



**BOARD MEETING – 12-8-11
MINUTES/RECORD OF ACTION/APPROVAL ATTACHED**

Action Items

- 1) Assumption of Contracts from WWDA, **page 1**
- 2) Approval of WFI STEM Application and Acceptance of Grant, **page 4**
- 3) Updates to WC Administrative Plan, **page 6**
- 4) Unrestricted Reserve, **page 7**
- 5) 2011-2012 RFP for Background and Drug Screening, **page 8**
- 6) OPS-72-Background Checks and Drug Screening for Customers, **page 10**
- 7) Switching Payroll Services to ADP, **page 11**
- 8) Janitorial Services Selection, **page 13**
- 9) Cody & Associates Management Consultants, **page 15**
- 10) Revised PY 2011 Budget and Expenditures 9-30-11, **page 17**
- 11) OPS-54-Relocation Assistance Program, **page 24**
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- 13) Training Stipends, **page 31**
- 14) OJT Policy Concept, **page 33**
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- 17) Audit Report Ending June 30, 2011 and Form 990, **page 39**
- 18) OJT Policy Concept, **page 40**

- 19) Improving Referrals to Business – Monster Subscription, **page 42**
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- 21) Requirement for UI Recipients to Fully Register in EFM, **page 44**
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- 24) Job Creation/Economic Development Projects, **page 49**

**WORKFORCE CONNECTION
BOARD MEETING**

MINUTES

DATE: December 8, 2011
PLACE: Klein Conference Center, Ocala, FL
TIME: 8:30 am

MEMBERS PRESENT

Darlene Goddard, Winco Mfg.
Desmond Knight, CFEC
Fred Morgan, IBEW 222
Richard Martinez, Ace Construction Solutions
John Siefert, Citrus EDC
Robert Goldberg, Spherion
Steven Jacobs, Marion Co Veterans
Mark Paugh, CF
Mike Melfi, CHAMPS Software
Paula Anspach, Consultant
Rob Adamiak, Conimar Corp
Sarah Stroh, Marion Co Sr. Services
Suzanne Mills, A&N Corp
Ted Purser, SECO

MEMBERS ABSENT

Brad Nimmo, Habitat for Humanity Marion Co
Jack Reynolds, Brannen Bank
Michael Biskie, Monterey Boats
Gina Tovine, LCSB
Judy Houlios, Ocala Housing Authority
Kevin Cunningham, REMAX Realty
Pat Reddish, Signature Brands
William D'Aiuto, DC&F
Theresa Flick, Key Training Center

OTHER ATTENDEES

Rusty Skinner, Workforce
Kathleen Woodring, Workforce
Brenda Chrisman, Workforce
Val Hinson, Workforce
Grace Bynum, Workforce
Laura Byrnes, Workforce
Bob Stermer, Attorney
Becky Rust, DEO
Fred Hires, Ocala Star Banner
Jeff Hardinson, Hardinson Ink
Rick Michael, Marion Co Govt
Joe Saucer, Marin Co Govt.

CALL TO ORDER

The meeting was called to order by Suzanne Mills, Chair.

INVOCATION AND PLEDGE OF ALLEGIANCE

The invocation was given by Bob Stermer, followed by the Pledge of Allegiance.

ROLL CALL

The roll was called by Val Hinson and a quorum declared present.

**Board Meeting
December 8, 2011**

LMI PRESENTATION – REBECCA RUST (DEO)

Rebecca Rust, DEO Chief Economist, gave a presentation on labor market information. Data is collected via econometric modeling developed by the USDOL as well as review of unemployment insurance claims and statistical employer surveys. Employers are surveyed at least once every three years, some as often as every month. She reviewed various statistics with members and briefed on a sampling of some of the popular services available through the Labor Market Statistics Center.

APPROVAL OF MINUTES

Desmond Knight made a motion to approve the minutes from the 9-22-11 meeting. Seconded by John Siefert. Motion Carried.

ACTION ITEMS

The action sheets that are attached represent the presentations by Suzanne Mills and Rusty Skinner and the action taken by the Board.

PROFESSIONAL, EXPERIENCED CAMPAIGN PRESENTATION

Laura Byrnes presented a slide show of the various marketing brochures and other materials. Workforce Connection's "We Mean Business" campaign focuses on the professional experience of Workforce Connection's team of business development and employment managers. The campaign features individual print advertisements highlighting some of the managers' most salient credentials as well as a succinct call to action ("Put our experience to work for you," with contact information). Additionally, print pieces include Quick Response (QR) codes the viewer may scan with their smart phone to view customized videos in which the managers provide greater detail about their background and the programs and services offered by Workforce Connection.

The campaign also features a "pocket marketing card" which, again, offers an overview of each manager's credentials. Further, the card provides information about employer services along with specific contact information and QR codes taking viewers to the individual manager's video and as well as to the Employer Services section of our website which includes the new HR Corner feature.

STATUS REPORTS

- 1) Members were given pie charts for Region 10 Center Traffic Breakdown data for Citrus, Levy and Marion Counties (July 1, 2011 – November 30th, 2011).
- 2) Rusty Skinner briefed members on Daily Placement Reports.

**Board Meeting
December 8, 2011**

DISCUSSION/INFORMATION

None.

MATTERS FROM THE FLOOR

None.

ADJOURNMENT

There being no further business, the meeting was adjourned.

APPROVED:



RECORD OF ACTION/APPROVAL

Telephonic Executive Committee – 12-1-11

TOPIC/ISSUE:

Assumption of Contracts from WWDA- Board member contracts

BACKGROUND:

When we assumed one stop operations in July, we anticipated contracting with certain board members from July 1 forward, and submitted “master contracts” to the Board in June for approval as required by state law. These contracts included maximum amounts for OJT and EWT contracts.

There were several contracts that WWDA had entered into before July 1 that extended into the new fiscal year, and that we assumed when we took over one stop operations. We had not thought of these as “new” contracts and therefore did not include them in the Board action of June. The attached is a list of the board member contracts that we assumed on July 1. In addition we also have made payments on contracts that ended June 30, but whose invoices had not been received or processed prior to July 1. Since these are not contracts assumed, they are not included.

In August WFI passed a new contracting policy and we have reviewed all contracts and vendors to make sure that we have no other relationships with board members that would require action by the Board as required by state law or policy.

POINTS OF CONSIDERATION:

I have spoken with AWI (now DEO) and WFI about the contract assumption. They understand the situation and have agreed that the proper action would be for us to submit the attached list to the Board for action- 2/3 vote etc- and submission to AWI for approval.

STAFF RECOMMENDATIONS:

Forward to Board for approval as required.

COMMITTEE ACTION:

Fred Morgan made a motion to approve. Seconded by Desmond Knight. Motion Carried.

BOARD ACTION – 12-8-11:

A 2/3rds vote of all board members was taken. Mike Melfi made a motion to approve. Seconded by John Siefert. Richard Martinez declared a conflict of interest. Motion Carried.

