



General Meeting
September 8, 2022, at 6:00 P.M. (CT)
[Join via Microsoft Teams Meeting](#)
or by phone at 561-570-4464 Conference ID: 767 953 649#
or in person at 4636 Highway 90, Suite K
Marianna, FL 32446 - Community Room
Richard - (850) 557-2441; Tabetha - (850) 693-3913

A G E N D A

CALL TO ORDER	Debbie Kolmetz	
INVOCATION / PLEDGE TO FLAG	Travis Ephriam	
ROLL CALL	Tabetha Smith	
PUBLIC COMMENTS	Debby Kolmetz	
EMERGENCY ITEMS	Debby Kolmetz	
CONSENT ITEMS		
* General Meeting Minutes July 14, 2022	Debbie Kolmetz	Pages 3 - 4
STATUS OF FUNDS REPORT (To be provided)	Richard Williams	

COMMITTEE REPORTS

*Finance Committee Meeting
September 7, 2022

Donnie Read

COMMITTEE APPOINTMENTS

Debbie Kolmetz Page 5

NEW BUSINESS

*Approval for the 2022-2023 Budget

Richard Williams Page 6 - 8

*Request for Auditing RFP Approval
(To be provided)

Richard Williams

*Workforce Two Year Plan
Summary

Richard Williams
Pages 9 - 12

DIRECTOR'S COMMENTS

Richard Williams

BOARD MEMBER COMMENTS

Debbie Kolmetz

ADJOURNMENT

Debbie Kolmetz

MARK YOUR CALENDARS

NOVEMBER 10, 2022



General Meeting
July 14, 2022, at 6:00 P.M. (CT)
[Join via Microsoft Teams Meeting](#)
or by phone at 561-570-4464 Conference ID: 246 726 031#
or in person at 4636 Highway 90, Suite K
Marianna, FL 32446 - Community Room
Richard - (850) 557-2441; Tabettha - (850) 693-3913

Minutes

CALL TO ORDER

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

The following board members were present:

Janice Sumner, Debbie Kolmetz, Travis Ephriam, David Corbin, Penny Bryan, David Bouvin, Andy Jackson, Arthur Obar, Keith Sutton, Kyle Peddie, Larry Moore

The following board members were absent:

Sandy Spear, Wendy Blair, Ralph Whitfield, Sarah Clemmons, Frances Henderson, Kristy Terry, Mary McKenzie, Donnie Read, Raymond Russell, Johnny Eubanks, Tracy Andrews

Others present included:

Richard Williams, Debby Wood, Sara Johnson, Melody Wade, Tabettha Smith – CSC Staff

PUBLIC COMMENTS

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

GENERAL MEETING MINUTES

Travis Ephriam made the motion, Larry Moore seconded the motion, and the vote was unanimous to approve the minutes of the May 12, 2022, general meeting.

STATUS OF FUNDS REPORT

Richard Williams went over the Status of Funds Report. Mr. Williams pointed out that Hurricane Michael funds end September 30, 2022, and Covid funds end March 31, 2023.

PROGRAM COMMITTEE REPORTS

Debby Woods explained CareerSource Chipola's review held the week of May 23-27, 2022. Ms. Woods presented information on the closing of CareerSource Chipola's Chipley location on Fridays, citing safety concerns and lack of visitors due to the school in which it is housed closed on Friday's. **A motion was made by Arthur Obar, seconded by Travis Ephriam, and the vote was unanimous to approve July 6, 2022, Program Committee Minutes.**

No action was required on the July 6, 2022, Youth Committee Meeting.

NOMINATING COMMITTEE REPORTS

For PY 2022-2023, the Nominating Committee nominated Debbie Kolmetz Chair, David Corbin as Vice-Chair, and Frances Henderson as Secretary/Treasurer. **Janice Sumner made the motion to change the nomination of Secretary/Treasurer to Travis Ephriam, Arthur Obar seconded the motion, and the vote was unanimous.**

A motion was made by Arthur Obar, seconded by Janice Sumner, and the vote was unanimous to approve July 12, 2022, Nominating Committee Minutes and Debbie Kolmetz as incoming Chair, David Corbin as incoming Vice-Chair, and Travis Ephriam as incoming Secretary/Treasurer for PY 2022-2023.

