

CareerSource Brevard

Career Center Committee

April 28, 2020

Minutes

The meeting was held via teleconference during the COVID-19 pandemic.

Members in Attendance:

Nancy Heller (Chair), Jeff Arnott, Shawn Beal, Lynn Brockwell-Carey, Marcia Gaedcke, Juanita Jackson, and Laura Koursaris, Travis Mack and Jennifer Sugarman

Members Absent: Robert Gramolini and Robert Jordan

Staff in Attendance:

Marci Murphy, Jana Bauer, Wendi Bost, Judy Blanchard, Denise Biondi, Thomas LaFlore, Don Lusk, Erma Shaver, Foy Staley and Marina Stone

Guests in Attendance:

Chakib Chehadi, Ahmanee Collins-Bandoo, Linda Hadley, Caroline Joseph-Paul, Bob Knippel Angie Londoño, Michele McAlpin, Jessica Mitchell, Sally Patterson and Kristine Wolff of CareerSource Brevard (CSB) Career Centers

Call to Order:

Nancy Heller (Chair) called the meeting to order at 8:32 am at CareerSource Brevard (CSB). Introductions were made.

Public Comment:

The President shared that protocols and procedures to re-open CSB are being reviewed and exactly when and how will follow the guidance of the Governor, County and health officials.

Presentations:

CSB Transition to Virtual Services

A presentation was shared on CSB's Transition to Virtual Services due to the COVID-19 Pandemic, topics included the work completed in the various stages of planning, communication, technology, staff training, implementation and impact.

Building Community Based Partnerships

A presentation was given on the efforts of the Community-Based Outreach Program, where a dedicated staff member focuses on building relationships with local community organizations to attract hidden talent to CSB's doors. Program goals, visits, current performance, community impact and sample collateral from partners was shared. Committee members asked for a list of CSB's CBO partnerships so that they may be able to suggest some unidentified CBO's.

Action Items:

Approval of Career Center Committee Minutes of January 28, 2020

Motion to approve the Minutes from the January 28, 2020 meeting was made by Lynn Brockwell-Carey. Shawn Beal seconded the motion. The motion passed unanimously.

Regional Targeted Occupations List for 2020-2021

CSB is required to produce and publish the Regional Targeted Occupations List (RTOL) on an annual basis. Staff reviewed the local activity required to create the list and changes to RTOL based on current employment trends and data. Lynn Brockwell-Carey made a motion to approve the staff recommendation for the RTOL for PY 2020-2021 as presented for inclusion in the consent agenda of the next Board of Directors meeting. Marcia Gaedcke seconded the motion. The motion passed unanimously.

Discussion/Information Items:

Committee Goal Status

Staff reviewed the matrix of the Career Center Committee including the Goal, Objectives, Strategies, Actions, Timeframes and Status of each strategy.

MOU/IFA Agreements with Mandated Partners

Under the Code of Federal Regulations and WIOA, there is a requirement for the one-stop system to include mandated partners within the local area. WIOA also requires that these partners contribute to the infrastructure costs of CSB's overall budget proportionately based on the partner's representation within the centers (either on-site or direct linkage). The Partner Representation Schedule was provided to show what the new cost allocation methodology visually looks like, and the reconciliation process was discussed. Each partner is now receiving one agreement, encompassing the MOU and IFA.

Strategic Outreach and Awareness Plan Presentation

A visual presentation of social media, direct email marketing and paid advertising from the third quarter was shared. The Communications Department shared the vast support efforts of the COVID-19 pandemic which include multiple website resources and links along with weekly jobseeker and employer newsletters and virtual services outreach. Media relations and press coverage, collateral, website and state co-op programs were shared in the PowerPoint presentation.

Third Quarter Contractor Performance PY 2019-2020

The CSB/C2 GPS contract is cost reimbursement for direct program costs, however; profit is withheld from the Contractor until measurable performance outcomes are achieved. The Contractor succeeded in meeting or exceeding the performance criteria for the 18 measures. Data was shared and C2GPS was paid all withheld costs for the third quarter of PY19-20. Measures for this program year have been reviewed where necessary to ensure continuing improvement.

Primary Indicators of Performance

Common Measures were established under WIA and are still required by the Workforce Innovation and Opportunity Act (WIOA). Data was shared showing past performance and actual performance. All performance goals were met or exceeded for the second quarter of PY19-20.

Quarterly Multimedia Outreach Matrix

A chart showing the quarterly activities of the Outreach Department was shared.

Adjourn:

There being no further discussion or business, Nancy Heller (Chair) adjourned the meeting at 10:00 am.

Respectfully submitted,

Reviewed by,

{signature on file}
Marina Stone

05/13/20
Date

{signature on file}
Nancy Heller (Chair)

05/13/20
Date