



DRAFT
Career Services Committee Meeting
Friday, January 31, 2020
3:00 p.m.
MINUTES

MEMBERS PRESENT: Kathleen Plinske, Andrew Albu, Michael Armbruster, Paul Bough, Keira des Anges, Mark Havard, Bryan Orr, Thomas Ott, Ted Pobst, David Sprinkle, Jim Sullivan and Al Trombetta

MEMBERS ABSENT: Amy Albee-Levine and Bryan Orr

STAFF PRESENT: Mimi Coenen, Bradley Collor, Nilda Blanco, Tiffany Osborne, Cliff Marvin and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	<p>Welcome Dr. Plinske, Committee Chair, called meeting to order at 3:02 p.m.</p> <p>Ms. Coenen introduced Ms. Tiffany Osborne, Director of Planning and Strategic Initiatives and Cliff Marvin, Director of Public Policy and Alliances.</p>	
2	<p>Roll Call / Establishment of Quorum Ms. Kasal reported an over two-thirds quorum present.</p>	
3	<p>Public Comment None offered.</p>	
4	<p>Action Items</p> <p><u>Approval of Minutes</u></p> <ul style="list-style-type: none"> – Reviewed minutes from 10/31/19 Career Services Committee meeting (attachment). <p><u>Approval of Summer Training Vendors</u></p> <ul style="list-style-type: none"> – Reviewed action memo request (attachment) to allow CSCF to begin contract negotiations with training providers who responded to RFQ for training courses that will provide in-demand skills and career exploration in high growth industries as part of the Accelerate Track for the 2020 Summer Youth Program. Mr. Bough, who was part of the Review Team, provided an overview of the evaluation process of the proposals received. <p>A final recommendation, with negotiated costs per student and industry representation, will be brought to the Executive Committee and Board for approval.</p>	<p>Ms. des Anges made a motion to approve the minutes from the 10/31/19 Career Services Committee meeting. Mr. Albu seconded; motion passed unanimously.</p> <p>Mr. Bough made a motion to approve allowing CSCF to negotiate with top ranking organizations (as listed in memo) with the goal of having training opportunities offered equitably across the five-county region. Total procurement not to exceed budgeted \$600,000. Mr. Havard seconded, with Dr. Plinske and Dr. Armbruster abstaining; motion passed unanimously.</p>

5	<p>Information and Discussion <u>Review Performance Targets and Provide Insight to Ensure Investment and Goal Attainment (attachments)</u></p> <p><u>Scorecard Q2</u></p> <ul style="list-style-type: none"> Reviewed CSCF's performance scorecard through second quarter. <p>Committee input:</p> <ul style="list-style-type: none"> Provide further metrics on placements – i.e. average placement per client <p><u>Review Annual Investment / Training Enrollments</u></p> <ul style="list-style-type: none"> Reviewed training budget and activities by High Growth Industry (HGI). <p>Committee input:</p> <ul style="list-style-type: none"> Training capacity and how to best leverage? Hospitality – understand specific needs from training perspective to broaden from culinary; make better connections to employers that provide higher wages Opportunities to provide more customized training and better understand specific needs (construction office jobs – need for more estimators, surveyors, accounting with construction knowledge). “Earn & Learn” models: the need for a roadmap with clearly defined steps toward career progression and value of training. Discuss career goal first, then training. <p><u>Review and Discussion of Youth</u> Reviewed youth program performance 7/1/19 through 1/20/20 and preparations for 2020 Summer Youth program.</p>	<p><i>Staff will provide methodology and scorecard on training providers at the next meeting.</i></p>
7	<p><u>Other Business</u> Ms. Coenen attended US Conference of Mayors – more compliance coming.</p>	
8	<p>Adjournment Meeting adjourned at 4:33 p.m.</p>	

Respectfully submitted,

Kaz Kasal
Executive Coordinator