BOARD MEMBER COMMENTS

None.

ADJOURNMENT

There being no further business to discuss, Janice Sumner made the motion, Travis Ephriam seconded the motion, and the vote was unanimous to adjourn the meeting



CareerSource Chipola's by-laws state, "Appointment of The Executive Committee shall be appointed by the chair with the consent of the majority of the Board of Directors. The Executive Committee shall consist of the Chair, the Vice-Chair, and one additional member from each county served by the Board. (Revised 3/9/06)

If the previous Chair is still a member of the Board of Directors, the previous Chair shall be appointed to the Executive Committee in one of the member county positions."

The Chair has appointed the following individuals to the CareerSource Chipola Executive Committee and seeks approval of the Board of Directors:

Chair: Debbie Kolmetz

Vice-Chair: David Corbin

By County of their appointment

Calhoun: Janice Sumner

Holmes: Sandy Spears

Jackson: Travis Ephraim

Liberty: Johnny Eubanks

Washington: Tracy Andrews

Action Needed: Approval of the Appointments

2022-23 DRAFT BUDGET

Funding Source/Income	Income Amount	Carryover Amount	Total
Apprenticeship Grant	\$ 62,500		\$ 62,500
Infrastructure Funding Agreement	\$ 3,445		\$ 3,445
NDWG Funding - Covid	\$ -	\$ 206,538	\$ 206,538
NDWG Funding - Michael	\$ -	\$ 207,472	\$ 207,472
NDWG Funding- Sally	\$ -	\$ 14,902	\$ 14,902
Opportunity Florida Contract	\$ 220,000		\$ 220,000
Other Grants	\$ -		\$ -
Reemployment Assistance	\$ -		\$ -
Reemployment Eligibility and Assessment	\$ 50,000	\$ 47,695	\$ 97,695
Rural Initiatives	\$ 312,500		\$ 312,500
SNAP	\$ 50,000	\$ 52,467	\$ 102,467
Temporary Assistance to Needy Families	\$ 381,929	\$ 110,572	\$ 492,501
Unrestricted Funds not otherwise catagorized	\$ -		\$ -
Veteran's Services -Unified	\$ -	\$ 13,101	\$ 13,101
Wagner Peyser	\$ 109,384		\$ 109,384
Wagner Peyser Incentives	\$ -		\$ -
Wagner Peyser Re-Entry Navigator Project	\$ -	\$ 175,000	\$ 175,000
WIOA - Get There Faster Grant		\$ 117,178	\$ 117,178
WIOA Adult	\$ 290,824	\$ 253,450	\$ 544,274
WIOA Dislocated Worker	\$ 145,560	\$ 153,892	\$ 299,452
WIOA Dislocated Worker Supplemental	\$ -	\$ -	\$ -
WIOA Foundational Skills	\$ -		\$ -
WIOA In-School Youth Special Grant	\$ -		\$ -
WIOA State Level- Rapid Response	\$ 110,455	\$ 89,295	\$ 199,750
WIOA State Level-Performance Incentives			\$ -
WIOA Supplemental	\$ -		\$ -
WIOA Youth	\$ 241,492	\$ 209,642	\$ 451,134
Totals	\$ 1,978,089	\$ 1,651,204	\$ 3,629,293

