



Program Review Committee Meeting

CareerSource Central Florida
390 N. Orange Ave., Suite 700, Orlando, FL 32801

Thursday, November 19, 2015

10:30 a.m. – 12:00 p.m.

Conference Call-in phone number: (866) 576-7975 / Participant Access Code: 299848

Strategic Goals developed by the Board:

- *CareerSource Central Florida will become business focused in all efforts*
- *CareerSource Central Florida will identify ways to measure progress and Return On Investment (ROI)*
- *CareerSource Central Florida will become the backbone organization for workforce development in Central Florida*

Agenda Item	Agenda Topic	Action Item	Info/ Discussion Item	Presenter (other than Chair or Committee Member)
1	Welcome			Richard Sweat
2	Roll Call / Establishment of Quorum			Kaz Kasal
3	Public Comment			
4	Approval of Minutes A. 8/20/15 Program Review Committee Meeting	X		
5	Information/Discussion/Action Items			
	A. Purpose of Committee / Modify Charter	X		Richard Sweat
	B. Training Provider Eligibility Under WIOA		X	Joyce Hinton/Nilda Blanco
	C. Service Delivery Mission Statement		X	Committee Discussion
	D. Operations Report		X	Ike Powell
	E. Apprenticeships		X	Industry Experts
	F. Youth Focused		X	Committee Discussion
6	Other Business			
7	Adjournment			

Upcoming Meetings:

- Board Meeting: 9:00 am, December 10, 2015 / CareerSource Central Florida / 390 N. Orange Ave., Orlando, FL
- Program Review Committee: 10:30am January 7, 2016 / CareerSource Central Florida / 390 N. Orange Ave., Orlando, FL

Draft
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	Welcome Mr. Sweat called the meeting to order at 10:32 am 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 A. 5/22/15 Program Review Committee Meeting	Mr. Michaels made a motion to approve the minutes from the 5/22/15 Program Review Committee meeting. Mr. Bough seconded; motion passed.
5	Information/Discussion/Action Items	
	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.	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. <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	Ms. Hielema made a motion to approve Central Florida Electrical JATC as a training provider for Region 12. Mr. Michaels seconded; motion passed.

	<p>provider to specifically fund for equipment, clothing and books in the following programs: Maintenance (Electrician) and Inside Wireman (Electrician). 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>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>Mr. Michaels made a motion to approve Masonry Association of Florida, Inc. as a training provider for Region 12. Mr. Bough seconded; motion passed.</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"> - Total customers served down from 	

	<p>previous program year as the economy has improved.</p> <ul style="list-style-type: none"> - Filling more jobs directly will be a focus area. - Need to target the veteran population by having a more pronounced and visible presence. - Focus more on training that leads to job/career path quicker vs. ITAs. <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>E. How are we doing? 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>Mr. Michaels made a motion to approve the negotiated common measures. Mr. Beliveau seconded; motion passed.</p>
	<p>F. What do we need to do?</p> <ol style="list-style-type: none"> 1) Community Conversations Ms. Coenen stated that Ms. Blanco is leading the effort to bring partners together to get feedback and leverage resources. 2) Additional Policy Review and Future Recommendations Ms. Coenen stated that policies will be updated to align with WIOA. 3) Procurement for non-ITA Vendors Ms. Coenen stated that any procurement/short- 	

	term trainings will be reviewed by this Committee.	
6	Other Business Mr. Sweat asked Ms. Kasal to email the Program Review Committee Charter to this Committee for their review and reference.	
7	Adjournment There being no other business, the meeting was adjourned at 11:53 a.m.	

Respectfully submitted,

Kaz Kasal

CareerSource Central Florida Program Review Committee

Purpose:

The primary role of the Program Review Committee is to provide policy guidance and strategic oversight of CareerSource Central Florida's programs and services provided to job seekers and employers.

Responsibilities:

Understand the organization's mission and goals and develop strategies for ensuring that programs and services are aligned with the Board's strategic plan and organizational goals.

- Review and recommend policies that support the Board's strategies.
- Recommend local performance metrics to assess program performance.
- ~~Review the organization's program performance data.~~
- Review and recommend training providers.
- Establish program budget priorities.

Skills/Expertise:

- Experience as a board member, or in program performance, organizational compliance, and service delivery.
- Commitment to developing policies that support successful program outcomes.

Structure:

- Committee members will be appointed by the Chairman of the Board of Directors.
- The Committee will consist of at least three members.
- Members will serve on the Committee until their resignation or replacement by the Chairman of the Board of Directors.

Training Provider Performance Overview - 9/2013 to 9/2015

Provider	Currently In Training	# Completed	Completed Less than 90 Days	# Placed	Placement Percentage*	Average Wage	Average CSCF Cost of Training
ITT Technical Institute	8	3	1	2	100%	\$27.50	\$7,000.00
Mech-Tech Institute	0	1	0	1	100%	\$18.00	\$5,000.00
Lake Technical College	3	10	1	8	89%	\$13.03	\$3,871.62
Stetson University	0	9	0	7	78%	\$29.10	\$5,528.33
Winter Park Tech	18	40	1	30	77%	\$12.68	\$3,761.49
Mid Florida Tech	6	54	6	36	75%	\$12.49	\$3,701.87
Lake Sumter State College	10	17	3	10	71%	\$16.85	\$5,705.84
Lasalle Computer Learning Center	48	134	25	74	68%	\$18.82	\$6,101.94
Seminole State College Of Florida	90	93	20	49	67%	\$17.72	\$5,097.29
Lincoln Technical Institute	1	37	13	16	67%	\$16.00	\$6,876.52
The Lighthouse Medical Academy	0	4	1	2	67%	\$8.53	\$2,321.67
Truck Driver Institute	2	27	3	16	67%	\$12.87	\$5,160.00
Westside Tech	11	70	0	44	63%	\$12.72	\$4,237.35
Wood Hygienic Institute	0	24	0	15	63%	\$15.70	\$3,617.05
Herzing University	12	16	3	8	62%	\$19.73	\$6,166.67
Concorde Career Institute	17	87	4	51	61%	\$13.46	\$5,368.02
Valencia College	120	210	55	92	59%	\$13.80	\$5,397.22
AAA School Of Dental Assisting	1	18	1	10	59%	\$10.21	\$3,527.78
Roadmaster Drivers School	3	96	4	54	59%	\$14.38	\$5,011.67
Cambridge Institute Of Allied Health And Technology	2	9	2	4	57%	\$15.61	\$4,027.86
Orlando Tech	22	54	8	26	57%	\$12.23	\$3,697.44
Southern Technical Institute	6	62	3	32	54%	\$10.11	\$3,534.01
Technical Education Center Osceola	24	61	16	24	53%	\$10.58	\$3,754.37
Usa CDL Driving School	6	28	3	13	52%	\$14.78	\$3,147.21
Florida Technical College	32	207	21	96	52%	\$10.60	\$7,053.07
Southern Technical College	71	217	63	78	51%	\$11.31	\$5,539.58
Aerostar Training Service	0	2	0	1	50%	\$31.50	\$7,000.00
Central Florida Institute Of Orlando	0	4	0	2	50%	\$9.30	\$6,000.00
Centura Institute	8	28	9	9	47%	\$11.19	\$5,258.58
New Horizons Computer Learning Center	9	336	16	150	47%	\$23.02	\$6,336.77
Med-Life Institute	58	211	40	76	44%	\$12.67	\$5,459.30
Everest University	1	46	1	19	42%	\$13.23	\$5,958.33
Aviation Institute Of Maintenance	4	50	15	14	40%	\$13.48	\$7,325.40
Florida College of Health Science	44	35	5	11	37%	\$23.27	\$7,310.47
Center For Professional Training And Development	0	9	0	0	0%	N/A	\$3,850.00
Medical Training Institute	0	1	0	0	0%	N/A	\$1,200.00
Central Florida Electrical Joint Apprenticeship & Trng Commi	7	0	0	0	N/A	N/A	\$935.38
Dental Assistant Training School	1	0	0	0	N/A	N/A	\$2,550.00
IT of Central Florida Vocational Sch.	1	1	1	1	N/A	\$14.54	\$4,250.00
J&J Healthcare Institute	1	0	0	0	N/A	N/A	\$5,000.00
Pro-Nails & Beauty School	1	0	0	0	N/A	N/A	\$3,900.00
Techni-Pro Institute, Llc.-Is	1	0	0	0	N/A	N/A	\$23,225.00
University Of Central Florida	5	3	3	0	N/A	N/A	\$7,000.00
Totals	374	1013	151	555	64%		

*Placement Percentage does not include customers that completed training within 90 days