Board Member Contracts - CarryOver PY 10/11 - 11/12

| Type | Business | Contract | Outcome Occupation | # Trainees | Total Contract Value | One Stop Reimbursement | Employ Contr. | Begin Date | End Date | County | Paid 7/1/11 - current | Status | Balance |
|-----------------|----------------------|---------------------|--------------------|------------|----------------------|------------------------|---------------|------------|------------|--------|-----------------------|------------|------------|
| OJT | Ace Construction | OJT-11-DW-NEG-98-JF | Concrete Helper | 1 | \$4,000.00 | \$3,680.00 | \$320.00 | 6/1/2011 | 9/30/2011 | Marion | 3,613.76 | Carry Over | \$66.24 |
| OJT | Ace Construction | OJT-11-M-AD-101-JF | Concrete Helper | 1 | \$4,000.00 | \$3,680.00 | \$320.00 | 6/8/2011 | 9/30/2011 | Marion | 1,113.97 | Carry Over | \$2,566.03 |
| OJT | Ace Construction | OJT-11-M-AD-109-JF | Concrete Helper | 1 | \$4,640.00 | \$4,256.00 | \$384.00 | 6/21/2011 | 9/30/2011 | Marion | 3,546.14 | Carry Over | \$709.86 |
| OJT | Ace Construction | OJT-11-M-DW-97-JF | Concrete Helper | 1 | \$4,000.00 | \$3,680.00 | \$320.00 | 6/1/2011 | 9/30/2011 | Marion | 3,644.92 | Carry Over | \$35.08 |
| OJT | Ace Construction | OJT-11-M-DW-ARRA-11 | Concrete Helper | 1 | \$4,000.00 | \$3,680.00 | \$320.00 | 6/21/2011 | 9/30/2011 | Marion | 2,919.39 | Carry Over | \$760.61 |
| EWT | Ace Construction | EWT-11-10-083-12-MP | Pervious Concrete | 4 | \$4,256.84 | \$1,400.00 | \$2,856.84 | 3/28/2011 | 3/28/2012 | Marion | 700.00 | Carry Over | \$700 |
| | | | | | | | | | | | | | |
| PY 11/12 | | | | | | | | | | | | | |
| OJT | Ace Construction | OJT-11-07-005 | Concrete Helper | 1 | \$4,000.00 | \$3,680.00 | \$320.00 | 7/18/2011 | 10/30/2011 | Marion | 3,488.55 | | 191.45 |
| OJT | Ace Construction Sol | OJT-11-07-006 | Concrete Helper | 1 | \$4,000.00 | \$3,680.00 | \$320.00 | 7/18/2011 | 10/30/2011 | Marion | 1,480.38 | | 2,199.62 |
| OJT | Ace Construction | OJT-11-08-019 | Concrete Helper | 1 | \$4,000.00 | \$3,680.00 | \$320.00 | 8/18/2011 | 11/3/2011 | Marion | 1,240.98 | | 2,439.02 |
| | | | | | \$36,896.84 | \$30,016.00 | \$5,480.84 | | | | 21,748.09 | | \$9,667.91 |



RECORD OF ACTION/APPROVAL

Executive Committee – 12-1-11

TOPIC/ISSUE:

WFI STEM Grant Application

BACKGROUND:

We submitted a grant application to WFI in response to their solicitation for proposals for Youth – STEM Initiatives. This will fund only 3 regions and for no more than \$166,667.

POINTS OF CONSIDERATION:

Following discussions with our educational partners, our *Robotics Camp for the FUTURE* application is for \$162,962 and will serve 72 youth.

We hope to operate 6 robotics camps with 12 students in each camp.

Funding will pay for 72 Tetrax robotics kits, instructional staff, coordination, and performance incentives for the youth.

Camps will operate in all three counties and will focus on STEM related topics while building the robots along with an intensive career awareness and counseling imbedded into the activities.

All three school districts and CF have committed classroom space and assistance with recruitment.

See attached for full grant application.

STAFF RECOMMENDATIONS:

Approve application and acceptance of grant should we be selected. (This will require a 2/3 vote by Full Board in preparation for acceptance/School Board of Levy County)

COMMITTEE ACTION:

Fred Morgan made a motion to approve. Seconded by Desmond Knight. Motion Carried.

BOARD ACTION – 12-8-11:

A 2/3rds vote of all board members was taken. Mark Paugh made a motion to approve. Seconded by John Siefert. Motion Carried.



RECORD OF ACTION/APPROVAL

Board Meeting - 12-8-11

TOPIC/ISSUE:

Updates to Workforce Connection’s Administrative Plan

POINTS OF CONSIDERATION:

The following approved updates have been made to the Administrative Plan:

- ▶ Due to the Board’s assumption of providing direct services, job titles, duties and responsibilities within the organization and the Finance Department have been aligned, specifically as pertains to the Finance Director, Accountant and Bookkeeper’s positions.
- ▶ Procurement and purchasing processes have been added, updated and realigned.
- ▶ Workforce Connection’s Travel/Business Meeting Expenses and Memberships/Sponsorships policies have been integrated fully within the Plan.
- ▶ References to AWI have been changed to DEO
- ▶ Use of electronic signatures included
- ▶ Applicable forms updated as necessary.

STAFF RECOMMENDATIONS:

Board’s Approval of updated Plan.

COMMITTEE ACTION:

BOARD ACTION – 12-8-11:

John Siefert made a motion to approve. Seconded by Ted Purser. Motion Carried.



RECORD OF ACTION/APPROVAL

Telephonic Executive Committee – 12-1-11

TOPIC/ISSUE:

Unrestricted Reserve

BACKGROUND:

In the past we have received non federal fund payments from Florida Ready to Work for certification achievements. We have thought that because they were not federal funds and the result of client achievement that they could be classed as unrestricted.

Recent discussions and clarifications issued by DEO/AWI indicate that they should be classed as restricted “program income” and expensed in accordance with grant fund restrictions.

POINTS OF CONSIDERATION:

We have not spent any funds so reclassifying the funds is not a problem and should be done.

STAFF RECOMMENDATIONS:

Move \$27,829.42, from the reserve account into program income for programmatic purposes, to be expensed by December 31.

COMMITTEE ACTION:

Fred Morgan made a motion to approve. Seconded by Desmond Knight. Motion Carried.

BOARD ACTION – 12-8-11:

Ted Purser made a motion to approve. Seconded by John Siefert. Motion Carried.



RECORD OF ACTION/APPROVAL

Executive Committee - 12-1-11

TOPIC/ISSUE:

2011-2012 RFP for Background and Drug Screening

BACKGROUND:

Request for annual RFP be performed for 2011-2012 Background and Drug Screening

POINTS OF CONSIDERATION:

Level 1 Background Screen Package 1 - *Accurate Background* includes only 1 county and charges \$15.00 for each additional county. *Ballard Investigation* includes 3 counties and will run additional counties upon request for free.

Level 1 Background Screen Package 2 - Please refer to Level 1 Background Screen Package same consideration applies.

Level 2 AHCA Background Screen (Healthcare) - *Accurate Background* accepts Workforce Connection purchase orders. *Ceriphi* requires payment at time of scheduling screening by customer (funding placed on customer VISA). Both companies will require employers to supply ORI numbers either by website or paper. Results will be sent directly to each employer from applicable regulatory agency.

Level 2 DCF Background Screen (Childcare) - Please refer to Level 2 AHCA Background Screen same consideration applies. *Early Learning Coalition* will be experiencing a price increase “next year” exact time and amount unknown (possibly \$10.00).

10 Panel Drug Screen - *Accurate Background* and *ADP* use a third party, *LabCorp* does not.

STAFF RECOMMENDATIONS:

Level 1 Background Screen Package 1 - Ballard Investigations

Level 2 Background Screen Package 2 - Ballard Investigations

Level 2 AHCA Background Screen (Healthcare) - Ceriphi Screening

Level 2 DCF Background Screen (Childcare) - Ceriphi Screening

10 Panel Drug Screen – Lab Corp

COMMITTEE ACTION:

Desmond Knight made a motion to approve. Seconded by Fred Morgan. Motion Carried.

BOARD ACTION – 12-8-11:

Ted Purser made a motion to approve. Seconded by John Siefert. Motion Carried.

2011-2012 RFP for Background and Drug Screen Processing

| | Level 1 Background Screen Package 1 | Level 1 Background Screen Package 2 | Level 2 AHCA Background Screen | Level 2 DCF Background Screen | 10 Panel Drug Screen |
|-----------------------------------|--|---|--------------------------------------|-------------------------------------|-------------------------|
| 1 Accurate Background | \$17.00 | \$24.00 | \$55.00 | \$45.00 | \$30.00 |
| | <i>(Inc. 1 County real-time - ea. add. \$15.00)</i> (Ea. Employer will need to submit paperwork) | | | | |
| 2 ADP | \$42.00 | \$45.00 | N/A | N/A | \$29.00 |
| | (Inc. 3 County's real-time) | | | | |
| 3 Ballard Investigations | \$17.99 | \$27.99 | N/A | N/A | N/A |
| | <i>(Inc. 3 County's real-time - upon req. ea. add. no chg.)</i> | | | | |
| 4 Ceriphi Screening | N/A | N/A | \$54.25 | \$38.25 | N/A |
| | (Ea. Employer will need to setup website account) | | | | |
| 5 Early Learning Coalition | N/A | N/A | N/A | \$40.00 | N/A |
| 6 LabCorp | N/A | N/A | N/A | N/A | \$24.20 |

Note: Accurate Background appears to be cheapest but considering information in red Ballard is cheaper



Wendy Martin
11/9/2011



RECORD OF ACTION/APPROVAL

Executive Committee - 12-1-11

TOPIC/ISSUE:

POLICY: OPS-72, Background Checks and Drug Screening For Workforce Customers

BACKGROUND:

POINTS OF CONSIDERATION:

- ▶ Workforce applicants seeking employment, training or work experience opportunities may be required to undergo criminal background checks and/or drug screening as a pre-screening requirement prior to entry into a specific workforce activity.
- ▶ The intent of this policy is to provide clear guidelines and consistent procedures to staff when requesting, documenting, and supplying results of background checks and drug screenings, in order to ensure that Workforce Connection conforms to all regulatory and confidential requirements.
- ▶ Policy has been reviewed by Bob Stermer for legal sufficiency

STAFF RECOMMENDATIONS:

Approve issuance of policy.