	Draft 2022-23	Approved 2021-22	
Income	\$ 3,629,293	\$ 5,013,408	
Expense Category			
Accounting/Finance Consulting	\$ 18,500	\$ 18,000	
Building Construction Trade (JCSB)	\$ -	\$ 95,752	
Data Lines and Telephone	\$ 90,500	\$ 80,000	
Equipment & Facility Maintenance	\$ 10,000	\$ 35,000	
Equipment/Furniture	\$ 40,000	\$ 40,000	
Garbage Disposal/Janitorial Supplies	\$ 7,200	\$ 6,500	
Insurance	\$ 27,000	\$ 25,000	
Legal/Corporate Fees	\$ 1,000	\$ 1,000	
License/Software	\$ 50,000	\$70,000	
Marketing/Outreach	\$ 25,000	\$ 15,000	
Memberships and Dues	\$ 16,000	\$ 16,000	
NDWG Training and Employment	\$ 428,912	\$ 900,000	
Organizational Advertising	\$ 500	\$ 1,600	
Other	\$ 10,000	\$ 5,000	
Other Contractual Services	\$ 15,000	\$ 10,000	
Pest Control	\$ 1,500	\$ 1,500	
Postage	\$ 2,000	\$ 2,000	
Professional Employment Agency Fee	\$ 17,000	\$ 17,000	
Rent	\$ 135,000	\$ 140,500	
			Difference is for three new to be filled grant funded positions.
Salary/Fringes - CareerSource Chipola staff	\$ 1,450,000	\$ 1,300,000	
Security Systems	\$ 3,000	\$ 3,000	
Storage Rooms	\$ 2,500	\$ 2,500	
Supplies	\$ 40,000	\$ 35,000	
Teen Preg. Prevention Program (WTP funding)	\$ 100,000	\$ -	
Training Materials	\$ 1,000	\$ 1,000	
Travel/Training - CareerSource Chipola Board	\$ 15,000	\$ 15,000	
Travel/Training - CareerSource Chipola Staff	\$ 15,000	\$ 15,000	
Travel/Training - DEO Staff	\$ 1,000	\$ 500	
Utilities	\$ 25,000	\$ 28,000	
Welfare Transition Program	\$ 15,000	\$ 15,000	
WIOA Adult Program	\$ 150,000	\$ 150,000	
WIOA Dislocated Worker Program	\$ 150,000	\$ 150,000	
WIOA Youth Program	\$ 200,000	\$ 200,000	
	\$ -		
Sub Total:	\$ 3,062,612	\$ 3,394,852	
Planned Carryover Funds	\$ 566,681	\$ 1,468,556	NDWG Carry over was over \$1,000,000 last year
Total:	\$ 3,629,293	\$ 4,863,408	

Budgeted last year is as passed in the original budget and does not reflect changes approved by the board for expenditure after the budget was passed. The budget includes ramping down of the disaster programs and anticipates moving individuals into traditionally funded training as disaster funded training ends. The budget also includes a planned \$1 per hour raise for all staff starting in January, based upon performance evaluations, to match the increase in minimum wage. Dislocated Worker funds may be transferred to Adult funding as needed if there is not significant demand by dislocated workers. Also included are three positions funded with special grant funds.

Expense Category	Draft 2022-23	Actual Last Year	
Accounting/Finance Consulting	\$ 18,500	\$ 18,174	
Building Construction Trade (JCSB)	\$ -	\$ 95,133	
Data Lines and Telephone	\$ 90,500	\$ 90,408	
Equipment & Facility Maintenance	\$ 10,000	\$ 2,701	
Equipment/Furniture	\$ 40,000	\$ 81,855	
Garbage Disposal/Janitorial Supplies	\$ 7,200	\$ 7,147	
Insurance	\$ 27,000	\$ 26,742	
Legal/Corporate Fees	\$ 1,000	\$ -	
License/Software	\$50,000	\$ 35,130	
Marketing/Outreach	\$ 25,000	\$ 3,694	
Memberships and Dues	\$ 16,000	\$ 14,949	
NDWG Training and Employment	\$ 428,912	\$ 961,545	Disaster programs ending
Organizational Advertising	\$ 500	\$ -	
Other	\$ 10,000	\$ 10,371	
Other Contractual Services	\$ 15,000	\$ 14,343	
Pest Control	\$ 1,500	\$ 1,110	
Postage	\$ 2,000	\$ 1,583	
Professional Employment Agency Fee	\$ 17,000	\$ 14,130	
Rent	\$ 135,000	\$ 135,000	
			Difference is for three new to be filled special grant funded positions.
Salary/Fringes - CareerSource Chipola staff	\$ 1,450,000	\$ 1,222,865	
Security Systems	\$ 3,000	\$ 2,581	
Storage Rooms	\$ 2,500	\$ 2,389	
Supplies	\$ 40,000	\$ 37,673	
Teen Preg. Prevention Program (WTP funding)	\$ 100,000	\$ -	
Training Materials	\$ 1,000	\$ -	
Travel/Training - CareerSource Chipola Board	\$ 15,000	\$ 486	
Travel/Training - CareerSource Chipola Staff	\$ 15,000	\$ 8,609	
Travel/Training - DEO Staff	\$ 1,000	\$ -	
Utilities	\$ 25,000	\$ 22,832	
Welfare Transition Program	\$ 15,000	\$ 34,284	
WIOA Adult Program	\$ 150,000	\$ 75,315	
WIOA Dislocated Worker Program	\$ 150,000	\$ 2,330	
WIOA Youth Program	\$ 200,000	\$ 70,835	
WIOA Youth Special Project	\$ -	\$ 41,045	
Sub Total:	\$ 3,062,612	\$ 3,035,259	
Planned Carryover Funds	\$ 566,681		
Total:	\$ 3,629,293		

