

**Program Committee Meeting
Friday, May 22 2015
8:30 a.m.**

MINUTES

MEMBERS PRESENT: Dr. Sanford Shugart, Dr. Angela Adams, Paul Bough, Leslie Hielema, Brian Michaels, Eric Ushkowitz and Larry Walter

MEMBERS ABSENT: Greg Beliveau and Tirso Moreno

STAFF PRESENT: Mimi Coenen, Ike Powell, Robert Quinlan, Nilda Blanco and Kaz Kasal

GUEST PRESENT: Rod Lewis/CareerSource Florida

1. Welcome & Chair's Remarks

Dr. Shugart called the meeting to order at 8:30 am and welcomed those in attendance.

2. Roll Call/Establishment of Quorum

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

3. Public Comment

None offered.

4. Approval of Minutes

A. 4/8/15 Program Review Committee Meeting

Mr. Ushkowitz made a motion to approve the minutes from the 4/8/15 Program Review Committee Meeting. Mr. Bough seconded; motion passed.

5. INFORMATION/DISCUSSION ACTION ITEMS

A. Action Items

1) Proposed 2015/2016 Programmatic Work Plan

Ms. Coenen referenced the "Operations Work Plan for 15/16" document and stated that as CareerSource Central Florida makes the switch from Workforce Investment Act (WIA) to the new legislation under Workforce Innovation and Opportunity Act (WIOA), the proposed Operations Work Plan provides the framework to develop strategies and objectives. Ms. Coenen reviewed the major components of focus under the new law and quarterly goals per each operational category within the work plan. Ms. Coenen also referenced the "2015-16 Regional Demand Occupations List" (RTOL) which will be posted for public comment and also sent to different industry sectors for feedback. It is important to customize the RTOL to the needs of the region, which means finding out from local businesses what jobs they are hiring for and include these occupations on RTOL/provide training and also remove from the RTOL those occupations that are not in-demand/halt training. Ms. Coenen stated that staff will also review quarterly saturation rates to determine if any training programs need to be placed on hold.

Ms. Hielema made a motion to approve Operations Work Plan for PY 15/16 and for staff to provide quarterly progress reports to the Committee. Mr. Bough seconded, motion passed.

Dr. Shugart commented that Business Services department should have input with ITA contracts as they have a pulse on employer job needs. Also as there is a significant portion of the workforce that is not captured in the data from the labor market demographics – i.e. the self-employed is not captured in this data; so offering short-term training for individuals to set-up their own business – such as a food truck or irrigation business might be an area to test and try a pilot program.

B. What is currently in place?

1) Mission Moment – Success with Bonding

Mr. Powell provided a success story on Thomas Atkins, an individual who, through taking a Federal Bonding class at CareerSource Central Florida, learned about training opportunities through the WIA program. Mr. Powell presented a video in which Mr. Aktins relayed his hardships and challenges and how CareerSource Central Florida provided him the encouragement and training opportunity which resulted in completing his credentialing. Subsequently, Mr. Powell has recently been hired by a concrete company in Lake County where he earns a good wage and can better provide for his family.

C. How are we doing?

1) Performance Funding Model

Dr. Rod Lewis, Vice President of Analytics with CareerSource Florida, greeted the Committee and provided an overview of the Performance Funding Model of which the regions can participate voluntarily and receive incentives. Mr. Lewis reviewed the three key elements: 1) Target – regions receive rewards for meeting performance targets, as specified; 2) Improve – top one-third of most improved regional boards as measured by the year over year change in their global performance; and 3) Excel – top one-third regional boards as ranked by their global performance. Additionally, there will be funding set aside for those regions that do not meet goals and consultation will be provided. The Performance Funding Model is designed to support regional boards toward meeting minimum performance standards/thresholds. Mr. Lewis also reviewed the metrics of focus for the first year, which will involve employer engagement, job placements and cost of doing business. Mr. Lewis emphasized that regions will see their data in real time which will better help boards make decisions in a timely manner. Mr. Lewis also stated that additional credits awarded towards performance metrics for serving certain target hard-to-serve populations. The Committee concurred that CareerSource Central Florida should participate in the Performance Funding Model and Dr. Shugart advised that a quarterly report from the performance management system be reviewed by the Committee under the “How are we doing” part of the agenda. Dr. Shugart asked for Mr. Lewis to review the local strategy once it is laid out. Dr. Shugart thanked Dr. Lewis for today’s presentation.

2) Acknowledgement of Program Review Committee Accomplishments

Ms. Coenen commended the Program Review Committee for all their work and “heavy

lifting” since its inception in January 2012. Ms. Coenen thanked Dr. Shugart for his leadership and expertise in laying the groundwork by setting structure, policy and transparency. Ms. Coenen announced that Mr. Sweat will take over as Chair for Program Review Committee the next program year.

3) Business Services Spotlight

Mr. Quinlan referenced the “Strategic Engagement Plan” document and reviewed elements of the plan to include: staff restructuring; hiring an Economic Development Liaison; and utilizing an asset-mapping process to get services/product out quicker to the customer. The four target areas of focus are: healthcare, advanced manufacturing, hospitality and construction. Ms. Coenen added that mobile unit is being stationed out in Sumter County on a consistent basis so there is regular presence in this County.

4) Operations Report

Mr. Powell reviewed the “Operations Report – Data 7/1/14 to 4/30/15” and noted that the report has been expanded to include monthly data so the Committee can see trends. Mr. Powell reviewed performance data on core, training and business services and placement outcomes on short term training contracts. With regard to WIA-Dislocated Worker measure, Mr. Powell stated that there will be more focus on improving placements. With regard to training programs, staff is currently in process of restructuring training provider agreements and making them more performance-based to include a percentage based on placements.

D. What do we need to do?

1) Strategy for Short Term Training Contract Renewals

Ms. Coenen stated that as previously discussed, training contracts will be re-reviewed and a performance based element will be included.

2) Program Review Committee Meeting for PY 15-16 – Proposed Dates

Proposed dates will be reviewed with new Chair.

6. Other Business

Ms. Coenen stated that no new enrollments will occur in June so that performance requirements can be updated to be in alignment with WIOA

7. Upcoming Meetings

The Committee reviewed meeting dates for the remainder of the program year as specified on the Agenda

8. Adjournment

There being no further business the meeting adjourned at 9:53 a.m.

Respectfully submitted,

Kaz Kasal