ICTC Governing Board
Executive/Finance Committee

August 3rd, 2017
12:30 – 3:30 p.m.
Agenda

• Welcome – Peter Buczynsky (Chair)
  • Call To Order
Work Session Agenda

Item #1 – FY 15/16 Audit

- Overall Engagement Responsibility
  - Andrew Laflin, Principal

- Financial Statement & Single Audit Team
Division of Community Development

Special District Accountability Program

Official List of Special Districts Online

Alphabetical List of Websites for Active Special Districts (www.FloridaJobs.org/SpecialDistrictWebsites)

The following 1655 active special districts should have a website now or by the end of the first full fiscal year after its creation.

- A. Max Brewer Memorial Law Library
- A.H. at Turnpike South Community Development District
- Aberdeen Community Development District
- Academical Village Community Development District
- Acme Improvement District
- Alachua Community Redevelopment Agency
- Alachua County Health Facilities Authority
- Alachua County Housing Authority
- Alachua County Housing Finance Authority
- Alachua County Library District
- Alachua Soil and Water Conservation District
- Alafia Preserve Community Development District
- Al-K-Baba Neighborhood Improvement District
- Alligator Point Water Resources District
- Almarante Fire District
- Altamonte Springs Community Redevelopment Agency
- Altamonte Springs Health Facilities Authority
- Alva Fire Protection and Rescue Service District
- Amelia Concourse Community Development District
Newly Created Special District Responsibilities  
**Notify the Legislature (independent special districts only)**
- When a local general-purpose government creates an independent special district, it must submit a statement to the Legislature that includes the following:
  - The purpose of the proposed special district
  - The authority of the proposed special district
  - An explanation of why the special district is the best alternative
  - A resolution or official statement from the local general-purpose government's governing body or an administrator stating the following:
    - The creation of the proposed special district is consistent with approved local government comprehensive plans
    - The local general-purpose government does not object to its creation
**Notify the Department of Economic Opportunity, Special District Accountability Program**
- Within 30 days after its creation date, each dependent and independent special district must notify the Special District Accountability Program (the "program") of its existence by filing the following documents and information with the program (electronic submission via email is preferred - see Additional Information - Department of Economic Opportunity, Special District Accountability Program Contact):
  - The special district's creation document
  - A written status statement that includes a reference to the status of the special district as dependent or independent and the basis for such classification. If this is not filed with the program, the department may determine the status and render its determination to an agent of the special district.
  - A map of the special district clearly showing the following, if applicable:
    - The special district's boundaries
    - Municipal boundaries, if any, crossing the special district's boundaries
    - County lines, if the special district is in more than one county
    - If known, the registered agent's name, address, telephone, fax, and email. If not known, file this information within 30 days after the governing body's first meeting.
- Within 30 days of receiving these documents, the Program will do the following:
  - Review the creation documents to verify the special district's dependent or independent status
  - Add the special district to the Official List of Special Districts Online
  - Notify the special district and the local general-purpose government of the status determination
  - Send the Annual Special District Fee Invoice and Update Form to the Special District
**Comply with the Annual Special District Fee Invoice and Update Form Requirement**
- When the special district registers, the Program will send the Special District Fee Invoice and Update Form to the special district for the annual special district fee. This fee may be prorated based on when the special district was created (see Annual Special District Fee).
- In addition, the special district must review the special district's information on the form, make necessary changes, complete missing information, have the registered agent sign it, and return it to the Program. Making sure the information on this form is correct is very important, since the Program must make the information available through the Official List of Special Districts Online. By the due date on the form, the special district must comply with the fee requirement and return the form to the Program.
**Designate a Registered Agent and Registered Office**
- Within 30 days after its first meeting of its governing board, each special district must designate a registered agent and a registered office, then provide that information to the following:
  - The Special District Accountability Program
  - The Local Governing Authority (each local general-purpose government in which the special district is located)
**Registered Agent Defined**
- A registered agent is an agent of the special district upon whom any process, notice, or demand required or permitted by law to be served upon the special district may be served. The registered agent must be an individual resident of Florida whose business address is the same as the special district's registered office. The registered office does not have to be the special district's place of business.
**Start Complying with All Applicable Reporting Requirements**
- Special Districts must begin complying with all applicable reporting requirements immediately. For example, each newly created special district must comply with its Annual Financial Report requirement (see The Annual Financial Report) starting with the fiscal year it was created, even if the special district has no revenues and expenditures and even if the special district was created on the last day of the fiscal year.
FL Dept of Economic Opp. Grant

