

Career Services Committee Meeting
Thursday, May 10, 2016
2:00 p.m.

MINUTES

MEMBERS PRESENT: Richard Sweat, Greg Beliveau, Paul Bough, Leslie Hielema, Brian Michaels, Dorothy Nevitt, Kathleen Plinske, Eric Ushkowitz and Larry Walter

MEMBERS ABSENT: Michael Armbruster, Wendy Brandon, and Jim Sullivan

STAFF PRESENT: Mimi Coenen, Leo Alvarez, Bradley Collor, 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 2:01 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 4/7/16 Career Services Committee Meeting	Mr. Bough made a motion to approve the minutes from the 4/7/16 Career Services Committee meeting. Mr. Michaels seconded; motion passed.
5	Information/Discussion/Action Items The following was reviewed in the Powerpoint presentation (attachment): A. <u>Youth Discussion</u> Mr. Bough stated he met with staff and they have been working to develop an outline on types of youth services provided and how to best serve this population. Under the Workforce Innovation and Opportunity Act (WIOA) legislation, the youth population being served is ages 16 to 24. Ms. Coenen added that 70% of funding will go towards out-of-school (OSY) youth. The Committee reviewed and discussed the Youth Goals and concurred to split the second goal into to two goals: 1) high school diploma/GED attainment and 2) industry credential. The Committee concurred the other two goals are good as is. Mr. Lietz provided an overview on youth performance data comparing prior two years to	<i>Ms. Blanco to attain metrics on high school dropout rate.</i>

current year. The data reviewed included: % of enrolled youth who received a credential, obtained or not obtained a high school diploma/GED, and youth who started training in High Growth Industry (HGI), and also % of youth closed with employment, military, apprenticeship or post-secondary achievement. Mr. Lietz also reviewed the qualifying categories/barriers in the youth program.

Based on discussion, the Committee provided the following input:

- Keep all six HGIs on the table as options for youth. Track % of youth employed in HGI to show where most success is happening.
- Main focus should be for youth to attain their high school diploma/GED – this is a very important and beneficial goal that helps youth for the long term. Youth can get work experience/industry certification but still should attain GED.
- Each county has different needs, so CSCF should provide solutions and adjust training needs as needed by county. Also reach out to businesses in each county to attain their participation in the program and provide youth with work experience.
- Have a clear definition of youth to be served - having a user profile will help to clarify what are the qualifications in order to become a youth participant.
- Have clarity on the process and also assessment – i.e. if youth is not ready to participate in program, provide a “warm” referral to the community resource that can assist the youth. For instance if homeless, refer youth to a homeless shelter.
- Continue attaining input from employer focus groups to verify/validate training needs.

Ms. Coenen reviewed staff recommendation of moving toward an innovative model vs. traditional model which will increase collaboration, reduce redundancy and track clear, transparent outcomes in both performance and Return on Investment (ROI). CSCF would do the framework/run the program and attain vendors where needed, but also leverage funding with organizations in shared

	<p>initiatives. Ms. Coenen also reviewed budget to support the innovative model.</p> <p><u>Metrics</u> The Committee reviewed metrics on job order, placement and ITA data from 7/15 thru 4/16.</p> <p>B. <u>Proposed Meeting Dates for PY 16-17</u> The Committee reviewed the proposed meeting dates and concurred on the dates, but recommended changing time to 3:00pm – 4:30pm (instead of 2:00 pm to 3:30 pm).</p>	
7	<p>Other Business Ms. Coenen stated that the Committee needs to discuss training resources for the adult program and proposed that the Committee meet next Thursday, 5/19/16 at 10:15 am, immediately following the scheduled Finance and Career Services Committee Budget Workshop. The Committee concurred on this date/time for their next meeting.</p>	
8	<p>Adjournment There being no other business, the meeting was adjourned at 3:32 pm.</p>	

Respectfully submitted,

Kaz Kasal
Executive Coordinator