



General Meeting

March 17, 2022 at 6:00 P.M. (CT)

[Join via Microsoft Teams Meeting](#)

or by phone at 561-570-4464 Conference ID: 241 680 259#

or in person at 4636 Highway 90, Suite K

Marianna, FL 32446 - Community Room

Richard - (850) 557-2441; Tabetha - (850) 633-2731

A G E N D A

CALL TO ORDER	Janice Sumner
INVOCATION / PLEDGE TO FLAG	
ROLL CALL	Tabetha Smith
PUBLIC COMMENTS	Janice Sumner
EMERGENCY ITEMS	Janice Sumner
CONSENT ITEMS	Janice Sumner
* General Meeting Minutes November 18 th , 2021	Janice Sumner
NDWG UPDATE	Rose Adams
STATUS OF FUNDS REPORT	Richard Williams

COMMITTEE REPORTS

- * Youth Committee Meeting
February 10th, 2021 Travis Ephriam
- *Program Committee Meeting
February 10th, 2022 Debbie Kolmetz
- *Youth Committee Meeting
March 10th, 2022 Travis Ephriam

NEW BUSINESS

Richard Williams

- *Adults with Autism Hired After NextStep Program in Marianna
- *OneStop Operator Quarterly Review

AUDIT DISCUSSION

Ben Clark

INFLATIONARY IMPACTS ON CUSTOMERS, PROGRAMS, AND STAFF

Debby Wood / Richard Williams

1. Requests to increase the individual Support Services threshold.
2. Request to increase the amount of transportation assistance.
3. Request to implement a staff raise equal to the upcoming increase in the minimum wage of one dollar (\$1.00 per hour) for staff.

DIRECTOR’S COMMENTS

Richard Williams

BOARD MEMBER COMMENTS

Janice Sumner

ADJOURNMENT

Janice Sumner

MARK YOUR CALENDARS
FUTURE MEETINGS:

<u>Date</u>	<u>Event</u>	<u>Time</u>	<u>Notes</u>
April 14, 2022,	Youth Committee	4 PM Central	
April 14, 2022,	Program Committee	TBD	
May 12, 2022,	Board Meeting	6 PM Central	Meal at 5:30 pm



General Meeting
November 18th, 2021 at 6:00 P.M. (CT)
[Join via Microsoft Teams Meeting](#)
or by phone at 561-570-4464 Conference ID: 607 506 761#
or in person at 4636 Highway 90, Suite K
Marianna, FL 32446 - Community Room
Richard - (850) 557-2441; Tabettha - (850) 633-2731

Minutes

CALL TO ORDER

A quorum was present and Janice Sumner, Chair, called the meeting to order and led the group in the Invocation and Pledge to the Flag.

The following board members were present:

Debbie Kolmetz, Kyle Peddie, Penny Bryan, Dr. David Bouvin, Donnie Read, Raymond Russell, Travis Ephriam, Arthur Obar, Tracy Andrews, Larry Moore, Dr. Sarah Clemmons, Kristy Terry, Wendy Blair, Darrin Wall, Keith Sutton, David Corbin, Sandy Spear, Andy Jackson, Janice Sumner

The following board members were absent:

Ralph Whitfield, Mary McKenzie, Frances Henderson.

Others present included:

Richard Williams, Lauren Morris, Deena Johnson, Rose Adams, Sara Johnson, Melody Wade, Debby Wood, Tabettha Smith – CSC Staff

PUBLIC COMMENTS

Janice Sumner asked if there were any public comments. There were none.

GENERAL MEETING MINUTES

Raymond Russell made the motion, Darrin Wall seconded the motion, and the vote was unanimous to approve the minutes of the September 9th, 2021, general meeting.

STATUS OF FUNDS REPORT

Richard Williams went over the Status of Funds Report.

EXECUTIVE COMMITTEE REPORT

A motion was made by Arthur Obar to approve the November 8th, 2021 minutes, seconded by Darrin Wall, and the vote was unanimous for the Board to approve the Executive Committee's decision to establish future Board Meetings to be held at 6:00 PM CST, with a meal served at 5:30 PM CST, and to be available both in-person and virtually.

NDWG UPDATE

Rose Adams provided an update on the Hurricane Michael National Dislocated Work Grant, stating that there were 16 participants at 9 worksites across all five CSC counties. She shared that there were 19 participants at 7 worksites as part of the COVID-19 NDWG.

