

## Program Review Committee Meeting

WCF Admin Office  
707 Mendham Blvd., Suite 250  
Orlando, FL 32825

Thursday, May 30, 2013

2:00 p.m.

### MINUTES

**MEMBERS PRESENT:** Dr. Sanford Shugart, Dr. Angela Adams (via phone), Greg Beliveau (via phone) Paul Bough, Wendy Brandon (via phone), Brian Michaels (via phone), Eric Ushkowitz and Larry Walter (via phone)

**MEMBERS ABSENT:** Steve Clelland, Tirso Moreno and Richard Sweat

**STAFF PRESENT:** Kevin Neal, Joyce Hinton, Homer Boone, Leo Alvarez, Tonya Elliott, Anika Holmes, Nilda Blanco, Chad Kunerth, and Kaz Kasal

### WELCOME & CHAIR'S REMARKS

#### Welcome

Dr. Shugart called the meeting to order at 2:00 pm 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 4/26/13

Mr. Beliveau made a motion to approve minutes from 4/26/13 meeting. Mr. Michaels seconded, motion passed.

### ACTION ITEMS

#### ➤ Individual Training Account Policy

Ms. Hinton provided a one-page summary entitled "PY 13-14 ITA Policy Changes" and reviewed the following proposed changes for PY 13-14:

- Priority of Service policy - establishing a priority process will help ensure WCF training services are available to those most in need. In PY 12-13 there was no priority of service policy.
- Returning participants – customer must not have received an ITA through WCF in the past 5 years or expended \$8,000, whichever comes first. Although there is a \$7,000 maximum cap with ITAs – there are some instances where a participant received certification and received further dollars, in addition to the ITA. In PY 12-13 this was handled this on a case-by-case basis.

- Private Institutions / billing – providers invoice 50% of total ITA value upon participant’s initial attendance and not invoice for remaining balance until participant has completed the training program and received credential/certification (except for the mandatory up front training costs). In PY 12-13 providers would invoice 100% at registration or 50% at registration and remaining at midpoint of training.
- Applicants with post-secondary degrees – provide funding to complete bachelor’s degree if only 30 credit hours or less is remaining to complete the degree. Funding for education and training beyond the baccalaureate level is limited to licensure/exam fees. In PY 12-13 there was no ITA assistance for applicants with bachelor’s, masters or doctorate degrees.
- Satisfactory progress – having maintained a “C” or 2.0 average in the program of study unless a higher grade point average is required by the training program. In PY 12-13, the definition of “satisfactory progress” was not clearly defined.

Mr. Neal stated that WCF is in a declining budget for some grants which is due to sequestration and an improved economy. However, there will be more money to spend next year under the 2-year grants. Over the last several years, with the major 2-year grants, 50% would be set aside over the 2 years. Going forward only 30% will be set aside, but there will be 50% of last year’s funds being carried over to next year and this is where the additional funds are coming from.

Dr. Shugart asked if there any exceptions to the policy for participants. Ms. Hinton affirmed and referred to page 4 and 5 of the policy where it references exceptions to the policy: unforeseen events such as health/medical, family care, reservists called to active duty, etc.

**Mr. Beliveau made a motion to approve the Individual Training Account Policy, with staff recommended revisions. Mr. Ushkowitz seconded, motion passed.**

➤ Eligible Training Providers

Techni-Pro Institute

Ms. Hinton stated that Techni-Pro Institute provides reasonably priced Practical Nurse training. They will also be rolling out an RN training program once the provider finalizes their paperwork. The provider has an 87% completion rate and 54% placement rate. Ms. Brandon asked how their 54% placement rate compares to the other training providers. Ms. Hinton replied in comparison to other private schools they are similar. Mr. Walters asked what pre-qualifications do participants have to have in order to get into the training program. Dr. Shugart replied that private institutions tend to have high completion rates, but low pass rates on the exams and public institutions tend to have low completions rates, but high pass rates on the exams. Dr. Shugart replied this is a good question to consider when the staff and committee start to expand the scope of review in the training provider approval process. Mr. Walters commented that placing participants in programs that they are not ready for is not a good idea. Ms. Hinton replied that WCF administers TABE testing on everyone prior to entering the program.

