



**Career Services Committee Meeting  
Thursday, May 19, 2022  
9:00 a.m.**

**MINUTES**

**MEMBERS PRESENT:** Andrew Albu, Amy Albee-Levine, Sean Donnelly, Mark Havard, Ed James, Bryan Orr and Joseph Richardson

**MEMBERS ABSENT:** Jessie Dziorney-Lukash, Melanie Stefanowicz and Maria Vazquez

**STAFF PRESENT:** Mimi Coenen, Nilda Blanco, Lorri Shaban, Steven Nguyen, Sean Masherella and Kaz Kasal

**GUESTS PRESENT:** Joe Batista / Valencia College

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Mr. Albu, Committee Chair, called meeting to order at 9:02 a.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 1/27/22 Career Services Committee meeting (attachment).</li> </ul>	<b>Mr. Donnelly made a motion to approve the minutes from the 1/27/22 Career Services Committee meeting. Mr. James seconded; motion passed unanimously.</b>
2	<b>Information / Discussion / Action Items</b> <u>Charter Update (attachment)</u> <ul style="list-style-type: none"> <li>Reviewed recommendation to add in the Career Services Committee Charter under "Responsibilities" section the following: <i>Review investments of all non-DEO/state and federal funded grants and program initiatives, to ensure attainment of sponsored objectives and performance expectations.</i> <i>Metric: Conduct a quarterly review of all named initiatives that are outside traditional DEO-funded program and services. Provide recommendations if efforts are not on track with required priorities, budget and timelines.</i></li> </ul> <u>Scorecard</u> <ul style="list-style-type: none"> <li>Reviewed scorecard for time period 7/1/21 thru 3/31/22 (attachment). Also reviewed unemployment data within the region (attachment).</li> </ul> <u>Local Demand Occupations List</u> <ul style="list-style-type: none"> <li>Reviewed list of occupations that State is removing from Local Demand Occupation List. However, staff will be providing documentation and rationale to the State, requesting that some of the occupations being removed should be added back on the</li> </ul>	<b>Mr. Havard made a motion to approve, for Board's final approval, the recommendation to update Career Services Committee Charter, as presented. Mr. Orr seconded; motion passed unanimously.</b>  <b>Mr. Havard made a motion to approve staff requesting to State the recommended occupations, as presented, be added back onto the</b>

	<p>list, as they are in high demand within this region (attachment).</p> <p><u>Training Provider / Program Approvals (attachment)</u></p> <ul style="list-style-type: none"> <li>Eligible Training Providers - reviewed requirements and process for eligible training providers and staff recommendation to approve City College and Dental Assisting Academy of Central Florida.</li> <li>Continuing Training Providers – reviewed current training providers’ continued eligibility for continuing and new programs for PY 2022-2023.</li> </ul> <p><u>Level Up Orange - \$10M Grant</u> Ms. Shaban, VP of Strategic Partnership, provided an overview of Level Up Orange to include areas of focus and outcome goals (attachment).</p>	<p><b>Local Demand Occupations List. Mr. Orr seconded; motion passed unanimously.</b></p> <p><b>Mr. Orr made a motion to approve, for Board’s final approval, recommendation for new training providers, City College and Dental Assisting Academy of Central Florida, be included on the Eligible Training Provider List. Dr. Richardson seconded; motion passed unanimously.</b></p> <p><b>Mr. James made a motion to approve, for Board’s final approval, recommendation of those current providers, as presented, whose programs meet local demand needs (as defined by State criteria and policy through 12/31/22). Mr. Havard seconded with Dr. Richardson and Dr. Albee-Levine abstaining; motion passed unanimously.</b></p>
6	<p><u>Other Business</u></p> <ul style="list-style-type: none"> <li>None offered.</li> </ul>	
7	<p><b>Adjournment</b> Meeting adjourned at 10:24 a.m.</p>	

Respectfully submitted,

Kaz Kasal  
Executive Coordinator