



Program Committee Meeting
July 06, 2022 @ 2:30 PM (CT)
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561-570-4464; Conference ID: 108 114 503#

A G E N D A

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| I. CALL TO ORDER | Debbie Kolmetz, Chair |
| II. PRELIMINARY EXIT SUMMARY | Debby Wood |
| III. CHIPLEY OPERATING HOURS | Richard Williams |
| IV. DISCUSSION ITEMS | Richard Williams |
| • Use of TANF funds for youth projects | |
| • 10% Holdback | |
| • Local Workforce Development Board Letter Grade | |
| V. ADJOURNMENT | Debbie Kolmetz |

Program Committee Members

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

Preliminary Exit Summary – Program Year 2021-2022
Florida Department of Economic Opportunity (DEO)

Overview

Background

Federal and state law requires that each local workforce development board (LWDB) receive a comprehensive monitoring review each program year. CareerSource Chipola's review was held the week of May 23-27, 2022. Noted below are areas of concern provided in the Exit Summary document:

- Domestic Violence Safety Plans for a couple of participants identified as victims of domestic violence were missing.
- Documentation to support job participation hours in the Welfare Transition (WT) Program were not retained in the case file.
- There was no evidence of a verbal attempt to contact and/or counsel a WT participant during the 10-day counseling period when a pre-penalty (sanction) was initiated.
- A "Notice of Change in Child Care Status" was not completed and maintained in the participant's case file.
- Documentation of orientation and assessment and specific forms were not documented in the appropriate system for the Supplemental Nutrition Assistance Program (SNAP) (food stamps).
- For the Workforce Innovation and Opportunity Act (WIOA) Program, there were a couple of instances of quarterly follow-ups not being conducted; multiple funding sources were recorded in the management information system without documentation to show how the funds were coordinated; verification of the employment information recorded during follow-up did not match what was in the case file and an instance where the occupation title on a job referral did not match the management information system. Also, measurable skills gains were not recorded in the management information system and not documented in the file. As a reminder, many of the issues noted in the WIOA review were a result of the DEO requirement to close cases during the period of April 1 – June 30, 2021. When case closure is forced and the participant has not reached positive outcomes, negative results occur.

The most important aspect of the review is that CareerSource Chipola had NO disallowed costs.

FOR INFORMATION ONLY – NO ACTION REQUIRED