



General Meeting
July 13, 2023, at 6:00 P.M. (CT)
[Join via Microsoft Teams Meeting](#)
or by phone at 561-570-4464 Conference ID: 993 937 280#
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 Basford
INTRODUCTION OF NEW MEMBERS	Debbie Kolmetz
PUBLIC COMMENTS	Debbie Kolmetz
EMERGENCY ITEMS	Debbie Kolmetz
CONSENT ITEMS	
*General Meeting Minutes May 11, 2023	Debbie Kolmetz Pages 3-6
STATUS OF FUNDS REPORT (To be provided)	Richard Williams

MISSION MOMENT	Richard Williams	
OUTREACH	Kayla Baxter	
MONITORING	Richard Williams	Pages 7-17
NEW BUSINESS		
Continuation Budget Request	Richard Williams	Page 18
New Requirements	Richard Williams	Pages 18-23
Jackson County Sheriff's Office Apprenticeship (Funding Request)	Richard Williams	Page 23
New Eligible Training Provider	Debby Wood	Pages 24-26
PY 2023-2024 Targeted Occupation List	Debby Wood	Pages 27-35
Executive Committee Appointments	Debbie Kolmetz	Page 36
Other Committee Appointments	Debbie Kolmetz	Page 36
Insurance Agency RFQ	Richard Williams	Page 37
DIRECTOR'S COMMENTS	Richard Williams	
BOARD MEMBER COMMENTS	Debbie Kolmetz	
ADJOURNMENT	Debbie Kolmetz	

MARK YOUR CALENDARS

ANNUAL MEETING

August 3, 2023



General Meeting
May 11, 2023, at 6:00 P.M. (CT)
[Join via Microsoft Teams Meeting](#)
or by phone at 561-570-4464 Conference ID: 271 060 781#
or in person at 4636 Highway 90, Suite K
Marianna, FL 32446 - Community Room
Richard - (850) 557-2441; Tabetha - (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, David Bouvin, David Corbin, Raymond Russell, Bryan Lee, Johnny Eubanks, Penny Bryan

The following board members were absent:

Sandy Spear, Ralph Whitfield, Frances Henderson, Tracy Andrews, Sarah Clemmons, Kyle Peddie, Donnie Read, Keith Sutton (Darlene Boykin attended in his place)

Others present included:

Richard Williams, Debby Wood, Sara Johnson, Melody Wade, Tabetha Basford, Kayla Baxter, Deena Johnson, Cheri Gilmore, Tammy Pumphrey (with participant Kristin Bennett) – CSC Staff, Ben Clark – James Moore, Daniel Harper, Yvette McCullough, Valerie Peacock, Shawn Brown, Chadwick Myrick – DEO, Justin Stevens – Union Rep, David Wilkinson - Transfr

PUBLIC COMMENTS

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

MISSION MOMENT

Mr. Williams introduced CareerSource Chipola's Success Coach, Tammy Pumphrey, from the Marianna center, and Kristin Bennett, Ms. Pumphrey's WTP participant.

DEO ANNUAL PERFORMANCE PRESENTATION

Daniel Harper, Senior Management Analyst Supervisor, with assistance from Valerie Peacock, DEO's Chief of Financial Monitoring and Accountability, and Yvette McCullough, Revenue Program Administrator I, presented the Department of Economic Opportunity's Annual Performance Presentation.

REVIEW OF FS 21-22 AUDIT

Benjamin Clark from James Moore Auditing Firm reviewed the 2021-2022 Program Year audit before the Board of Directors. **Arthur Obar made the motion, Travis Ephriam seconded the motion, and the vote was unanimous to approve the 2021-2022 James Moore audit.**

NDWG UPDATE

Mr. Williams appraised the Covid-19 National Emergency National Dislocated Worker Grant. The grant ran from April 13, 2020 – March 31, 2023, with 59 individuals working at one or more disaster recovery locations. During 2022, an average of 1,783 families were provided monthly food from 2 worksites in Jackson and Calhoun Counties. In addition, JC Backpacks for Kids provided an average of 723 weekend bags to children. Bottled water, sanitizers, masks, and cleaning supplies were also supplied to churches, community agencies, schools, and individuals. Mr. Williams finished his review by announcing 53% of grant recipients entered unsubsidized employment.

GENERAL MEETING MINUTES

Janice Sumner made the motion, Bryan Lee seconded the motion, and the vote was unanimous to approve the minutes of the March 9, 2023, general meeting.

STATUS OF FUNDS REPORT

Richard Williams and Sara Johnson went over the Status of Funds Report.

OUTREACH

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

EXECUTIVE COMMITTEE REPORT

Debbie Kolmetz shared for information only the Executive Committee reviewed and approved the Audit to be shared before the Board.

NOMINATING COMMITTEE APPOINTMENT

Chair, Debbie Kolmetz, sought approval to appoint a Nominating Committee for the 2023-2024 Program Year. **Arthur Obar made the motion, Johnny Eubanks seconded the motion, and the vote was unanimous for the Nominating Committee to re-elect the current officers for another one-year term.**

REQUEST TO MOVE WIOA FUNDS

Mr. Williams stated WIOA Dislocated Worker Funds have not been utilized in any significant amount due to a lack of qualified workers in the service area. Local Boards are allowed to transfer WIOA Dislocated Worker Funds to be utilized as WIOA Adult if approval for the transfer is granted by the local Board of Directors. **Raymond Russell made the motion, Johnny Eubanks seconded the motion, and the vote was unanimous to approve a move of \$47,000 (30.5%) of 2020-2021 WIOA Dislocated Worker funds to WIOA Adult and move of \$72,780 (50%) of 2021-2022 funds from WIOA Dislocated Worker to WIOA Adult.**

REQUEST FOR LETTER OF SUPPORT FOR CTE PROGRAMS

The Jackson County School District is requesting a letter of support for the following CTE programs that are not currently on a state approved list: Building Trades and Construction Design Technology, Digital Design, Early Childhood Education, Nursing Assist (Acute and Long-Term Care), Principles of Teaching, Digital Media/Multimedia Design. **Arthur Obar made the motion, Travis Ephriam seconded the motion, and the vote was unanimous to support Jackson County and other educational institutions in the region that may request support for these same programs.**

