently incarcerated/incarcerated more 1/3 of the youth's life if under the age of 21 • Family has lived at or below the poverty line for 2 or more generations • Emancipated youth
Living Arrangements:	<ul style="list-style-type: none"> • Residing in subsidized housing, an empowerment zone, unsafe environment/ high crime area • Resides in a non-traditional household setting (i.e., single parent, lives with unofficial guardian, latchkey, grandparents, domestic partners, etc.). • Lives with only one or neither of his/her natural parents. • Lives in public housing. • Lives in a federally designated high poverty area.
Substance / Mental Health	<ul style="list-style-type: none"> • Evidence of alcohol or substance abuse • Victim of Domestic Violence

REFERENCE:

- WIOA Public Law 113-128 Section 129(a) <https://www.govinfo.gov/content/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf>
- TEGL 21-16- Third WIOA Youth Formula Program Overview https://wdr.doleta.gov/directives/attach/TEGL/TEGL_21-16.pdf
- TEGL 8-158 Second Title WIOA Youth Program Transition Guidance https://wdr.doleta.gov/directives/attach/TEGL/TEGL_08-15.pdf
- TEGL 23-14 WIOA Youth Program Transition https://wdr.doleta.gov/directives/attach/TEGL/TEGL_23-14.pdf
- CareerSource Florida Administrative Policy – Youth Program Eligibility Policy #095

INQUIRIES: Any questions about this procedure should be directed to the Chief Operating Officer or their designee.



Consent Agenda # 10

Renewal of License and Lease Agreement

Ruskin Center

BACKGROUND

CSTB is currently in an agreement with Hillsborough County to license space at the South Shore Community Resource Center located at 201 14th Ave. SE, Ruskin, FL 33570. The license agreement provides CSTB 1,330 sq. ft. of space to operate a Career Center. The license agreement is set to expire February 2020.

Hillsborough County will charge the standard occupancy fee charged to all non-profits of \$6.00 per sq. ft. which equates to an annual cost of \$7,980 per year or \$665.00 per month.

Brandon Center

BACKGROUND

CSTB is currently in an agreement with Tampa Adamo LLC to lease space at 9350 Bay Plaza Blvd., Suite 121. The lease agreement provides CSTB 6,239 of rentable square feet to operate a Career Center. The lease agreement is set to expire September 30, 2019.

CSTB has requested an option to renew the lease for one (1) additional year. The owners are in the process of drafting a lease renewal.

RECOMMENDATION:

Staff recommends entering into an agreement with Hillsborough County and Tampa Adamo, LLC for space at the South Shore Community Resource Center and Bay Plaza Blvd., respectively, to operate Career Centers.

Key Regional Workforce / Demographic Indicators

- In July 2019, the unemployment rate in Hillsborough County was 3.4 percent. This rate was 0.2 percentage point lower than the region's year ago rate of 3.6 percent. The region's July 2019 unemployment rate was 0.1 percentage point lower than the state rate of 3.5 percent. The labor force was 749,605 up 8,623 (+1.2) over the year. There were 25,367 unemployed residents in the region.
- In July 2019, Tampa was among the top metro areas in the state of Florida with the largest Job gains with 31,500 new jobs.
- The industries gaining in jobs over the year were:
 - education and health services +7,300 jobs
 - professional and business services +6,700 jobs
 - mining, logging, and construction +5,000 jobs
 - leisure and hospitality +4,600 jobs
 - financial activities +4,300 jobs
 - manufacturing +1,700 jobs

Trade, transportation, and utilities (+1,000 jobs); other services (+600 jobs); and government (+300 jobs).

