

**CareerSource Tampa Bay
Workforce Performance Committee Meeting Minutes**

Date: August 5, 2020
Location: ZOOM Meeting

Call to Order

Chair Rick Bennett called the meeting to order at 9:01 a.m. There was a quorum present with the following Workforce Performance Committee members participating. During roll call members briefly introduced themselves to the other members.

Committee Members in Attendance

Tom Aderhold, Rick Bennett, Stephanie Brown-Gilmore, Conchita Canty-Jones, Richard Cranker, Nancy Brown (Representative for Mireya Hernandez), and John Howell.

Committee Members Not in Attendance

Lindsey Kimball and Steve Morey.

Staff

John Flanagan, Juditte Dorcy, Jody Toner, Anna Munro, Christina Witt, Dan Schneckenburger, Chad Kunerth, Jennifer Wilson, Fadhail Ibraheem, Don Shepherd, Michelle Schultz, Doug Tobin, Melissa Carroll and Tammy Stahlgren.

BOCC Liaison

None.

Others in attendance

Dan McGrew - Dynamic Workforce Solutions, One Stop Operator.

Public Comments

There were none.

The agenda items are listed in the order of discussion.

- ▶ Indicates Committee Action
- Indicates Action Needed

Action Items

- ▶ **Action Item #1 Approval of Minutes November 6, 2019 Workforce Solutions Committee.**
- ▶ **Action Item #2 Approval of Minutes May 6, 2020 Workforce Solutions Committee.**
- ▶ **Action Item #3 Approval of Minutes May 20, 2020 One-Stop Committee.**

(Refer to pages 2-16 of the August 5, 2020 Workforce Performance Committee Agenda Packet)

- A motion to approve the minutes of the November 6, 2019 Workforce Solutions committee meeting minutes, the May 6, 2020 Workforce Solutions Committee meeting minutes and the May 20, 2020 One-Stop Committee meeting minutes, was made by:
 - Motioned: Tom Aderhold
 - Seconded: Conchita Canty-Jones
- The motion passed unanimously.

► Action Item #4 Approval of Training Programs

(Refer to page 17 of the August 5, 2020 Workforce Performance Committee Agenda Packet)

CareerSource Tampa Bay accepts new training vendor applications and program addition applications during the 1st quarter of the program year (July-September).

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 \$15.25 per hour.
- A motion to approve the program additions submitted by USF and HCC, (listed on pgs. 17-18 of the agenda packet) for the aforementioned training programs.
 - Motioned: Stephanie Brown-Gilmore
 - Seconded: John Howell
- The motion passed unanimously.

Information Items

Information Item # 1 2019-2020 Workforce Performance Strategic Goals update given by Juditte Dorcy
(Refer to pages 19-27 17 of the August 5, 2020 Workforce Performance Committee Agenda Packet)

This report covers program year 2019-20, Juditte Dorcy covered some highlights.

- 2019 – 2020 Workforce Strategic Goals Update was provided for Period Covering July 1, 2019 – June 30, 2020.
- A total of 5,471 customers participated in CSTB's Employability Skills Workshop during this period.
- A total of 1,487 WIOA customers participated in occupational skills training, of which 394 were new enrollments (224-Adult/Dislocated Worker and 175-Youth).
- A total of 273 WIOA customers participated in Apprenticeship training, of which 104 were new enrollments (104-Adult/Dislocated Worker and 0-Youth).
- A total of 82 WIOA customers participated in Work-Based Learning Training, of which 59 were new enrollments (16-OJT and 43-PWE).
- A total of 9 companies were awarded local Incumbent Worker Training funds, totaling \$202,824 to serve 100 employees.
- Year End Performance Dashboard and Internal Performance Watch Reports were reviewed, and key indicators discussed.

Information Item # 2 One Stop Operator update given by Dan McGrew

(Refer to pages 28, 29 of the August 5, 2020 Workforce Performance Committee Agenda Packet)

A total of 232 connections were made using the CareerSource Tampa Bay Agency Quick Connection Form.

- a) A total of 16 partner organizations received connections during the year.
- b) CSTB made 159 connections and received 14 during the year.

A total of 11 new partners were added to the CSTB Partner Portal during the year. Currently, there are 24 partners engaged in the Partner Portal and Agency Connection Form.

- a) Partner Portal training was conducted for 56 attendees during the year (22 partner staff and 34 CSTB staff).
- b) 92 individuals completed the CSTB Partner Portal Training Activity during the year.

There were four Partner Meetings held during the past year. The last two meetings held were via GoToMeeting and we still maintained good participation despite the COVID 19 pandemic. Partner Spotlight presentations were provided by Job Corps, Hillsborough County Schools, Pearlena's Activity Center, Abe Brown Ministries, ECHO, and CDC.

Dan McGrew summarized Customer Satisfaction initiatives and results.

- There was a request to report back to the committee on what the top resources are that people are using to find a job in Hillsborough County.

Information Item # 3 – Training Vendor Outcome Report PY 19-20 update given by Chad Kunerth
(Refer to pages 30-34 of the August 5, 2020 Workforce Performance Committee Agenda Packet)

This report is from last program year PY 19-20. We use three criteria to gauge success for this program: wage rate at \$14.63 or above, completion rate of 65% or above, and placement rate of 70% or above.

