



General Meeting
September 14, 2023, at 6:00 P.M. (CT)
[Join via Microsoft Teams Meeting](#)
or by phone at 561-570-4464 Conference ID: 934 127 060#
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	David Corbin, Vice-Chair
INVOCATION / PLEDGE TO FLAG	Donnie Read
ROLL CALL	Tabetha Basford
PUBLIC COMMENTS	David Corbin
EMERGENCY ITEMS	David Corbin
CONSENT ITEMS	Pages 3-5
*General Meeting Minutes July 13, 2023	David Corbin
STATUS OF FUNDS REPORT (To be provided)	Richard Williams
MISSION MOMENT	Richard Williams

COMMITTEE REPORTS

Pages 6-7

*Executive/Finance Committee Meeting
September 12, 2023

David Corbin

PARTICIPANT SUPPORTIVE SERVICES

Richard Williams

Pages 8-9

ONE-STOP OPERATOR REPORT

Richard Williams

Pages 10-21

NEW BUSINESS

Regional Collaboration in Northwest Florida

Richard Williams

Page 21

DIRECTOR'S COMMENTS

Richard Williams

BOARD MEMBER COMMENTS

David Corbin

ADJOURNMENT

David Corbin

MARK YOUR CALENDARS

November 9, 2023



**General Meeting
July 13, 2023, at 6:00 P.M. (CT)**

MINUTES

CALL TO ORDER

A quorum was present and Debbie Kolmetz, Chair, called the meeting to order. Donnie Read led the group in the Invocation and Pledge to the Flag.

The following board members were present:

Janice Sumner, Donnie Read, Penny Bryan, David Bouvin, David Corbin, Johnny Eubanks, Tracy Andrews, Sandy Spear, Sarah Clemmons, Debbie Kolmetz, Raymond Russell

New board members introduced:

Al Bryant, Jonathan Fuqua, Justin Stephens, Kevin Buchanan

The following board members were absent:

Kyle Peddie, Travis Ephriam, Mary McKenzie, Keith Sutton, Bryan Lee

Others present included:

Richard Williams, Debby Wood, Sara Johnson, Rose Adams, Melody Wade, Tabetha Basford, Deena Johnson, Cheri Gilmore – CSC Staff

Major Burch, Under Sherriff

Linda Sumblin, One-Stop Operator

PUBLIC COMMENTS

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

GENERAL MEETING MINUTES

Raymond Russell made the motion, Sarah Clemmons seconded the motion, and the vote was unanimous to approve the minutes of the May 11, 2023, general meeting.

STATUS OF FUNDS REPORT

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

JACKSON COUNTY SHERIFF'S OFFICE APPRENTICESHIP

Mr. Williams shared that 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. Mr. Williams introduced Major Burch, Undersheriff, to speak on the apprenticeship program. **Donnie Read made the motion, Jonathan Fuqua seconded, and the vote was unanimous to approve 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.**

MISSION MOMENT

Mr. Williams spoke on the Summer Youth TANF Program and shared a video submitted by participant T.J. Roulhac Enrichment and Activity Center of their visit to a local barbershop.

OUTREACH

Kayla Baxter prepared a pamphlet that was shared with the board depicting the latest audience increase on social media since posting habitually, top-performing posts, and presented to the Board recent social events CareerSource Chipola has and will participate in.

MONITORING

Richard Williams led a discussion with the board on the recent State and Federal Monitoring.

CONTINUATION BUDGET REQUEST

Penny Bryan made the motion, Kevin Buchanan seconded the motion, and the vote was unanimous 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 ELIGIBLE TRAINING PROVIDER

Johnny Eubanks made the motion, Raymond Russell seconded the motion, and the vote was unanimous to approve the addition of Jackson County Sherriff's Office and Northwest Florida State College/FleetForce Truck Driving School as new providers and to add the Law Enforcement Registered Apprenticeship program and Heaving and Tractor Trailer Truck Drivers Class A and Class B CDL program to the Eligible Training Provider List.

