

III. Approval of the Minutes April 22, 2026 Meeting

Minutes of the One Stop AD/DW Performance Committee Meeting

Meeting #1

Date: Wednesday, April 22, 2026

Time: 10:00 a.m.

Location: 1112 N. Main St., Gainesville, FL 32601

I. Call to Order

Chair Larry Thompson called the meeting to order at 10:00 a.m.

One Stop Committee Members Present (all attended virtually unless noted): Chair Larry Thompson, Sean McLendon and Trevor Chapman (in person).

Staff Present: Phyllis Marty, CEO (in person); Karen Davis (in person); Chris Brown; Erika Howard; Alexander Ganz; Bethany Gaffey and Jason Buss (in person).

Guest(s): Pam Whittle, North Florida Regional Chamber of Commerce (NFRCC).

II. Approval of Agenda

Sean McLendon made a motion to approve the agenda. Trevor Chapman seconded the motion. The motion passed unanimously.

III. Approval of Minutes

This was the first meeting of the LWDB 26 One Stop AD/DW Performance Committee so no minutes to approve.

IV. Public Comments

None.

V. Old Business

None.

VI. New Business

1. Consideration of State WIOA 90–100% On the Job Training (OJT) Reimbursement Waiver Memo

Ms. Phyllis Marty presented the State of Florida waiver allowing 90–100% employer reimbursement for On-the-Job Training (OJT) under WIOA.

Ms. Marty reviewed the potential impact of the waiver and advised that increasing reimbursement levels could reduce training funds available for participant enrollments and affect performance outcomes. The Board is required to expend 50% of Adult and Dislocated Worker funds on training activities.

Ms. Marty recommended maintaining the current reimbursement structure of 50% standard reimbursement and up to 75% for special populations and small employers.

Mr. Sean McLendon made a motion to approve the recommendation. Mr. Trevor Chapman seconded the motion. The motion passed unanimously.

Introductions of Committee, Staff, and Partners

Committee members, staff, and partners introduced themselves and discussed their roles within the six-county service area and workforce partnerships.

2. Employer Outreach Strategy and Chamber of Commerce Engagement Model

Ms. Phyllis Marty presented a recommendation to transition from contracted business-services intermediaries to chamber memberships across the six-county region to improve employer outreach and redirect funds toward participant training and apprenticeships.

Ms. Marty noted that the proposed model would provide broader regional engagement while addressing anticipated budget reductions.

Committee members emphasized selecting chambers based on employer engagement and community activity. Staff will continue outreach efforts with chambers and economic development organizations throughout the region.

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Mr. Sean McLendon made a motion to approve recommendation outlined in the Business Intermediaries Memo. Trevor Chapman seconded the motion. The motion passed unanimously.

a. **Comments from Members of the Committee**

None.

b. **Comments from the CEO:**

Ms. Marty is evaluating a potential relocation of the Gainesville center that could reduce annual rental costs by approximately \$100,000. A proposed lease agreement will be presented to the Board.

c. **Public Comment**

None.

d. **Adjournment**

The meeting was adjourned at 10:35 a.m.

The next One-Stop Committee Meeting is scheduled for July 15, 2026 at 10:00 a.m.

VII. NB1. Consideration to approve an updated OJT Policy



POLICY

SECTION: Operations	POLICY #: OPS 23	PAGE 1 of 7
TITLE: On the Job Training (OJT) Policy	EFFECTIVE: 07/01/2026	
REPLACES : N/A-New Policy	Dated: N/A	

DISTRIBUTION: CareerSource North Central Florida Staff

The purpose of this policy is to provide guidance with respect to the implementation of On the Job Training (OJT) activities.

PURPOSE OF THE ON-THE-JOB TRAINING PROGRAM

On-the-job training (OJT) is an allowable program activity consisting of training conducted by a private or public sector employer, that occurs while an individual is engaged in productive work learning the skills and information necessary for full and adequate performance on the job.

PARTICIPANT ELIGIBILITY

1. Participants must meet the eligibility requirements under WIOA Adult, Dislocated Worker, or Out of School Youth funding streams, or of the Welfare Transitions Program (WTP -TANF).
2. The participant’s assessment must indicate that OJT is appropriate for the individual, identify skill gaps and determine suitability for OJT. The participant must express interest in the occupation and possess the aptitude to learn the required skills.
3. The participant’s Employment Plan/Individual Service Strategy (ISS) must document:
 - a. How and why OJT meets the participant’s needs

- b. Short and longterm goals
- c. Skill gaps to be addressed
- d. Employer name
- e. Responsibilities of staff, employer, and participant
- f. Required support services

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The ISS/IEP must incorporate all OJT assignment details and must be reviewed and updated regularly.

Employed Workers or Upgrade OJT

OJT may be provided to employed workers when:

- a. The employee is not earning a self-sufficient wage or wages comparable to or higher than previous employment

- b. The OJT relates to new technologies, new production or service procedures, upgrading to new jobs requiring additional skills, or workplace literacy

Career Center staff must apply priority of service requirements for individuals receiving training through the WIOA Adult formula funds including Veteran's Preference.

