



General Meeting
March 9, 2023, at 6:00 P.M. (CT)
[Join via Microsoft Teams Meeting](#)
or by phone at 561-570-4464 Conference ID: 934 508 058#
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, Chair
INVOCATION / PLEDGE TO FLAG	
ROLL CALL	Tabetha Smith
PUBLIC COMMENTS	Debbie Kolmetz
EMERGENCY ITEMS	Debbie Kolmetz
CONSENT ITEMS	
* General Meeting Minutes January 12, 2023	Debbie Kolmetz Pages 3-5
STATUS OF FUNDS REPORT (To be provided)	Richard Williams
MISSION MOMENT	Richard Williams

OUTREACH

Kayla Baxter

COMMITTEE REPORTS

*Youth Committee Meeting
March 9, 2023

Travis Ephriam

SNAP EMPLOYMENT AND TRAINING UPDATES

Debby Wood

Page 6

DISCUSSION ON BOARD REALIGNMENT AND LEGISLATION

Richard Williams

Page 7-13

CHANGE IN MANAGEMENT INFORMATION SYSTEM

Debby Wood

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DIRECTOR'S COMMENTS

- Manufacturing Work Group

Richard Williams

BOARD MEMBER COMMENTS

Debbie Kolmetz

ADJOURNMENT

Debbie Kolmetz

MARK YOUR CALENDARS

May 11, 2023



General Meeting
January 12, 2023, at 6:00 P.M. (CT)
[Join via Microsoft Teams Meeting](#)
or by phone at 561-570-4464 Conference ID: 982 937 818#
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 Debbie Kolmetz, Chair, called the meeting to order. Travis Ephriam led the group in the Invocation and Pledge to the Flag.

The following board members were present:

Debbie Kolmetz, Janice Sumner, Travis Ephriam, Mary McKenzie, Arthur Obar, Donnie Read, Penny Bryan, David Bouvin, David Corbin, Tracy Andrews, Raymond Russell, Bryan Lee, Sarah Clemmons, Kyle Peddie

The following board members were absent:

Sandy Spear, Ralph Whitfield, Frances Henderson, Kristy Terry, Andy Jackson, Johnny Eubanks, Keith Sutton

Others present included:

Richard Williams, Debby Wood, Sara Johnson, Melody Wade, Tabettha Smith, Kayla Baxter, Deena Johnson, Cheri Gilmore, Chris Bailey, Steve Williams – CSC Staff

PUBLIC COMMENTS

Debbie Kolmetz asked if there were any public comments. There were none.

GENERAL MEETING MINUTES

Arthur Obar made the motion, Donnie Read seconded the motion, and the vote was unanimous to approve the minutes of the November 10, 2022, general meeting.

MISSION MOMENT

Richard Williams introduced Chris Bailey and Steve Williams, who discussed their workings with Veterans in the community. Mr. Bailey and Mr. Williams spoke on the impact their "Coffee with a Vet" program, and thanked the communities that sponsor such event. They can be found at Sweet Beans in Marianna every second Tuesday and at Mugs and Hugs in Blountstown every third Wednesday.

STATUS OF FUNDS REPORT

Richard Williams and Sara Johnson went over the Status of Funds Report. Mr. Williams reminded the Board that Covid funds end in March and funds are wrapping up.

OUTREACH

Kayla Baxter discussed the audience increase on social media since posting regularly. Ms. Baxter shared top performing posts, and presented to the Board recent social events CareerSource Chipola has and will participate in.

REACH ACT DISCUSSION

Richard Williams gave an update on the REACH Act and spoke on region consolidation.

