

Career Services Committee Meeting
Wednesday, October 4, 2017
8:00 a.m.

MINUTES

MEMBERS PRESENT: Kathleen Plinske, Paul Bough, Wendy Brandon, Brian Michaels, Dorathy Nevitt, Jim Sullivan, Al Trombetta and Larry Walter

MEMBERS ABSENT: Michael Armbruster, William D’Aiuto, and Richard Sweat

STAFF PRESENT: Mimi Coenen, Nilda Blanco, Bradley Collor, Richard Matthes, and Kaz Kasal

GUESTS PRESENT: Ted Pobst / Division of Blind Services; Denise Hall / Florida Department of Corrections

Agenda Item	Topic	Action Item / Follow Up Item
1	<p>Welcome Dr. Plinske called the meeting to order at 8:14 am and welcomed those in attendance.</p> <p>Ms. Coenen announced that Dr. Plinske has agreed to co-chair the Career Services Committee alongside with Mr. Sweat.</p>	
2	<p>Roll Call / Establishment of Quorum Ms. Kasal reported that there was a quorum present.</p>	
3	<p>Public Comment None Offered.</p>	
4	<p>Approval of Minutes 3/23/17 Career Services Committee Meeting</p>	<p>Mr. Michaels made a motion to approve the minutes from the 3/23/17 Career Services Committee meeting. Mr. Bough seconded; motion passed unanimously.</p>
5	<p>Information/Discussion/Action Items The following was reviewed in the PowerPoint presentation (attachment):</p> <p><u>Career Services Committee Charter</u> Ms. Coenen referred to the Career Services Committee Charter (attachment) and stated that each committee reviews their respective charters on an annual basis, at the beginning of each fiscal year. The Career Services Committee concurred that there are no needed changes to the Charter at this time.</p> <p><u>Operations Report</u></p> <p><u>Program Year 16-17: 7/1/16 thru 6/30/17 Performance:</u> Mr. Matthes reviewed the following performance data for</p>	

16-17:

- Direct placements: exceeded goal by 16.5%.
- Number of repeat business job orders: met 93% of goal – this year shifting to more focus to businesses within CSCF’s targeted industries.
- Timeliness in filling job orders: 48% filled within 30 days, CSCF will focus on increasing this percentage this year.
- Average wage: met 84% of goal. Although CSCF provides support to employers that provide both low to mid-level wages, there is continued focus to attract employers with higher paying specialty jobs to help increase average wage rate.
- Number of businesses using CSCF: exceeded goal by 14%.

Mr. Coenen reviewed High Grown Industries (HGI) expenditures and performance for 16-17, stating CSCF exceeded goals with HGI training completers and number of training completers in both CSCF and non-CSCF jobs. This year there will be continued focus to increase placing more completers into HGI CSCF jobs. Spending in HGI was at 89%, slightly below 95% goal.

Dr. Plinske questioned the wage metric since the goal wasn’t met, yet staff is recommending increasing it going forward. Ms. Coenen clarified that previously CSCF tracked the wage of those placed in general job orders. Going forward, CSCF feels tracking the wage of those receiving training dollars was a better metric for determining both effectiveness of training and ROI.

Ms. Coenen reviewed the following youth performance goals for 16-17:

- 293 youth earned credentials, below goal of 500 – this is due to decision to provide more meaningful, career-focused (vs. quick) credentials which take longer to achieve. Many youth are still actively progressing towards their credentials
- 351 youth entered into military, employment, apprenticeship, or post-secondary education. Below goal of 450 – as this is CSCF’s first year providing youth services in-house, first two quarters did not yield a large number of enrollees. Currently enrollees have increased and many are still engaged in activities.
- 314 youth entered training in HGI – below goal of 400 as many youth are still working on basic education, then they will go into HGI training. Also,

some of the youths' interests do not align with careers in HGI.

- 52 youth earned high school diploma or equivalent. Goal was 75. The majority of youth looking to acquire their GED are basic skills deficient – 8th grade or lower. CSCF continues to build partnerships with adult education centers to help increase this goal.
- 531 youth enrolled, exceeding goal of 500. Momentum of program took 2 quarters to build. Currently getting more traction with enrollments in the entire region.

