

**Career Services Committee Meeting**  
**Thursday, October 13, 2016**  
**3:00 p.m.**

**MINUTES**

**MEMBERS PRESENT:** Michael Armbruster, Paul Bough, Wendy Brandon, Leslie Hielema, Dorathy Nevitt, Jack Plettinck, Kathleen Plinske, Jim Sullivan, Richard Sweat and Larry Walter

**MEMBERS ABSENT:** William D’Aiuto and Brian Michaels

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

**STAFF PRESENT:** Eugene Jones / Lake Sumter State College

Agenda Item	Topic	Action Item / Follow Up Item
1	<p><b>Welcome</b>            Mr. Sweat called the meeting to order at 3:01 pm and welcomed those in attendance.</p> <p>Ms. Nabors introduced Dr. Eugene Jones, Associate Vice President Baccalaureate and Workforce Programs with Lake Sumter State College (LSSC) who is attending today’s meeting as a guest.</p>	
2	<p><b>Roll Call / Establishment of Quorum</b>            Ms. Kasal reported that there was a quorum present.</p>	
3	<p><b>Public Comment</b>            None Offered.</p>	
4	<p><b>Approval of Minutes</b>            8/18/16 Career Services Committee Meeting</p>	<p><b>Mr. Plettinck made a motion to approve the minutes from the 8/18/16 Career Services Committee meeting. Dr. Armbruster seconded; motion passed.</b></p>
5	<p><b>Information/Discussion/Action Items</b></p> <p>The following was reviewed in the Powerpoint presentation (attachment):</p> <p><u>CSCF One-Stop Career Center Procurement Timeline</u>            Ms. Coenen stated that WIOA regulations require local boards to select a one-stop operator through a competitive process. Ms. Coenen reviewed the timeline for this process and stated that CSCF has secured a contract with Education Solutions International (ESI), a third party, to conduct an analysis of CSCF’s operations, finances, programs and goals to evaluate its effectiveness as a one-stop operator. ESI will present their final report and recommendations at the 12/8/16 Career Services</p>	

Committee meeting. Mimi stated that staff has been made of aware of this process a few months ago in center meetings.

Operations Report

Program Year 16-17 – 1<sup>st</sup> Quarter Performance:

Mr. Quinlan reviewed business services performance goals.

Mr. Quinlan explained job orders are below goal due to seasonality – many businesses this time of the year are not focused on hiring; however, CSCF has more than doubled compared to last year’s quarter. Also average wage on orders filled should increase once data on ADP hires are attained.

Mr. Collor reviewed HGI expenditures which is 10% under goal; however, included in 10% is English training which is not occupation skills training and Committee concurred this should be factored out. Many attending the English training are highly skilled (influx of population from Puerto Rico) and once course is completed they will most likely attain HGI jobs. With regard to HGI performance, CSCF is exceeding goals with training completers; however, need more focus with completers placed into HGI CSCF jobs.

Ms. Blanco stated that CSCF monitors training provider performance throughout the year and makes sure placement thresholds are being met. Mr. Collor also reviewed Youth program performance which is doing well and exceeded in 4 of the 5 goals. Also 300 businesses have signed up for internships with Youth. Area high schools will be promoting CSCF services to Youth not graduating.

Youth Navigator Procurement

Ms. Coenen referred to the memo with regard to procurement for Youth Navigator pilot project (attachment).

Ms. Coenen explained that current enrollment targets are not hitting specific Youth populations as listed in the memo, and agencies that have more involvement with these populations would help to increase enrollments. The pilot would have a dedicated employee, funded by WIOA Youth dollars, imbedded within the procured agency(ies) to extend the current reach of service delivery. This type of pilot/model has increased desired enrollments in other areas nationally. Federal and state report out on how well the program impacts Youth with barriers, so it is key that CSCF provides the best possible outreach to these Youth to help increase enrollments and make them part of the talent pool. Ms. Coenen stated that staff will provide a recommendation of the entity(ies) to procure for

	<p>Committee’s review and vote at the 12/8/16 Committee meeting, then bring forward to Board for review and approval at the 12/14/16 Board Meeting. Ms. Nabors asked the Committee to inform any organizations that work with these targeted youth populations of the upcoming procurement.</p> <p><u>High Growth Industries (HGI) – Discussion</u>          Ms. Hielema reviewed the High Growth Industry (HGI) Cascade Model which involves holding in-depth, one-on-one interviews with CEOs of HGI companies in order to identify key talent gaps and training needs. Ms. Hielema explained that CEOs have the most insight and forward thinking to best identify skill gaps. The information attained would then be revalidated with the company heads. This information will be used to identify talent gaps needs/commonalities that CSCF can best satisfy to make the most impact for job retention as well as career path planning. Roundtable discussions would occur throughout the year to continue the dialogue and keep current with changes. This model can serve as a template for other HGIs; as this process begins with each HGI sector, Ms. Coenen encouraged the Committee to weigh-in and provide referrals.</p>	<p><i>Staff to provide the following at the next Committee meeting:</i></p> <ul style="list-style-type: none"> <li>• <i>Sample presentation of CEO interview.</i></li> <li>• <i>Snapshot of statistics with regard to IT over the last two years and outcomes: number trained, expenditures, placements, wages, retention. This historical data gathering will be done within each HGI sector.</i></li> </ul>
7	<p><b>Other Business</b>          None offered.</p>	
8	<p><b>Adjournment</b>          There being no other business, the meeting was adjourned at 4:20 pm.</p>	

Respectfully submitted,  
 Kaz Kasal  
 Executive Coordinator