



DRAFT
Career Services Committee Meeting
Thursday November 19, 2020
3:00 p.m.
MINUTES

MEMBERS PRESENT: Kathleen Plinske, Paul Bough, Amy Albee-Levine, Andrew Albu, Keira des Anges, Mark Havard, David Sprinkle, Melanie Stefanowicz and Jim Sullivan

MEMBERS ABSENT: Donna Rhoades, Bryan Orr, and Al Trombetta

STAFF PRESENT: Pam Nabors, Mimi Coenen, Lisa Burby, Nilda Blanco, Jason Lietz, Audrey Hardin, Kierstyn Bishop and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	<p>Welcome Dr. Plinske, Committee Co-Chair, called meeting to order at 3:01 p.m.</p>	
2	<p>Roll Call / Establishment of Quorum Ms. Kasal reported a quorum present.</p>	
3	<p>Public Comment None offered.</p>	
4	<p>Action Items <u>Approval of Minutes</u></p> <ul style="list-style-type: none"> • Reviewed minutes from 9/10/20 Career Services Committee meeting (attachment). 	<p>Mr. Havard made a motion to approve the minutes from the 9/10/20 Career Services Committee meeting. Mr. Albu seconded; motion passed unanimously.</p>
5	<p>Information and Discussion <u>Scorecard – Quarter 1</u></p> <ul style="list-style-type: none"> • Reviewed scorecard for time period 7/1/20 thru 9/30/20, as well as Help Is Here activities to date (attachment). <p><u>Summary of Eligible Training Provider Applications</u></p> <ul style="list-style-type: none"> • Reviewed a summary memo (attachment) regarding three training provider applicants. Although applicants align with CSCF’s targeted industries, each is missing some required elements. Once required information is received, staff will bring recommendation to a future Committee meeting. <p><u>Skill Analysis to Business Insight</u></p> <p>Committee provided following feedback to below questions:</p> <ul style="list-style-type: none"> • What to businesses need in the next 2 months? 2 quarters? 2 years? <ul style="list-style-type: none"> – Continue to look for ways to upskill, especially hourly staff <ul style="list-style-type: none"> ○ With layoffs, remaining staff have to take on more tasks 	

	<p>and skills</p> <ul style="list-style-type: none"> - Businesses on the increase: technology, cybersecurity, construction, healthcare, finance/accounting - i.e. accounting specialists - Sales people with business development skills in demand – how to sell in a virtual environment is needed - Biggest challenge with less skilled workers – how to increase their skills? - Working virtually will continue and increase – virtual capability and skills will be needed <ul style="list-style-type: none"> o Many don't have equipment and connectivity in their homes for virtual work o CSCF could provide connectivity as part of support services - How can transition skills from one sector to another? <ul style="list-style-type: none"> o Continue to analyze ways skills sets can move into other in demand sectors <ul style="list-style-type: none"> • What is the best approach to get local insight from business owners? <ul style="list-style-type: none"> - Host a virtual event - Approach business associations by sector for their insight on trends, needs of businesses - Look at skills rising to top and pair with conversations with associations and building strategies - Convene small focus groups by sector to garner insight - Partner on skills-based hiring research with Orlando Economic Partnership and leverage data studies 	
7	<p><u>Other Business</u> None offered</p>	
8	<p>Adjournment Meeting adjourned at 4:06 p.m.</p>	

Respectfully submitted,

Kaz Kasal
Executive Coordinator