Source: EFM Datastore Criteria: Individuals receiving an ITA between 9/1/2013-9/30/2015

Training Programs by Targeted Industry Groups

INDUSTRY GROUP	BUSINESS and FINANCE	CONSTRUCTION	HEALTHCARE	HOSPITALITY / LEISURE	MANUFACTURING	TRADE/TRANS/ UTILITIES	OTHER
PROVIDERS	9	7	31	7	9	14	19
PROGRAMS	26	11	113	11	16	24	87
PLACEMENT RATE	50.93%	63.16%	54.51%	55.56%	61.07%	54.95%	52.99%
AVERAGE WAGE at PLACEMENT	\$14.86	\$17.91	\$13.58	\$10.63	\$17.25	\$13.47	\$17.18
AVERAGE TRAINING COST	\$5,583.07	\$4,976.71	\$4,616.04	\$5,422.22	\$5,528.28	\$4,904.77	\$5,180.07

SOURCE: EFM Datastore Criteria: Individuals receiving an ITA between 9/1/2013-9/30/2015

This represents a high-level view of CareerSource funded training programs and how they are aligned with targeted industries, placement rates in the industry, average wage and average training cost of the programs. CareerSource Central Florida collects the data through participant reporting, wage records, employer reporting and training provider data.

Operations Report - 1st Quarter Program Year 15-16

Traffic Metrics	1st Q PY14-15	1st Q PY15-16	Up/Down
Business Served	2641	3752	↑ 142%
Individuals Served	29,653	24,715	↓ 17%
Performance Metrics			
	PY15-16 Goal	1st Q PY15-16	% to Goal
Total Placements	48,000	5310	11%
Veteran Placements	2,779	365	13.0%
Training			
	PY15-16 Goal	1st Q PY15-16	% to Goal
Training Budget	\$6,600,000	\$882,211	13.40%
New Training Enrollments	1,576	794	50%
WIOA Adult Wage Rate	\$11.83	\$14.69	124%
WIOA Dislocated Worker Wage Rate	\$12.50	\$17.32	139%
WIOA Combined Placement Rate	80%	98%	Exceeded
Youth			
	PY15-16 Goal	1st Q PY15-16	% to Goal
Youth Budget	\$6,200,000	\$1,167,342	18.8%
New Youth Enrollments	630	96	15.0%
Youth Employed or Entered Post Secondary Education /Advanced Training, Military or an Apprenticeship	535	47	0.08%
Welfare Transition - TANF			
	PY15-16 Goal	1st Q PY15-16	% to Goal
Welfare Transition Placements	2161	427	19%
Welfare Transition Wage Rate	\$11.48	\$10.22	89%
Workforce Highlights			
Highlights	Outcomes		
Intentional Focus on Pre-Screening Services	Direct Placements have increased 69% over 1st Quarter last year.		
Krystal - Store Opening	CSCF assisted Krystal in hiring the staff needed to open their new location in Orange County. A total of 56 positions were filled made up of 50 line staff and 6 Managers.		
Targeted Hiring Events	CSCF hosted a Sector based job fair in Manufacturing. From the 75 attendees a total of 11 were hired this quarter.		
Valencia's Trade Adjustment Assistance Community College and Career Transition Grant (TAACCCT)	86 students completed an initial manufacturing program of study resulting in 37 individuals finding work and 25 continuing on to further education.		
JATC Electrical Partnership	Assisted 14 Apprenticeship students in their second year of electrical training with support to purchase required tools and spark proof fire retardant clothing.		
New Satellite Office in Sumter County	In September Sumter Career and Adult Education Center and Sumter District Schools partnered with CSCF to open a satellite office providing a full range of Career Services to students.		

REGION 12 APPRENTICESHIP PROGRAMS

TRADE & TRANSPORTATION AND UTILITIES

Program	District	Occupation
Irby Line Erector Apprenticeship Program INJ FL002990001 Richard Byrd: rbyrd@irbyconst.com	Seminole	Line Erector (Lineman)
Program	District	Occupation
Central Florida Mechanical Joint Apprenticeship and Training Committee IJ FL005060002 Israel Daniels: cfmjac@yahoo.com	Orange	Mechanic, Industrial Truck (any industry)
Program	District	Occupation
City of Leesburg Electric Utility INJ FL001950006 Sandra Ullman: Sandra.Ullman@leesburgflorida.gov	Lake	Line Erector (Lineman)