NEW ELIGIBLE TRAINING PROVIDER LIST APPLICATION

Debby Wood spoke on the program enrollment delay in the local and surrounding schools. The laws changed in February 2022 requiring all entry-level operators of commercial motor vehicles in both interstate and intrastate commerce who were applying

for a commercial driver's license to first satisfactorily complete minimum training requirements before taking their state-administered Commercial Driver License examination. When this action was taken, it did not factor in how the training schools were going to be impacted with significant increases in enrollment. Typically, these courses range from 7-12 candidates in the local provider training programs. The local training provider, Florida Panhandle Technical Center, has not had availability in the program for months. At last check, the November 2023 class was full of potential candidates. The addition of another provider may ease the delay in accessing training for those students willing and able to travel. **Johnny Eubanks made the motion, Raymond Russell seconded the motion, and the vote was unanimous to approve the Training Vendor Application received from Tampa Truck Driving School for the Commercial Vehicle Driving program.**

WORK EXPERIENCE EXPENDITURE/TRAINING ASSISTANCE

David Wilkinson from Transfr demonstrated the wide uses of Virtual Reality headsets. **Janice Sumner made the motion, Raymond Russell seconded the motion, and the vote was unanimous to approve authorization to purchase services using ten virtual reality headsets for career exploration and basic training usage in the region for an amount not to exceed \$55,000 annually.**

DIRECTOR'S COMMENTS

Mr. Williams noted CSC received responses to the ITN to provide employment services funded by future National Emergency Grants if such services are necessary due to a declared disaster in the region and the ITN to provide Youth Employment Services for Work Experience. **Arthur Obar made the motion, Mary McKenzie seconded the motion, and the vote was unanimous to give the Executive Committee the authority to evaluate the ITN responses and award contracts.**

BOARD MEMBER COMMENTS

None.

ADJOURNMENT

There being no further business to discuss, Janice Sumner made the motion, Arthur Obar seconded the motion, and the vote was unanimous to adjourned the May 11, 2023 meeting.



2023 Monitoring

Preliminary Report to the Board on Recent Monitoring Activities

Serving Calhoun, Holmes, Jackson, Liberty, and Washington Counties

State and Federal Monitoring

- “Joint” State Monitoring of Program and Financial
 - Program Monitoring Week of June 5
 - 765 “boxes” to be answered in total
 - 145 of those “boxes” on board governance compared to 31 last year
 - Financial Monitoring?
 - Materials were requested and supplied
 - No firm date on when financial monitoring will conclude
 - Some regions still waiting for reports that were monitored in 2022
- Federal Monitoring of Hurricane Michael National Disaster Worker’s Grant (NDWG)
- Program Monitoring Week of June 12
 - Informed June 6 federal monitors would arrive June 8
 - Switched arrival date with Gulf Coast due to active state monitoring week of June 8
 - Actual on-site June 13 through June 15
 - Still requesting financial information
- Report expected April 2024

State Program Monitoring Preliminary Results

Program	Finding	Other Noncompliance Issue	Observation
Welfare Transition	1	1	0
SNAP	2	1	1
Board Governance	3	0	0
WIOA - Adult/DW	0	1	0
WIOA - Youth	0	1	1
Wagner Peyser	0	2	0
Jobs for State Veterans	4	2	0
Collection of Demographic Data	0	0	0
Financial Disclosure	0	0	0
Sector Strategies	0	0	0
Ethics	0	0	0
Complaint System	0	0	0
Total	10	8	2

Previous monitoring report contained six findings

Welfare Transition: 2

SNAP: 3

WIOA Adult/DW: 1

Still responding to one SNAP issue. State has requested information on supportive services policies for supportive services and reimbursements provided to SNAP clients. CSC does not provide supportive services or reimbursements to SNAP clients.

Example of Monitoring Form

	RECORD RETENTION	References	Location of Data				
1	Was the participant's case file available for review? [Y, N, X] Note: X=not applicable if the individual did not participate during the review period.	45 CFR 92.40, 92.42, 7 CFR 272.1(e) & (f); 273.7(i)(3), (m)(3)(v)(B) and the State Plan.	Case File	x	y	x	x
INITIAL ENGAGEMENT		References	Location of Data				
2	Did the participant receive an orientation and assessment in accordance with the State Plan? [Y, N, X] Note: X=not applicable if LWDD took necessary steps to ensure participation. Note: Orientation and assessment offered online or in-person, is a required activity for newly referred or reopened referrals for participants who have not attended an orientation and assessment within the previous 12 months. Automated/manual orientation and assessment codes are 597, 598, 500, 575.	State Plan; 7 CFR 273.7(c)(2)	Skill Development Screen	y	y	y	y
3	Was the appropriate participant outcome for the initial appointment (code 590) entered in OSST? [Y, N] Note: Outcomes such as SHOW-V-ACTV, SHOW-INCOMP, RESCHED, NDSHOW, REAPPLY AT DCF.	Memo dated January 5, 2017	Skill Development Screen	y	y	y	y
4	Was the participant's appointment status for the initial appointment (code 580) selected within two business days of the initial appointment date? [Y, N]	Memo dated January 5, 2017	Skill Development Screen	n	n	y	n
GRIEVANCE / COMPLAINTS		References	Location of Data				
5	Was a signed and dated Grievance/Complaint and Equal Employment Opportunity (EEO)/Discrimination Form retained in the participant's case file or a central accessible location? [Y, N] . If "N", an "X" should be indicated for question 5.	FG 00-004 rev/06/08/07, State Plan.	Case File	x	y	x	x

Example of a Monitoring Issue

AGENCY FINDING:

- Policies do not specifically indicate that one-stop operators cannot conduct the following:
 - Convene system stakeholders to assist in the development of the local plan
 - Prepare and submit local plans (as required under WIOA sec. 107).
 - Be responsible for oversight of itself.
 - Manage or significantly participate in the competitive selection process for one-stop operators.
 - Select or terminate one-stop operators, career service providers, and youth providers.
 - Negotiate local performance accountability measures

Local Response

Our policies clearly indicate we will follow required federal and state law. It is impossible to write a policy that indicates everything that may not be done. It appears all the items DEO has indicated the one-stop operator cannot conduct are covered in our clear policy to follow the law.

Why would we need a policy that states a one-stop operator is unable to terminate a one-stop operator? Our agreement with the one-stop operator clearly provides terms by which the agreement may be terminated.

Does DEO have reason to believe the one-stop operator has conducted any actions that are not allowed?



DEPARTMENT OF ECONOMIC OPPORTUNITY
CareerSource Chipola
 June 5 - 9, 2023
LWDB 3 Preliminary Review Exit Summary

WELFARE TRANSITION (WT) PROGRAM

Participant Case File Review

A total of 18 participant case files were reviewed.

