



***Program Committee Meeting***  
**February 10, 2022 @ 3:00 PM (CT)**  
**[Join Microsoft Teams Meeting](#)**  
**561-570-4464; Conference ID: 891 476 686#**

## **A G E N D A**

- |       |                                                                            |                       |
|-------|----------------------------------------------------------------------------|-----------------------|
| I.    | <b>CALL TO ORDER</b>                                                       | Debbie Kolmetz, Chair |
| II.   | <b>YOUTH OUTREACH EFFORTS / CAREER FAIR</b>                                | Cheri Gilmore         |
| III.  | <b>TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) SUMMER YOUTH PROGRAM</b> | Debby Wood            |
| IV.   | <b>IMPACTS OF SERVICE CODE CHANGES</b>                                     | Debby Wood            |
| V.    | <b>THE WORKFORCE ALLIANCE GOOD JOBS CHALLENGE GRANT APPLICATION</b>        | Richard Williams      |
| VI.   | <b>GET THERE FASTER GRANT AWARD</b>                                        | Richard Williams      |
| VII.  | <b>CAREER CENTER TRAFFIC</b>                                               | Debby Wood            |
| VIII. | <b>ONE-STOP OPERATOR REVIEW</b>                                            | Richard Williams      |
| IX.   | <b>ADJOURNMENT</b>                                                         | Debbie Kolmetz        |

### **Program Committee Members**

Debbie Kolmetz, Chair  
Andy Jackson  
Keith Sutton  
Raymond Russell  
Dr. Sarah Clemmons

## **YOUTH OUTREACH EFFORTS**

### **For Information Only**

#### **Background:**

CareerSource Chipola (CSC) staff team members are diligently working to increase awareness about youth services in the five-county service delivery area. As you are aware, CSC's funding is primarily to serve out-of-school youth which means, CSC has a narrow window to capture the youth between graduation and entering employment or post-secondary education.

Outreach flyers have been sent to high schools in each county with the focus on graduating seniors who are unsure of their plans following the completion of school. Staff members are working to schedule visits to all high schools during the months of February and March. Staff members will provide information about job opportunities in the area as well as how CSC can provide funding for continuing education (books, tuition, uniforms, fees, transportation assistance, etc.) and offer paid work experience.

The outreach efforts also highlight the upcoming Career Fair scheduled for April 19, 2022 at Evangel from 8:00 – 1:00 PM for youth and a Hiring Event for the general public from 2:00 – 3:30 PM. Employers from Transportation, Distribution & Logistics will be represented and will provide opportunities for youth to be engaged in "hands-on" experiences and help bring awareness to the types of jobs available in the industry sector.

Partner organizations (Chipola Ministries, Innovative Charities, and Backpack for Kids) have agreed to include youth outreach flyers in each box/bag given to individuals. Washington-Holmes Transportation Disadvantaged has forwarded the youth flyers to all its partners and Tri-County Community Council has acknowledged they will ensure their customers are aware of the services provided to age-appropriate youth.

Through a pilot project, CSC has also been providing work readiness classes during the last few months to the Diversified Career Technology (DCT) students at Sneads and Marianna high schools. This effort is to help the students transition to the world of work and understand the expectations of employers.

**TEMPORARY ASSISTANCE FOR NEEDY FAMILIES**  
**SUMMER YOUTH PROGRAM**

**Background:**

The Temporary Assistance for Needy Families (TANF) program allows for funds to be spent on activities that further one of the following four TANF purposes:

- \*\*Assist needy families so that children can be care for in their own homes;
- \*\*Reduce the dependency of needy parents by promoting job preparation, work, and marriage;
- \*\*Preventing out-of-wedlock pregnancies; and
- \*\*Encouraging the formation and maintenance of two-parent families.

CareerSource Chipola (CSC) proposes to offer a summer youth program that focuses on Purpose #3 (teen pregnancy prevention) and will serve youth from middle school through 18 years of age, if still enrolled/attending school. Purpose #3 does not require a full income eligibility determination and does not require the activity to be solely geared toward teen pregnancy prevention.

TANF funds may be used for:

- \*\*Summer jobs
- \*\*Education and Training
- \*\*Supportive Services
- \*\*Transportation for employed purposes for the purpose of attending work or training
- \*\*Counseling and employment related services; and
- \*\*Incentive payments that reward the participant for achieving a pre-determined milestone.

CSC is required to follow the Department of Economic Opportunity procurement requirements for the summer youth program.

**Staff Recommendation:** Due to the timeframe staff is working with and the procurement requirements, the staff recommendation is to allow CSC staff to move forward with preparations for a summer youth program funded by TANF. These funds would otherwise be used for adult programs and for this reason staff requests the Program Committee to approve use of TANF funds for a summer youth program and refer the item to the Youth Committee for further action.

**This is an Action Item.**

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## **EMPLOY FLORIDA SYSTEM** **SERVICE CODE CHANGES**

### **Background**

To align with Administrative Policy 115: Common Exit, the Florida Department of Opportunity (DEO) modified the Employ Florida system to restrict the ability to project end dates for certain service activity codes (those not mapped to support training or education services). The change required the codes to have a projected end date equal to the start date or projected start date. This change is referred to as the “1-day” in duration modification. Other codes not previously time limited were updated to allow for a projected end date of 90 days while others were changed to a 1-day code and then based on additional review by DEO, were reverted to align with the training/activity service end date. Others were inactivated and can no longer be used by staff.

Example: Historically, DEO referenced the Individual Employment Plan (Employ Florida Service Code 200) as a “living document” that should align with the needs of the customer. Staff members were told the Plan should be updated as needs change and barriers were resolved. However, based on recent changes, the Individual Employment Plan service code must be opened and closed on the same date (1-day duration). If staff are not mindful to ensure there is another open countable activity, the case will close negatively.

Another change initiated through system code updates resulted in the inability to change the “Completion Code” when serving veterans. What this means is that if staff enter a service code in error, the code cannot be “voided” as was done previously. Therefore, staff members are forced to enter a case note indicating the error. Example: Staff enter service code 102 (Initial Assessment) in error. The code cannot be changed. Since the upcoming DEO Monitoring Review in May 2022 will include DEO Jobs for Veteran Grant (JVSG) staff, it is hoped that the review team will remember to read the case notes rather than immediately indicate a “Finding” on the Preliminary Monitoring Report.

### **For Information Only Item / No Action Required**

By providing this information, staff members want to ensure that you are aware of potential negative impacts these changes could have on our local performance outcomes.

These types of changes have not been made since the rollout of the Employ Florida case management system in January 2007. Initially, the impact was expected to affect 173 service activity codes; however, the actual number has not been finalized. These code changes impact day-to-day operations and significantly decrease the amount of time dedicated to serving customers and increase time spent on “processes.”