Key Initiatives/ Events

Summer Job Connection

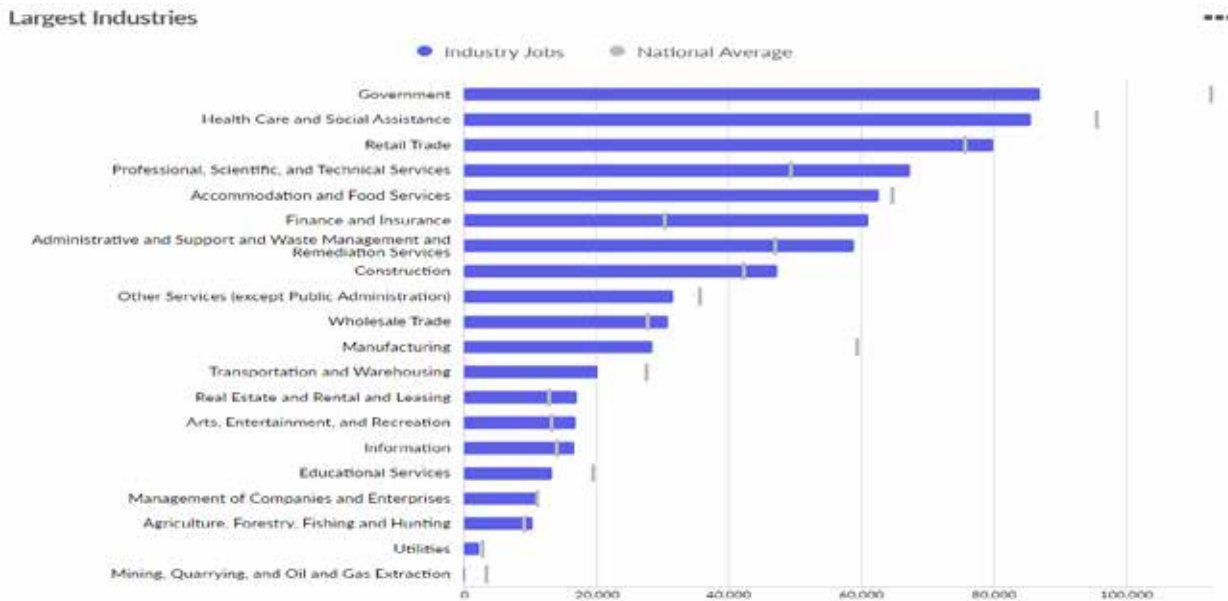
- The 2019 Summer Job Connection (SJC) program has officially ended as the last day of work for the extended youth was 8.9.19. Our SJC inaugural program was a tremendous success thanks to the vision of our CEO, John Flanagan for creating this initiative and to our key partnerships. Special thanks to Commissioner Murman for securing BOCC funding in the amount of \$150,000 to serve up to 100 additional youth. Thanks to School District of Hillsborough County for being a key employer partner and host worksite and spearheading the program.
- 560 youth were placed into paid work experience positions, with 90 employers participating. Of the 90 employers, 88 had not partnered with CareerSource Tampa Bay in the past. 539 participants successfully completed the SJC program for a success rate currently of 96%. We are excited to announce that a total of 29 youth were offered unsubsidized employment opportunities with their SJC host worksite. A comprehensive analysis of the Summer Job Connection program will be presented at the September or November CSTB meetings. The Summer Job Connection Program End Awards Celebration was cancelled in August due to Hurricane Dorian. We are currently working on rescheduling this event. The location will be CSTB Tampa N. Florida Ave. location. We will be recognizing outstanding employer champions, key partners and youth.

- We are now moving into planning for 2020 Summer Job Connection where we plan on serving 1,500 youth. Our application is scheduled to launch on 1.6.2020.

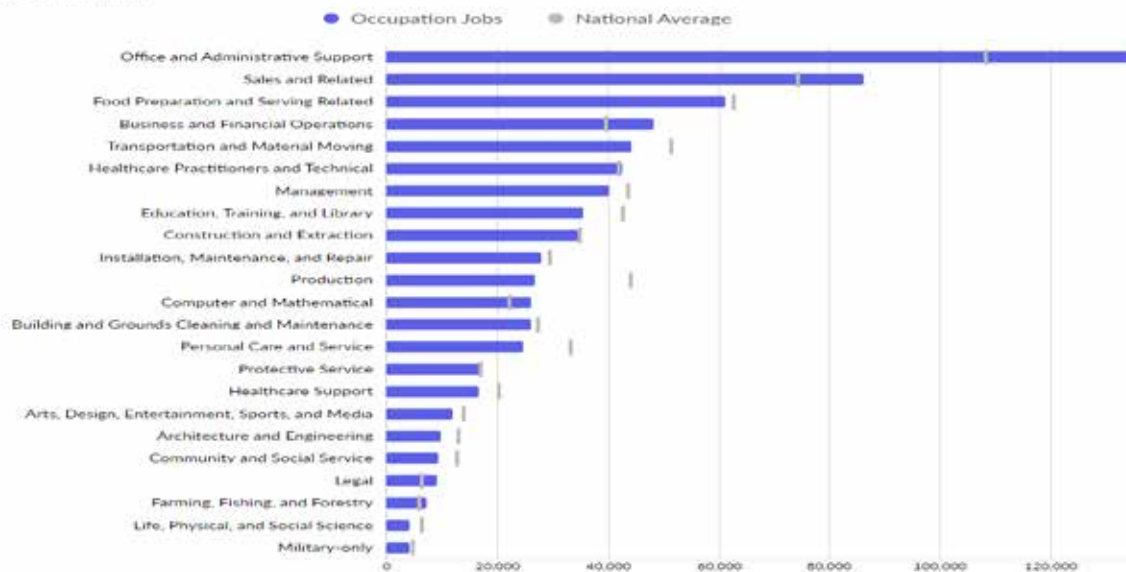
Work-Based Learning

- With the recent agency re-alignment of the Business Services department being focused primarily on Business Engagement by Industry sectors, we are moving forward with work-based learning coordination with the Programs Dept. This encompasses both On-the-Job Training (OJT) and Paid Work Experience (PWE) programs. OJT programs will be offered year round to employers and WIOA customers including training program completers who meet specific eligibility criteria. The Paid Work Experience Program will be offered in three cohorts, one each quarter (1st, 2nd and 3rd) with 20 youth per cohort. The first cohort is scheduled to launch on Monday, August 26th. We have many employers who participated in the Summer Job Connection program who are interested in taking advantage of both OJT and PWE programs. We did not want to lose this momentum.