2022-2023 Monitoring Results								
Workforce Program	Issue	Applicable References	Prior Year Finding	Current Year Finding	Prior Year ONI	Current Year ONI	Observation	Recommendation
WT	1. In one instance, there was no evidence of a verbal attempt to counsel a participant during the 10-day counseling period when a pre-penalty was initiated.	45 CFR 261.10, 12-14; section 414.065 F.S., Rule 65A-4.205, F.A.C.; and DEO FG 03-03Z.	N	Y	N/A	N/A	N/A	LWDB must ensure that an attempt to contact the participant during the 10-day counseling period is conducted and case notes are entered in OSSST. The reviewer must be able to determine that the participant was counseled regarding the failure if the penalty is ended with complied or other during the 10-day period.
	2. An initial assessment did not include the required Needs and Barriers component.	45 CFR 261.11-12 & 14; Temporary Assistance for Needy Families (TANF) State Plan; DEO Memorandum dated October 22, 2014, titled "Individual Responsibility Plan, Alternative Responsibility Plan, and Initial Assessment in OSSST".	N/A	N/A	N	Y	N/A	The LWDB must ensure that an initial assessment is completed within 30 days of the case becoming mandatory and includes all required components.
Totals			0	1	0	1	0	

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM- EMPLOYMENT AND TRAINING (SNAP E&T)

Participant Case File Review

A total of 17 participant case files were reviewed.

2022-2023 Monitoring Results								
Workforce Program	Issue	Applicable References	Prior Year Finding	Current Year Finding	Prior Year ONI	Current Year ONI	Observation	Recommendation
SNAP E&T	1. A few participants failed to have a sanction requested timely when they did not meet the 80-hour work requirement.	State Plan; 7 CFR 273.7(f); and Memo dated January 5, 2017	N	Y	N/A	N/A	N/A	LWDB staff must ensure that the sanction process is initiated on the failure date. Failure to immediately report a participant's failure to comply with program requirements may result in overpayment of food assistance benefits to an ineligible individual. Noncompliance could also affect statewide performance outcomes.
	2. A participant's case file was missing documentation to support an FSR entered in OSST.	7 CFR 273.24(a)(1)(i); 7 CFR 273.7(e)(4)(iii); and SNAP State Plan	N	Y	N/A	N/A	N/A	LWDB must ensure that proper documentation used to enter FSR's is maintained in the case file.
	3. The following issues were found with initial appointments: <ul style="list-style-type: none"> In several instances, participants did not have their initial appointment 590-code ended timely. In a few instances the incorrect appointment status was entered in OSST to end the activity. 	State Plan; 7 CFR 273.7(c)(2); Memo dated January 5, 2017	N/A	N/A	Y	Y	N/A	LWDB staff must ensure that the 590-code is ended in OSST within two business days of completion of the appointment or no-show date. Also, the LWDB must ensure that the correct appointment status is selected upon completion of the appointment or no-show
	4. The SNAP Local Operating Procedures (LOPs) indicate a maximum cap of \$25 for SNAP Transportation Reimbursement.	SNAP State Plan; 7 CFR 273.	N/A	N/A	N/A	N/A	Y	LWDB staff must remove the \$25 maximum cap for SNAP and update the Self-Attestation form

Totals	0	2	1	1	1	1	for Transportation Reimbursement.
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COLLECTION OF DEMOGRAPHIC DATA

The review did not reveal any Findings, Other Noncompliance Issues or Observations.

FINANCIAL DISCLOSURE

The review did not reveal any Findings, Other Noncompliance Issues or Observations.

SECTOR STRATEGIES

The review did not reveal any Findings, Other Noncompliance Issues or Observations.

ETHICS

The review did not reveal any Findings, Other Noncompliance Issues or Observations.

BOARD GOVERNANCE

2022-2023 Monitoring Results								
Workforce Program	Issue	Applicable Reference	Prior Year Finding	Current Year Finding	Prior Year ONI	Current Year ONI	Observation	Recommendation
Board Governance	1. BYLAWS The bylaws do not describe the purpose and responsibilities of the local board which include the hiring of the executive director.	20 CFR 679.300; Administrative Policy 110 [IV][E][2][G]; and F.S. section 445.003.	N	Y	N/A	N/A	N/A	The LWDB should amend the Bylaws to include the required items identified in the administrative policy provided by DEO.
	2. LOCAL BOARD MEMBERSHIP The local board did not provide proof that all board members completed annual refresher training, agendas, and attendance roster documentation.	Administrative Policy 110 [IV][G][1]; and Administrative Policy 110 [IV][G][2].	N	Y	N/A	N/A	N/A	The LWDB must ensure all board members complete annual refresher training, as well as maintain training agendas, and rosters to provide proof of the dates each board member completed the required training.

	3. ONE-STOP OPERATOR The roles of the one-stop operator are not clearly defined including specific indication of the tasks the One-stop Operator cannot perform.	20 CFR 678.620(b)(1); 679.430; and Administrative Policy 97.	N	Y	N/A	N/A	N/A			The LWDB must develop specific procedures, processes and/or guidelines for the one-stop operator. Having current and consistent procedures in place will ensure all staff are following and operating under the same guidance across all areas.
Totals			0	3	0	0	0	0		

GENERAL COMMENT

LWDBs must post a schedule of operations including daily hours of operation of one-stop operators, and a holiday closure schedule which adopts either the federal, state, or appropriate county holiday schedule on the Board's website in a conspicuous, easily accessible manner. The LWDB updated their website with holiday closure information during the week of review.

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

WIOA ADULT AND DISLOCATED WORKER PROGRAM

A total of 22 Adult participant case files were reviewed.

2022-2023 Monitoring Results										
Workforce Program	Issue	Applicable References	Prior Year Finding	Current Year Finding	Prior Year ONI	Current Year ONI	Observation	Recommendation		
WIOA Adult and Dislocated Worker	1. In one instance, a measurable skill gain (MSG) was not recorded in Employ Florida for the applicable program year in which the participant was enrolled in educational or training program. Additionally, the MSG attainment date recorded in Employ Florida did not match the attainment date identified on MSG document in a couple of participant case files.	22 CFR Part 677.155 (a)(v); WIOA Sec. 116; and TEGL 10-16 Change 1.	N/A	N/A	Y	Y	N/A	The LWDB must ensure that the attainment date entered in Employ Florida matches the date on the MSG. Furthermore, participants who are enrolled in an education or training program have an MSG recorded in the applicable program year. If the includable activity crosses program years, an MSG for each program year must be documented and recorded.		

