

Career Services Committee Meeting

November 18, 2021



8/26/21 CAREER SERVICES COMMITTEE MEETING DETAILS

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information / Discussion / Action Items

Other Business

Adjournment

What: Career Services Committee Meeting

When: Thursday, November 18, 2021

3:00 p.m. – 4:30 p.m.

Where: CSCF Southeast Orange County Career Center

5784 S. Semoran Blvd.

Orlando, FL 32822

or

Virtual Option via Zoom:

<https://careersourcecf.zoom.us/j/84860634069?pwd=aEQ1ZWxTek1WUVKU09J6STZaZi9lUT09>

Dial In: 1 (929) 205-6099 / Meeting ID: 848 6063 4069

Passcode: 266770

11/18/21 CAREER SERVICES COMMITTEE MEETING AGENDA

Agenda Item	Topic	Presenter	Action Item
1.	Welcome	Andrew Albu	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment		
4.	Approval of Minutes <u>A. 8/26/21 Career Services Committee Meeting</u>	Andrew Albu	X
5.	Information / Discussion / Action Items A. Review Performance Targets and Provide Insight to Ensure Investment and Goal Attainment 1) <u>Scorecard – 1st Quarter</u> 2) <u>Training Analysis</u> 3) <u>New Training Provider Approval</u> 4) <u>Current Provider – Added Programs</u> 5) <u>Policy Approval</u>	Nilda Blanco Committee Discussion Mimi Coenen Mimi Coenen Mimi Coenen	 X X
6.	Other Business		
7.	Adjournment		

Meeting Details

Meeting Agenda

► Welcome

Roll Call

Public Comment

Approval of
Minutes

Information /
Discussion /
Action Items

Other Business

Adjournment

WELCOME



Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of
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Action Items

Other Business

Adjournment

ROLL CALL



Meeting Details

Meeting Agenda

Welcome

Roll Call

► **Public Comment**

Approval of
Minutes

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Action Items

Other Business

Adjournment

PUBLIC COMMENT



Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of
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Other Business

Adjournment

APPROVAL OF MINUTES





DRAFT
Career Services Committee Meeting
Thursday, August 26, 2021
3:00 p.m.

MINUTES

MEMBERS PRESENT: Andrew Abu, Amy Albee-Levine, Paul Bough, Keira des Anges, Mark Havard, Joseph Richardson, Melanie Stefanowicz, Jim Sullivan and Al Trombetta

MEMBERS ABSENT: Ed James and Bryan Orr

STAFF PRESENT: Mimi Coenen, Nilda Blanco, Alexis Echeverria, Jason Lietz, Audrey Hardin and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Abu, Committee Chair, called meeting to order at 3:03 p.m. and welcomed new committee member Dr. Joseph Richardson. Attendees introduced themselves.	
2	Roll Call / Establishment of Quorum Ms. Kasal reported a quorum present.	
3	Public Comment None offered.	
4	Action Items <u>Approval of Minutes</u> <ul style="list-style-type: none"> Reviewed draft minutes from 6/11/21 Career Services Committee meeting (attachment). 	Ms. des Anges made a motion to approve the minutes from the 6/11/21 Career Services Committee meeting. Mr. Havard seconded; motion passed unanimously.
5	Information and Discussion <u>Career Services Committee Charter – Annual Review</u> <ul style="list-style-type: none"> Reviewed Charter (attachment) and concurred good as is. <u>Policies(attachment)</u> <ul style="list-style-type: none"> Reviewed below policies. The Committee concurred to forward policies to Executive and then Board for approval. <ul style="list-style-type: none"> Priority of Service for Veterans and Eligible Spouses Staffing Requirements – Jobs for Veterans’ State Grant Common Exit <u>CSCF Operations Divisions</u> <ul style="list-style-type: none"> Reviewed processes, metrics and strategies by division: Business Services, Career Services and Youth Services (attachment). Overall focus is on relationship-building with customers in order to increase successful, quality outcomes. 	



	<p><u>July 2021 Scorecard</u></p> <ul style="list-style-type: none"> Reviewed scorecard for time period 7/1/21 thru 7/31/21. <p><u>Summer Youth Overview and Outcomes</u></p> <ul style="list-style-type: none"> Reviewed Summer Youth Program 2021's results from the Experience, Explore and Accelerate tracks and its positive impact by numbers, as well as feedback received from the summer youth (attachment). CSCF thanked Mr. Havard for Hyatt Regency Orlando being a host worksite. Reviewed overall aspirations for 2022 Summer Youth Program. <p>Committee feedback:</p> <ul style="list-style-type: none"> – "Summer Workplace Essential Training Course" provided in the Summer Youth Program – this is an important employability skills training course and much needed in the current market, as many lack these basic workplace skills. <p><u>Legislative Updates</u></p> <ul style="list-style-type: none"> Reviewed legislative updates (attachment). 	
6	<p><u>Other Business</u></p> <ul style="list-style-type: none"> Florida Workforce Professional Development Summit occurring September 13-15, 2021. Reviewed Career Centers' operational hours and mask policy. 	
7	<p>Adjournment</p> <p>Meeting adjourned at 4:35 p.m.</p>	

Respectfully submitted,

Kaz Kasal
Executive Coordinator

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of
Minutes

Information /
Discussion /
Action Items

Other Business

Adjournment

INFORMATION / DISCUSSION / ACTION ITEMS



CSCF Q1 Scorecard

(July 1 – September 30, 2021)



UNEMPLOYMENT IN THE REGION

State = 4.3%
U.S. = 4.6%

County	Unemployment Rate – Sept. 2021	Number Unemployed	State Rank
Osceola	5.4%	10K	7th
Orange	4.5%	33.9K	18 th
Lake	4.3%	6.9K	21st
Seminole	3.8%	9.5K	43rd
Sumter	5.6%	1.8K	Tied for 4 th

State has gained 83.8% of the 1.26M jobs lost from February – April 2020 (increased by 1.06M jobs)

- All 5 counties saw a decrease in unemployment
- Orlando-Kissimmee-Sanford MSA had the highest job growth in state (+ 81,600 jobs; 7% increase)
- The Villages MSA was the only metro area to experience a job loss (-100 jobs; .3% decrease)

