

Career Services Committee Meeting
Thursday, March 23, 2017
3:00 p.m.

MINUTES

MEMBERS PRESENT: Richard Sweat, Eugene Jones, Brian Michaels, Dorathy Nevitt, Kathleen Plinske, Jim Sullivan and Larry Walter

MEMBERS ABSENT: Michael Armbruster, Paul Bough, Wendy Brandon, William D’Aiuto, and Jack Plettinck

STAFF PRESENT: Mimi Coenen, Robert Quinlan, Jason Lietz and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Sweat called the meeting to order at 3:05 pm and welcomed those in attendance.	
2	Roll Call / Establishment of Quorum Ms. Kasal reported that there was a quorum present.	
3	Public Comment None Offered.	
4	Approval of Minutes 1/19/17 Career Services Committee Meeting	Mr. Sullivan made a motion to approve the minutes from the 1/19/17 Career Services Committee meeting. Mr. Michaels seconded; motion passed.
5	Information/Discussion/Action Items The following was reviewed in the Powerpoint presentation (attachment): <u>Committee Guide</u> Mr. Sweat referred to the document entitled “Career Services Committee Guide” (attachment) and stated this document serves as a guide for the Committee in its oversight of CSCF’s operations. The guide consists of the Committee charter, meeting structure and the three main operation goals (Placements, High Growth Industries and Youth) and its corresponding metrics and targets. Ms. Coenen added that at each Committee meeting, one of the operations goals will be the focal point of which specific questions on current challenges staff are facing will be presented for the Committee to offer their insight, drawing from their unique backgrounds. Mr. Sweat emphasized the importance of each member’s active participation and the valuable insight and oversight they will provide to help CSCF be more effective toward successful program outcomes and ROI.	

Operations Report

Program Year 16-17 thru 2/28/17 Performance:

Mr. Quinlan reviewed performance thru 2/28/17, stating direct placements are on track slightly above goal, timeliness in filling job orders is tracking well, and the number of repeat business job orders has exceeded goal. Average wage is below goal; however, Mr. Quinlan explained there are two types of jobs: 1) high quantity of lower paying jobs - i.e. an employer with 1,600 call center positions at \$10-\$12 per hour; and 2) specialty high-end jobs. Although, CSCF provides support to employers that provide both types of jobs, there is continued focus to attract employers with specialty, higher paying jobs to help increase average wage rate.

Mr. Quinlan also 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. Ms. Coenen added that, in efforts to most effectively utilize other resources and leverage funding, CSCF is strengthening its partnerships with adult education organizations- i.e. having these organizations provide training such as English as a Second Language (ESOL) instead of CSCF providing this training.

Mr. Lietz reviewed youth performance goals and provided more current updates to the following:

- 384 youth recruited, which is above goal.
- 169 youth earned credentials - should increase to over 200 in next couple of weeks.
- Although placements are tracking behind, should start tracking in line soon.
- Youth entering training in HGI is tracking behind, as many youth are still working on basic education, then they will go into HGI training.
- Over 100 youth currently active in GED prep courses - many are basic skills deficient (score lower than 9th grade level).

Mr. Lietz stated this is the first year CSCF is providing youth services in-house. During second year, there should be an increase in achievements as youth continue to improve and increase their education and skill levels. Mr. Michaels stated that his organization, Division of Blind Services, is going through the same matters with the new WIOA legislation, as well as the changes in the types of data tracked. Mr. Michaels added that out-of-School-Youth

(OSY) is an extremely hard population to keep motivated and committed; the traditional classroom did not work for them, so it is important to continue trying other ways to keep them committed to their goals. Mr. Michaels advised that for now CSCF should continue using their existing metrics on youth program performance and the Committee can re-review in next 4 or 5 months. The Committee concurred. Ms. Coenen added that data can be pulled from youth providers' performance and be compared to in-house performance to start establishing benchmarks. Additionally, track month over month as well same time last year to see peaks, trends and seasonality; especially hiring patterns by HGI industry sectors.

Operations Plan

Ms. Coenen referred to the document entitled "Operations – Strategic Goals and Objectives for PY 17-18" and asked the Committee for their review and input. At the Board Retreat next month, strategic planning discussion will help to confirm if these proposed targets are effectively aligned to overall goals.

Committee Questions

Ms. Coenen referred to the specific questions with regard to Placements/currently not meeting wage rate goal:

- *What would entice a professional career seeker to CSCF?*

The Committee suggested CSCF become members of professional affiliations and attend their functions, such as the nurses association, to promote CSCF Services and provide testimonials.

- *What have you done to attract experienced talent?*

CSCF is utilizing Indeed and Linked-In, by paying for access to post interchangeable job slots on their systems, 10 and 6 respectively, to attract experienced talent. Interchangeable means that CSCF can switch out different job postings at any time.

- *What are some ways CSCF can connect with education to build a pipeline of new graduates?*

Currently CSCF is working with Lake Sumter State

	<p>College on a summer pilot in which:</p> <ol style="list-style-type: none"> 1) All new students sign-up in Employ Florida (EF). 2) Assistance is provided to every graduate during the month after graduation to get them placed and tracked through EF. CSCF rep works jointly with educator career reps in these efforts. <ul style="list-style-type: none"> • <i>How can CSCF reposition from being seen just assisting some students with funding to assisting all students with career opportunities?</i> <p>The plan is to roll out above-mentioned pilot with other colleges and universities. Already working with Valencia College and Seminole State College. Increasing the number of degreed talent in EF will raise CSCF's reputation of providing candidates with higher education.</p> <p>Imbedding CSCF staff at colleges and universities to work more closely with the educators' career development specialists is a win-win, especially for the students to help them gain employment more expeditiously and get their career paths started.</p> <p>Ms. Coenen asked the Committee to forward any additional input they may have to Ms. Kasal.</p>	
7	<p>Other Business</p> <p>Ms. Coenen stated she will be attending the National Association of Workforce Boards (NAWB) occurring on March 25-28, 2017 in Washington D.C. – this will be an opportunity to show the valuable impact the workforce boards provide to the nation's industries and economy.</p> <p>Ms. Coenen stated that CSCF received two responses from the One-Stop Operator RFP of which the review team is currently evaluating. A recommendation will be brought forth to the full board for vote.</p>	
8	<p>Adjournment</p> <p>There being no other business, the meeting was adjourned at 4:31 pm.</p>	

Respectfully submitted,

Kaz Kasal
 Executive Coordinator