YOUTH OUTREACH PRESENTATION

Cheri Gilmore spoke on Career Pathways within Local High Schools, how they identify challenges by finding job seekers and combating low attendance at job fairs, recognizing needs by meeting individuals where they are and preparing students for their next step, providing solutions by giving career pathway education and providing service delivery in schools. Ms. Gilmore goes into depth of the lack of awareness she has witnessed, along with overwhelmed guidance counselors, and a desire to provide career guidance. Currently, Ms. Gilmore is working on partnering with local school speaking with students about career pathways, soft skills, resume building, and interview processes.

REGIONAL LABOR PRESENTATION

Richard Williams presented Changing Demographics and the Labor Force, explaining why companies are having a hard time filling positions with so many people unemployed. Mr. Williams explained population and housing changes in our area due to Hurricane Michael, along with a surge in Baby Boomer retirement versus working age individuals entering the workforce.

DIRECTOR'S COMMENTS

Richard Williams discussed the Social Media Reports, and further went into detail on Veterans Services Staffing Changes

BOARD MEMBER COMMENTS

None.

ADJOURNMENT

There being no further business to discuss, Donnie Read made the motion, Darrin Wall seconded the motion, and the vote was unanimous to adjourn the meeting.

MARK YOUR CALENDARS

FUTURE MEETINGS:

<u>Date</u>	<u>Event</u>	<u>Time</u>	<u>Notes</u>
January 13, 2022	Board Meeting	6 PM Central	Meal at 5:30 pm
February 10, 2022	Youth Committee	4 PM Central	
February 10, 2022	Program Committee	TBD	
March 10, 2022	Board Meeting	6 PM Central	Meal at 5:30 pm
April 14, 2022	Youth Committee	4 PM Central	
April 14, 2022	Program Committee	TBD	
May 12, 2022	Board Meeting	6 PM Central	Meal at 5:30 pm
June 9, 2022	Program Committee	TBD	
June 16, 2022	Youth Committee	4 PM Central	



National Dislocated Worker Grant

Hurricane Michael Current Worksites and Workers

<u>County</u>	<u>Active Worksites</u>	<u>Current Workers</u>
Calhoun	1	4
Jackson	2	5
Liberty	1	1
Washington	0	0
TOTAL	4	10

9 - General Laborer 1 - Recovery Support

Total Individuals Placed in Temporary Disaster Relief Jobs -- 247

Through February 28, 2022





National Dislocated Worker Grant

Covid-19 Current Worksites and Workers



<u>County</u>	<u>Active Worksites</u>	<u>Current Workers</u>
Jackson	2	8
TOTAL	2	8

8 – Humanitarian/Laborers Workers (Food Distribution)

**Total Individuals Placed in Temporary Disaster Relief Jobs - 49
Through February 28, 2022**



CHIPOLA REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.

STATUS OF FUNDS-PROGRAM YEAR 2021-2022

DBA

CareerSource CHIPOLA

February 28, 2022

FUNDING SOURCE	FUNDS AVAILABLE PY 2021/2022	EXPENDITURES	BALANCE OF FUNDS TO BE EXPENDED	% OF FUNDS AVAILABLE EXPENDED
ADULT	\$629,321.56	\$269,397.37	\$359,924.19	42.81%
YOUTH	\$538,373.00	\$192,533.73	\$345,839.27	35.76%
Youth- In School Grant	\$268,304.00	\$41,044.87	\$227,259.13	15.30%
DISLOCATED WORKER	\$322,711.00	\$50,026.98	\$272,684.02	15.50%
NDWG- Hurricane Michael	\$1,092,468.00	\$594,163.97	\$498,304.03	54.39%
NDWG-COVID-19	\$469,762.00	\$291,639.72	\$178,122.28	62.08%
NDWG- Hurricane Sally	\$160,434.00	\$20,191.38	\$140,242.62	12.59%
WIOA State Level- Building Construction Technology Project	\$95,752.00	\$47,053.13	\$48,698.87	49.14%
WIOA State Level- Rapid Response	\$111,934.00	\$14,443.94	\$97,490.06	12.90%
WIOA State Level Get There Faster Veterans and Military Spouses	\$117,178.00	\$0.00	\$117,178.00	0.00%
WIOA State Level- Rural Initiatives	\$312,500.00	\$36,332.50	\$276,167.50	11.63%
WIOA Incentives	\$26,918.00	\$4,263.03	\$22,654.97	15.84%
WTP WELFARE TRANSITION PROGRAM	\$330,279.00	\$91,111.56	\$239,167.44	27.59%
SNAP	\$54,308.32	\$11,536.87	\$42,771.45	21.24%
WAGNER PEYSER	\$105,073.00	\$77,573.27	\$27,499.73	73.83%
WP- Re-Entry Navigator Project	\$175,000.00	\$0.00	\$175,000.00	0.00%
RESEA	\$60,966.00	\$19,607.22	\$41,358.78	32.16%
VETS- LVER	\$53,099.00	\$41,696.65	\$11,402.35	75.47%
VETS-DVOP	\$46,990.00	\$40,075.74	\$6,914.26	85.29%
Opportunity Florida Contract	\$220,000.00	\$148,266.14	\$71,733.86	67.39%
<p>Note: \$41,934.27 of 2021-2022 Indirect Cost not allocated</p>				



**Youth Committee Meeting
February 10, 2022 @ 4:00 PM (CT)
561-570-4464; Conference ID: 906 252 083#**

MINUTES

CALL TO ORDER

Travis Ephriam called the meeting to order. There was a quorum present.