COMMITTEE ACTION:

Desmond Knight made a motion to approve. Seconded by Fred Morgan. Motion Carried.

BOARD ACTION – 12-8-11:

Ted Purser made a motion to approve. Seconded by John Siefert. Motion Carried.



RECORD OF ACTION/APPROVAL

Executive Committee - 12-1-11

TOPIC/ISSUE:

Switching payroll services from Paychex to ADP.

BACKGROUND:

We started procuring this service for the following reasons:

- Unsatisfactory services from Paychex
- Other services/products (timesheets and HR features)

POINTS OF CONSIDERATION:

We are currently using a web base timesheet system separate from the payroll system. It would be more efficient to have these under one system. The HR feature allows staff to have access and make changes to their information. As we now have about 80 employees, this feature will be very beneficial to all. We received 2 quotes (see attachment).

STAFF RECOMMENDATIONS:

Approve switching payroll services to ADP based on a lower proposal.

COMMITTEE ACTION:

Fred Morgan made a motion to approve ADP. Seconded by Desmond Knight. Motion Carried.

BOARD ACTION – 12-8-11:

Ted Purser made a motion to approve. Seconded by John Siefert. Motion Carried.

Payroll Services

| | ADP | | Paychex | |
|--------------------------------|---------------------------------|------------|---------------------------------|-------------|
| Total Annual Fees | | | | |
| (26 processing periods) | Payroll processing/HR/Time Base | \$9,911.19 | Payroll processing/HR/Time Base | \$10,442.38 |
| | | | | |



RECORD OF ACTION/APPROVAL

Executive Committee - 12-1-11

TOPIC/ISSUE:

Janitorial services for centers.

BACKGROUND:

Workforce Connection assumed the current company Coverall from WWDA since July. An RFP was put out for all the centers because of unsatisfactory services from Coverall.

POINTS OF CONSIDERATION:

Staff conducted ratings for the 3 bids submitted (see attachment) based on price, references, RFP requirements, and experience.

STAFF RECOMMENDATIONS:

Approve All's Clean based on the highest ratings from the 3 bids submitted.

COMMITTEE ACTION:

Desmond Knight made a motion to approve. Seconded by Pat Reddish. Motion Carried.

BOARD ACTION – 12-8-11:

Ted Purser made a motion to approve. Seconded by John Siefert. Motion Carried.

Summary

| | Frequency | Ocala | Chiefland | inverness | Total Cost Monthly | Total Cost Yearly |
|-----------------------|------------|------------|------------|------------|-----------------------|----------------------|
| All's Clean | 5Xs a week | \$909.00 | \$895.00 | \$855.00 | \$2,659.00 | \$31,908.00 |
| Two Brooms & a Mop | 5Xs a week | \$1,808.33 | \$1,266.33 | \$1,345.00 | \$4,419.66 | \$53,035.92 |
| Coverall | 5Xs a week | \$1,963.00 | \$984.00 | \$1,100.00 | \$4,047.00 | \$48,564.00 |

Note: Coverall is the current janitorial cleaning service.

| Comments | | | | | | |
|-----------------------|-------------------|-------------|-----------------------------------|------------------------------|---------------------|--|
| | References | Price | Commercial cleaning Experience | Meets CLM Requirements | Rating 1 thru 10 | |
| All's Clean | Good 6 | least 10 | 15 years 8 | yes 10 | 8.5 | |
| Two Brooms & a Mop | Good 6 | High 4 | 10 years 7 | yes 10 | 6.75 | |
| Coverall | satisfactory 5 | Fair 5 | 18 years 8 | yes 10 | 7 | |



RECORD OF ACTION/APPROVAL

Executive Committee – 12-1-11

TOPIC/ISSUE:

Cody & Associates, Inc – Management Consultants

- Workforce Connection’s Personnel Rules and Policies
- Classification & Pay Study
- Organizational Charts

POINTS OF CONSIDERATION:

Personnel Rules & Policies – major changes to rules & policies:

1. Added Board member as conflict of interest in employment at WF
2. Added Board member’s domestic partners to definition of employment of relatives
3. Removed special compensation for overtime for exempt employees
4. Changed from 5 years to 2 years rehire date to receive total years of service credit
5. Removed PLT as hours worked for computing overtime
6. Removed flex time unless approved by management
7. Added domestic partner to bereavement pay

STAFF RECOMMENDATIONS:

Requesting Board approval on:

- Workforce Connection’s Personnel Rules and Policies
- Classification & Pay Study (staff to correct position titles and correct/adjust pay band and replace in study)
- Organizational Charts (staff to correct titles on org chart)
- Bring minimum salary level up (as below the minimum range) for Accountant (from \$35,000 to \$38,500) and MIS Analyst (from \$31,900 to \$35,000)

COMMITTEE ACTION:

Desmond Knight made a motion to approve bringing to the board (including no salary adjustments at this time). Seconded by Fred Morgan. Motion Carried.

BOARD ACTION – 12-8-11:

Ted Purser made a motion to approve. Seconded by John Siefert. Motion Carried.



RECORD OF ACTION/APPROVAL

Executive Committee - 12-1-11

TOPIC/ISSUE:

Revised PY 2011 Budget and Budget vs. Expenditures as of 9/30/11.

BACKGROUND:

The last updated budget was 9/15/11. Since then, there has been revenue increases in some funds and decrease in one. Other changes include staff turnovers and adjustments based on actual expenditures from the 1st quarter ending 9/30/11.

POINTS OF CONSIDERATION:

Budget changes (attachment #1):

- WIA Adult increased by \$112,469
- WIA Dislocated increased by \$154,214
- Veterans increased by \$9,267
- FSET decreased by \$28,162. Because our 1st quarter is the Fed's last quarter, any unspent amount has to be returned so it can be closed out on the Fed's fiscal year. Spending is usually at its lowest in the 1st quarter. We are increasing the recruitment effort.

Budget vs. Expenditures 7/1/11-9/30/11:

- Summary report (attachment #2)
- Detailed report by funding source (attachment #3)

STAFF RECOMMENDATIONS:

Approve updated 2011 Budget and Budget vs. Expenditures report 7/1/11-9/30/11.

COMMITTEE ACTION:

Desmond Knight made a motion to approve. Seconded by Pat Reddish. Motion Carried.

BOARD ACTION – 12-8-11:

Ted Purser made a motion to approve. Seconded by John Siefert. Motion Carried.

| | |
|------------------------------------|-------------------|
| Attachment 1: | |
| | |
| Budget Summary | |
| 7/1/11-6/30/12 | |
| Effective 12/1/11 | |
| | Budget |
| | |
| Board cost pool: | |
| <i>Admin:</i> | |
| Staff cost | 496,950 |
| Operating cost | 152,485 |
| <i>Program support services:</i> | |
| Staff cost | 1,245,473 |
| Operating cost | 452,296 |
| | |
| Outreach cost pool: | |
| Staff cost | 560,106 |
| EDC | 70,000 |
| Other outreach | 100,000 |
| | |
| One stop centers cost pool: | |
| Citrus | 135,532 |
| Levy | 103,005 |
| Marion | 247,603 |
| Mobile | 18,309 |
| | |
| Staff training cost pool | 44,500 |
| Infrastructure cost pool | 100,000 |
| | |
| Direct charge staff | 1,606,348 |
| Participant | 3,827,276 |
| OJT | 909,000 |
| AWI staff travel | 6,500 |
| Henkels & McCoy | 776,572 |
| | |
| Unobligated | <u>742,820</u> |
| | |
| Total | 11,594,775 |

| | | | | |
|------------------------------------|-------------------|------------------|------------------|------------|
| Attachment #2: | | | | |
| Budget/Expenditure Summary | | | | |
| 7/1/11-9/30/11: | | | | |
| | Budget | Expenditures | Balance | % Spent |
| Board cost pool: | | | | |
| <i>Admin:</i> | | | | |
| Staff cost | 431,192 | 116,090 | 315,102 | 27% |
| Operating cost | 216,691 | 50,741 | 165,950 | 23% |
| <i>Program support services:</i> | | | | |
| Staff cost | 1,258,112 | 217,057 | 1,041,055 | 17% |
| Operating cost | 351,527 | 213,882 | 137,645 | 61% |
| Outreach cost pool: | | | | |
| Staff cost | 430,997 | 91,962 | 339,035 | 21% |
| EDC | 70,000 | 8,750 | 61,250 | 13% |
| Other outreach | 100,000 | 25,633 | 74,367 | 26% |
| One stop centers cost pool: | | | | |
| Citrus | 120,532 | 40,180 | 80,352 | 33% |
| Levy | 68,005 | 16,532 | 51,473 | 24% |
| Marion | 250,003 | 65,178 | 184,825 | 26% |
| Mobile | 13,309 | 6,261 | 7,048 | 47% |
| Staff training cost pool | 44,500 | 6,470 | 38,030 | 15% |
| Infrastructure cost pool | 100,000 | 8,353 | 91,647 | 8% |
| Direct charge staff | 1,798,196 | 420,393 | 1,377,803 | 23% |
| Participant | 4,309,404 | 368,561 | 3,940,843 | 9% |
| AWI staff travel | 4,200 | 6,471 | (2,271) | 154% |
| Henkels & McCoy | 776,572 | 182,014 | 594,558 | 23% |
| Unobligated | <u>1,028,609</u> | <u>-</u> | <u>1,028,609</u> | <u>0%</u> |
| Total | 11,371,849 | 1,844,528 | 9,527,321 | 16% |

| | | | | | |
|--------------------|-----------------------|--------------|--------------|--------------|---------|
| Attachment #3: | | | | | |
| BUGET/EXPENDITURES | | | | | |
| 7/1/11-9/30/11 | | 25% | | | |
| | | | | | |
| Fund | Description | Budget | Expenditures | Variance | % spent |
| | | | | | |
| Adult | Prog. Supp. Staff | 492,610.00 | 47,350.25 | 445,259.75 | 10% |
| | Admin | 113,380.00 | 15,107.04 | 98,272.96 | 13% |
| | One stop centers | 39,441.00 | 8,791.16 | 30,649.84 | 22% |
| | Direct charge staff | 337,000.00 | 49,125.46 | 287,874.54 | 15% |
| | Indirect (OH) | 55,038.00 | 4,455.87 | 50,582.13 | 8% |
| | Participant | 711,000.00 | 41,391.89 | 669,608.11 | 6% |
| | Employed Worker | 197,104.00 | 1,208.25 | 195,895.75 | 1% |
| | Unobligated | 70,447.00 | - | 70,447.00 | 0% |
| | | | | | |
| | | 2,016,020.00 | 167,429.92 | 1,848,590.08 | 8% |
| | | | | | |
| Inschool Yth | Prog. Supp. Staff | 28,656.00 | 28,952.97 | (296.97) | 101% |
| | Henkels & McCoy | 194,368.00 | 56,532.56 | 137,835.44 | 29% |
| | Participant (Henkels) | 88,250.00 | 765.00 | 87,485.00 | 1% |
| | Indirect | 12,532.00 | 2,724.54 | 9,807.46 | 22% |
| | One stop centers | 9,860.00 | 4,164.91 | 5,695.09 | 42% |
| | Admin | 25,815.00 | 9,237.42 | 16,577.58 | 36% |
| | | | | | |
| | | 359,481.00 | 102,377.40 | 257,103.60 | 28% |
| | | | | | |
| Out of school | Prog. Supp. Staff | 105,445.00 | 72,327.15 | 33,117.85 | 69% |
| | Henkels & McCoy | 582,204.00 | 125,504.84 | 456,699.16 | 22% |
| | Participant (Henkels) | 258,021.00 | 13,153.03 | 244,867.97 | 5% |
| | Indirect | 37,133.00 | 6,805.74 | 30,327.26 | 18% |
| | One stop centers | 19,721.00 | 13,314.89 | 6,406.11 | 68% |
| | Participant | 6,729.00 | 1,566.39 | 5,162.61 | 23% |
| | Admin | 76,497.00 | 23,075.90 | 53,421.10 | 30% |
| | | | | | |
| | | 1,085,750.00 | 255,747.94 | 830,002.06 | 24% |
| | | | | | |
| Dislocated Worker | Prog. Supp. Staff | 536,985.00 | 76,738.79 | 460,246.21 | 14% |
| | Participant | 1,344,500.00 | 67,171.33 | 1,277,328.67 | 5% |
| | Direct charge staff | 508,246.00 | 77,581.24 | 430,664.76 | 15% |
| | Admin | 167,884.00 | 24,100.26 | 143,783.74 | 14% |
| | Indirect | 90,188.00 | 7,639.38 | 82,548.62 | 8% |
| | One stop centers | 49,302.00 | 15,070.56 | 34,231.44 | 31% |
| | Unobligated | 51,642.00 | - | 51,642.00 | 0% |
| | | | | | |
| | | 2,748,747.00 | 268,301.56 | 2,480,445.44 | 10% |

| BUGET/EXPENDITURES | | | | | |
|--------------------|-------------------------|--------------|--------------|--------------|---------|
| 7/1/11-9/30/11 | | 25% | | | |
| Fund | Description | Budget | Expenditures | Variance | % spent |
| Wagner Peyser | Prog. Supp. Staff/Admin | 57,611.00 | 38,456.71 | 19,154.29 | 67% |
| | Special Svs./other | 92,000.00 | 39,245.02 | 52,754.98 | 43% |
| | Staff travel | 1,200.00 | 693.75 | 506.25 | 58% |
| | Indirect | 6,740.00 | 2,743.56 | 3,996.44 | 41% |
| | One stop centers | 64,092.00 | 21,952.27 | 42,139.73 | 34% |
| | Unobligated | 22,119.00 | - | 22,119.00 | 0% |
| | | 243,762.00 | 103,091.31 | 140,670.69 | 42% |
| FSET | Prog. Supp. Staff/Admin | 67,683.00 | 15,607.21 | 52,075.79 | 23% |
| | Direct charge staff | 60,000.00 | 21,145.05 | 38,854.95 | 35% |
| | Indirect | 7,918.00 | 1,113.46 | 6,804.54 | 14% |
| | One stop centers | 14,790.00 | 3,972.68 | 10,817.32 | 27% |
| | Participant | 110,000.00 | - | 110,000.00 | 0% |
| | Unobligated | 19,608.00 | - | 19,608.00 | 0% |
| | | 279,999.00 | 41,838.40 | 238,160.60 | 15% |
| WTP | Prog. Supp. Staff/Admin | 425,558.00 | 113,056.66 | 312,501.34 | 27% |
| | Participant | 418,500.00 | 44,495.08 | 374,004.92 | 11% |
| | Direct charge staff | 501,000.00 | 116,181.69 | 384,818.31 | 23% |
| | Indirect | 43,621.00 | 8,065.66 | 35,555.34 | 18% |
| | One stop centers | 98,603.00 | 21,273.07 | 77,329.93 | 22% |
| | Unobligated | 134,780.00 | - | 134,780.00 | 0% |
| | | 1,622,062.00 | 303,072.16 | 1,318,989.84 | 19% |
| DVOP | Prog. Supp. Staff/Admin | 7,166.00 | 2,275.03 | 4,890.97 | 32% |
| | Staff travel | 1,000.00 | 64.53 | 935.47 | 6% |
| | Indirect | 839.00 | 162.29 | 676.71 | 19% |
| | One stop centers | 13,065.00 | 2,921.84 | 10,143.16 | 22% |
| | Special services | 5,500.00 | 675.00 | 4,825.00 | 12% |
| | Unobligated | 3,431.00 | - | 3,431.00 | 0% |
| | | 31,001.00 | 6,098.69 | 24,902.31 | 20% |
| UC | Prog. Supp. Staff/Admin | 25,196.00 | 1,903.12 | 23,292.88 | 8% |
| | Indirect | 2,947.00 | 135.78 | 2,811.22 | 5% |
| | Participant | 54,000.00 | - | 54,000.00 | 0% |
| | One stop centers | 14,790.00 | 3,062.81 | 11,727.19 | 21% |