DELIVER TALENT SOLUTIONS TO IGNITE POTENTIAL

GOALS

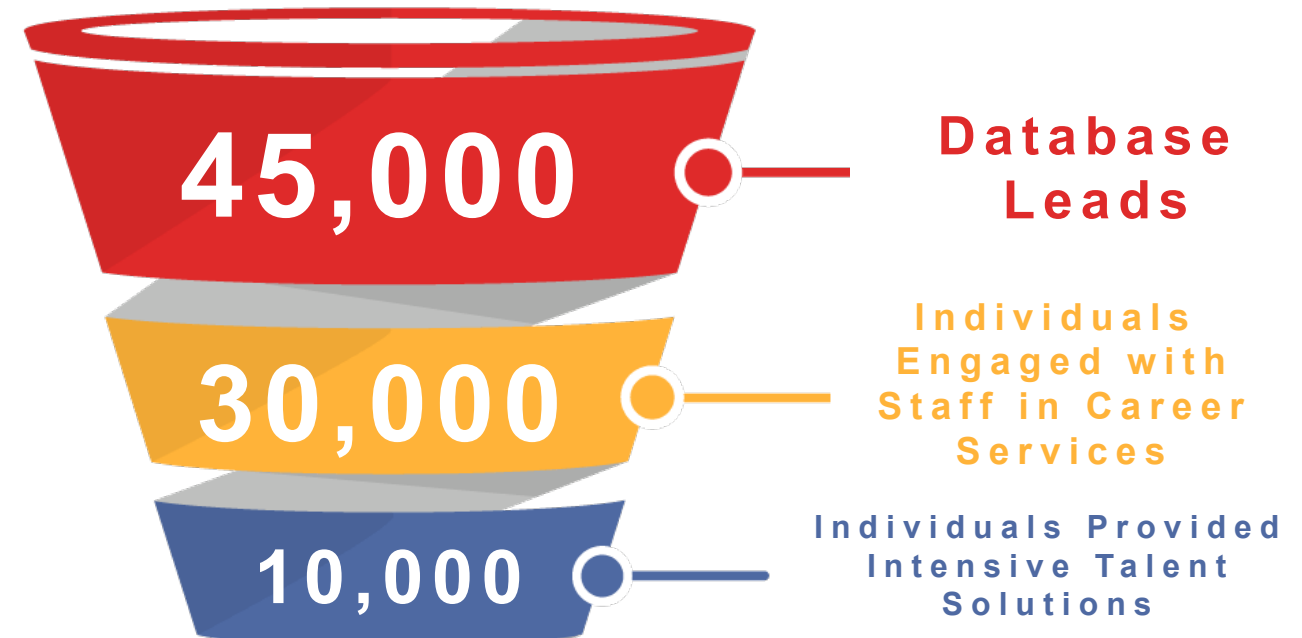
- Create Value and Customer Experiences by Engaging 80% of Leads in Comprehensive Career Services throughout their Journey
- Drive Deep Loyalty & Customer Satisfaction by Measuring Customer Satisfaction Scores Twice per Year

KEY PERFORMANCE METRICS

- ✓ 30,000 Received Career Service with CSCF Staff
- ✓ 10,000 Career Seekers Received Intensive Talent Solutions
 - ✓ Receive Training / Credentials
 - ✓ Achieve a Wage of >\$15
 - ✓ 6,000 Achieved Employment
- ✓ Received More than an 80% Customer Satisfaction Rating as Measured Two Times per Year

OUTCOME

Central Florida Job Seekers Received Quality Services Throughout their Career Journey that Result in Increased Skills and Employment.



DELIVER TALENT SOLUTIONS TO IGNITE POTENTIAL

Career Seekers Served

Program Year Week

1

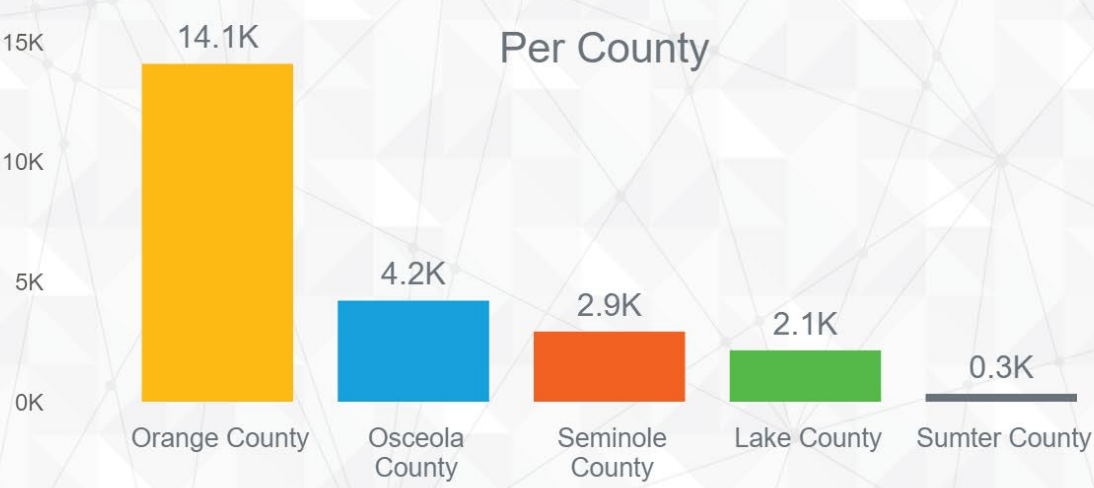
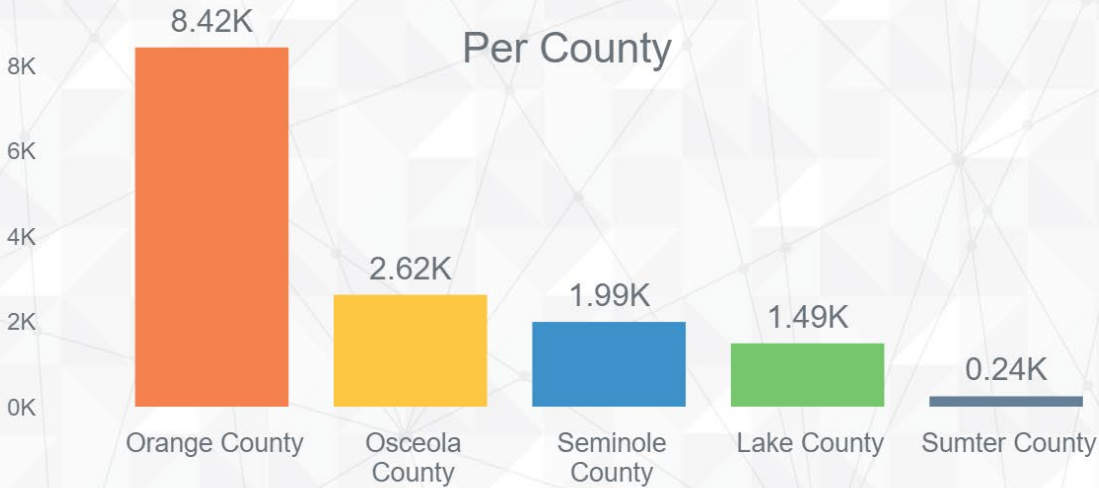
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PY 21-22

