

**Program Committee Meeting  
Thursday, August 20, 2015  
10:30 a.m.**

**MINUTES**

**MEMBERS PRESENT:** Richard Sweat, Greg Beliveau, Paul Bough, Leslie Hielema, Brian Michaels and Kathleen Plinske

**MEMBERS ABSENT:** Wendy Brandon, Eric Ushkowitz and Larry Walter

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

**GUEST PRESENT:** Mark Wylie/Board Member, Keith Sommer, Mary Jane Mueller, Jay Snyder, Lisa Pelham/Masonry Apprentice & Educational Foundation, Janet Skipper/Central Florida Electrical JATC, David Hubbard/Keiser University

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Mr. Sweat called the meeting to order at 10:32 am and welcomed those in attendance.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal reported that there was a quorum present.	
3	<b>Public Comment</b> None Offered.	
4	<b>Approval of Minutes</b> A. 5/22/15 Program Review Committee Meeting	<b>Mr. Michaels made a motion to approve the minutes from the 5/22/15 Program Review Committee meeting. Mr. Bough seconded; motion passed.</b>
5	<b>Information/Discussion/Action Items</b>	
	A. <u>Priority of Funding Guidelines</u> Ms. Coenen referenced the action item memo with regard to local definition of low income. Currently, CareerSource Central Florida adheres to 200% of Lower Living Standard Income Levels (LLSIL and staff is recommending to stay at this level in order to continue serving this wider pool of local low income customers.	<b>Ms. Hielema made a motion to maintain adherence to the 200% of the local Lower Living Standard Income as a priority under Workforce Innovation and Opportunity Act (WIOA). Mr. Michaels seconded; motion passed.</b>
	B. <u>Approval of Central Florida JATC Apprenticeship Program</u> Ms. Coenen referenced the action item memo with regard to request to approve/not approve Central Florida Electrical JATC as an approved training provider to specifically fund for equipment, clothing and books in the following programs: Maintenance (Electrician) and Inside Wireman (Electrician). This	<b>Ms. Hielema made a motion to approve Central Florida Electrical JATC as a training provider for Region 12. Mr. Michaels seconded; motion passed.</b>

	<p>school is part of the National Registered Apprenticeship System and meets all of the eligibility requirements. Under WIOA, there is an emphasis to provide trades training as there is a high demand for jobs in trades.</p>	
	<p>C. <u>Approval of Masonry Registered Apprenticeship Program</u>              Ms. Coenen referenced the action item memo with regard to request to approve/not approve Masonry Association of Florida, Inc. as an approved training provider to fund for tuition, equipment, clothing and books in the following programs: Masonry Apprenticeship. This school is part of the National Registered Apprenticeship System and meets all of the eligibility requirements. Under WIOA, there is an emphasis to provide trades training as there is a high demand for jobs in trades.</p> <p>The Committee further discussed the importance of these apprenticeship programs as they provide earn-while-you-learn opportunities, good wages and a career path. The Committee also concurred, as part of WIOA priority, for staff to focus on getting youth (especially out-of-school and the disabled) into these apprenticeship training opportunities.</p>	<p><b>Mr. Michaels made a motion to approve Masonry Association of Florida, Inc. as a training provider for Region 12. Mr. Bough seconded; motion passed.</b></p> <p><i>Staff to provide an analysis of the broad spectrum of potential apprenticeships in the five county region and offer strategies on how this could support the defined targeted industry areas for discussion at the next Committee meeting.</i></p>
	<p>D. <u>What is currently in place?</u></p> <p>1) Business Engagement Plan              Ms. Coenen stated that in February an outside consultant facilitated a full day training to kick off the restructuring of Business Services. The reengineered focus puts business as our primary customer and requires a more consultative selling approach in order to be a solution to their unique business needs. A new comprehensive shift in outreach, branding and relationship building has been established. Three performance metrics will determine its success 1) Retaining Businesses 2) New Businesses and 3) Continuous Improvement. All will be reviewed quarterly.</p> <p>2) Operations Report              Ms. Coenen reviewed the “PY 14-15 Year End Operations Report” with the following highlights:</p> <ul style="list-style-type: none"> <li>– Total customers served down from previous program year as the economy has improved.</li> <li>– Filling more jobs directly will be a focus area.</li> </ul>	

	<ul style="list-style-type: none"> <li>- Need to target the veteran population by having a more pronounced and visible presence.</li> <li>- Focus more on training that leads to job/career path quicker vs. ITAs.</li> </ul> <p>3) WIOA Task Force Update                  Mr. Michaels advised the Committee to access on the "CareerSource Florida/WIOA" website to attain updates on WIOA Task Force. Per the website: "During the 2015 legislative session, the Florida Legislature created a task force made up of key stakeholders, to assist the state in preparing for WIOA implementation. CareerSource Florida President and CEO Chris Hart IV serves as the chair of the task force. CareerSource Florida will convene task force meetings between May and September to address key issues related to WIOA implementation. Recommendations will be considered by the CareerSource Florida Board of Directors. A final report will be provided to the Governor and Florida's legislative leaders in December."</p>	
	<p><b>E. How are we doing?</b>                  Performance Measures for PY 15-16 Strategies for Success                  Mr. Powell referenced the action item memo regarding recommended performance goals "Common Measures" for PY 15-16 and stated that Ms. Blanco provided feedback to the Department of Labor and was the lead in negotiating goals that were reasonable as well as being stretch goals. The State has accepted these negotiated goals.</p>	<p><b>Mr. Michaels made a motion to approve the negotiated common measures. Mr. Beliveau seconded; motion passed.</b></p>
	<p><b>F. What do we need to do?</b></p> <ol style="list-style-type: none"> <li>1) Community Conversations                      Ms. Coenen stated that Ms. Blanco is leading the effort to bring partners together to get feedback and leverage resources.</li> <li>2) Additional Policy Review and Future Recommendations                      Ms. Coenen stated that policies will be updated to align with WIOA.</li> <li>3) Procurement for non-ITA Vendors                      Ms. Coenen stated that any procurement/short-term trainings will be reviewed by this Committee.</li> </ol>	

6	<b>Other Business</b> Mr. Sweat asked Ms. Kasal to email the Program Review Committee Charter to this Committee for their review and reference.	
7	<b>Adjournment</b> There being no other business, the meeting was adjourned at 11:53 a.m.	

Respectfully submitted,

Kaz Kasal