| BUGET/EXPENDITURES | | | | | |
|--------------------|---------------------------|--------------|--------------|--------------|---------|
| 7/1/11-9/30/11 | | 25% | | | |
| Fund | Description | Budget | Expenditures | Variance | % spent |
| | Unobligated | 8,159.00 | - | 8,159.00 | 0% |
| | | 105,092.00 | 5,101.71 | 99,990.29 | 5% |
| LVER | Prog. Supp. Staff/Admin | 20,775.00 | 10,027.13 | 10,747.87 | 48% |
| | Special services | 35,000.00 | 8,476.00 | 26,524.00 | 24% |
| | Staff travel | 2,000.00 | 1,535.75 | 464.25 | 77% |
| | Indirect | 2,431.00 | 715.34 | 1,715.66 | 29% |
| | One stop centers | 19,721.00 | 6,125.62 | 13,595.38 | 31% |
| | Unobligated | 8,074.00 | - | 8,074.00 | 0% |
| | | 88,001.00 | 26,879.84 | 61,121.16 | 31% |
| Disability Nav. | Operating | 24,000.00 | - | 24,000.00 | 0% |
| | Prog. Supp. Staff/Admin | 10,597.00 | - | 10,597.00 | 0% |
| | Indirect | 1,239.00 | - | 1,239.00 | 0% |
| | One stop centers | 4,930.00 | - | 4,930.00 | 0% |
| | Unobligated | 4,088.00 | - | 4,088.00 | 0% |
| | | 44,854.00 | - | 44,854.00 | 0% |
| TAA | Admin | 2,604.00 | 1,800.55 | 803.45 | 69% |
| | Participant | 29,500.00 | 12,511.31 | 16,988.69 | 42% |
| | Unobligated | 896.00 | - | 896.00 | 0% |
| | | 33,000.00 | 14,311.86 | 18,688.14 | 43% |
| Pathways | Prog. Supp. Staff/Admin | 314,482.00 | 65,789.33 | 248,692.67 | 21% |
| | Participant | 652,300.00 | 17,531.15 | 634,768.85 | 3% |
| | Staff/Phone/Rent/Supplies | 157,000.00 | 75,725.29 | 81,274.71 | 48% |
| | Indirect | 36,787.00 | 4,693.51 | 32,093.49 | 13% |
| | One stop centers | 49,302.00 | 12,622.87 | 36,679.13 | 26% |
| | Unobligated | 576,765.00 | - | 576,765.00 | 0% |
| | | 1,786,636.00 | 176,362.15 | 1,610,273.85 | 10% |
| TBW NEG | Prog. Supp. Staff/Admin | 82,833.00 | 97,651.38 | (14,818.38) | 118% |
| | Participant | 170,000.00 | 117,821.95 | 52,178.05 | 69% |
| | Staff | 31,500.00 | 33,247.95 | (1,747.95) | 106% |
| | Indirect | 9,690.00 | 6,966.62 | 2,723.38 | 72% |
| | One stop centers | 24,651.00 | 6,087.17 | 18,563.83 | 25% |
| | Unobligated | 23,977.00 | - | 23,977.00 | 0% |

| BUGET/EXPENDITURES | | | | | |
|--------------------|-------------------------|---------------|--------------|--------------|---------|
| 7/1/11-9/30/11 | | 25% | | | |
| Fund | Description | Budget | Expenditures | Variance | % spent |
| | | 342,651.00 | 261,775.07 | 80,875.93 | 76% |
| MDRC | Operating | 13,000.00 | - | 13,000.00 | 0% |
| | Prog. Supp. Staff/Admin | 4,761.00 | - | 4,761.00 | 0% |
| | Indirect | 557.00 | - | 557.00 | 0% |
| | Unobligated | 1,723.00 | - | 1,723.00 | 0% |
| | | 20,041.00 | - | 20,041.00 | 0% |
| REA | Prog. Supp. Staff/Admin | 58,476.00 | 24,443.32 | 34,032.68 | 42% |
| | Staff | 135,000.00 | 32,892.34 | 102,107.66 | 24% |
| | Indirect | 6,841.00 | 1,743.81 | 5,097.19 | 25% |
| | One stop centers | 24,651.00 | 6,446.00 | 18,205.00 | 26% |
| | Unobligated | 86,621.00 | - | 86,621.00 | 0% |
| | | 311,589.00 | 65,525.47 | 246,063.53 | 21% |
| ARRA NEG OJT | Prog. Supp. Staff/Admin | 63,504.00 | 17,389.01 | 46,114.99 | 27% |
| | Participant | 137,000.00 | 7,180.00 | 129,820.00 | 5% |
| | Staff | 31,450.00 | 18,460.18 | 12,989.82 | 59% |
| | Indirect | 7,428.00 | 1,240.55 | 6,187.45 | 17% |
| | One stop centers | 4,930.00 | 2,345.16 | 2,584.84 | 48% |
| | Unobligated | 8,851.00 | - | 8,851.00 | 0% |
| | | 253,163.00 | 46,614.90 | 206,548.10 | 18% |
| | | 11,371,849.00 | 1,844,528.38 | 9,527,320.62 | 16% |



RECORD OF ACTION/APPROVAL

Executive Committee - 12-1-11

TOPIC/ISSUE:

POLICY: OPS-54, Relocation Assistance Program (Welfare Transition Program)

BACKGROUND:

Revising OPS-54 dated 6/21/2004

POINTS OF CONSIDERATION:

► This program, (developed under Florida Statute 445.021), aids families who have significant barriers to finding and retaining employment in moving to communities where there are greater opportunities for attaining self-sufficiency. It is also to aid victims of domestic violence who would benefit from reduced probability of further incidents through relocation.

AWI FG 04-023, issued June 21, 2004. (Note: **AWI** is now **DEO**), is the State's directive on administering this program.

► The intent of this revision is to provide clear and updated guidelines and consistent procedures to staff when assisting Welfare Transition customers requesting relocation, **and** to combine the Board's policy with front line guidance. This combination alleviates the need of staff having to refer to 3 sources of reference when assisting customers (State policy/Board policy/local frontline operating policy).

STAFF RECOMMENDATIONS:

Approve issuance of policy.

COMMITTEE ACTION:

Pat Reddish made a **motion** to approve. **Seconded by Desmond Knight. Motion Carried.**

BOARD ACTION – 12-8-11:

Ted Purser made a **motion** to approve. **Seconded by John Siefert. Motion Carried.**



RECORD OF ACTION/APPROVAL

Executive Committee – 12-1-11

TOPIC/ISSUE:

Governor’s Proposed Legislation

POINTS OF CONSIDERATION:

Discussion on items below:

- 1) Workforce Board Accountability Act Alternate Position (see attached)
- 2) Accountability Act 2011
 - a. Comments
- 3) Local WFB Excerpt from WIA

STAFF RECOMMENDATIONS:

Approval to bring to board for endorsement of item 1 above to be presented to Consortium (LEO) at its meeting on 12-14-11 for discussion.

COMMITTEE ACTION:

Fred Morgan made a motion to approve. Seconded by Pat Reddish. Motion Carried.

BOARD ACTION – 12-8-11:

There was lengthy discussion on this item. Darlene Goddard requested the Bill # and legislative contact information. John Siefert presented information regarding the collaborative efforts between Citrus Co EDC/Workforce Connection Partnership Elements. Members agreed the greatest impact would be if individuals contacted/sent letters to legislators. Rusty will forward the Bill# and legislative contact information to members.

Ted Purser made a motion to approve. Seconded by John Siefert. Motion Carried.

Governor Scott's 2012 Job Creation and Economic Growth Agenda

"In order to restore credibility and accountability to Florida's Workforce Boards, I will work with the Legislature on proposed legislation that will allow increased oversight ability of Workforce Boards by my office, ensuring that these boards will focus on their mission of getting Floridians better prepared and back to work.

This legislation will also propose a way to bring consistency to the Boards in the way they are named, branded and advertised so that Floridians know exactly what to look for and what to expect throughout the state."

Workforce Board Accountability Act (WBAA)

Governors Recommendations:

1. Establish a cap on RWB's based on the Federal Workforce Investment Act, as well as section 455.007(1) Florida Statutes. (Limit Membership)*
2. RWB chair and President/CEO to serve at the approval and pleasure of the Governor*
3. Requires Local Elected Officials (LEO's) to approve annual budget
4. Requires RWB's submit annual budget to WFI for review*
5. Requires WFI to establish a statewide brand
6. Requires each member of RWB to submit financial disclosures
7. Allows Governor to remove any RWB member for cause.*

Everyone agrees that RWB's should be accountable and transparent. However, strengthening accountability of the local system is a local issue and should be managed by agreement between the LEO's and the RWB.

Local Recommendations:

1. All LEO's must have a written agreement with their RWB and at a minimum contain:
 - a. LEO delegation of fiscal and grant recipient function to RWB
 - b. LEO approval of annual budget and USDOL/WFI required plans
 - c. LEO will appoint one of its members to serve as a member of RWB
 - d. LEO process to appoint and remove RWB members and director
 - e. Address disallowed cost liability

2. All LEO's will participate in the local RWB audit committee that will at a minimum:
 - a. Review annual audit reports of the RWB
 - b. Review annual monitoring reports of the RWB
3. Local RWB Budget, as approved by the LEO, will be filed with Workforce Florida. A review is inappropriate as that is an LEO responsibility as is approval of the budget, the annual plan and the one stop operator.
4. LEO may appoint additional Private sector members without the Governor's approval.
5. Governor may remove a RWB member for cause as currently defined by FS for the removal of local elected officials.

Some of the Governors recommendations are not supported by the Federal Workforce Investment Act (WIA) Public Law. The WIA provides the following:

SEC. 117. (b)(2)(B) Membership may include such other individuals or representatives of entities as the chief elected official (LEO) in the local area may determine to be appropriate.

The Workforce Investment Act does not require the LEO's to minimize the number of members appointed to the RWB nor does it specify that the governor has approval authority over the LEO's decision on who to appoint to the RWB. Membership must be over 50% representatives of business in the local area and must include representation from mandatory partners.

SEC. 117. (b)(5) Chairperson – the local board shall elect a chairperson for the local board from among the representatives described in paragraph (2)(A)(i). (representatives of business in the local area...)

The Workforce Investment Act does not require the Chairperson or the President/CEO to serve at the approval or pleasure of the Governor. In fact this would contradict the laws intent of local control and undermine local authority while holding the LEO's responsible for any misuse of funds by individuals approved and serving at the pleasure of the Governor.

SEC. 117. (d)(3)(a) Budget. The local board shall develop a budget for the purpose of carrying out the duties of the local board under this section, subject to the approval of the chief elected official (LEO).

The Workforce Investment Act does not require the Governor or State board review or approve annual RWB budgets. LEO's should review and approve annual RWB budgets.

Florida's workforce system already has a statewide brand, "Employ Florida Marketplace".

RWB members should only be subject to financial disclosure requirements if required by existing law(s).???

The Workforce Investment Act does not require the Governor to have the authority to remove members for cause. LEO's should be responsible for the appointment and removal of any member of a RWB.????

Regional Workforce Board Accountability Act Comments

Regional Workforce Board size capped:

As long as the board is composed of the required members and required percentage of private sector members, this is really not a main issue. It does impact local decision making in that if a local elected official(s) wanted to appoint more private sector members that official would have to ask governor's approval to do so. Federal law clearly does not contain that restriction. The argument is smaller is better is not necessarily a valid argument either. Smaller boards can be controlled by one or two members and larger boards can be totally passive and non-functioning. The key is active membership. An alternative could be a requirement that member attendance be reported to the elected official annually and those not attending at least 50% of the meetings are subject to removal, after local elected official(s) (LEO) review.

Local Board Chairs and directors serve with approval of and at pleasure of the governor:

This clearly invades the authority that the Workforce Investment Act (WIA) provides to the local elected official(s) and the board that is appointed by them. By serving with approval and at the pleasure, the board chair and director become, in effect, gubernatorial appointees. WIA provides for the appointment of board members by the LEO and has not provision for the governor to intercede in the process. This is purely a matter of LEO jurisdiction. The local board is authorized in WIA to hire staff, again, no gubernatorial role.

Approval of the Budget by LEO:

It is a pure restatement of WIA. Why is it necessary?

Submission of Budget to WFI for Review:

Any submission for "review" implies some level of approval authority. WIA is very clear that the LEO approves the budget; therefore the state "review" is unnecessary. An alternative language would be to "file the budget with WFI." Filing the budget provides the transparency being sought. In addition, workforce boards that have been determined to be special districts are required, by an Act of the 2011 Legislature, to post their budgets and expenditures on their websites.

WFB Member Financial Disclosure:

The form of disclosure required is not intrusive and this should probably be supported.

WFB Member Removal:

The governor already has the power to remove local elected officials and the application of that section provides definitive causes; provides for first suspension, then if guilty, removal. That provision should be extended to WFB members and Directors.



RECORD OF ACTION/APPROVAL

Executive Committee – 12-1-11

TOPIC/ISSUE:

Training Stipends

BACKGROUND:

A Citrus County employer is offering free **computer/programming** training to interested individuals. Those individuals interviewed, accepted into the program, and demonstrate a high degree of attitude and skills during the training may be offered full time employment at the end of the training. The employer is creating this internal training due to the lack of qualified applicants ready to hire. The employer currently has potential new business opportunities that they cannot commit to due to the lack of a trained workforce.

POINTS OF CONSIDERATION:

No funds will be spent on the employer – only support for job seekers to attend the training

- This type of training program (computer programming) is not currently being offered in Citrus County at any public or private training institute
- The training will be approximately 4 to 6 months in length – approx. 870 hours
- Training will be for up to 10 individuals, with a commitment to hire at a minimum, 3 individuals.
- The employer will provide a full time staff to conduct the training, which is over \$20,000 in-kind contribution
- The employer will provide the facilities and computers to support the training (\$6,000 in-kind) cost
- Each job seeker who completes the training will leave the training with basic computer programming skills, which will be transferable to several other I.T. job opportunities:

- Potential Job Opportunities include:
- Software Developer, Software Document Writer, Software Engineer
- Minimum salary range \$31,000

STAFF RECOMMENDATIONS:

Provide a \$100 weekly training stipend to eligible students/job seekers who satisfactorily complete each week of training.

Approval of policy amendment

COMMITTEE ACTION:

Fred Morgan made a motion to approve. Seconded by Desmond Knight. Motion Carried.

BOARD ACTION – 12-8-11:

Ted Purser made a motion to approve. Seconded by John Siefert. Motion Carried.



RECORD OF ACTION/APPROVAL

Performance & Monitoring Committee – 11-22-11

TOPIC/ISSUE:

OJT Policy Concept

BACKGROUND:

POINTS OF CONSIDERATION:

Our primary service to employer is filling a job. We do that through three processes: finding a fully qualified candidate; finding a candidate with most of the employer qualifications (skills) through related education or work; and, finding a candidate that may not have all the qualification (skills) but is trainable by the employer.

- Fully qualified: our first effort to fill employer job orders is a search of our applicant pool(s) to determine if there are fully qualified candidates. This process will occur for all job orders. By using this process, we ensure that we provide priority to those with qualifications; make sure that any training expenditures are justified and provide the employer with the “best candidate” as a first option. *This option will allow for a quicker method of filling the employer’s vacancy.*
- If we are unable to find a fully qualified candidate, then we have reason to explore the use of OJT to assist those not fully qualified in getting employed and trained by the employer.
- In order to ensure that training (OJT) is suitable for the applicant, staff will perform a series of assessments. All candidates without full qualifications will be assessed using cTORQ. This allows us to validate the skills deficiencies of the candidate. Furthermore, it will allow staff to counsel the applicant on whether the job best suits the candidates abilities and expectations..cTORQ allows the candidate and staff to do our best to ensure that the job warrants training, thereby reducing “job churning”. Other assessment tools such as “Prove It” should also be used if appropriate for the job or customer’s needs.
- This process allows staff to ensure that we have done a thorough job matching process to meet both the employer’s and applicant’s.

OJT should be prioritized to ensure that those who would not be otherwise hired are assisted. Special priority should be placed on using OJT for WIA customers that have gone through training, but cannot find a job due to skills or work experience issues. To that end, the maximum reimbursement allowed under OJT will be reserved for these

customers, with lesser reimbursements used for WIA-eligible customers that have not been provided other training services.

We will continue to work with employers that “reverse refer” applicants to us to see if they qualify for OJT. Our reviews have shown that this group is more often to not have a successful OJT experience. The process discussed above should work to improve outcomes for both employers (less turnover) and for applicants (a better job decision). To that extent, a job order should have been processed prior to the reverse referral. This will allow us to screen for fully qualified applicants. If that is not the case, then our screening process will occur to ensure that we do not have qualified applicants to refer to the employer. At the same time, the assessment process will be conducted for the applicant.

| Employer Size % | WIA Trainee Reimbursement Rate | WIA Non-trainee Reimbursement Rate; at least 13 weeks unemployed |
|-------------------|--------------------------------|--|
| 1 to 49 - 90% | 90% | 75% |
| 50 to 249 – 75% | 75% | 60% |
| 250 and above 50% | 50% | 50% |

Note – no costs that an employer covers for their existing employees will be provided on an OJT on reimbursements.

Note: Non-Trainee persons with less than 13 weeks unemployment maximum reimbursement is 50% regardless of company size.

STAFF RECOMMENDATIONS:

Approval of Concept

COMMITTEE ACTION:

Jack Reynolds made a motion to approve concept. Seconded by Ted Purser. Motion Carried.

BOARD ACTION – 12-8-11:

John Siefert made a motion to approve. Seconded by Richard Martinez. Motion Carried.



RECORD OF ACTION/APPROVAL

Performance & Monitoring Committee – 11-22-11

TOPIC/ISSUE:

Key OJT Policy Items

BACKGROUND:

There are a number of key items related to our use of OJT and contracting that require discussion and decisions. With the increased use of OJT as an employment training and transition tool, the Board needs to review certain policy points.

POINTS OF CONSIDERATION:

1. How many contracts (in dollar amount) should one firm get before we have performance data?
2. Do we exempt OJT used in connection with our economic development support from the standard set in (1) above?
3. What percentage of successful contract completers is required for continued contracting?
4. What percentage of contract completers retained for 6 months is required for continued contracting.
5. Can these be waiver by the committee based upon a staff review?
6. What is the period for performance determination?

STAFF RECOMMENDATIONS:

1. We currently use a \$20,000 “cap” staff recommends continuation of that limit. **This includes employers and board members. If additional funding is requested, must bring to the Performance & Monitoring Committee for review/approval.**
2. Staff recommends that the limit in (1) be waived if approved by the Business and Economic Development Committee.
3. Staff recommends at least 80% be completers (An OJT completers means the OJT contract was closed out with the trainee/employee still employed and is now on 100% payroll of the employer)
4. Staff recommends at least 80% be retained
5. Yes, a staff review plus any employer comments should be submitted to the Performance and Monitoring committee for a waiver decision.
6. The period of performance should extend backwards 12 months back prior to most recent OJT.

COMMITTEE ACTION:

Jack Reynolds made a motion to approve. Seconded by Fred Morgan. Motion Carried.

BOARD ACTION – 12-8-11:

John Siefert made a motion to approve. Seconded by Richard Martinez. Motion Carried.



RECORD OF ACTION/APPROVAL

Performance & Monitoring Committee – 11-22-11

TOPIC/ISSUE:

Requirement for UI recipients to “fully register” in EFM

BACKGROUND:

A number of our UI clients do not fully register in EFM. Their information- basic_ is transferred into EFM from the UI system. As such both staff who are applicant file searching and employers who self serve are unable to determine the credentials of applicants.

POINTS OF CONSIDERATION:

State law provides that

443.091 Benefit eligibility conditions.—

(1) An unemployed individual is eligible to receive benefits for any week only if the Agency for Workforce Innovation finds that:

(a) She or he has made a claim for benefits for that week in accordance with the rules adopted by the Agency for Workforce Innovation.

(b) She or he has registered with the agency for work and subsequently reports to the one-stop career center as directed by the regional workforce board for reemployment services.

STAFF RECOMMENDATIONS:

The Board should consider adopting a policy that:

1. Requires all UI applicants to fully register- including virtual resume’
2. Requires UI applicants to engage the “virtual recruiter” function of EFM;
3. Requires email address (email address can be supplied through Virtual Recruiter)

Applicants failing to comply should be reported to UI as failing to meet the requirements of 443.091 and have their benefits stopped. This requirement would be effective in January and would be for new applicants (not applicants already in the system).

COMMITTEE ACTION:

Jack Reynolds made a motion to approve. Seconded by Steven Jacobs. Motion Carried.

BOARD ACTION – 12-8-11:

John Siefert made a motion to approve. Seconded by Richard Martinez. Motion Carried.



RECORD OF ACTION/APPROVAL

Audit Committee – 11-18-11

TOPIC/ISSUE:

Audit Report Ending June 30, 2011 & Form 990

BACKGROUND:

Kattell and Company, P.L. have audited the Financial Statements of CLMRWDB, Inc. for fiscal year ending June 30, 2011 along with completing form 990.

POINTS OF CONSIDERATION:

See Audit Report and Form 990 attached for details.

There were no findings and no suggested improvements.

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

Jack Reynolds made a motion to accept the audit report ending June 30, 2011 and forward to the full board for ratification. Seconded by Theresa Flick. Motion Carried.

Jack Reynolds made a motion to accept execution of Form 990. Seconded by Theresa Flick. Motion Carried.

BOARD ACTION – 12-8-11:

Ted Purser made a motion to approve. Seconded by John Siefert. Motion Carried.



RECORD OF ACTION/APPROVAL

One Stop Customer Services Committee – 11-16-11

TOPIC/ISSUE:

OJT Policy Concept

BACKGROUND:

POINTS OF CONSIDERATION:

Our primary service to employer is filling a job. We do that through three processes: finding a fully qualified candidate; finding a candidate with most of the employer qualifications (skills) through related education or work; and, finding a candidate that may not have all the qualification (skills) but is trainable by the employer.

- Fully qualified: our first effort to fill employer job orders is a search of our applicant pool(s) to determine if there are fully qualified candidates. This process will occur for all job orders. By using this process, we ensure that we provide priority to those with qualifications; make sure that any training expenditures are justified and provide the employer with the “best candidate” as a first option. *This option will allow for a quicker method of filling the employer’s vacancy.*
- If we are unable to find a fully qualified candidate, then we have reason to explore the use of OJT to assist those not fully qualified in getting employed and trained by the employer.
- In order to ensure that training (OJT) is suitable for the applicant, staff will perform a series of assessments. All candidates without full qualifications will be assessed using cTORQ. This allows us to validate the skills deficiencies of the candidate. Furthermore, it will allow staff to counsel the applicant on whether the job best suits the candidates abilities and expectations..cTORQ allows the candidate and staff to do our best to ensure that the job warrants training, thereby reducing “job churning”. Other assessment tools such as “Prove It” should also be used if appropriate for the job or customer’s needs.
- This process allows staff to ensure that we have done a thorough job matching process to meet both the employer’s and applicant’s.

OJT should be prioritized to ensure that those who would not be otherwise hired are assisted. Special priority should be placed on using OJT for WIA customers that have gone through training, but cannot find a job due to skills or work experience issues. To that end, the maximum reimbursement allowed under OJT will be reserved for these

customers, with lesser reimbursements used for WIA-eligible customers that have not been provided other training services.

We will continue to work with employers that “reverse refer” applicants to us to see if they qualify for OJT. Our reviews have shown that this group is more often to not have a successful OJT experience. The process discussed above should work to improve outcomes for both employers (less turnover) and for applicants (a better job decision). To that extent, a job order should have been processed prior to the reverse referral. This will allow us to screen for fully qualified applicants. If that is not the case, then our screening process will occur to ensure that we do not have qualified applicants to refer to the employer. At the same time, the assessment process will be conducted for the applicant.

| Employer Size % | WIA Trainee Reimbursement Rate | WIA Non-trainee Reimbursement Rate; at least 13 weeks unemployed |
|-------------------|--------------------------------|--|
| 1 to 49 - 90% | 90% | 75% |
| 50 to 249 – 75% | 75% | 60% |
| 250 and above 50% | 50% | 50% |

Note – no costs that an employer covers for their existing employees will be provided on an OJT on reimbursements.

