

CAREER SERVICES COMMITTEE MEETING

Friday, June 11, 2021

MEETING DETAILS

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of
Minutes

Information /
Discussion /
Action Items

Other Business

Adjournment

What: Career Services Committee Meeting

When: Friday, June 11, 2021
1:00 p.m. – 2:00 p.m.

Where: Virtual Meeting:

Zoom Meeting:

Link: <https://careersourcecf.zoom.us/j/99326668985?pwd=L01XYTNNWcTFxNHJxSGZkejVUdkFnUT09>

Dial In: 1 (929) 205-6099

Meeting ID: 993 2666 8985 / Password: 076953

6/11/21 CAREER SERVICES COMMITTEE MEETING AGENDA

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- Meeting Agenda**
- Welcome
- Roll Call
- Public Comment
- Approval of Minutes
- Information / Discussion / Action Items
- Other Business
- Adjournment

Agenda Item	Topic	Presenter	Action Item
1.	Welcome	Paul Bough	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment		
4.	Approval of Minutes <u>A. 3/25/21 Career Services Committee Meeting</u>	Paul Bough	X
5.	Information / Discussion / Action Items A. Information: B. Action Items 1. <u>New Training Providers (ETPL)</u> 2. <u>New Training Programs</u> 3. <u>Youth Navigator Contract</u> 4. <u>One Stop Operator Contract</u>	Mimi Coenen	X X X X
6.	Other Business		
7.	Adjournment		



UPCOMING MEETINGS

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Upcoming Meetings:

Board Meeting

6/24/21

9:00 a.m. - 11:00 a.m.

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WELCOME

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ROLL CALL / ESTABLISHMENT OF QUORUM

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PUBLIC COMMENT



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APPROVAL OF MINUTES



DRAFT
Career Services Committee Meeting
Thursday, March 25, 2021
3:00 p.m.
MINUTES

MEMBERS PRESENT: Kathleen Plinske, Paul Bough, Amy Albee-Levine, Andrew Albu, Keira des Anges, Mark Havard, Ed James, David Sprinkle, Jim Sullivan and Al Trombetta.

MEMBERS ABSENT: Bryan Orr and Melanie Stefanowicz

STAFF PRESENT: Pam Nabors, Mimi Coenen, Lisa Burby, Jason Lietz, Audrey Hardin, Lesley Harris, Cliff Marvin, and Kaz Kasal

GUESTS PRESENT: John DeRosa, Michael Martucci / Orange County Public Schools

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Dr. Plinske, 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 A member of the public, Mr. Mohamed Chaoudi, provided his comments.	
4	Action Items <u>Approval of Minutes</u> <ul style="list-style-type: none"> • Reviewed minutes from 1/28/21 Career Services Committee meeting (attachment). 	Mr. Havard made a motion to approve the minutes from the 1/28/21 Career Services Committee meeting. Mr. Sullivan seconded; motion passed unanimously.
5	Information and Discussion <u>Legislative Updates – Looking Forward (attachment)</u> <ul style="list-style-type: none"> • Reviewed highlights from House Bills 1505 and 1507, and Senate Bill 0098 with regard to proposed changes to workforce system. <p>Committee Feedback:</p> <ul style="list-style-type: none"> – Concurred with measures to increase accountability and transparency. – Local oversight is preferred, as local input is important to tailor the needs of the local community. – Don't limit Board Members to 2-year term - it takes time to learn the work of CSCF. 	



	<p><u>Current State (attachment)</u></p> <ul style="list-style-type: none"> Reviewed unemployment data by county, career seekers training and placed data, and Help Is Here outcomes. <p><u>Business Services Update (attachment)</u></p> <ul style="list-style-type: none"> Reviewed talent acquisition strategies, prong-approach model for more effective service delivery. <p><u>Situation Analysis (attachment)</u></p> <ul style="list-style-type: none"> Discussed expanding opportunities to include emerging industries, outside of current six high growth industries structure. Reviewed listing of certificate-based occupations projected to grow between 2020 and 2028. These occupations provide good foundation to next level on career ladder. 	<p><i>Staff to track effectiveness of this service delivery model and report outcomes.</i></p> <p>Dr. Albee-Levine made a motion for Executive Committee and Board's approval to provide greater flexibility in FY 21-22 budget by expanding career training opportunities to include emerging markets outside of current structure of six HGI's (High Growth Industries). Mr. Sullivan seconded; motion passed unanimously.</p>
6	<p><u>Other Business</u></p> <ul style="list-style-type: none"> Received update on partnership with Father Jose Rodriguez and his church utilizing of Hurricane Maria funds to provide employability skills to 50 families directly affected by the storm. Received update on 2021 Summer Youth program. 	
7	<p>Adjournment Meeting adjourned at 4:09 p.m.</p>	