	Note: This is a combined issue.								
	2. In one instance, the support service activity did not match the support service documentation maintained in the participant's case file.	<u>20 CFR 677.175: Federal Data Validation Requirements, and Special Project Contract.</u>	N/A	N/A	N	Y	N/A	The LWDB must ensure that the support service activity recorded in Employ Florida must match the type of support service provided to the participant.	
	3. In one instance, the credential attainment date and type recorded in Employ Florida did not match the credential maintained in the participant's case file.	<u>Federal Data Validation Requirements TEGL 10-16 Change 1: and WIOA Sec. 3 (52).</u>	N/A	N/A	N	Y	N/A	The LWDB must ensure that documentation of the credential attainment recorded in Employ Florida match the credential maintained in the participant's case file.	
Totals			0	0	1	3	0		

WIOA YOUTH PROGRAM

A total of 13 participant case files (12 Out-of-School and one In-School Youth) were reviewed.

		2022-2023 Monitoring Results						
Workforce Program	Issue	Applicable References	Prior Year Finding	Current Year Finding	Prior Year ONI	Current Year ONI	Observation	Recommendation
WIOA Youth	1. In a couple of instances, measurable skill gains (MSG) were not recorded in Employ Florida for the applicable program year in which the participants were enrolled in educational or training programs. Additionally, the MSG attainment date recorded in Employ Florida did not match the attainment date identified on MSG document in a participant case file.	<u>22 CFR Part 677.155 (a)(v); WIOA Sec. 116; and TEGL 10-16 Change 1.</u>	N/A	N/A	Y	Y	N/A	The LWDB must ensure that the attainment date entered in Employ Florida matches the date on the MSG. Furthermore, participants who are enrolled in an education or training program have an MSG recorded in the applicable program year. If the includable activity crosses program years, an MSG for each program year must be documented and recorded.
Totals	Note: This is a combined issue.		0	0	1	1	0	

WIOA SPECIAL PROJECTS

- Hurricane Michael DWG – Three participant case files.
- COVID-19 Public Health Emergency – Three participant case files.

Participant Case File Review

A total of 6 participant case files (Six Dislocated Workers) were reviewed.

The review did not reveal any Findings, Other Noncompliance Issues or Observations.

WAGNER PEYSER (WP) PROGRAM

Participant Case File Review

A total of 50 (20 job seekers, 15 job orders, 10 job seeker placements, and five RESEA) case files were reviewed.

2022-2023 Monitoring Results									
Workforce Program	Issue	Applicable References	Prior Year Finding	Current Year Finding	Prior Year ONI	Current Year ONI	Observation	Recommendation	
WP	1. Documentation for a manually obtained employment did not provide certification that the obtained employment was not a duplicate of a previously documented placement.	DEO AP 099.	N/A	N/A	N	Y	N/A	The LWDB staff must ensure obtained employment verification information must be documented and must include the Employer's name, source of verification, certification the service is not a duplicate of a previously documented placement, actual start date and LWDB office information.	
WP/RESEA	2. Several participants had work search activities and action steps on the EDPs to reach long and/or short occupational goals that were identical and not individualized to the participants.	UIPL 13-21 & 10-22; and DEO Admin Policy 068.	N/A	N/A	N	Y	N/A	LWDB staff must ensure EDPs are documented and must contain specific short and long-term goals and the action steps to achieve those goals. The plans are to be conducted jointly with the customer to address their specific needs and should not be uniform.	
Totals			0	0	2	2	0		

CAREER CENTER CREDENTIALING

A Career Center Credentialing review was conducted to determine compliance with program guidance for Career Centers. The methodology for conducting the review included self-certification by the LWDB that the following credentialing requirements had been met for the review period at each of the career center locations in the LWDA (posters, signage, and resource room verification). All other administrative requirements and records (listing of front-line staff, continuing education hours attained, etc.) were reviewed by the monitor. The monitor also reviewed the administrative documents provided to determine whether all "front-line" staff members had completed their required Tier 1 Certification courses and the 15 hours of continuing education courses in related subjects. No issues were observed.

MANAGEMENT INFORMATION SYSTEMS (MIS)

The LWDB provided policies and procedures ensuring that individuals who are no longer employed in the LWDB are promptly removed from having access to the MIS. No issues were observed. The LWDB also provided documentation to support the policies and procedures ensuring a background screening was in place for new staff (Board, contractor, or provider) hired during the review period. Additionally, the LWDB provided documentation that all newly hired staff were required to complete Individual Non-Disclosure and Confidentiality Certification forms and security access agreements. No issues were observed.

JOBS FOR STATE VETERANS (JVSJ)

Participant Case File Review

A total of 15 participant case files were reviewed.

2022-2023 Monitoring Results								
Workforce Program	Issue	Applicable References	Prior Year Finding	Current Year Finding	Prior Year ONI	Current Year ONI	Observation	Recommendation
JVSG	1. Several participants did not have the Objective Assessment (OA) Wizard completed in its entirety.	DEO <u>Administrative Policy 096, 102, and 111.</u>	N	Y	N/A	N/A	N/A	The LWDB DVOP specialist must ensure that the OA wizard is complete in includes all the required information, which includes an objective assessment overall note that includes Significant Barriers to Employment (SBE), or special population, summary of assessments finding to include barriers to employment, occupation skills, and education.
	2. Several participant Individual Employment Plans (IEPs) did not include one goal and the necessary objectives to reach the goal.	20 CFR 651.10; and DEO <u>Administrative Policy 117.</u>	N	Y	N/A	N/A	N/A	The LWDB must ensure the objective assessment serves as the foundation and justification for all services and should guide the development of the participant's IEP. The LWDB staff must include an objective assessment overall case note that includes SBE, or special population, summary of assessments to

									include barriers to employment, occupation skills, and education.
	3. Several participants were missing IEP updates (service code V04) when the IEP was modified.	<u>DEO</u> <u>Administrative</u> <u>Policy 117.</u>	N	Y	N/A	N/A	N/A	N/A	DVOP specialist must ensure the IEP is reviewed every 30 days with the participant and any updates or changes to the goal or objectives be recorded with the V04 code and corresponding case note. The DVOP must ensure this is done every time the IEP is updated.
	4. Several participants did not have consistent contact attempts (service code V09) recorded after the IEPs were created.	<u>DEO</u> <u>Administrative</u> <u>Policy 117.</u>	N	Y	N/A	N/A	N/A	N/A	The LWDB must ensure the DVOP provides consistent contact with all case managed veterans at least every thirty days by use of service code V09 and the corresponding case note. The DVOP must ensure that they are providing this service to the veterans to aid in the veteran's overall success in case management.
	5. Several participant IEP did not use the S.M.A.R.T. principles to create goal and objectives.	<u>20 CFR 651.10;</u> <u>and DEO</u> <u>Administrative</u> <u>Policy 117.</u>	N/A	N/A	N	Y	N/A	N/A	The DVOP must ensure to create a complete comprehensive case IEP of the participant with using the S.M.A.R.T. principle, which includes the following elements: one employment goal and all the necessary objectives needed to complete the goal, document barriers that prohibit the veteran from achieving the goal, and document the wraparound services or steps (objectives) needed to overcome any barriers.
	6. Several participants had significant gaps between services and experiences were not captured correctly, indicating smooth transition between services and/or departments.	<u>DEO</u> <u>Administrative</u> <u>Policy 117; and</u> <u>Employ Florida</u> <u>Service Code</u> <u>Guide.</u>	N/A	N/A	N	Y	N/A	N/A	The DVOP must ensure that all services are provided to the veteran customer and correctly recorded in Employ Florida. The services provided must be in accordance with all published policies and with the Employ Florida Service Code Guide.
Totals			0	4	0	2	0	0	

COMPLAINT SYSTEM

A total of 42 case files were reviewed.

