



MEETING AGENDA

DUAL COUNTY WORKFORCE DEVELOPMENT COUNCIL MEETING

Meeting # 21

**Tuesday, September 20, 2022
3:00 p.m.**

This meeting will be offered both in person at:

**1112 North Main Street
Gainesville, FL 32601**

And virtually via:

Join Zoom Meeting

<https://us02web.zoom.us/j/87862265359?pwd=RGpmaVdidnJaVWs5QmN3ME5DTep3Zz09>

Phone No: 1-929-205-6099 (EST)

Meeting ID: 878 6226 5359

Passcode: 365711

The Council is reminded of the conflict of interest provisions. In declaring a conflict, please refrain from voting or discussion and declare the following information: 1) your name and position on the Council 2) the nature of the conflict and 3) who will gain or lose as a result of the conflict. Please also fill out form 8B prior to the meeting, whether or not you are able to attend the meeting, if you have a conflict with any agenda items.

NOTE: All Council members need to sign in at the beginning of the meeting for the purpose of documenting attendance.



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Tuesday, September 20, 2022
Gainesville FL 32601**

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PROTOCOL FOR TELEPHONE/ZOOM MEETING

1. Please state your name when making or seconding a motion. Such as "I move the item, and your name – "Jane Doe." Please also identify yourself when asking a question.
2. Put your phone/microphone on mute when not speaking. Don't forget to take it off when you wish to speak.
3. Votes in the affirmative should be "aye" and in opposition should be "no" (delays in responding sometimes make it difficult to determine the intent of the vote).
4. Please be in a quiet area free of background noise, so we may hear you clearly when you are speaking. When using Zoom, please make sure the background is appropriate or choose one of their virtual backgrounds.
5. If you are calling and must leave the call, please don't put your phone on hold. In some cases, we will get music or recorded messages and we will not be able to conduct business.
6. If you are using your phone for audio, please identify yourself on the screen and state the last 4 digits of the number you are calling from.
7. Please note the chat function has been disabled.



IDENTIFICATION AND INTRODUCTION OF ANY UNIDENTIFIED CALLERS **TIME: 2 MIN.**

APPROVAL OF AGENDA **TIME: 1 MIN.**

APPROVAL OF MINUTES **TIME: 1 MIN.**

Presenter: Chair Wheeler

Approval of minutes from the August 18, 2022 Joint DCWDC/NCFLWDB Meeting. The minutes are linked below for your review.

RECOMMENDATION: Approval
ACTION: Motion for Approval
EXHIBIT: [Minutes of Meeting](#)

PUBLIC COMMENTS **TIME: 5 MIN.**

CONSENT AGENDA

1. **Request to add CNA/PCA (Certified Nursing Assistant/Patient Care Assistant) to the Regional Targeted Occupations List** **TIME: 0 MIN.**

Presenter: Phyllis Marty

A request from the community brought forward at the Alachua/Bradford Career Pathways Consortium meeting to add CNA/PCA certification to the Regional Targeted Occupations List. This occupation was on our list in years past but was removed due to low wages. We have a letter from UF Health providing justification in the form of 136 current openings with the plan of additional openings totaling close to 300 in the next three years. UF Health has also provided the current starting wage rate of \$16.55, which is close to the regions' LLSIL of \$19.25 for a family of four.

This item was reviewed and approved by the One-Stop Adult/Dislocated Worker Performance Committee on August 11, 2022, and the Executive Committee on August 18, 2022.

This agenda item was reviewed and approved by the North Central Florida Workforce Development Board on September 8, 2022.

EXHIBIT 1: [Letter from UF](#)



2. Removal of the National Trucking CDL Training from the ETPL (Eligible Training Provider List): **TIME: 0 MIN.**

Presenter: Phyllis Marty

A request to remove National Trucking CDL Training from the Eligible Training Provider List due to unsatisfactory performance outcomes has been submitted by CareerSource Program and Quality Assurance staff.

This item was reviewed and approved by the One-Stop Adult/Dislocated Worker Performance Committee on August 11, 2022, and the Executive Committee on August 18, 2022.

This agenda item was reviewed and approved by the North Central Florida Workforce Development Board on September 8, 2022.

REGULAR AGENDA

NEW BUSINESS

1. Quality Labor Management, Inc. Contract **TIME: 10 MIN.**

Presenter: Phyllis Marty

Phyllis Marty will present a contract for Quality Labor Management, Inc.(QLM) for temporary staffing and Work Based experience. QLM has been procured and selected by DEO as the State vendor for temporary staffing and we are using the State contract terms.

This agenda item was reviewed and approved by the North Central Florida Workforce Development Board on September 8, 2022.

RECOMMENDATION: Approval
ACTION: Motion for approval
EXHIBIT 1: [QLM Contract](#)

2. Board Attorney Contract Amendment **TIME: 10 MIN.**

Presenter: Phyllis Marty

Rochelle Daniels was selected as chief legal counsel that will report directly to the Council and provide legal services to LWDB 9 and CareerSource North Central Florida ("CSNCFL"), the administrative entity created by Section 8 of the Interlocal Agreement and contracted with in PY 19-20. The contract allows for the option of renewing the term of this Agreement for 3 additional, 1 year periods at the same terms and conditions outlined herein, for the following periods of time: Program Year July 1, 2021 - June 30 2022; Program Year July 1, 2022 - June 30, 2023; Program Year July 1, 2023 - June 30 2024. We are requesting approval to provide Amendment 2 with the same terms and conditions to renew the contract for PY 22-23.



This agenda item was reviewed and recommended by the North Central Florida Workforce Development Board for approval from the Dual County Workforce Development Council.

RECOMMENDATION: Approval
ACTION: Motion for approval
EXHIBIT 1: [Board Attorney Contract](#)

3. Program Contract Renewals

TIME: 10 MIN.

Presenter: Phyllis Marty

The following contracts are presented for a one year renewal as listed below. There are changes to the services and the funding for Underwood Sloan and Associates, adding in policy and procedure review to assist staff in aligning local procedures and policies with State procedures and policies. There are no changes to the services and funding for THMP. We are recommending continuing the external Fiscal Monitoring this year to ensure CareerSource is following newly implemented processes with County Finance staff and systems.

This agenda item was reviewed and approved by the North Central Florida Workforce Development Board on September 8, 2022.

1a. Taylor Hall Miller Parker P.A (THMP)

THMP provides external Fiscal and contract review and monitoring services.

RECOMMENDATION: Approval
ACTION: Motion for Approval
EXHIBIT: [THMP Contract](#)

1b. Underwood, Sloan and Associates, LLC. (USA)

USA provides external Programmatic review and monitoring services.

RECOMMENDATION: Approval
ACTION: Motion for Approval
EXHIBIT: [USA Contract](#)



4. CareerSource Board Members

TIME: 10 MIN.

Presenter: Phyllis Marty

Phyllis Marty will present a new Board member application for Staci Bertrand, Government Relations with Duke Energy for the Alachua Business Seat. Phyllis Marty will also present a new Board Member application for Kevin Shupe, International Association of Sheet Metal, Air, Rail and Transportation Workers for the mandatory Alachua Labor Union Seat.

This agenda item was reviewed and approved by the North Central Florida Workforce Development Board on September 8, 2022.

1a. Staci Bertrand, Government Relations with Duke Energy for the Alachua Business Seat.

RECOMMENDATION: Approval
ACTION: Motion for Approval
EXHIBIT: [Staci Bertrand Board Member Application](#)

1b. Kevin Shupe, International Association of Sheet Metal, Air, Rail, and Transportation Workers for the Alachua Labor Union Seat.

RECOMMENDATION: Approval
ACTION: Motion for Approval
EXHIBIT: [Kevin Shupe Board Member Application](#)

1c. Board Member Reappointment

Terms for several board members have expired and staff have contacted each to determine the desire to remain on the board. Jeffrey Tate would like to be reappointed for another two year term.

RECOMMENDATION: Approval
ACTION: Reappointment
EXHIBIT: n/a

1d. Board Member Vacancies

Board members Don Davis, Patricia Evans and Dawn Strickland, all private Business Seats, do not wish to be reappointed. Staff is requesting the Council to declare these seats vacant to start recruitment.

RECOMMENDATION: Approval
ACTION: Declaration of vacant seats
EXHIBIT: n/a



5. WIOA Local Plan Two Year Modification

TIME: 10 MIN.

Presenter: Phyllis Marty

As required by WIOA regulations, Local Workforce Development Boards are required to update their WIOA Local Four Year Plan with a Two Year Modification. Phyllis Marty will present the WIOA Plan Two Year Modification for discussion.

This agenda item was reviewed and approved by the North Central Florida Workforce Development Board on September 8, 2022.

RECOMMENDATION: Approval
ACTION: Motion for approval
EXHIBIT 1: [WIOA Plan Two Year Modification](#)

REPORTS

1. CSNCFL Manager Report

TIME: 0 MIN.

Presenter: Phyllis Marty

CSNCFL highlights and updates.

EXHIBIT: [CSNCFL Manager Report](#)

2. Annual Quality Assurance (QA) Plan

TIME: 0 MIN.

Presenter: Phyllis Marty

CSNCFL's Director of Continuous Improvement has drafted an Annual QA Plan. It has been linked below for informational purposes. Also linked is the July QA report as an example of the internal monthly reports provided to the CareerSource leadership team.

EXHIBIT 1: [QA Plan](#)
EXHIBIT 2: [QA Report](#)

MATTERS FROM THE COUNCIL

MATTERS FROM THE FLOOR (PUBLIC)



ADJOURNMENT

**THE NEXT COUNCIL MEETING IS SCHEDULED TO BE HELD ON THURSDAY,
NOVEMBER 17, 2022 AT 1:00 PM.**