Respectfully submitted,

Kaz Kasal
Executive Coordinator

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INFORMATION / DISCUSSION / ACTION ITEMS



To: Career Services Committee
From: Mimi Coenen, Chief Operations Officer
Subject: Request for Approval for the CSCF Eligible Training Provider List
Date: June 11, 2021

PURPOSE:

To review and approve new Educational Training Providers and their Vocational Training Program offerings for CSCF's Eligible Training Provider List (ETPL), for PY21-22.

BACKGROUND:

Bi-annually in April and October, CSCF issues public notification on its website opening the application process from educational training providers (state colleges, vocation and technical training institutes, private vocational training or community-based organizations) to be considered and/or approved for inclusion on CSCF's list of ETPL.

Every educational training provider who applied must:

- Meet all eligibility criteria as outlined by the Department of Economic Opportunity (DEO) including having all training programs to be considered to be on the Regional Demand Occupation List (RDOL), and result in industry-recognized certification.
- Comply with CSCF's ETPL Local Operating Policy;
 - Recommended Provider is licensed by the Commission for Independent Education, certified, or otherwise authorized under Florida law to provide training service programs, with exception of the CBO.(this is also a DEO requirement as well as in our local policy.
- Must align with local/regional and CSCF workforce priorities, industry and occupational growth demands.
- Recommended Programs can be completed within one year or less.

ELIGIBILITY REQUIREMENTS:**KEY CRITERIA**

All programs must lead to job titles listed on the RDOL	Regional Demand Occupations List (RDOL) - Training programs must lead to jobs that are growing. The RDOL is an annual list that the state issues for job titles that meet this requirement both at the state and regional levels.
Required licensure	Commission for Independent Education (CIE) - Training providers must be licensed by the CIE
Location	Require a physical location inside the 5 county service area of CSCF
Accessibility	Located near public transportation
Length	Short term training - All programs can be completed within a year
Wages	Training programs provide an opportunity for individuals to enter careers with wages beginning at a minimum of \$12.00 per hour, with opportunity for career and wage advancement
State/Fed Requirements	Meets all legislative state and federal requirements

SUBMISSIONS:

CSCF received applications from six organizations during the open application timeframe. All providers, except Learning Alliance Corp, are within CSCF's five-county service region.

- Private vocational training providers (private) – Hair in Motion Beauty Academy; Concorde Career Institute; Ana G Mendez University; Learning Alliance Corp; Abundant Life Nursing School.
- Community-based organization (CBO) - 2nd Chance University.

REVIEW PROCESS:

- CSCF follows an internal review process of all Training Provider submissions once the application window closes to ensure eligibility requirements are met and determines what private and CBO training providers it is recommending be added to the CSCF EPTL.
- CSCF then provides these recommendations to the Career Services Committee for the committee's review and approval.
- Once approved by the Career Services Committee, the EPTL is provided to the CSCF Board of Directors for final approval and implementation.
- All new Training Providers are then notified whether they will be included on the CSCF ETPL.
- All approved new Training Providers will attend an Orientation and have their programs available for new students by July 1, 2021.

CSCF RECOMMENDATIONS FOR THE EPTL:

- The chart included provides specific details for all six training provider applications, including the final recommendations.

NEXT STEPS:

- CSCF is requesting that the Career Services Committee approve the Eligible Training Providers List for Region 12 based on the submitted criteria.
- If approved, then submit the EPTL to the CSCF Board of Directors for final approval and implementation.

Training Provider List – CSCF Recommendations / Rationale

Training Provider	Program	Cost	Industry	NOT Recommended - Rationale
Abundant Life Nursing	Practical Nursing	N/A	Healthcare	Not currently licensed by the CIE
Category - Private	Nursing Assistant			
County - Lake	Patient Care Tech			
	Home Health Aid			
	Medical Assistant			
Hair in Motion Beauty Academy	Cosmetology	\$5,000	Personal Services	NOT Recommended - Rationale
Category - Private	Barber	\$5,000		Professions not found on RDOL
County - Orange	Facial Specialist	\$2,700		
	Nail Specialist	\$2,800		
Learning Alliance Corp	Project Business Controller	\$7,500	IT	NOT Recommended - Rationale
Category - Private	Broadband Digital Installer	\$10,000		Located outside CSCF footprint - Tampa
County - Hillsborough	Lean Six Sigma Green Belt	\$7,500		
	Business Information Systems	\$3,500	Business	

				Recommendation
Ana G Mendez University	English for Professionals - Basic	\$954	Multiple	Recommend for limited access based on state funding requirements (TANF, Youth, Special Grants as allowable)
Category - Private	English for - Beginner	\$954		Recommend for limited access based on state funding requirements (TANF, Youth, Special Grants as allowable)
County Orange	English for Professional - Intermediate.	\$954		Recommend for limited access based on state funding requirements (TANF, Youth, Special Grants as allowable)
	English for Professional - Advanced	\$954		Recommend for limited access based on state funding requirements (TANF, Youth, Special Grants as allowable)
	Pharmacy Tech	\$12,710	Healthcare	Recommended for ETPL
	Medical Assistant	\$11,920		Recommended for ETPL
	Medical Billing/Coding	\$11,440		Recommended for ETPL
	Small Business Entrepreneurship	\$11,045	Business	Recommended for ETPL
	Small Business Operations	\$11,045		Recommended for ETPL
	Bookkeeping + Acct. Technology	\$11,045		Recommended for ETPL
	Computer Repair + Network Installation	\$11,495		Recommended for ETPL
2nd Chance University				Recommend School - Not for all programs
Category - Community Based Organization	Security Officer (Pro)	\$3,495	Public Safety	Recommend for limited access based on state funding requirements (TANF, Youth, Special Grants as allowable)
County - Seminole	Security Officer (Basic)	\$2,435		Recommend for limited access based on state funding requirements (TANF, Youth, Special Grants as allowable)

	Security Screener	\$2,435		Recommend for limited access based on state funding requirements (TANF, Youth, Special Grants as allowable)
	Logistics- Supply Chain Project Management	\$4,875	Logistics	Recommended for ETPL
	Logistics and Supply Chain Specialist	\$2,995		Recommended for ETPL
	Office Operations - Customer Service Specialist	\$2,810	Business	Recommended for ETPL
	Office Operations - Mgt	\$4,875		Recommended for ETPL
	Program Management Professional	\$3,765	IT	Recommended for ETPL
	Project Management Professional	\$3,765		Recommended for ETPL
	HVAC/R Technician	\$4,230	Construction	Recommended for ETPL
Concorde Career Institute	Phlebotomy Tech	\$1,378	Healthcare	Recommended for all Programs
Category - Private	EKG Technician	\$1,378		
County - Orange	Patient Care Assistant	\$3,445		
	Sterile Processing Tech	\$2,067		



To: Career Services Committee
From: Mimi Coenen, Chief Operations Officer
Subject: Training Programs Added to the CSCF Eligible Training Provider List in PY 21-22
Date: June 11, 2021

PURPOSE:

To inform the Career Services Committee of the new training programs that have been added to the CSCF Eligible Training Provide List (ETPL).

BACKGROUND:

Throughout the year, training providers on the CSCF ETPL can submit requests to add and delete long-term or short-term training programs. New programs must meet all established eligibility requirements to considered for inclusion as a training program on the ETPL.

ELIGIBILITY REQUIREMENTS:

Financial Stability	As demonstrated by a copy of the providers last two audits and current organizational budget
Business Support	Proof of local business contributing to the providers advisory boards or written support letters from a minimum of 2 business partners validating local industry input of the program.
Alignment to CSCF plan	Must align with CSCF's local/regional priorities and industries
RDOL	Meet all eligibility criteria as outlined by the Department of Economic Opportunity (DEO) including having all training programs on the Regional Demand Occupation List (RDOL), and result in industry-recognized certification
Accessibility	Located near public transportation
Length	Recommended programs must be completed in a year or less
Wages	Training programs provide an opportunity for individuals to enter careers with wages beginning at a minimum of \$12.00 per hour, with opportunity for career and wage advancement
State/Federal Requirements	Meets all legislative state and federal requirements

CSCF RECOMMENDATIONS FOR ADDITIONS TO TRAINING PROGRAMS ON THE EPTL:

- The chart included provides specific details for new training provider programs, including the final recommendations.

