

**CAREERSOURCE CITRUS LEVY MARION
CAREER CENTER COMMITTEE MEETING**

MINUTES

DATE: August 18, 2017
PLACE: Enterprise Center, Ocala, FL
TIME: 8:30 am

MEMBERS PRESENT

Rachel Riley, Chair
Mark Vianello, MTC
Nelson Mathis, IBEW 1205
Theresa Flick, Key Training Center
Judy Hulios, Ocala Housing Authority
Peter Shepib, Voc Rehab

MEMBERS ABSENT

Amy Meek, United Way
Debra Stanley, Citrus County School
Carol Jones, Levy County School
Jorge Martinez, DCF
Darlene Goddard, Consultant
Eddie Sencer
Gloria Bishop
Mark Paugh, College of Central Florida
David Benthusen

OTHER ATTENDEES

Kathleen Woodring, CSCLM
Dale French, CSCLM

Laura Isaacs, CSCLM

CALL TO ORDER

The meeting was called to order by Rachel Riley, Chair

ROLL CALL

The roll was called by Laura Isaacs and a quorum declared present.

APPROVAL OF MINUTES

**Theresa Flick made a motion to approve the minutes from the Feb. 3, 2017, meeting.
Seconded by Judy Hulios. Motion Carried.**

ACTION ITEMS

The attached action sheet represents the action taken by the committee:

- 1) Talent Center Software
- 2) Alarm Monitoring RFQ
- 3) Geosol Greeter Software

DISCUSSION ITEMS

- Update from One Stop Operator- Thomas P Miller and Associates, **pages 10-11**
- Chiefland Status
- Special Grant Update
 - Homeless Veterans
 - YouthBuild
- 2017-2018 Goals
 - Engage HS Youth
 - Develop transitional services for graduating HS seniors
 - Expand Targeted populations services through grants
 - Improve Employer Satisfaction Surveying for TC and BS teams
 - Review 14th Street Structure to improve services
 - Develop better metrics for Talent Center and Business Services
 - Replace TC portal for improved functionality
 - Expand services to professionals
 - Develop/improve sourcing
- Project Dunnellon
- Sector Strategy Grant
- Marion School Board CDL Grant, Florida Growth Fund

STATUS REPORT

Talent Pipeline Video Project

ADJOURNMENT

There being no further business, the meeting was adjourned.

APPROVED:



RECORD OF ACTION/APPROVAL
Career Center Committee, August 18, 2017

TOPIC/ISSUE:

Talent Center Software

BACKGROUND:

Last year when we initiated Talent Center, we tried to reconfigure a “student intern system” that was a product of Atlas to meet our needs. After a year, the functionality that we are seeking is clearly lacking.

Staff are researching staffing industry systems that will more align with our needs, provide more tools that access candidate sourcing sites and move the Talent Center away from a social services design into a “business design.”

We have begun our research by visiting web sites and requesting demos to help us define the core requirements and additional desired features that will enable us to draft an RFP.

Once completed, we propose issuing the RFP and bringing results and recommendations to the Executive Committee.

POINTS OF CONSIDERATION:

The current system does not have the sourcing, resume parsing and other functions that maximize staff efficiency. To grow the services to both businesses and job candidates, we need a more robust, business-driven system.

The ideal plan would be for mid-September issuance of the RFP with a decision in October and implementation before Thanksgiving.

STAFF RECOMMENDATIONS:

Request approval to draft and RFP and process the selection through the Executive committee.

COMMITTEE ACTION:

Theresa Flick made **a motion** to approve the action. Judy Huiios **seconded** the motion.
Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

TOPIC/ISSUE:

Chiefland alarm monitoring Request for Quotes (RFQ)

BACKGROUND:

With the upcoming move of the Chiefland office it was determined we should re-procure alarm monitoring services for that office since it has been several years since we have done so, and the system will need to be moved and reactivated.

POINTS OF CONSIDERATION:

As part of the procurement we will have the option to source the selected provider for our other offices if it proves to be financially beneficial. We will need a service provider in place prior to our installation of property into the Chiefland site which is estimated to be around the end of September, 2017.

STAFF RECOMMENDATIONS:

Approve the release of the RFQ and selection of a provider for alarm monitoring services.

COMMITTEE ACTION:

Judy Huios made a **motion** to approve the action. Peter Shepis **seconded** the motion. **Motion carried.**

BOARD ACTION:



RECORD OF ACTION/APPROVAL

VOS Greeter / Office Traffic Request

TOPIC/ISSUE:

Approval to purchase Geographic Solutions (GeoSol), VosGreeter tracking software module to replace our current Atlas/Kiosk software.

BACKGROUND:

CareerSource CLM has been utilizing Complete Technology Solutions (CTS), Atlas/ Kiosk software for over 7 years. The software is currently being used in all of our career centers to register career seekers coming into the centers, track returning visits, track individual and office activity. The software captures several required demographic information items, in addition to providing reports on center activity.

Since the software has been in development for many years, numerous and continuous updates on the software has created systematic problems in the career centers. The career centers have experienced numerous "down times" of the Atlas/Kiosk due to software updates and technical issues that affect our ability to capture data on career seekers coming into the centers.

POINTS OF CONSIDERATION:

At present, the Atlas/Kiosk software functionally works and provides us basic information on career seekers; however newer technology developed by GeoSol provides a more efficient and stable product to support daily operations.

GeoSol, who also is our statewide vendor for Employ Florida (EF), has created a module called **VOS/Greeter**, that also captures information on career seekers initial registration, demographics, purpose and activity in our career centers; however the VOS/Greeter module functionality allows for this information to be transferred immediately into EF - where our current Atlas/Kiosk requires staff to data enter this information in EF daily.

The VOS/Greeter module also offers additional features to create an "off-site" location to serve as a registration tool for career fairs, events, and workshops utilizing their technology on a laptop. At present, we are forced to use a manual sign in sheet and data enter all information on attendees at off-site events.

In a few months, the VOS/Greeter will be launching an additional feature that will allow for off-site locations to utilize a scan function for pre-registration of events and will support and expedite attendance and registrations at the events.

This VOS/Greeter module will streamline efficiency of staff and data entry into EF, as well as streamline career seekers registrations at all events.

The cost of an initial setup, training and installation of the software subscription is **\$14,950**, which includes all future updates, with an annual subscription renewal.

STAFF RECOMMENDATIONS:

Approve the purchase of the VOS/Greeter Module from GeoSol to replace Atlas/Kiosk with continued annual renewals.

COMMITTEE ACTION:

Theresa Flick made a **motion** to approve the action. Mark Vianello **seconded** the motion.
Motion carried.

BOARD ACTION: