

**MINUTES OF THE  
CAREERSOURCE FLAGLER VOLUSIA  
CAREER PATHWAYS COMMITTEE  
January 31, 2019**

A meeting of the CareerSource Flagler Volusia Career Pathways Committee was called to order at the Administrative Office of the organization located at 329 Bill France Blvd. in Daytona Beach, in the State of Florida, at 9:00 a.m. on the 31<sup>st</sup> day of January 2019, pursuant to written Notice fixing said time and place; the same being filed and attached to these minutes.

Mr. David Dougherty and Ms. Nancy Bradley Co-Chaired the meeting and Ms. Jennifer Gosling served as the Recording Secretary.

The following members of the Career Pathways Committee were personally present:

Ms. Kelly Amy, Manager of Strategic Partnerships – Volusia County Schools  
Ms. Nancy Bradley, Administrator – Daytona College, LLC  
Ms. Denise Breneman, County Director, Flagler and Volusia – Special Olympics Florida\*  
Mr. Dennis Burns, President/CEO – United Way of Volusia-Flagler Counties  
Mr. David Dougherty, CPA – Taxes & Financial Services  
Mr. Dan Hunt, Business Manager – IBEW Local Union 756  
Ms. D.J. Lebo, Executive Director – Early Learning Coalition of Flagler and Volusia  
Mr. Arthur Leoffler, CEO/CFO – American Radionic Co.\*  
Ms. Renee Stauffacher, Director – Flagler County Schools  
Ms. Sherryl Weems, Associate Vice President – Daytona State College

The following guests were also present:

Ms. Jenn Hale, Program & Monitoring Manager – CareerSource Flagler Volusia  
Mr. Charlie Howell, Vice President of Business Development and Technology – CareerSource Flagler Volusia  
Mr. Howard Johnson, Data/EF Manager – Eckerd Connects  
Ms. Robin King, President & CEO – CareerSource Flagler Volusia  
Ms. Donna Runge, DEO Administrator – Department of Economic Opportunity  
Ms. Christine Sikora, Vice President of Innovative Workforce Solutions – CareerSource Flagler Volusia  
Ms. Kathy Spencer, Director of Business and Career Services – Case Management, Inc.  
Mr. Mack Thomas, Area Manager – Eckerd Connects  
Ms. Jennifer Gosling, Executive Assistant – CareerSource Flagler Volusia

\* Via Conference Call

Ms. Bradley called the meeting to order and asked for a motion to approve the minutes from the September 20, 2018 meeting.

1. After discussion, upon motion duly made, seconded and unanimously carried, the Career Pathways Committee approved the September 20, 2018 minutes.

Next, Ms. Bradley advised that the order of the agenda had changed, and the next item discussed was the recent grant awards. Ms. Christine Sikora stated that Ms. Jayne Burgess from CareerSource Florida (CSF) attended the last Committee meeting and spoke about the CSF grants. She advised that we have been awarded two grants. Ms. Sikora reported that one of the grants was for the Senior Technology program written under the Soft Skills Development initiative. Ms. Robin King advised that we recently learned that the Age Discrimination Act begins at age forty; however, the grant was written for fifty-five and older, so the grant will serve that population.

Ms. Sikora stated that the new program would serve a hundred older workers. She stated that Mr. Charlie Howell wrote the grant and asked him to explain the program. Mr. Howell replied that the grant is to train older workers on the technologies that will allow them to find employment in today's market. He explained that some individuals over the age of fifty-five have difficulty using the applications employers need, even with filling out online job applications. Mr. Howell advised that participants will be tested before and after training to measure their skills gain and will be provided with one-on-one instruction by a facilitator who is over fifty-five years of age. A question was raised on where the training would be held and if there was a schedule yet. Ms. King replied that we do not have a schedule which is why a press release has not been issued. She explained that we have been told verbally of the award and we are waiting to receive the Notice of Funds Available (NFA) from CSF. Ms. King advised that we are looking into holding the training within the community such as the Housing Authorities and neighborhood centers throughout the two-county area.

Another question was raised on how many centers would offer the program. Mr. Howell replied that we are anticipating at least two locations. Ms. King stated that this was a six-week program, and there was the possibility of trading locations at six-week intervals. Ms. Sikora clarified that the program consists of one-hour sessions with three to five sessions per week, and it was for individuals seeking employment. Ms. King advised that we will be working with the American Association of Retired Persons (AARP) and other Community Based Assistance (CBA) programs for seniors. Ms. King was asked how participants would be recruited. She replied that many would be from internal and partner referrals, and we would do additional outreach through the community. She advised that this initiative is not duplicative of any post-secondary education program and may be used to prepare individuals prior to entering formal training.

Ms. Sikora advised that the second grant we received expands the Succeeding Through Achieving Retail Skills (STARS) program through CSF's Pathways to Prosperity initiative. She stated that the STARS program is modelled after Walgreen's Retail Employees with Disabilities Initiative (REDI) program; however, the STARS program is not limited to Walgreens, and we are looking to extend the program into other retail companies. She advised that we will be sharing the program with the retail industry

group at the February 22<sup>nd</sup> Interchange event. In conjunction with the CSF grant, we received another grant for the STARS program through The Able Trust. Ms. Sikora advised that the goal is to make this program self-sustaining. She stated that the grants will provide us with additional job coaches, an office specialist, and a project manager. Ms. Sikora advised that STARS is a three-week program where participants learn a variety of skills including cashiering and stocking. After successful completion of the program, Ms. Sikora advised that participants are eligible to apply to any job openings within Walgreens. Ms. King stated the project manager will assist in business outreach, and both grants are for twelve months and possibly longer.

Ms. Sikora advised that we are an Employer Network for the Social Security Administration's (SSA) Ticket to Work (TTW) program for individuals receiving disability benefits seeking reentry into the workforce. She stated that if an individual chooses to use our services, their ticket is assigned to us. Ms. Sikora advised that we are given access to the database of individuals eligible for the TTW program, and that we will be doing a new outreach campaign. The Committee was provided a mock up of a post card that will be mailed out to the individuals in the database.

In addition to the two new grants, Ms. Sikora reported that we have been told by CSF that any apprenticeship grant submitted last year that was not selected, would be approved this year if resubmitted. She advised that we resubmitted the apprenticeship grant partnering with Hudson Technologies and we are waiting until we receive the NFA to begin this program.

The Committee was provided an update on the other grants currently in place. Ms. Sikora reported that the State Apprenticeship Expansion Grant partnering with the Flagler Technical Institute for an HVAC Apprenticeship program is designed to help minorities and women in construction. She stated that the grant expires in April 30, 2020. The three-year program is helping to pay for some of the third-year students and the recruitment of first-year students. Ms. Sikora informed the Committee that we currently have CSF grants for electrical journeymen, construction, and boat-building which will all expire on June 30<sup>th</sup>, 2019. In addition, she advised that we have three National Dislocated Worker grants for Hurricanes Matthew, Irma, and Maria; the Hurricane Matthew funding is expected to end in March 2019.

Ms. Sikora advised that we are funding temporary case management positions at the Volusia Interfaith Networking Disasters (VIND) to work with those who are displaced or have received damage from Hurricane Matthew or Irma. She stated that the Hurricane Maria grant is assisting with individuals that have relocated to our community from Puerto Rico and Virgin Islands.

The next item on the agenda was to review the Committee's priorities and goals. Ms. Sikora directed the Committee's attention to the spreadsheet in front of them and advised that these were the goals the Board selected. She stated that for the past two years, the Committees have assigned themselves to the priorities and activities most appropriate for their group. Ms. Sikora asked the Committee to inform her if there were

any changes or additions they would like to make. She stated the Committees would review their selections in March.

Ms. Sikora advised that the Committee will be reviewing the contracted service providers' performance at the March meeting and will be making recommendations to the Board on whether to renew their contracts for the 2019-2020 program year. She stated that we will need to issue a Request for Proposals in January 2020 for the 2020-2021 program year. Ms. Sikora advised that the Committee will discuss what to include in the RFP when they meet in the summer. She stated that the Committee will review whether the previous RFP garnered the desired results and whether there should be adjustments to what is requested. Ms. Sikora explained that contracts are for one year and can be renewed up to three times; this is the final year the current contracts may be renewed. She advised that in the Spring of 2020, the Committee will review the proposals and will make recommendations to the Board.

The Committee discussed the January 17<sup>th</sup> Board meeting, and Ms. Bradley commented that the speakers delivered great information. She recommended that the Committee review the information if they had not done so already. Ms. Sikora advised that the links to the presentations were emailed to the Board and Committee members and copies could be found on our website on the Board page. A discussion ensued on the Florida Scorecard and the local data that can be found on the website. Mr. Dennis Burns advised that the updated Asset Limited, Income Constrained, Employed (ALICE) report from United Way will be issued next week.

Ms. Sikora asked the Committee if there was any particular data or tools the Committee would like to have when they meet to review performance. The Committee requested information on the standards and if there were any extenuating circumstances. Another request was made to have a list of grants that the providers have been awarded, and how much they have spent. Additionally, the Committee requested that Ms. Sikora provide a cost analysis that will break out the cost per participant.

A discussion followed on Project Search and working with partners who are serving individuals with disabilities. Ms. King replied that she had received information from Ms. Kathy Jiloty on Project Search, and that we are working with partners to compliment the services they provide. A question was raised on the age requirement of the STARS program. Ms. Sikora replied that since the program is funded through adult allocations, the participants must be eighteen years of age.

Ms. Bradley opened the floor to Committee members for questions or ideas. With none being heard, the meeting was adjourned.

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Recording Secretary