



General Meeting
March 14, 2024, at 6:00 P.M. (CT)
[Join via Microsoft Teams Meeting](#)
or by phone at 561-570-4464 Conference ID: 905 043 471#
or in person at 4636 Highway 90, Suite K
Marianna, FL 32446 - Community Room
Richard - (850) 557-2441; Tabettha - (850) 693-3913

A G E N D A

CALL TO ORDER	Debbie Kolmetz, Chair
INVOCATION / PLEDGE TO FLAG	Donnie Read
ROLL CALL	Tabetha Basford
PUBLIC COMMENTS	Debbie Kolmetz
EMERGENCY ITEMS	Debbie Kolmetz
CONSENT ITEMS	
*General Meeting Minutes November 16, 2023	Debbie Kolmetz Pages 3-4
STATUS OF FUNDS REPORT (To be provided)	Richard Williams
MISSION MOMENT *Career Fair	Cheri Gilmore

COMMITTEE REPORTS

*Program Committee Meeting
March 13, 2024

Debbie Kolmetz

ONE-STOP OPERATOR REPORT

*PY 2023-2024 Second Quarter

Debbie Kolmetz

Pages 5-14

NEW BUSINESS

- **Nominating Committee Membership**
- **Registered Apprenticeship Local Operating Procedure**
- **Extension of Direct Service Provider Request**
- **Eligible Training List Provider Approval**
- **Summer Youth**

Debbie Kolmetz

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Rose Adams

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Richard Williams

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Debby Wood

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Richard Williams

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DIRECTOR'S COMMENTS

Richard Williams

- **Executive Director Survey Responses**

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BOARD MEMBER COMMENTS

Debbie Kolmetz

ADJOURNMENT

Debbie Kolmetz

MARK YOUR CALENDARS

May 9, 2024



**General Meeting
November 16, 2023, at 6:00 P.M. (CT)**

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:

Janice Sumner, Sandy Spear, Debbie Kolmetz, Kyle Coates, Travis Ephriam, Jonathan Fuqua, Tracy Andrews, David Corbin, Justin Stephens, David Bouvin, Bryan Lee, Penny Bryan

The following board members were absent:

Mary McKenzie, Raymond Russell, Kevin Buchanan, Johnny Eubanks, Donnie Read, Al Bryant, Vinita Yon, Sarah Clemmons, Kyle Peddie, Keith Sutton

Others present included:

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

PUBLIC COMMENTS

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

GENERAL MEETING MINUTES

Jonathan Fuqua made the motion, Travis Ephriam seconded the motion, and the vote was unanimous to approve the minutes of the September 14, 2023, general meeting.

STATUS OF FUNDS REPORT

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

INDUSTRY AND EDUCATION CONSORTIUM APPOINTMENTS

Chair, Debbie Kolmetz, instructed the Board that Florida law now requires the Chair of each local workforce board to appoint an industry and education consortium to advise the local board. Members of the consortium may not be members of the local workforce board. Ms. Kolmetz provided the following appointments: Chris Franklin – Jackson County School District, Chris Jernigan – Arnold Lumber, Chistinia Jepsen – Calhoun Liberty Hospital, Curtis Green – Florida Panhandle Technical College, Darwin Gilmore – Chipola College, Terry Ellis – West Point Home, and Tom Myer – Rex Lumber. **Jonathan Fuqua made the motion, Travis Ephriam seconded the motion, and the vote was unanimous to approve the mentioned appointments provided by the chair.**

NORTHWEST FLORIDA REGIONAL PLANNING AREA RESOLUTION

Mr. Williams shared with the board that our county consortium has approved the resolution for the formation of the Northwest Florida Planning Area to comply with the requirements of the state. **Jonathan Fuqua made the motion, Travis Ephriam seconded the motion, and the vote was unanimous to approve of the resolution and approve for the chair to sign all necessary documents for state approval of the planning area.**

EXECUTIVE DIRECTOR REVIEW REQUIREMENTS

Ms. Kolmetz prompted the Board that local workforce boards are now required to formally review the Executive Director. As a form was developed for board member input, all board members may complete the survey, but only Executive Committee members are required to complete the survey.

BOARD MEMBER COMMENTS

None.

ADJOURNMENT

Ms. Kolmetz adjourned the meeting.

**CareerSource Chipola One-Stop Operator (OSO) Quarterly Review
PY 2023-2024 Second Quarter
*WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
BACKGROUND
(*Located at the End of this Report)**

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

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

Date of Unannounced One Stop Center on Site Review: December 21, 2023

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

An unannounced onsite review was conducted by the One- Stop Operator (OSO) on December 21, 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 September 18, 2023:

- Debby Wood, Director of Programs and Centers
- Tabetha Basford, Administrative Specialist
- Rose Adams, Disaster Recovery Director

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 2023-2024 2nd 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 files 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.

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
- Dress with Confidence
- Resume Skills
- Interview with Enthusiasm
- Improving Your Memory
- Financial Planning
- Employ Florida Marketplace

During the OSO 2nd 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:

No suggestions/concerns noted.

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**

Note: Notification Sign CSC announcing upcoming closure hours:



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)

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.

As shared by Tabettha Basford, Administrative Specialist, there have been no edits to the currently executed CSCMOU's.

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 2023-2024 2nd Quarter One-Stop Operator review as outlined, the One-Stop Operator ranked the current Effectiveness for the CareerSource Chipola at 9.5 out of a ranking of 10.0.

General Comments

The following Department of Economic Opportunity (DEO) Communiques, Administrative Policies, or Memorandums posted following the start of the 2nd Quarter, PY 2023-2024. It is noted that all DEO Policies/Communiques/Memoranda's are being reviewed/implemented by the CSC leadership team.

Administrative Policies

- December 22, 2023 – General Information: 124 Statewide Standardization of Tools and Services

Communiques –

- No Communiques noted for the 2023 -2024 2nd Quarter.

Memoranda-

- October 24, 2023 – Supplemental Nutritional Assistance Program
- November 14, 2023 – Supplemental Nutritional Assistance Program Employment and Training State Plan for Federal Fiscal Year 2024

Unemployment Data:

The November unemployment rate released on December 22, 2023 for the CareerSource Chipola region (Calhoun, Holmes, Jackson, Liberty, and Washington counties) was 3.5 percent in November 2023.

The region's November 2023 unemployment rate was 0.6 percentage point above the state rate of 2.9 percent. The labor force was 42,281, up 1,549 (+3.8 percent) over the year. There were 1,470 unemployed residents in the region.

Holmes County and Washington County had the lowest unemployment rate (3.3 percent) in the CareerSource Chipola region followed by Calhoun County (3.6 percent), Jackson County (3.6 percent), and Liberty County (3.6 percent).

***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>serving Calhoun, Holmes, Jackson, Washington, and Liberty Counties</i>). The Chipola Regional Workforce Development Board, Inc., dba CareerSource Chipola has operated as the fiscal agent and administrative entity since 1996 as approved in the approved Interlocal Agreement.</p>

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

CareerSource Chipola Memorandum of Understandings

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

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

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

December 22, 2023

Date

NEW BUSINESS

2023-2024 Committee Membership

Nominating
Debbie Kolmetz, Chair
Tracy Andrews
Kevin Buchanan
Donnie Read
Janice Sumner

CAREERSOURCE CHIPOLA
4636 Highway 90 E, Suite K, Marianna, FL 32446
Phone (850) 633-4417, Fax (850) 482-3590 www.careersourcechipola.com

Workforce Local Operating Procedure – Registered Apprenticeship #1

TO: CareerSource Chipola Programs Staff

FROM: Rose Adams, Apprenticeship Navigator

DATE: January 11, 2024

SUBJECT: Employ Florida Registered Apprenticeship Service Codes

Purpose

The purpose of this instruction is to provide guidance to Career Center staffs for the Apprentice and Employer Service Codes required to be entered into Employ Florida.

Authority

WIOA, Public Law 113-128, Sections 3, 122, 134

<https://www.congress.gov/113/plaws/publ128/PLAW-113publ128.pdf>

20 Code of Federal Regulations (CFR) Parts 680.180 – 680.195; 680.700 - 680.840; 681.480; 681.600; 682.210(b); 682.320(b)(4)

<https://www.federalregister.gov/documents/2016/08/19/2016-15975/workforce-innovation-and-opportunity-act>

29 CFR Part 29 <https://doleta.gov/OA/pdf/FinalRule29CFRPart29.pdf>

Training and Employment Guidance Letter (TEGL) 19-16, Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules

<https://www.dol.gov/agencies/eta/advisories/training-and-employment-guidance-letter-no-19-16>

TEGL 13-16, Guidance on Registered Apprenticeship Provisions and Opportunities in the Workforce Innovation and Opportunity Act (WIOA)

<https://www.federalregister.gov/documents/2016/08/19/2016-15975/workforce-innovation-and-opportunity-act>

Florida Statutes (F.S.) Sections 446.011

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0400-0499/0446/Sections/0446.011.html and

Florida Statutes (F.S.) 446.092

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0400-0499/0446/Sections/0446.092.html

Rule 6A-23.010, Florida Administrative Code (F.A.C.)

<https://www.flrules.org/gateway/RuleNo.asp?title=APPRENTICESHIP%20PROGRAMS&ID=6A-23.010>

CareerSource Florida Administrative Policy Number 115, Common Exit
adminpol115_wioa-wp-taa_commonexit---final-06092021.pdf (floridajobs.org)

Definitions

CareerSource Florida (CSF): CareerSource Florida is the statewide workforce policy and investment board. When mentioned in this policy, it is understood that CSF is acting on behalf of the Governor as provided in 20 CFR Parts 679.110 <https://www.ecfr.gov/current/title-20/chapter-V/part-679/subpart-A/section-679.110>

Florida Commerce (Formerly the Department of Economic Opportunity): Florida Commerce is Florida's state workforce executive agency and is CareerSource Florida's administrative entity for this policy.

Registered Apprenticeship: Registered Apprenticeship is an industry-driven, high-quality career pathway where employers can develop and prepare their future workforce, and individuals can obtain paid work experience, receive progressive wage increases, classroom instruction, and a portable, nationally recognized credential. Registered Apprenticeships are industry-vetted and approved and validated by the U.S. Department of Labor or a State Apprenticeship Agency. Apprentice Florida is a partnership between the Florida Department of Education, Florida Commerce and CareerSource Florida.

Pre-Apprenticeship: A Pre-Apprenticeship Program is a set of services designed to prepare individuals to enter and succeed in a Registered Apprenticeship program. A pre-apprenticeship program, by definition, has a documented partnership with at least one Registered Apprenticeship program. Pre-Apprenticeship Programs in Florida must be registered with the Florida Department of Education.

Apprentice in a Registered Apprenticeship Program (RAP): A RAP Apprentice is an individual who is selected by the employer and contracted to participate in the RAP which includes paid work experience (on-the-job learning), progressive wage increases, classroom instruction, and upon completion earns a portable, nationally recognized credential.

Procedure

LWDBs must record all activities related to RAPs and Pre-Apprenticeships that are provided to job seekers and employers in Employ Florida. Service codes must be entered based on the activities and services provided in accordance with Administrative Policy 115: Common Exit and the Employ Florida Service Code Guide (URLs are listed above).

Case notes must be included with specific information as noted below:

DEO Memorandum dated 4/23/2019:

https://floridajobs.org/docs/default-source/lwdb-resources/policy-and-guidance/memos/2019-memoranda/memo_newemployersvccodes_reqdapprenticeships.pdf?sfvrsn=90b07fb0_2

DEO Memorandum dated 5/20/2021:

https://floridajobs.org/docs/default-source/lwdb-resources/policy-and-guidance/memos/2021-memoranda/memo---apprenticeship-codes-and-new-recovery-codes.pdf?sfvrsn=24634fb0_2

Participant Services:

• **206 Referred to Apprenticeship**

Staff-generated – Code is recorded when referring customers interested in obtaining training to orientations or training institutions to find out more information and/or register.

A case note is required and must include to which orientation or training institution the individual was referred.

• **246 Referred to Pre-Apprenticeship** – *Not included in Guide.*

• **247 Pre-Apprenticeship Adults and Dislocated Workers** – *Not included in Guide.*

• **314 WP Enrolled in Apprenticeship Training**

Staff-generated – Code is recorded when a Wagner-Peyser participant has enrolled in a registered apprenticeship training program.

A case note is required and must include the specific details related to the activities of the training assignment, the name of the organization providing training to the participant, a point of contact, the address and a phone number.

• **325 Registered Apprenticeship** – ITA (WIOA Adult & Dislocated Worker) – *Not included in Guide.*

• **329 Registered Apprenticeship** – non-ITA (WIOA Adult & Dislocated Worker)

Staff-generated – Code is recorded to indicate that registered apprenticeships are unique, flexible training system that combine job related technical instruction with structured on-the-job learning experiences. Training strategies for Registered Apprenticeships include the following: a. Naming an apprenticeship representative to state and local workforce boards; b. including Registered Apprenticeship programs on the Eligible Training Provider List; c. promoting work-based learning to meet employer needs for skilled workers; d. supporting career pathways for youth through apprenticeship; and e. using the apprenticeship model as a key strategy in meeting the needs of business.

• **338 TAA Apprenticeship Training**

Staff-generated – Code is recorded when the participant has been approved for training where there is a combination of on-the-job learning and related instruction. Also, there is a series of defined curricula until the completion of their apprenticeship program.

Documentation Required: The TAA case manager must have approved training documents, activity recorded in Employ Florida and documents submitted to the Trade Unit at DEO via the TRA Mailbox. Note: Duplication of payment is prohibited under 20 CFR 617.25

- **423 Pre-Apprenticeship – WIOA Youth**

Staff-generated – Code is recorded to document pre-apprenticeship, which is defined as a program designed to prepare individuals to enter and succeed in a “registered apprenticeship/program” and includes the following elements: • Training and curriculum that aligns with the skill needs of employers in the economy of the State or local area; • Access to educational and career counseling and other supportive services, directly or indirectly; • Hands-on, meaningful learning activities that are connected to education and training activities, such as exploring career options, and understanding how the skills acquired through coursework can be applied toward a future career; • Opportunities to attain at least one industry-recognized credential; and • A partnership with one or more registered apprenticeship programs that assists in placing individuals who complete the pre-apprenticeship program in a registered apprenticeship program.
This activity counts towards the work experience priority.

A case note is required and must document the type of registered pre-apprenticeship training, the type of employer engagement, as applicable, name of the training and provider, date of training, length of training and expected activities. The activity must be included in the youth’s individual service strategy.

- **424 Registered Apprenticeship (WIOA Youth)**

Staff-generated – Code is recorded to indicate that an eligible participant is enrolled into a registered apprenticeship. Registered Apprenticeships are a proven business-driven employment model that provides an effective way for employers to recruit, train, and retain highly skilled workers. Registered Apprenticeship provides a learn-and-earn opportunity to job seekers and workers. Registered Apprenticeship combines on-the-job learning with related classroom instruction. This activity counts towards the work experience priority.

A case note is required and must include the specifics related to the activities of the apprenticeship and should include the name of the organization, the point of contact, the address and phone number. The activity must be included in the youth’s individual service strategy.

Employer Services:

- **E57 Provided Information Regarding Registered Apprenticeships**

Staff generated. Staff provided the employer information orally or in writing about registered apprenticeship or pre-apprenticeship programs and referred the employer to the Florida Department of Education’s Apprenticeship Office.

Case note the specific information provided to the employer.

- **E58 Provided Recruitment Assistance for Registered Apprenticeship Programs**

Staff generated. Staff provided recruitment assistance to the employer or Registered Apprenticeship Sponsor through job listings, recruitment events, candidate screening, or similar activities.

Case note the specific assistance provided to the employer or Registered Apprenticeship Sponsor

- **E61 Provided Recruitment Assistance for Registered Apprenticeship Openings to Underrepresented Populations**

Staff generated. This code is to be used instead of E58 when staff provides recruitment assistance to an employer or Registered Apprenticeship Sponsor through recruitment events targeted at underrepresented populations (women, youth, minorities, Veterans, individuals with disabilities, and individuals with barriers to employment).

Case note the following information: • Specific assistance provided to the employer or Registered Apprenticeship Sponsor. • Underrepresented population targeted. • How local partners that work with the targeted population were involved in the event

- **E62 Participated in the Development of a New Registered Apprenticeship Program**

Staff generated. Staff convened or participated in meetings among employers, existing or potential Registered Apprenticeship Sponsors, and Apprenticeship and Training Representatives (ATRs) with the goal of developing a new registered apprenticeship program and identifying the role of the local workforce development board in assisting the new program.

Case note the following information: • Specific assistance provided to the employer or Registered Apprenticeship Sponsor. • Participants in the planning and development meetings and their respective roles. • Details of steps taken and to be taken to develop the new apprenticeship program

- **E63 Participated in the Development of a New Pre-Apprenticeship Program**

Staff generated. Staff convened or participated in meetings among Registered Apprenticeship Sponsors, Apprenticeship and Training Representatives (ATRs) and other entities such as school boards or community-based organizations with the goal of developing a new pre-apprenticeship program and identifying the role of the local workforce development board in assisting the new program.

Case note the following information: • Specific assistance provided to pre-apprenticeship provider • Participants in the planning and development meetings and their respective roles. • Details of steps taken and to be taken to develop the new pre-apprenticeship program.

- **E64 Participated in the Expansion of an Existing Registered Apprenticeship Program**

Staff generated – Code is recorded when staff convene or participate in meetings with employers and registered apprenticeship sponsors with the goal of expanding an existing registered apprenticeship program.

A case note must be created and include the specific assistance provided to the employer or registered apprenticeship sponsor; identify the participants in the planning and development meetings and their respective roles; and detail the actions taken to expand the existing registered apprenticeship program.

- **E65 Participated in the Expansion of an Existing Pre-Apprenticeship Program**

Staff generated – Code is recorded when staff convene or participate in meetings among registered pre-apprenticeship sponsors, employers or other entities such community-based organizations with the goal of expanding an existing registered pre-apprenticeship program.

A case note must be created and include the specific assistance provided to the employer or registered pre-apprenticeship sponsor; identify the participants in the planning and development meetings and their respective roles; and detail the actions taken to expand the existing registered pre-apprenticeship program.

Program Outcomes:

Program outcomes include all core WIO A performance measures, including employment after exit, average wages, credentials and measurable skills gains.

Additional Program Outcomes include:

- Number of new apprenticeship programs registered during the reporting quarter
- Number of new pre-apprenticeship programs registered during the reporting quarter
- Number of new apprentices enrolled during the reporting quarter
- Number of employers connected to existing or new registered apprenticeship program

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Workforce Local Operating Procedure – Registered Apprenticeship #2

TO: CareerSource Chipola Programs Staffs

FROM: Rose Adams, Apprenticeship Navigator

DATE: January 11, 2024

SUBJECT: Registered Apprenticeship Strategic Policy

Purpose:

To inform LWDB Programs staffs of the Registered Apprenticeship Strategic Policy effective 12/12/2023 as passed by the CareerSource Florida Board.

Policy follows this page. Staff can also access policy on CSC SharePoint.



2019.02.13.A.1

Title:	Registered Apprenticeship Strategic Policy
Adopted:	12/12/2023
Effective:	12/12/2023

I. PURPOSE AND SCOPE

Statewide Registered Apprenticeship Program (RAP) expansion positions the Florida workforce development system to foster a robust and inclusive work-based training ecosystem focused on collaboration between business, workforce, and education. Apprenticeship strategies increase access to in-demand jobs and career pathways that drive economic growth and sustain the future workforce. Registered apprenticeships help businesses reach a broader and more diverse pool of workers while creating new career pathways for Florida workers. Registered apprenticeships provide job seekers with structured paid learning experience that results in a portable, nationally recognized industry credential.

A network-wide Registered apprenticeship strategy implemented by all local workforce development boards (LWDB) positions Florida to develop talent pipelines for Florida employers and establishes the state as a national leader in RAPs. This strategy fosters strong partnerships between LWDBs, economic developers, employers, educational institutions, and other key stakeholders.

This registered apprenticeship strategic policy establishes that CareerSource Florida, in partnership with the Florida Department of Commerce and the Florida Department of Education, will include specific goals for apprenticeship expansion in the Workforce Innovation and Opportunity Act State Plan. Goals are to include, but not be limited to the following:

- Total number of new apprentices and pre-apprentices per year
- Total number of registered apprenticeship program occupations
Total number of registered pre-apprenticeship programs

- Expansion of registered apprenticeships and pre-apprenticeships into healthcare, advanced manufacturing, aviation and aerospace, information technology, and other emerging industries will take priority across the state.

This Registered Apprenticeship strategic policy further outlines the framework and guidelines for LWDBs to support the expansion of apprenticeships including engaging in allowable activities under the Workforce Innovation and Opportunity Act (WIOA) and other grant programs. These activities support quantitative outcomes for high-quality registered apprenticeships that align with industry needs, promote economic development, and lead to high wages for apprentices.

II. BACKGROUND

The National Apprenticeship Act establishes registered apprenticeship as an evidence-based model for job seekers, providing them with in-demand job opportunities, defined career pathways, quantifiable skills, and a nationally recognized credential. A registered apprenticeship is an effective approach for building career pathways for individuals while meeting the workforce investment needs of Florida's employers. Title I of WIOA affirms a commitment to provide eligible participants with high-quality career and training services that lead to employment or postsecondary education, including training in targeted and in-demand industries and occupations. WIOA is the primary source of state and local funding for registered apprenticeship programs and can be used to support many components of RAPs, including on-the-job learning, related instruction, supportive services, and apprenticeship expansion activities.

Florida Governor's Executive Order Number 19-31 charts a course for Florida to become number one in the nation in workforce education by 2030, ensuring Florida students are prepared for the jobs of the future. The CareerSource Florida Board of Directors and its partners support registered apprenticeships as a powerful tool for workforce education, combining on-the-job learning with related technical instruction to create a highly skilled workforce.

The Reimagining Education and Career Help (REACH) Act enhances access, alignment, and accountability across Florida's workforce development system and provides opportunities for those with barriers to education and employment to become self-sufficient, improving access to good jobs and career pathways that offer economic prosperity. The REACH Act required implementation of a Comprehensive Employment, Education, and Training strategic policy approved by the CareerSource Florida Board of Directors. This policy requires LWDBs to implement strategies and policies that provide simplified and expanded access to employment, education, and training services including pre-apprenticeship, registered apprenticeship, and other work-based learning models. Such coordination must include, but is not limited to, conducting outreach with business leaders, local governments, and education partners.

Partnering with the Florida Department of Education, CareerSource Florida developed an Apprentice Florida Toolkit and invested in apprenticeship navigators to assist LWDBs, businesses, and other stakeholders in their efforts to develop registered apprenticeship strategies, recruit employers, participants, and apprentices, and expand the number of successful registered apprenticeship and pre-apprenticeship programs in their local areas.

III. POLICY

LOCAL WORKFORCE DEVELOPMENT BOARD RESPONSIBILITIES

The CareerSource Florida network supports RAPs with technical assistance and by leveraging WIOA funding to support eligible participants. LWDBs shall actively promote the benefits of Registered apprenticeships. Active promotion includes encouraging the development and use of RAPs by collaborating closely with local employers, industry associations, and educational institutions, and by partnering with the Florida Department of Education's Apprenticeship Training Representatives (ATR) in their region. Boards are allowed to serve as RAP sponsors and should strongly consider doing so in regions where there is employer demand for occupations, but no RAPs or employers are willing to sponsor them.

LWDBs shall also promote and support the development of registered pre-apprenticeship programs. Registered pre-apprenticeship programs are designed to prepare individuals for entry into RAPs by providing instruction and/or training to increase math, literacy, and other vocational and pre-vocational skills needed to begin a registered apprenticeship. A registered pre-apprenticeship program must be registered with the Florida Department of Education and have at least one registered apprenticeship partner.

Each LWDB and regional planning area shall implement apprenticeship strategies consistent with WIOA and Florida Statutes. These strategies shall be described in LWDB and regional planning area WIOA plans.

Each board shall have knowledge of the Florida Department of Education's inventory of both pre-apprenticeship and RAPs and be familiar with programs that are eligible to partner with local and regional employers. Additionally, boards will assist with creating and expanding registered pre-apprenticeship and apprenticeship programs throughout their region.

Where applicable, LWDBs shall leverage any federal waivers granted to the state to support apprenticeships.

Finally, LWDBs shall actively recruit apprentices and pre-apprentices for registered programs in their local and regional areas.

LWDBs shall use all allowable activities to support registered apprenticeships and pre-apprenticeships through WIOA and other relevant grant programs to ensure maximum flexibility in serving participants and supporting their placement into RAPs. Acceptable WIOA activities include:

- *Counseling and career services*
- *On-the-job training (OJT)*
Customized training
- *Incumbent worker training (IWT)*
- *Occupational skills training*
- *Cohort training*
- *Work experience*
Internship

Additionally, registered apprenticeships may be supported by leveraging other workforce opportunities, including but not limited to:

- *Sector strategies*
- *Financial assistance*

- *Braided funding*
- *Referral to community services*
- *State-granted USDOL waivers*
State and federal tax credits
-

The on-the-job learning component of a registered apprenticeship may be supported by an OJT, IWT, or customized training contract, and an ITA or a training contract may be used for the related instruction component. Both an ITA for classroom instruction (tuition) costs and a wage-reimbursement contract for work-based learning may be used, and supportive services may be provided if they are determined to be necessary for the completion of a training or career service activity. LWDBs are encouraged to work with other LWDBs for the purpose of supporting apprentices working for employers outside of their workforce region. LWDBs shall not develop policies that restrict the promotion of and support to RAPs, employers, and apprentices.

LWDBs shall collaborate with public and private education providers responsible for delivering the technical instruction necessary for registered apprenticeships. This collaboration should also extend to employers who are offering on-the-job training and mentorship, as well as the sponsors and intermediaries involved in apprenticeship programs. The goal is to foster cooperation and coordination within the workforce system, even in cases where the program sponsor, employer, and training provider are the same entity.

Each LWDB shall ensure compliance with federal and state regulations governing registered apprenticeships, including but not limited to WIOA, and are required to review and update existing local policies that may conflict with state or federal policies or with the direction provided in this policy.

Apprenticeship Navigators

Each board shall designate an apprenticeship navigator who serves as the subject matter expert and liaison between LWDB staff, employers, training providers, and existing RAP sponsors. The apprenticeship navigator in each local area shall collect and share relevant apprenticeship data and participate in state-sponsored apprenticeship training regularly to assist career centers in their efforts to coordinate a unified, seamless experience for employers and apprentices.

Each apprenticeship navigator shall collaborate with the Department of Education ATR in their region, and be familiar with ATRs in other regions, to assist with the creation of new RAPs, connect employers to existing programs, and to help recruit and support apprentices. Apprenticeship navigators will use Apprentice Florida leads, in addition to coordinating with career services teams to provide apprentices to employers.

Eligible Training Providers List

WIOA allows LWDBs to fund training services for eligible participants through an Individual Training Account (ITA) if they are on the Eligible Training Providers List (ETPL). RAPs are automatically eligible to be added to the ETPL and can opt-in by contacting FloridaCommerce at ETPL@commerce.fl.gov. RAPs that opt into the state ETPL must also be added to all local lists. LWDBs shall not require RAPs to complete additional forms, apply further eligibility criteria, or provide information beyond what is detailed in USDOL Training and Guidance Letter (TEGL) 8-19.

RAPs qualify as occupations in-demand in the local labor market and local boards do not need to determine “occupational-demand status.” Registered apprenticeship sponsors are also exempt

from many ETPL performance reporting requirements, as detailed in WIOA Sections 116(d)(4) and 122. However, RAPs may voluntarily report performance outcomes. Pre-apprenticeship programs do not have the same automatic eligibility but may apply through the normal ETPL application process if they plan to seek funding for participants through an ITA.

Increasing the number of RAPs on the ETPL will ensure access to a wide variety of quality job-driven training programs, improve customer choice for WIOA-eligible participants, and contribute to the strategic goals of apprenticeship expansion outlined in this policy. CareerSource Florida, FloridaCommerce, and Department of Education shall collaborate to ensure that all RAPs are encouraged to “opt-in” to the ETPL at the time of registration. Additionally, an ongoing effort shall be made to inform existing RAPs of the purpose of the ETPL, the value of inclusion, and their automatic eligibility status.

LWDBs may support apprenticeship programs through OJT, IWT, and customized training contracts without the program being included on the ETPL.

PERFORMANCE

The CareerSource Florida Board of Directors and FloridaCommerce will monitor progress and performance for this policy. CareerSource Florida shall implement regular reporting on the state’s progress towards the goals set forth in this policy.

IV. AUTHORITY

[Public Law 113-128, Workforce Innovation and Opportunity Act \(2014\)](#)

[Chapter 445.004, Florida Statutes](#)

[Chapter 446, Florida Statutes](#)

[Chapter 2023-81, Laws of Florida amending the Reimagining Education and Career Help Act](#)

[Chapter 6A-23.001-011, Florida Administrative Code](#)

[Training and Employment Guidance Letter No. 13-16](#)

[Training and Employment Guidance Letter No. 8-19](#)

[Training and Employment Guidance Letter 19-16](#)

[Training and Employment Notice 13-12 – Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources](#)

[29-CFR-29 - Labor Standards for The Registration of Apprenticeship Programs](#)

[29-CFR-30 - Equal Employment Opportunity in Apprenticeship](#)

[CareerSource Florida Sector Strategies Strategic Policy](#)

[CareerSource Florida Comprehensive Employment, Education and Training Strategic Policy](#)

[WIOA In-School Youth Individual Training Accounts Waiver](#)

[WIOA Out-of-School Youth Expenditure Requirement Waiver](#)

V. HISTORY

Date	Description
12/12/2023	This policy revises and replaces CareerSource Florida Strategic Policy 2019.02.13.A.1 to include elements of Training and Employment Guidance Letter 19-16; REACH Act requirements; and CareerSource Florida Comprehensive Employment, Education, and Training Strategic Policy. Incorporated changes to Florida Statutes and new requirements for local workforce development boards pertaining to pre-apprenticeship and apprenticeship tools and apprenticeship navigators.
12/09/2021	Updated to reflect changes in workforce-related programs and services and comply with the 2021 REACH Act
02/13/2019	Approved by CareerSource Florida Board of Directors

VI. ATTACHMENTS

[CareerSource Florida Administrative Policy Number 90: WIOA Eligible Training Provider List](#)

[CareerSource Florida Administrative Policy Number 009: On-the-Job Training Program](#)

[CareerSource Florida Administrative Policy Number 100: Work-Based Training](#)

[CareerSource Florida Administrative Policy Number 074: Individual Training Account Expenditure Requirements and Waiver Request Process](#)

[CareerSource Florida Strategic Policy 2018.02.14.A.2: Sector Strategy](#)

[Chapter 2021-164, Laws of Florida](#)

[Florida Executive Order 19-31](#)

VII. OTHER RESOURCES

- [ApprenticeFlorida.com](#)
- [Apprenticeship.gov](#)

NEW BUSINESS CONT.

Direct Service Provider Request

Since 2015, CareerSource Chipola has been approved as a direct service provider instead of contracting with other companies to run our one-stop centers. The current approval ends June 30, 2024. The board must either seek approval to continue to serve as a direct service provider or issue a Request for Proposals from outside entities that may wish to run the centers under contract.

Staff recommend seeking approval to remain a direct service provider.

Eligible Training Provider List Approval

Each year the board must approve an Eligible Training Provider List (ETPL). The state has not issued new instructions for the 24-25 program year and there have been significant changes to the approval process. Without an active ETPL CareerSource Chipola would not be able to fund training programs unless they were on the statewide list.

Staff recommends the following:

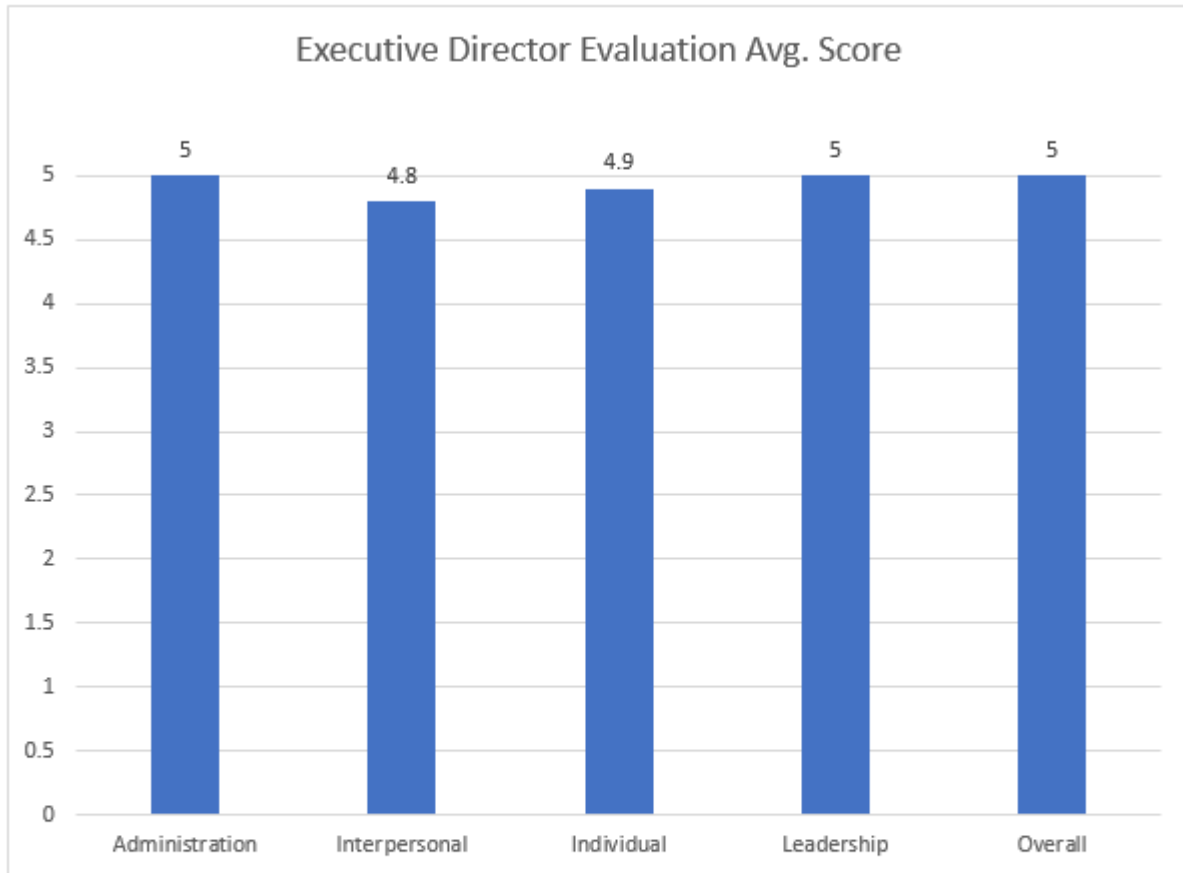
1. Approve local use of the state approved ETPL list for the 2024-2025 program year.
2. Approve continuation of the currently approved and utilized ETPL for the 2024-2025 program year.
3. Direct staff to develop a new local ETPC for submission to the Board of Directors once state instructions have been issued.

Summer Youth

Temporary Aide to Needy Family (TANF) funding has fallen well below expenditure expectations due to the low number of eligible participants who are complying with state requests to receive cash assistance from the state.

Staff seek permission to develop a summer youth employment program.

DIRECTOR COMMENTS



Eleven Board members completed the evaluation.

Completed evaluation forms, with comments by the members, are available by contacting Tabetha Basford.