The review did not reveal any Findings, Other Noncompliance Issues or Observations.

Continuation Budget Request

The board has a long-established policy of not adopting a program year budget until all allocations are released by the state and carry-over funds have been identified. It has been the general policy of the board that the organization should continue current programs and operations until such time as the official budget is established.

While this has been general policy it has not always been reflected in the board official minutes. To ensure this action is reflected in the official minutes staff recommend the board consider directing staff to continue current operations and programs as approved by board action and general policy until such time as an official budget is approved by the board of directors.



New for 2023 2024 Program Year

Prepared for the July 13, [2023](#) CSC Board Meeting

By: Richard Williams
Executive Director






Creation of Workforce Planning Regions

- Requirements:
 - Administrative cost arrangements among planning regions.
 - Consistent contract and procurement policies and procedures.
 - No state instructions at of this date.
 - Executive Directors from LWDB's 1-4 have had conversations about doing an early implementation.
- 




Additional Local Requirements

- Use of a state-established template for contracts or other methods of ensuring all contract mechanisms follow certain standards established by the state board.
 - Leverage buying power to achieve cost savings for fringe benefits, including but not limited to, health insurance, life insurance, and retirement.
 - State Board must publish a letter grade for each local board October 15 of each year.
 - Requirement the local board annually evaluate the Executive Director based on performance indicators in the region including performance on state and federal programs administered by the board and in the area of letter grades.
- 




Additional Local Requirements

- Creation by the local board of an “education and industry consortium.”
 - Composed of representatives from education and businesses in the service delivery area.
 - Must provide quarterly reports to the local board providing community-based information related to educational programs and industry needs to assist the local board in making decisions on programs, services, and partnerships.
 - Appointed by the local board chair.
 - Members of the consortium may not be members of the local board.
 - Appointed for a 2-year term beginning January 1 of the year of appointment.
 - Vacancies filled for the remainder of the unexpired term in the same manner as the original.
 - Questions about open records/open meetings remain.
- 




Additional Local Requirements

- Removes the 10 percent payment holdback on individual training accounts from statute.
 - Allows a local workforce board to serve as an apprenticeship sponsor.
- 




Education Changes LWDB's Should Watch

- Each district school board shall ensure that each student enrolled in grades 9 through 12 has access to at least one work-based learning opportunity.
 - Requires each high school to host an annual career fair during the school year.
 - Must provide students in grades 11 and 12 the “opportunity to meet or interview with potential employers during the career fair.”
 - Must be held on the campus of a high school if a single school event. Does allow a group of schools/districts to hold a join career fair at an alternative location.
 - Must be held during the school day.
 - Must enable a middle school student that completes a career and technical education course or a CAPE Industry Certification to continue a sequential program if a high school in the district offers the program.
- 




Education Changes LWDB's Should Watch

- Must notify parents of dual enrollment “courses; career and professional academies; career themed courses; the career and technical education pathway to earn a stand high school diploma under s. 1003.4282 (10); work-based learning opportunities, including internships and apprenticeships and pre apprenticeship programs; foundational and soft-skill credentialing programs . . .”
 - Requires the State Board of Education to establish a process that enables a student to receive work-based learning credit in electives for completing a “threshold level” of participation in extra-curricular activities associated with career and technical student organizations.
 - Example: FFA
 - Work-based learning credit or credit for extracurricular activities or supervised agricultural experiences may not be limited by grade level.
- 




Education Changes LWDB's Should Watch

- Requires a report to the Governor, Senate, and House recommendations on best practices for collaboration between district school boards, local workforce development boards, and local businesses and business groups.
 - Establishes a mechanism for technical schools to offer applied science or associate in science degree programs.
 - Tightens the rules around adding programs to targeted lists that make them available for certain types of funding.
 - Sets a statewide price for postsecondary vocational programs offered by career centers (technical schools) of \$71.98 per credit hour for residents and non-residents, and an out-of-state fee of \$215.94 per credit hour.
- 



Education Changes LWDB's Should Watch

- Requires OPPAGA to conduct a review of approved career statewide articulation agreements.
 - Provides \$100 million in nonrecurring funds provided to Department of Education to implement the Workforce Development Capitalization Incentive Grant Program with a two year carry over provision.
 - School districts must provide inservice points to teachers for supporting students in extracurricular career and technical education activities outside of regular school hours as well as training related to supervision students participating in career and technical student organization.
- 



Education Changes LWDB's Should Watch

- Requires school boards to adopt rules to allow adjunct teaching certificates, if certain other requirements are met, to individuals that have achieved an industry certification in the subject area to be taught.



Jackson County Sheriff Department's Apprenticeship **(Funding Request)**

CareerSource Chipola was contacted in 2022 by representatives from CareerSource Florida and the Jackson County Sheriff's Department for consideration of participation in the creation of a Law Enforcement Apprenticeship.

The Florida Sheriff's Deputies Association has been approved by the Florida Department of Education as a provider of the Law Enforcement Registered Apprenticeship Program. In order to start the first individual in the program and provide a proof of concept for the state, staff is requesting approval of up to \$28,000 in funding through either an On-the-Job Training (OJT) agreement or a Customized Training Agreement with the Jackson County Sheriff's Office.

NEW ELIGIBLE TRAINING PROGRAM - LAW ENFORCEMENT REGISTERED APPRENTICESHIP

BOARD ACTION REQUIRED

Background

In accordance with the United States Department of Labor, Training and Employment Guidance Letter No. 8-19, Code of Federal Regulations, 680.400, and the Florida Department of Economic Opportunity's guidance, the State list of eligible training providers and programs and the related eligibility procedures ensure the accountability, quality, and labor-market relevance of programs of training services that receive funds through the Workforce Innovation and Opportunity Act (WIOA). The State and Local list of eligible training providers and programs is also a means for ensuring informed customer choice for individuals eligible for training.