PY 20-21

15.6K

24.6K



DELIVER TALENT SOLUTIONS TO IGNITE POTENTIAL

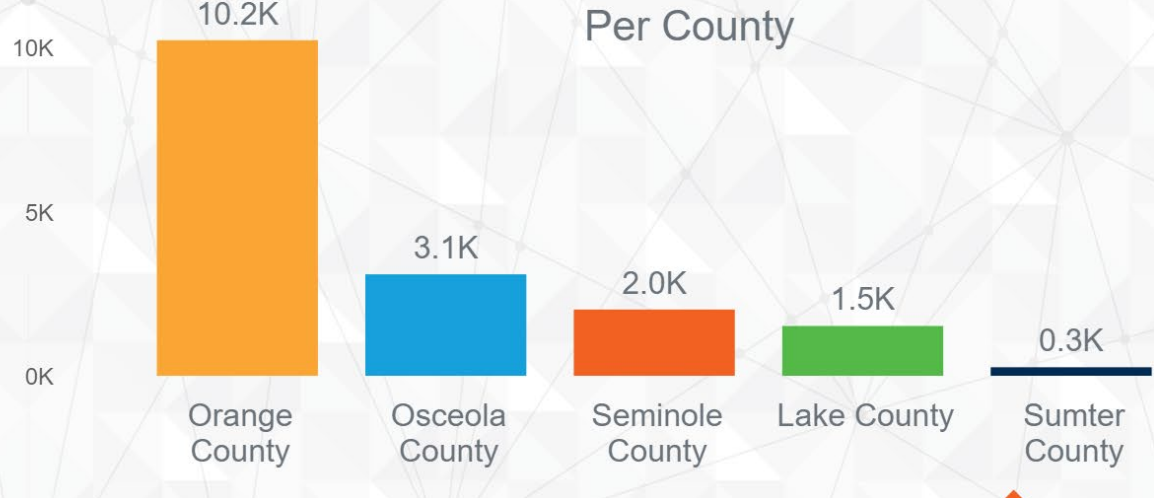
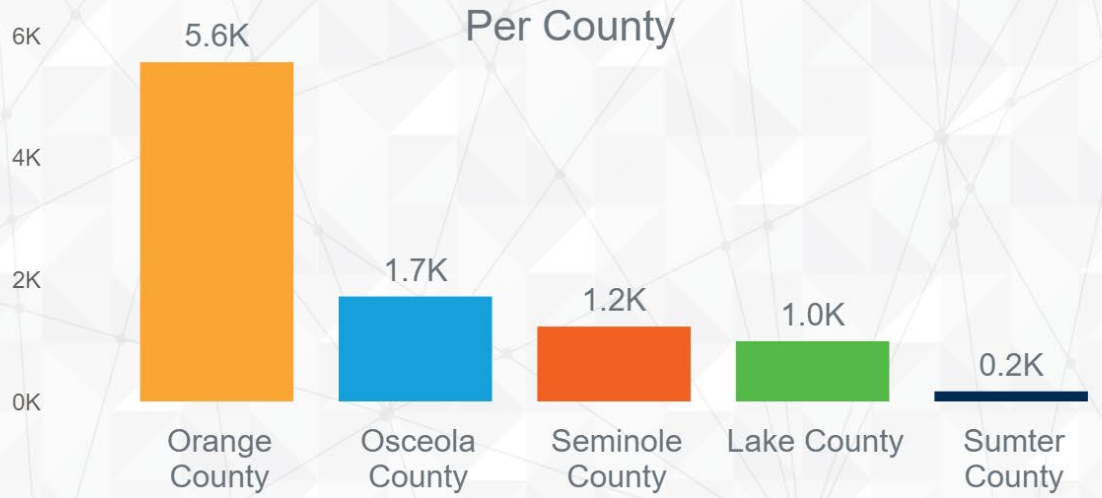
Career Seekers Engaged

Program Year Week



PY 21-22

PY 20-21



DELIVER TALENT SOLUTIONS TO IGNITE POTENTIAL

Career Seekers in Intensive Services

PY 21-22

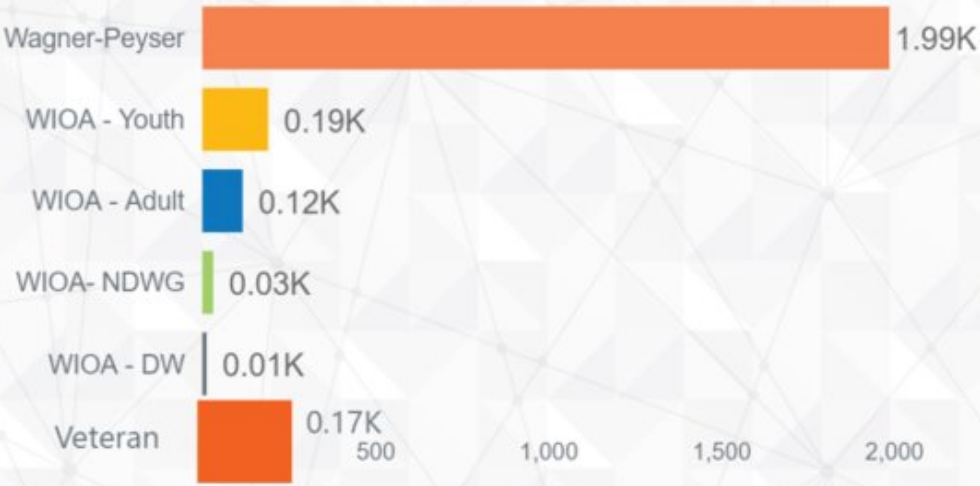


RESLA uses 101, 104, 203, and 205

Program Year Week



Career Seekers in Intensive Services by Program



DELIVER TALENT SOLUTIONS TO IGNITE POTENTIAL

Career Seekers in Training

Program Year Quarter

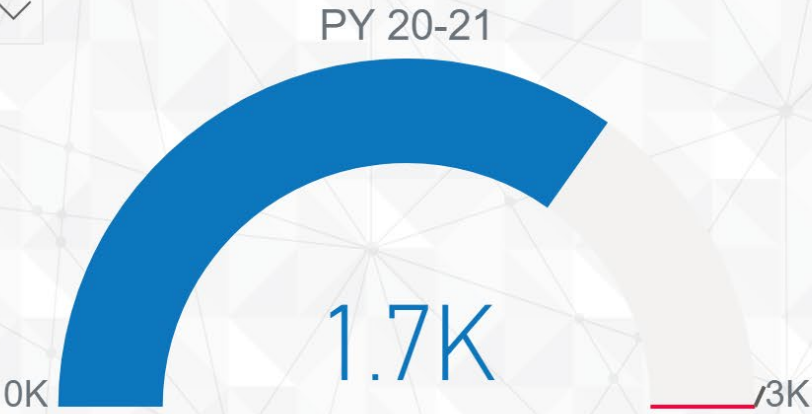
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Top 10 Training Careers

Training Program	Industry	Total	Percent
Heavy and Tractor-Trailer Truck Drivers	Trade & Logistics	121	17.26%
Emergency Medical Technicians and Paramedics	Healthcare	120	17.12%
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	Construction & Utilities	100	14.27%
Medical Assistants	Healthcare	78	11.13%
Electricians	Construction & Utilities	70	9.99%
Licensed Practical and Licensed Vocational Nurses	Healthcare	63	8.99%
Medical Records and Health Information Technicians	Healthcare	57	8.13%
Office and Administrative Support Workers, All Other	Other	39	5.56%
Dental Assistants	Healthcare	34	4.85%
Personal Care Aides	Healthcare	19	2.71%



Top 10 Training Careers

Training Program	Industry	Total	Percent
Help is Here Training	Help is Here Training	682	55.13%
Electricians	Construction & Utilities	129	10.43%
Heavy and Tractor-Trailer Truck Drivers	Trade & Logistics	82	6.63%
Emergency Medical Technicians and Paramedics	Healthcare	78	6.31%
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	Construction & Utilities	66	5.34%
Medical Assistants	Healthcare	56	4.53%
Licensed Practical and Licensed Vocational Nurses	Healthcare	45	3.64%
Medical Records and Health Information Technicians	Healthcare	43	3.48%
Dental Assistants	Healthcare	30	2.43%
Customer Service Representatives	IT & Finance	27	2.18%



DELIVER TALENT SOLUTIONS TO IGNITE POTENTIAL

Career Seekers Employed

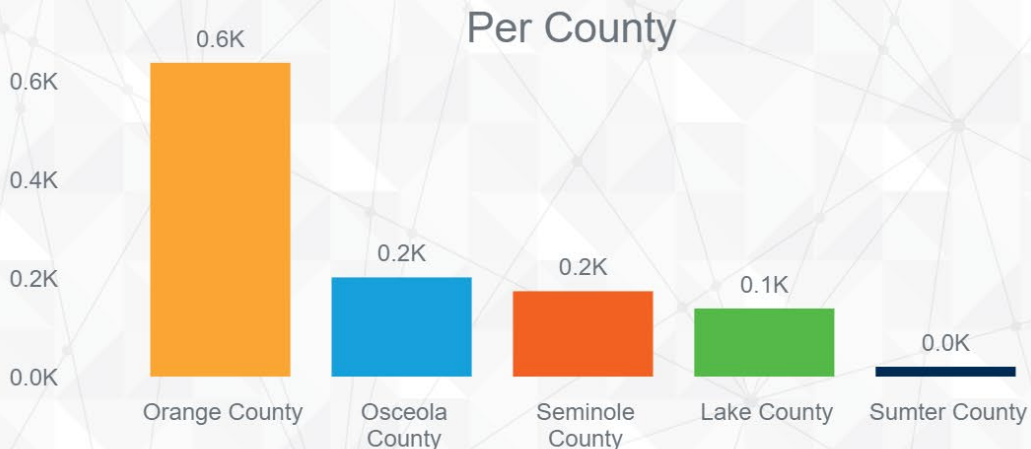
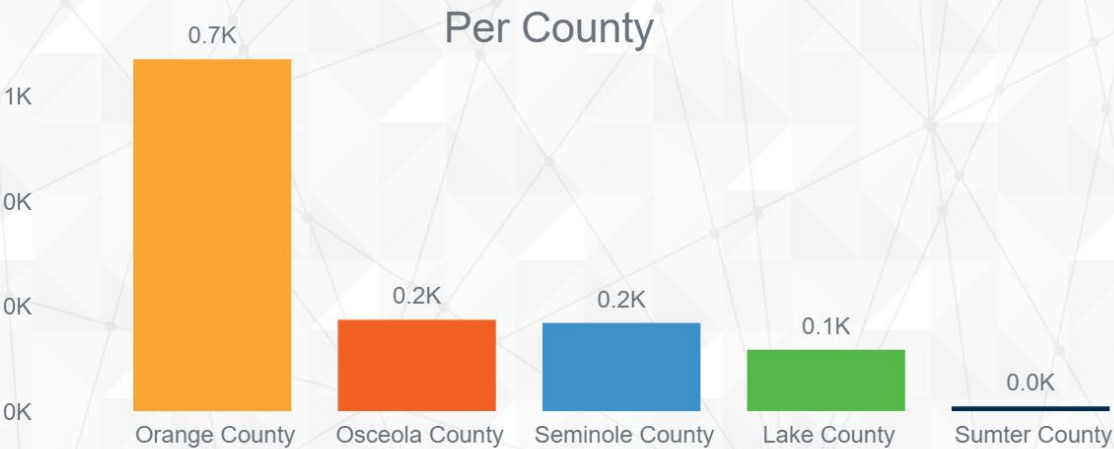
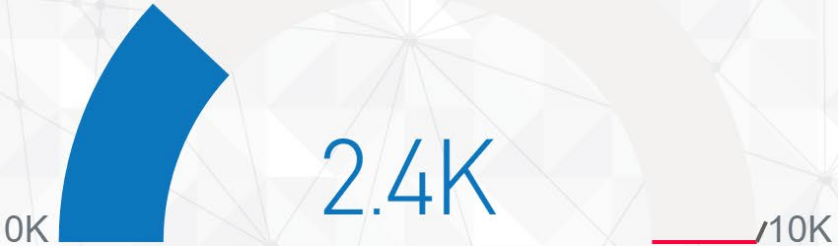
Program Year Week