PY 2023-2024 TARGETED OCCUPATIONS LIST

Debbie Wood 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. **Jonathan Fuqua made the motion, Al Bryant seconded the motion, and the vote was unanimous to approve the 2023-2024 Targeted Occupations List for use by staff for qualified customers opting to enter Occupational Skills Training.**

EXECUTIVE COMMITTEE APPOINTMENTS

Debbie Kolmetz, Chair, appointed 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. **Raymond Russel made the motion, Donnie Read seconded the motion, and the vote was unanimous to approve the appointment of the Executive Committee as selected by the Chair.**

OTHER COMMITTEE APPOINTMENTS

The Chair requested 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. **Janice Sumner made the motion, Donnie Read seconded the motion, and the vote was unanimous 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.**

INSURANCE AGENCY RFQ

Richard Williams led a discussion requesting permission from the Board to issue a Request for Qualifications for Insurance Benefits Agency. **Johnny Eubanks made the motion, Jonathan Fuqua seconded the motion, and the vote was unanimous to approve staff to develop and issue a Request for Qualifications to serve as our Insurance Benefits Agency.**

BOARD MEMBER COMMENTS

None.

ADJOURNMENT

There being no further business to discuss, Donnie Read made the motion, Jonathan Fuqua seconded the motion, and the vote was unanimous to adjourn the July 13, 2023 meeting.

As Presented to the Executive and Finance Committee

Funding Source/Income	2023-24 Proposed Budget		
	Income Amount	Carryover Amount	Total
Apprenticeship Grant	\$ 62,500	\$ 39,390	\$ 101,890
Infrastructure Funding Agreement	\$ 12,844		\$ 12,844
Opportunity Florida Contract	\$ 220,000		\$ 220,000
Other Grants (Project Hope)	\$ 62,500		\$ 62,500
Reemployment Eligibility and Assessment	\$ 50,000	\$ 5,644	\$ 55,644
Rural Initiatives	\$ 312,500	\$ -	\$ 312,500
SNAP	\$ 45,000	\$ 20,845	\$ 65,845
Temporary Assistance to Needy Families	\$ 320,494	\$ 72,479	\$ 392,973
Unrestricted Funds not otherwise catagorized	\$ 5,000		\$ 5,000
Veteran's Services -Unified	\$ 13,000	\$ 20,571	\$ 33,571
Wagner Peyser	\$ 11,120	\$ -	\$ 11,120
Wagner Peyser Incentives	\$ -	\$ -	\$ -
Wagner Peyser Re-Entry Navigator Project	\$ -	\$ 93,811	\$ 93,811
WIOA - Get There Faster Grant	\$ -	\$ 109,300	\$ 109,300
WIOA Adult	\$ 260,172	\$ 174,375	\$ 434,547
WIOA Dislocated Worker	\$ 96,035	\$ 145,560	\$ 241,595
WIOA Dislocated Worker Supplemental	\$ 20,532	\$ -	\$ 20,532
WIOA State Level- Rapid Response	\$ 50,000	\$ -	\$ 50,000
WIOA Supplemental		\$ -	\$ -
WIOA Youth	\$ 206,140	\$ 81,657	\$ 287,797
Totals	\$1,747,837	\$ 763,630	\$2,511,467

Notes: The amount for Project Hope has not been announced, and the projection is based on the best available information. SNAP, Reemployment Eligibility and Assessment, and Veterans Services award amounts have not been released by Florida Commerce, and estimates have been made based on the best available information.

