



**CAREERSOURCE CITRUS LEVY MARION
Career Center Committee**

MINUTES

DATE: February 21, 2019
PLACE: College Of Central Florida, Enterprise Center, Building 42, Ocala, FL
TIME: 9:30 a.m.

MEMBERS PRESENT

Carol Jones
Charles Harris
David Benthussen
Gloria Bishop
John Cook
Jorge Martinez
Lanny Mathis

MEMBERS ABSENT

Scott Owen, Chair
Amy Meek
Debra Stanley
Judy Houlios

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 at 9:30 a.m.

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

APPROVAL OF MINUTES

David Benthussen made a motion to approve the minutes from the November 15, 2018 meeting. Jorge Martinez seconded the motion. Motion carried.

ACTION ITEMS

Business Refocusing

Due to changes in the economy and trends with traffic in our centers, we are evaluating how to utilize our current resources efficiently. The goal is to restructure and refocus the organization to meet the current needs of the business community. TPMA has

made recommendation to clarify the roles of positions throughout the organization. There will be no salary changes. Current processes are being reviewed and training will be provided to staff as updates emerge. Charles Harris noted that it is a healthy sign for an organization to assess their structure and meet the needs of the changing community.

Carol Jones made a motion to approve the changes to the organizational chart and the restructuring recommendations. David Benthussen seconded the motion. Motion carried.

180 Workforce – Employed Worker Training/Youth

Rusty Skinner and Brenda Chrisman provided an overview of 180 Workforce, an online skill based program. The program offers training modules for entry level positions, as well as employed worker training. The program preps individuals to take exams for a variety of certifications, but does not provide the certification testing. A 3rd party company would need to be enlisted to do the testing for certification. The program has a minimal investment, but would have a significant impact on training for local businesses. The program would be paid for out of unrestricted funds or depending on the qualifying individual, the appropriate funding stream. The BEDC committee and the MRMA board have reviewed the program and was impressed with the overall application. The entry level modules could also be utilized by educational partners to gauge a student's interest in an industry specific career path. The youth component would be rolled out through Eckerd Connects as an additional resource for those youth struggling to identify a career path. Brenda Chrisman will conduct demonstrations with potential employers.

Carol Jones made a motion to approve the recommendation to move forward with purchasing the program. David Benthussen seconded the motion. Motion carried.

Employed Worker/CBT Enrollment wage guidelines

David Benthussen made a motion to approve increasing the Employed Worker/CBT enrollment wage guidelines to \$60,462.00 or \$29.06 per hour (based on a 2080 hour work year). Gloria Bishop seconded the motion. Motion carried.

Modification to Eckerd Contract

Dale French requested a budget modification to establish a YouthBuild program in Citrus County. This budget modification would allow for 15 youth, 2 instructors, and support services for the program.

Carol Jones made a motion to approve the Eckerd budget modification for a YouthBuild program in Citrus County. David Benthussen seconded the motion. Motion carried.

Work Number

Dale French explained the purpose of The Work Number, the fee schedule, and the potential positive impact it could have on CLM performance factors.

David Benthussen made a motion to approve the recommendation to enter into a usage agreement with The Work Number. Carol Jones seconded the motion. Motion carried.

DISCUSSION ITEMS

None

PROJECT UPDATES

Net Promoter Reports

Steven Litzinger provided a summary of the Net Promotor program and successes for 2018. Both transactional and relationship surveys reflect excellent results for the career centers, business services, and Talent Center. There are no trends in negative responses to illicit additional investigation. Adjustments have been made to the process of surveying SNAP participants based on past results. Those adjustments are starting to yield improvements within customer service for the SNAP participants.

TPMA

Dale French advised the committee that the TPMA recommendations have provided direction for the new organizational chart. Training will be provided for any position alignments with the new structure. Management is also looking at creating a performance evaluation tool. TPMA representatives will return to the centers March 5 – 8.

Event Report

Brenda Chrisman stated that business services continues to assist businesses with individual hiring events and that industry specific job fairs are having great success. A general job fair is scheduled for March 26th in Citrus County. On March 28th a professional job fair is scheduled in partnership with CF, with the focus being on the students of the business program. A young adult job fair is scheduled for May 15.

CTE Day / Citrus County Schools

Brenda Chrisman explained that the premise of CTE Day is to provide information for Citrus County educators about the many resources available to further advance the career paths of their students.

Apprenticeship Grants

Brenda Chrisman announced that this grant will allow MTC to expand their current apprenticeship program by adding a carpentry component to the program. Brenda Chrisman explained to the committee that an application for a plumbing grant had been made a while ago and we were just recently notified of the award. She is working with WTC to create a plumbing program.

MATTERS FROM THE FLOOR

Rusty Skinner invited committee members to the upcoming State of the Workforce Conference on April 18th.

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:32 a.m.

APPROVED:
