

CAREER SERVICES COMMITTEE MEETING
CareerSource Southwest Florida
VIRTUAL AND IN-PERSON
February 15, 2023
2 p.m.

MINUTES

Members Virtually Present:

DeeLynn Bennett	Troy Virgil James Collett
Bill Diamond	Keitha Daniels
Dr. Brian Granstra	Kim Hustad
Dr. Amy Teprovich	Jennifer Thayer – In Person

Members Absent:

Drummond Camel	Brent Kettler
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Guests/Interested Parties:

Staff Present:

Mary Anne Zurn, Staff Liaison – PRESENT	Peg Elmore
Benita Richards	Barbara Short

I. CALL TO ORDER

The meeting was called to order by Keitha Daniels, Interim Chair, at 2:02 p.m., via ZOOM and in-person. A verbal role call was taken, and quorum established.

II. WELCOME AND INTRODUCTIONS

Keitha Daniels referenced the Committee Directory included in the meeting packet and invited all those present to introduce themselves.

III. REVIEW CAREER SERVICES COMMITTEE STRUCTURE AND RESPONSIBILITIES

Keitha Daniels referenced the Committee Structure included in the meeting packet. The Committees have been restructured and some of the responsibilities have been reassigned, such as education vs. business needs is now a responsibility of the Business and Economic Development Committee. This Committee will look at the Region's Grade, why did we get the grade, how can we improve, and what can we recommend to staff. Adding schools/programs to the Eligible Training Provider List (ETPL) as a Committee/Board function is currently under review by staff. If schools/programs are approved by DOE/CIE, they have checked all the boxes and the due diligence is done. Until a decision is made, we will continue to bring to the Committee/Board for review.

We are still awaiting an update on the REACH Act Board Alignment from Ernst & Young. Once all Regions are confirmed, we will begin Strategic Planning with the Board and Committees. We would like to focus on work base learning, internships, etc., and the Committees will need to work together. We will request direction from the Executive Committee for Strategic Planning.

IV. DETERMINE COMMITTEE MEETING DATES (APRIL 2023-JUNE 2024)

Mary Anne Zurn requested the Committee meet opposite months of the Board meetings. The Committee discussed meeting every other month, second Wednesday, at 2 p.m.

Bill Diamond made a **motion** to approve the FY 22-23 and FY 23-24 Committee Meeting Schedule as bi-monthly, second Wednesday, at 2 p.m. Dr. Brian Granstra seconded, and the motion was unanimously approved by the Committee.

V. REQUEST TO ADD SCHOOL TO ELIGIBLE TRAINING PROVIDER LIST (ETPL)

Mary Anne Zurn referenced one new school to review included in the meeting packet.

K&E Medical Training Center – Fort Myers is licensed with the Florida Department of Education (DOE)/Commission for Independent Education (CIE) and offers Medical Assistant and Patient Care Technician. Mary Anne stated as a new school, we do not have performance data to reference, such as the 60% employment rate, enrollment rate, graduation rate, etc. Tuition, testing for certification, books, uniforms, supplies, etc. are all included in costs presented.

The Committee members discussed if recommending schools and/or programs to the ETPL for approval should remain one of their responsibilities, should a new criteria be established? If it is a new school, should we put them on a waiting list for a specified period of time, then request performance data? Before a decision is made for this school today, the Committee requested more information: Enrollment, Placement Rate, Graduation Rate, Website lacking detailed information about the programs, on-line application does not work, etc.

Mary Anne stated the previous ETPL performance evaluation was done approximately four months ago, followed by a DEO performance evaluation requesting additional information. Our performance evaluation included credentials, wages, and placements.

Bill Diamond made a **motion** to deny proceeding with any recommendation to the Board of Directors K&E Medical Training Center; Dr. Brian Granstra seconded, discussion ensued.

The Committee requested Mary Anne request additional criteria and bring to next meeting. Mary Anne will request performance information, if any, from the school. Mary Anne will also request Certified Nursing Assistant (CNA) and/or Certified Patient Care Technician (CPCT) and Certified Medical Assistant (CMA) pass rates for certifications. Will this be the criteria moving forward for all new schools, new programs? That is TBD pending previous discussion if this continues as a Committee responsibility.

There being no further discussion, the motion was unanimously approved by the Committee.

VI. ELECT COMMITTEE CHAIR – DISCUSSION AND/OR ELECTION

Keitha Daniels shared she was appointed as the Interim Chair by the Executive Committee. She is happy to remain the Chair until the end of the program year or continue longer. The Committee can decide today or wait until next program year.

Kim Hustad made a **motion** to nominate and approve Keitha Daniels as the Career Services Committee Chair; Jennifer Thayer seconded, and the motion was unanimously approved by the Committee.

VII. OPEN DISCUSSION

Next Career Services Committee meeting is April 12, 2023, 2 p.m.

VIII. ADJOURNMENT

The meeting adjourned at 3:09 p.m.