2023-24 Proposed Budget

Expense Category	Proposed 2023-24	Planned 2022-23	Actual 2022-23
Accounting/Finance Consulting	\$ 28,350	\$ 18,500	\$26,000.00
Data Lines and Telephone	\$ 75,000	\$ 90,500	\$70,672.39
Equipment & Facility Maintenance	\$ 5,000	\$ 10,000	\$1,862.99
Equipment/Furniture	\$ 15,000	\$ 40,000	\$13,476.76
Garbage Disposal/Janitorial Supplies	\$ 6,000	\$ 7,200	\$5,029.08
Insurance	\$ 27,000	\$ 27,000	\$25,721.95
Legal/Corporate Fees	\$ 1,000	\$ 1,000	\$0.00
License/Software	\$60,000	\$50,000	\$49,078.29
Marketing/Outreach	\$ 5,000	\$ 25,000	\$2,479.32
Memberships and Dues	\$ 10,000	\$ 16,000	\$7,284.00
NDWG Training and Employment	\$ -	\$ 428,912	\$225,983.92
Organizational Advertising	\$ 500	\$ 500	\$149.09
Other	\$ 11,000	\$ 10,000	\$10,133.04
Other Contractual Services	\$ 7,500	\$ 15,000	\$6,015.55
Pest Control	\$ 1,500	\$ 1,500	\$1,260.00
Postage	\$ 2,000	\$ 2,000	\$1,786.15
Professional Employment Agency Fee	\$ 17,000	\$ 17,000	\$15,618.21
Rent	\$ 135,000	\$ 135,000	\$135,000.00
Salary/Fringes - CareerSource Chipola staff	\$1,332,772	\$ 1,450,000	\$1,267,694.69
Security Systems	\$ 3,000	\$ 3,000	\$2,673.42
Storage Rooms	\$ 2,500	\$ 2,500	\$2,406.36
Supplies	\$ 25,000	\$ 40,000	\$21,473.90
Teen Preg. Prevention Program (WTP funding)	\$ 90,000	\$ 100,000	\$135,798.81
Training Materials	\$ 1,000	\$ 1,000	\$0.00
Travel/Training - CareerSource Chipola Board	\$ 15,000	\$ 15,000	\$9,319.59
Travel/Training - CareerSource Chipola Staff	\$ 25,000	\$ 15,000	\$23,809.96
Travel/Training - DEO Staff	\$ 2,000	\$ 1,000	\$1,549.00
Utilities	\$ 30,000	\$ 25,000	\$29,894.38
Welfare Transition Program	\$ 15,000	\$ 15,000	\$12,750.88
WIOA Adult Program	\$ 118,000	\$ 150,000	\$58,435.83
WIOA Dislocated Worker Program	\$ 10,000	\$ 150,000	\$9,058.03
WIOA Youth Program	\$ 75,000	\$ 200,000	\$75,337.25
Special Grant Training (Faster/Returning Vet)	\$ 50,000	\$ -	
	Sub Total: \$2,201,122	\$ 3,062,612	\$2,247,752.84
Planned Carryover Funds	\$ 310,345	\$ 566,681	
	Total: \$2,511,467	\$ 3,629,293	

Notes: Planned 2022-23 is as passed in the original budget and does not reflect changes approved by the board for expenditure after the budget was passed. The 2022 Teen Pregnancy Prevention Program crossed fiscal years and impacted 2023 expenditures. Proposed budget includes a request to transfer \$175,000 of Dislocated Worker Funding to WIOA Adult Program. The proposed budget includes a planned \$1 per hour raise for all staff starting in January, based upon performance evaluations, to match the increase in minimum wage.

DECREASE PARTICIPANT SUPPORTIVE SERVICES AMOUNTS

Background: In 2022, the board increased transportation assistance to Workforce Innovation and Opportunity Act (WIOA) and Welfare Transition (WT) participants enrolled in skills training. The current funding amount maximum per month is \$300 dollars for travel more than 750 miles per month. Based upon utilization and staff input of actual need, staff recommends a return to the 2022 limits with the ability to grant exceptions based upon demonstrated need.

Listed below are staff recommendations to return to the standard funding assistance amount that was increased in 2022.

- 1) The current threshold for Support Services is \$4,000 per Program Year (July 1 – June 30), and Success Coaches have the option to transfer up to \$1,000 per calendar year to the Individual Training Account (ITA) amount. The Executive Director has the authority to approve up to an additional \$1,000 over the yearly ITA amount spent for a student with reasonable cause. The recommendation is to decrease the threshold to \$2,000 unless a request for an exception is requested by the Program Director and approved by the Executive Director. Staff recommends the Executive Director be allowed to approve an amount of up to the current limit of \$4,000 per program Year.

Decrease the Support Services threshold from \$4,000 to \$2,000 per Program Year unless an exception based upon demonstrated need is requested by the Program Director and approved by the Executive Director. Allow the Executive Director to approve up to \$4,000 per Program Year.

***ACTON ITEM

- 2) Return to the standard transportation assistance guidelines as they were before the change in 2022. Transportation assistance is based on Google Maps or MapQuest mileage to/from the participant's home to the training/education institution. The recommendation is to decrease the threshold to the 2022 levels unless a request for an exception is made by the Program Director and approved by the Executive Director. The 2022 amounts are:

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

Decrease the amount of transportation assistance to the values listed above unless an exception based upon demonstrated need is requested by the Program Director and approved by the Executive Director. Allow the Executive Director to approve an amount up to current limits.