The Jackson County Sheriff's Office, in partnership with CareerSource Chipola, has been approved to participate in the State of Florida's Apprenticeship System for Law Enforcement Training. This is the first of its kind in the State of Florida.

The request for completion of a Training Vendor Application and all supporting documentation was sent to Jackson County Sheriff's Office, Undersheriff, Wesley Burch for the Law Enforcement Registered Apprenticeship program. Listed below are highlights of the program:

- The term of the apprenticeship shall be 3500-4000 hours, approximately 18-24 months of continuous on-the-job employment (including the probationary period).
- Partnership with Florida Panhandle Technical College for the vocational training portion in the Florida Law Enforcement Academy which is a 770 hour training program.
- There are three (3) levels of training: Level 1 – Law Enforcement Basic Recruit Program; Level 2 – High Liability, and Level 3 – Sworn Field Training Program.
- To complete the apprenticeship, recruits must achieve a passing score of 80% on each of the end-of-lesson examinations, demonstrate proficiency in DUI Traffic Stops, demonstrate proficiency and pass end-of-lesson examinations with an 85% or higher, in the High Liability courses, and complete the Field Training Program.
- The total cost of the program is currently under review by the Executive Director.

Staff Recommendation

The staff recommendation is to approve the addition of the program and provider to the Eligible Training Provider List.

Action Item

Review and approval required for addition of the training provider and program to the Eligible Training Provider List.

NEW ELIGIBLE TRAINING PROGRAM -
NORTHWEST FLORIDA STATE COLLEGE/FLEETFORCE
TRUCK DRIVING SCHOOL

BOARD ACTION REQUIRED

Background

In accordance with the United States Department of Labor, Training and Employment Guidance Letter No. 8-19, Code of Federal Regulations, 680.400, and the Florida Department of Economic Opportunity's guidance, the State list of eligible training providers and programs and the related eligibility procedures ensure the accountability, quality, and labor-market relevance of programs of training services that receive funds through the Workforce Innovation and Opportunity Act (WIOA). The State and Local list of eligible training providers and programs is also a means for ensuring informed customer choice for individuals eligible for training.

CareerSource Chipola received a completed Training Vendor Application from Northwest Florida State College/FleetForce Truck Driving School and a Statement of Work/Program Description for the Heaving and Tractor Trailer Truck Drivers Class A and Class B CDL program. Listed below are highlights of the program:

- Week 1 is classroom/lab hours, 40 hours.
- Weeks 2-4 hours will be focused on Skills Course, Vehicle Inspections, Basic Skills & Driving Experience, 120 hours.
- Week 4 is for Test Preparation.

For Class B CDL:

- The program is 40 hours, 1 week in length.
- Day 1 is classroom/lab hours, 8 hours

- Day 2 is Skills Course, Vehicle Inspections, and Basic control Skills, 8 hours
- Day 3 is Road Skills, Driving Experience, and Refresher, 8 hours
- Day 4 is Road Skills, Driving Experience, and Refresher, 8 hours
- Day 5 is Refresher, 8 hours.

The school has strict enrollment and admission policies as well as attendance and progress requirements.

FleetForce/Northwest Florida State College is on the State Eligible Training Provider List and is on the CareerSource Gulf Coast Eligible Training Provider List. Since this is a contiguous local workforce development board and based on CareerSource Chipola local policy, the program can be accepted for local use.

Student housing is not available to students who qualify. CareerSource Gulf Coast uses the Comfort Inn Suites near Eglin Air Force base. This was one of the less expensive hotels with a rate of \$189 per night so CareerSource Chipola will use this hotel for student housing.

The cost of the program including tuition, fees, certification, medical exam/drug screens and a background check is \$6,995.00 plus the cost of student housing. The housing cost for 4 weeks, 5 nights per week (Sunday-Thursday) is \$3,780 plus the cost of transportation from home to the training institution and the return trips. Transportation assistance will not be provided to and from the hotel to the campus and meals will not be provided.

Staff Recommendation

The staff recommendation is to approve the program due to the enrollment delay in the local area and surrounding training schools. The laws changed in February 2022 requiring all entry-level operators of commercial motor vehicles in both interstate and intrastate commerce who were applying for a commercial driver's license to first satisfactorily complete minimum training requirements before taking their state-administered Commercial Driver License examination. When this action was taken, it did not factor in how the training schools were going to be impacted with significant increases in enrollment. Florida Panhandle Technical College can accept 32 students per year and as of this date, the training program is backed up 3 years. The addition of another provider may ease the delay in accessing training for those students willing and able to travel.

Action Item

Review and approval required for addition of the training provider and program to the Eligible Training Provider List.

CAREERSOURCE CHIPOLA PROGRAM YEAR (PY) 2023-2024

TARGETED OCCUPATIONS LIST/ELIGIBLE TRAINING PROVIDERS

BOARD ACTION REQUIRED

Background:

The Workforce Innovation and Opportunity Act (WIOA) requires the Governor, through CareerSource Florida, to establish criteria, information requirements, and procedures regarding the eligibility of providers of training services to receive funds under WIOA for the provision of training services in local workforce areas of the State. CareerSource Chipola’s (CSC’s) Demand/Targeted Occupations List is developed in conjunction with the local area educational agencies and employers to meet this requirement. This list is used to identify occupations for which eligible adults, dislocated workers, and youth can receive training funds and gain access to employment opportunities.

Statewide, there are a total of 124 occupations on the 2023-24 Demand Occupations List (DOL), compared to the 77 occupations on the 2022-23 DOL. There are 58 new occupations added to the 2023-24 DOL, and 11 occupations from the 2022-23 DOL that did not meet the criteria for the 2023-24 DOL.

Of the 58 new occupations added to the 2023-24 DOL, 34 were added due to the inclusion of the bachelor’s degree training level.