The following committee members were present by video/phone or in person:

Travis Ephriam, Arthur Obar, Mary McKenzie, Larry Moore,

The following committee members were absent:

Wendy Blair

Others present included:

Richard Williams, Debby Wood, Cheri Gilmore, Tabettha Smith (CSC Staff)

YOUTH OUTREACH EFFORTS / CAREER FAIR

Cheri Gilmore presented on how staff team members are diligently working to increase awareness about youth services in the five-county service delivery area. Staff members are working to schedule visits to all high schools during the months of February and March and will provide information about job opportunities in the area as well as how CSC can provide funding for continuing education (books, tuition, uniforms, fees, transportation assistance, etc.) and offer paid work experience. Through a pilot project, CSC has also been providing work readiness classes during the last few months to the Diversified Career Technology (DCT) students at Sneads and Marianna high schools. This effort is to help the students transition to the world of work and understand the expectations of employers.

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) SUMMER YOUTH PROGRAM

Debby Woods communicated on CareerSource Chipola (CSC) proposal to offer a summer youth program that focuses on teen pregnancy prevention and will serve youth from middle school through 18 years of age, if still enrolled/attending school. The prevention does not require a full income eligibility determination and does not require the activity to be solely geared toward teen pregnancy prevention. CSC is required to follow the Department of Economic Opportunity procurement requirements for the summer youth program and due to the timeframe required for procurement and implementation, the staff recommendation is to allow CSC staff to move forward with preparations for a summer youth program funded by TANF. **Mary McKenzie made the motion, Larry Moore seconded the motion, and the vote was unanimous to approve CSC staff to move forward with preparations for a summer youth program.**

GENERAL DISCUSSION OF YOUTH SERVICES

Richard Williams spoke on wrapping up an in-school project and discussed state waiver requests for in-school youth as well as out-of-school youth. Mr. Williams also touched on possible employment requirements in the future pertaining to child care assistance.

COMMITTEE MEMBER COMMENTS

None.

ADJOURNMENT

Larry Moore made the motion, Mary McKenzie seconded the motion, and the vote was unanimous to adjourn the meeting.



Program Committee Meeting
February 10, 2022 @ 3:00 PM (CT)
561-570-4464; Conference ID: 891 476 686#

MINUTES

CALL TO ORDER

Raymond Russel acted as Chair and called the meeting to order. There was quorum present.

The following committee members were present by video/phone or in person:

Andy Jackson, Keith Sutton, Raymond Russell, Dr. Sarah Clemmons

The following committee members were absent:

Debbie Kolmetz

Others present included:

Richard Williams, Debby Wood, Cheri Gilmore, Melody Wade, Tabetha Smith (CSC Staff)

YOUTH OUTREACH EFFORTS / CAREER FAIR

Cheri Gilmore presented on how staff team members are diligently working to increase awareness about youth services in the five-county service delivery area. Staff members are working to schedule visits to all high schools during the months of February and March and will provide information about job opportunities in the area as well as how CSC can provide funding for continuing education (books, tuition, uniforms, fees, transportation assistance, etc.) and offer paid work experience. Through a pilot project, CSC has also been providing work readiness classes during the last few months to the Diversified Career Technology (DCT) students at Sneads and Marianna high schools. This effort is to help the students transition to the world of work and understand the expectations of employers.

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CAREER CENTER TRAFFIC

Debby Wood spoke on the low numbers of individuals seeking employment. To align with Administrative Policy 115: Common Exit, the Florida Department of Opportunity (DEO) modified the Employ Florida system to restrict the ability to project end dates for certain service activity codes (those not mapped to support training or education services). The change required the codes to have a projected end date equal to the start date or projected start date. This change is referred to as the "1-day" in duration modification. Other codes not previously time limited were updated to allow for a projected end date of 90 days while others were changed to a 1-day code and then based on additional review by DEO, were reverted to align with the training/activity service end date. Others were inactivated and can no longer be used by staff. By providing this information, staff members want to ensure that you are aware of potential negative impacts these changes could have on our local performance outcomes.

