

**Career Services Committee Meeting**  
**Thursday, August 18, 2016**  
**3:00 p.m.**

**MINUTES**

**MEMBERS PRESENT:** Michael Armbruster, Paul Bough, William D’Aiuto, Leslie Hielema, Brian Michaels, Dorathy Nevitt, Jack Plettinck, Jim Sullivan and Larry Walter

**MEMBERS ABSENT:** Wendy Brandon, Kathleen Plinske and Richard Sweat,

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

Agenda Item	Topic	Action Item / Follow Up Item
1	<p><b>Welcome</b>            Mr. Bough called the meeting to order at 3:04 pm and welcomed those in attendance. Mr. Bough stated he will serve as Acting Chair as Mr. Sweat, Chair, and Ms. Brandon, Vice Chair, were unable to attend today’s meeting.</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>            5/10/16 Career Services Committee Meeting</p>	<p><b>Mr. Sullivan made a motion to approve the minutes from the 5/10/16 Career Services Committee meeting. Ms. Hielema seconded; motion passed.</b></p>
5	<p><b>Information/Discussion/Action Items</b></p> <p><u>New Member Introductions</u>            Mr. Bough welcomed Mr. D’Aiuto and Mr. Plettinck to the Career Services Committee. Mr. D’Aiuto and Mr. Plettinck provided brief summaries on their backgrounds and both look forward to serving on this Committee.</p> <p>The following was reviewed in the Powerpoint presentation (attachment):</p> <p><u>Charter Review</u>            Ms. Coenen reviewed the Career Services Committee Charter and the Committee concurred that no changes to the Charter are needed at this time.</p> <p><u>COO Report</u>            Ms. Coenen stated that the final rule of the Workforce</p>	

Innovations and Opportunity Act was released on 6/30/16; however, final guidance has not been released which includes defining the role of the one-stop operator in local areas. In readiness for this guidance, CSCF is moving forward with the required competitive procurement and having a third party come to evaluate CSCF's fiscal efficiencies and program effectiveness and determine if current model (CSCF as one-stop operator) is still best option, or if one-stop operator should be outsourced. This third party will also review the previous evaluation study (Pegosa Study) from two years ago and compare this study with their results.

#### Operations Report

##### Program Year 15-16 - Final

Staff reviewed the 4 operational goals and corresponding 15-16 results per each goal.

- Goal 1 - # of Business and Repeat Businesses served - exceeded goal
- Goal 2 - Increase job orders with qualified talent - exceeded goal, but need to better measure and improve timeliness in filling job orders and median wage.
- Goal 3 - Increase training opportunities in High Growth Industries (HGI) to meet expectations of business.
- Goal 4 - # of Youth served with positive outcomes - goal met with Youth earning a credential and entering employment/military/apprenticeship post-secondary, but need to focus more on GED attainment.

##### Program Year 16-17 - July Performance

Mr. Collor stated that this year's operational goals have clear, specific targets that better define return on investment. Staff reviewed July performance.

##### High Growth Industries (HGI) - Discussion

Ms. Hielema stated the goal is to determine how to become better at placing individuals into HGI jobs and make sure the programs we select accurately match business needs. Ms. Hielema stated the best way to do this is to talk directly to the CEOs of these HGI companies and ask the right technical questions to get the specific needed skill sets and also determine commonalities with like companies. Then go to the educational partners with this tactical data to get the right program. Additionally, after validating the skill sets, there will be a need to revalidate every 6 months or so. Changes occur so fast

	<p>with technology and companies need to keep current so it will be important to revalidate and adjust/realign to the companies' needs. Ms. Hielema advised the people surveying these CEOs need to be a subject matter experts so the right questions are asked. The Committee concurred that they can draw on the expertise within this Committee in this process and reach out to companies within their respective fields. Questionnaires can be fine-tuned to help determine common top skills for programs on skills set training. Ms. Coenen commented it will also be important to keep in mind there might be unique needs based on the different localities in a Region of our size and diversity.</p>	
7	<p><b>Other Business</b> None offered.</p>	
8	<p><b>Adjournment</b> There being no other business, the meeting was adjourned at 4:19 pm.</p>	

Respectfully submitted,

Kaz Kasal  
Executive Coordinator