Data Analysis – Top 20 Jobs – Hillsborough County



Largest Occupations





Action Item # 1
2019 – 2020 Budget Modification No. 1



PY 2019-2020 Budget Modification No. 1

Information:

Total budgeted revenue has increased from \$22,479,311 to \$23,554,195 for an overall increase of \$1,074,884. This is due to the following:

Workforce Innovation & Opportunity Act Programs:

Increase in WIOA Adult of \$164,593

Increase in WIOA Youth of \$39,679

Increase in WIOA Dislocated Worker of \$200,204

Decrease in WIOA Community Based Sector Strategies of \$5,000

Increase in WIOA Sector Strategies IT Training of \$25,000

Increase in WIOA Sector Strategies Career Ready of \$10,000

Increase in WIOA Apprenticeship of \$10,759

Decrease in WIOA Hurricane Maria Outreach of \$5,022

Increase in WIOA Soft Skills of \$16,345

Increase in WIOA Supplemental of \$14,364

Employment Services:

Increase in Wagner Peyser of \$241,798

Decrease in Veterans Programs of \$15,109

Increase in SNAP of \$1,927

Decrease in Unemployment Services of \$7,619

Increase in Trade Adjustment Act of \$29,503

Increase in Military of \$434

Welfare Transition Program:

Increase in Welfare Transition of \$190,228

Direct Grants and Special Projects:

Decrease in Re-employment & Eligibility Assessment of \$7,583

Decrease in NEG – Hurricane Maria Evacuees of \$112,703

Increase in USDOL Tech Hire of \$278,551

Decrease in Tech Hire Evaluation of \$578

Increase in Tampa Housing of \$1,374

Increase in City Foundation of \$3,739

Additionally, there was an increase in expenditures of \$1,070,339.

Recommendation

The Finance Committee is recommending approval of the adjustment to the revenue budget and resultant modification to the expenditure budget.

**CareerSource Tampa Bay
PY 2019-2020 Revenue Budget
Modification #1**

Program/Award	Approved Budget	Modification No. 1	Modified Budget
WIOA Adult	3,967,329	164,593	4,131,922
WIOA Youth	5,011,433	39,679	5,051,112
WIOA Dislocated Worker	4,145,655	200,204	4,345,859
WIOA Community Based Sector Strategies	30,000	(5,000)	25,000
WIOA Sector Strategies IT Training	45,000	25,000	70,000
WIOA Sector Strategies Career Ready	10,000	10,000	20,000
WIOA Apprenticeship	63,000	10,759	73,759
WIOA Hurricane Maria Outreach	9,000	(5,022)	3,978
WIOA Soft Skills	80,000	16,345	96,345
WIOA Supplemental	251,171	14,364	265,535
Subtotal WIOA	13,612,588	470,922	14,083,510
Wagner Peyser	1,308,473	241,798	1,550,271
Veterans Programs	241,250	(15,109)	226,141
SNAP	627,500	1,927	629,427
Unemployment Svcs.	69,500	(7,619)	61,881
Trade Adjustment Act	197,000	29,503	226,503
Military Family	98,000	434	98,434
Subtotal Employment Services	2,541,723	250,934	2,792,657
Welfare Transition Program	4,500,000	190,228	4,690,228
Subtotal WTP	4,500,000	190,228	4,690,228
Reemployment & Eligibility Assessment (RESEA)	485,000	(7,583)	477,417
NEG - Hurricane Maria Evacuees	220,000	(112,703)	107,297
USDOL Tech Hire	1,000,000	278,551	1,278,551
Tech Hire Evaluation	30,000	(578)	29,422
Tampa Housing	90,000	1,374	91,374
Citi Foundation	-	3,739	3,739
Subtotal Grants and Special Projects	1,825,000	162,800	1,987,800
Total Combined	22,479,311	1,074,884	23,554,195