ONE-STOP OPERATOR REVIEW

Richard Williams presented November 23rd, 2021's, CareerSource Chipola One-Stop Operator Quarterly Review, PY 2021-2022, Second Quarter's visit.

COMMITTEE MEMBER COMMENTS

None.

ADJOURNMENT

Raymond Russel made the motion, Andy Jackson seconded the motion, and the vote was unanimous to adjourn the meeting.



Youth Committee Meeting
March 10, 2022 @ 11:00 AM (CT)
561-570-4464; Conference ID: 301 772 763#

MINUTES

CALL TO ORDER

Travis Ephraim called the meeting to order. There was a quorum present.

The following committee members were present by video/phone or in person:

Travis Ephraim, Arthur Obar, Mary McKenzie, Larry Moore,

The following committee members were absent:

Wendy Blair

Others present included:

Richard Williams, Debby Wood, Tabetha Smith (CSC Staff)

REQUEST TO ISSUE YOUTH ITN

Richard Williams presented an Invitation to Negotiate for Youth Services centering around Teenage Pregnancy. Richard Williams went into further detail by saying CSC seeks proposals that provide activities from the following: activities that must be combined with stand-alone activities such as tutoring for basic skills remediation, mentoring, financial literacy, and Ready-To-Work soft skills certification. And activities that can stand alone or be combined with any other activities sought by CSC in this ITN.

Arthur Obar made the motion, Larry Moore seconded the motion, and the vote was unanimous to approve the ITN as drafted.

As the ITN was approved, Arthur Obar made the motion, Larry Moore seconded the motion, and the vote was unanimous for CSC staff to be appointed as a grading team. Arthur Obar made the motion, Larry Moore seconded the motion, and the vote was unanimous for the Youth Committee to make final awards unless a contract requires a 2/3 vote of the full board due to a conflict of interest.

COMMITTEE MEMBER COMMENTS

None.

ADJOURNMENT

Arthur Obar made the motion, Larry Moore seconded the motion, and the vote was unanimous to adjourn the meeting.

**CareerSource Chipola One-Stop Operator (OSO) Quarterly Review
PY 2021-2022 Third Quarter**
***WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) BACKGROUND**
*(*Located at the End of this Report – Page Six)*

Date of Report Forwarded to CareerSource Chipola: March 16,2022

Date of Review: March 8, 2022

One-Stop Career Center: 4636 Highway 90, Marianna, Florida 32446

Conducted by Linda Sumblin, CareerSource Chipola contracted One-Stop Operator Consultant

Note: In addition to the mainstream CSC One-Stop services, the One-Stop Operator onsite review for the 2021-2022 Third Quarter also focused on the proposed/adjusted service delivery and administrative implementations due to the COVID pandemic.

NOTE: COVID Safety Parameters Implemented: As implemented by the CSC (*following applicable state and local guidelines*) at the onset of COVID-19, it is continued that all customers/visitors/staff prior to entrance to the CSC facilities, are required be scanned by designated CSC staff for a temperature check (via Body Temperature Kiosk to ensure safety to CSC customers and staff). Following approved temperature degree entrance is permitted. The COVID entrance requirements are clearly posted at the entrance of the CSC facility as well as outlined via the CSC website.

An unannounced onsite visit by One- Stop Operator (OSO) review was conducted on March 8, 2022, of the CareerSource Chipola (CSC) One-Stop Center services by Linda Sumblin, contracted CareerSource Chipola One-Stop Operator. The purpose of the review was to assess the effective delivery of applicable services across program lines and with other organizations as required by WIOA (Workforce Innovation and Opportunities Act)

CareerSource Chipola Staff Met by One-Stop Operator on March 8, 2022:

- Debby Wood, Director of Programs & Centers
- Rose Adams, Disaster Recovery Director
- Tabettha Smith, Administration & Outreach Director

Note: Richard Williams, Executive Director at the time of the OSO onsite visit was not available due to his scheduled attendance at the Florida Power & Light Economic Development Symposium.

As identified by the US Department of Labor and Florida Department of Labor, the One-Stop areas of the OSO review included: Flow of Services; Hours of Operation; Basic Services Available/Program Delivery; Partner Memorandum of Understandings; Effectiveness. Also included in the review by the OSO are overall general comments.

CareerSource Chipola – One-Stop Operator PY 2021-2022 Third Quarter Review
Summary of Review

Flow of Services

CSC is a partner of the US Department of Labor American Job Centers and CareerSource Florida established under the Workforce Investment Act and reauthorized in the Workforce Innovation and Opportunities Act of 2014, which is designed to provide a full range of assistance to job seekers under one roof. CSC offers training referrals, career counseling, job listings, and similar employment-related services to job seekers and the business community as outlined in detail below.