BUSINESS ELIGIBILITY

Businesses must:

- a. Operate or expand operations within CSNCFL's six-county area or hire individuals from the CSNCFL area

- b. Have a FEIN

- c. Have at least three full time employees who are not owners, partners, or corporate officers

- d. Be current on all tax obligations

- e. Have the ability to pay wages in advance of receiving a reimbursement from CSNCFL.

- f. Post open positions in Employ Florida

Businesses are ineligible if they:

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- a. Do not meet eligibility requirements
- b. Have relocated causing job loss at the original location within the past 120 days
- c. Are training providers or consultants applying on behalf of a business
- d. Employers who have exhibited a pattern of failing to provide OJT participants with continued longterm employment with wages, benefits, and working conditions equal to similarly situated employees.

OCCUPATION ELIGIBILITY

Unsuitable occupations include:

- a. Commission based
- b. Seasonal
- c. Less than full time (32 hours)

Part time is defined as 20 hours or less; full time is 32 hours or more.

OJT CONTRACT REQUIREMENTS

1. All OJTs must be provided under a written contract between CSNCFL and the employer.
2. Staff must use the standardized OJT contract template approved by CareerSource Florida without edits. Additional language is provided through a local customized addendum.
3. The contract must include:
 - a. Training duration
 - b. Training plan
 - c. Wage reimbursement rate
 - d. Employer responsibilities
 - e. Participant responsibilities

- f. OJT contracts may not exceed 12 months unless extended due to complex skills, participant learning needs, disabilities, or employer requirements. Justification must be documented.

TRAINING PLAN DEVELOPMENT

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1. The training plan is developed after assessment and ISS creation. Staff must:
 - a. Review job description and O*NET skills
 - b. Assess participant's skills and identify gaps
 - c. Determine hours needed to learn each skill
 - d. Document skill sets and training hours in the plan
 - e. Training plans must include observable and measurable job readiness skills, general employment competencies, and occupational skills.
2. The training plan must be signed by the participant, employer, and CSNCFL CEO.

TRAINING DURATION

1. Traditional OJT duration is up to six months (1040 hours). Training may extend up to 12 months with CEO approval based on the criteria above in Section V 3
2. SVP codes from O*NET may be used as baseline guidelines.
3. OJT duration must reflect the time needed for the participant to gain proficiency, considering job specific skill requirements, participant experience, and ISS/IEP.

VIII. WAGE REIMBURSEMENT

1. Employers receive 50% wage reimbursement. Reimbursement may increase to 75% for:
 - a. Veterans

- b. Individuals with disabilities
- c. Welfare Transition participants
- d. Homeless individuals
- e. Criminal offenders

2. USDOL Waiver

- a. Employers of any size may be reimbursed up to 90% of a participant's wage rate for OJT.
- b. Employers may be reimbursed up to 100% of the participant's wage rate for OJT when the business is located in, or employs a resident within, a designated Opportunity Zone.

3. Restrictions

WIOA funds may not be used for:

- a. Paid or unpaid holidays
- b. Sick leave
- c. Vacation
- d. Overtime
- e. Fringe benefits
- f. Work performed outside the OJT contract

4. Employers and LWDBs must retain OJT records for at least five years.

REVERSE REFERRAL

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1. Reverse referrals are permitted when:
 - a. The participant completes intake and meets eligibility
 - b. ISS/IEP indicates training is necessary
 - c. Employer meets all eligibility requirements
 - d. Employer confirms the individual has not been previously employed in the same or similar position
2. Employers must not make hiring decisions prior to participant eligibility determination and contract execution

MONITORING

CSNCFL will conduct:

- a. Two worksite visits per year
- b. Annual formal monitoring
- c. Documentation of findings and corrective actions
- d. There will be at least one in person monitoring visit per OJT participant per year which will be documented the visit in a monitoring tool.

PERFORMANCE

CSNCFL will monitor employer performance and may suspend employers for at least six months if standards are not met.

WIOA OJT performance:

- a. 80% completion
- b. 80% six month retention

WTP OJT performance:

- a. 60% completion
- b. 60% six month retention

Neutral terminations may be approved by the CEO.

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PAYMENTS AND DOCUMENTATION

Monthly reimbursement requires:

- a. Invoice
- b. Monthly Training Status Update
- c. Payroll documentation showing hours worked, wages paid, and tax obligations

Final payment will requires the Final Progress Review and Certification.

GENERAL GUIDELINES

1. OJT may be combined with customized training or ITAs when appropriate.
2. Union concurrence is required when applicable.
3. OJT is appropriate for pre-apprenticeships and apprenticeships as long as the participant is retained in the job.
4. Staff shall ensure employers operating under an OJT contract are documented within the state MIS.

IMPLEMENTATION

Immediate

Official Signature

Phyllis Marty

Chief Executive Officer