

**Career Services Committee Meeting  
CareerSource Southwest Florida  
In-Person and Virtual  
June 12, 2024  
2pm**

**Members Present:**

Keitha Daniels – In Person	Drummond Camel – In-Person
Troy Virgil James Collett – In-Person	Bill Diamond – Virtual
Jennifer Thayer – Virtual	

**Members Absent:**

Cynthia Gulsby	Dr. Amy Teprovich
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**Staff Present:**

Mary Anne Zurn-Staff Liaison	Peg Elmore
Edward Fritz	Rebecca Sandholdt
Lyntoria Thomas	

**I. CALL TO ORDER**

The meeting was called to order by Keitha Daniels at 2:01 p.m. Quorum was met. It has been a while since we've met for committee business. The meeting in February was to serve as a Review Panel for selection of a One Stop Operator.

**II. PUBLIC COMMENT**

None

**III. APPROVAL OF OCTOBER 11, 2023 MEETING MINUTES**

Keitha Daniels asked for a motion to approve the October 11, 2023 meeting minutes.

Troy Virgil James Collett motioned for the minutes to be approved, Bill Diamond seconded. The minutes were approved; none opposed.

**IV. DETERMINE COMMITTEE MEETING DATES FOR JULY 2024 – JUNE 2025**

Keitha Daniels noted this committee is currently meeting every other month and asked if members would like to continue the same schedule. Keitha noted the dates for the new year program year would be August 14, October 9, December 11, February 12, April 9 and June 11. Committee members agreed to these dates.

**V. REQUEST THE ADDITION OF OCCUPATIONS TO THE RDOL**

Keitha Daniels referred to the two occupations staff is recommending be added to the Regional Demand Occupations List (RDOL). Staff had sent out a public notice this week and has already received letters from employers documenting projected openings and wages for the occupation

"Nursing Assistants." The occupation "Emergency Medical Technicians and Paramedics" is a result of the two occupations being combined recently, and staff has documented demand and wages by using Employment Projections and Florida Occupational Employment and Wages data from FloridaCommerce/Bureau of Workforce Statistics & Economic Research. Keitha asked for a motion.

Drummond Camel motioned for the Career Services Committee to make a recommendation to the Board of Directors to add the occupations Nursing Assistants and the occupation Emergency Medical Technicians and Paramedics to the July 2024 – June 2025 Regional Demand Occupations List (RDOL). Bill Diamond seconded. Members approved; none opposed.

## **VI. REQUEST TO ADD SCHOOLS TO THE ETPL**

Two schools have submitted requests to be included on our Eligible Training Provider List (ETPL). Both are appropriately licensed schools and have programs which link to our current Regional Demand Occupations List (RDOL).

The first school, C & M Gifted Hands Healthcare Institute offers Nursing Assistant (Articulated), Nursing Assistant (Long-term Care) and Phlebotomy Technician. When asked the difference between Articulated and Long-term Care, Jennifer Thayer explained Articulated programs would prepare a student for hospital health and acute care, where Long-term Care programs are more focused on assisted living and nursing home care. Keitha asked for a motion.

Drummond Camel motioned for the Career Services Committee to make a recommendation to the Board of Directors to add C & M Gifted Hands Healthcare Institute to the Eligible Training Provider List. Bill Diamond seconded. Members approved; none opposed.

The second school, College of the Florida Keys, has campuses in Monroe County, which will be joining our region in July. The college is currently on CareerSource South Florida's ETPL. The first program submitted is Nursing (Registered Nurse) but more programs would be available. Peg Elmore noted that our Board of Directors approves schools but need not approve program additions. Staff would like to see the committee recommend provisional approval of this school, pending the school representative's signature on the Agreement after their June 25th school board meeting, so as not to miss Fall enrollments.

Troy Virgil James Collett motioned for the Career Services Committee to make a recommendation to the Board of Directors to add College of the Florida Keys to the Eligible Training Provider List, pending Agreement to be approved and signed at their June 25th school board meeting. Bill Diamond seconded. Members approved; none opposed.

## **VII. LOCAL WORKFORCE PLAN**

Staff is currently working on a DRAFT of the Four-Year Workforce Innovation and Opportunity Act (WIOA) Plan. This committee will make a recommendation to our Board of Directors. The DRAFT will be forwarded to committee members for review, input and discussion at an upcoming meeting.

## **VIII. PERFORMANCE**

Statewide Indicators of Performance for the 3rd Quarter: Rebecca Sandholt stated we currently have two indicators below the standard, Dislocated Workers - Employed 4<sup>th</sup> Quarter after Exit and Youth - Measurable Skill Gains. We are making a hard push before the end of the month and are confident we will make it. Peg Elmore noted we have met 16 of the 18 indicators.

THMP Financial and Programmatic Monitoring Report: Rebecca noted Taylor, Hall, Miller, Parker (THMP) helped us prepare for FloridaCommerce monitoring. They provided technical assistance and insight. We had five findings and eight Other Noncompliance Issues (ONIs)/Observations.

FloridaCommerce - Quality Assurance Report (Summary) - PY 2022-2023: There is a substantial delay in receiving reports from FloridaCommerce. In early May we received their Program Year 2022-2023 report with 12 findings and three ONIs. The Corrective Action Plan was sent before the May 17<sup>th</sup> due date. The preliminary report for 2023 shows nine findings and five ONIs. Peg noted that the "Observations" are not findings and do not create any financial issues or disallowed costs. It may take a while for reports to catch up.

Rebecca stated we are implementing a different approach to notify and work with staff. We will meet with staff and supervisors and give specific examples of concerns. This should help to create a better understanding and make us more proactive.

Letter Grade – 2nd Quarter of 2023-2024 (Oct-Dec 2023): Based on performance criteria we received an A+ with a score of 98.25%.

## **IX. OPEN DISCUSSION**

None

## **X. ADJOURNMENT**

The meeting adjourned at 2:28p.m.