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Program Review Committee Meeting
Thursday, November 19, 2015
10:30 a.m.

MINUTES

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MEMBERS PRESENT: Richard Sweat, Paul Bough, Wendy Brandon, Kathleen Plinske and Eric Ushkowitz

MEMBERS ABSENT: Greg Beliveau, Leslie Hielema, Brian Michaels and Larry Walter

STAFF PRESENT: Leo Alvarez, Ike Powell, Joyce Hinton, Nilda Blanco and Kaz Kasal

GUEST PRESENT: Steven Lindas/State of Florida Dept. of Education, Al Trombetta, Barbara Medinn/FFTI, Janet Skipper, Mary Jane Mueller/Brick-Block Masonry Apprenticeship

Agenda Item	Topic	Action Item / *Follow Up Item*
1	**Welcome** Mr. Sweat called the meeting to order at 10:33 am and welcomed those in attendance. Mr. Sweat stated that today's Powerpoint has been designed as a process to help staff generate what they need to prepare for, promote Committee discussion, and keep efficient use of meeting time. This Powerpoint design will continue to evolve as we move forward in Committee meetings.	
2	**Roll Call / Establishment of Quorum** Ms. Kasal reported that there was a quorum present.	
3	**Public Comment** None Offered.	
4	**Approval of Minutes** A. 8/19/15 Program Review Committee Meeting	Mr. Ushkowitz made a motion to approve the minutes from the 8/19/15 Program Review Committee meeting. Mr. Bough seconded; motion passed.
5	**Information/Discussion/Action Items**	
	A. <u>Purpose of Committee/Modify Charter</u> Mr. Sweat referenced the Program Review Charter and pointed out the proposed revision of removing the third bullet under the "Responsibilities" section which states: "Review the organization's program performance data" – as this is basically a repeat of 2nd bullet which states "Recommend local performance metrics to assess program performance." Referencing the Charter, Mr. Sweat reminded the Committee that their primary role is to provide policy guidance and strategic oversight of CSCF's programs and services. Staff is expected to provide guidance and bring recommendations to the Committee based on their data analysis.	Mr. Bough made a recommendation to delete the third bullet under the "Responsibilities" section in the Program Review Committee Charter. Ms. Brandon seconded; motion passed.

	B. Training Provider Eligibility Under WIOA Ms. Blanco stated that under WIOA, the key priorities are: 1) focusing on the needs of businesses and how to design training opportunities that meet businesses' needs; and 2) accountability to businesses as prepare the workforce and accountability to career seekers with training opportunities. Diversifying training options, having more oversight on training provider performance, minimizing training debt to career seekers and making sure of return on investment (ROI) will help meet these priorities. Ms. Blanco referenced the documents entitled "Training Programs by Targeted Industry Groups" and "Training Provider Performance Overview 9/2013 to 9/2015." This is phase one of data analysis to show the Committee a quick 2-year overview of the landscape by provider/program. Once Committee provides feedback, then staff will do a deeper dive with the data.	*Staff to 1) align existing policy with WIOA, 2) specify in policy which targeted industry sectors CSCF will fund, and 3) re-review how much spending on training (5,000 and 7,000 thresholds) and if training program yields a higher wage (at least $15) for completers. Staff to provide recommendation to Committee how to best leverage funds (at this point, specifically in manufacturing and healthcare) and determine which programs get completers jobs at higher target wage.*
	C. Service Delivery Mission Statement Ms. Nabors stated this agenda item will be deferred to the next meeting	
	D. Operations Report Mr. Powell referenced the document entitled "Operations Report – 1st Quarter Program Year 15-16" and reviewed performance metrics for 1st quarter (July through September 2015) and % to goal. Mr. Powell also provided the following highlights: • Youth – In order to increase placements, staff may recommend a strategy change with more focus on placements vs. new enrollments. – As this is the year to put together a competitive Youth procurement, staff will be looking for innovative solutions and bring data and recommendations back to the Committee. • With the new hub operations in place and intentional focus on pre-screening services, direct placements have increased 69% over 1st quarter last year. • ITAs – this year CSCF has specific enrollment periods which allows for better efficiency of staff time and operations, as well as time to work with people on an individual basis to provide more comprehensive services which can result in a job placement vs. automatically enrolling them into a school.	

	E.	Apprenticeships Mr. Lindas, with the State of Florida, Department of Education (DOE) provided a Powerpoint on registered apprenticeships with the following highlights: • Registered apprenticeship is a structured training program governed by state and federal guidelines. • Combines on the job training (2,000 hours per year) and related technical instruction (144 hours per year). • Apprenticeships are industry driven and DOE makes sure it fits the state and federal guidelines. • High tech, high skill, high wage – registered apprenticeship participation and completion associated with significantly higher compensation over the course of an apprentice's career. Mr. Lindas indicated that the majority of apprenticeships in this region are in the construction trades. Mr. Powell referenced the "Region 12 Apprenticeship Programs" which lists apprenticeship programs by industry trades in the region of which many are in construction category. Mr. Sweat advised the importance of most effectively using limited funds we have, with best return on investment.	*Staff to further analyze data and at future meetings, based on this analysis, provide recommendations on how to approach and develop apprenticeships. Staff will also determine and make recommendations on how to find apprenticeships within targeted sectors.* *Staff also to double check information sources and calculation on slides 3 and 4 of Mr. Lindas' Powerpoint.*
	F.	Youth Focused Ms. Nabors stated that staff are recommending a Youth Advisory group be formed, which would be a subcommittee to Program Review Committee. The Youth Advisory group would provide input on best youth practices. A member of Program Review Committee should chair this subcommittee and staff is recommending Mr. Bough. The Committee concurred and asked Ms. Nabors to review the Chair position with Mr. Bough and forward this recommendation of forming a Youth Advisory to the Executive Committee for review and then move recommendation forward to the Board for approval.	**The Committee concurred to move recommendation of a Youth Advisory, as a subcommittee of the Program Review Committee to the Executive Committee and then to the Board for review/approval.**
6	**Other Business** Ms. Kasal will poll the Committee for new dates for the upcoming Program Review Committee meetings.		
7	**Adjournment** There being no other business, the meeting was adjourned at 12:02 p.m.		

Respectfully submitted,
Kaz Kasal