



Career Services Committee Meeting
Thursday, March 19, 2020
3:00 p.m.

MINUTES

MEMBERS PRESENT: Amy Albee-Levine, Paul Bough, Keira des Anges, Bryan Orr, Thomas Ott, Ted Pobst, Jim Sullivan and Al Trombetta

MEMBERS ABSENT: Andrew Albu, Michael Armbruster, Mark Havard, Kathleen Plinske and David Sprinkle

STAFF PRESENT: Pam Nabors, Mimi Coenen, Nilda Blanco, Cliff Marvin and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Bough, Committee Co-Chair, called meeting to order at 3:03 p.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal reported a quorum present.	
3	Public Comment None offered.	
4	Action Items <u>Approval of Minutes</u> <ul style="list-style-type: none"> - Reviewed minutes from 1/31/20 Career Services Committee meeting (attachment). 	Ms. des Anges made a motion to approve the minutes from the 1/31/20 Career Services Committee meeting. Mr. Sullivan seconded; motion passed unanimously.
5	Information and Discussion Ms. Coenen, COO, provided an overview of CSCF's contingency plans of its operations, in response to the COVID-19 Coronavirus threat and under guidance of official health organizations. Thus, CSCF's transition to virtual service delivery occurred this week (week of 3/16/20). <u>Review Performance Targets and Provide Insight to Ensure Investment and Goal Attainment (attachments)</u> <u>Review Overall Training Investments/Enrollments</u> <ul style="list-style-type: none"> • Reviewed training investments, impacts and performance by high growth industry (HGI), and in comparison to previous program year. <u>Discussion of Training Performance/Impact</u> <ul style="list-style-type: none"> • Reviewed background on training provider requirements and staff's proposed methodology to enhance CSCF's ability to better track and evaluate training provider performance, accountability and transparency. Training providers' feedback' was that this is a fairer approach. Committee concurred with staff's proposed methodology. • Reviewed a live demo on training provider performance 	

	<p>data at the granular level.</p> <p><u>Approval of New Training Providers</u></p> <ul style="list-style-type: none"> Reviewed three new training providers representing five new programs/courses, which are in alignment with current in-demand job openings and within CSCF’s HGI. <p><u>CareerSource Florida: Compliance & Audit Requirements</u></p> <ul style="list-style-type: none"> Ms. Coenen reported that at the CareerSource Florida Board Meeting in February 2020, a significant upturn in compliance was addressed, resulting in eleven new policies for local regional workforce board. Six of the policies fall under the work of Career Services Committee. The Committee offered assistance reviewing the policies. Ms. Coenen will reach out to the each committee member, individually, to review one of the six policies. Review state performance scorecard for this region, 7/1/19 to 12/31/19. 	<p>Mr. Sullivan made a motion to forward for Board’s approval, the proposed training providers (as presented) to be included in CSCF’s Eligible Training Provider Matrix. Dr. Albee-Levine seconded; motion passed unanimously.</p>
7	<p><u>Other Business</u> Ms. Nabors, CEO, relayed new UI claims increased 300% this week and committee discussed business impacts from the COVID-19 threat.</p>	
8	<p>Adjournment Meeting adjourned at 4:08 p.m.</p>	

Respectfully submitted,

Kaz Kasal
Executive Coordinator