

Program Review Committee Meeting

CareerSource Central Florida Admin Office
707 Mendham Blvd., Suite 250, Orlando, FL 32825
Friday, January 9, 2015
10:30 a.m.

MINUTES

MEMBERS PRESENT: Dr. Angela Adams, Greg Beliveau, Paul Bough, Leslie Hielema, Brian Michaels and Eric Ushkowitz

MEMBERS ABSENT: Tirso Moreno, Dr. Sanford Shugart and Larry Walter

STAFF PRESENT: Mimi Coenen, Leo Alvarez, Nilda Blanco, Annmarie O'Brien, Chad Kunerth and Kaz Kasal

GUEST PRESENT: Mary Stockdale/Program Participant

1. WELCOME & CHAIR'S REMARKS

Ms. Coenen called the meeting to order at 10:33 am and welcomed those in attendance.

A. Roll Call/Establishment of Quorum

Ms. Kasal commenced with roll call and established that there was a quorum present.

B. Public Comment

None offered.

2. APPROVAL OF THE MINUTES FROM 12/5/14

Mr. Bough made a motion to approve minutes from the 12/5/14 meeting. Mr. Beliveau seconded, motion passed.

3. CareerSource Central Florida Program Review (What is currently in place?)

A. Mission Moment – Florida Trade Grant Success Story

Ms. O'Brien introduced Mary "Cindy" Stockdale, a program participant in the Florida Trade Grant/Advanced Manufacturing training program. Ms. Stockdale greeted the committee and relayed her experience as "awesome" partaking in this program. She received hands-on training and attained her certification. As of today, Ms. Stockdale has been working 6 months at TriQuint as a manufacturing technician. Ms. Stockdale stated that there are so many different avenues to take in the manufacturing industry and she is currently looking into attaining an engineering degree.

B. Sector Spotlight – Advanced Manufacturing

Ms. O'Brien reviewed the three different types of training/certification in the advanced manufacturing program:

- 1) Certified Production Technician (CPT) – this training focuses on key skills needed within the manufacturing sector to include assembly, testing and set-up of machine tools. CPT is a national certification accredited by the Manufacturing Skilled Standard Council (MSSC);
- 2) Computer Numerical Controlled (CNC) Production Specialist – in this training, students learn the basics of CNC machining (turning & milling) as well as advanced computer simulation tools. CNC is an international certification (IHK German-

endorsed) and the training is only offered in two places in the United States: Valencia College and the other college is in North Carolina;

- 3) Quality and Inspection Specialist – this training involves learning about quality control and inspection methods/processes. This is a national certification accredited by the American Society of Quality.

C. Short-Term Training Courses

Ms. Coenen reviewed the “Short-Term Training Opportunities” flyer in the meeting packet. This flyer provides information on the various short-term training opportunities CareerSource Central Florida offers to eligible individuals which include: cable installation, construction, water/wastewater operations, land surveying and construction inspection. These short-term trainings are 6 months or less and upon successful completion the student receives an industry recognized certification. Also offered is GED training – as with most jobs, a high school diploma is required in order to attain a job. Ms. Coenen stated that the strategy going forward is to develop more of these type of hands-on/work experience trainings – CareerSource Central Florida plans to continue working with municipalities and employers to keep connecting job seekers to in-demand jobs through these type of trainings

4. Budget / Program Metrics (How are we doing?)

A. Operations Report/Local Dashboard-Federal Measures

Ms. Coenen reviewed the “Operations Report – Data as of 7/1/14 to 12/31/14” and reviewed enrollment goals vs. mid-year targets, budget vs. actual as well as placement outcomes on short term training contracts, grants and partnerships. Some key areas that will need more focus: placements in higher wage jobs; push to increase enrollments and placements in short-term training; work with employers to increase on-the-job trainings (OJT) and employed workers trainings (EWT); increase job order fill rate; and more presence with veteran services. Mr. Bough commented that the tracking of all training providers/ITAs should be included on report. Ms. Coenen concurred and replied that an “ITA report card” (how many enrolled, completed and employed in occupation they training in) could be developed for the committee to review. Mr. Bough asked why there is not more participation with OJT and EWT. Ms. Coenen replied that they will be hiring a Director of Business and Professional Services and this should help increase business service activities. They are currently interviewing candidates for this position. A solid sales background and community outreach experience are paramount requirements in this position. Once this key individual in place, this should help improve the business services unit. Mr. Michaels commented that during the last quarter of the fiscal year, businesses do not as much in resources for training. This changes once they receive their new budget in the first quarter and have the money for training, so OJT and EWT should increase over the new few months. Mr. Bough suggested that an acronym legend be placed at the bottom of the report.

5. CareerSource Central Florida Program Strategy (What do we need to do?)

A. Strategies to Improve Service Delivery

Ms. Coenen reviewed the “Strategies to Improve Service Delivery” document in the meeting packet with the following highlights:

- ITAs – redefining: we are not financial aid – our funds are to be used to train individuals to get them working. It will be important to have quarterly provider meetings to keep them on track with our expectations and an understanding of WIA/WIOA goals. Establish specified enrollment periods during the year and focus on job readiness during non-enrollment times – this way staff is not continuing to enroll all year. Mr. Michaels suggested that they survey public and private providers on times they enroll and use the months of highest number of

enrollments for CareerSource Central Florida's specific enrollment periods. Staff is also planning to work with providers to help participants find jobs as they near the end of their training – one way to do this is bringing employers in for speed interviewing.

- Preparing of WIOA – will be reviewing caseloads and exiting those which have been open for over a year and these individuals are not actively for work. These individuals can always reapply when they are ready to look for work. It will be important to focus on work-ready people. Also partnering with vocational rehab and literacy providers with a focus on work-ready individuals.
- Regional Targeted Occupations List (RTOL) – Ms. Coenen asked the committee if this should this be sector-focused or keep the full list? Also look at SOC codes to widen opportunities under a specific field. Employers with jobs (20+) to fill that need training but training is not on list, this can be added to the RTOL.
- Return on Investment – revised training provider contract language for PY 15-16 to include performance expectations, program compliance and cost containment (try to mitigate student debt). Utilize saturation reports (what jobs are filling) and beef up training towards these in-demand jobs.

6. Action Items

A. Review of Program Review Committee meeting schedule

- 1) Remainder of PY 14-15 - Ms. Coenen referred to the schedule of board/committee meetings for 14-15 in the meeting packet and asked for the committee to review remaining meetings for this program year. Mr. Michaels suggested that the committee meet more often as more information on WIOA is received – perhaps have an additional meeting in March.
- 2) New Program Year 15-16 – Ms. Coenen asked the committee to start thinking about the upcoming 15-16 program year to determine frequency of meetings.

7. Other Business

None offered.

8. Adjourn

There being no further business, meeting adjourned at 11:27 am.

Respectfully submitted,

Kaz Kasal
Administrative Supervisor