

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

Date: November 6, 2019.

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

Call to Order: Michael Ramsey called the meeting to order at 9:00 a.m. There was a quorum present with the following Workforce Solutions Committee members participating.

Members in Attendance

In Person: Robert Coppersmith and Michael Ramsey.

Via Phone: Michael Bach and Yanina Rosario.

Members not in attendance

Benjamin Hom, Lindsey Kimball, and Earl Rahn.

Staff Present

Juditte Dorcy, Doug Tobin, Anna Munro, Chad Kunerth, Christina Witt, Dan Schneckeburger, Tammy Stahlgren, Melissa Carroll and Hector Huertas.

County Liaison

Kenneth Jones

Others Present

James Randolph

Public Comments

There were none.

The agenda items are listed in the order of discussion.

- ▶ Indicates Committee Action
- Indicated Action needed

Action/Discussion Items

▶ **Action Item #1 - Approval of Minutes – August 7, 2019**

- **A motion to approve the minutes of the August 7, 2019 Workforce Solutions Committee Meeting**
 - Motioned: Robert Coppersmith
 - Seconded: Yanina Rosario
- There was no discussion. The motion carried.

▶ **Action Item #2 – Approval of Training Vendors**

Director Anna Munro reviewed the action item covering the following training vendors:

Current Application threshold criteria per the Eligible Training Provider Policy are as follows:

- Limit new training providers/new training programs to a maximum of 12 enrollments until performance is established,
- Limit training programs to those with a minimum entry level wage rate of \$14.63 per hour (based on annual regionally adjusted wage rate).

Connecticut School of Broadcasting has a license from the Commission for Independent Education. Connecticut of School of Broadcasting will start reporting to the Florida Education and Training Placement Information Program (FETPIP), which is a data collection and consumer

reporting system established by Florida Statutes Section 1008.39 to provide follow-up data on former students and program participants who have graduated, exited or completed public education or training.

Knowledge Quest Education Solutions dba Learning Alliance Corporation has a license from the commission for Independent Education. Learning Alliance will start reporting to the FETPIP for the 2018-2019 year.

Manatee Technical College is a post-secondary adult, career and technical education center located in Manatee County.

1. Connecticut School of Broadcasting (ID# 2826)
 2. Knowledge Quest Education Solutions dba Learning Alliance Corporation (ID# 5422)
 3. Manatee Technical College
- **A motion to approve each of the aforementioned training vendors, as an approved training vendor for LWDB 15.**
 - **Motioned: Robert Coppersmith**
 - **Seconded: Michael Bach**
 - **There was no further discussion. The motion carried.**

► **Action Item #3 – Approval of Training Programs**

Director Munro presented the action item.

Current Application threshold criteria per the Eligible Training Provider Policy are as follows:

- Limit new training providers/new training programs to a maximum of 12 enrollments until performance is established.
- Limit training programs to those with a minimum entry level wage rate of \$14.63 per hour (based on annual regionally adjusted wage rate).

Concorde Career Institute charges \$48,486 for their course. CSTB staff noted that students are presented all options to allow them to choose their preference. Current policy does not use a cost basis to restrict the training from being included as an approved training program. The current grant limit per student is \$5,000, with the student responsible for the balance of the course fee. Most students will choose the higher cost training program at the private schools because it is an easier entry.

- **There was a motion to split the approval of training programs, into 3 separate motions.**

The three new proposed motions would be based upon:

 - 1) **The programs listed in white who meet the minimum wage and minimum completion rate.**
 - 2) **The programs in orange that do not meet the minimum entry level wage rate.**
 - 3) **The programs in salmon that did not meet the completion rate of 70%.**
 - **Motioned: Robert Coppersmith**
 - **Seconded: Yanina Rosario**
- **The motion carried.**

- 1) A motion to approve all the training programs listed in white, they meet the minimum entry level wage rate and the minimum completion rate:
 - Motioned: Robert Coppersmith
 - Seconded: Michael Bach
- The motion carried.
- 2) A motion to approve all the training programs listed in orange, they do not meet the minimum entry level wage rate, but do meet the completion rate.
 - Motioned: Robert Coppersmith
 - There was no second. (There were three nays, Robert Coppersmith, Michael Bach, and Michael Ramsey.)
- The motion failed.
- 3) A motion to approve all the training providers listed in salmon, they meet the completion rate of 65% or above, and they do meet the minimum wage rate.

(There was a pre-motion discussion which led to the lowering of the required completion rate from 70% to 65%).

- Motioned: Robert Coppersmith
- Seconded: Michael Bach
- The motion carried.
- The Committee recommended pulling course names by SOC code. CSTB staff will research average wage rate data to assure the data is correct for all the training programs. CSTB will eliminate the anticipated wage rates and use actual wage rates at placement.
- It was recommended that if after reviewing the wage rate data, that CSTB review each program for changes that could include or exclude a program and provide an updated list of approved programs. They will be approved by the WFS Committee, to be presented to the full Board.

Information Items

Information Item # 1 - USDOL/DEO Compliance Review Update by Anna Munro

(Refer to page 15 of the November 6, 2019 Workforce Solutions Committee Agenda Packet)

A full summary of the time line for the compliance review can be found in the agenda packet. The most recent update occurred on October 23, 2019.

There was no discussion.

Information Item # 2 - Workforce Solutions Strategic Goals Update for July, 2019 through September, 2019. Updated by Juditte Dorcy

(Refer to page 16 of the November 6, 2019 Workforce Solutions Committee Agenda Packet)

Goal I: Provide Employers with a Skilled Workforce

- Objective 1: Provide workforce resources to employers.
 - 12 job Orders

- 0 EWT and IWT
- 2 QRT and/or OJT

Currently we are redesigning our Professional Talent of Tampa Bay service delivery flow to better align with the industry.

- Objective 2: Identify training opportunities for targeted occupations.
(Refer to the Agenda packet for specific breakdown in numbers).
 - Created a Director of Development position to identify appropriate grant opportunities for our region.
 - Currently exploring potential grant opportunities that align with CSTB's vision and mission.
- Objective 3: Develop Labor Market Information
(Refer to page 16 of the November 6, 2019 Workforce Solutions Committee Meeting Agenda)
 - IT Skills Gap Analysis Report: tampabaygapanalysis.com/it.html
 - Manufacturing Skills Gap Analysis Report: tampabaygapanalysis.com/manufacturing.html.
 - Financial & Shared Services Skills Gap analysis Report: tampabaygapanalysis.com/finance.html.

No discussion occurred.

- Objective 4: Develop a Regional Targeted Occupation List.
2019-2020 RTOL List: [https://www.careersourcetampabay.com/wp-content/uploads/2019/10/R15-LT-Program-Year-2019-20 Revised 9.24.19-1.pdf](https://www.careersourcetampabay.com/wp-content/uploads/2019/10/R15-LT-Program-Year-2019-20%20Revised%209.24.19-1.pdf)

Goal II: Develop Effective Employer Based Workforce Programs.

(Refer to page 17-18 of the November 6, 2019 Workforce Solutions Committee Agenda Packet)

- Objective 1: Increase participation in the On-the-Job Training (OJT) and Paid Work Experience (PWE) Programs.
 - On November 5, 2019 we had our second cohort for Paid Work Experience, we had 33 youths participate and 7 employers. We did 28 placements yesterday and for those who did not receive placement we are working with employers for placements. This event was a huge success. 29 new PWE enrollments.
- Objective 2: Encourage Employer involvement in the Local Employed Training (EWT) and Incumbent Worker Training (IWT) programs.
We are finalizing our IWT procedures, online application, intake packet and IWT Agreement and launch is scheduled for mid-November. We have several employers interested in this program.
- Objective 3: Connect employers with the Florida Flex Program administered by CareerSource Florida.
- Objective 4: Encourage employer participation in the internship and apprenticeship programs.
Summer Job Connection 2020 Update
 - Goal to serve 1,500 Youth ages 16-24.
 - Paid Work Experience program earning \$11 per hour, working maximum 24 hours per week and working 6 weeks.

