



**AGENDA**  
**YOUTH DEVELOPMENT COUNCIL MEETING**  
**August 7, 2023 | 1:30pm**  
**Committee Liaison: Barbara Mincy**

**CONFLICT OF INTEREST:** Board and Council members are reminded of 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 Board, 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.

**Quorum** is established by having Chair or Co-Chair and two appointed members present or 2/3 of the appointed members present (4).

**Council Members:** Katrina Lunsford-Chair, Patti Gander, Ginger Garner, Yesse Olivas, Ryan Reis, Amanda Wilson, Derrick Woodard

**WELCOME & INTRODUCTIONS**

**Katrina Lunsford, Chair**

**APPROVAL OF MINUTES**

Recommendation: Approval of Youth Development Council Minutes for February, 2023

Pages 2-3

**TESTIMONIALS:** N/A

**OLD BUSINESS:** N/A

**NEW BUSINESS**

**Recommendation:** To approve an increase In- School Youth (ISY) Incentive Plan

Page 4

**Recommendation:** To approve the creation a mental health partnership to serve at risk youth

Page 5

**Report:** Business Services Report 4<sup>th</sup> Quarter PY2022-2023

Pages 6-7

**Report:** Youth Services Report Card 4<sup>th</sup> Quarter PY 2022-2023

Pages 8-9

**Report:** THMP Monitoring Summary Report June 2023

Page 10

**COUNCIL EDUCATION:** WIOA Youth 14 Elements

**ADJOURN**



**Minutes  
Youth Development Council  
Virtual Meeting – Zoom  
February 6, 2023 | 1:30 p.m.**

| Members                 |   | Members         |   | Staff & Guests Present  |  | Staff & Guests Present |  |
|-------------------------|---|-----------------|---|-------------------------|--|------------------------|--|
| Katrina Lunsford, Chair | P | Amanda Wilson   | P | Stacy Campbell-Domineck |  | Emilisse Ortiz         |  |
| Patti Gander            | P | Derrick Woodard | E | Barbara Mincy           |  | Alexis Middlebrook     |  |
| Ginger Garner           | P |                 |   | Joylette Stevens        |  | Kathy Suttles          |  |
| Yesse Olivas            | P |                 |   | Candace Franklin        |  |                        |  |

**CALL TO ORDER**

The meeting was called to order by Yesse Olivas at 1:32 p.m. followed by introductions of all those present.

**APPROVAL OF MINUTES**

Yesse Olivas called for a motion to approve the minutes of November 7, 2022. The motion was made by Amanda Wilson, seconded by Patti Gander. Yesse Olivas opened the floor for discussion. There was no discussion. All voted. Motion carried unanimously.

**TESTIMONIALS: Alexis Middlebrook**

Alexis Middlebrook shared her testimony of participating in CareerSource Polk’s Young Leaders Program with the Council. Yesse Olivas thanked her for participating in the meeting.

**OLD BUSINESS: N/A**

**COMMITTEE EDUCATION: N/A**

**NEW BUSINESS**

**Recommendation: Approve Summer Youth Internship Budget**

Yesse Olivas called for a motion to approve the Summer Youth Internship Budget. The motion was made by Katrina Lunsford. Amanda Wilson seconded. Yesse Olivas opened the floor for discussion. There was no discussion. All voted. Motion carried unanimously.

**Recommendation: Approve Budget for Teen Pregnancy Prevention Program Grants for Summer 2023**

Yesse Olivas called for a motion to approve the budget for the Teen Pregnancy Prevention Program Grants for Summer 2023. The motion was made by Lunsford and seconded by Wilson. Floor was open for discussion. No questions. All voted. Motion carried.

**Report: Business Services Report 2<sup>nd</sup> Quarter PY2022-2023**

Yesse Olivas directed the Council to the Business Services Report 2<sup>nd</sup> Quarter PY2022-2023 on page 5. Kathy Suttles reviewed the report with the Committee. There were no questions or concerns.

**Report: Youth Services Report 2<sup>nd</sup> Quarter PY2022-2023**

Yesse Olivas directed the Council to the Youth Services Report 2<sup>nd</sup> Quarter PY2022-2023 on page 6. Mincy reviewed the report with the committee and explained why some staff have higher caseloads than others. There were no other questions or concerns.

**Report: THMP Monitoring Summary Report – December 2022**

Yesse Olivas directed the Council to the THMP Monitoring Summary Report – December 2022 on page 8. Barbara Mincy reviewed the observation and the resolution taken to correct it.

**Council Education: Program Eligibility: In-School Youth**

Barbara Mincy reviewed with the Council the WIOA eligibility for In-School youth. Yesse Olivas thanked her for providing this education to the Council. CEO Campbell-Domineck asked for clarification of the term, “needs additional assistance,” in the eligibility criteria. Barbara Mincy responded that this term could be applied to a youth who does not meet the listed criteria for entrance to the program but faces other barriers; the barriers would need to be noted in the case file.

**Meeting adjourned at 2:05p.**



## COMMITTEE AND/OR BOARD ACTION/APPROVAL

Committee Name: Youth Development Council

Date: 8/7/2023

### TOPIC/ISSUE

Increase Youth Incentive Plan for In- School (ISY) from \$480 to \$950

### BACKGROUND

In 2015 the United States Department of Labor (USDOL) changed the percentage of federal funds that local workforce development boards could expend on eligible youth enrolled in the WIOA youth program. The shift placed a greater emphasis on serving out-of-school by shifting the expenditure rate requirement from 20% to 75% for out-of-school youth. This change required local boards to ensure that of the 90% of WIOA Youth allocation, 75% must be spent on out-of-school youth. During the implementation of this new change and since that time, local boards have seen a tremendous decrease in youth participation in young programs. Youth caseloads dropped by over 80%.

The Florida Workforce Development Association, for the past five years, has submitted multiple requests to the Florida Department of Economic Opportunity urging them to request a waiver from USDOL to change these requirements. Finally, in February 2023, a request was submitted by the DEO to the CareerSource Florida Board of Directors for approval. Once approved the request was submitted to the Department of Labor. In March 2023 the Department of Labor approved Florida's request to lower the local youth formula funds expenditure from 75 percent to 50 percent for out-of-school youth. In May 2023, the waiver request was approved.

### POINTS OF CONSIDERATION

The CareerSource Polk Young Leaders Program provides opportunities for participants to earn cash incentives for completing skill-building activities. All activities focus on academics, work readiness, and making positive lifestyle choices. Participants will have the opportunity to earn up to \$950 for completing (8) activity invoices consisting of:

- Two (2) stand-alone activity invoices
- Six (6) activity invoices which require the completion of (6) of (18) activities.
- Participants will receive a completion bonus of \$150 when they exit with a positive outcome.

### STAFF RECOMMENDATION

Approve as recommended

### COMMITTEE ACTION

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### BOARD ACTION



## COMMITTEE AND/OR BOARD ACTION/APPROVAL

Committee Name: Youth Development Council

Date: 8/7/2023

### TOPIC/ISSUE

Recommendation to create a mental health partnership to serve at risk youth

### BACKGROUND

Comprehensive guidance and counseling are one of the WIOA Youth program's 14 program elements. Comprehensive guidance and counseling provide individualized counseling to participants. This includes drug and alcohol abuse counseling as well as mental health counseling.

### POINTS OF CONSIDERATION

Increased challenges are facing youth. These challenges were heightened by other socio-economic challenges many faced and a still facing from the global pandemic.

According to Florida Health, in its most recent Youth Suicide Prevention study:

- 24.2% of the male students and 43.4% of the female students reported feeling sad or hopeless.
- 10.9% of the male students and 20.2% of the female students reported seriously considering dying by suicide.
- 8.2% of the male students and 15.5% of the female students reported making a plan to die by suicide.
- 6% of the male students and 9.6% of the female students reported actually attempting suicide.
- 10.5% of the male students and 21% of the female students reported purposefully hurting themselves without wanting to die.

The Department of Labor has updated its recommendation to serve youth through the WIOA 14 elements and has included mental health as a service LWDBs should consider when serving youth.

### STAFF RECOMMENDATION

Approve as recommended

### COMMITTEE ACTION

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### BOARD ACTION



**Business Services Division  
4<sup>th</sup> Quarter Report: April 1, 2023, thru June 30, 2023**

|   |
|---|
| • Provided <b>1,861</b> services to <b>292</b> employers from April 1 <sup>st</sup> to June 30 <sup>th</sup> , 2023                             |
| • Total job orders in our system for the quarter was <b>1,339</b> with <b>2,615</b> available positions, of which <b>115</b> were staff entered |
| • Hosted <b>2</b> Roundtable event with a <b>73%</b> attendance rate  |
| • Conducted <b>6</b> Recruiting Events at the career centers  |
| • Entered <b>3</b> Employed Worker Training (EWT) and <b>3</b> On- the-Job (OJT) grant  |

**Economic Development Requests**

| Employer | Industry | Requested Info |
|----------|----------|----------------|
| None     |          |                |