Expenditures last year reflect actual expenditures. The budget includes ramping down of the disaster programs and anticipates moving individuals into traditionally funded training as disaster funded training ends. The budget also includes a planned \$1 per hour raise for all staff starting in January, based upon performance evaluations, to match the increase in minimum wage. Dislocated Worker funds may be transferred to Adult funding as needed if there is not significant demand by dislocated workers. Also included are three positions funded with special grant funds.



**Local Workforce Plan Two-Year Modification
January 1, 2023 – December 31, 2024**

SUMMARY INCLUDING REVISIONS/ADDITIONS

ORGANIZATIONAL STRUCTURE

Chief Elected Official: Scott Monlyn, Chair
Jackson County Board of County Commissioners

The Chipola Regional Workforce Development Board, Inc., dba CareerSource Chipola is the administrative entity/grant recipient for the region.

Local Workforce Development Board (LWDB): Debbie Kolmetz, Chair
Panhandle Realty

David Corbin, Vice-Chair
ChIPLEY Gun & Pawn

One Stop Operator: Linda Sumblin, Workforce Consultant

The current agreement was effective 8/1/2021. The One Stop Operator provides quarterly reports to CareerSource Chipola board members showing the effectiveness of workforce service delivery across program lines and other WIOA organizations.

Hours of Operation:

Marianna Center – Monday-Friday 8:00 AM – 5:00 PM
ChIPLEY Center – Monday – Friday 8:00 AM – 5:00 PM
Blountstown Center – Monday – Wednesday, Friday 8:00AM – 5:00 PM

Marianna Center – Provides higher than required levels of service with characteristics outlined on pages 12 and 13. These include and are expanded upon in the Plan.

- Excellent customer Service to Job Seekers, Workers, and Business
- Innovative and Effective Service Design
- Integrated Management Systems and High-Quality Staffing

Provider of Workforce Services:

CareerSource Chipola is the direct provider of all local workforce services, including youth workforce investment activities. The last date the CareerSource Florida Board of Directors granted approval to CareerSource Chipola to serve as Direct Provider of Workforce Services was June 9, 2021. The three-year authorization for CareerSource Chipola began on July 1, 2021 and ends June 30, 2024. CareerSource Chipola is also the administrative entity/grant recipient.

ANALYSIS OF NEED AND AVAILABLE RESOURCES

Existing and emerging in-demand industries:

- Construction
- Health Care and Assistance
- Manufacturing
- Transportation and Warehousing
- Public Administration

The following chart gives the occupation and percentage of growth expected from 2019 through 2027.

Occupation	Growth Percentage
Nurse Practitioners	15.0%
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	13.8%
Home Health Aides	13.1%
Dentists, General	12.2%
Dental Assistants	12.0%

LOCAL WORKFORCE DEVELOPMENT BOARD STRATEGIC VISION AND GOALS

The main goal of LWDB 3 is to connect job seekers and employers in a manner that allows both to improve their current economic status while also improving their long-term economic position. This will be accomplished by working with our local and regional economic development partners as well as our education partners throughout the region. The LWDB 3 goals are simply stated but are solidly aligned with the WIOA Common Measures. These performance goals include:

1. Percentage of participants in unsubsidized employment during second quarter after exit.
2. Percentage of participants in unsubsidized employment during fourth quarter after exit.
3. Median earnings of participants during second quarter after exit.
4. Percentage of participants who obtain a postsecondary credential or secondary school diploma within one year after exit.
5. Achievement of measurable skill gains toward credential or employment.
6. Effectiveness in serving employers.

