

**Career Services Committee Meeting**  
**Thursday, January 19, 2017**  
**3:00 p.m.**

**MINUTES**

**MEMBERS PRESENT:** Michael Armbruster, Paul Bough, Wendy Brandon, William D’Aiuto, Eugene Jones, Brian Michaels, Dorathy Nevitt, Kathleen Plinske and Jim Sullivan

**MEMBERS ABSENT:** Jack Plettinck, Richard Sweat and Larry Walter

**STAFF PRESENT:** Mimi Coenen, Leo Alvarez, Bradley Collor, Robert Quinlan, Nilda Blanco and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Ms. Brandon, Vice Chair, called the meeting to order at 3:05 pm and welcomed those in attendance.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal reported that there was a quorum present.	
3	<b>Public Comment</b> None Offered.	
4	<b>Approval of Minutes</b> 12/8/16 Career Services Committee Meeting	<b>Dr. Plinkse made a motion to approve the minutes from the 12/8/16 Career Services Committee meeting. Mr. Sullivan seconded; motion passed.</b>
5	<b>Information/Discussion/Action Items</b> The following was reviewed in the Powerpoint presentation (attachment):  <u>EWT Grant Application from Seminole County (Fire Department)</u>  Mr. Quinlan referenced the action item memo with regard to Employed Worker Training (EWT) grant application from Seminole County Fire Department, a unit of Seminole County government, and their request to receive training assistance to improve the skills of its current firefighters in EMT/Paramedic Training. Mr. Quinlan noted that Nicole Guillet is Seminole County Manager who currently serves as a member on the CSCF Board and, per CSCF’s procurement requirements, the Board must review all requests that involve a Board Member and/or their organization that could benefit financially from the agreement. Mr. Quinlan additionally noted, per Bylaws, a two-thirds vote of the Board is required to approve this action.	<b>Mr. Sullivan made a motion to forward to the Board the recommendation to approve the EWT grant application from Seminole County Fire Department. Mr. Michaels seconded; motion passed.</b>

Youth Navigator Request For Quote (RFQ)

Ms. Coenen referenced the action item memo with regard to the Youth Navigator RFQ recommendations. Ms. Coenen explained that as CSCF has been having challenges directly connecting with youth in the targeted populations of foster care, homeless, disabled and connected to juvenile justice system, an RFQ was released to solicit proposals for an embedded youth navigator position within a community organization who works with these aforementioned populations. Ms. Coenen stated that CSCF received proposals from twelve community organizations and a review team consisting of staff and Mr. Bough reviewed and rated the proposals. Based on their review, the top two scoring organizations were Community Based Care of Central Florida, Inc. (serves foster youth population) and Home Builders Institute (works with youth in juvenile justice system). Ms. Coenen noted that Glen Casel is President/CEO of Community Based Care of Central Florida, Inc. and currently serves as a member on the CSCF Board. Also as previously mentioned, per CSCF's procurement requirements, the Board must review all requests that involve a Board Member and/or their organization that could benefit financially from the agreement; and per Bylaws, a two-thirds vote of the Board is required to approve this action. Mr. D'Aiuto declared that due to his organization's relationship with Community Based Care of Central Florida, Inc., he would need to fill out a conflict of interest form and abstain from voting.

Ms. Brandon asked Ms. Kasal to remind the Board that two-thirds attendance is required for Board vote at the next meeting on 2/15/17.

Ms. Coenen stated that staff would like to further review the three other organizations that scored in the top five, in order to better determine if they meet CSCF expectations with other targeted populations (homeless, disabilities); or if another RFQ would need to be released.

Operations Report

Program Year 16-17 thru 12/31/16 Performance:

Mr. Collor reviewed direct placements, which are slightly below goal but should start to increase, as staff is working on a new process in their outreach to the unemployed. Timeliness in filling job orders is tracking well and the number of repeat business job orders has exceeded goal thanks to the Business Services Team.

**Mr. Michaels made a motion to forward to the Board the recommendation to approve and allow contract negotiations to begin with Community Based Care of Central Florida, Inc. and Home Builders Institute. Dr. Armbruster seconded, with Mr. D'Aiuto abstaining; motion passed.**

The Committee discussed drilling further down to specific job categories before calculating the average wage so there is a more accurate analysis on average wage; this way the comparison is “apples to apples.” Ms. Coenen stated this type of information will help us determine ROI going forward.

Mr. Collor reviewed HGI expenditures and performance. CSCF is exceeding goals with HGI training completers and number of training completers in non-CSCF jobs. There is continued and concerted focus to place completers into HGI CSCF jobs.

Mr. Collor reviewed youth performance goals and stated that there will be an increase with credential and training completers during this second half of the program year.

IT Sector – Snapshot of Statistics (historical data over the last three years)

Ms. Blanco stated at the last meeting the Committee requested more data details on the IT sector. Ms. Blanco reviewed this additional data (over last three years) via charts by program year and program/provider data. From this data, there was a very small window of programs meeting the thresholds of 75% placement rate and 75% completion rate. Ms. Blanco stated at her meeting with the training providers earlier today, this data was reviewed and strategies were discussed to collectively better meet these thresholds. The Committee further discussed certificate programs vs. degreed programs, and how short term certificate programs and skills upgrade trainings have been having better success toward placements and maintaining employment compared to traditional degreed programs. Dr. Plinske noted that short-term training is not eligible for financial aid, so this is where CSCF could have impact.

Ms. Blanco recommended organizing data by program year; reviewing the data each year separately will provide a clearer understanding of patterns of improvement or decline, and this should help how to strategically approach training. Dr. Plinske requested staff to add completion rate as a percent.

Ms. Blanco stated that she, Mr. Collor and the teams will work with Dr. Plinske on each HGI sector to frame how to move forward with training and determine ROI. Per WIOA, it is required to publish performance of program funds and people can see how CSCF works together with “educational ecosystem” to provide quality training.

7	<b>Other Business</b> None offered.	
8	<b>Adjournment</b> There being no other business, the meeting was adjourned at 3:59 pm.	

Respectfully submitted,

Kaz Kasal  
Executive Coordinator