Eligible Training Provider List – Training Programs Recommended in PY21-22

Training Provider	Program(s)	Cost	Industry	Recommendation
Cambridge Institute of Allied Health				
Category - Private	Medical Assistant	\$8,000	Healthcare	Approve
	Patient Care Technician	\$8,000		Approve
	Pharmacy Tech	\$8,000		Approve
Home Builders Institute				
Category - Pre-Apprenticeship	Construction – Pre-Apprenticeship	\$7,669	Construction	Approve
Lake Sumter State College				
Category - Public	Internet of Things - AI	\$3,374	IT	Approve
	IT Analysis	\$3,792	IT	Approve
Lake Sumter State College - Continuing Education				
Category - Public	CDL A - Written permit	\$1,800	Transportation	Approve
	CDL B - Written permit	\$1,500	Transportation	Approve
	Dialysis Technician	\$1,300	Healthcare	Approve
Seminole State College				
Category - Public	Automotive Fundamentals	\$1,848	Transportation	Approve
	Building Trades	\$3,640	Construction	Approve
	Chefs Apprentices	\$1,730	Hospitality	Approve

	Corrections	\$2,274	Public Safety	Approve
	Entrepreneurship	\$1,822	Business	Approve
	Entrepreneurship Operations	\$3,829	Business	Approve
	Food and Beverage Operations	\$2,359	Hospitality	Approve
	Food and Beverage Specialist	\$1,579	Hospitality	Approve
	Global Business	\$3,300	Business	Approve
	Graphic Design Content Developer	\$2,225	Technology	Approve
	HR Administrators	\$2,978	Business	Approve
	Law Enforcement	\$3,359	Public Safety	Approve
	Marketing	\$3,546	Marketing	Approve
	Plumbing	\$4,346	Construction	Approve
	Rooms Division Operations	\$2,563	Hospitality	Approve
	Small Business Management	\$3,705	Business	Approve
Valencia College				
Category - Public	Electronics Technician - Advance	\$4,719	Advanced Manufacturing	Approve
	Electronics Technician - Basic	\$2,195	Advanced Manufacturing	Approve
	Construction Specialist	\$2,375	Construction	Approve
	Cyber Security	\$4,952	IT	Approve
	Digital Forensics	\$5,158	IT	Approve
	Hotel Operations + Management	\$4,077	Hospitality	Approve
Valencia College: Continuing Education				
Category - Public	Cabinetry and Finishing	\$5,900	Construction	Approve

University of Central Florida - Continuing Education				
Category - Public	Coding Boot Camp	\$10,995	IT	Approve
	Cyber Defense Boot Camp	\$16,000	IT	Approve
	Data Analytic Boot Camp	\$11,995	IT	Approve
	Digital Marketing Boot Camp	\$7,995	Marketing	Approve
	Internal Auditor w Microsoft Excel 2019	\$1,295	Finance	Approve
	Medical Auditor	\$1,695	Healthcare	Approve
	Payroll Practice + Management w Microsoft Excel 2019	\$2,395	Finance	Approve
	Registered Behavior Technician (RBT)	\$549	Healthcare	Approve
	Recovery Coach Professional	\$1,695	Healthcare	Approve
	HR Management (SHRM)	\$1,349	Healthcare	Approve
	User Experience/User Interface (UX/UI) Boot Camp	\$10,995	IT	Approve

NEXT STEPS:

- CSCF is requesting that the Career Services Committee approve the training programs outlined in the above chart for inclusion as a training program on the ETPL Region 12 based on the submitted criteria.
- If approved, then submit the Training Programs on the EPTL to the CSCF Board of Directors for final approval.



To: Career Services Committee
From: Mimi Coenen, Chief Operations Officer
Subject: Action – Request for Approval for Youth Navigator
Date: June 11, 2021

Purpose:

CSCF sought to award resources to local organization(s) working with one or more of the targeted young adult populations to fund a full-time Youth Navigator employee who will be imbedded at the awarded organization(s). CSCF will leverage the providers' expertise to connect participating young adults to education, training and work activities that will prepare them to engage in the workforce, reach higher educational goals, build a supportive community network, and develop skills that will contribute to future employment. CSCF is presenting their recommendations and requesting the Career Services Committee review the recommendations and approve next steps to determine the final Youth Navigators for CSCF in PY21-22.