1

13

PY 21-22

PY 20-21



DELIVER TALENT SOLUTIONS TO IGNITE POTENTIAL

Career Seekers Trained & Placed

Program Year Week

PY 21-22

1

13

PY 20-21



Industry	Placements	Percent	Average Wage	Median Wage	Std. Dev.
	1	0.48%	\$22.23	\$22.23	\$0.00
Trade & Logistics	50	23.92%	\$19.39	\$16.75	\$9.36
IT & Finance	35	16.75%	\$18.18	\$16.50	\$5.74
Construction & Utilities	18	8.61%	\$16.89	\$16.25	\$4.40
Manufacturing	10	4.78%	\$16.82	\$15.60	\$3.16
Healthcare	31	14.83%	\$15.83	\$15.00	\$4.61
Other	46	22.01%	\$15.03	\$15.00	\$4.02
Hospitality/Tourism	19	9.09%	\$12.65	\$12.00	\$3.55

Industry	Placements	Percent	Average Wage	Median Wage	Std. Dev.
Trade & Logistics	31	15.12%	\$19.90	\$19.00	\$8.51
Construction & Utilities	28	13.66%	\$17.70	\$16.46	\$4.76
Other	42	20.49%	\$17.52	\$15.71	\$7.06
IT & Finance	30	14.63%	\$16.81	\$15.00	\$6.88
Healthcare	47	22.93%	\$16.76	\$14.00	\$6.94
Manufacturing	16	7.80%	\$16.13	\$14.82	\$5.55
Hospitality/Tourism	12	5.85%	\$10.51	\$10.17	\$1.43



DELIVER TALENT RECRUITMENT & RETENTION INITIATIVES FOR BUSINESSES IN HIGH GROWTH / RECOVERING & EMERGING INDUSTRIES

GOAL

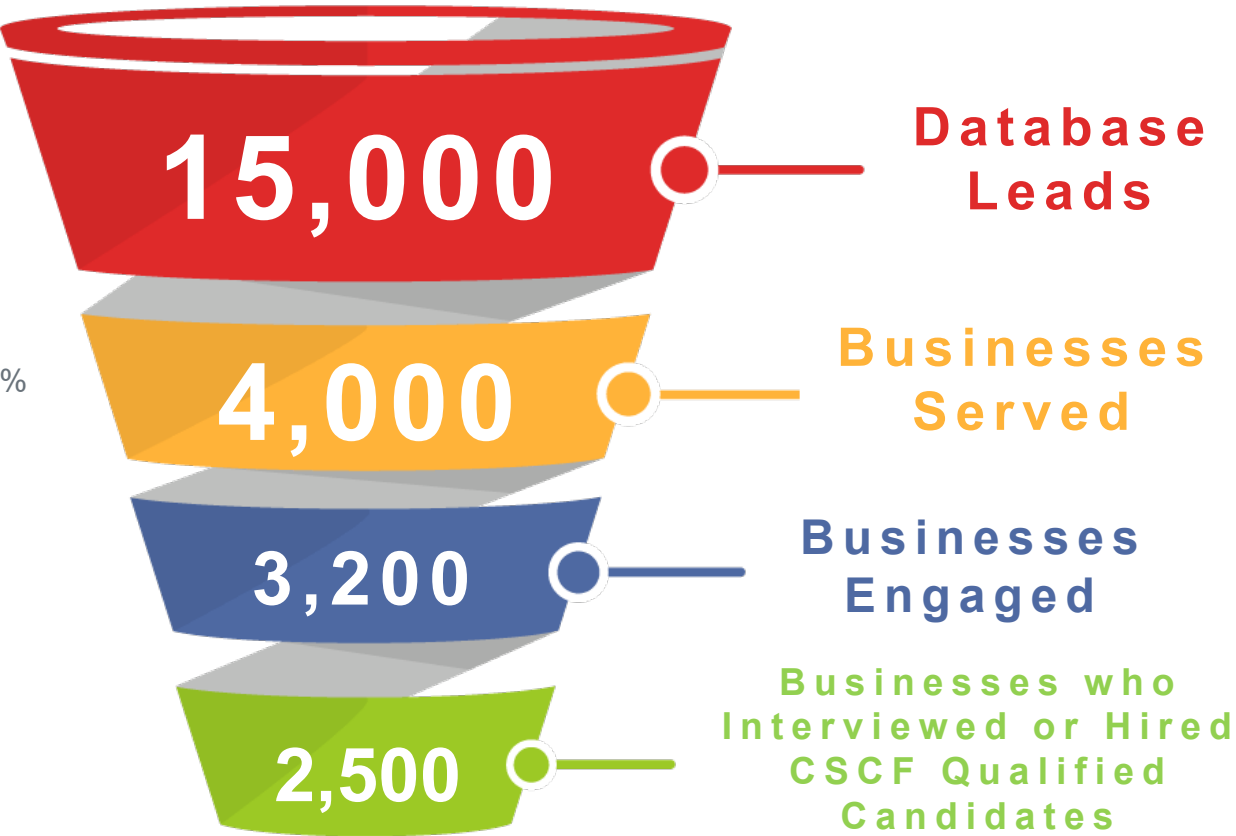
- Drive Higher Engagement with Small-Medium Sized Businesses
- Conduct Business Customer Satisfaction Surveys Twice per Year

KEY PERFORMANCE METRICS

- ✓ Receive Recruitment Services for Quality Candidates as Measured by Achieving 80% Satisfaction Scores in Customer Service Twice per Year
 - ✓ Dedicated Business Consultant
 - ✓ Actively Recruiting
 - ✓ Training Existing Employees
- ✓ 80% of Engaged Businesses Interviewed or Hired CSCF Qualified Candidates

OUTCOME

CSCF Provided Quality Recruitment Services and Delivers Qualified Candidates who are Interviewed or Hired by the Businesses Served



DELIVER TALENT ACQUISITION STRATEGIES FOR BUSINESSES IN HGI

Businesses Served

Program Year Week

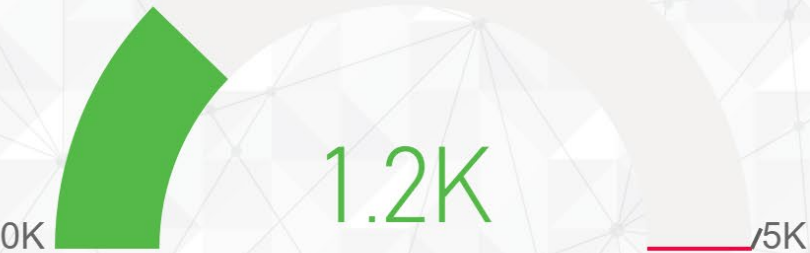
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PY 21-22

PY 20-21



Analysis: Individuals in Training

TRAINING ANALYSIS

Business Question:

After training more than 5,000 individuals last program year, how did we do?