Goal III: Effectively Market and Brand Services and Programs.

(Refer to page 20 of the November 6, 2019 Workforce Solutions Committee Agenda Packet)

- Develop innovative strategies and outreach materials to market various programs.

Information Item # 3 Performance Dashboard Report by Chad Kunerth

(Refer to page 21 of the November 6, 2019 Workforce Solutions Committee Agenda Packet)

Highlights given:

WIOA Adult	56 Exits
WIOA Adult	Average Wage \$18.32
WIOA Adult	Median Wage was \$17.13
WIOA DW	58 Exits
WIOA DW	Average Wage \$28.42
WIOA DW	Median Wage \$24.30
WIOA Youth	23 Exits
WIOA Youth	Average Wage \$15.34
WIOA Youth	Median Wage \$12.95

Information Item # 4 Summer Job Connection (SJC) 2020 Update by Juditte Dorcy and Jennifer Wilson

(Refer to page 22 of the November 6, 2019 Workforce Solutions Committee Agenda Packet)

Jennifer Wilson was introduced as the new Summer Job Connection Coordinator.

Goal to serve 1,500. We expanded the Youth ages 16-24.

Paid Work Experience program earning \$11 per hour, working maximum 24 hours per week and working 6 weeks.

January 6, 2020 Program application launches for Youth and employers.

June 8-15, 2020 Youth Summit Events

June 15-July 24, 2020 SCJ Career Special conduct onsite bi-weekly monitoring.

July 24, 2020 participants last day of work.

Information Item # 5 Training Program Updates by Anna Munro

(Refer to page 23 of the November 6, 2019 Workforce Solutions committee Agenda Packet)

Altierus Career College reported changes to their programs. See Information Item for specific changes. CSTB requires training vendors to submit updated performance costs and data worksheets to report changes within approved training programs.

Information Item # 6 Training Vendors Outcome Report by Chad Kunerth

(Refer to page 25 of the November 6, 2019 Workforce Solutions Committee Agenda Packet)

This report represents Quarter 1. This report covers completers for that period. It is still early to receive all the placement numbers so this is why you see a lot of 0's on the report. Once a person completes training, they have 180 days for placement to count as performance. There is a lot of placement data to come.

29 programs that are meeting 1 criterion, 10 Programs that are meeting 2 criteria, 6 programs meeting 3 of the criteria and 12 programs are not meeting any of the criteria's.

Criteria means 70% Placement, 70% completion rate and average wage at her above \$14.63. No additional discussion occurred.

Reports – Industry Insights

Education

Mr. Ramsey reported that HCC and the school district is working with Leak College access network on a couple different challenges one of them being Soft Skills. We are trying to come up with a standard set of essential importability skills also called soft skills when people don't like use that term anymore. Programs come to kind of make sure that you know the students that are exiting our technical training programs have those essential skills as well because the technical skills can get them employed, they'll soft

skills keep them employed, so we're really, you know, really dominant to do an inventory of what we offer at each of our perspectives institutions and trying to match that with what industry is saying is the most prevalent that they're seeing shortcomings in at this time so excited about that work we're also working with the Tampa Bay partnership.

Economic Development

No updates given

Other Industry Sectors

Paycheck for Patriots Job Fair for Veterans is scheduled for November 7, 2019. We have 35 employers signed up to attend. This event has been promoted extensively by the Marketing department so we are expecting a great turnout. USAA Cisco and Spectrum sponsored this event.

CSTB is working with Big Ben Power Plant. They are going to convert their last coal powered turbine at Bib Ben to natural gas. This customer is looking to hire 1,000 people to perform this task. We will be involving TECO, they have safety video's that their employers will have to review either on their own or potentially

Future Business

Adjournment

The meeting was adjourned at approximately 9:55 a.m.

Minutes submitted by Tammy Stahlgren – Administrative Services Coordinator.