NOTED: As previously noted, because of the outbreak of COVID-19 and consideration for the staff and customer health and well-being, the CSC Board/Leadership team continue to closely review any changes needed for service delivery and adjusting delivery of services as identified. CSC leadership ongoing monitors staff to ensure health safety is applicably enforced. CDC rules and applicable COVID parameters are applied for the safeguard of all customers and staff.

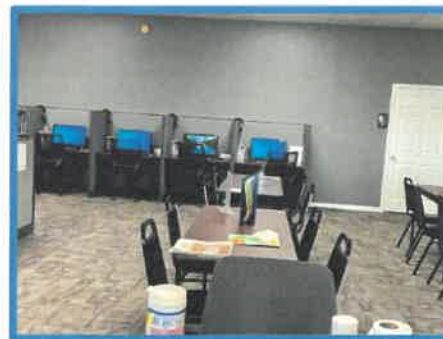
The CareerSource Center delivery of services hours extended to the public are clearly noted at the main entrance and can be found via the CareerSource Chipola website.

In addition to the CSC services offered onsite, the services can be accessed via website 7 days/24 hours. careersourcechipola.com.

The CSC One-Stop Center staff assisting customers with program information/delivery are knowledgeable of local, state and federal CSC services. Each of the CSC staff observed by the OSO were extremely professional and considerate with co-workers and customers.

It was also noted by the OSO that when the universal customer enters the One-Stop Center (with customer entrance limitations), the customers are directed to the Atlas registration/sign-in system. The OSO noted that CSC staff have the expertise to design, administer and deliver all workforce development activities and have demonstrated the ability to adapt and conform to changes in policy, practices and priorities to meet local community and the universal customer-based needs. The One-Stop Center continues to utilize the ATLAS electronic filing system that provides access to case file and customer activity information through the internet. The electronic system allows staff to engage customers and provide services. Both virtual and center-based service delivery for job seekers, workers, and employers support the talent needs of the regional economy. In addition, the Atlas system allows the CSC to track customer services as well as “waiting time for CSC services” for monitoring of delivery of services.

During the OSO Third Quarter onsite review, a tour conducted by Debby Wood, Director Programs & Centers was extended to the One Stop Operator. It was noted that the Center service delivery system for CSC customers was well thought out and established to meet the goals of the customers.



Flow of Services Comments:

Note: During the One-Stop Operator onsite review, it was observed by the One Stop Operator that a newly located employer/business (Marshall's) was conducting interviews at the Chipola One Stop Center. It was noted that the interview system established by the CSC staff for the customer interviews was well coordinated and met with positive approval by the employer. It was anticipated that approximately 75 individuals would be hired during the interview process via the CSC Center.

No suggestions/concerns noted.

CareerSource Chipola Marianna One-Stop Center – Hours of Operation

The following notice is posted via the Career Source Chipola website:

**Our Marianna and Chipley centers are open by appointment only
To reserve a time, give us a call at 850.633.4419 or follow these steps to schedule online:**

1. Visit careersourcechipola.com/events.
2. Find the time you'd like to reserve and click "Attend this Event."
3. Log in with the same information you use to log into the kiosk when visiting our centers in person.
4. If you have never logged in on our kiosks in person, click "Register" in the top right corner of the page.
5. Contact us if you have any questions!

- In addition to the adjusted CSC hours of operation, the CSC Executive Director (*with input from the CSF Executive Committee*) continue to review scheduling CSC job fairs, training, and related CSC event activity to ensure safety for the customers and staff.
- Identified adjusted CSC Center hours (because of COVID-19) are posted via social media and visually posted at the Center.
- CSC staff are providing ongoing communication (*via numerous formats*) with customers that access to CareerSource Chipola services regardless of the time of day by using the Internet.

NOTE: *As situation dictates, delivery of services will be adjusted as determined by the CSC leadership and Board.*

Hours of Operation Comments:

No suggestions/concerns noted.

Basic Services Available/Program Delivery

CSC Marianna One-Stop Career Center offers a wide range of *job seeker and employer* services including job postings, local and statewide Labor Market Information (LMI), and skill-based job matching available online at Employ Florida Marketplace (EFM) - www.employflorida.com.

As noted in the WIOA Legislative Required Partners matrix below, CareerSource Chipola has established program service delivery methods for requirement WIOA partners. The CSC program systems and partner relationships are well developed and internally reviewed ongoing for enhancement and growth. CSC is to be acknowledged for their positive partnerships and performance outcomes.