****ACTION ITEM**

Current Transportation Assistance Thresholds:

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

- 3) The current maximum amount of an Individual Training Account (ITA) is \$7,000 for a two-year period. Staff recommends decreasing the threshold to ITA amount of \$5,000 as it was prior to 2022 unless a request for an exception is requested by the Program Director and approved by the Executive Director.

Decrease the ITA threshold from \$7,000 to \$5,000 per Program Year unless an exception based upon demonstrated need is requested by the Program Director and approved by the Executive Director. Allow the Executive Director to approve up to \$7,000 per Program Year.

*****ACTION ITEM**

**CareerSource Chipola One-Stop Operator (OSO) Quarterly Review
PY 2022-2023 Fourth Quarter
*WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) BACKGROUND
(*Located at the End of this Report – Page Eight)**

Date of Report Forwarded to CareerSource Chipola: June 22, 2023

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

Date of Unannounced One Stop Center on Site Review: June 20, 2023

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

NOTE: COVID Safety Parameters Implemented: As implemented by the CSC (following applicable state and local guidelines) at the onset of COVID-19, it is continued that all customers/visitors/staff prior to entrance to the CSC facilities, are required be scanned by designated CSC staff for a temperature check (via Body Temperature Kiosk to ensure safety to CSC customers and staff.

An unannounced onsite review was conducted by the One- Stop Operator (OSO) on June 20, 2023, at the CareerSource Chipola One-Stop Marianna Center. The purpose of the review was to assess the effective delivery of applicable services across program lines and with other organizations as required by WIOA (Workforce Innovation and Opportunities Act)

CareerSource Chipola Staff Met by One-Stop Operator on June 20, 2023:

Richard Williams, Executive Director

Debby Wood, Director of Programs and Centers

As identified by the US Department of Labor and Florida Department of Labor, the One-Stop areas of the OSO review included:

- Flow of Services; Hours of Operation
- Basic Services Available/Program Delivery
- Partner Memorandum of Understandings
- Effectiveness
- OSO General Comments.

CareerSource Chipola – One-Stop Operator PY 2022-2023 4th Quarter Review Summary of Review

Flow of Services

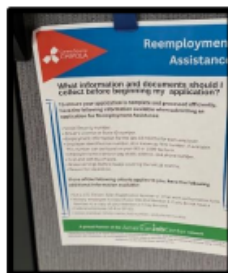
CSC is a partner of the US Department of Labor American Job Centers and CareerSource Florida established under the Workforce Investment Act and reauthorized in the Workforce Innovation and Opportunities Act of 2014, which is designed to provide a full range of assistance to job seekers under one roof. CSC broadly identifies as member of the American Job Center Network as required.

CSC offers training referrals, career counseling, job listings, and similar employment-related services to job seekers and the business community as outlined in detail below.

The CareerSource Center delivery of services hours extended to the public are clearly noted at the main entrance and can be found via the CareerSource Chipola website. In addition to the CSC services offered onsite, the services can be accessed via the website 7 days/24 hours at careersourcechipola.com. Holiday Closure (*including "Closed on State Holidays"*) is posted via CareerSource Chipola website, multi social media avenues, entrance of facility, and visually displayed in One Stop Center.

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

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



Reemployment Information signage posted at the entrance of the CSC One Stop Center

In addition to the onsite workshops, virtual workshops are also extended to registered users by logging in with assigned kiosk login. All workshops are open to the public and are offered free of charge. The following workshops are available on-line:

- Setting Goals
- Stress & Time Management
- Employ Florida Marketplace
 - 10 Steps to a Job
- Dress with Confidence
- Resume Skills
- Interview with Enthusiasm
- Improving Your Memory
- Financial Planning
- Employ Florida Marketplace

CSC Implemented “Coffee with a Vet”



The CareerSource Chipola leadership has implemented a monthly “Coffee with a Vet” held off-site at a local restaurant (most recently at Sweet Magnolia Bakery) for Veterans to speak to a CSC Veteran Representative about the resources and services available to help provide Veterans to succeed in today’s workforce.