2022-2023 Statewide Demand Occupations List Changes

NEW to the 2023-24 List

- | | |
|--|--|
| Accountants and Auditors* | Bus Drivers, Transit and Intercity |
| Airline Pilots, Copilots, and Flight Engineers | Business Teachers, Postsecondary* |
| Architectural and Civil Drafters | Cardiovascular Technologists and Technicians |
| Architectural and Engineering Managers* | Civil Engineers* |
| Automotive Service Technicians and Mechanics | Clergy* |
| Biological Technicians | Community and Social Service Specialists, All Other* |

Computer and Information Systems Managers*
Computer Network Architects*
Dental Hygienists
Diagnostic Medical Sonographers
Drywall and Ceiling Tile Installers
Education Administrators, Postsecondary*
Electrical Engineers*
Electronics Engineers, Except Computer*
Elementary School Teachers, Except Special Education*
Engineers, All Other*
Farmers, Ranchers, and Other Agricultural Managers
Financial Managers*
First-Line Supervisors of Housekeeping and Janitorial Workers
Glaziers
Human Resources Managers*
Human Resources Specialists*
Industrial Engineers*
Interpreters and Translators
Kindergarten Teachers, Except Special Education*
Logisticians*
Management Analysts*
Market Research Analysts and Marketing Specialists*
Marketing Managers*

Mechanical Engineers*
Medical Equipment Repairers
Medical Secretaries and Administrative Assistants
Middle School Teachers, Except Special and Career/Technical Education*
Mobile Heavy Equipment Mechanics, Except Engines
Motorboat Mechanics and Service Technicians
Occupational Therapy Assistants
Personal Financial Advisors*
Pharmacy Technicians
Physician Assistants*
Producers and Directors*
Public Relations Specialists*
Roofers
Sales Managers*
Secondary School Teachers, Except Special and Career/Technical Education*
Securities, Commodities, and Financial Services Sales Agents*
Sheet Metal Workers
Special Education Teachers, Kindergarten and Elementary School*
Substance Abuse, Behavioral Disorder, and Mental Health Counselors*
Surveying and Mapping Technicians
Telecommunications Line Installers and Repairers
Training and Development Specialists*

Transportation, Storage, and Distribution Managers

*Added to 2023-24 list due to the inclusion of bachelor's degree training level.

DROPPED from the 2022-23 List

Buyers and Purchasing Agents

Captains, Mates, and Pilots of Water Vessels

Computer Occupations, All Other

Database Administrators and Architects

Financial and Investment Analysts, Financial Risk Specialists, and Financial Specialists, All Other

First-Line Supervisors of Personal Service and Entertainment and Recreation Workers, Except Gambling Services

Lodging Managers

Medical Dosimetrists, Medical Records Specialists, and Health Technologists and Technicians, All Other

Project Management Specialists and Business Operations Specialists, All Other

Real Estate Brokers

Web Developers and Digital Interface Designers

The Local Demand List also includes the following programs based on employer need:

- Advanced Manufacturing & Production Technology
- Applied Cybersecurity
- Applied Information Technology
- Building Construction Technologies
- Business Administration
- Carpentry
- Certified Nursing Assistant
- Commercial Vehicle Driving (Heavy Tractor Trailer & Trucks)
- Computer Information Technology
- Correctional Officer
- Construction Vehicle Technician
- Crossover from Correctional Officer to Law Enforcement
- Crossover from Law Enforcement to Correctional Officer
- Diesel Systems Technician I and II
- Drafting

- Electrician
- Engineering/Engineering Technicians
- Firefighter
- Fire Science Technology
- Graphic Design/Digital Media/Multimedia Design
- Heavy Equipment Operations Technician
- Help Desk Support Technician
- IT Support Specialist
- Law Enforcement Officer
- Network/Cyber Security
- Network Server Administration
- Network Systems Administration
- Network Support Technician/Services
- Paramedic/Emergency Medical Technician
- Patient Care Technician
- Phlebotomy
- Practical Nursing
- Registered Nursing
- Welding Technology
- Welding Technology Advanced

Based on CareerSource Chipola's local policy, the training program/training provider list of contiguous areas can be accepted and funded by CSC.

Staff reviewed the proposed training program changes listed in the Statewide and Regional Targeted Occupations List as well as the local demand for occupations specific to the CareerSource Chipola service delivery system and agree with the list.

Staff Recommendation: Approve the 2023-2024 Targeted Occupations List for use by staff for qualified customers opting to enter Occupational Skills Training.

Action Required by Board: Approve the 2023-2024 Targeted Occupations List.

LOCALLY ADDED TRAINING PROVIDERS AND PROGRAMS - PY 2023- 2024
Programs on the Regional Targeted Occupations List can be sponsored
with the approval of Management.



PRIOR to applying for WIOA training assistance:

*Applicants must complete ALL enrollment requirements at the training institution.

**Please review additional requirements noted for select programs [\(it is the trainee's responsibility to ensure these are met\)](#).

***For Commercial Driving - Must have CDL A permit, driving record (last 3 years), physical/drug screen, and have paid required deposit

**** Complete the CJBAT, background check and physical/drug screening for Correctional Officer Program

Complete the background check and physical as required by the training provider/program

Must have official letter of acceptance for the training program

There are NO tuition fees for Registered Apprenticeship participants.

Only the cost of tools, books, and materials needed for the trade are to be paid.

Approved Provider / Training Program	Occupation Code	Program Length	Degree
Chipola College * 3094 Indian Circle, Marianna, FL 32446 * (850) 526-2761			
Advanced Manufacturing & Production Technology	51-1011	600 hours	Vocational Certificate
Automotive Service Technology	49-3023	1800 hours	Vocational Certificate
Building Construction Technologies	49-9071	1050 hours	Vocational Certificate
Business Administration	11-1021	60 credit hours	Bachelor of Science Degree
Certified Nursing Assistant	31-1014	120 hours	Vocational Certificate
Civil Engineering Technology	17-3022	60 credit hours	Associate of Science Degree
Computer Information Technology	15-1121	60 credit hours	Associate of Science Degree
Correctional Officer	33-3012	420 hours	Vocational Certificate
Crossover from Correctional Officer to Law Enforcement	33-3051	515 hours	Vocational Certificate

Crossover from Law Enforcement to Correctional Officer	33-3012	172 hours	Vocational Certificate
Elementary Education, Except Special Ed	25-2021	4 years+D10	Bachelor's Degree
Engineering Technology	13.1199	60 credit hours	Associate of Science Degree
Firefighter (must also have certification as Paramedic/EMT)	33-2011	450 hours	Vocational Certificate
Fire Science Technology	33-1021	60 credit hours	Associate of Science Degree
Help Desk Support Technician	15-1151	19 credit hours	College Credit Certificate
IT Support Specialist	15-1151	28 credit hours	College Credit Certificate
Law Enforcement Officer	33-3051	770 hours	Vocational Certificate
Network/Cyber Security	15-1142	60 credit hours	Associate of Science Degree
Network/Cyber Security	15-1142	31 credit hours	College Credit Certificate
Network Server Administration	15-1142	60 credit hours	Associate of Science Degree
Network Server Administration	15-1142	25 credit hours	College Credit Certificate
Network Support Technician	15-1152	21 credit hours	College Credit Certificate
Nursing (RN)	29-1141	72 credit hours	Associate of Science Degree
Paramedic/Emergency Medical Technician (EMT)	29-2041	300 clock hours	Vocational Certificate
Welding Technology	51-4121	1050 hours	Vocational Certificate
Welding Technology Advanced	51-4121	750 hours	Vocational Certificate
Florida Panhandle Technical College *757 Hoyt Street, Chipley, FL 32428 * (850) 638-1180			
Applied Cybersecurity	43-1011	1050 hours	Vocational Certificate
Applied Information Technology	15-1142	750 hours	Vocational Certificate
Automotive Service Technology 1	15-1122	600 hours	Vocational Certificate
Automotive Service Technology 2	49-3023	1050 hours	Vocational Certificate
Carpentry	49-3023	750 hours	Vocational Certificate
Commercial Vehicle Driving/Class A w/Tanker Endorsement	47-2031	1200 hours	Vocational Certificate
Commercial Class "B" Driving	53-7051	320 hours	Vocational Certificate
Construction Vehicle Technician	47-2073/53-3033	150 hours	Vocational Certificate
Correctional Officer****	33-3012	420 hours	Vocational Certificate
Crossover from Correctional Officer to Law Enforcement	33-3051	489 hours	Vocational Certificate
Crossover from Law Enforcement to Corrections	33-3014	172 hours	Vocational Certificate