Additional (*but not limited to*) resources/referrals CSC extends (*as noted in the CSC Center and CSC website*):

- Chipola College
- Florida Panhandle Technical College
- Opportunity Florida
- Vocational Rehabilitation
- Tobacco Free Florida

The National Emergency Grant program programs are still extended to eligible customers. Rose Adams remains as the CSC Disaster Recovery Director and doing an impressive job with the delivery of services and accountability.

Program Delivery Comments:

Noted via the CSC website highlights links to twitter (and other social media platforms) announcing applicable announcements/job postings.

No suggestions/concerns noted.

Memorandum of Understandings (MOU)

There have been no changes for the CareerSource Chipola MOUs since the OSO Second Quarter review as shared by Tabetha Smith, Administration & Outreach Director. Further review of the CSC MOU's will be reviewed during future OSO onsite visits.

As noted in prior OSO reports, the Basic elements/description of services as outlined in legislation of the MOU is included with the CSC MOU's:

- *Method/s for referring individuals*
- *Duration/Procedures of MOU*
- *Resolution of MOU Disputes*
- *Cost Sharing*

A matrix (identifying entity delivery services; MOU execution date; and method of delivery of services) of the required WIOA MOU's is noted below.

Memorandum of Understandings (MOU) Comments

No suggestions/concerned noted.

Effectiveness

One of the outlined elements in WIOA legislation for OSO to review the Center "Effectiveness" as defined below.

The CSC OSO based the Effectiveness ranking of the program/delivery of Center services on a Scale of 1-10 with 10 being top performance). Three areas of Effectiveness ranked as defined in the WIOA legislation:

- 1) Provider job seekers with skills and credentials necessary to secure and advance in employment with wages that sustain themselves and their families.*
- 2) Provide access and opportunities to job seekers, including individuals with barriers to employment.*
- 3) Enable business and employers to easily identify and hire skills workers*

CareerSource Chipola One Stop Operator Effectiveness Comments

As a result of the 2021-2022 Third Quarter One-Stop Operator review as outlined, the One-Stop Operator ranked the current Effectiveness for the CareerSource Chipola at a 9.5. out of a ranking of 10.0.

General Comments

- A review of the recent CareerSource Chipola General Board/Committee meetings posted online noted no concerns or issues.
- The following Department of Economic Opportunity (DEO) Communiques, Administrative Policies, or Memorandums posted following the beginning of PY 2021-2022. It is noted all DEO Policies/Communiques/Memoranda's are being reviewed/implemented by the CSC leadership team.

Administrative Policies

- 1/6/2022 - #095 – Youth Eligibility
- 2/28/2022 #120- Youth Services Provider Selection

Communiques – No New Communiques since the Second Quarter

Memoranda

- 1/28/2022 – Trade Adjustment Assistance – Trade Adjustment Program Outreach & Allowable Expenditures
- 2/11/2022 – 2022 Poverty Guidelines

The unemployment rate in the CareerSource Chipola region (Calhoun, Holmes, Jackson, Liberty, and Washington counties) was 3.6 percent in December 2021. This rate was 0.3 percentage point higher than the region's year ago rate of 3.3 percent. The labor force was 43,801, up 2,701 (+6.6 percent) over the year. There were 1,570 unemployed residents in the region.

***WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) BACKGROUND**

Under the Workforce Innovation and Opportunity Act (WIOA), the vision for one-stop career centers is characterized by providing excellent customer service to job seekers and employers, customer-centered service delivery, and continuous improvement. As defined by Florida guidance, identified One-Stop Centers should strive to assure quality services are being delivered in the most efficient and effective ways possible, through full integration and coordination of one-stop career center partners and resources to support seamless service delivery.

Workforce Innovation and Opportunity Act (WIOA)	The goals and format of the One-Stop-Operator are set out in Workforce Innovation and Opportunity Act (WIOA) Section 121 subsection (e) according to PUBLIC LAW 113–128—JULY 22, 2014 (WIOA) Sec. 121(d)(2)(A), Federal Regulation 29 U.S.C. §§ 3151 (d) One-Stop operators.
One-Stop Operator Role and Responsibilities	<p>As outlined and agreed by both parties (CSC and OSO) the 2017-2018 executed OSO contract, was renewed on June 10, 2019, for an additional one-year term for delivery of outlined One-Stop Operator Services for the period PY 2019-2020. The renewed OSO was based on performance, business needs and the availability of funds.</p> <p>As outlined by legislation, the Local Board defines the role and responsibilities of One-Stop career center operators in its local area. The Local Board may vary roles and responsibilities for career centers within its local area.</p> <p>As defined by CareerSource Chipola and agreed by OSO Contractor for this review as: Conduct program year 2019-2020 quarterly unannounced visits to the Marianna Career Center. Within thirty (30) days of the visit provide a report indicating if the Marianna Career Center is effectively delivering services across program lines and with other organizations as required by WIOA. If it is determined the Center is not effectively providing services, the report must include recommended actions to be undertaken at the Center to correct any issues. Additionally, as part of the</p>