TECHNOLOGY/ADVANCED MANUFACTURING

Program	District	Occupation
Sheet Metal Workers' Local 15 JATCTF FL007690001 James Kane: jkane@smwlu15jatc.org	Seminole	Sheet Metal Worker
Program	District	Occupation
Mid Florida Ironworkers JAC FL008640001 Ben Schmitz: alice@ironworkers808.com	Orange	Structural Steel Worker (Ironworker)

CONSTRUCTION

Program	District	Occupation
Air Conditioning Contractors Association of Central Florida Apprenticeship Program GNJ FL008910004 Gary Macleod: gary.macleod@ocps.net	Seminole	Heating and Air Conditioning Installer- Servicer

CONSTRUCTION (continued)

Program	District	Occupation
Masonry Association of Florida, Inc. GNJ FL007930012 Maryjane.mueller@ocps.net	Orange	Bricklayer
Program	District	Occupation
Central Florida Carpenters JATC FL008850019 Art Galea: agjattf@bellsouth.net	Orange	Carpenter
Program	District	Occupation
Florida Finishing Trades Institute JATC FL008620001 Al Trombetta: aruesing@iupatdc78.org	Orange	Drywall Finisher (Taper) (Hybrid) Floor Layer (Painter) (Hybrid) Glazier (Hybrid) Painter, Industrial Coating and Lining Application Specialist (Hybrid) Painter-Decorator (Painter Construction) (Hybrid)
Program	District	Occupation
International Union of Elevator Constructors (IUEC) LU #139 JAC FL005030004 Karla Harrison: babygirl1022@bellsouth.net	Orange	Elevator Constructor
Program	District	Occupation
Florida Electrical Apprenticeship & Training, Inc. GNJ FL008870020 Jamie Fugate: fugatej@featschool.org	Orange	Electrician
Program	District	Occupation
Florida Automatic Sprinkler Training, Inc. GNJ FL005050002 Michelle Hutto: hutto@seminolestate.edu	Seminole	Pipe Fitter - Sprinkler Fitter

CONSTRUCTION (continued)

Program	District	Occupation
H.I.S. Painting, Inc. INJ FL008092197 Jerry Miller: jerrymiller@hispaintinginc.com	Seminole	Painter
Program	District	Occupation
Tharp Plumbing Systems Apprenticeship Program INJ FL005111363 Aimee Tharp: atharp@tharpplumbing.com	Orange	Plumber
Program	District	Occupation
Plumbing Industry Professional Education GNJ FL005070003 Pat Tillman: tillmanp@seminolestate.edu	Seminole	Plumber
Program	District	Occupation
Central Florida Building Maintenance Apprenticeship GNJ FL005145192 Lyle Siedschlaw: Lyle.Siedschlaw@ocps.net	Orange	Maintenance Repairer, Building
Program	District	Occupation
Central Florida Electrical JATC FL008660001 James Sullivan: sullivj@cfl.rr.com	Orange	Electrician Electrician (Maintenance) Residential Wireman
Central Florida Electrical Teledata JATC FL005000002 James Sullivan: sullivj@cfl.rr.com	Orange	Telecommunications Technician
Program	District	Occupation
Orlando Plumbers & Pipefitters JAC FL008470001 Carl	Orange	Heating and Air Conditioning Installer- Servicer Maintenance Repairer,

Gregory: jac803@bellsouth.net		Industrial Pipe Fitter Plumber
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CONSTRUCTION (continued)

Program	District	Occupation
Lake Mechanical Contractors, Inc. Apprenticeship INJ FL005135190 Jan Prakke: jprakke@lakemechanical.net	Lake	Pipe Fitter Plumber
Program	District	Occupation
Orlando Laborers & North Florida Apprenticeship Program JATC FL005135188 Dave Brier: srlutc@aol.com	Orange	Construction Craft Laborer

OTHER

Program	District	Occupation
Central Florida Child Care Educator's Apprenticeship Committee GNJ FL008920009 Gloria Benitez-Delgado: delgadg@ocps.net	Orange	Child Care Development Specialist
Program	District	Occupation
Lake Child Care Apprenticeship Program GNJ FL008880009 Kathy Roberts: robertskl@lake.k12.fl.us	Lake	Child Care Development Specialist
Lake Schools Child Care Apprenticeship Program IJW FL006030001 Kathy Roberts: robertskl@lake.k12.fl.us	Lake	Child Care Development Specialist