TRAINING ANALYSIS

Approach:

- Review and analyze all training activities funded by Workforce Investment and Opportunity Act (WIOA)
- Review and analyze all training activities funded by CARES grant through Orange County
- Success factors aligned to required performance
- Segmented by population – Adult, Dislocated Workers, Youth
- Time period: July 1, 2020 – June 30, 2021

OVERALL TRAINING IMPACT

	Workforce Programs – WIOA	Workforce Programs – CARES “Help is Here”
Served Overall	3,182	2,633
Intensive Training	2,811	1,240
Completion Rate	85%	60%
Entered Employment Rate	65%	42.5%
Avg Hourly Wages	\$16.76	\$16.47
Occupation Types & Skills by Demand	Construction, Healthcare, Community Services, Education, Office /Admin Support, Trade/Logistics	Trade/Logistics, Project Management, Arts, Community Services

Programing differences:

- WIOA tends to create a year-long engagement approach with an individual; enrollment based on need for services
- Help is Here programming was offered within an intense, six-month period with 7,000+ applicants

OCCUPATIONAL SKILLS TRAINING IMPACT

- Invested \$10.4M in occupational skills training
- Overall completion rate is 83.3%
 - 83% who completed training entered employment w/ **avg. wage of \$17.40** (+ higher if experienced)
 - 49% of those who did *not* complete were still able to gain employment, but w/ **avg. wage of \$14.36**
- 37% of participants enrolled in healthcare training; 50% of youth enrolled in food-service training

Number Enrolled 1,741	WIOA Adults	WIOA Workers Impacted by Layoff or Loss of Work	WIOA Youth (Ages 16-24)
Total Enrolled in Activity	713	583	446
% Successful Completion	82.5%	84.4%	83%
% Unsuccessful	14.5%	14%	17%
% Entered Employment	70%	67%	78%
Average Hourly Wage	\$17.05	\$19.07	\$14.36

INTERNSHIP TRAINING IMPACT

- Invested \$8.8M in internship or work experience opportunities
- Overall completion rate is 88%
 - 73% of internship completers entered employment; avg. wage of \$17.37
 - 56% of those who did *not* complete were still able to gain employment; avg. wage of \$16.45
- 34% of interns were in IT/finance positions; 41% in education, community services, or office support

Number Enrolled =744	WIOA Adults	WIOA Workers Impacted by Layoff or Loss of Work	WIOA Youth (Ages 16-24)
Total Enrolled in Activity	86	571	88
% Successful Completion	84%	90%	76%
% Unsuccessful	12%	11%	26%
% Entered Employment	72%	72%	79%
Average Hourly Wage	\$18.27	\$17.74	\$13.27

ON-THE-JOB TRAINING IMPACT

- Invested \$290K
- Overall completion rate is 78%
 - 88% of OJT completers entered employment at an average wage of \$16.23
 - 44% of those who did not complete were still able to gain employment; average wage of \$13.53
- Highest OJT wages: construction/utilities at \$16.27, manufacturing at \$24.42, IT/finance at \$18

Number Enrolled =100	WIOA Adults	WIOA Workers Impacted by Layoff or Loss of Work	WIOA Youth (Ages 16-24)
Total Enrolled in Activity	86	571	2
% Successful Completion	75%	78%	100%
% Unsuccessful	25%	18%	0%
% Entered Employment	100%	86%	100%
Average Hourly Wage	\$16.27	\$16.03	\$12.75

APPRENTICESHIP TRAINING IMPACT

- Invested \$102K – supplies, books, training materials, support services, occupational skills training
- Overall completion rate is 87.3%
- 92% entered employment at an average wage of \$18.91
- Program supported healthcare industry w/ benefit analysts & cconstruction industry w/ electricians & HVAC techs
- Wage difference in adult/dislocated workers due to unsuccessful completion but continued employment

Number Enrolled =228	WIOA Adults	WIOA Workers Impacted by Layoff or Loss of Work	WIOA Youth (Ages 16-24)
Total Enrolled in Activity	199	29	0
% Successful Completion	87%	90%	N/A
% Unsuccessful	12%	7%	N/A
% Entered Employment	92%	100%	N/A
Average Hourly Wage	\$18.91	\$12.00	N/A

TRAINING ANALYSIS SUMMARY

Business Question:

After training more than 5,000 individuals last program year, how did we do?

TRAINING ANALYSIS SUMMARY

Observations:

- Opportunity to engage youth participants in OJT and apprenticeship activities that have 87.3% completion rate
 - Both have placement rates at 88%+
- Working with customer over longer, focused period produced better results than short-term interventions
 - Improved data collection for intense programs is an opportunity
- Opportunity to increase entered employment rate of 73% for individuals who participate in internship activities
- Continue to explore earn & learn models, such as apprenticeship and OJT

Action Item: Review and Approval New Training Providers



To: Career Services Committee

From: Mimi Coenen, Chief Operations Officer

Subject: Request for Approval for the CSCF Eligible Training Provider List

Date: November 18, 2021

PURPOSE: To review and approve new Educational Training Providers and their Vocational Training Program offerings for CSCF's Eligible Training Provider List (ETPL), for PY21-22.

BACKGROUND:

Bi-annually in April and October, CSCF issues public notification on its website opening the application process from educational training providers (state colleges, vocation and technical training institutes, private vocational training, or community-based organizations) to be considered and/or approved for inclusion on CSCF's list of ETPL.

Every educational training provider who applied must:

- Meet all eligibility criteria as outlined by the Department of Economic Opportunity (DEO) including having all training programs to be considered to be on the Regional Demand Occupation List (RDOL) and result in industry-recognized certification.
- Comply with CSCF's ETPL Local Operating Policy.
- Recommended Provider is licensed by the Commission for Independent Education, certified, or otherwise authorized under Florida law to provide training service programs, with exception of the CBO. (This is also a DEO requirement as well as in our local policy.)
- Must align with local/regional and CSCF workforce priorities, industry, and occupational growth demands.
- Recommended Programs can be completed within one year or less.

ELIGIBILITY REQUIREMENTS:

KEY CRITERIA

All programs must lead to job titles listed on the RDOL	Regional Demand Occupations List (RDOL) – Training programs must lead to jobs that are growing. The RDOL is an annual list that the state issues for job titles that meet this requirement both at the state and regional levels.
Required licensure	Commission for Independent Education (CIE) – Training providers must be licensed by the CIE (not provisionally).
Location	Require a physical location inside the 5-county service area of CSCF.
Accessibility	Located near public transportation.
Length	Short term training – All programs can be completed within a year.
Wages	Training programs provide an opportunity for individuals to enter

	careers with wages beginning at a minimum of \$12.00 per hour, with opportunity for career and wage advancement.
State/Fed Requirements	Meets all legislative state and federal requirements.

SUBMISSIONS:

CSCF received applications from five organizations during the open application timeframe. All providers, except B31 LLC – Fleet Force Driving School, are within CSCF’s five-county service region.

- Private vocational training providers – Mech Tech Institute, Audere Technical Institute, Gwinnett Institute, B31 LLC-Fleet Force Driving School
- Registered apprenticeship – Bee 2 Bee Network, LLC

REVIEW PROCESS

- CSCF follows an internal review process of all Training Provider submissions once the application window closes to ensure eligibility requirements are met and determines what training providers it is recommending be added to the CSCF ETPL.
- CSCF then provides these recommendations to the Career Services Committee for the committee’s review and approval.

Training Provider List- CSCF Recommendations / Rationale

Training Provider	Program	Cost	Duration	Pell Eligible	Industry	Recommendation/Rationale
Audere Technical Institute	Home Health Aide	\$960.00	75 hours/ 4 weeks	No	Healthcare	Not recommended- TP has “provisional” license from CIE
	Medical Assistant	\$7,330.00	760 hours/ 36 weeks	No	Healthcare	
B31 LLC – Fleet Force Driving School	CDL A	\$6,376.45	160 hours/4 weeks	No	Trade and Logistics	Not recommended – TP does not have a location in 5 county footprint (Polk)
	CDL B	\$2,076.45	40 hours/1 week	No	Trade and Logistics	
Mech Tech Institute	Automotive Mechanics	\$18, 895.00	960 Hours/12 months	Yes	Trade and Logistics	Recommended for ETPL
	Technology in Diesel	\$18, 895.00	960 hours/ 12 months	Yes	Trade and Logistics	Recommended for ETPL
	Technology	\$18, 895.00	960	Yes	Manufacturing	Recommended for ETPL

	in Industrial Welding		hours/ 12 months			
	Technology in Racing Mechanic	\$18,895.00	960 hours/ 12 months	Yes	Manufacturing	Not recommended – program does not have an occupational alignment to RDOL SOC/CIP
Gwinnett Institute	Medical Assistant	\$8,000	60 credits/ 9 months	Yes	Healthcare	Recommended for ETPL
	Medical Billing and Coding	\$7,999.92	60 credits/ 9 months	Yes	Healthcare	Recommended for ETPL
Bee 2 Bee Network, Inc. (Registered Apprenticeship)	Software Developer (Web and Application)			No	IT and Finance	Requires further review

- Once approved by the Career Services Committee, the ETPL is provided to the CSCF Board of Directors for final approval and implementation.
- All new Training Providers are then notified whether they will be included on the CSCF ETPL.
- All approved new Training Providers will attend an Orientation and have their programs available for new students by January 1, 2022.

CSCF RECOMMENDATIONS FOR THE ETPL:

- The chart included provides specific details for all five training provider applications, including the final recommendations.

NEXT STEPS:

- CSCF is requesting that the Career Services Committee approve the Eligible Training Providers List for Region 12 on the submitted criteria.
- If approved, then submit the ETPL to the CSCF Board of Directors for final approval and implementation.

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NEW TRAINING PROVIDER: PROCESS

- Committee reviews and recommends training providers to Board of Directors per charter
- If approved, new providers will be made available to career seekers Jan. 1, 2022.

NEW TRAINING PROVIDER: CRITERIA

All programs must lead to job titles listed on the RDOL	Regional Demand Occupations List (RDOL) – Training programs must lead to jobs that are growing. The RDOL is an annual list that the state issues for job titles that meet this requirement both at the state and regional levels.
Required licensure	Commission for Independent Education (CIE) – Training providers must be licensed by the CIE (not provisionally).
Location	Require a physical location inside the 5-county service area of CSCF.
Accessibility	Located near public transportation.
Length	Short term training – All programs can be completed within a year.
Wages	Training programs provide an opportunity for individuals to enter careers with wages beginning at a minimum of \$12.00 per hour, with opportunity for career and wage advancement.
State/Fed Requirements	Meets all legislative state and federal requirements.

- Applied to ALL training providers who apply for consideration
- Includes state, federal requirements and local target considerations

NEW TRAINING PROVIDERS

RECOMMENDED FOR APPROVAL

Training Provider	Program	Cost	Duration	Pell Eligible	Industry
Gwinnett Institute	Medical Assistant	\$8,000	60 credits/ 9 months	Yes	Healthcare
	Medical Billing and Coding	\$7,999.92	60 credits/ 9 months	Yes	Healthcare
Mech Tech Institute	Automotive Mechanics	\$18, 895.00	960 Hours/12 months	Yes	Trade and Logistics
	Technology in Diesel	\$18, 895.00	960 hours/ 12 months	Yes	Trade and Logistics
	Technology in Industrial Welding	\$18, 895.00	960 hours/ 12 months	Yes	Manufacturing

NEW TRAINING PROVIDERS

NOT RECOMMENDED TO PROCEED

Training Provider	Program	Cost	Duration	Pell Eligible	Industry	Recommendation/Rationale
Audere Technical Institute	Home Health Aide	\$960.00	75 hours/ 4 weeks	No	Healthcare	Not recommended- TP has "provisional" license from CIE
	Medical Assistant	\$7,330.00	760 hours/ 36 weeks	No	Healthcare	
B31 LLC – Fleet Force Driving School	CDL A	\$6,376.45	160 hours/4 weeks	No	Trade and Logistics	Not recommended – TP does not have a location in five-county footprint (Polk)
Mech Tech Institute	Technology in Racing Mechanic	\$18, 895.00	960 hours/ 12 months	Yes	Manufacturing	Not recommended – program does not have an occupational alignment to RDOL SOC/CIP

Further Review Needed: Bee 2 Bee Network – a state-registered apprenticeship for software development – will need further review to add to CSCF’s list.