YOUTH COMMITTEE REPORTS

Travis Ephriam reviewed the Youth Committee meeting held prior to the Board meeting. The Youth Committee had voted on keeping Mr. Ephriam as chair and discussed the Youth ITNs. **The drafted Invitation to Negotiate for Youth Services was approved as is by the Janice Sumner, seconded by Mary McKenzie and the vote was unanimous to present the approval to post the ITN for Youth Services for bids and have CareerSource Chipola staff grade the bids. The drafted Invitation to Negotiate for Youth Employment Services was approved by Arthur Obar, and seconded by Janice Sumner and the was unanimous to approve the ITN for Youth Employment Services and have CareerSource Chipola staff grade the bids.**

YOUTH ITN'S

Mr. Williams further discussed the two Youth ITN's: **The drafted Invitation to Negotiate for Youth Services and the drafted Invitation to Negotiate for Youth Employment Services was approved as is by the Youth Committee, seconded by Raymond Russell and the vote was unanimous to approve the posting the ITN for Youth Services for bids.**

FLOWER FUND

Donnie Read made the motion, Travis Ephriam seconded the motion, and the vote was unanimous to approve moving \$2,500 to unrestricted funds for the Flower Fund.

DIRECTOR'S COMMENTS

Mr. Williams announced Rose Adams would be taking on the Apprenticeship Program, with a few job sites participating; including the Jackson County Sherriff Department. He spoke on Opportunity Florida's existing projects. Richard Williams also revisited September 8, 2022, Board Meeting, where the Board approved the 2022-2023 Budget. **Arthur Obar made a motion, Donnie Read seconded the motion, and the vote was unanimous to approve the \$1 raise for staff, retroactive to January 1, 2023.**

BOARD MEMBER COMMENTS

None.

ADJOURNMENT

There being no further business to discuss, Debbie Kolmetz made the motion, Arthur Obar seconded the motion, and the vote was unanimous to adjourn the meeting.

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)
EMPLOYMENT AND TRAINING UPDATES

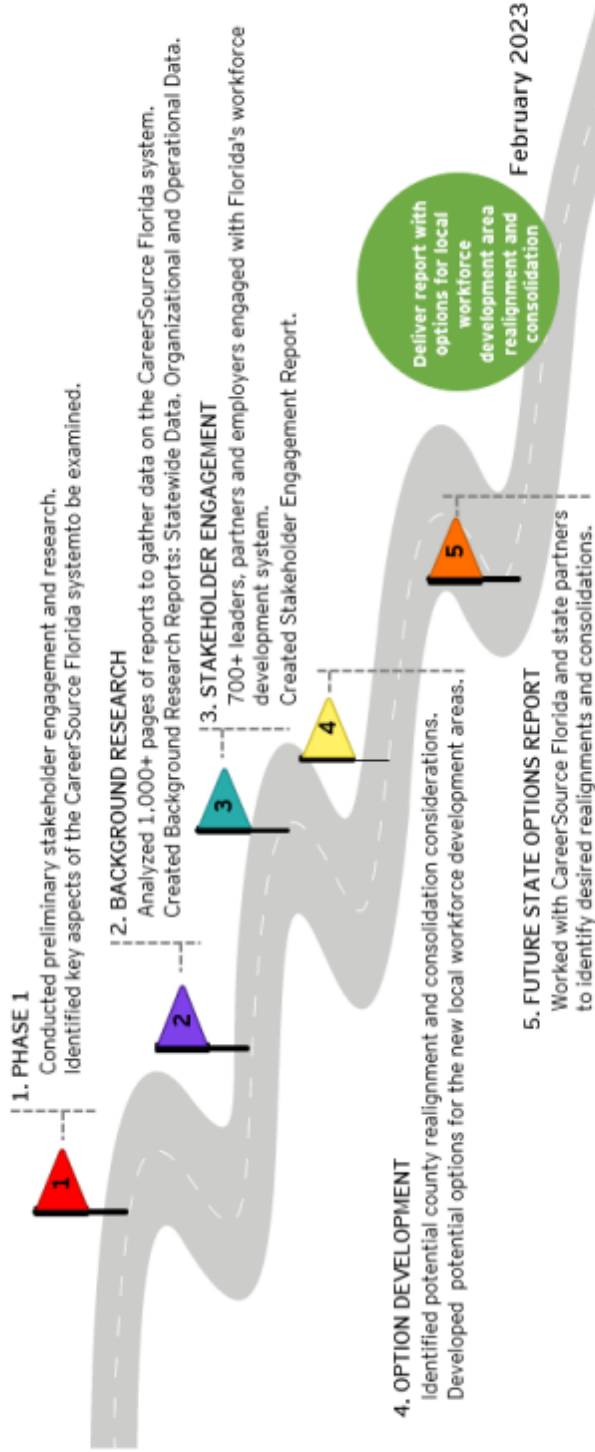
FOR INFORMATION ONLY – NO ACTION REQUIRED

The Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) State Plan has been updated for 2023. Historically, the program funding has been insufficient to operate the program. Now, based on key updates, staff will spend an even greater amount of time on a customer base who receives limited assistance. Updates are:

- “Supervised” Job Search was approved and was added as a component.
- The Job Search component is no longer identified as a program component but as a subsidiary activity of an allowable E&T component.
- Implementation of a provider determination process with the Department of Children and Families (DCF) when it is determined that a program participant is ill-suited for the assigned program component and there are no other components for which the participant would be successful.
- Implementation of reporting on the availability of program components. If there is no available opening in a program component for participants, DCF will grant good cause for participation.
- The expansion of employment retention services (ERS) statewide will be implemented to support the retention of employed individuals.
- The maximum cap for transportation reimbursement of \$25 has been removed. As a result, the Department of Economic Opportunity (DEO) is working with DCF to evaluate a maximum threshold for reimbursable participant costs. Reimbursable costs may include, but are not limited to, transportation, and work, training or education related expenses such as uniforms, equipment, or books. Reimbursable costs for participation in the program must be reasonably necessary and directly related to program participation. If an individual has costs that exceed the threshold, DCF will exempt the individual from SNAP participation.

There are an anticipated 802,611 work registrants in Florida for Federal Fiscal Year 2023 with approximately 85% of registrations that will be exempted. This leaves about 15% of work registrants that may become E&T participants and be eligible to receive participant reimbursements. The level of staff efforts anticipated for two (2) staff members for 15% of the customers who receive \$281 per month could be overwhelming.

Staff reviews of the program give cause for concern there is not enough funding at the current levels for proper implementation of the changes. Staff is also concerned the impact on performance due to limited funding and a significant number of participants that will be exempted from participation.



Potential Options for Reducing the Number of Local Workforce Development Boards

The purpose of this project is to assist CareerSource Florida with developing potential approaches to achieve compliance with the objectives of the REACH Act charge for board reductions. Specifically, this project focuses on helping to inform decisions related to the reduction in the number of local workforce development boards. This report includes three options for accomplishing that reduction through various means of consolidation (consolidation of two entire local workforce development areas to form one new local workforce development area) and realignment (movement of one or more counties from one local workforce development area into a new local workforce development area). Each option includes discrete actions to achieve the Future State. Some actions are presented across multiple options. These actions are presented as realignments and consolidations to existing local workforce development areas, not as mergers of existing local workforce development board entities. The reduction of local workforce development areas will, by default, result in a statewide reduction of the number of local workforce development boards to govern those new areas. However, this report does not comment on the method of forming governing bodies for the newly created local workforce development areas. Further, this report is not suggesting that any local workforce development boards takeover another in any of these actions. Rather, impacted areas will require the dissolving of existing local workforce boards and the creation of a new one to govern the new area. The three options are summarized as follows:

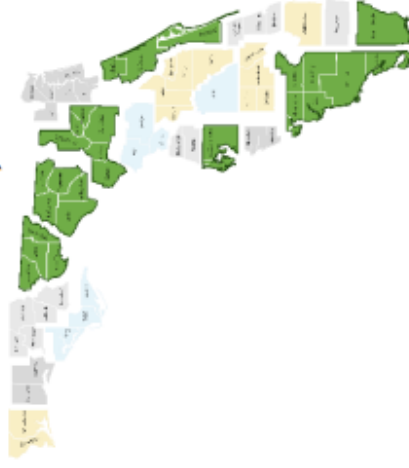
Reduction from 24 to 21 local workforce development boards - This option (depicted to the right) would reduce the number of local workforce development boards by three, from 24 to 21 local workforce development boards. A sample illustration is to the right with dark green representing potential realignments and consolidations. More detail on the map is shared in the option profile later in this report. Ten local workforce development areas would be directly impacted by some level of change within this option, whether by consolidation or realignment. This option would:

- Realign Jefferson County (currently in area 6) with Leon, Wakulla, and Gadsden counties (currently in area 5).
- Realign Madison, Taylor, Lafayette, Hamilton, and Suwannee counties (currently in area 6) into a five-county area.
- Realign Monroe County (currently in area 23) with Charlotte, Glades, Lee, Hendry, and Collier counties (currently in area 24).
- Realign Miami-Dade County (currently in area 23) as a single-county area.
- Consolidate full area 7 and full area 9.
- Consolidate full area 14 and full area 15.
- Consolidate full area 11 and full area 13.

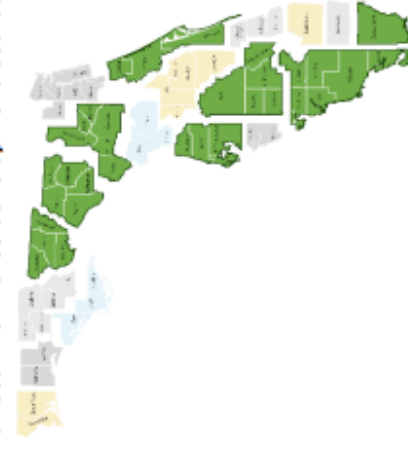
Reduction from 24 to 19 local workforce development boards - This option (depicted to the right) includes each of the actions included in the first option (reduction from 24 to 21 local workforce development boards), with additional actions to reduce further to 19 local workforce development boards. It would directly impact 13 local workforce development areas. It also includes several new consolidations in addition to the actions included in the prior option. This option would:

- Consolidate full area 17 and full area 19.
- Consolidate full area 14, full area 15, and full area 16 to unite the Tampa Bay Metropolitan Statistical Area (MSA, which will be defined in the options section of the report) into one local workforce development area.

