

**PROGRAM AND PLANNING COMMITTEE MEETING**  
**Southwest Florida Workforce Development Board, Inc.**  
**\*VIRTUAL AND IN-PERSON\***  
**May 12, 2021**  
**2 p.m.**

**MINUTES**

**Members Present:**

DeeLynn Bennett – VIRTUAL  
Troy Collett – PRESENT  
Brent Kettler – VIRTUAL  
John Talmage - PRESENT

Drummond Camel – VIRTUAL  
Kim Hustad – VIRTUAL  
Dorin Oxender – VIRTUAL

**Members Absent:**

Jamie Brown

**Guests/Interested Parties:**

Mike Jackson, Board President – PRESENT

**Staff Present:**

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

**I. CALL TO ORDER**

The meeting was called to order by Kim Hustad at 2:02 p.m., via ZOOM and in-person. A verbal role call was taken and established a quorum was present.

**II. APPROVAL OF MINUTES**

Drummond Camel made a **motion** to approve the January 13, 2021, minutes; John Talmage seconded, and the motion was unanimously approved by the Committee.

**III. APPROVAL OF FY 21-22 MEETING SCHEDULE**

Kim Hustad asked the Committee would they prefer to hold meetings the same day as Board meetings for FY 21-22 or other days/times. Mary Anne Zurn mentioned the September Annual Meeting will be added expenses for a meeting room and the Committee may want to consider a different date by ZOOM and/or at CareerSource Southwest Florida.

DeeLynn Bennett made a **motion** to continue holding Committee meetings the same day as Board meetings for FY 21-22, with the exception of September's meeting, which will be held prior to the September 10, 2021, Board meeting. John Talmage seconded, and the motion was unanimously approved by the Committee.

#### **IV. REVIEW – FUNDING ONLINE TRAINING PROGRAMS**

Kim Hustad noted the pre-pandemic guidelines regarding funding of online training had been “no more than 50% online”. This was changed during the pandemic to allow funding for programs with more than 50% online until June 30, 2021. The Committee discussed whether this should be extended or returned to the original policy. Deelynn Bennett shared a PowerPoint presentation from a recent Department of Education (DOE) Distance Education and Institutional Eligibility webinar, requesting Mary Anne Zurn to email to Committee members. Dorin Oxender stressed the importance of considering this information in making any long-term decisions.

The discussion included concerns about defining, monitoring, and documenting clock hours (in a synchronous or asynchronous setting); ADA compatibility; what other Boards are doing; and whether to make decisions course-by-course, occupation-by-occupation, by performance (how many found employment), by employer demand, etc. It was noted education providers are tackling barriers and getting better all the time at offering online programs.

Dorin Oxender made a **motion** to make a recommendation to the Board of Directors to continue to allow funding for the Region’s current training programs with more than 50% online until January 31, 2022, giving the Committee more time to review and discuss. John Talmage seconded, and the motion was unanimously approved by the Committee.

Committee members were asked to review the webinar presentation, especially pages 15-17, along with the other meeting handouts for a future meeting discussion.

#### **V. OPEN DISCUSSION**

Kim Hustad mentioned the preliminary Regional Targeted Occupations List (RTOL) was received yesterday and staff will be emailing it out soon, for the opportunity to document the need for additional occupations, if necessary.

Staff will be discussing training funding caps tomorrow and asked the Committee for input. Caps are currently set at \$6,500 for diploma/certificate programs, \$8,000 for AS, and \$10,000 for BS. Dorin Oxender stated certificate programs can cost more than AS programs. Kim Hustad noted raising the caps will decrease the number of individuals we are able to serve. Brent Kettler suggested it would be good to have information on what other Boards are doing. This item will be coming back to the Committee at the next meeting to make a recommendation to the Board.

#### **VI. ADJOURNMENT**

The meeting adjourned at 3 p.m.