**Recruiting Events**

| Employer                                      | Industry   | Date      | # of Job Seekers               |
|---|--|-----------|--------------------------------|
| Bond Clinic P. A                              | 621111- Offices of Physicians (except Mental Health Specialists) | 4/4/2023  | 2                              |
| Partners Personnel – Management Services, LLC | 54 – Professional, Scientific, and Technical Services            | 4/17/2023 | 2- with offers of employment   |
| Florida Presbyterian Homes Inc.               | 623311- Continuing Care Retirement Communities                   | 4/21/2023 | 7- with 3 offers of employment |
| Partners Personnel – Management Services, LLC | 54 – Professional, Scientific, and Technical Services            | 4/27/2023 | 6                              |
| Walt Disney World                             | 71311- Amusement and Theme Parks                                 | 6/8/2023  | 36                             |
| Polk County School Board                      | 611110- Elementary and Secondary Schools                         | 6/20/2023 | 29                             |

**Re-Employment Emergency Assistance Coordination Team (REACT)**

| Employer         | Industry                                     | Reason for REACT   | # of Staff Displaced |
|------------------|--|--------------------|----------------------|
| Tampa Maid Foods | 424460 Fish and Seafood Merchant Wholesalers | Closing two shifts | 59                   |

**Roundtables**

| Topic                                | Presented By  | # Attended |
|--------------------------------------|---------------|------------|
| Hiring A Candidate with A Disability | Gale Riddle   | 35         |
| The Remote/Hybrid Model              | Amanda Wilson | 36         |

**Employed Worker Training (EWT) Agreements**

| Company Name and Job Title             | AMOUNT             | PAID | STATUS | BALANCE            |
|--|--------------------|------|--------|--------------------|
| Lakeland Regional Health Systems Inc.  | \$1,855            |      |        |                    |
| Lakeland Regional Health Systems Inc.  | \$10,000           |      |        | \$1,855            |
| <b>Total Grant Amount PY 2022-2023</b> | <b>\$11,855.00</b> |      |        | <b>\$11,855.00</b> |

### On The Job Training (OJT) Agreements

| Company Name and Job Title                       | AMOUNT             | PAID              | STATUS   | BALANCE            |
|--|--------------------|-------------------|----------|--------------------|
| Quarter 1  |                    |                   |          |                    |
| None   |                    |                   |          |                    |
| Quarter 2  |                    |                   |          |                    |
| None   |                    |                   |          |                    |
| Quarter 3  |                    |                   |          |                    |
| Releve Sports Medicine                           | \$3,093.75         | \$3,093.75        | Complete |                    |
| <b>Total 3<sup>rd</sup> Quarter Grant Amount</b> | <b>\$3,093.75</b>  | <b>\$3,093.75</b> |          | <b>\$0.00</b>      |
| Quarter 4  |                    |                   |          |                    |
| Releve Sports Medicine                           | \$3,315.00         | \$1,454.52        |          | \$1,860.48         |
| Global Insurance and Planning Advisors           | \$6,885.00         | \$1,020.00        |          | \$5,865.00         |
| Releve Sports Medicine                           | \$3,975.00         | \$1,068.75        |          | \$2,906.25         |
| <b>Total 4<sup>th</sup> Quarter Grant Amount</b> | <b>\$14,135.00</b> | <b>\$3,543.27</b> |          | <b>\$10,631.73</b> |
| <b>Total Grant Amount PY 2022-2023</b>           | <b>\$17,228.75</b> | <b>\$6,637.02</b> |          | <b>\$10,591.73</b> |

### Job Fairs

| Date   | # Employers | # Job Seekers |
|--|-------------|---------------|
| April 12, 2023- Lake Eva Event Center, Haines City | 53          | 189           |

### Job Orders Total Q4 = 1,339

| PY      | PY18  | PY19  | PY20  | PY21  | PY22         |
|---------|-------|-------|-------|-------|--------------|
| Total # | 5,451 | 5,091 | 6,821 | 6,771 | <b>6,540</b> |



