

## Program Review Committee Meeting

CareerSource Central Florida Admin Office  
707 Mendham Blvd., Suite 250  
Orlando, FL 32825  
Tuesday, April 21, 2014  
9:00 a.m.

### MINUTES

**MEMBERS PRESENT:** Dr. Sanford Shugart, Greg Beliveau, Paul Bough, Brian Michaels, Richard Sweat, and Eric Ushkowitz

**MEMBERS ABSENT:** Dr. Angela Adams, Steve Clelland, Tirso Moreno and Larry Walter

**STAFF PRESENT:** Kevin Neal, Pam Nabors, Joyce Hinton, Homer Boone, Leo Alvarez, Chad Kunerth, David Lowell, and Kaz Kasal

### WELCOME & CHAIR'S REMARKS

#### Welcome

Dr. Shugart called the meeting to order at 9:02 am and welcomed those in attendance.

#### Roll Call/Establishment of Quorum

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

#### Public Comment

None offered.

### APPROVAL OF THE MINUTES FROM 2/21/14

Mr. Sweat made a motion to approve minutes from the 2/21/14 meeting. Mr. Beliveau seconded, motion passed.

### ACTION ITEMS

#### ➤ Training Provider Approval/Retention Policy

Mr. Lowell provided a review of the revised policy entitled "The Selection and Retention of Eligible Training Providers and Programs" which sets forth specific policy and guidance on effectively and efficiently managing the selection of training providers. Mr. Lowell reviewed the threshold requirements, steps in the approval and renewal processes, additions and removals. Dr. Shugart commented that with regard to Section IB: "The training provider must participate in the Florida Education & Training Placement Information (FETPIP)" – this will be revisited at a later date. There are continuing education providers that provide short trainings that help put people quickly into jobs – these programs have issues with FETPIP. This is a small percentage, but will need to revisit and work on a solution which can be proposed to the state. Mr. Lowell added that the state allows regions to develop their own local policy to better serve their region's economic needs. For instance, if there is a new program which does not compare with a similar program on the Department of Education (DOE) website, but can be verified from employer(s) that skill sets gained through the curriculum will result in jobs. Dr. Shugart noted a change to be made on Page 2, Section III – this is a procedure not policy,

should read that all providers are required to maintain appropriate licensure/accreditation at all times.

**Mr. Beliveau made a motion to move for Board approval the Training Provider Approval/Retention policy to include Dr. Shugart's above noted change. Mr. Sweat seconded, motion passed.**

➤ Regional Targeted Occupations List (RTOL) Policy

Dr. Shugart explained that the purpose of this policy is provide more flexibility in order to respond to employers in this region and ensure training dollars are directed to programs linked to employment opportunities in this region. The RTOL can be modified at any time during the year.

**Mr. Sweat made a motion to move for Board approval the Regional Targeted Occupations List policy. Mr. Beliveau seconded, motion passed.**

➤ Individual Training Account (ITA) Policy

Mr. Neal stated that this is a simplified version of our current ITA policy which lays out what the current federal/state requirements are for receiving an ITA. Ms. Nabors added that staff coordinates WIA funds with PELL grant to ensure WIA funds pay for educational expenses and PELL pays other/supportive expenses. Ms. Nabors also noted that the following revisions need to be made in this policy: inclusion of priority of services given to Veterans and eligible spouses; under "Exceptions" training programs be limited to 2 years in duration (vs. training be completed within 2 years); under Section B – removal of "trainings in excess of the \$7,000 scholarship will be reviewed on a case by case basis....."

**Mr. Sweat made a motion to move for Board approval the Individual Training Account policy, with the inclusion of the above noted revisions and that the revisions be reviewed/approved by Dr. Shugart, Committee Chair. Mr. Beliveau seconded, motion passed.**

➤ Eligible Training Provider: Universal Technical Institute

Mr. Lowell provided a review of Universal Technical Institute, which provides automotive technology programs. He referenced the chart that shows costs per program and placement percent. Mr. Sweat asked about their retention percent. Dr. Shugart replied that retention rates with these types are programs are typically low – one can attain a job without a license. A student may take a few courses and then get a job. Ms. Nabors pointed out that training provider does have to ensure a 70% program performance retention rate and when they get below this, they must provide to CareerSource Central Florida a plan of action and continued documentation that performance is improving.

**Mr. Beliveau made a motion to move for Board approval of the eligible training provider Universal Technical Institute. Mr. Sweat seconded, motion passed.**

## INFORMATION/DISCUSSION ITEMS

### Talent Gap Survey - Update

Ms. Nabors stated that nearly 300 have responded to this survey, which includes responders in counties outside our region: Brevard, Flagler and Volusia. The focus groups, which is the 2<sup>nd</sup> phase, have been meeting this week and last. These groups consist of over 70 participants. Ms. Pat Gehant, Project Director/Talent Gap Analysis, will provide an overview on the talent skills gap survey results at the Board meeting next week.

Local Performance Dashboard/Federal Common Measures of Performance

Mr. Neal reviewed the local performance measures - key trends include number of job seekers and activities declining as unemployment rate declines; however, intensive services are up and placements are up from intensive services. Also training activities have increased - placements from training take time to show up depending on length of training. On WIA common measures, our Region is meeting or exceeding the goal of 80%. Ms. Nabors stated that a point in time customer satisfaction survey will be conducted in June 2014 - staff will survey customers as they leave the centers.

**OTHER BUSINESS**

The committee concurred that in lieu of a regular committee meeting next month, to meet jointly with the Finance Committee on 5/27/14, and hold a Budget Workshop for an in-depth discussion on program priorities and budget allocations.

Mr. Bough stated that he was approached by Page One Consultants, an engineering consulting firm, who is in need for more construction inspectors for the I-4 Ultimate project. Mr. Bough reached out to CareerSource Central Florida and Ms. Holmes, Business Services Manager, met with Page One Consultants to coordinate the rollout of a training program for construction inspectors. Dr. Shugart commended Mr. Bough and Ms. Holmes for working together and assisting Page One Consultants.

**CHAIR'S CLOSING REMARKS**

Dr. Shugart thanked those in attendance.

There being no further business, meeting adjourned at 10:24 am.

Respectfully submitted,

Kaz Kasal  
Sr. Administrative Assistant