At the time of the OSO onsite review, the June Expo was held at the Marianna Career Center. Employers participating at the Expo included Sunland, Rex Lumber, and Holmes County Correctional Institute. CSC also coordinated a food truck to be on site for the Expo. Noted the day prior to the Expo, CSC conducted a Resume Building and Interview Prep Workshop for customers. OSO spoke to the participating employers, and they extended their thanks and appreciation to the CSC team for the excellent ongoing services and support.



All CSC outreach events are widely published via social media platforms and other avenues of communication.

In addition to promoting CSC outreach events, posting of “Today’s New Jobs” is posted via social media platforms.

Position	Location	Job Number
Electrician	Grainville	12214301
HR/ADMA	Marianna	12214412
Clean up Workers	Grainville	12214414
LPI	Marianna	12214421
Nurse Associate	Clarksville	12214603
GPS Custodian	Marianna	12214738

For more information about these jobs, please see the Resource Staff or visit EmployFlorida.com.

During the OSO 4th Quarter onsite review, it was noted that the Center service delivery system for CSC customers was well thought out and established to meet the goals of the customers.

Flow of Services Comments:

The CSC is to be commended for the board outreach serving job seekers and the business community.

CareerSource Chipola Marianna One-Stop Center – Hours of Operation

The following notice is posted via the Career Source Chipola website, social media platforms, and multi locations at the Center:

**Hours of Operation:
Monday – Friday 8:00 AM – 5:00 PM
Closed on State Holidays**

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

Also posted on the CareerSource Chipola website and Center, “Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed on this website may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711”.

Hours of Operation Comments:

No suggestions/concerns noted.

Basic Services Available/Program Delivery

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

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

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

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

Program Delivery Comments:

No suggestions/concerns noted.

Memorandum of Understandings (MOU)

Ongoing review of the CSC MOU's will be conducted during future OSO onsite visits.

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

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

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

Memorandum of Understandings (MOU) Comments

No suggestions/concerned noted.

Effectiveness

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

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

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

CareerSource Chipola One Stop Operator Effectiveness Comments

As a result of the 2022-2023 4th Quarter One-Stop Operator review as outlined, the One-Stop Operator ranked the current Effectiveness for the CareerSource Chipola at a 9.5 out of a ranking of 10.0.

General Comments

- Florida’s 2021 Reimagining Education and Career Help Act (Statutory Authority Section 14.36(3)(h), Florida Statutes), known as the REACH Act, is a comprehensive blueprint for enhancing access, alignment and accountability across the state’s workforce development system. The workforce development system spans Florida’s education, workforce and social safety net systems. The REACH Act positions Florida to better serve those with barriers to education and employment. Greater access to high-quality jobs and career options will put more Floridians on the pathway to economic prosperity and self-sufficiency. The majority of the grade shall be based on the improvement by each local workforce development board in the long-term self-sufficiency of participants through outcome measures such as reduction in long-term public assistance and the percentage of participants whose wages were higher after program completion compared to wages before participation in a program.
CareerSource Chipola for 3rd Quarter PY 2022-2023, earned a 97.45% (A+) grade.

- A review of the recent CareerSource Chipola General Board/Committee meetings posted online noted no concerns or issues. As noted, all CareerSource Chipola meetings are open to the public and a record of each meeting is documented. Board members understand the Florida Sunshine law/parameters. Meetings are noted in advance as mandated and an agenda is posted prior to the meeting.
- The CareerSource Chipola team continues to do an impressive job with the vast social media posts. The relatable social media posts include upcoming/past CareerSource programs/events, including applicable personal (internal and external) interviews.
- The following Department of Economic Opportunity (DEO) Communiques, Administrative Policies, or Memorandums posted following the start of the 4th Quarter, PY 2022-2023. It is noted that all DEO Policies/Communiques/Memoranda's are being reviewed/implemented by the CSC leadership team.

Administrative Policies

No Administrative Policies noted for the 2022 -2023 4th Quarter

Communiques –

June 21, 2023 – 2023 Adjusted Lower Living Standard Income Level Wage Rates

Memoranda-

June 9, 2023 – WIOA Local Targeted Occupations List Annual Submissions

- OSO asked to view the CSC 2022-2023 State Monitoring review. Response was that the DEO has not released the CSC final monitoring report.
- May Unemployment Data Release (June 16, 2023)
The unemployment rate in the CareerSource Chipola region (Calhoun, Holmes, Jackson, Liberty, and Washington counties) was 2.9 percent in May 2023. This rate was 0.1 percentage point lower than the region's year ago rate of 3.0 percent. The region's May 2023 unemployment rate was 0.2 percentage point above the state rate of 2.7 percent. The labor force was 42,005, up 831 (+2.0 percent) over the year. There were 1,238 unemployed residents in the region.