	<p>required report, the Contractor may include comments on best practices or suggestions for improvement.</p>
<p>CareerSource Chipola Background</p>	<p>The Chipola Regional Workforce Development Board, Inc., dba CareerSource Chipola is the administrative entity/grant recipient for the region (<i>serving Calhoun, Holmes, Jackson, Washington, and Liberty Counties</i>). The Chipola Regional Workforce Development Board, Inc., dba CareerSource Chipola has operated as the fiscal agent and administrative entity since 1996 as approved in the approved Interlocal Agreement.</p> <p>The CareerSource Chipola One-Stop and satellite locations are located to population centers, governmental buildings and shopping centers making them convenient locations for most customers. Centers are connected by a wide area network that spans the three locations providing e-mail, Internet access, state systems access, case management, and data/print sharing. The ATLAS electronic filing system provides access to case file and customer activity information through the internet. This electronic system allows staff(s) at any location to engage customers and provide services. Both virtual and center-based service delivery for job seekers, workers, and employers support the talent needs of the regional economy.</p>
<p>Contracted CareerSource Chipola One-Stop Operator Linda Sumblin, Contractor Execution Date of Renewed Contract: June 10, 2019</p>	<p><i>Credentials:</i> Linda Sumblin was formerly employed with the CareerSource Okaloosa Walton since Board inception in 1996. She was named Executive Director October 2011. Prior to being named the Executive Director, Linda served in many areas for the Board including the Chief Operating Officer/Assistant Director. Linda's career in workforce development began in January 1989 when she joined the Private Industry Council, the predecessor governing board for job training.</p> <p>As initial contracted OSO for the period July 1, 2017, through June 30, 2018 (<i>with a 2-year renewal as agreed by both parties</i>). Linda Sumblin has declared no conflict of interest with any entities of CareerSource Chipola (Board, staff or partners) and that firewalls have been established to ensure conflict of interest policies and procedures are adhered.</p> <p>It is understood and agreed that the One-Stop Operator cannot assist in the development, preparation and submission of local plans; and that they cannot manage or assist in the competitive process for selecting operators or select or terminate One-Stop Operator, Career Services and Youth Providers.</p>

CareerSource Chipola Memorandum of Understandings

NOTE: NO Changes in the MOU's during the One-Stop onsite review. *Denotes WIOA Legislative Required Partners

Program	Agency Delivering Services	MOU Date Executed (or latest Addendum)	On Site Delivery of Services/ Delivery of Referral Services
*Title I – Adult	CareerSource Chipola	Cooperative Agreement with Department of Economic Opportunity	On Site
*Title I – Dislocated Worker	CareerSource Chipola	Cooperative Agreement with Department of Economic Opportunity	On Site
*Title I – Youth	CareerSource Chipola	Cooperative Agreement with Department of Economic Opportunity	On Site
*Title II – Adult Education and Literacy Act	Calhoun School Board Holmes School Board Jackson School Board Liberty School Board Washington School Board Florida Panhandle Technical Center (Washington-Holmes Technical Center)	Calhoun School Board- 8/14/2017 Holmes School Board – 9/14/2016 Jackson School Board – 3/15/2016 Liberty School Board – 6/07/2016 Washington School Board – 8/14/2017 Florida Panhandle Technical Center August 14, 2017	Electronic/ Direct Referral
*Title III - Wagner Peyser Employment Services	CareerSource Chipola/Department of Economic Opportunity (Jointly Managed)	Cooperative Agreement with Department of Economic Opportunity	On Site
*Title IV – Vocational Rehabilitation	Vocational Rehabilitation Division of Blind Services	February 2, 2017 December 16, 2016	Electronic Referral
*Title V – Older American Act (SCSEP)	National Caucus and Center on Black Aged, Inc. (SEP)	May 15, 2016 Cost Sharing with In-Kind Staffing Support	On Site
*Veterans Employment and Training Services Under Chapter 41 of Title 38, U.S.C.	CareerSource Chipola/Department of Economic Opportunity (Jointly Managed)	Cooperative Agreement with Department of Economic Opportunity	On Site
*Trade Adjustment Assistance Act (TAA) NAFTA Assistance Activities	CareerSource Chipola	Master Agreement with Department of Economic Opportunity	On Site
*Unemployment Insurance (Note: CareerSource Chipola extends “re-employment assistance”)	Department of Economic Opportunity (No DEO staff onsite to extend UI assistance)	Master Agreement with Department of Economic Opportunity	Electronic/ Telephone Referral
*Temporary Assistance For Needy Families (TANF)	CareerSource Chipola Healthy Families North Florida	<ul style="list-style-type: none"> • Cooperative Agreement with Department of Economic Opportunity (Funded by DCF) • Department of Children and Family Services – November 9, 2016 	On Site Referral

