

**PROGRAM AND PLANNING COMMITTEE MEETING**  
**Southwest Florida Workforce Development Board, Inc.**  
**\*VIRTUAL AND IN-PERSON\***  
**December 8, 2021**  
**2 p.m.**

**MINUTES**

**Members Present via ZOOM:**

Drummond Camel	Troy Collett
Kim Hustad	Brent Kettler
Dr. Thomas Norman	

**Members Absent:**

DeeLynn Bennett	Dorin Oxender
John Talmage	

**Guests/Interested Parties via ZOOM:**

Dr. Rozalind Jester, Florida Southwestern State College

**Staff Present:**

Mary Anne Zurn, Staff Liaison – PRESENT      Bernice Kertavage – PRESENT

**I. CALL TO ORDER**

The meeting was called to order by Brent Kettler, Chair, at 2:06 p.m., via ZOOM and in-person. A verbal roll call was taken, and quorum established.

**II. APPROVAL OF MINUTES**

Kim Hustad made a **motion** to approve the November 10, 2021, minutes; Troy Collett seconded, and the motion was unanimously approved by the Committee.

**III. ONLINE TRAINING – CONTINUED DISCUSSION**

Brent Kettler welcomed everyone and stated this meeting was scheduled to discuss a recommendation to be made to the Board of Directors next month regarding the amount of online training to be funded with workforce dollars. Per Brent's request, Mary Anne Zurn screen-shared an email outlining Center Supervisor and front-line staff recommendations to the Program & Planning Committee. Brent read the highlights to include their concerns about participants finding it more difficult online, losing connection with students, and follow-up with out-of-area schools. They recommend going back to funding "less than 50% online" or maybe 60% but not 100%.

Committee members discussed the benefits and issues associated with various modalities of online training. It was agreed our process should be outcome focused. Brent Kettler screen-shared a table from emsi with program completion data. Florida Southwestern State College offered to provide resources and prepare a draft assessment/rubric to examine important factors, such as, the educational institutions' quality standards and program performance.

This might include accreditation of online programs, school policies on assessing student

readiness/screening students for online training, support services available to students, program completion rates, and employment rates.

Dr. Tom Norman made a **motion** to make a recommendation to the Board of Directors to revert to funding programs with no more than 50% online on February 1, 2022, and then by April 1, 2022, establishing a quality and outcome rubric to approve online programs, allowing for removal of the 50% cap at a later date. Troy Collett seconded, and the motion was unanimously approved by the Committee.

#### **IV. OPEN DISCUSSION**

N/A

#### **V. ADJOURNMENT**

The meeting adjourned at 3:38 p.m.