



**CAREERSOURCE CITRUS LEVY MARION
Career Center Committee**

MINUTES

DATE: August 23, 2018
PLACE: College Of Central Florida, Enterprise Center, Building 42, Ocala, FL
TIME: 10:30 a.m.

MEMBERS PRESENT

Carol Jones
Charles Harris
David Benthussen
Judy Houlios
Jorge Martinez
Lanny Mathis

MEMBERS ABSENT

Scott Owen, Chair
Amy Meek
Carla Butts
Debra Stanley
Gloria Bishop
Peter Shepis

OTHER ATTENDEES

Rusty Skinner, CSCLM
Kathleen Woodring, CSCLM
Brenda Chrisman, CSCLM
Dale French, CSCLM

Cira Schnettler, CSCLM
Steven Litzinger, CSCLM

CALL TO ORDER

The meeting was called to order by Charles Harris, Past Chair, at 10:37 a.m.

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

APPROVAL OF MINUTES

Carol Jones made a motion to approve the minutes from the May 25, 2018 meeting.
David Benthussen seconded the motion. Motion carried.

ACTION ITEMS

Training Provider Certifications 2018-19

- David Benthussen made a motion to approve final Targeted Occupation List per the approved programs and providers. Carol Jones seconded the motion. Motion carried.

Staff Credentialing and Skill Standards Policy

- Jorge Martinez made a motion to approve the draft ADM-23 Staff Credentialing and Skill Standards policy for inclusion in the official CSCLM policies. David Benthusen seconded. Motion carried.

DISCUSSION ITEMS

Alternative Service Schedule

- Rusty Skinner explained that the State is asking local boards to evaluate if there is a need in our area for our centers' hours to be open beyond Monday through Friday, 8 am – 5 pm. We have garnered as much statistical information as we can, with the tools we have, regarding traffic patterns in our centers reflected on the attached report. We do not see a pattern that would warrant an alternative schedule. Candidates have not been surveyed for a census on a time shift, though. We also do not have access to times and activity occurring on Employ Florida. Rusty asked the committee, based on the information provided, should we explore an alternate schedule. After discussion it was determined that an alternate schedule was not necessary. Rusty explained that this issue will be periodically evaluated and if any changes, or improvements to the data sources occurs, the topic will come before the committee at that time.

PROJECT UPDATES

Net Promoter Regional Summary Jan-July 2018

- Steven Litzinger reviewed the Net Promoter reports with the committee. The scores are consistent. SNAP customers have recently been introduced to the survey system causing a slight fluctuation. The SNAP program supervisor is working with employees to grow customer service skills with those that engage with the participants.
- Brenda Chrisman updated the committee on hiring events activities. The business services team has surveyed participating businesses and evaluated the hiring event process. After receiving feedback from the businesses a different approach will be taken towards hiring events this year. Events will be targeted by industry versus widespread job fairs or singular events.
 - The recent Medical Career Fair had 18 businesses participating and 86 attendees. There will be a skilled trades job fair on September 18. MTC also requested a hiring event for the upcoming graduating class of construction core program.

MATTERS FROM THE FLOOR

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:12 p.m.

APPROVED:
