

Supporting Documents

December 11, 2024 Board Meeting Agenda

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Minutes of October 17, 2024 North Central Florida Workforce Development Board and Dual County Workforce Development Council Joint Meeting

MEETING AGENDA

**North Central Florida Workforce Development Board
Dual County Workforce Development Council Meeting**

**Meeting # 1
Thursday, October 17, 2024
1:00 p.m.**

The public may attend and participate both in-person or by Zoom.

**1112 N. Main St.
Gainesville, FL 32601**

The meeting began at 1:00 pm

Council Members in attendance: Chair Mary Alford, Commissioner Charles Chestnut, Commissioner Cornell, and Commissioner Spooner

Board Members in attendance: Charles Harris, Dante Buckley, Ethan Fieldman, Eugene Dukes, James Ingle, Jeffrey Tate, Larry Thompson, Richard Kearse, Shawn Graves, Staci Bertrand, and Veronica Ebuon

Staff in attendance: Anna Mendoza, Christina Brown, Erika Howard, Karen Davis, Phyllis Marty, and Rochelle Daniels (Board Counsel)

Guests in attendance: Dave Forziano, Kelli Hutchins, and Todd Hutchison

Chair Alford called the meeting to order at 1:03 pm.

Approval of Agenda:

Commissioner Cornell made a motion to approve the agenda. **Commissioner Cornell** seconded the motion. The motion carried. **Charles Harris** made a motion to approve the agenda. **Jeffrey Tate** seconded the motion. The motion carried. *There was no further discussion.*

Approval of Minutes: *None*

Public Comments: *There were no public comments.*

Old Business

1. Old Town and Lake City Lease Agreements

Consideration of approval of the leases for Career Centers in Old Town and Lake City. At the June Meeting of the Dual County Council of Elected Officials, acting as the Elected Officials for the new Region 26, approved entry into leases for the Old Town and Lake City career center office locations. Approval was subject to 1) the negotiation of acceptable rental rates and 2) a lease period of 1 year to provide time to determine whether these locations were optimal and to issue a Request for Proposals for space. At Old Town we are paying \$12.00/ Sq. Ft. a savings of \$4.30/ Sq. Ft. or an annual rental of \$48,000; at Lake City Plaza we are paying \$

23.32/ Sq. Ft. or an annual rental of \$297,219.24.

Rochelle Daniels presented this item.

Staci Bertrand made a motion to approve the leases for the career centers in Old Town and Lake City. **Jeffrey Tate** seconded the motion. The motion carried.

Commissioner Cornell made a motion to approve the entry into lease agreements with the 2 landlords. **Commissioner Chestnut** seconded the motion. The motion carried. *There was no further discussion.*

Reports

1. Realignment Update

The ILA between the six (6) counties has now been approved by Alachua, Bradford, and Union Counties. Staff continues to work with the other counties by engaging the County Manager, Chair of the Board of County Commissioners and the Clerks of the Courts for the Counties. Former Region 7 Board members are also assisting us in arranging meetings and talking with elected officials.

Rochelle Daniels presented an update on the realignment process of the two previous LWDB's. Todd Hutchinson discussed the closeout process for Florida Crown to the board. He highlighted that most initial findings have been resolved and that updates will be presented after the completion of the FY 2023 audit currently being performed. Larry Thompson asked Todd Hutchinson about any potential liabilities for the four counties of the previous region. Todd Hutchinson could not provide specific information with certainty but replied that the negative funding position has improved. There was discussion about the potential liabilities and options for repayment by the counties if necessary. *There was no further discussion.*

New Business

1. Approval of Region 26 CSNCFL 4 Year Plan

Consideration of approval of the CSNCFL WIOA 4 Year Strategic Plan. Each local workforce area is required to submit a WIOA 4 Year Strategic Plan which lays out the goals and objectives of the governing board which must also be aligned with those of the state. The plan describes

our governance model, our career centers, and the way in which we collaborate with our one-stop partners. The plan has been posted on our website alongside an outline for the development process to allow the opportunity for public comment.

Rochelle Daniels presented this item. Chair Alford asked if participants had the opportunity review the plan. Phyllis Marty explained that it was distributed to all board and council members prior to the meeting.

Larry Thompson made a motion to approve the WIOA 4 Year Strategic Plan. **Charles Harris** seconded the motion. The motion carried.

Commissioner Cornell made a motion to approve the WIOA 4 Year Strategic Plan. **Commissioner Chestnut** seconded the motion. The motion carried. *There was no further discussion.*

2. Approval of Alachua County Administrative Services Agreement

Consideration to approve an Interlocal Agreement between Alachua County and the CSNCFL governing boards for Alachua County to provides administrative and programmatic support to CSNCFL at a cost of 3.5% of the CSNCFL annual allocation. Detail of the services to be provided are in the attached Exhibit. Decisions regarding expenditures, programs, policies and oversight will not be impacted and will be under the purview of the CSNCFL Council of Elected Officials and the CSNCFL Workforce Development Board. This was approved by the Alachua County BoCC at the September 24th meeting.

Rochelle Daniels presented this item. Larry Thompson and Todd Hutchinson discussed the decreased percentage of funding used for administrative costs.

James Ingle made a motion to approve the Alachua County Administrative Services Agreement. **Jeffrey Tate** seconded the motion. The motion carried.

Commissioner Cornell made a motion to approve the Alachua County Administrative Services Agreement. **Commissioner Chestnut** seconded the motion. The motion carried. There was no further discussion.

3. Appointment of a Nomination Committee

Consideration of the appointment of an Ad Hoc Nominations Committee. To be able to conduct the business of the board in an orderly manner the former Region 9 workforce board By-Laws were adopted at our August meeting with the understanding that the By-Laws may be revisited once the full board has been appointed and had a chance to review the By-Laws. The By-Laws call for an Ad-Hoc Nominations Committee be appointed that can solicit nominations from the Board for the Officer positions. As we have not yet officially selected a chair, volunteers are requested to serve on the nominations committee to present a slate of officers to the Board at its next meeting.

Rochelle Daniels presented this item. Dante Buckley, Eugene Dukes, and Jeffrey Tate all volunteered and were appointed to serve on the nominations committee.

4. Approval of LWDB 26 Eligible Training Provider List

Consideration of approval of the LWDB 26 Eligible Training Provider List (ETPL). LWDB's each maintain a list of approved training providers and programs for their local area. Florida Commerce and CareerSource Florida are working on the implementation of a statewide Eligible Training Provider process that is still in development. In order to continue to serve participants, we are asking to merge the former LWDB 9 and LWDB 7 lists to create the ETPL for LWDB 26.

Rochelle Daniels presented this item.

Eugene Dukes made a motion to approve the LWDB 26 Eligible Training Provider List. **Larry Thompson** seconded the motion. The motion carried.

Commissioner Cornell made a motion to approve the LWDB 26 Eligible Training Provider List. **Commissioner Chestnut** seconded the motion. The motion carried. There was no further discussion.

5. Approval of Internal Controls Questionnaire

Consideration of approval of the PY 2024-25 Internal Controls Questionnaire. The Internal Control Questionnaire and Assessment (ICQ) was developed as a self-assessment tool to help evaluate whether a system of sound internal control exists within each LWDB. It asks questions about the separation of duties, adherence to conflict of interest requirements, and individuals responsible for various functions within the agency. Florida Commerce circulates an ICQ each year that every local board is required to complete and submit.

Rochelle Daniels presented this item.

Eugene Dukes made a motion to approve the PY 2024-25 Internal Controls Questionnaire. **Jeffrey Tate** seconded the motion. The motion carried.

Commissioner Cornell made a motion to approve the PY 2024-25 Internal Controls Questionnaire. **Commissioner Chestnut** seconded the motion. The motion carried. There was no further discussion.

6. Approval of a Calendar for the Meetings of the Governing Boards

Consideration of approval of a meeting schedule for joint meetings of the CSNCFL Council of Elected Officials and CSNCFL Workforce Development Board through the end of the calendar year in order to conduct business that is necessary to complete the consolidation. Staff will get with the new Chairs of the Governing Boards and develop a calendar for meetings in January 2025. The Executive Committee will meet the week prior to the Board meeting to review the agenda.

Rochelle Daniels presented this item.

Shawn Graves made a motion to approve the upcoming meeting calendar. **Jeffrey Tate** seconded the motion. The motion carried.

Commissioner Cornell made a motion to approve the upcoming meeting calendar. **Commissioner Chestnut** seconded the motion. The motion carried. There was no further discussion.

7. Approval to Add \$10,000 to the Board Attorney Contract for Consolidation Expenses

Consideration to add \$10,000 to the contract with Ms. Daniels to cover unanticipated expenses related to the consolidation. The state has granted us an additional \$70,000 to cover the cost of unanticipated consolidation expenses. This includes the new 4-Year WIOA Plan, the Strategic Planning Workshop, the ILA with Alachua County for administrative services, a new Agreement between the CSNCFL Council of Elected Officials, new One-stop MOU's, and any revisions to the By-Laws required by the new board. It is not expected that these costs will be recurring in the ordinary course of business.

Phyllis Marty presented this item. The board and council thanked Rochelle Daniels for her work on the realignment and complimented her services.

Charles Harris made a motion to approve the addition of \$10,000 to the board attorney contract. **Larry Thompson** seconded the motion. The motion carried.

Commissioner Cornell made a motion to approve the addition of \$10,000 to the board attorney contract. **Commissioner Chestnut** seconded the motion. The motion carried. There was no further discussion.

8. Provider Selection for Cleaning Services

Consideration of approval of selection of City Wide Facility Solutions to provide cleaning services for three CSNCFL office locations. A Request for Quotes (RFQ) for cleaning services was issued on August 14, 2024. Three proposals were received and reviewed by staff. Staff recommendations are outlined in attached exhibit.

Rochelle Daniels presented this item.

Shawn Graves made a motion to approve the selection of City Wide Facility Solutions for cleaning services. **Staci Bertrand** seconded the motion. The motion carried.

Commissioner Cornell made a motion to approve the selection of City Wide Facility Solutions for cleaning services. **Commissioner Chestnut** seconded the motion. The motion carried. There was no further discussion.

9. Contracts

a. Barkley Security Contract Renewal

Consideration of approval of the renewal of the contract with Barkley Security in the amount of \$90,000 (not to exceed) for security at the career centers. This the 2nd renewal under the original contract.

b. Atlas Contract Renewal

Consideration of approval of the renewal of the contract with Atlas Document Management Services in the amount of \$53,520.57. Atlas allows us to maintain our participant files electronically.

c. Taylor Hall Miller Parker (THMP) Contract Amendment

Consideration of approval of the renewal of the contract with THMP in the amount of \$60,000 for fiscal and program monitoring. The amount is increased by \$10,000 from last year because we asked THMP to review the Region 7 participant files before entering them into Employ Florida for Region 26.

Rochelle Daniels presented these items.

Eugene Dukes made a motion to approve the three contracts. **Jeffrey Tate** seconded the motion. The motion carried.

Commissioner Cornell made a motion to approve the three contracts. **Commissioner Chestnut** seconded the motion. The motion carried. There was no further discussion.

Public Comments: *There were no public comments.*

Adjournment: *Meeting was adjourned at 1:38pm*



TO: The CSNCFL Governing Boards
FROM: Phyllis Marty, CEO
SUBJECT: Performance Update
DATE: December 03, 2024

Summary

There are 6 federal adult measures, 6 federal dislocated worker measures and 6 federal youth measures. There are also 7 state letter grades developed with the passage of the REACH Act in 2021. CareerSource Florida (CSF) reports to the local boards on their area's performance each year. CSF will be reporting on program year 2023 performance for previous Regions 7 and 9.

Background

There are 6 federal measures applicable to each of the federal Workforce Innovation and Opportunity Act (WIOA) funding streams as follows:

- Employment or for youth placement in post secondary education
- Retention
- Median Wage
- Measurable skills gains for individuals in training
- Credential attainment for individuals in training
- Employer satisfaction measure (2 out of 3 criteria per state selection)

There are 7 Letter grades measures as follows:

- Increased earnings
- Reduction in Public Assistance
- Employment and Training Outcomes
- Participants placed in work related training
- Continued repeat business
- Year over year penetration
- Completion to funding ration (cost per exit)

Sponsored by CareerSource North Central Florida and the State of Florida, Department of Economic Opportunity. CareerSource North Central Florida is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. Programs funded by CareerSource NCFCL as a grantee of the U.S. Department of Labor. A proud partner of the American Job Center Network.



Local areas are subject to sanctions if they miss the same federal measure 2 years in succession.

Discussion

Our local governing boards will hear from the state that both Regions 7 and 9 missed a number of the federal measures. While new Region 26 will not inherit the performance of previous Regions 7 and 9 we have already begun implementing strategies to assure that we improve and meet required performance. These strategies include but are not limited to:

1. Scheduled training for staff to understand and deliver the performance measures.
2. Setting enrollment goals for staff to assure enrollments are increased, as meeting performance and the letter grades requires significant increases to the number of individuals served, direct placements and placement of individuals into training.
3. Increasing the number of training options for participants and including more training options that allow for credentials to be awarded in the same year as enrollment resulting in more placements during the program year.
4. Reviewing participant exits and performance with the supervisors on a weekly basis.
5. Assuring participant follow up once participants exit is thorough and meaningful so that participants needing assistance after exit can be supported by the system.

Recommendation

None for information purposes only.

Board Officer Nominations

1
Responses

04:19
Average time to complete

Active
Status

Board Chair Nomination

- Dr. Jeffrey Tate 0
- Dante Buckley 0
- Ethan Fieldman 1
- Staci Bertrand 0
- Larry Thompson 0
- Eugene Dukes 0
- Richard Kears 0



Vice Chair Nomination

- Dr. Jeffrey Tate 0
- Dante Buckley 0
- Ethan Fieldman 0
- Staci Bertrand 1
- Larry Thompson 0
- Eugene Dukes 0
- Richard Kears 0