**CareerSource Tampa Bay
Planning Budget - Modification #1
Fiscal Year 2020 (July 2019-June 2020)**

	Workforce Innovation & Opportunity Act	Employment Services Programs	Welfare Transition Programs	Direct Grants & Special Projects	Adjusted Budget FY 2019-2020	Prior Approved Budget FY 2019-2020	Modification #1
Revenue:							
Fiscal Year 2020 New Allocations	7,279,732	2,211,816	4,491,446	1,378,551	15,361,545	14,167,140	1,194,405
Carryforward from Prior Year Allocations	6,803,778	580,841	198,782	609,249	8,192,650	8,312,171	(119,521)
Total Revenue	14,083,510	2,792,657	4,690,228	1,987,800	23,554,195	22,479,311	1,074,884
Expenditures:							
Program Services - Allocated Costs:							
Business Services	1,115,342	-	215,382	44,276	1,375,000	2,480,000	(1,105,000)
Case Management	3,197,779	764,464	1,365,813	341,414	5,669,470	5,370,515	298,955
Career Services	782,797	141,836	334,343	18,055	1,277,031	800,934	476,097
One Stop Operating/Facilities Costs	608,368	944,810	223,268	138,554	1,915,000	1,915,000	-
Technology	120,169	242,365	94,848	42,618	500,000	500,000	-
Community Outreach	89,627	171,475	64,497	14,401	340,000	300,000	40,000
Program Staff Training & Professional Development	22,206	16,450	9,485	1,859	50,000	50,000	-
Subtotal - Program Services Allocated	5,936,288	2,281,400	2,307,636	601,177	11,126,501	11,416,449	(289,948)
Program Services - Direct Costs:							
Participant & Work Based Learning	6,618,750	70,000	1,615,000	395,000	8,698,750	7,468,737	1,230,013
Direct Grants & Special Projects - Salaries & Benefits	-	-	-	357,571	357,571	384,066	(26,495)
Subrecipient Contracts	-	-	250,000	370,000	620,000	620,000	-
DEO Staff Travel	-	35,000	-	-	35,000	35,000	-
Subtotal - Program Services Direct	6,618,750	105,000	1,865,000	1,122,571	9,711,321	8,507,803	1,203,518
Total Program Service Costs:	12,555,038	2,386,400	4,172,636	1,723,748	20,837,822	19,924,252	913,570
Indirect Costs							
Indirect Costs	1,471,727	367,073	490,129	207,726	2,536,655	2,379,886	156,769
Total Indirect Costs	1,471,727	367,073	490,129	207,726	2,536,655	2,379,886	156,769
Total Expenditures	14,026,765	2,753,473	4,662,765	1,931,474	23,374,477	22,304,138	1,070,339
Unobligated Balance	56,745	39,184	27,463	56,326	179,718	175,173	4,545



Action Item # 2

Approval of CPA Firm for Audit and Tax Services

Background:

The role of the Audit Committee includes but is not limited to arranging and procuring the annual audit of CareerSource Tampa Bay and the selection of the audit firm. As the contract term for the prior CPA Firm concluded with the issuance of the Audit Report and Form 990 for the fiscal year ending June 30, 2018, CSTB formally procured Audit and Tax Services (RFP 19-0412R). A total of four (4) proposals were received and provided to each Audit Committee member to independently review, evaluate and score. The Audit Committee convened on September 11, 2019 to select the CPA Firm.

Information:

The CPA firm who best met the qualifications of the RFP is James Moore and Co. P.L. They emerged with the highest ranking score as noted below. They possess the most audit experience with workforce development boards, auditing a dozen workforce development boards in the State of Florida. In addition, they are the most cost effective.

Firm	Score
James Moore and Co., P.L	91.00
Watson Rice	90.00
Rivero, Gordimer & Company, P.A.	89.67
Grau & Associates	89.33

Audit Committee concurred to bring the recommendation of James Moore and Co., P.L. to the full board for vote.

Recommendation:

Audit Committee recommends approval for CSTB to enter into contract negotiations with James Moore & Co., P.L. for audit and tax services. The engagement would be for one year with an option to renew for four (4) additional one (1) year periods.



Information Item # 1

Eligible Training Provider – Waivers

Background:

The workforce development system established under WIOA emphasizes informed consumer choice, job-driven training, provider performance, and continuous improvement. In order to maximize customer choice, CareerSource Tampa Bay must identify eligible training providers that are qualified to receive WIOA title I-B funds to train adults and dislocated workers, including those with disabilities.

To maximize consumer choice, the Chief Executive Officer and his/her designee will provide a waiver to approve a training program or training provider that is not included on the list of approved training providers or programs, on a case by case basis.

The Board asked for an update on any WIOA ITA waivers made by the CEO or his designee, below is a summary of the waivers that have been approved from 7.1.19 through 8.7.19.

Summary:

Funding Stream	Current PY Budgeted ITA Amount	Training Provider	Training Program
OSY	\$1,775.00	Aparicio-Levy Technical College	Emergency Medical Technician
OSY	\$1,775.00	Aparicio-Levy Technical College	Emergency Medical Technician
OSY	\$1,775.00	Aparicio-Levy Technical College	Emergency Medical Technician
OSY	\$1,775.00	Aparicio-Levy Technical College	Emergency Medical Technician

Each of these waivers was provided due to the candidate being enrolled into the WIOA program prior to the distribution of PY 19-20 Approved Training Program List. They began the process of enrollment into Aparicio-Levy for the EMT program based on previous PY 18-19TOL and Approved Training Providers list and were accepted into the program. There are no other start dates for this year and lack of funding would prevent the candidate from moving forward in their educational pathway.