**CareerSource Polk**  
**Young Leaders 4<sup>th</sup> Quarter Report**  
**PY22-23 April 1, 2023, thru June 30, 2023**

| <b>PARTICIPANT DATA</b>           | <b>In-School</b> | <b>Out-of-School</b> | <b>TOTAL</b>  | <b>YTD</b>    |
|-----------------------------------|------------------|----------------------|---------------|---------------|
| New Enrollments                   | 10               | 14                   | 24            | 55            |
| Active Carryovers                 | 0                | 23                   | 23            | 23            |
| <b>Total Number Served</b>        | 10               | 37                   | 47            | 78            |
| Cases Exited                      | 0                | 4                    | 4             | 16            |
| <b>Active Cases</b>               | 10               | 33                   | 43            | 62            |
| Work Experience Program(s)        | 321              | 14                   | 335           | 453           |
| Enrolled with a Diploma/GED       | 0                | 13                   | 13            | 24            |
| <b>PARTICIPANT DATA</b>           | <b>In-School</b> | <b>Out-of-School</b> | <b>TOTAL</b>  | <b>YTD</b>    |
| Exited with Positive Outcome      | 0                | 0                    | 0             | <b>94</b>     |
| Exited with Neutral Outcome       | 0                | 0                    | 0             | <b>0</b>      |
| Exited with Negative Outcome      | 0                | 3                    | 3             | <b>13</b>     |
| <b>Total Participants Exited</b>  | 0                | 0                    | 0             | <b>107</b>    |
| Exited with Diploma/GED           | 0                | 0                    | 0             | <b>0</b>      |
| Exited with Credentials           | 0                | 2                    | 0             | <b>2</b>      |
| Exited with Employment            | 0                | 0                    | 0             | <b>0</b>      |
| Exited with Post-Secondary Ed     | 0                | 0                    | 0             | <b>0</b>      |
| <b>Wage Rate for those Exited</b> | <b>\$0.00</b>    | <b>\$0.00</b>        | <b>\$0.00</b> | <b>\$0.00</b> |

**YOUTH SERVED:**

CareerSource Polk staff has provided a variety of services to the out-of-school young adults enrolled in the Young Leaders program, serving young adults, ages 16-24. During the quarter, 14 participants were enrolled in work experience, 4 received support services, and 3 are receiving tuition assistance through an Individual Training

Account (ITA).

Below are the numbers of active young adults participating in the Young Leaders' program:

| STAFF               | In-School | Out-of-School | TOTAL     | YTD       |
|---------------------|-----------|---------------|-----------|-----------|
| Nicoll Bertrand     | 7         | 13            | 23        | 51        |
| Ryonna Flowers      | 0         | 3             | 3         | 3         |
| Frankie Rollins     | 3         | 4             | 7         | 21        |
| <b>ACTIVE CASES</b> | <b>10</b> | <b>24</b>     | <b>33</b> | <b>75</b> |

**QUARTERLY HIGHLIGHTS:**

- Two young adults completed the Google IT Support certification, these young adults are currently participating in the SYLTP with the intent of beginning tertiary education in the upcoming months in the medical and IT field .
- Fourteen out-of-school young adults participating in the year-round Youth Internship Program which gives young adults not enrolled in high school or college the opportunity to gain hands- on experience with local employers.
- The Summer Youth Leadership Training Program (SYLTP) orientation was held on June 2, 2023, at Nora Mayo Hall. Guest speaker Dr. Lynn Johnson of Triumphant Solutions spoke to 330 young adults on the topic of Unleashing the Path to Achieving Your Dreams'. Johnson highlighted key points from the book *Start Right Stay Right*, authored by Steve Ventura. Each young adult received a copy of the book during the interview process of the SYLTP. Dr. Johnson discussed the importance of attitude, punctuality, and initiative. The young adults were attentive, interactive and participated in a brief discussion.
- 120 local businesses agreed to serve as training sites for youth participants in the SYLTP. These business industries include agriculture, automotive, childcare, computer services, cosmetology, education, event planning, financial services, fitness, government, healthcare, hospitality, legal services, manufacturing, and marketing.
- Management participated in the Discover 3DE informational breakfast hosted by LKLD Leads. The Discover 3DE by Junior Achievement aims to inspire and prepare young people to succeed in a global economy, by re-engineering high school education to expand economic opportunity for all students.
- On June 5, 2023, 320 young adults began training through the SYLTP earning a bi-weekly stipend of \$780.



**CareerSource Polk Programmatic & Fiscal Monitoring Report**  
**SUMMARY OF FINDINGS**  
 Performed by Taylor, Hall, Miller & Parker, P.A.

**DATE OF VISIT:** June 13-15, 2023

**REVIEW PERIOD:** Programmatic Monitoring through March through

| TYPES OF FINDINGS:  |  |
|---|--|
| Findings  | Observations   |
| These items reflect non-compliance with governing regulations, internal policies, or contractual requirements and may illustrate questionable costs and/or problematic deficiencies in internal controls.<br>These items can also indicate ineffective or improper procedures, systems, and/or records maintenance. | These items may be proactive in nature and highlight specific situations where particular changes may enhance customer service and program outcomes, strengthen internal controls, or improve financial information and documentation. |

| COMPLIANCE TYPE | PROGRAM    | HOW MANY | FISCAL IMPACT | CORRECTIVE ACTION PLAN  | COMMENTS  |
|-----------------|------------|----------|---------------|---|---|
| Findings        | WIOA-Youth | 1        | None          | Staff received training on credentials and were referred to TEGL-21-16 for clarification. | Customers obtained a SERV Safe credential. SERV Safe credentials are no longer accepted as a recognized credential. |