

Career Services Committee Meeting
Thursday, March 10, 2016
9:00 a.m.

MINUTES

MEMBERS PRESENT: Michael Armbruster, Paul Bough, Leslie Hielema, Brian Michaels, Dorathy Nevitt, Jim Sullivan, Richard Sweat, Eric Ushkowitz and Larry Walter

MEMBERS ABSENT: Greg Beliveau, Paul Bough, Wendy Brandon and Kathleen Plinske

STAFF PRESENT: Pam Nabors, Mimi Coenen, Leo Alvarez, Bradley Collor, Robert Quinlan, Joyce Hinton and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	<p>Welcome Mr. Sweat called the meeting to order at 9:02 am and welcomed those in attendance. Mr. Sweat introduced two new committee members Jim Sullivan, Training Director with Central Florida Electrical JATC and Dorathy Nevitt, Human Resources Director with Orlando World Center Marriott.</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 1/8/16 Program Review Committee Meeting</p>	<p>Mr. Michaels made a motion to approve the minutes from the 1/8/16 Career Services Committee meeting. Mr. Walter seconded; motion passed.</p>
5	<p>Information/Discussion/Action Items The following was reviewed in the Powerpoint presentation (attachment):</p> <p style="margin-left: 40px;">A. <u>Strategic Operational Goals Presentation</u> Ms. Nabors referred to the 4 operational goals and the corresponding metrics to consider for each goal. These goals were derived from the Board's strategic discussions as CSCF aligns under new WIOA legislation. Mr. Sweat advised that the Career Services Committee should provide its strategic oversight and expertise to guide staff to achieve CSCF's internal goals of service and product (talent) delivery. The Committee concurred that the number one priority is honing and delivering quality talent to businesses – this drives all other metrics. The Committee suggested that a further breakdown by business sector to show where CSCF is making successful impact in</p>	<p><i>Dr. Armbruster to attain metrics on high school dropout rate.</i></p>

its service and product delivery would be helpful for the Committee in its strategic oversight.

B. Metrics

Ms. Coenen introduced Mr. Bradley Collor, CSCF's new Director of Operations and Youth. Mr. Collor provided metrics on job orders, Individual Training Accounts (ITAs) and Youth Services. Below is Committee input and suggestions regarding these metrics:

- Need to further breakout trend lines by job types for direct job order placements.
- Need a road map on how to get from the current 10% to 60% in direct job order placements. The more CSCF can directly place the right candidates, the more relevant and valuable the organization becomes in the business community resulting in an increase with both repeat and new customers.
- Days to Fill Job Orders – break this out by job type.
- Wages – increase average wage of jobs listed. As “informational” data, staff can go back and include other elements of wages – i.e. tips, benefits. Need to breakout average wages by business type to better see where higher wages are. Once the \$12.50/hour average wage target is reached, consider moving toward new average wage target of \$14-\$15/hour.
- Employers with Repeat Job Orders – change this measure to span over a number of years, i.e. 5-year span (vs. per year). Not every company hires year after year, so by reviewing a span of years will capture more of the repeat customers.
- High Growth Industries – ITAs – modify this metric to show how well CSCF trains and places individuals in HGIs and break this out by HGI industry sector.

The Committee also discussed the importance of funding for training which includes a work experience component (i.e. internships), as businesses prefer job seekers with work experience.

C. Discussion

Staff to modify metrics based on Committee suggestions.

	<p>Ms. Coenen stated that due to H&M changing its corporate structure and not continuing with the Youth piece, the Executive Committee reviewed and concurred to terminate H&M contract effective 3/31/16 and continue serving these Youth in-house.</p> <p>Ms. Coenen asked if the Committee would consider extending contracts with other four youth contractors to beyond 6/30/16 in order for Youth to finish the program with a positive outcome and allow staff to monitor 4 quarters after Youth exits the program, which is part of WIOA measure. The Committee asked Ms. Coenen to provide a memo to the Committee next week summarizing the key details and have Ms. Kasal survey out date/time to the Committee to schedule a conference call meeting for their review and vote.</p>	<p><i>Ms. Coenen to email out memo to the Committee early next week with pertinent details on extending contracts of the four youth contractors. Ms. Kasal to survey Committee for date/time to schedule a conference call meeting.</i></p>
7	<p>Other Business None offered.</p>	
8	<p>Adjournment There being no other business, the meeting was adjourned at 10:49 am.</p>	

Respectfully submitted,

Kaz Kasal
 Executive Coordinator