

CAREER SERVICES COMMITTEE MEETING
CareerSource Southwest Florida
VIRTUAL AND IN-PERSON
April 12, 2023
2 p.m.

MINUTES

Members Present:

DeeLynn Bennett - Virtual	Drummond Camel - Virtual
Troy Virgil James Collett - Virtual	Keitha Daniels - Present
Bill Diamond - Virtual	Dr. Brian Granstra - Virtual
Kim Hustad - Virtual	Brent Kettler - Virtual
Jennifer Thayer - Present	

Members Absent:

Dr. Amy Teprovič

Guests/Interested Parties:

Cynthia Gulsby – Charlotte Technical College -Virtual

Staff Present:

Mary Anne Zurn, Staff Liaison – Present	Peg Elmore - Present
Barbara Short - Present	

I. CALL TO ORDER / ROLL CALL / QUORUM

The meeting was called to order by Keitha Daniels, Chair, at 2:01 p.m., via ZOOM and in-person. A verbal role call was taken, and quorum established.

II. PUBLIC COMMENT

No comment

III. APPROVAL OF FEBRUARY 15, 2023, MEETING MINUTES

Jennifer Thayer made a motion to approve the February 15, 2023, minutes; Bill Diamond seconded, and the motion was unanimously approved by the Board.

IV. ELIGIBLE TRAINING PROVIDER LIST (ETPL)

A. Process for Adding a School to the ETPL

Mary Anne Zurn provided an overview of the process to add a training provider to the Eligible Training Provider List (ETPL). She described the review steps taken before bringing a school request to the Committee for a Board recommendation. Review includes licensing with the appropriate authority; programs the school is authorized to provide under their license; hours of program training linking to an occupation on the Regional Targeted Occupations List (RTOL); the number of program credits provided, credentials linking to the Master Credential List, and the location of the new school. CareerSource Southwest Florida (CSSWF) can set cost caps on the programs and determine the percent of course time completed online. The school does not need to be accredited to be included on the ETPL, nor is the program cost a factor. As for programs exceeding the CSSWF

caps, we fund the last session of the training.

For new schools that don't yet have reportable performance outcomes, following the completion of a cohort, a performance review is completed. As Florida is updating the process, we are hesitant in updating the criteria and would like to have the committee make the recommendation to bring to the Board.

Kim Hustad made a **motion** to accept the staff recommendation to approve providers using current criteria. Deelynn Bennett seconded, and the motion was unanimously approved by the Committee.

B. Request to Add K & E Medical Training Center

Keitha referenced one of the new schools to review, which is included in the meeting packet. This school is licensed with the Florida Department of Education (DOE)/Commission for Independent Education (CIE) and offers Medical Assistant and Patient Care Technician. The school was brought before this Committee in February. The Committee asked Mary Anne to request performance information and pass rates for programs. Mary Anne stated she checked with the CEO of the K & E Medical Training Center and confirmed there are students attending but not yet testing, credentialed or completed.

Deelynn Bennett made a **motion** to make a recommendation to the Board of Directors to approve the addition of K & E Medical Training Center to our Eligible Training Provider List (ETPL). Drummond Camel seconded, and the motion was unanimously approved by the Committee.

C. Request to Add Dominion Institute

Keitha referenced the second new school to review, also in the packet. This school is licensed with the Florida Department of Education (DOE)/Commission for Independent Education (CIE) and offers Nursing and Practical Nursing. Pending PELL eligibility at this time.

Deelynn Bennet made a **motion** to make a recommendation to the Board of Directors to approve the addition of Dominion Institute to our Eligible Training Provider List (ETPL). Brent Kettler seconded, and the motion was unanimously approved by the Committee.

V. REPORTS

A. Department of Economic Opportunity (DEO) Statewide Indicators of Performance

Barbara Short provided an overview of the methodology of the measures of the Indicators of Performance. As the outcomes are measured on a Program Year basis or after the 4th quarter after exit, the data is anticipated to display the meeting of the goals.

B. DEO Monitoring Summary

Peg Elmore presented the DEO acceptance letter of the CSSWF Corrective Action Plan of the 21-22 DEO annual review. The DEO Monitoring Summary was previously

provided to the Service Delivery Committee.

VI. CAREER SERVICES COMMITTEE ACTIVITIES

Keitha referenced the information in the packet which outlines six activities of the Committee. This may be a helpful tool for how we will structure future committee meetings.

VII. OPEN DISCUSSION

The next Career Services Committee meeting is June 14, 2023, 2:00 p.m. Schedule is included in packet for meetings through the end of December for both this Committee and the Board.

Kim Hustad is retiring from the Board soon; however, she would like to stay on the Committee. Cynthia Gulsby would like to take over Committee participation for Deelynn Bennett who is planning to retire 7/5/2023. Committee members agreed.

Brian Granstra has volunteered to be the Committee Vice-Chair.

VIII. ADJOURNMENT

The meeting adjourned at 2:44 p.m.