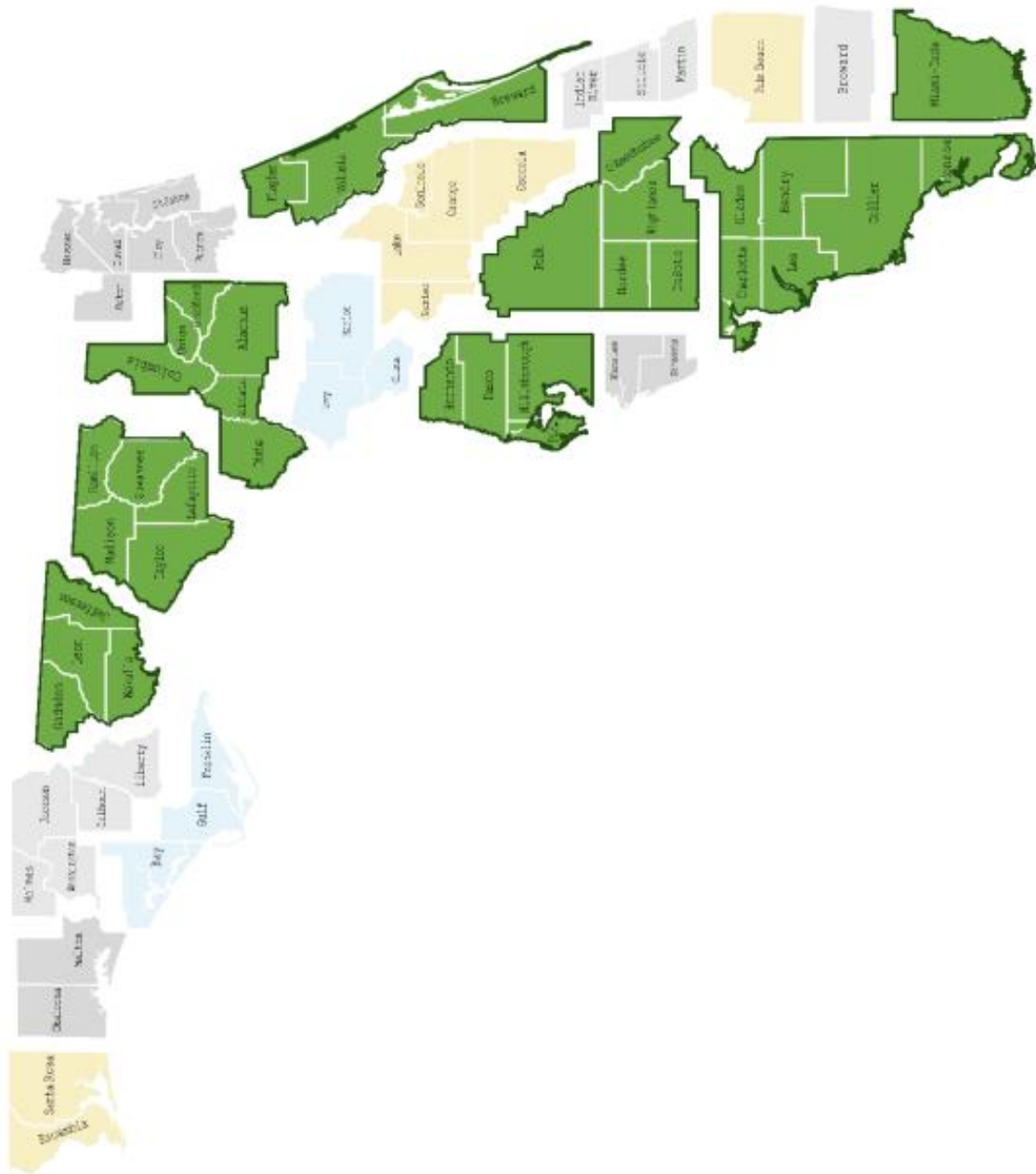
Map reflecting potential reduction to 21 local workforce development boards



Map reflecting potential reduction to 19 local workforce development boards

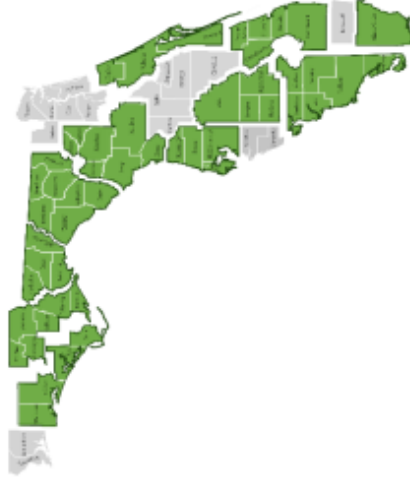


OPTION 19



Reduction from 24 to 16 local workforce development boards - This third option (depicted to the right) differs from the prior two options because it includes several new realignments and consolidations that do not build upon the prior two options. It would directly impact 19 local workforce development areas. Potential consolidations in this option mirror those suggested in the prior two options. This potential option suggests consolidating full area 11 and full area 13. This option would also further consolidate full area 14, full area 15, and full area 16 to unite the Tampa Bay MSA into one local workforce development area. In this option, potential realignment actions would include the following:

Map reflecting potential reduction to 16 local workforce development boards



- Realign Jefferson County (currently in area 6) with Leon, Wakulla, and Gadsden counties (currently in area 5).
- Realign Madison, Taylor, Lafayette, Hamilton, and Suwannee counties (currently in area 6) into a five-county area
- Realign Monroe County (currently in area 23) with Charlotte, Glades, Lee, Hendry, and Collier counties (currently in area 24)
- Realign Miami-Dade County (currently in area 23) as a single-county area.
- Realign Polk County (currently full area 17) with Hardee, DeSoto, and Highlands counties (currently in area 19)
- Realign Okeechobee County (currently in area 19) with Martin, St. Lucie, Indian River counties (currently full area 20) and Palm Beach County (currently full area 21)
- Realign Okaloosa and Walton counties (currently full area 2) with Bay and Gulf counties (currently in area 4).
- Realign Franklin County (currently in area 4) with Holmes, Washington, Jackson, Calhoun, and Liberty counties (currently in area 3).
- Realign Dixie and Columbia counties (currently in area 7) with Madison, Taylor, Lafayette, Suwannee, and Hamilton counties (currently in area 6).
- Realign Gilchrist and Union counties (currently in area 7) with Alachua and Bradford counties (currently in area 9) and Citrus, Levy, and Marion counties (currently full area 10).

This report includes profiles for each of these options, including a description of the option, a map of the potential area changes, a summary data table, and details on specific actions that would have to be taken if the option is selected. Each profile is similarly formatted and designed to stand alone, as needed, for consideration.

Education and Industry Consortium (SB 240)

Each local workforce development board shall create an education and industry consortium composed of representatives of educational entities and businesses in the designated service delivery area. Each consortium shall provide quarterly reports to the applicable local board which provide community-based information related to educational programs and industry needs to assist the local board in making decisions on programs, services, and partnerships in the service delivery area.

The local board shall consider the information obtained from the consortium to determine the most effective ways to grow, retain, and attract talent to the service delivery area. The chair of the local workforce development board shall appoint the consortium members. A member of a local workforce development board may not serve as a member of the consortium.

Consortium members shall be appointed for 2-year terms beginning on January 1 of the year of appointment, and any vacancy on the consortium must be filled for the remainder of the unexpired term in the same manner as the original appointment.

**CHANGE IN MANAGEMENT INFORMATION SYSTEM -
ONE STOP SERVICE TRACKING SYSTEM (OSST) TO EMPLOY FLORIDA (EF)**

FOR INFORMATION ONLY – NO ACTION REQUIRED

Background

Florida's Welfare Transition Program emphasizes work, self-sufficiency, and personal responsibility to enable participants to move from welfare to work. The Temporary Assistance for Needy Families (TANF) program provides cash benefits to eligible families with dependent children. CareerSource Chipola's role is to help participants find work and ensure engagement in activities for 30 hours per week.

The Supplemental Nutrition Assistance Program (SNAP) Employment and Training program is funded by the United States Department of Agriculture (USDA), Food and Nutrition Services (FNS). Florida SNAP E&T program is designed to assist eligible participants to obtain skills through education, training, or work experience that will increase self-sufficiency and lead to employment. The Florida Department of Economic Opportunity (DEO), in partnership with CareerSource Chipola, is responsible for the administration of SNAP E&T. The program engagement is limited to Able-Bodied Adults Without Dependents (ABAWDs) who are required to participate in work activities to maintain eligibility for food assistance. CareerSource Chipola's role is to ensure engagement in activities for 20 hours per week for the population between the ages of 18-59.

Currently, the One Stop Service Tracking (OSST) is the management information system utilized to capture data for WT and SNAP customers. The system was piloted in three (3) workforce areas in January 2001, prior to rollout across all workforce areas later in 2001. Prior to the end of June 2023, both WT and SNAP will be integrated with the Employ Florida (EF) system, currently used by the Wagner-Peyser (WP) and Workforce Innovation and Opportunity Act (WIOA) programs.

With the conversion to EF, it appears staff will be required to perform multiple data entry tasks for the same data due to an inability of the system to automatically place data into various forms. Staff believes the process to enroll participants and assign activities will take double the amount of time versus the OSST system if additional upgrades and changes are not implemented in a timely fashion. Staff training will take place in April 2023 and the date of rollout will be prior to June 30, due to the sunset of the OSST system.

The EF system experienced a cyberattack in late June 2022 and was down until July 11. It is the opinion of your local staff that since that date, the system has not performed at the same capacity as prior to the cyberattack. Since WT records from 2003 and SNAP records from 2016 will be interfaced with Employ Florida, there is concern regarding the system's capacity to handle the additional massive number of records.