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

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

<p>Workforce Innovation and Opportunity Act (WIOA)</p>	<p>The goals and format of the One-Stop-Operator are set out in Workforce Innovation and Opportunity Act (WIOA) Section 121 subsection (e) according to PUBLIC LAW 113-128—JULY 22, 2014 (WIOA) Sec. 121(d)(2)(A), Federal Regulation 29 U.S.C. §§ 3151 (d) One-Stop operators.</p>
<p>One-Stop Operator Role and Responsibilities</p>	<p>As outlined and agreed by both parties (CSC and OSO) the 2017-2018 executed OSO contract, was renewed on June 10, 2019, for an additional one-year term for delivery of outlined One-Stop Operator Services for the period PY 2019-2020. The renewed OSO was based on performance, business needs and the availability of funds.</p> <p>As outlined by legislation, the Local Board defines the role and responsibilities of One-Stop career center operators in its local area. The Local Board may vary roles and responsibilities for career centers within its local area.</p> <p>As defined by CareerSource Chipola and agreed by OSO Contractor for this review as: Conduct program year 2019-2020 quarterly unannounced visits to the Marianna Career Center. Within thirty (30) days of the visit provide a report indicating if the Marianna Career Center is effectively delivering services across program lines and with other organizations as required by WIOA. If it is determined the Center is not effectively providing services, the report must include recommended actions to be undertaken at the Center to correct any issues. Additionally, as part of the required report, the Contractor may include comments on best practices or suggestions for improvement.</p>
<p>CareerSource Chipola Background</p>	<p>The Chipola Regional Workforce Development Board, Inc., dba CareerSource Chipola is the administrative entity/grant recipient for the region (<i>servicing Calhoun, Holmes, Jackson, Washington, and Liberty Counties</i>). The Chipola Regional Workforce Development Board, Inc., dba CareerSource Chipola has operated as the fiscal agent and administrative entity since 1996 as approved in the approved Interlocal Agreement.</p> <p>The CareerSource Chipola One-Stop and satellite locations are located to population centers, governmental buildings and shopping centers making them convenient locations for most customers. Centers are connected by a wide area network that spans the three locations providing e-mail, Internet access, state systems access, case management, and data/print sharing. The ATLAS electronic filing system provides access to case file and customer activity information through the internet. This electronic system allows staff(s) at any</p>

	<p>location to engage customers and provide services. Both virtual and center-based service delivery for job seekers, workers, and employers support the talent needs of the regional economy.</p>
<p>Contracted CareerSource Chipola One-Stop Operator Linda Sumblin, Contractor Execution Date of Renewed Contract: June 10, 2019</p>	<p><i>Credentials:</i> Linda Sumblin was formerly employed with the CareerSource Okaloosa Walton since Board inception in 1996. She was named Executive Director October 2011. Prior to being named the Executive Director, Linda served in many areas for the Board including the Chief Operating Officer/Assistant Director. Linda's career in workforce development began in January 1989 when she joined the Private Industry Council, the predecessor governing board for job training.</p> <p>As initial contracted OSO for the period July 1, 2017, through June 30, 2018 (<i>with a 2-year renewal as agreed by both parties</i>). Linda Sumblin has declared no conflict of interest with any entities of CareerSource Chipola (Board, staff, or partners) and that firewalls have been established to ensure conflict of interest policies and procedures are adhered.</p> <p>It is understood and agreed that the One-Stop Operator cannot assist in the development, preparation, and submission of local plans; and that they cannot manage or assist in the competitive process for selecting operators or select or terminate One-Stop Operator, Career Services and Youth Providers.</p>

CareerSource Chipola Memorandum of Understandings

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

Program	Agency Delivering Services	MOU Date Executed (or latest Addendum)	On Site Delivery of Services/ Delivery of Referral Services
*Title I – Adult	CareerSource Chipola	Cooperative Agreement with Department of Economic Opportunity	On Site
*Title I – Dislocated Worker	CareerSource Chipola	Cooperative Agreement with Department of Economic Opportunity	On Site
*Title I – Youth	CareerSource Chipola	Cooperative Agreement with Department of Economic Opportunity	On Site
*Title II – Adult Education and Literacy Act	Calhoun School Board	Calhoun School Board- 8/14/2017	Electronic/ Direct Referral
	Holmes School Board	Holmes School Board – 9/14/2016	
	Jackson School Board	Jackson School Board – 3/15/2016	
	Liberty School Board	Liberty School Board – 6/07/2016	
	Washington School Board	Washington School Board – 8/14/2017	
Florida Panhandle Technical Center (Washington-Holmes Technical Center)	Florida Panhandle Technical Center August 14, 2017		
*Title III - Wagner Peyser Employment Services	CareerSource Chipola/Department of Economic Opportunity (Jointly Managed)	Cooperative Agreement with Department of Economic Opportunity	On Site
*Title IV – Vocational Rehabilitation	Vocational Rehabilitation	February 2, 2017	Electronic Referral
	Division of Blind Services	December 16, 2016	
*Title V – Older American Act (SCSEP)	National Caucus and Center on Black Aged, Inc. (SEP)	May 15, 2016 Cost Sharing with In-Kind Staffing Support	On Site
*Veterans Employment and Training Services Under Chapter 41 of Title 38, U.S.C.	CareerSource Chipola/Department of Economic Opportunity (Jointly Managed)	Cooperative Agreement with Department of Economic Opportunity	On Site
*Trade Adjustment Assistance Act (TAA) NAFTA Assistance Activities	CareerSource Chipola	Master Agreement with Department of Economic Opportunity	On Site
*Unemployment Insurance <i>(Note: CareerSource Chipola extends "re-employment assistance")</i>	Department of Economic Opportunity (No DEO staff onsite to extend UI assistance)	Master Agreement with Department of Economic Opportunity	Electronic/ Telephone Referral
*Temporary Assistance For Needy Families (TANF)	CareerSource Chipola	<ul style="list-style-type: none"> Cooperative Agreement with Department of Economic Opportunity (Funded by DCF) Department of Children and Family Services – November 9, 2016 Healthy Families North Florida – April 11, 2017 (Cost Sharing Cooperative) 	On Site Referral
	Healthy Families North Florida		

Program	Agency Delivering Services	MOU Date Executed (or latest Addendum)	On Site Delivery of Services/ Delivery of Referral Services
Post Secondary Vocational Education under Carol Perkins Career and Technical Education (CTE)	Chipola College Florida Panhandle Technical Center (Washington-Holmes Technical Center) Calhoun School Board Holmes School Board Jackson School Board Liberty School Board Washington School Board	Chipola College – 10/13/2016 Updated 1/2021 Florida Panhandle Technical Center*– 8/14/2017 Calhoun School Board- 8/14/2017 Holmes School Board* – 9/14/2016 Jackson School Board – 3/15/2016 Liberty School Board – 6/07/2016 Washington School Board*– 8/14/2017 <i>*Multi-MOU's for varying programs identified</i>	Electronic/ Direct Referral
*Job Corps	Department of Economic Opportunity	Cooperative Agreement with Department of Economic Opportunity	Electronic/ Direct Referral
*Community Services Block Grant (CSBG)	Tri-County Community Council Capital Area Community Action Agency	Tri-County - May 17, 2016 Capital Area Community Action Agenda - May 17, 2017	Electronic Referral
*HUD Employment Programs (U.S. Department of Housing and Urban Development)	Tri-County Community Council	May 17, 2016	Electronic/ Telephone Referral
*Migrant and *Seasonal Farm Worker	Department of Economic Opportunity	Cooperative Agreement with Department of Economic Opportunity	Electronic Referral
*Native American Program (Tribes, Tribal Organization, Native Hawaiians)	Department of Economic Opportunity (No known sector population identified in Area)	Cooperative Agreement with Department of Economic Opportunity	Electronic Referral

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

Linda Sumblin

Linda Sumblin, One-Stop Operator

June 22, 2023

Date

New Business:

Approval to Develop Framework for Regional Collaboration in Northwest Florida

The REACH Act requires the creation of workforce regions. At this time, CareerSource Florida is drafting rules for creating these regions. Staff requests the Executive Director be given the authority to work with regions in Northwest Florida to develop a framework for creating a workforce region.