Background:

CSCF issued a Request for Qualification for Youth Navigator (RFQ #YN-21-102) solicitation between April 19, 2021 and May 21, 2021 to broaden the diversity of young adults (aged 16-24) currently being served by CSCF under the Workforce Innovation and Opportunity Act (WIOA). The RFQ provided the qualifications necessary to apply. The targeted population include individuals who are not currently attending school and are identified as being in one or more of the following populations: foster youth/youth aging out of foster care, subject to the justice system, or individuals with a disability.

The current population of young adults being served by CSCF is not a complete representation of the diverse targets intended under WIOA. The five-counties (Lake, Orange, Osceola Seminole and Seminole) in the region are home to multiple organizations whose priority is to serve the desired populations of foster youth/youth aging out of the foster care system, subject to the justice system, and individuals with a disability.

Review Process:

There were six firms that responded to the RFQ solicitation: (1) Just Write Consulting, Inc. (2) Embrace Families Community Based Care, Inc., (3) Stop the Violence and Embrace, (4) IMPOWER Inc., (5) Valencia College, and (6) Home Builders Institute (HBI).

All complete proposals were evaluated according to the guidelines set forth in the RFQ and all bids were evaluated based on responsiveness to the RFQ. All non-responsive proposals were removed from further consideration.

The CSCF Evaluation Team were provided all six firm's qualifications and proposals to review individually, and each team member provided individual scores for each Proposer. The Evaluation Team then met to collectively to evaluate all six firms and subsequently qualified each proposer by points and rank.

Proposer Evaluation Rankings:

The CSCF Evaluation Team's recommended scores and rankings are shown in the matrix below:

SUMMARY OF EVALUATED AVERAGE POINTS & RANK BY PROPOSER						
<i>Proposer Name</i>						
	Embrace Families CBC	IMPOWER	HBI	Stop the Violence & Embrace	Valencia College	Just Write Consulting
	91.667	85.3333	82	81.667	75	60
	Overall Cum Averages					
Ranking	1	2	3	4	5	6

Recommendation / Next Steps:

- CSCF is asking for authorization to negotiate with the four organizations that scored the highest during the RFP review: Embrace Families Community Based Care, Inc; IMPOWER; Home Builders Institute; and Stop the Violence and Embrace.
- Based on those negotiations, CSCF requests authorization to contract with up to all four organizations to become a CSCF Youth Navigator during the 2021-2022 fiscal year.



To: Career Services Committee
 From: Mimi Coenen, Chief Operating Officer
 Subject: One-Stop Operator Solicitation Review Team Results and Recommendation
 Date: June 11, 2021

Purpose:

CareerSource Central Florida (CSCF) sought to engage an entity to serve as a coordinator of the required/mandatory partners within the One-Stop systems and build relationships to benefit the local five county service area. CSCF is submitting results and recommendations to the committee for approval on the proposed next steps.

Background:

A request for proposal (RFP#YN-21-10) was developed by CSCF to obtain formal price quotes from firms offering One-Stop Operator services to serve as the One-Stop Operator in accordance with the Workforce Innovation and Opportunity Act of 2014. The RFP was released via the CSCF website for a 25-day duration beginning April 26, 2021, with a bid closing date of May 21, 2021, in conjunction with publishing a legal notice in Orlando Sentinel.

Advance notification of legal notice publication was provided to approximately eighty-seven (87) firm representative capable of supplying services. Four firm responded to the solicitation providing proposal. Those who responded with written proposals are as follows: (1) LDW Group, (2) Career Team, (3) Thomas P. Miller & Associates; and Apopka Area Chamber of Commerce.

The CSCF Review Team reviewed submitted qualifications and proposals and then met. Each team member provided individual scores for each Proposer. The submitted averaged scores represent the team's recommended scores and rankings to CSCF Board of Directors as shown in the matrix below:

SUMMARY OF EVALUATED AVERAGE POINTS & RANK BY PROPOSER					
<i>Proposer Name</i>					
	LDW	Thomas Miller	CareerTeams	Apopka Area Chamber	
	96	87.666	85.333	56.333	Overall Cum Averages
Ranking	1	2	3	4	

Next Steps:

- CSCF recommends further review of the top three applicants: LDW, Thomas Miller and CareerTeams because of the need to build strong relationships, and the requirements to serve as CSCF One-Stop Operator. The additional review will include verbal and written interviewing tactics for comparison purposes.
- Based on this interview process, CSCF will make a final recommendation to the CSCS Executive Committee seeking its approval to contract with the One-Stop operator recommended.

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