



**Career Services Committee Meeting**  
**Thursday, November 18, 2021**  
**3:00 p.m.**

**MINUTES**

**MEMBERS PRESENT:** Andrew Abu, Amy Albee-Levine, Paul Bough, Keira des Anges, Joseph Richardson, Melanie Stefanowicz and Al Trombetta

**MEMBERS ABSENT:** Mark Havard, Ed James and Bryan Orr

**STAFF PRESENT:** Mimi Coenen, Nilda Blanco, Sean Masherella and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Mr. Abu, Committee Chair, called meeting to order at 3:03 p.m.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal reported a quorum present.	
3	<b>Public Comment</b> None offered.	
4	<b>Action Items</b> <u>Approval of Minutes</u> <ul style="list-style-type: none"> <li>• Reviewed draft minutes from 8/26/21 Career Services Committee meeting (attachment).</li> </ul>	<b>Ms. des Anges made a motion to approve the minutes from the 8/26/21 Career Services Committee meeting. Dr. Richardson seconded; motion passed unanimously.</b>
5	<b>Information and Discussion</b> <u>Scorecard – 1<sup>st</sup> Quarter</u> <ul style="list-style-type: none"> <li>• Reviewed scorecard for time period 7/1/21 thru 9/30/21 (attachment).</li> </ul> <u>Training Analysis</u> <ul style="list-style-type: none"> <li>• Reviewed CSCF's performance of training activities from 7/1/20 thru 6/30/21 (attachment).</li> </ul> <p>Committee feedback:</p> <ul style="list-style-type: none"> <li>– Employers could benefit from onboarding training.</li> <li>– Include English language classes specific to an industry – i.e. construction industry, as this would help them pass apprenticeship program, which requires understanding of English language.</li> <li>– Offer more IT courses, as remote work will probably increase.</li> <li>– Offer assessment on values, this is an important assessment to help career seekers understand what type of employment meets their values</li> </ul>	

	<p><u>New Training Provider Approval</u></p> <ul style="list-style-type: none"> <li>Reviewed action memo on new training providers and their vocational training offerings (attachment).</li> </ul> <p><u>Current Provider – Added Programs</u></p> <ul style="list-style-type: none"> <li>Reviewed training programs added to the CSCF Eligible Training Provider List, of already approved Training Providers (attachment).</li> </ul> <p><u>Policy Approval</u></p> <ul style="list-style-type: none"> <li>Reviewed action memo on the following process revision and two new policies (attachment): <ul style="list-style-type: none"> <li>Process revision to WP T01: Trade Adjustment Assistance (TAA) Services Process: TAA Training and other Funding Activities service process (under Administrative Policy 101).</li> <li>New Policy: WIOA 15/TAA 04: Mandatory WIOA Title 1 and TAA Co-enrollment (under Administrative Policy 116).</li> <li>New Policy: WIOA -16: Disaster Recover Worker Grants (under Administrative Policy 113).</li> </ul> </li> </ul>	<p><b>Ms. des Anges made a motion to forward for Board’s approval the new training providers and their respective training programs, as presented and recommended, to the Eligible Training Provider List. Mr. Bough seconded; with Dr. Richardson and Dr. Albee-Levine abstaining; motion passed.</b></p> <p><b>Dr. Albee-Levine made a motion to forward for Board’s approval the two new policies and process revision, as presented. Dr. Richardson seconded; motion passed unanimously.</b></p>
6	<p><u>Other Business</u></p> <ul style="list-style-type: none"> <li>CSCF won the Veteran’s Incentive Award for a 3<sup>rd</sup> consecutive year.</li> <li>Updated mask policy.</li> </ul>	
7	<p><b>Adjournment</b> Meeting adjourned at 4:04 p.m.</p>	

Respectfully submitted,

Kaz Kasal  
Executive Coordinator