Mr. Collor reviewed some youth success stories.

Ms. Coenen reviewed the results of the training program analysis over the last few years and Mr. Collor provided 17-18 changes based on this analysis to include more focus on short-term trainings (1 year or less), which has resulted in better results/more placements and removing programs not meeting the 75% completed and 75 placed threshold.

Mr. Michaels advised that CSCF should not lose sight of longer-term training for those individuals desiring to advance in their career path. Customers will continue to come in and out of CSCF services vs. one time. Ms. Coenen affirmed and stated this option is available on a case-by-case basis.

Revised Metric Recommendations:

Ms. Coenen reviewed the revised metrics for 17-18, as highlighted in red and noted any new metrics. With regard to the average wage target goal of \$14.23, Ms. Blanco provided an overview of the sources she referenced to determine this target goal.

Ms. Brandon asked if CSCF tracked jobs with benefits. Ms. Coenen will research this and, per Mr. Michaels suggestion, add this question, "Do you receive benefits" to the customer satisfaction survey.

Mr. Walter asked if "Project Restore" – the program providing temporary jobs to help non-profit organizations affected by Irma will impact the 17-18 metrics. Ms. Coenen replied no, this is separate funding specifically for the post hurricane humanitarian recovery efforts.

Construction Dialogue

Ms. Blanco stated that an analysis of each of the high

Mr. Michaels made a motion to forward the revised metric recommendations for FY 17-18 to Board for approval. Mr. Bough seconded; motion passed unanimously

Staff to track jobs with benefits in their surveys to customers.

	<p>growth industry sectors, as identified and established in 2015, will be conducted to determine effectiveness of CSCF's efforts and what impact was made. Ms. Blanco reviewed data comparing fiscal years 15-16, 16-17 and first two months of 17-18 on construction training, completers, placements, average wage and investment. Ms. Blanco also reviewed industry-focused efforts with Youthbuild, Valencia College partnership-basic construction, and apprenticeship partnership with Central Florida Joint Apprenticeship & Training</p> <p>Ms. Blanco asked the committee for feedback on the key question on whether CSCF should continue providing general construction skills or invest more with skilled trade training, which results in higher wages. The Committee concurred CSCF should continue to focus in both areas. The construction industry has a multitude of occupations from entry level to higher skills and construction related careers – all of them in demand. Individuals can start with a quick certification and then gradually attain additional training to help their career path to include entrepreneur training – as there are many opportunities to own a business in the construction industry. Ms. Coenen stated that the bulk being served are in the 22 to 44 age range, with the younger needing more skills training and many in the 30 to 44 age range more interested in career advancement, management, or owning a business.</p> <p><u>Meeting Schedule</u> Ms. Coenen reviewed the proposed meeting dates for PY 17-18 and the Committee concurred with the dates.</p>	
7	<p>Other Business Ms. Coenen stated the 2017 NAWDP Youth Development Symposium is occurring on 10/30/17 thru 11/1/17 Chicago. CSCF youth management team and some key staff will be attending.</p> <p>CSCF will issue an RFQ for 2 new Youth Navigators help expand outreach to disabled and foster youth.</p> <p>CSCF received \$180,000 from municipalities to help support a very successful summer youth intern program. This is a great program over the summer to expose youth to careers.</p> <p>Governor Scott is making all counties in Florida eligible for Hurricane Maria funding in order to provide support, services and resources to Hurricane Maria evacuees from Puerto Rico and the Virgin Islands. A place inside Orlando</p>	

	<p>International Airport was established to offer services to evacuees. CSCF is working with Heart of Florida United Way, the key coordinator, to support these hurricane recovery efforts to affected individuals.</p> <p>President of CareerSource Florida is visiting our region this week.</p> <p>Ms. Denise Hall introduced herself as Employment Specialist with Florida Department of Corrections and commented on the great partnership her agency has with CSCF.</p>	
8	<p>Adjournment There being no other business, the meeting adjourned at 9:28 am.</p>	

Respectfully submitted,

Kaz Kasal
Executive Coordinator