Diesel Systems Technician I	49-3031	1050 hours	Vocational Certificate
Diesel Systems Technician II	49-3031	750 hours	Vocational Certificate
Drafting	17-3011	1500 hours	Vocational Certificate
Electrician	47-2111	1500 hours	Vocational Certificate
Heavy Equipment Operations Technician	47-2073	1200 hours	Vocational Certificate
Florida Law Enforcement Academy	33-3051	770 hours	Vocational Certificate
Graphic Design/Digital Media/Multimedia Design	27-1014	1050	Vocational Certificate
Medical Administrative Specialist	43-1011	1050 hours	Vocational Certificate
Network Support Services	15-1142	1050 hours	Vocational Certificate
Network Systems Administration	15-1142	1050 hours	Vocational Certificate
Patient Care Technician	29-2099	600 hours	Vocational Certificate
Pharmacy Technician	29-2052	1050hours	Vocational Certificate
Phlebotomy	31-9097	165 hours	Vocational Certificate
Practical Nursing	29-2061	1350 hours	Vocational Certificate
Welding Technology	51-4121	1050 hours	Vocational Certificate
Welding Technology Advanced	51-4121	750 hours	Vocational Certificate
Florida Sheriff's Association, 2617 Mahan Drive, Tallahassee, FL 32308 / Florida Panhandle Technical College			
Florida Law Enforcement Academy - Registered Apprenticeship	33-3051	770 classroom hours plus supplemental instruction	Vocational Certificate Completion of Apprenticeship Certificate
Gulf Coast State College, 5230 W. Highway 98, Panama City, FL 32401 (850) 769-1551			
LPN to ADN Transition	29-1141	73 credit hour	A.S. Degree in Nursing
Lively Technical Center, 500 N. Appleyard Drive, Tallahassee, FL 323094 (850) 487-7555			

Medical Assisting	31-9092			765 hours	Vocational Certificate
Nursing Assistant	31-1131			165 hours	Vocational Certificate
Patient Care Technician	31-1014			600 hours	Vocational Certificate
Phlebotomy	31-9097			165 hours	Vocational Certificate
Practical Nursing	29-2061			1350 hours	Vocational Certificate
Welding Technology	51-4121			1050 hours	Vocational Certificate
Welding Technology Advanced	51-4121			750 hours	Vocational Certificate
Northwest Florida Community College/FleetForce Truck Driving School, 100 E. College Blvd., Niceville, FL 32578 (941) 213-4579					
Commercial Vehicle Driving - Class A CDL	49-0205			160 hours	Vocational Certificate
Commercial Vehicle Driving - Class B CDL	49-0205			40 hours	Vocational Certificate
Tampa Truck Driving School, 6193 Jensen Road, Tampa, FL (813) 405-00550					
Commercial Vehicle Driving	49-0205			165 hours	Vocational Certificate
Wallace College, 1141 Wallace Drive, Dothan 36303 (334) 556-6822					
Air Conditioning & Refrigeration	49-9021			1530 hours	Vocational Certificate
Applied Engineering Technology (Industrial Systems Tech)	49-9041			1455 hours	Vocational Certificate
Certified Nursing Assistant	31-1131			94 hours	Vocational Certificate
Dental Assistant	31-9091			158 hours	Vocational Certificate
Pre-Apprentice Electrical Lineworker	49-9051			280 hours	Vocational Certificate
LPN to RN Mobility (Associate Degree Nursing)	29-1141			1050 hours	Vocational Certificate
Medical Coding	29-2071			100 hours	Vocational Certificate
Welding Industrial	51-4121			144 hours	Vocational Certificate
Approved Training Providers/Programs in Contiguous Regions are Approved on Individual Basis					

Committee Appointments:

For Executive Committee:

Per the bylaws, the Executive Committee is appointed by the Chair with the consent of the majority of the Board of Directors. The Executive Committee shall consist of the Chair, Vice-Chair, and one additional member from each county served by the Board.

With approval of the Board, the Chair appoints the following members to the Executive Committee consistent with the requirements of the bylaws.

Chair: Debbie Kolmetz

Vice Chair: David Corbin

Calhoun: Janice Sumner (Immediate Past Chair)

Holmes: Sandy Spears

Jackson: Travis Ephriam

Liberty: Johnny Eubanks

Washington: Tracy Andrews

Action requested: Motion to approve appointment of the Executive Committee as selected by the Chair.

For all other committees:

The Chair requests membership of the Finance, Program, and Youth Committees remain as currently listed and that membership on these committees be open to all members wishing to serve.

Finance

Travis Ephriam, Chair

Tracy Andrews

Donnie Read

Sandy Spear

Program

Debbie Kolmetz, Chair

Keith Sutton

Raymond Russell

Dr. Sarah Clemmons

Youth

Travis Ephraim, Chair

Mary McKenzie

Janice Sumner

Bryan Lee

Action requested: Motion to approve membership of the Finance, Program, and Youth Committees remain as listed and that members wishing to serve on a committee be so appointed if they sign-up for the committee prior to the end of July.

Health Insurance:

Our health insurance policies have been administered by the same agency for an extended period of time. Staff requests permission to issue a Request for Qualifications for Insurance Benefits Agency.

The RFQ would seek qualifications from those wishing to serve as the agent of record for company provided health insurance as well as voluntary insurance benefits offered through a cafeteria style agreement.

Action requested: Motion to direct staff to develop and issue a Request for Qualifications to serve as our Insurance Benefits Agency.