INFORMATION ITEM # 2

Expenditure Reports for the period ended June 30, 2019.

CareerSource Tampa Bay
Grant Award to Actual Expenditures
FY 2018-2019
For Period Ending 6/30/2019

Program Description	Award Begin Date	Award End Date	Award Amount	FY18-19 Budget	FY18-19 Expenditures YTD	FY18-19 Remaining Budget	FY18-19 Expenditure Rate	Overall Expenditure Rate Expected	Overall Expenditure Rate Actual
Workforce Innovation Opportunity Act									
WIOA - Adult PY2017	7/1/17	6/30/19	2,404,645	1,945,332	1,945,332	0	100.00%	100%	100%
WIOA - Adult PY2018	7/1/18	6/30/20	2,748,612	2,755,712	1,446,769	1,308,943	52.50%	50%	53%
WIOA - Dislocated Worker PY2017	7/1/17	6/30/19	3,219,985	2,575,099	2,575,099	(0)	100.00%	100%	100%
WIOA - Dislocated Worker PY2018	7/1/18	6/30/20	2,967,653	1,954,326	557,519	1,396,807	28.53%	50%	19%
WIOA - Youth PY2017	4/1/17	6/30/19	2,725,862	923,791	923,791	(0)	100.00%	100%	100%
WIOA - Youth PY2018	4/1/18	6/30/20	3,004,861	2,429,862	226,280	2,203,582	9.31%	55%	8%
WIOA - Supplemental	7/1/18	12/31/19	251,171	251,171	251,171	-	100.00%	66%	100%
WIOA - Sector Strategies - Career READY	9/1/17	12/31/19	391,545	299,409	279,409	20,000	93.32%	78%	95%
WIOA - Sector Strategies - IT Training	7/1/17	12/31/19	396,495	269,322	199,322	70,000	74.01%	80%	82%
WIOA - Community Based Training - Construction	7/1/17	6/30/19	147,125	51,994	51,994	(0)	100.00%	100%	100%
WIOA - Community Based Sec Str	4/1/17	12/31/19	199,375	101,587	76,587	25,000	75.39%	82%	87%
WIOA - Apprenticeship FLA	5/1/18	4/30/20	100,000	100,000	34,993	65,007	34.99%	58%	35%
WIOA - Soft Skills	2/1/19	8/31/20	100,000	100,000	3,655	96,345	3.66%	26%	3.7%
WIOA - Hurricane Maria Outreach	1/1/18	9/30/19	71,507	67,782	63,804	3,978	94.13%	86%	94%
Total Workforce Innovation Opportunity Act				13,825,386	8,635,725	5,189,661	62.46%		
Employment Services									
Wagner Peyser PY2017	7/1/17	9/30/18	1,389,416	286,668	286,668	(0)	100.00%	100%	100%
Wagner Peyser PY2018	7/1/18	9/30/19	1,283,166	1,233,166	1,169,717	63,449	94.85%	80%	91%
DVOP PY2017	10/1/17	10/31/18	245,000	75,889	30,506	45,383	40.20%	92%	81%
DVOP PY2018	10/1/18	9/30/19	215,189	152,189	128,241	23,948	84.26%	75%	60%
LVER PY 2017	10/1/17	9/30/18	57,000	18,308	6,341	11,967	34.64%	100%	79%
LVER PY 2018	10/1/18	9/30/19	53,797	38,047	37,572	475	98.75%	75%	70%
Supplemental Nutrition Assistance Program PY2017	10/1/17	9/30/18	787,357	204,740	186,102	18,638	90.90%	100%	98%
Supplemental Nutrition Assistance Program PY2018	10/1/18	9/30/19	750,000	562,500	549,604	12,896	97.71%	75%	73%
Reemployment Assistance Program PY2017	10/1/17	9/30/18	74,700	19,177	19,177	0	100.00%	100%	100%
Reemployment Assistance Program PY2018	10/1/18	9/30/19	93,000	69,750	39,287	30,463	56.33%	75%	42%
TAA Administration PY2017	7/1/17	9/30/19	14,695	7,078	1,786	5,292	25.23%	56%	64%
TAA Administration PY2018	7/1/18	9/30/19	13,000	13,000	-	13,000	0.00%	80%	0%
TAA Training PY2017	7/1/17	9/30/18	78,593	14,200	14,200	(0)	100.00%	100%	100%
TAA Training PY2018	7/1/18	9/30/19	112,512	112,512	19,845	92,667	17.64%	80%	18%
TAA Case Management PY2017	7/1/17	9/30/18	9,945	909	909	0	100.0%	100%	100%
TAA Case Management PY2018	7/1/18	9/30/19	43,571	43,571	17,936	25,635	41.16%	80%	41%
Military Family	7/1/18	6/30/19	98,434	98,434	98,434	-	100.00%	100%	100%
Total Employment Services				2,950,138	2,606,325	343,813	88.35%		
Welfare Transition									
Welfare Transition Program PY2018 July-Sept	7/1/18	11/30/18	929,305	929,305	929,305	-	100.00%	100%	100%
Welfare Transition Program PY2018 Oct-June	10/1/18	6/30/19	3,415,658	3,415,658	3,216,876	198,782	94.18%	100%	94%
Total Welfare Transition				4,344,963	4,146,181	198,782	95.43%		
Direct Grants & Special Projects									
RESEA Transition PY2018	1/1/18	12/31/18	380,020	201,862	201,862	0	100.00%	100%	100%
RESEA Transition PY2019	1/1/19	3/31/20	540,000	290,000	262,901	27,099	90.66%	40%	49%
NEG - Hurricane Maria Evacuees	10/1/17	9/30/19	280,500	280,500	23,204	257,296	8.27%	87%	8%
USDOL Tech Hire	7/1/16	6/30/20	3,796,320	1,294,725	776,176	518,549	59.95%	75%	66%
Tech Hire Evaluation	3/20/18	6/30/20	75,000	75,000	45,578	29,422	60.77%	56%	61%
Tampa Housing	5/15/17	3/31/21	148,275	95,353	18,979	76,374	19.90%	55%	18%
Citi Foundation	9/18/17	6/30/19	250,000	186,119	182,380	3,739	97.99%	100%	99%
Total Direct Grants & Special Projects				2,423,560	1,511,080	912,480	62.35%		
Totals				\$ 23,544,047	16,899,311	6,644,736	71.78%		