To: Career Services Committee

From: Mimi Coenen, Chief Operations Officer

Subject: Training Programs Added to the CSCF Eligible Training Provider List in PY21-22

Date: November 18, 2021

PURPOSE: To inform the Career Services Committee of the new training programs that have been added to the CSCF Eligible Training Provider List (ETPL)

BACKGROUND:

Throughout the year, training providers on the CSCF ETPL can submit requests to add and delete long-term or short-term training programs. New programs must meet all established eligibility requirements to be considered for inclusion as a training program on the ETPL.

ELIGIBILITY REQUIREMENTS:

KEY CRITERIA

Financial Stability	As demonstrated by a copy of the providers last two audits and current organizational budget
Business Support	Proof of local business contributing to the providers advisory boards or written support letters from a minimum of two business partners validating local industry input of the program.
Alignment to CSCF plan	Must align with CSCF's local/regional priorities and industries.
RDOL	Meet all eligibility criteria as outlined by the Department of Economic Opportunity (DEO) including having all training programs on the Regional Demand Occupation List (RDOL) and result in industry-recognized certification.
Accessibility	Located near public transportation.
Length	Short term training – All programs can be completed within a year.
Wages	Training programs provide an opportunity for individuals to enter careers with wages beginning at a minimum of \$12.00 per hour, with opportunity for career and wage advancement.
State/Fed Requirements	Meets all legislative state and federal requirements.

ADDITIONS TO TRAINING PROGRAMS ON THE ETPL:

- The chart included provides specific details for new training provider programs.

Eligible Training Provider List – Additional Training Programs

Training Provider	Program	Cost	Duration	Pell Eligible	Industry
Valencia Continuing Ed	Certified Forklift Technician	\$6,800.00	360 hours/12 weeks	No	Trade and Logistics
Central Florida Urban League	Healthcare Support Aide	\$4,250.00	400 hours/12 weeks	No	Healthcare

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NEW TRAINING PROGRAMS

Existing, approved providers to be added the Eligible Training Provider List (permitted 2x/yr)

Financial Stability	As demonstrated by a copy of the providers last two audits and current organizational budget
Business Support	Proof of local business contributing to the providers advisory boards or written support letters from a minimum of two business partners validating local industry input of the program.
Alignment to CSCF plan	Must align with CSCF's local/regional priorities and industries.
RDOL	Meet all eligibility criteria as outlined by the Department of Economic Opportunity (DEO) including having all training programs on the Regional Demand Occupation List (RDOL) and result in industry-recognized certification.
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Action Item: Policy Discussion and Approval



To: Career Services Committee

From: Mimi Coenen, Chief Operations Officer

Subject: Request for Approval for updated CSCF Policies and Processes

Date: November 18, 2021

PURPOSE: To review and approve CSCF policies and processes to meet requirements set by the Department of Economic Opportunity.

BACKGROUND: In a memorandum dated January 27, 2021, Florida Department of Economic Opportunity instituted a new process related to Local Operating Procedures (LOP's) that coincide with the release of new administrative policies. LWDBs are required to review administrative policies and determine if new LOP's are required or if existing LOP's need to be revised. Policies/directives must be approved by the local board and submitted to DEO.

POLICY SUMMARY:

Administrative Policy 101: TAA Training and Other Funding Activities – CSCF reviewed and determined its current LOP WP T01: Trade Adjustment Assistance Services Process needed the following **revisions**:

- Petitions filed on or after July 1, 2021, will not be covered by the Trade Adjustment Assistance Reauthorization Act (TAARA) of 2015, but will instead be covered by the regulations of Reversion 2021.
- This reversion allows workers participating in **part-time training** to receive Trade Readjustment Allowances (TRA) that was not allowed under previous rule.
- This reversion does not allow TAA funds to be utilized for **case management** activities.

Administrative Policy 116: TAA and WIOA Dislocated Worker Program Co-enrollment – CSCF reviewed and determined that a new LOP would need to address the requirements outlined in this policy. CSCF developed a **new policy**: WIOA 15/TAA 04: Mandatory WIOA Title 1 and TAA Co-enrollment that outlines the following:

- CSCF will now offer all TAA clients the services and benefits of WIOA to help them reach their career goals. These programs are complimentary in nature and provide an additional funding source for dislocated worker services.
- CSCF Co-enrollment requires that the WIOA Dislocated Worker program fund, in the least, the case management services needed by participant.
- A Right to Decline Dislocated Worker Benefits and Services Form and will be completed for any TAA case not co-enrolled in WIOA and maintain in case file.

Administrative Policy 113: Disaster Recovery Dislocated Worker Grants – CSCF reviewed and determined that a new LOP is needed to address the requirements of this policy. CSCF developed a **new policy** WIOA -16: Disaster Recovery Worker Grants and included the following requirements:

- To assess eligibility for program services a Self-Attestation Statement may be accepted as an exception and must not be used as a **regular method** of determining eligibility. When self-attestation is accepted due to it being the only verification method available during the initial stages of the disaster, staff must describe all efforts made to obtain other, independent documentation. Staff must review all cases where self-attestation was used for eligibility after 90 days of participation to see if new documentation is now available to verify eligibility.
- Participants who receive only disaster relief employment are not included in the primary indicators of performance unless they receive other allowable career and training services provided through the grant.
- Worksite Monitoring must be completed and documented by a staff member at least once during the timeframe that worksite is approved as a disaster relief worksite.

RECOMMENDATION: Career Services Committee approve two new policies and one process revision to be included in CareerSource Central Florida Operations Handbook and forwarded to DEO as required.

LEGISLATIVE UPDATES

New: When DEO either changes or creates a new policy at the state level, a related local policy needs to be revised / created and presented to the Board of Directors.

Policy	New	Revised	Point of Interest
Trade Adjustment Assistance (TAA): TAA Training and other Funding Activities (#101)		X	Reauthorization of program rules
Trade Adjustment Assistance (TAA): TAA and WIOA/DW Co-enrollment (#116)	X		Requires leveraging two workforce programs; added support to affected worker
Dislocated Workers: Disaster Recovery Dislocated Worker Grants – Rapid Response	X		Clarification for who can be served, performance requirements, and required worksite monitoring

OTHER BUSINESS

Veteran's Incentive Award

- Third consecutive year won by CSCF team (large region category)
- The \$38K award recognizes local workforce development boards for excellence in providing employment and training opportunities to Veterans

CSCF Career Centers

Mask policy for employees & customers now optional

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of
Minutes

Information /
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Action Items

Other Business

Adjournment



[RETURN TO AGENDA](#)

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ADJOURNMENT



THANK YOU!