Note: Non-Trainee persons with less than 13 weeks unemployment maximum reimbursement is 50% regardless of company size.

STAFF RECOMMENDATIONS:

Approval of Concept

COMMITTEE ACTION:

Mark Paugh made a motion to approve concept. Seconded by William D’Aiuto. Motion Carried.

BOARD ACTION – 12-8-11:

John Siefert made a motion to approve. Seconded by Richard Martinez. Motion Carried.



RECORD OF ACTION/APPROVAL

One Stop Customer Services Committee – 11-16-11

TOPIC/ISSUE:

Improving referrals to business- Monster subscription

BACKGROUND:

One of the points in our strategic vision was expanding our resources to seeking highly skills job applicants and to work to recruit a stronger “talent supply” from High School graduates to college/technical graduates. We have explored two nationally recognized job-applicant linking systems- Monster and CareerBuilder.

POINTS OF CONSIDERATION:

These are unique approaches and highly ranked services that establish them as leaders in a limited service environment that is recognized by both applicants and employers.

After reviewing both products and gaining prices for services, a Monster subscription, for one staff access, that will allow access to their full database of resume’s, along with the ability to post 100 job orders, will provide us with the increased resources that we need to improve our services to business.

STAFF RECOMMENDATIONS:

Recommend approval on subscription with Monster as detailed in the attached proposal/contract (\$13,097).

COMMITTEE ACTION:

Michael Biskie made a motion to approve. Seconded by Mark Paugh. Motion Carried.

BOARD ACTION – 12-8-11:

John Siefert made a motion to approve. Seconded by Richard Martinez. Motion Carried



RECORD OF ACTION/APPROVAL

One Stop Customer Services Committee – 11-16-11

TOPIC/ISSUE:

Improved Business Services- Recruitment Specialist

BACKGROUND:

In the strategic vision statement, I have recommended that we increase our HR capacity in both Citrus and Levy by adding one HR position in each one stop. These positions, Recruitment Specialist, pay grade 107 (\$31,900- \$48,000) are part of our strategy to create a stronger staff capacity in recruitment and screening of applicants for our business partners

POINTS OF CONSIDERATION:

These positions can be accommodated with minor budget adjustments. They fit our long term strategy to improve our image and services.

STAFF RECOMMENDATIONS:

Request approval to budget, recruit and hire staff.

COMMITTEE ACTION:

Debbie Jenkins made a **motion** to approve. **Seconded by Maureen Quinlan. Motion Carried.**

BOARD ACTION – 12-8-11:

John Siefert made a **motion** to approve. **Seconded by Richard Martinez. Motion Carried**



RECORD OF ACTION/APPROVAL

One Stop Customer Service Committee – 11-16-11

TOPIC/ISSUE:

Requirement for UI recipients to “fully register” in EFM

BACKGROUND:

A number of our UI clients do not fully register in EFM. Their information- basic_ is transferred into EFM from the UI system. As such both staff who are applicant file searching and employers who self serve are unable to determine the credentials of applicants.

POINTS OF CONSIDERATION:

State law provides that

443.091 Benefit eligibility conditions.—

(1) An unemployed individual is eligible to receive benefits for any week only if the Agency for Workforce Innovation finds that:

(a) She or he has made a claim for benefits for that week in accordance with the rules adopted by the Agency for Workforce Innovation.

(b) She or he has registered with the agency for work and subsequently reports to the one-stop career center as directed by the regional workforce board for reemployment services.

STAFF RECOMMENDATIONS:

The Board should consider adopting a policy that:

1. Requires all UI applicants to fully register- including virtual resume'
2. Requires UI applicants to engage the “virtual recruiter” function of EFM;
3. Requires email address (email address can be supplied through Virtual Recruiter)

Applicants failing to comply should be reported to UI as failing to meet the requirements of 443.091 and have their benefits stopped. This requirement would be effective in January and would be for new applicants (not applicants already in the system).

COMMITTEE ACTION:

Debbie Jenkins made a motion to approve. Seconded by Michael Biskie. Motion Carried.

BOARD ACTION – 12-8-11:

John Siefert made a motion to approve. Seconded by Richard Martinez. Motion Carried



RECORD OF ACTION/APPROVAL

Marketing & Outreach Committee – 11-15-11

TOPIC/ISSUE:

Professional, Experienced Campaign

BACKGROUND:

The Board’s strategic vision and feedback from our business customers called for the development of expanded business and community awareness efforts to better inform the employers and job seekers of our services.

We have moved to develop an improved level of performance by carefully reviewing staff capacity and skills. We are improving the quality of our staff by employing experienced, professional HR staff to serve as “account managers” and “recruitment specialists”. This change of staff skills will be continued by a continuous effort to identify HR candidates in Citrus and Levy. We will also continue to add additional capacity in Marion.

Members were presented with campaign brochures for Citrus, Levy and Marion Counties.

STAFF RECOMMENDATIONS:

Approval to move forward with the campaign.

COMMITTEE ACTION:

Sarah Stroh made a motion to approve moving forward. Seconded by Theresa Flick. Motion Carried.

BOARD ACTION – 12-8-11:

Ted Purser made a motion to approve. Seconded by John Siefert. Motion Carried



RECORD OF ACTION/APPROVAL

Marketing & Outreach Committee – 11-15-11

TOPIC/ISSUE:

Finance Professional to Market Tax Credits/Incentives for Business

POINTS OF CONSIDERATION:

Workforce Connection is seeking a financial professional - preferably a CPA - who will assist in Workforce Connection's job connection/creation partnerships with Economic Development organizations and Chambers of Commerce.

There are numerous federal, state and local tax credits available to businesses that may, in these tough economic times, provide the assistance that a business person needs to expand their workforce. Often businesses, especially small businesses, are ill-equipped to process the myriad of financial information related to such incentives. They may turn to their own tax consultant or bookkeeper for advice or explanation of the benefits of such incentives.

As the selected professional, you will be responsible for the following:

1. Reviewing all federal, state and local tax credits/financial incentives available to businesses that expand their workforce;
2. Develop a presentation that provides an overview of these incentives for delivery to :
 - a. Tax professionals, CPA firms or other financial consultants
 - b. General business and community groups such as Chambers of Commerce, Rotary, etc.
 - c. Trade associations or groups
3. Serve as a technical advisor to businesses that follow-up these presentations by:
 - a. Reviewing applicable incentives with the business owner/manager
 - b. Providing technical information to the tax consultant of the business
 - c. Assist the owner/manager in obtaining the appropriate forms, or other information for them to seek the credit/assistance through their in-house professionals.

STAFF RECOMMENDATIONS:

Issue Invitation to Negotiate (ITN) and bring back proposals with cost and other information for further discussions.

COMMITTEE ACTION:

Sarah Stroh made a motion to approve. Seconded by Judy Houlios. Motion Carried.

BOARD ACTION – 12-8-11:

Ted Purser made a motion to approve. Seconded by John Siefert. Motion Carried



RECORD OF ACTION/APPROVAL

Business & ED Committee - 11-7-11

TOPIC/ISSUE:

Job creation/economic development projects

BACKGROUND:

Earlier this year I suggested that we establish a fund that would be directed at supporting job and workforce development information and support for economic development projects and or in support of establishing a joint plan of collaboration with our economic development partners.

At our last Board meeting the Citrus Port Authority presented an overview of their plans for Port Citrus. This project holds economic development and expansion opportunities not only for Citrus County but for Marion and Levy as well. They are required to conduct a feasibility study to proceed with the development of the port. The state grant calls for developing local match. Such a feasibility study should include a projection of workforce needs both during port development/construction and initial and planned operations. Such a study element is a legitimate project for workforce support.

POINTS OF CONSIDERATION:

The Board directed that I report on options that would support the Citrus Port Authority's study.

STAFF RECOMMENDATIONS:

Recommend the Board take the following action:

1. Establish a fund that will allow the Board to consider partnership projects that will result in the expansion of employment opportunities – the Job Creation and Economic Development Fund- for all three counties.
2. Establish the budget for the current fiscal year at \$45,000
3. Approve support of Port Citrus project for an amount of \$15,000, with proper documentation of procurement.

COMMITTEE ACTION:

Phil Geist made a motion to approve. Seconded by Mark Paugh. Motion Carried.

BOARD ACTION – 12-8-11:

John Siefert made a motion to approve. Seconded by Ted Purser. Motion Carried