Training Budget vs. Actual				
Budget	Actual Exp to date	Remaining Budget	% spent to date	% Target
\$ 8,208,000	\$ 4,903,394	\$ 3,304,606	59.74%	100.00%
# of customers served	2,335	Avg Cost per	\$ 2,099.95	

Note: # served - Includes ITA's, OJT's, PWE's, Supportive Services, apprenticeships, training certifications

**CareerSource Tampa Bay
Expenditure Report
For Period Ending June 30, 2019**

Funding Sources

	Total Emp Services	Total Direct Grants and Special Proj			
	Total WIOA	Total WTP	Total All		

Current Year Budgeted Revenues:

Carryforward Funds from FY 2018	6,234,316	620,038	-	457,362	7,311,716
FY 2019 Award	9,172,297	2,669,600	4,344,963	3,021,198	19,208,058
Total Funds available	15,406,613	3,289,638	4,344,963	3,478,560	26,519,774
Less: Planned Carryforward for FY 2020	(1,581,227)	(339,500)	-	(1,055,000)	(2,975,727)
Total Available Funds Budgeted	13,825,386	2,950,138	4,344,963	2,423,560	23,544,047

Expenditures to Date:

Pooled Costs:

Case Management	1,639,920	626,418	1,599,129	300,047	4,165,514
Business Services	1,491,600	141,228	809,214	101,293	2,543,335
Indirect Costs	923,922	293,496	381,855	68,235	1,667,508
One Stop Operating	17,969	1,051,017	164,594	18,067	1,251,647
Technology	10,338	350,339	29,188	15,091	404,956
Community Outreach	880	32,339	2,300	1,058	36,577
Staff Training & Development	6,388	40,886	-	-	47,274
Total Pooled Costs:	4,091,017	2,535,723	2,986,280	503,791	10,116,811

Direct Costs:

Service Provider Contracts	6,500	-	264,076	349,175	619,751
Participant Training Costs	4,270,588	34,197	247,871	129,240	4,681,896
Subsidized Employment (OJT/PWE)	47,408	-	1,739	-	49,147
Employed Worker Training (EWT)	167,428	-	-	-	167,428
Program Staff Direct	-	-	-	444,590	444,590
DEO (Jointly managed staff) travel	-	29,303	-	-	29,303
Other Operating Costs	52,784	7,102	646,215	84,284	790,385
Total Direct Costs:	4,544,708	70,602	1,159,901	1,007,289	6,782,500

Total Expenditures to Date

	8,635,725	2,606,325	4,146,181	1,511,080	16,899,311
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Unexpended Balance

	5,189,661	343,813	198,782	912,480	6,644,736
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% of Budget Expended

	62.46%	88.35%	95.43%	62.35%	71.78%
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**CareerSource Tampa Bay
Pooled Cost Expenditure Detail
For Period Ending June 30,2019**