DESCRIPTION OF STRATEGIES AND PROGRAM SERVICES

Workforce programs operated by the board include Workforce Innovation Opportunity Act (WIOA), Wagner-Peyser, Welfare Transition, Supplemental Nutrition Assistance Program (SNAP), Trade Assistance Act (TAA), and Veterans Program. Other partners co-located include Opportunity Florida and Senior Community Service Employment Service. Partners electronically linked include Vocational Rehabilitation (VR), Early Learning Coalition of NW Florida, Department of Children and Families, Tobacco Free Florida, Chipola College and Florida Panhandle Technical College.

CareerSource Chipola coordinates workforce activities with providers of education and training, adult education and literacy activities, career and technical education and vocational rehabilitation by providing opportunities and approving processes for integration of services.

Customer Access

Our career centers are ADA compliant providing job seekers, including individuals with barriers to employment, such as individuals with disabilities, with the skills and credentials necessary to secure and advance in their lives.

Required Career Services

CareerSource Chipola utilizes the three required types of career services: basic career services, individualized career services, and follow-up services.

Adult and Dislocated Worker Training Activities

- Comprehensive and specialized assessments
- Development of an individual employment plan/Individual Service Strategy (ISS)
- Individual career and on-going counseling/case management
- Employability, employment preparation and job retention workshops
- Paid and unpaid work experience
- Occupational skills training,
- On-the-job training;
- Skills upgrading and retraining;
- Adult education and literacy activities;
- Supportive services whenever necessary to enable an eligible participant to participate in WIOA activities. Supports may include transportation, tuition, books and training supplies, employment uniforms & tools required but not purchased by the employer; and
- Follow-up Services for participants who are placed in unsubsidized employment, for up to 12 months after the first day of employment.

Customers will access approved training providers through the CSC website and in its resource room. The customer choice process allows them to research and select the training provider they wish to use.

For **Individual Training Accounts (ITAs)**, the LWDB focuses on funding in demand Occupational Skills Training programs that are on the statewide or regional/local demand list. The total value provided funds are available, of an ITA will be no greater than the cost of the required tuition, books, and supplies at the chosen training institution.

On March 17, 2022, the CSC Board approved a policy to allow WIOA participants to have an ITA expenditure of \$4,000 per calendar year for two years (maximum of \$8,000) This change will assist students with the high cost of fuel when enrolled in training.

Youth Workforce Investment Activities

CareerSource Chipola's goal is to prepare *youth and young adults ages 16-24* for successful careers through continued education and work-based learning in targeted industries. The Board of Directors determined more focus needed to be placed on in-school youth, but understand that requires a federal waiver, while not denying services to out- of-school youth qualified for services. The Plan outlines the 14 required youth elements.

The Local Plan Defines the Following:

- When an individual meets the definition of basic skills deficient,
- A youth who is unable to compute or solve problems, or read, write, or speak English at a level to function on the job, in their family, or in society,
- When an individual requires additional assistance to complete an education program or to

- obtain or retain employment,
- The self-sufficiency wage – at or above 200% of the Low Living Standard Income Level (LLSIL) based on family size,
- Types of supportive services

Highest Quality of Services to Veterans and Covered Persons for WIOA Individual and Career and Training Services

The plan outlines the priority of service for WIOA individualized career and training services.

Employer Engagement

The strategies utilized in the local area include high involvement with economic development including Opportunity Florida, Florida's Great Northwest, and five local economic development organizations.

COORDINATION OF SERVICES

The Plan outlines the coordination of services with the following:

- Programs/Partners
- Economic Development Activities
- Rapid Response
- Industry Partnerships
- Relevant Secondary and Postsecondary Education
- Transportation and other Supportive Services
- Wagner Peyser Services
- Adult Education and Literacy
- Reduction of Welfare Dependency

PERFORMANCE AND EFFECTIVENESS

DEO has not completed PY 2022 and 2023 performance negotiations at the time of this update. CSC has received performance levels for the negotiating process for PY 2022 and PY 2023.

REQUIRED ATTACHMENTS

All required attachments are found at the end of the plan.