

**Career Services Committee Meeting
CareerSource Southwest Florida
Virtual and In-Person
June 14, 2023
2 p.m.**

MINUTES

Members Present:

Keitha Daniels-In Person
Troy Collett-Virtual
Bill Diamond-Virtual

Kim Hustad-Virtual
Brett Kettler-Virtual
Dr. Amy Teproovich-Virtual
Jennifer Thayer-Virtual

Members Absent:

Cynthia Gulsby
Drummond Camel

Staff Present:

Mary Anne Zurn-Staff Liaison
Lyntoria Thomas

I. CALL TO ORDER / ROLL CALL / QUORUM

The meeting was led and called to order by Keitha Daniels-Chair at 2:00 p.m. The meeting was conducted via ZOOM and in-person. At 2:04 p.m. roll call was conducted by Keitha Daniels and quorum was confirmed. Keitha Daniels welcomed and thanked everyone for taking the time to attend the meeting. The meeting was conducted in conference room #155 and Keitha Daniels explained to everyone that the air conditioner was being repaired in our regularly used boardroom.

II. PUBLIC COMMENT

No Comments.

III. APPROVE APRIL 12, 2023 MEETING MINUTES

Keitha Daniels asked for a motion to approve the April 12, 2023 meeting minutes.

Dr. Amy Teproovich motioned for the minutes to be approved and Troy Collett seconded. The minutes were approved by all members present. None opposed.

IV. REQUEST TO ADD OCCUPATIONS TO REGIONAL DEMAND OCCUPATION LIST

Keitha Daniels stated the Department of Economic Opportunity (DEO) provides a preliminary Regional Demand Occupations List (RDOL) to Local Workforce Development Boards (LWDBs). LWDBs use the Regional list to develop local lists. Occupations may be documented locally and added. Staff have received sufficient documentation from businesses to request the addition of two occupations, Nursing Assistants and Medical Equipment Preparers. Keitha Daniels asked for a motion.

Kim Hustad made a motion to make a recommendation to the Board to approve the addition of Nursing Assistants and Medical Equipment Preparers to the Regional Demand Occupations List (RDOL). Bill Diamond seconded, and the motion was unanimously approved by the Committee.

Brent Kettler asked Mary Anne Zurn about the response and how easy the process was to get everything that was needed this year (2022-2023) to add occupations to the Regional Demand Occupations List. Mary Anne responded the process went very smoothly.

Keitha noted the Business and Economic Development Committee will be looking at future needs of the health care industry.

V. LETTER GRADE – QUARTER 2

DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO) LETTER GRADE REPORT: Keith Daniels reminded everyone of the introduction of being letter graded at the 2021-2022 retreat. At that time the grade was **88.57%** which was a **B+**. We then moved to a **91.24%** which is an **A-**. For the second quarter we have an **87.49%** which is a **B+**.

VI. OPEN DISCUSSION

The next Career Services Committee meeting is August 9, 2023, 2:00 p.m.

Brian Granstra had volunteered to be the Committee Vice-Chair but has now joined the Youth Committee. Jennifer Thayer has agreed to be the Vice-Chair.

VII. ADJOURNMENT

The meeting adjourned at 2:16 p.m.