	Case Management	Business Services	Indirect Costs	One Stop Operating	Technology	Community Outreach	Staff Training & Dev	Total
Total Pooled Cost Budgets	4,637,000	3,899,708	2,452,553	1,605,000	500,000	328,000	50,000	13,472,261
Expenditures:								
Salaries & Benefits	3,996,665	2,366,703	1,144,121	-	-	-	47,274	7,554,763
Accounting/Audit Fees	-	-	27,033	-	-	-	-	27,033
Legal Fees	-	-	71,962	-	-	-	-	71,962
Bank Fees	-	-	3,465	-	-	-	-	3,465
Payroll Processing Fees	-	-	32,704	-	-	-	-	32,704
Professional Fees	58,079	11,230	38,364	-	-	-	-	107,673
Contract Labor	-	-	148,354	-	-	-	-	148,354
Contract IT Svcs	-	-	24,279	-	351,614	-	-	375,893
Office Rent / Lease	45,874	101,112	52,140	925,995	-	-	-	1,125,121
Utilities	-	-	-	24,231	-	-	-	24,231
Repairs & Maintenance	248	93	1,815	14,235	-	-	-	16,391
Security	316	882	491	25,304	-	-	-	26,993
Janitorial Services	-	-	-	8,690	-	-	-	8,690
Pest Control	-	-	-	1,088	-	-	-	1,088
Equipment Rental	1,907	5,888	5,088	45,319	-	-	-	58,202
Copy machine usage / maintenance	3,613	6,005	3,774	28,559	-	-	-	41,951
Office Supplies	1,253	1,606	2,421	20,373	-	629	-	26,282
Operating Supplies	374	30	1,858	636	883	3,780	-	7,561
Computer Software License / Maint	-	9,167	3,550	-	18,475	960	-	32,152
Equipment <5000	3,858	1,929	16,060	5,332	33,984	-	-	61,163
Postage / Shipping	281	454	741	5,787	-	-	-	7,263
Document Shredding	302	284	255	2,965	-	-	-	3,806
Insurance Com Property	912	580	955	18,725	-	-	-	21,172
Insurance General Liability	1,627	1,003	6,739	45,229	-	-	-	54,598
Insurance D&O	-	-	5,974	-	-	-	-	5,974
Telecommunication	5,740	15,125	10,050	78,603	-	-	-	109,518
Outreach / Marketing	-	-	-	-	-	30,476	-	30,476
Travel - Mileage	4,462	9,841	2,720	-	-	-	-	17,023
Travel - Out of town	31,935	9,540	31,538	-	-	98	-	73,111
Meetings & Conferences	7,529	1,132	11,628	104	-	34	-	20,427
License/Dues/Other Fees	539	731	18,548	200	-	600	-	20,618
Other Expenses	-	-	881	272	-	-	-	1,153
Total Expenditures to Date	4,165,514	2,543,335	1,667,508	1,251,647	404,956	36,577	47,274	10,116,811
Unexpended Balance	471,486	1,356,373	785,045	353,353	95,044	291,423	2,726	3,355,450



INFORMATION ITEM # 3

Indirect Cost Rate

Background

Prior to July 1, 2018, CareerSource Tampa Bay elected to use the 10% de minimis rate as its indirect cost rate. The 10% de minimis rate is a federally-recognized rate that could be used indefinitely by a non-Federal entity that has never received a negotiated indirect cost rate.

For the period beginning July 1, 2018, CareerSource Tampa Bay submitted an indirect cost rate proposal for a provisional indirect cost rate to the Department of Economic Opportunity (DEO). This provisional rate was calculated based on CareerSource Tampa Bay's best projection of the year's indirect cost rate. After fiscal year end, a revised indirect cost proposal containing actual costs will be submitted and a final indirect cost rate determined.

Information

DEO approved a provisional indirect cost rate of 14.59% for the period July 1, 2018 through June 30, 2020.



INFORMATION ITEM # 4 Compensation and Benefits Study - Update

Information:

We continue to work with the selected company, Compensation Resources to complete our Comprehensive Compensation Study. At this time, we are pending results of Phase One and Phase Two. Phase Three is nearing completion of the staff compensation study. Below is the timeline of the project.

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Deliverable(s)
Phase One: Foundational Work																	
Step 1 - Conduct Fact-Finding																	Fact-finding interviews
Step 2 - Conduct Employee Survey																	Employee survey
Step 3 - Define Total Rewards Philosophy																	Total Rewards Philosophy
Phase Two: Benefits Assessment																	
Step 1 - Conduct Benefits Assessment																	NA
Step 2 - Prepare Report of Findings																	Assessment of current benefits
Phase Three: Compensation Assessment																	
Step 1 - Conduct Executive Compensation Study																	Peer Group Competitive executive compensation study – CEO, COO & CFO positions
Step 2 - Conduct Staff Compensation Study																	Compensation study of 40 positions
Step 3 - Evaluate Salary Structure																	Salary structure Position-in-Range (PIR) analysis Position Matrix
Step 4 - Prepare Reports of Findings																	Reports of findings
Step 5 - Assess Compensation and Personnel Policies																	Assessment of current compensation and personnel policies
Phase Four: Implementation																	
Step 1 - Support Implementation Process																	Updates to compensation policies and employee handbook Communication materials PowerPoint presentation Telephonic train-the-trainer session



Information Item # 5 Public Relations/Marketing Update

WEBSITE:

New Website: Marketing is working with Moore Communications to fix some issues with the new website, mainly address function is currently not working. Once that is fixed Marketing will turn over new website to vendor CTS to make final preparations.

End of Year Website Traffic

Timeframe	# of People Visited Site	# of Visits	Page views	Returning Visitors	New Visitors
PY 18-19	203,861	372,264	1,227,655	17%	83%
PY 17-18	268,491	463,112	1,587,580	15%	85%

Source: Google Analytics

- Despite not having any marketing efforts for the first half of PY 19-20 through digital marketing, the number of page views significantly picked up during the last three months of 2018-19.

End of Year Social Media Traffic

Month	# of New Twitter Followers	# of New Facebook Fans	# of New LinkedIn Followers	# of New Instagram Followers	# of Engagements	# of Impressions
PY 18-19	35	41	1,121	251	8,425	321,810
PY 17-18	138	477	473	82	11,942	2,204,771

Source: Sprout Social

- Revamped social media pages on a good track as we start PY 19-20
- Started an Instagram page in August, 2019

2019-20 MARKETING CAMPAIGNS: We are redesigning our marketing materials PY 19-20. In August, 2019 we started with Business Services and plan to combine a large number of flyers into 6 brochures. This should allow us to more effectively market our efforts in the future. We are working with a Marketing Plan as a roadmap for fiscal year 2019-20. Campaigns have been broken up into different sections based on funding:

General Branding Campaign:

Tampa Bay Business Journal: 19-20 Campaign Approved (see below for details)

Fall 2019 & Spring 2020 – Job Seekers - Bring awareness to CSTB among Hillsborough County residents

Winter 2020 -- Employers - Tie in with Business Forum/Business Services & Summer Job Connection

Grant Funded Campaigns:

CareerReady, TechHire, Summer Job Connection, Apprenticeship, CareerSource Florida Cooperative Outreach program (\$48,854 with \$10,400 for targeted business services outreach.)

Statewide Funded Marketing Campaigns:

Career Services and Passion to Profession (lead generating campaigns)

Tampa Bay Business Journal Campaign:

September 2019 (Fall Work Campaign)

- Tampa Bay Business Journal – 1x Half Page Ad
- TBBJ Afternoon Newsletter (Premium Top Position) – 1 Week (6x/Sends)

December 2019

- People First Awards Sponsorship (Excellence in Human Resources)
- 2019-2020 Book of Lists Full Page Ad (Largest Tampa Bay Employers)
- The People First Awards (HR) is Thursday 12/5 1130am-130pm (Hilton Carillon Park).

January 2020 (Vision 2020)

- Economic Outlook Sponsorship (Benefits Attached)
- Economic Outlook is scheduled for Wednesday 1/8 7:30am-10:30am (Straz Theater)

February 2020 (Vision 2020)

- Tampa Bay Business Journal – 1x Half Page Ad
- TBBJ Afternoon Newsletter (Premium Top Position) – 1 Week (6x/Sends)
- February 28, 2020, CSTB Business Summit

April 2020 (Youth Campaign Summer Job Connection)

- Tampa Bay Business Journal – 1x Half Page Ad
- TBBJ Afternoon Newsletter (Premium Top Position) – 1 Week (6x/Sends)

May 2020 (Youth Campaign Summer Job Connection)

- Tampa Bay Business Journal – 1x Half Page Ad
- TBBJ Afternoon Newsletter (Premium Top Position) – 1 Week (6x/Sends)

The marketing plan identifies channels to reach our targeted audience. For example, we are looking at working closely with the *Tampa Bay Business Journal* on a high impact plan that include advertising in the print edition and afternoon digital editions, Book of Lists ad, sponsorships that will get our name with key business leaders and human resource directors. We will also be looking to maximize our advertising dollars to have the biggest impact using other channels such as digital marketing, billboards, radio, and television. We plan to measure the campaigns and provide a return on investment by monitoring web traffic and lead generation for specific programs.

UPDATE FOR CURRENT MARKETING CAMPAIGNS:

- The first part of **Tech Hire (USF Boot camp) Campaign** ended on May 31, 2019. The second part of the campaign started on July 1, 2019 with a goal of attracting 400 people to sign up for IT Boot Camps. Program has completed 206 applications since April 1, with 159 applications approved and 47 pending. Marketing is averaging 30 leads per week to assist the program.
- Marketing is currently working on a social media marketing campaign for the **ApprenticeshipFLA**. Goal is to reach out to 25 enrollees for the program.
- **Summer Job Connection** campaign was very successful both in marketing and desired outcomes. Marketing advertised on radio and utilized digital marketing in an effort to create leads and send people to a dedicated webpage promoting the summer jobs program.
- Plan on doing a survey of the business and job seeking community. We would like to make this an annual survey.

Updated 08.08.2019



CareerSource Tampa Bay
4902 Eisenhower Blvd., Suite 250 | Tampa, FL 33634
CareerSourceTampaBay.com

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