		<ul style="list-style-type: none"> • Healthy Families North Florida – April 11, 2017 (Cost Sharing Cooperative) 	
Program	Agency Delivering Services	MOU Date Executed (or latest Addendum)	On Site Delivery of Services/ Delivery of Referral Services
Post Secondary Vocational Education under Carol Perkins Career and Technical Education (CTE)	Chipola College Florida Panhandle Technical Center (Washington-Holmes Technical Center) Calhoun School Board Holmes School Board Jackson School Board Liberty School Board Washington School Board	Chipola College – 10/13/2016 Updated 1/2021 Florida Panhandle Technical Center* – 8/14/2017 Calhoun School Board- 8/14/2017 Holmes School Board* – 9/14/2016 Jackson School Board – 3/15/2016 Liberty School Board – 6/07/2016 Washington School Board* – 8/14/2017 <i>*Multi-MOU's for varying programs identified</i>	Electronic/ Direct Referral
*Job Corps	Department of Economic Opportunity	Cooperative Agreement with Department of Economic Opportunity	Electronic/ Direct Referral
*Community Services Block Grant (CSBG)	Tri-County Community Council Capital Area Community Action Agency	Tri-County - May 17, 2016 Capital Area Community Action Agenda - May 17, 2017	Electronic Referral
*HUD Employment Programs (U.S. Department of Housing and Urban Development)	Tri-County Community Council	May 17, 2016	Electronic/ Telephone Referral
*Migrant and *Seasonal Farm Worker	Department of Economic Opportunity	Cooperative Agreement with Department of Economic Opportunity	Electronic Referral
*Native American Program (<i>Tribes, Tribal Organization, Native Hawaiians</i>)	Department of Economic Opportunity (No known sector population identified in Area)	Cooperative Agreement with Department of Economic Opportunity	Electronic Referral

It is the opinion of the Chipola CareerSource contracted One-Stop Operator based on legislative review that the Chipola CareerSource Board and staff are acknowledge and have and/or implementing the goals and format of the One-Stop-Operator requirements as set forth in the Workforce Innovation and Opportunity Act (WIOA) Section 121 subsection (e) according to PUBLIC LAW 113–128—JULY 22, 2014 (WIOA) Sec. 121(d)(2)(A), Federal Regulation 29 U.S.C. §§ 3151 (d) One-Stop operators.

Linda Sumblin

March 16, 2022

Linda Sumblin, One-Stop Operator

Date

INCREASE PARTICIPANT SUPPORTIVE SERVICES AMOUNTS

Background: Based on the increasing cost of gasoline and diesel, there is a need to provide additional assistance to Workforce Innovation and Opportunity Act (WIOA) and Welfare Transition (WT) participants enrolled in skills training. If/when the cost of fuel drops, staff will ensure the amount of supportive services provided reverts to the standard amount.

Listed below are staff recommendations to increase funding assistance and each of the items require vote and approval.

- 1) The current threshold for Support Services is \$2,000 per Program Year (July 1 – June 30) and Success Coaches have an option to transfer up to \$1,000 per calendar year to the Individual Training Account (ITA) amount. The Executive Director has the authority to approve up to an additional \$1,000 over the yearly ITA amount spent for a student with reasonable cause.

Increase the Support Services threshold from \$2,000 to \$4,000 per Program Year.

***ACTION ITEM

- 2) Current guidelines for transportation assistance are based on Google Maps or MapQuest mileage to/from the participant's home to the training/education institution. The amounts are:

Travel up to 150 miles per month	Value \$25
Travel up to 300 miles per month	Value \$50
Travel up to 450 miles per month	Value \$75
Travel up 600 miles per month	Value \$100
Travel up to 750 miles per month	Value \$125
Travel more than 750 miles per month	Value \$150

Increase the amount of transportation assistance.

***ACTION ITEM

Travel up to 150 miles per month	Value \$50
Travel up to 300 miles per month	Value \$100
Travel up to 450 miles per month	Value \$150
Travel up to 600 miles per month	Value \$200
Travel up to 750 miles per month	Value \$250
Travel more than 750 miles per month	Value \$300