- 123 programs had participants that exited training.
- 24 of those did not meet any of the established criteria
- 46 programs are meeting one of the criteria
- 39 programs are meeting two of the criteria
- 14 programs are meeting all three of the criteria

Currently there is a moratorium in place on removing providers based on performance, due to COVID-19. We continue to monitor relative provider performance on a quarterly basis.

Information Item # 4 Negotiated Federal Performance Goals update given by Chad Kunerth
(Refer to page 35 of the August 5, 2020 Workforce Performance Committee Agenda Packet)

Each year the DEO provides us with preliminary WIOA Primary Indicators of Performance to consider or negotiation, these are known as our WIOA Federal Performance Goals. After review and consideration, CSTB has accepted the established WIOA Primary Indicators of Performance goals for the next two program years, which includes PY 20-21 and PY 21-22.

Mr. Flanagan brought to the committee's attention that these goals were based on pre-COVID 19 numbers, and we are considering the environment post- COVID 19 and we're not sure how quickly the economy is going to bounce back. We are already seeing job orders down 40%. We are going to have a harder time moving people into employment compared to last year.

The CPPO advised the committee members that this concern was relayed to DEO, and we will monitor our performance and if we see any areas of concerns, we can readdress with DEO accordingly.

Information Item # 5 Summer Job Connection update given by Jennifer Wilson
(Refer to pages 37-38 of the August 5, 2020 Workforce Performance Committee Agenda Packet)

The Summer Job Connection program pivoted from a traditional PWE program to a 4-week virtual Career Exploration Program in response to COVID 19. There were 496 youth enrolled, of which 450 youth participated in the online CXP component. At the completion of the program, youth rated their overall level of satisfaction as a 9.2 out of 10.

Mr. Flanagan acknowledged and congratulated the Summer Job Connection team on their accomplishments during the summer of 2020.

Information Item # 6 R3 Rapid Recovery Response update given by Don Shepherd
(Refer to page 39 of the August 5, 2020 Workforce Performance Committee Agenda Packet)

CareerSource Tampa Bay (CSTB) kicked off the Rapid Response Recovery (R3) program that will help Hillsborough County job seekers with occupational skills training and find businesses skilled labor. The R3 program is funded through the Federal CARES Act with funding released by the Hillsborough Board of County Commissioners. The goal is to sign up 2,100 Job seekers to participate in Short-Term Training, On-the-Job training or Paid Work Experience. We currently have 805 job seekers that have successfully completed the application and 51 employers who have completed applications and roughly 150 -160 positions have been defined by those employers. In July, we saw a lot of outreach to the job seekers and employers and we have an aggressive call center in place to follow up on phone and website inquiries. We have targeted over 4,200 employers in our outreach efforts. Last week there was an R3 Employer Informational Session webinar where roughly 150 employers registered for the event and 100 attended.

Information Item # 7 National Dislocated Worker Grant update given by Juditte Dorcy
(Refer to page 40 of the August 5, 2020 Workforce Performance Committee Agenda Packet)

The Florida Department of Economic Opportunity has approved a National Dislocated Worker Grant for CareerSource Tampa Bay to assist up to 100 dislocated workers.

The purpose of this award is to provide temporary jobs to assist with humanitarian aid, activities due to COVID-19. Non-profit organizations approved through this award include United Way, Feeding Tampa Bay and Metropolitan Ministries who have created temporary positions for dislocated workers such as Distribution Associate - Disaster Relief, Family Support Associate – Pantry, Transportation Warehouse Associate, etc.

Information Item # 8 United Way Suncoast Grant Award update given by Juditte Dorcy
(Refer to page 41 of the August 5, 2020 Workforce Performance Committee Agenda Packet)

CSTB is very excited about receiving this grant. This grant will allow the Summer Job Connection program to be a year-round program. Youth that successfully completed the SJC 2020 program will be afforded an opportunity to participate in an eight week Fall Paid Work Experience cohort program. They will be paid \$11.00 per hour and work up to 24 hours per week.

Report- Industry Insights

There were no updates given.

Future Business

The Information Technology Consortium will be held on Thursday, August 20, 2020 in a virtual setting using Zoom. The consortium will be held from 8:30 a.m. to 10:30 a.m. The Information Technology Consortium is being held in an effort to understand the needs of the IT business community. CSTB plans to meet with various industry sectors throughout the year, after the IT Consortium was rescheduled due to the COVID-19 pandemic. If you would like to take part in the one of the Consortiums, please contact Mario Rodriquez at 813.397.2029 or email at rodriquezm@careersourcetampabay.com

Premier Virtual, a virtual job fair software package, has been purchased by CareerSource Florida and will license this to all regional workforce investment boards. CSTB has met with Premier CEO Steve Edwards and will have the license by COB 8/4/2020. We hope to schedule training for the business services team next week and implement our first mini job fair around September 1st. Commissioner Sandy Murman's annual October job fair will be done on this platform and will take place on October 8, 2020."

Conflict of Interest forms.

Annually, CSTB review the renewed the solicitation of contributions through the Florida Department of Agriculture and Consumer Services. We are in the process of renewing that we are required to obtain that registration and filing in order to solicit contributions, i.e. sponsorships etc. and as a component of that process, we are required to certify and confirm that all board members have read and reviewed the conflict of interest policy. Tammy Stahlgren will be sending out an email to all board members and notifying them and requesting that they sign and return that they have reviewed and understand the conflict of interest policy.

Adjournment

The meeting was adjourned at 10:04 a.m.

Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator.