



Program Review Committee Meeting

CareerSource Central Florida
390 N. Orange Ave., Suite 700, Orlando, FL 32801

Thursday, August 20, 2015

10:30 a.m. – 12:00 p.m.

Conference Call-in phone number: (866) 576-7975 / Participant Access Code: 299848

Strategic Goals developed by the Board:

- *CareerSource Central Florida will become business focused in all efforts*
- *CareerSource Central Florida will identify ways to measure progress and Return On Investment (ROI)*
- *CareerSource Central Florida will become the backbone organization for workforce development in Central Florida*

Agenda Item	Agenda Topic	Action Item	Info/ Discussion Item	Presenter (other than Chair or Committee Member)
1	Welcome			Richard Sweat
2	Roll Call / Establishment of Quorum			Kaz Kasal
3	Public Comment			
4	Approval of Minutes A. 5/22/15 Program Review Committee Meeting	X		
5	Information/Discussion/Action Items			
	A. Priority of Funding Guidelines B. Approval of Central Florida JATC Apprenticeship Program C. Approval of Masonry Registered Apprenticeship Program	X		Mimi Coenen
	D. <i>What is currently in place?</i> 1) Business Engagement Plan 2) Operations Report 3) WIOA Task Force Update		X	Robert Quinlan Mimi Coenen Nilda Blanco
	E. <i>How are we doing?</i> Performance Measures for PY15-16 Strategies for Success	X		Ike Powell
	F. <i>What do we need to do?</i> 1) Community Conversations 2) Additional Policy Review and Future Recommendations 3) Procurement for non-ITA Vendors			Mimi Coenen
6	Other Business			
7	Adjournment			

Upcoming Meetings:

- Board Meeting: 9:00 am, September 17, 2015 / Valencia College – District Office / 1768 Park Center Drive, Orlando, FL
- Board Annual Information Session: 10:45 am, September 17, 2015 / Valencia College – District Office / 1768 Park Center Drive, Orlando, FL
- Program Review Committee: November 19, 2015 / CareerSource Central Florida / 390 N. Orange Ave., Orlando, FL

DRAFT

**Program Committee Meeting
Friday, May 22, 2015
8:30 a.m.**

MINUTES

MEMBERS PRESENT: Dr. Sanford Shugart, Dr. Angela Adams, Paul Bough, Leslie Hielema, Brian Michaels, Eric Ushkowitz and Larry Walter

MEMBERS ABSENT: Greg Beliveau and Tirso Moreno

STAFF PRESENT: Mimi Coenen, Ike Powell, Robert Quinlan, Nilda Blanco and Kaz Kasal

GUEST PRESENT: Rod Lewis/CareerSource Florida

1. Welcome & Chair's Remarks

Dr. Shugart called the meeting to order at 8:30 am and welcomed those in attendance.

2. Roll Call/Establishment of Quorum

Ms. Kasal commenced with roll call and reported there was a quorum present.

3. Public Comment

None offered.

4. Approval of Minutes

A. 4/8/15 Program Review Committee Meeting

Mr. Ushkowitz made a motion to approve the minutes from the 4/8/15 Program Review Committee Meeting. Mr. Bough seconded; motion passed.

5. INFORMATION/DISCUSSION ACTION ITEMS

A. Action Items

1) Proposed 2015/2016 Programmatic Work Plan

Ms. Coenen referenced the "Operations Work Plan for 15/16" document and stated that as CareerSource Central Florida makes the switch from Workforce Investment Act (WIA) to the new legislation under Workforce Innovation and Opportunity Act (WIOA), the proposed Operations Work Plan provides the framework to develop strategies and objectives. Ms. Coenen reviewed the major components of focus under the new law and quarterly goals per each operational category within the work plan. Ms. Coenen also referenced the "2015-16 Regional Demand Occupations List" (RTOL) which will be posted for public comment and also sent to different industry sectors for feedback. It is important to customize the RTOL to the needs of the region, which means finding out from local businesses what jobs they are hiring for and include these occupations on RTOL/provide training and also remove from the RTOL those occupations that are not in-demand/halt training. Ms. Coenen stated that staff will also review quarterly saturation rates to determine if any training programs need to be placed on hold.

Ms. Hielema made a motion to approve Operations Work Plan for PY 15/16 and for staff to provide quarterly progress reports to the Committee. Mr. Bough seconded, motion passed.

Dr. Shugart commented that Business Services department should have input with ITA contracts as they have a pulse on employer job needs. Also as there is a significant portion of the workforce that is not captured in the data from the labor market demographics – i.e. the self-employed is not captured in this data; so offering short-term training for individuals to set-up their own business – such as a food truck or irrigation business might be an area to test and try a pilot program.

B. What is currently in place?

1) Mission Moment – Success with Bonding

Mr. Powell provided a success story on Thomas Atkins, an individual who, through taking a Federal Bonding class at CareerSource Central Florida, learned about training opportunities through the WIA program. Mr. Powell presented a video in which Mr. Aktins relayed his hardships and challenges and how CareerSource Central Florida provided him the encouragement and training opportunity which resulted in completing his credentialing. Subsequently, Mr. Powell has recently been hired by a concrete company in Lake County where he earns a good wage and can better provide for his family.

C. How are we doing?

1) Performance Funding Model

Dr. Rod Lewis, Vice President of Analytics with CareerSource Florida, greeted the Committee and provided an overview of the Performance Funding Model of which the regions can participate voluntarily and receive incentives. Mr. Lewis reviewed the three key elements: 1) Target – regions receive rewards for meeting performance targets, as specified; 2) Improve – top one-third of most improved regional boards as measured by the year over year change in their global performance; and 3) Excel – top one-third regional boards as ranked by their global performance. Additionally, there will be funding set aside for those regions that do not meet goals and consultation will be provided. The Performance Funding Model is designed to support regional boards toward meeting minimum performance standards/thresholds. Mr. Lewis also reviewed the metrics of focus for the first year, which will involve employer engagement, job placements and cost of doing business. Mr. Lewis emphasized that regions will see their data in real time which will better help boards make decisions in a timely manner. Mr. Lewis also stated that additional credits awarded towards performance metrics for serving certain target hard-to-serve populations. The Committee concurred that CareerSource Central Florida should participate in the Performance Funding Model and Dr. Shugart advised that a quarterly report from the performance management system be reviewed by the Committee under the “How are we doing” part of the agenda. Dr. Shugart asked for Mr. Lewis to review the local strategy once it is laid out. Dr. Shugart thanked Dr. Lewis for today’s presentation.

2) Acknowledgement of Program Review Committee Accomplishments

Ms. Coenen commended the Program Review Committee for all their work and “heavy lifting” since its inception in January 2012. Ms. Coenen thanked Dr. Shugart for his leadership and expertise in laying the groundwork by setting structure, policy and transparency. Ms. Coenen announced that Mr. Sweat will take over as Chair for Program Review Committee the next program year.

3) Business Services Spotlight

Mr. Quinlan referenced the “Strategic Engagement Plan” document and reviewed elements of the plan to include: staff restructuring; hiring an Economic Development Liaison; and utilizing an asset-mapping process to get services/product out quicker to the customer. The four target areas of focus are: healthcare, advanced manufacturing, hospitality and construction. Ms. Coenen added that mobile unit is being stationed out in Sumter County on a consistent basis so there is regular presence in this County.

4) Operations Report

Mr. Powell reviewed the “Operations Report – Data 7/1/14 to 4/30/15” and noted that the report has been expanded to include monthly data so the Committee can see trends. Mr. Powell reviewed performance data on core, training and business services and placement outcomes on short term training contracts. With regard to WIA-Dislocated Worker measure, Mr. Powell stated that there will be more focus on improving placements. With regard to training programs, staff is currently in process of restructuring training provider agreements and making them more performance-based to include a percentage based on placements.

D. What do we need to do?

1) Strategy for Short Term Training Contract Renewals

Ms. Coenen stated that as previously discussed, training contracts will be re-reviewed and a performance based element will be included.

2) Program Review Committee Meeting for PY 15-16 – Proposed Dates

Proposed dates will be reviewed with new Chair.

6. Other Business

Ms. Coenen stated that no new enrollments will occur in June so that performance requirements can be updated to be in alignment with WIOA

7. Upcoming Meetings

The Committee reviewed meeting dates for the remainder of the program year as specified on the Agenda

8. Adjournment

There being no further business the meeting adjourned at 9:53 a.m.

Respectfully submitted,

Kaz Kasal



ACTION ITEM #5A

To: Program Review Committee

From: Mimi Coenen

Subject: Local Definitions to Deliver Individualized Career Services and Training under WIOA

Date: 8-20-15

Purpose:

To determine Career Source Central Florida’s local definition of low income.

Background:

The intent of the WIOA legislation is to make a priority scale to distinguish the most in need of services from those who request services. The law establishes certain populations that come first (veterans and spouses of veterans, low income and basic skills deficient) but gives the regions flexibility to add their own local priorities. If funding were unlimited we would serve everyone, however WIOA requires us to determine priorities in the event we have multiple individuals requesting service simultaneously.

A federal chart is released annually that outlines the poverty rate based on family size. The formula that created poverty guidelines hasn’t been changed since 1982. Local boards have the ability to determine a threshold of low income for their local area based on a 100% of the poverty rate. Region 12 is considered a metro area, so we adhere to a slightly higher baseline of income level from non-metro areas.

Lower Living Standard Income Levels (LLSIL) and Poverty Guidelines for 2015

Family Unit Size	Poverty Level 1/22/15	100% LLSIL Metro 3/27/2015	150% LLSIL Metro (Option)	200% LLSIL Metro* (Option)
1	11,770	13,861	20,791.5	27,722
2	15,930	22,711	34,066.5	45,422
3	20,090	31,172	46,758	62,344
4	24,250	38,485	57,727.5	76,970
5	28,410	45,422	68,133	90,844
6	32,570	53,122	79,683	106,244
7	36,730	60,822	91,233	121,644
8	40,890	68,522	102,783	137,044

- Currently CSCF is operating at the 200% LLSIL Metro level

The 100 percent table for the LLSIL may be modified to calculate any locally determined values for prioritizing service or eligibility (200 percent of LLSIL = 100 percent value x 2 for the appropriate family size).

Considerations:

- Knowing that our primary customer, the business, doesn't consider potential talent by income level, what strategies can be implemented to widen the pool of local low income customers?
- How can we leverage local policy to help meet performance outcomes average wage?

Needed Action:

Program Review needs to recommend what would be considered low income for Region 12.



Action Item

Central Florida Electrical JATC – Request for Approval

The following training institution has submitted a Training Provider Application to CareerSource Central Florida seeking approval to provide occupational skills training to Workforce Innovation & Opportunity Act (WIOA), Welfare Transition and Trade Adjustment Act (TAA) participants. Per WIOA 122(a)(3) Registered Apprenticeships are automatically eligible on the Eligible Training Provider List (ETPL).

Central Florida Electrical JATC, 2738 Forsyth Road, Winter Park, FL 32792

Central Florida Electrical JATC is a Registered Apprenticeship, part of the National Registered Apprenticeship System. The Central Florida Electrical JATC is the education department for the International Brotherhood of Electrical Workers and Local Union 606 and the Central FL Chapter National Electrical Contractors Association. Their purpose is to develop and expand a qualified and competitive work force for the electrical construction industries and oversee the apprenticeship training program where those who wish to enter electrician trades learn their craft. The Central Florida Electrical JATC not only provides the necessary skills to do the job right the first time, but also provides the training to do it safely. Their apprenticeship programs provide an Earn While You Learn opportunity.

CareerSource Central Florida staff processed all of the eligibility documents. The school is part of the National Registered Apprenticeship System and it meets all of the other eligibility requirements.

JATC is a union shop structure, meaning no instructor fees or curriculum development is required of apprentices due to an established program supported by members' dues. Career Source Central Florida is proposing to support JATC through a training scholarship for the uncovered cost of tools, boots, fire retardant clothing and books.

The applicant has requested approval to provide training in the following programs:

Program Name	Total Cost	Contact Hrs.	Entry Wage	Exit Wage	Placement %
Maintenance (Electrician)	\$1,209	2,000	\$13.14	\$14.47	100% *
Inside Wireman (Electrician)	\$1,209	2,000	\$12.30	\$14.35	100% *

*All participants are employed at enrollment

Staff Recommendation: That Central Florida Electrical JATC is approved to offer training in the following programs:

- 1) Maintenance (Electrician) Apprentice
- 2) Inside Wireman (Electrician) Apprentice

NEEDED ACTION

To approve or not to approve **Central Florida Electrical JATC** as a training provider for Region 12.



Action Item

Masonry Association of Florida, Inc. – Request for Approval

The following training institution has submitted a Training Provider Application to CareerSource Central Florida seeking approval to provide occupational skills training to Workforce Innovation & Opportunity Act (WIOA), Welfare Transition and Trade Adjustment Act (TAA) participants. Per WIOA 122(a)(3) Registered Apprenticeships are automatically eligible on the Eligible Training Provider List (ETPL).

Masonry Association of Florida, Inc., 2900 W. Oakridge Road, Orlando, FL 32809

Masonry Association of Florida, Inc. is a Registered Apprenticeship, part of the National Registered Apprenticeship System. The Masonry Association of Florida is the education department for the Masonry Association of Florida, Inc. Their purpose is to develop and expand a qualified and competitive work force for the masonry construction industries and oversee the apprenticeship training program where those who wish to enter masonry trades learn their craft. The Masonry Association of Florida, Inc. not only provides the necessary skills to do the job right the first time, but also provides the training to do it safely. Their apprenticeship programs provide an Earn While You Learn opportunity.

CareerSource Central Florida staff processed all of the eligibility documents. The school is part of the National Registered Apprenticeship System and it meets all of the other eligibility requirements.

Masonry Association of Florida is a non-union shop structure and partners with schools, employers, grants and workforce systems to support funding for training. Career Source Central Florida is proposing to support the Masonry Association of Florida Inc. through a training scholarship for the cost of tuition, tools, uniforms and books.

The applicant has requested approval to provide training in the following program:

Program Name	Total Cost	Contact Hrs.	Wage	Placement %
Masonry Apprenticeship –Basic Safety, CORE	\$3,728	240	\$12-\$14	100% *

* All applicants are employed at enrollment

Staff Recommendation: That Masonry Association of Florida is approved to offer training in the following program:

- 1) Masonry Apprenticeship

NEEDED ACTION

To approve or not to approve **Masonry Association of Florida, Inc.** as a training provider for Region 12.

Agenda Item 5C

PY14/15 Year End Operations Report

Total Customer Served	PY 13/14	PY 14/15
	117,919	101,263

Wagner -Peysner - Placement Totals	Actual PY14/15	Goal PY15/16
Number of Job Orders	14,405	N/A
Number of Positions	17,073	N/A
Filled Directly	2,099	Increase by 20%
Obtained - Received staff help, found their own job.	37,701	N/A
Total Placement	39,800	Increase by 20%

Source: EFM

CareerSource Florida - Business Services	Goal PY14/15	Actual PY14/15	% of Goal
Continuous Improvement	8,652	10,077	116.48%
Level 1 - Intensive Services	2,947	5,345	181.43%
Retention Services	3,598	3,702	102.92%

Source : WISARD

Veterans	Actual PY14/15	Goal PY15/16
Registered in Employ FL in 14-15	1,404	Increase by 20%
All Who Found Employment (previously registered)	2,295	Increase by 20%

Source -EFM

Workforce Investment Act (WIA)	Goal PY14/15	Actual PY14/15	Goal PY 15/16
Individual Training Accounts (ITA)			
Serviced (Open/Active)	1,723	N/A	N/A
Number of New ITA's	1,423	1052	645
Avg Cost per ITA	\$3,253.00	\$5,367.14	\$4,500.00
Employed Post Training	N/A	981	N/A
Average Placement Wage	\$14.88	\$13.93	\$15.00

Source - EFM

Work Experience	Goal PY14/15	Actual PY14/15	Goal PY 15/16
Served	300	311	468
Avg Cost	\$5,760.00	\$5,676.00	\$4,700.00

Source - EFM

Youth Program	Goal PY14/15	Actual PY14/15	Goal PY15/16
Placement in Employment or Education	68.50%	84.10%	80%
Attainment of Degree or Certificate	89.23%	75.17%	90%
Positive Outcome	N/A	96.69%	N/A
Literacy /Numeracy Gains	28.30%	37.37%	40.00%

Source - EFM

Welfare Transition Program	Goal PY14/15	Actual PY14/15	Goal PY15/16
WT Entered Employment	N/A	40.10%	50%
All Family Participation Rate	50%	52.60%	50%
2 Parent Participation Rate	90%	53.00%	90%

Source - MMR



ACTION ITEM #5E

To: Program Review Committee

From: Ike Powell

Subject: Approval to Accept Recommended Performance Goals for PY15-16

Date: 8-20-15

Purpose:

To seek board approval for the negotiated performance measures for PY15-16

Background:

The common performance measures were established in 2005 and are still used as an integral part of the Employment and Training Administration's (ETA) performance accountability system. The ETA collects data on program activity, participants and outcomes that are necessary to convey full and accurate information on performance of Regional Workforce board to policy makers and stakeholders.

Annually the state sends each Workforce board a set of measures that they consider fair and reasonable based on previous local performance but robust enough to ensure the full state will meet all required federal goals.

Staff has reviewed and offered back to the state some adjustments.

The state accepted our suggestions as is prepared to accept these goals as final once approved by the board.

Recommendations:

To approve the negotiated common measures attached for PY15/16.

**REGION 12
GOALS FOR PY 15 -16**

Common Measures		REGION 12 / DEO AGREED GOALS
Adults:		
	Definition	
Entered Employment Rate	Of those who are not employed at the date of participation: # of adult participants who are employed in the first quarter after the exit quarter divided by # of adult participants who exit during the quarter.	69.60%
Employment Retention Rate	Of those who are employed in the first quarter after the exit quarter: # of adult participants who are employed in both the second and third quarters after the exit quarter divided by the # of adults who exit during the quarter.	85.90%
Average 6-Months Earnings	Of those adult participants who are employed in the first, second, and third quarters after the exit quarter: Total earnings in the second plus the total earnings in the third quarters after the exit quarter divided by # of adult participants who exit during the quarter.	\$12,300
Dislocated Workers:		
Entered Employment Rate	Of those who are not employed at the date of participation: # of adult participants who are employed in the first quarter after the exit quarter divided by # of adult participants who exit during the quarter.	75.60%
Employment Retention Rate	Of those who are employed in the first quarter after the exit quarter: # of adult participants who are employed in both the second and third quarters after the exit quarter divided by the # of adults who exit during the quarter.	83.50%
Average 6-Months Earnings	Of those adult participants who are employed in the first, second, and third quarters after the exit quarter: Total earnings in the second plus the total earnings in the third quarters after the exit quarter divided by # of adult participants who exit during the quarter.	\$13,000
Youth Common Measures:		
Placement in Employment or Education	Of those who are not in post-secondary education or employment (including the military) at the date of participation: # of youth participants who are in employment (including the military) or enrolled in post-secondary education and/or advanced training/occupational skills training in the first quarter after the exit quarter divided by # of youth participants who exit during the quarter.	60%
Attainment of a Degree or Certificate	Of those enrolled in education (at the date of participation or at any point during the program): # of youth participants who attain a diploma, GED, or certificate by the end of the third quarter after the exit quarter divided by # of youth participants who exit during the quarter.	90%
Literacy and Numeracy Gains	Of those out-of-school youth who are basic skills deficient: # of youth participants who increase one or more educational functioning levels divided by # of youth participants who have completed a year in the program (i.e., one year from the date of first youth program service) plus the # of youth participants who exit before completing a year in the youth program.	32.55%
Wagner-Peyser:		
Entered Employment Rate	Of those who are not employed at the date of participation: # of adult participants who are employed in the first quarter after the exit quarter divided by # of adult participants who exit during the quarter.	60%
Employment Retention Rate	Of those who are employed in the first quarter after the exit quarter: # of adult participants who are employed in both the second and third quarters after the exit quarter divided by the # of adults who exit during the quarter.	79%
Average 6-Months Earnings	Of those adult participants who are employed in the first, second, and third quarters after the exit quarter: Total earnings in the second plus the total earnings in the third quarters after the exit quarter divided by # of adult participants who exit during the quarter.	\$11,500