**After further review and discussion, Mr. Beliveau made a motion to bring forward Techni-Pro Institute as a training provider for Region 12 to full board for their approval. Mr. Ushkowitz seconded, motion passed.**

Mr. Beliveau stated that Lake County is in dire need of more training options. Ms. Hinton replied that

she will review the monthly report, which Mr. Lowell produces from his school visits and recruitment activities in the region, and see what progress he is doing in Lake County. Dr. Shugart stated at the next meeting the committee will review this report and can further discuss expanding the presence in Lake County.

Mr. Walters asked about the status of the map he requested at the last meeting to show where all the training provider locations are in comparison to the transportation network and how well this region is being served. Mr. Neal replied that a preliminary map has been developed; however the data needs to be better supplemented. Dr. Shugart concurred that staff should continue to modify and find a way to layout this out for clear interpretation.

#### Medtech Institute

Ms. Hinton stated that Medtech Institute has invested in new simulation equipment, classroom technologies and a state-of-the-art Resource Center, all to enhance student learning and preparedness for employment. Training programs include: medical assistant, medical billing and coding, practical nursing, electronic health records specialist and phlebotomy technician.

**After further review and discussion, Mr. Beliveau made a motion to bring forward Medtech Institute as a training provider for Region 12 to full board for their approval. Ms. Brandon seconded, motion passed.**

#### Everest University

Ms. Hinton stated that Everest University has invested in simulation manikins, providing students with “near-human” spontaneous training experiences. The pharmacy lab and medical clinic lab were designed with employer recommendations to replicate all aspects of the real-world work settings. Training programs include: computer information science, medical assistant, paralegal, pharmacy tech, and business administration.

**After further review and discussion, Mr. Bough made a motion to bring forward Everest University as a training provider for Region 12 to full board for their approval. Mr. Ushkowitz seconded, motion passed.**

#### ➤ PY 2013-14 Program Budget Priorities

Mr. Neal stated that the Florida legislature in 2011 altered the state law and now requires 50% Adult and Dislocated Worker (DW) dollars to be spent on training activities. All training is considered “training” for the purposes of meeting this 50% threshold. Some training is placed in a different service category – “intensive training.” Mr. Neal asked each program manager to provide a briefing for each training line item.

Occupational Skills Training / \$6M – Ms. Hinton stated that the goal is to increase enrollments to 1,000 in PY 13-14. To help reach this goal, staff will work on targeting DW population; have WCF staff stationed at campuses; and provide assistance to applicants finishing their bachelor’s degree or post-secondary degrees.

Advanced Manufacturing Training / \$315,000 – Mr. Neal stated that Valencia College was one of 12 state colleges that was awarded the trade grant. The goal is to increase the number of skilled workers in the manufacturing industry. WCF is partnering with Valencia College to provide financial assistance to 75 participants.

H1B Grant - STEM (Science, Technology, Engineering and Math) Internships / \$598,000 – WCF is in partnership with UCF to coordinate internships for students in STEM backgrounds. This program will be an 8-week paid internship and the goal is to enroll 89 students in the program.

Short-Term Prevocational Training / \$500,000 – Ms. Hinton stated as unemployment rate goes down, more people will be looking for short term training to become quickly employed. This type of training is less than 6 months and people can acquire skills/certifications for forklift driver, security officer, CPR, etc. The goal will be to enroll 250.

Entrepreneur Training / \$50,000 – Ms. Holmes stated that this training is to provide assistance to professionals who have been unemployed for a long period and have the interest and skill set to venture into their own business. The goal will be to enroll 100.

Job Readiness - \$60,000 – Ms. Hinton stated that because of the increase in use of social media for self-marketing/branding in today's job market, it is becoming more important to use social media tools such as LinkedIn, Facebook and Twitter as part of the job search strategies. The goal will be to provide assistance to 200 in their job search.

On-The-Job Training (OJT) / \$600,000 – Mr. Neal stated that this will be re-instituted. This type of training provides individualized occupational skills training (through exposure in actual work settings) for Dislocated Workers (DW) and low income adjust. The goal is to place participants in occupations that will enhance their prospects for long-term employment and self-sufficiency. The goal will be to provide training to 85 individuals.

Employed Worker Training (EWT) / \$55,000 – Ms. Holmes stated that EWT is designed to provide financial assistance to employers that recognize the importance of investing in their employees to build and enhance their job skills to increase efficiency, retention, morale and productivity. EWT reimburses employers half of the direct training costs. The goal is to train 30.

Work Experience - Internships / \$2,615,040 – Ms. Hinton stated that they are expanding services to 400 participants next year. This has been a very successful program since its inception in 2009. In this 12-week program, WCF partners with employers to provide participants internships so they can attain skill trainings and possibly get hired at the host worksite. Efforts will also be made to target college seniors and ex-offenders for internships. The goal is to provide internships to 400 participants.

Customized Training / \$216,000 - Ms. Holmes stated expansion in this training will help: 1) employers to train employees and 2) groups of job seekers. Employers must pay at least 50% of training costs and commit to employ or continue to employ individuals on successful completion of the training. An example of a group training would be a city training a group of individuals in waste water operations - after the training the city or another industry hires them. The goal is to train 75 participants.

Dr. Shugart asked which of the above line items could have a surplus? Ms. Hinton replied that with the Occupational Skills Training they may have difficulty finding people to make a 1-2 year training commitment as people want/need jobs now. Through partnerships with the community colleges and technical schools, WCF staff will be on-site at these campuses – this will help to find and recruit eligible students (both new and currently enrolled), with the assistance of the campus administration

staff. Mr. Neal replied that On-The-Job Training would be another line item with a possible surplus – WCF depends on partnerships with both employers and training providers.

Mr. Beliveau asked how success rates on the various training programs will be tracked? Mr. Neal replied that with all grant-funded programs reports are generated quarterly on: if participant who completed their training program was hired, if they are still on the job 6 months after being hired, and average earnings. The issue with providing this information to the board is that there is a lag on reporting – outcomes will not be known until 1-2 years later. So data reviewed today are on those participants that were training 1-2 years ago. Mr. Beliveau commented that \$11M for 2,304 participants seems a small quantity served. He hopes all of these participants get jobs and the importance that the funds are most effectively being used. Mr. Neal replied that funds can be moved around based on more realistic expectations as they monitor activities during next program year. Mr. Beliveau concurred that funds should be moved to more productive programs, as they are monitored; what is most productive for the region is where the funds should be placed.

**Mr. Beliveau made a motion to approve the recommended PY 2013-14 Program Budget Priorities to Finance Committee for review, and then to full board for approval.**

#### **INFORMATION/DISCUSSION ITEMS**

##### Eligible Training Provider Policy/Establish Date for Provider Workshop

Dr. Shugart stated that the next phase will be to review/revise the approval process for training providers. This will need to be accomplished by complying with federal government policy and ensuring quality standards are applied in an even way with all training providers. Mr. Neal stated that staff will coordinate to set a date for the training provider workshop. This workshop will provide a platform to receive input from training providers for consideration into the Eligible Training Provider policy. A survey for dates for this workshop will be sent to the Program Review Committee, and then staff will reachout to the training provider community with regard to the workshop.

#### **CHAIR'S CLOSING REMARKS**

Dr. Shugart thanked those who attended today's meeting.

There being no further business, meeting adjourned at 3:03 pm.

Respectfully submitted,

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Kaz Kasal  
Sr. Administrative Assistant