



DRAFT
Career Services Committee Meeting
Thursday, August 26, 2021
3:00 p.m.

MINUTES

MEMBERS PRESENT: Andrew Albu, Amy Albee-Levine, Paul Bough, Keira des Anges, Mark Havard, Bryan Orr, Joseph Richardson, Melanie Stefanowicz, Jim Sullivan and Al Trombetta

MEMBERS ABSENT: Ed James and Bryan Orr

STAFF PRESENT: Mimi Coenen, Nilda Blanco, Alexis Echeverria, Jason Lietz, Audrey Hardin and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	<p>Welcome Mr. Albu, Committee Chair, called meeting to order at 3:03 p.m. and welcomed new committee member Dr. Joseph Richardson. Attendees introduced themselves.</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 draft minutes from 6/11/21 Career Services Committee meeting (attachment). 	<p>Ms. des Anges made a motion to approve the minutes from the 6/11/21 Career Services Committee meeting. Mr. Havard seconded; motion passed unanimously.</p>
5	<p>Information and Discussion</p> <p><u>Career Services Committee Charter – Annual Review</u></p> <ul style="list-style-type: none"> • Reviewed Charter (attachment) and concurred good as is. <p><u>Policies(attachment)</u></p> <ul style="list-style-type: none"> • Reviewed below policies. Policies will be forwarded to Board for full approval at its 9/30/21 meeting. <ul style="list-style-type: none"> – Priority of Service for Veterans and Eligible Spouses – Staffing Requirements – Jobs for Veterans’ State Grant – Common Exit <p><u>CSCF Operations Divisions</u></p> <ul style="list-style-type: none"> • Reviewed processes, metrics and strategies by division: Business Services, Career Services and Youth Services (attachment). Overall focus is on relationship-building with customers in order to increase successful, quality outcomes. 	

	<p><u>July 2021 Scorecard</u></p> <ul style="list-style-type: none"> Reviewed scorecard for time period 7/1/21 thru 7/31/21. <p><u>Summer Youth Overview and Outcomes</u></p> <ul style="list-style-type: none"> Reviewed Summer Youth Program 2021's results from the Experience, Explore and Accelerate tracks and its positive impact by numbers, as well as feedback received from the summer youth (attachment). CSCF thanked Mr. Havard for Hyatt Regency Orlando being a host worksite. Reviewed overall aspirations for 2022 Summer Youth Program. <p>Committee feedback:</p> <ul style="list-style-type: none"> – “Summer Workplace Essential Training Course” provided in the Summer Youth Program – this is an important employability skills training course and much needed in the current market, as many lack these basic workplace skills. <p><u>Legislative Updates</u></p> <ul style="list-style-type: none"> Reviewed legislative updates (attachment). 	
6	<p><u>Other Business</u></p> <ul style="list-style-type: none"> Florida Workforce Professional Development Summit occurring September 13-15, 2021. Reviewed Career Centers' operational hours and mask policy. 	
7	<p>Adjournment Meeting adjourned at 4:35 p.m.</p>	

Respectfully submitted,

Kaz Kasal
Executive Coordinator