

Central Florida RETA Chapter

Steering Committee

Meeting Minutes



Date: June 19, 2017 **Time:** 8:00 AM – 12:00 PM
Location: Polk State Corporate College - ATC **Subject:** Committee Meeting #3

Attendees:

Ernie Leavell	Central Florida RETA Chapter	Committee Chair	
Jeff Cincotta	Kelly Refrigeration Services	Chapter Board Member	
Richard Butt	Tanner Industries	Chapter Board Member	
Sam Hale	Polk State Corporate College	Coordinator	Absent
Garry Grafton	Polk State Corporate College	Facilitator/Minutes	
Ed Noland	Florida Beef	Committee Member	Absent
Doug Lillie	Burriss Logistics	Committee Member	
Richard Turner	Gordon Food Services	Committee Member	
Randy Stanton	Kelley Refrigeration Services	Committee Member	Absent
Jehrad Crews	Pepsi Company	Committee Member	Absent
Gwen Allen	Polk State Corporate College	Coordinator - Grants	
Kathy Suttles	Career Source Polk	Grants	
Jeannette Grullon	Polk State College	Job/Career Fairs	

Discussion:

1. Breakfast and lunch was provided by Ernie Leavell (Central Florida RETA Chapter)
2. Sign in sheet was passed around for all attendees to sign.
3. Central Florida RETA Chapter Update
 - Chapter Flyer Completed. Copies distributed to attendees
 - Chapter Flyer was sent to all Polk County Academies by Wyatt Dube.
 - Resumes can now be posted to RETA CFC website
 - The June 15, 2016 Central Florida RETA Chapter meeting was held at Stewart's Electric Motor Works at 8951 Trussway Blvd, Orlando, FL 32824. Presentation topic was "Proper Motor Maintenance, a motor disassembly demo, inspection & reassembly" with a tour of a working motor shop. The meeting was well received by the attendees.

- Ernie has been working on a Central Florida RETA Chapter brochure in preparation of the possible future job/career fairs.

4. Available Grants

- Gwen Allen – Coordinator Polk State Corporate College Grants
 - **Quick Response Training Grant** - The QRT Grant supports new business and companies that are relocating to (or expanding within Florida. These companies may be eligible for grant dollars to help pay for training new employees.
 - Funding is provided in the form of performance-based reimbursable grant for a 12-month term. The total funding available during 2016/2017 is \$12 million.
 - Quick Response Training Grant provides reimbursement per new hire from the State pre-approved, direct, training related costs
 - Business Qualifiers
 - The business must be a for-profit company and create new, permanent f/t jobs for Florida workers that require customized, high-level skills training in qualified markets.
 - The average annual wage for the jobs provided must be at least 125% of the average local or private sector wages. The total average wage for a newly hired individual for Polk County under this program is \$23 an hour, or \$47,810 annually; calculated in this value is overtime, sick and vacation pay including bonuses.
 - The business must be within the Qualified Targeted Industries
 - **Incumbent Worker Training Grant** – The IWT Grant provides funding for continuing education and training of incumbent employees at existing Florida businesses.
 - Funding available for training projects during 2016/2017 is \$3 million
 - The max reimbursed amount awarded is \$30k per grant/per company and up to 75% of direct training expenses. Companies can apply bi-annually
 - Business Qualifiers
 - The business must be a for profit company in Florida that has been in operation for a minimum of one year prior to the application date and in qualified market.
 - The company must have at least one full-time employee for at least 6 months
 - The business must produce an exportable product or service
- Kathy Suttles (Career Source Polk)
 - Kathy mentioned there is a website, www.CareerSourcePolk.com for job seekers and employers to visit. This is for the Winter Haven and Lakeland Areas.

- Kathy also mentioned that Career Source Polk offers free service for resume writing

- **Employed Worker Training (EWT)** grants reimburse employers for the cost of training current employees. As the employer, you select the training that meets your needs. Your organization could receive up to a 50% or 75% reimbursement of the direct training costs. The application process, approving trainees, and the generation of the agreement may take up to two weeks, please take this into account when developing your timeline.
 - To determine EWT grant eligibility review these guidelines. If you would like to submit an application, contact our Business Services Division at bsd@careersourcepolk.com.

