

CareerSource Brevard

Career Center Committee

October 26, 2021

Minutes

The meeting was held in person and virtually using Microsoft Teams.

Members in Attendance:

Robert Gramolini, Acting Chair, Shawn Beal, Marcia Gaedcke, Nancy Heller, Leslie Jones, Theodore Pobst and Pamela Reed

Members Absent: Lorri Benjamin, Lynn Brockwell-Carey, Brian Jaskiewicz, Laura Koursaris and Travis Mack

Staff in Attendance:

Marci Murphy, Jana Bauer, Denise Biondi, Amberstar Bush, Lisa Fitz-Coy, Thomas LaFlore, Don Lusk, Deidre McVay-Schulmeister, Erma Shaver and Marina Stone

C2 Staff in Attendance:

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

Guests in Attendance:

Suzann Kenis and Lisa Wise from Division of Blind Services

Call to Order:

Robert Gramolini, Acting Chair called the meeting to order at 8:30 am at CareerSource Brevard (CSB). Introductions were made.

Public Comment:

There was no public comment.

Spotlight Presentation:

AARP Microsoft Digital Literacy Training

Staff demonstrated the Microsoft Digital Literacy Training Seminars. These seminars provide instruction for Back to Work 50+ program CORE Workshop graduates on the use of Microsoft Word, PowerPoint, Excel and Outlook. Instruction is being provided by Brevard Adult Education. There have been 3 classes and 34 completers to date.

Action Items:

Approval of Career Center Committee Minutes of July 27, 2021

Motion to approve the Minutes from the July 27, 2021 meeting was made by Pamela Reed. Nancy Heller seconded the motion. The motion passed unanimously.

Guidelines for Formula Funding Usage for PY 21-22

The guidelines for formula funding usage are reviewed every year to ensure that CSB is focusing on programs that are most effective for businesses and job seekers. Staff recommended 50% Work-based Training (OJT)s, Work Experience, Employed Worker) and 50% Individual Training Accounts (ITA's) for the Training Mix PY 2021-22: Staff also recommended the Job Seeker Customer Mix for 2021-22 of 50% on unemployed workers, 25% on the underemployed and 25 % on employed worker training. Due to the fact that the unemployment rate is low, Lloyd Gregg requested that staff monitor the Job Seeker Customer mix, with a specific focus on the percentage of unemployed workers served, as 50% might be too high. A discussion ensued and it was agreed that staff will monitor and bring any recommended adjustments to the committee if necessary. Motion to approve staff recommendation guidelines for PY 2021-22 and to move this item to the CSB Board of Director's consent agenda was made by Nancy Heller. Shawn Beal seconded the motion. The motion passed unanimously.

Reports:

Marci Murphy shared information about in-house personnel changes. September was a busy month with the Florida Workforce Development Summit in Orlando where Marci presented with partners and showcased the Aerospace Technician Program. Also, CareerSource Florida released the "Get There Faster" grants, CSB submitted two proposals. Hurricane Irma and Hurricane Dorian grants officially ended September 30, 2021. Brevard's unemployment rate for August 2021 was 4.3%. Staff is seeing a lot of activity with sign on bonuses and increases in wages. Information obtained from EMSI/Burning Glass (labor market data analytics company) was shared covering three points; 1) Perfect doesn't exist, 2) Reskilling and upskilling and 3) Retention.

Discussion/Information Items:

Q1 Career Center Efforts Presentation

During the first quarter of PY21-22, C2 GPS has modified the delivery of services to focus on educating the community about CSB and began to host on-site recruiting events. Customer engagement and feedback was also presented. A snapshot of the various activities, new initiatives that have occurred, customer engagement and feedback results were shared.

PY 21-22 Career Center Standards Results

The Career Center Standards is a review instrument adopted by the Board to assess our One-Stop operator for compliance of WIOA established criteria. The overall rating for PY 21-22 was 99.3%, which shows a strong commitment to provide all-inclusive and consistent services to all three centers.

Q1 Business Engagement Presentation

A presentation was shared that showed CSB Recruiting Events, Job Fairs, Workshops, Presentation and Panels for the fourth quarter along with a Fact Sheet for July 1, 2021 through September 30, 2021.

Q1 Multimedia Outreach Report

The Outreach Department highlighted quarterly activities from July 2021 through September 2021. Metrics for the CSB website and social media platforms were shared.

Q1 Performance Reporting and Analysis

A visual presentation of data was shared about performance measures.

First Quarter Contractor Performance PY21-22

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 met the performance criteria for 17 of the 21 of the minimum measures and exceeded 14 of the 21 accelerated measures.

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, along with PY20-21 goals. All performance goals were met or exceeded for the 4th quarter.

Continuous Improvement Performance Initiative

The Continuous Improvement Performance Initiative (CIPI) Measures used for awarding performance incentive monies to regional workforce boards. The initiative includes three key metrics with additional credit for serving individuals with barriers to employment and for providing staff-assisted, high-value services to business establishments. The committee reviewed the data for PY 20-21 and to date CSB has received \$79,264 incentive dollars allocated to PY 20-21 performance.

Committee Goal Status

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

Adjourn:

There being no further discussion or business, Robert Gramolini, Acting Chair adjourned the meeting at 10:01 am.

Respectfully submitted,

Reviewed by,

{signature on file} 12/02/21
Marina Stone Date

{signature on file} 12/02/21
Robert Gramolini, Acting Chair Date