

# CareerSource Brevard

Career Center Committee

October 27, 2020

## Minutes

The meeting was held virtually via teleconference using Microsoft Teams during the COVID-19 pandemic.

### **Members in Attendance:**

Robert Gramolini (Acting Chair), Shawn Beal, Lorri Benjamin, Lynn Brockwell-Carey, Juanita Jackson, Brian Jaskiewicz, Laura Koursaris, Travis Mack, Theodore Pobst and Jennifer Sugarman

**Members Absent:** Marcia Gaedcke and Nancy Heller

### **Staff in Attendance:**

Marci Murphy, Jana Bauer, Wendi Bost, Judy Blanchard, Denise Biondi, Thomas LaFlore, Lisa Fitz-Coy, Don Lusk, Erma Shaver and Marina Stone

### **Guests in Attendance:**

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

### **Call to Order:**

Robert Gramolini (Acting Chair) called the meeting to order at 8:33 am at CareerSource Brevard (CSB). Introductions were made.

### **Public Comment:**

There was no public comment.

### **Reports:**

Marci Murphy, President of CSB, welcomed Theodore (Ted) Pobst, Regional Administrator for the Division of Blind Services and Lorri Benjamin, Director of Adult Education for the Brevard Public School System as new members to the committee. She also shared that through September our Career Centers served 3,864 people in-person and virtually we served 5,974 with workforce services and on-line workshops. The national unemployment average in August was 8.4%, Florida was 7.4% and Brevard County was 6.2%. Brevard's diverse economy could be playing a positive factor in this rate. An update on the current state of CSB operations during the COVID pandemic, our local and state unemployment rates and provided insight on the Governor's newly launched program – "Get There Florida." This is a workforce education initiative to raise awareness of short-term but high-value career and technical education programs.

### **Presentation:**

### Community Leaders in Action

A presentation was shared on Community Leaders in Action, a community-wide initiative that is emerging in Brevard County. Both Wells Fargo and the Florida College Access Network provided grants to CSB to host kickoff discussions surrounding the ALICE population, the gaps in services and potential development of a pilot program to provide more wrap-around services regarding workforce development and education. To date, a steering committee has been developed with 14 unique community-based partners.

### **Action Items:**

#### Approval of Career Center Committee Minutes of July 28, 2020

Motion to approve the Minutes from the July 28, 2020 meeting was made by Jennifer Sugarman. Brian Jaskiewicz seconded the motion. The motion passed unanimously.

#### Guidelines on Formula Funding Usage for PY20-21

The guidelines for formula funding usage are reviewed every year with the purpose of ensuring that CSB is focusing on programs that are the most effective for businesses and the job seekers. For PY 20-21, for the training mix, staff recommended 50% work-based training and 50% individual training accounts. For the Job Seeker Customer Mix, staff recommended 70% on unemployed workers, 20% on the underemployed and 10% on employed worker training. Motion to approve staff recommendation of the new Guidelines for Formula Funding Usage as presented for PY 20-21 by Shawn Beal, Brian Jaskiewicz seconded the motion and it 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.

#### PY20-21 Career Center Standards Review

Annual Career Center Standards Review was shared with the committee. The review was conducted of all centers and the result was an overall score of 98.9%.

#### Quarterly Multimedia Outreach Matrix

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

#### Performance Measures Presentation

A presentation was shared which provided a description of each federal, state and local measure tied to CSB's performance. Staff reviewed each measure and what it means in terms of the federal, state and local definitions respectively.

#### First Quarter Contractor Performance PY20-21

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 15 of the 18 measures. Data was shared and C2GPS was paid all withheld costs for the First Quarter of PY20-21.

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 fourth quarter of PY19-20.

Continuous Improvement Performance Initiative

The Continuous Improvement Performance Initiative (CIPI) Measures are those developed under the guidance of CareerSource Florida and align with CSF’s corporate goals. These measures are 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 19-20 and for the first quarter. To date CSB has received \$49,225 of the incentive dollars allocated to PY 19-20 performance

Q1-2020 Job Fair and Recruiting Events Presentation

A presentation was shared that provided an overview of Industry Relations efforts for last quarter including recruiting events, job fairs, workshops, presentations and panels. Highlights include a CSB/EDC partnership virtual job fair with 13 CPT students and 6 businesses attending, a business learning event for soft skills training, and an upcoming veterans-focused job fair on November 18th titled “Paychecks for Patriots.” A Fact Sheet was also provided for the First Quarter of PY20-21.

**Adjourn:**

There being no further discussion or business, Robert Gramolini (Acting Chair) adjourned the meeting at 9:52 am.

Respectfully submitted,

Reviewed by,

{signature on file}                      11/10/20  
Marina Stone                              Date

{signature on file}                      11/10/20  
Robert Gramolini (Acting Chair)      Date