 - **Who can apply?**
 - Employers that meet all of the following criteria are eligible to apply:
 - Employers in private for-profit, private not-for-profit, non-profit, local governments, or public sectors;
 - Employers located in Polk County with at least two full-time (35 h/week) employees
 - Employers current on all state and local tax obligations

 - **What are the award's timeline and structure?**
 - Applications are accepted July 1st through April 30th
 - Training must be completed within six months from the agreement start date, or by May 30th, whichever is earlier. Multiple agreements with an employer can be funded.
 - Funds are limited and will be awarded on a first come, first serve basis. Note: Training funds cannot be used to reimburse any training costs incurred before the agreement is signed.

 - **What will be required of the Employer in order for an application to be approved? The employer must agree to pay the employee their wages if training occurs during their normal working hours.**
 - The employer must provide, at a minimum, the following for each employee to be trained prior to the execution of an agreement: a completed customer registration form (individual employment plan); a signed grievance form; legible copies of their social security card and driver's license, and a completed I-9 form. Documents must be submitted before an agreement will be approved.
 - The employer must require selected employees to attend and complete the training once scheduled. Voluntary attendance at training is problematic and will not be approved.

- The employer must permit CareerSource Polk to announce and promote your receipt of the award, including the employer name, amount of the award, number of employees to be trained, and type of training. Note, CareerSource Polk does not sell employer contact information.
 - Compliance with all applicable state and federal laws as stated in the application, and completion of a grievance form.
 - The CEO, COO, Human Resources Director, or a comparable employer officer must sign the application and agreement.
 - The employer must submit a Training Progress Report each month throughout the agreement or until training is completed.
- **Who can be trained?**
 - Employees must work in Polk County the majority of time, and work a minimum of 20 hours per week.
 - Employees must be authorized to work in the United States.
 - Males must be registered for selective service.
 - Employees in the training program must be at least 18 years old, be willing to complete and sign a program application and provide the necessary documentation.
- **What type of training is authorized?**
 - Funds may only be used to avert a lay-off or obtain an industry recognized certification, credential or license.
- **What will be paid for?**
 - The grant reimburses up to 50% or 75% of the training costs which may include tuition, textbooks, and other training materials. Your organization, not the trainee, must pay the remaining costs.
- **How do I receive the reimbursement?**
 - You will be required to pay for the training costs up front, and submit an invoice to CareerSource Polk for reimbursement of those costs for trainees that successfully complete training and attain their credential. Information required for reimbursement includes:
 - A completed and signed invoice requesting reimbursement, an invoice template will be provided.
 - A copy of the credential, certification or license attained.
 - A copy of your invoice from the training vendor.
 - Proof of payment to the training provider, i.e. a copy of the front and back of your cancelled check; or proof of credit card payment.

- Note: CareerSource Polk will not be able to reimburse training costs for employees that do not complete the application process, are determined ineligible or otherwise do not complete the training/certification.
- Kathy also discussed On-The-Job-Training – See requirements at the following website:
 - <http://www.careersourcepolk.com/wp-content/uploads/2017/05/On-the-Job-Training-Guidelines-1.pdf>

5. Job Fairs

- Jeannette Grullon (Polk State College)
 - The next Career Fair held by Polk State College will be on Thursday, October 19, 2017 from 1 PM – 5 PM at the Winter Haven Campus
 - The last fair had 42 businesses and 169 people
 - The Central Florida RETA Chapter is permitted to participate by contacting Jeannette and reserving booths
 - We can reserve as many booths as necessary. Individual companies representing Ammonia Refrigeration can also participate
 - There is no charge for the booth
 - Can set up morning of fair
 - Can ship displays the day before. Jeannette can store until morning
 - Jeannette agreed to send us list of those who participated in the last fair
 - There will be another Polk State College fair Tuesday, March 13, 2018 from 1 PM – 5 PM at the Winter Haven Campus
 - Committee needs to complete a career path brochure for the fairs

6. Committee Direction/Results

- Question was “Are we moving in the right direction as a Committee?”
- Most agreed the committee is the right thing to do
- Need more participation. Ernie is going to see if we can get 4-5 more members that are committed to joining.
- The committee has met 3 times in a time span of 12 weeks.
- Results accomplished to date that we believe would not have happened without the Committee:
 - Trade Schools – we have started new relationships with Ridge and Traviss
 - We are planning to participate in the Polk State College Job Fairs
 - A “We Want You” Flyer has been sent to all Polk County Academies

7. Action Items:

- Ernie to get additional members for the committee
- Jeannette to send Committee Members list of participants in previous job fairs
- Committee preparation for Job Fair in October - All

8. Next Agenda:

TO BE DETERMINED

Next Meeting:

Monday, July 31, 2017 @ 8:00 am at Polk State Corporate College – ATC, Clear Springs Campus