- Perfect Opportunity for AmSkills ➔ 2020+
- Only Public or Technical Schools Can Apply
- Competing Entities Applying in Tampa Bay
  – SPC, Marchman Technical College + ???
- Need a Regional Approach
- Next Steps
Grant Recap & Update
(July 1, 2016 to June 30, 2017)

• All Deliverables Completed
• Close-Out Docs Being Submitted
• 100% Funds Received - $300,000
• Excellent People To Work With
Curriculum Update

On-Line System

Login

Forgot your password?
Back to Home
## Curriculum Update

<table>
<thead>
<tr>
<th>Week</th>
<th>Content</th>
<th>Tooling U Content</th>
<th>Amskills Content</th>
<th>Projects</th>
</tr>
</thead>
</table>
| 1    | Intro, Rules, Paperwork, Intro to Manuf. Processes | Tour of ToolingU and explain how it dovetails into the Amskills Curriculum. **Refer to First 3 Day Checklist** | Emphasize 3 Amskills Tracks:  
- Mechanical Maintenance  
- CNC Machinist  
- Mechatronics Technician  
Use Videos and H/O | Genius Project  
Thread Gauge Project |
| 2    | ToolingU, Start, Tours, etc. | Register Students on ToolingU, Use in house Laptops to learn navigation and start courses. Start with Safety Department | Safety Videos  
Tours of Manufacturing Companies  
Safety PPT’s as necessary | Tour Reports |
|      | Safety | Safety Department contains 9 classes and quizzes | Safety NIMS Ppt | Shop Safety Tour  
Hand Tools Ppt | Proper use of Hand Tools |
|      | Workshop Math | Start Shop Essentials Department  
- Math Fundamentals 100  
- Math Fractions and Decimals 109  
- Math: Units of Measurement 115 | Measurement Math NIMS Ppt  
25.4 mm/inch conversions  
English/Metric Conversions | |
|      | Measurement Systems | Start Inspection Department  
- Basic Measurement 101  
- Linear Instrument Characteristics  
- Calibration Fundamentals 111  
- Basics of Tolerance 121  
- Hole Standards and Inspection 141  
- Thread Standards and Inspection 151  
- Overview of Threads  
- Surface Measurement | Semi Precision Measures NIMS Ppt  
Precision Measures NIMS Ppt  
Aluminum Tree Measures  
Asst. Items Measure  
Build Amskills A Pop Rivet | Workbench Measures  
Lego Measures  
Build Amskills A Pop Rivet |
| 4    | Blueprint Reading  
Layout | Blueprint Reading 131  
Benchwork and Layout Operations 241 | Understanding Drawings NIMS Ppt  
Basic Layout Techniques  
Basic Filing Techniques  
Basic Sawing Techniques  
Basic Milling Techniques | Drawings Handout Transfer  
U-Channel Ex 1 File/Mill  
U-Channel Ex 2/3 Layout  
Plate Ex 4 Sew/File/Mill  
Ex 5 Chise/Mill  
U-Channel Ex 6, 7, 8 Finish |
| 5    | Sawing  
Scribing, Punching, Marking  
Checking, Measuring, Gauging | Basic Sawing Techniques  
Basic Milling Techniques  
U-Channel Ex 6, 7, 8 Finish | | |
## Curriculum Update

### Class Name

<table>
<thead>
<tr>
<th>Class Name</th>
<th>Version</th>
<th>Lessons</th>
<th>Difficulty</th>
<th>Department</th>
<th>Preview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grinding Processes 201</td>
<td>2.0</td>
<td>18</td>
<td>Intermediate</td>
<td></td>
<td>Preview</td>
</tr>
<tr>
<td>“Grinding Processes” provides a comprehensive overview of the various types of grinding used in modern manufacturing environments. Surface, cylindrical, centerless, and internal grinding processes are commonly used for workpieces of various shapes.</td>
<td></td>
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</tr>
<tr>
<td>Safety 211</td>
<td>2.0</td>
<td>15</td>
<td>Intermediate</td>
<td></td>
<td>Preview</td>
</tr>
<tr>
<td>“Grinding Safety” provides an overview of safety concerns and precautions for grinding operations. Grinding machines, wheels, and fluids pose a number of safety hazards, so operators must take proper preventative measures.</td>
<td></td>
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</tr>
<tr>
<td>Basic Grinding Theory 221</td>
<td>2.0</td>
<td>15</td>
<td>Intermediate</td>
<td></td>
<td>Preview</td>
</tr>
<tr>
<td>“Basic Grinding Theory” provides an overview of the general process of grinding. Grinding occurs at the point of contact between an abrasive wheel and a workpiece. Like any other cutting process, grinding removes material in the form of chips.</td>
<td></td>
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</tr>
<tr>
<td>Basics of the Surface Grinder 231</td>
<td>2.0</td>
<td>22</td>
<td>Intermediate</td>
<td></td>
<td>Preview</td>
</tr>
<tr>
<td>The class “Basics of the Surface Grinder” provides an overview of the components, considerations, and varieties of the surface grinding machine. Surface grinders are classified by their table types and spindle orientations, and vary in levels of automation.</td>
<td></td>
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</tr>
<tr>
<td>Basics of the Cylindrical Grinder 232</td>
<td>2.0</td>
<td>18</td>
<td>Intermediate</td>
<td></td>
<td>Preview</td>
</tr>
<tr>
<td>“Basics of the Cylindrical Grinder” provides a comprehensive introduction to different types and components of cylindrical grinding machines. The main methods of cylindrical grinding are plunge grinding and traversing grinding. The main types of cylindrical grinding machines include plunge grinding, surface grinding, and vertical grinding.</td>
<td></td>
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</tr>
<tr>
<td>Basics of the Centerless Grinder 233</td>
<td>2.0</td>
<td>14</td>
<td>Intermediate</td>
<td></td>
<td>Preview</td>
</tr>
<tr>
<td>“Basics of the Centerless Grinder” provides a comprehensive introduction to centerless grinding. Centerless grinding includes both internal and external grinding operations. During centerless grinding, a rotating regulating wheel moves a workpiece, and a sliding cam adjusts the wheel to follow the workpiece.</td>
<td></td>
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</tr>
<tr>
<td>Setup for the Surface Grinder 241</td>
<td>2.0</td>
<td>14</td>
<td>Intermediate</td>
<td></td>
<td>Preview</td>
</tr>
<tr>
<td>“Setup for the Surface Grinder” provides a comprehensive overview of the setup and considerations involved in setting up a surface grinding machine. Setup includes selecting a grinding wheel, testing and preparing the wheel, selecting the correct workholding, and adjusting the machine.</td>
<td></td>
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</tr>
<tr>
<td>Setup for the Cylindrical Grinder 242</td>
<td>2.0</td>
<td>22</td>
<td>Intermediate</td>
<td></td>
<td>Preview</td>
</tr>
<tr>
<td>“Setup for the Cylindrical Grinder” provides a comprehensive overview of the setup and considerations involved in setting up a cylindrical grinding machine. Setting up a cylindrical grinding machine includes selecting a grinding wheel, dressing it, and adjusting the machine.</td>
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</tr>
<tr>
<td>Surface Grinder Operation 261</td>
<td>2.0</td>
<td>15</td>
<td>Intermediate</td>
<td></td>
<td>Preview</td>
</tr>
<tr>
<td>The class “Surface Grinder Operation” provides step-by-step guidelines on how to grind a rectangular workpiece. Grinding each side of a workpiece requires wheel dressing and other preparatory steps, and then roughing and finishing passes.</td>
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</tr>
</tbody>
</table>
Curriculum Update

Test Results

This chart compares the overall Pretest and Final Exam test average for all your students.

- Pretest: 76.79%
- Final Exam: 80.30%

Score

- 90.00 %
- 80.00 %
- 70.00 %
- 60.00 %
- 50.00 %
- 40.00 %
- 30.00 %
- 20.00 %
- 10.00 %
- 0.00 %

Type of Test

- Pretest
- Final Exam
Total Time Spent in Class Report

This graph illustrates all your students and the total minutes each student has spent in completed classes. To view the amount of time per class for a specific student, click the bar graph for the student.
Curriculum Update

Completed Classes Report

This graph illustrates all your students and the number of classes completed by each student. To view the list of specific titles completed by a student and the dates of completion, click the bar graph for the student.
Curriculum Update

Student Name: Tyler Poulin

Time in Completed Classes (HH:MM:SS)
6:4:22
Curriculum Update

Other Benefits

• NIMS, Mechatronics & MSSC
• Increases Hands-On Time @ AmSkills
• Manufacturers Can View Curriculum
• Printed Skills Competency Certificates
New Certificate of Competence

CERTIFICATE OF COMPLETION

THIS CERTIFIES THAT
Tyler Poulin

COMPLETED
Intro to OSHA 101

AT TOOLINGU.COM ON
July 27, 2017
Certificate of Competence – Manufacturing Technology

This Acknowledges That

Chris Baker

has successfully completed 680 hours of AmSkills Pre-Apprentice Training in the Fundamentals of:

Mechanical Assembly
Electrical / Electronics Assembly
Manual Machining

August 10, 2017

Tom Mudano, Executive Director
Budget Review
Agenda
Item #3

• Update on County Funding
  • Completed Meetings with all County Administrators & Commissioners
    • Pinellas - $175,000
      • Dual Enrollment
    • Pasco - $200,000
    • Hernando - $200,000
Budget Review

- Program Review
- Apprentice Candidate Review
- Org Charts
- FY16/17 Summary
- Cash Flow Chart
- All Counties Income & Expense Summary
- Income Analysis
- AmSkills Program Cost Calculator
- FY17/18 Budget Review – Pasco, Pinellas, Hernando, ICTC
  - Health Insurance Discussion
Placement Process
May Take 30-90 Days
• Not All Will Finish Program
• Currently 50% + May Be Semi-Skilled Placements
• May Need to Increase Entrance Requirement
## Adult Manufacturing Career Launch

### Pasco County

#### AmSkills Adult Career Launch Program Schedule

<table>
<thead>
<tr>
<th>Winter Schedule</th>
<th>Spring Schedule</th>
<th>Summer Schedule</th>
<th>Fall Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 11 - March 19</td>
<td>April 4 - June 11</td>
<td>July 11 - September 17</td>
<td>September 19 – December 3</td>
</tr>
</tbody>
</table>

#### Calendar

- **January 11 - March 19**
- **April 4 - June 11**
- **July 11 - September 17**
- **September 19 – December 3**

### Monthly Calendars

- **January**
- **February**
- **March**
- **April**
- **May**
- **June**
- **July**
- **August**
- **September**
- **October**
- **November**
- **December**

Each month has a calendar with dates indicating specific events or milestones related to the program.
Adult Candidates Per Year

30 – 60 Per Year / Per Location

120 – 240 Per Year / All Counties

$156k - $396k Year (Excluding Youth)
Career Launch Phase

After Completion of 400 Hour Pre-Apprenticeship

1st Month
Fit or Not-a-Fit For Candidate

2nd Month
Determine if Semi-Skilled or Apprentice Candidate

3rd Month
Prepare Apprentice Training Plan & Agreements

30 Days 60 Days 90 Days

Apprenticeship Starts After 90-Days
Pre-Apprenticeship Hours Count
Career Launch Phase

 Placement Fee

- **$1,500** invoiced due in 30 days
- **$1,500** invoiced due in 60 days
- **$1,500** due in 90 days

**Total = $3,000 Per Placement**

- Semi-Skilled Positions – AmSkills Done
- Skilled Apprentices – Additional Funding
  - Additional Funding to be Determined

120 – 240 Per Year / All Counties
$180k - $360k Year (50%)
Concerns

Tampa Bay Manufacturers
94% - Less Than 50 Employees

- 3% Have 50 – 250
- 2% Have 250 – 500
- 1% Have > 500

- Some Won’t Pay
- May Have to Adjust Fees for Small Companies
- Career Source/Others May Help
AmSkills Manufacturer Services

- Provide Trained Students
- Design On-Boarding Program
- Provide Mentor Training Classes
Dual Coaching For Long-Term Success

AmSkills Coach

Communication Channel

Manufacturer Mentor

AmSkills Apprentice Candidate
Future Services – Candidate Testing
Staffing Agency Model
• **Costs for Staffing Agency + AmSkills Placement**
  May Deter Placements
Most Companies Want to Hire Thru Staffing Agency
• 50% - 65% Potential Markup (40-55% Typical)
• Candidates have been Skills Tested & Vetted
Staffing Agency Model

4.5% Unemployment rate declines to 4.5%, new low for this economic cycle
TEMPORARY PENETRATION RATE REACHES NEW ALL-TIME HIGH AT 2.054%
MANUFACTURING (+11k) UP FOR THE 4TH-Straight MONTH
Total Nonfarm Jobs Growth +98k (Below Consensus Expectation of +180k)

Staffing Industry Revenues in 2011

Sources: U.S. Department of Commerce, U.S. Department of Labor, and Bruce Steinberg, employment and economic analyst (www.brucesteinberg.net)
Other Benefits

• NIMS, Mechatronics & MSSC
• Increases Hands-On Time @ AmSkills
• Manufacturers Can View Curriculum
• Printed Skills Competency Certificates
6) GACC – IHK

7) ITCT Governing Board – Other Items
   • New SPC President – Board Appt.
   • Pinellas Manufacturing Rep
   • Board Mtg Sept 20th
     • Budget Presentation
     • Follow-Up Mtg – Finance/Exec. Board

8) Other