

**MINUTES OF THE  
CAREERSOURCE FLAGLER VOLUSIA  
CAREER PATHWAYS COMMITTEE  
August 27, 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 27<sup>th</sup> day of August 2019, pursuant to written Notice fixing said time and place; the same being filed and attached to these minutes.

Ms. Nancy Bradley Chaired the meeting and Ms. Jennifer Gosling served as the Recording Secretary.

The following members of the Career Pathways Committee were present:

Ms. Nancy Bradley, Administrator – Daytona College, LLC  
Ms. Denise Breneman, County Director, Flagler and Volusia – Special Olympics Florida\*  
Ms. Kim Houghton, Supervisor – Vocational Rehabilitation  
Mr. Arthur Loeffler, CEO/CFO – American Radionic  
Mr. Matt Nelson, Business Manager – IBEW Local Union 756  
Ms. Lynette Shott, Executive Director – Flagler County Schools

The following guests were also present:

Ms. Selina Ahmadzadeh, Business Services Representative – Case Management, Inc.  
Ms. Kate Barnette, CTE Specialist – Flagler County Schools  
Ms. Kathleen Danclair, Career Services Advocate Supervisor – Case Management, Inc.  
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. Velma Lowe, Managing Director of Operations – Career Steps, Inc.  
Ms. Amy McAllister, Industry Certification Specialist – Volusia County Schools  
Mr. Jesse McGee, Assistant Director of Business and Career Services – Case Management, Inc.  
Ms. Donna Runge, DEO Administrator – Department of Economic Opportunity  
Ms. Christine Sikora, Vice President of Innovative Workforce Solutions – CareerSource Flagler Volusia  
Mr. Brian Willard, Program Manager – Road To Success, Flagler County Schools  
Ms. Jennifer Gosling, Executive Assistant – CareerSource Flagler Volusia

\* Via Conference Call

Ms. Nancy Bradley called the meeting to order and asked for a motion to approve the minutes from the June 13, 2019 meeting.

1. After discussion, upon motion duly made, seconded and unanimously carried, the Career Pathways Committee approved the June 13, 2019 minutes.

Next, Ms. Nancy Bradley advised that Volusia County Schools (VCS) and Flagler County Schools (FCS) submitted applications for new certifications to be added to the Career and Professional Education (CAPE) list. Ms. Christine Sikora stated that Ms. Amy McAllister and Ms. Kate Barnette were in attendance and would be presenting the certifications that their school systems are applying for respectively. She explained that all of the school systems across Florida offer various certifications to high school and middle school students.

Ms. Sikora advised that in order for a certification to be offered, it must go through the approval process to be added to the State's CAPE list. She stated that the approval process requires a letter of support from Workforce Development, Economic Development, and from a business. Once the letters are received, the school systems submit an application to CareerSource Florida (CSF). Ms. Sikora advised that CSF then meets with the Department of Education (DOE) and the Department of Economic Opportunity (DEO) to approve the applications. The approved certifications are then presented at the CSF February Board meeting for final ratification. She advised that once the approval process is complete, the certification will be available to students by the next school year. Ms. Sikora advised that if one school board applies for a certification, and it is approved, it will be available to all Florida schools that want to offer it to their students. She advised that last year, the State purged the entire CAPE list, except for certifications that were added last year; which means that schools are required to resubmit applications for older certifications that are still needed. Ms. Sikora advised that this year, the schools have divided the responsibility to reapply for those missing certifications amongst themselves, along with any new certifications.

Ms. Sikora advised that the school systems would provide the Committee with information on each certification they would like to add and answer any questions the Committee may have. If approved, Ms. Robin King signs a letter of recommendation, and the school systems will continue gathering the other necessary components of their application. She noted that the application process ends on September 15, which is why this meeting was called earlier. Ms. Sikora called on Ms. Amy McAllister to present the certification submissions for Volusia County Schools.

The Committee was provided a packet of information on all of the Volusia County applications for the CAPE list. Ms. McAllister stated that all of the certifications were resubmissions, with the exception of the last three which were new. Ms. McAllister

explained that she included any informational flyers from the agencies, if available as well as any received letters of support from industry partners. Ms. Sikora noted that the certification must also be tied to an occupation on the State and local Targeted Occupational List (TOL).

A question was raised on when to vote. It was decided that each certification would be presented and voted on independently. Ms. McAllister advised that the first three certifications to review were from Autodesk and were used by students in manufacturing and engineering career pathways.

**Autodesk Certified User – AutoCAD**

Occupational Title: Architectural and Civil Drafters

Ms. Bradley asked for a motion to recommend issuing a letter of support for the Autodesk Certified User – AutoCAD certification for inclusion on the State’s CAPE list.

2. After discussion, upon motion duly made, seconded and unanimously carried, the Career Pathways Committee recommended CareerSource Flagler Volusia issue a letter of support for Autodesk Certified User – AutoCAD certification for inclusion on the State’s CAPE list.

**Autodesk Certified User – Revit Architecture**

Occupational Title: Architectural and Civil Drafters

Ms. Bradley asked for a motion to recommend issuing a letter of support for the Autodesk Certified User – Revit Architecture certification for inclusion on the State’s CAPE list.

3. After discussion, upon motion duly made, seconded and unanimously carried, the Career Pathways Committee recommended CareerSource Flagler Volusia issue a letter of support for Autodesk Certified User – Revit Architecture certification for inclusion on the State’s CAPE list.

**Autodesk Certified User – Inventor**

Occupational Title: Architectural and Civil Drafters

Ms. Bradley asked for a motion to recommend issuing a letter of support for the Autodesk Certified User – Inventor certification for inclusion on the State’s CAPE list.

4. After discussion, upon motion duly made, seconded and unanimously carried, the Career Pathways Committee recommended CareerSource Flagler Volusia issue a letter of support for Autodesk Certified User – Inventor certification for inclusion on the State’s CAPE list.

### **Certified Front Desk Supervisor**

Occupational Title: First-Line Supervisors of Personal Service Workers

Ms. McAllister advised that the Certified Front Desk Supervisor is a credential offered through the American Hotel & Lodging Educational Institute (AHLEI). She advised that for the industry support letter, she has reached out to a manager of the Hard Rock Hotel who is a graduate of Bethune-Cookman University’s Hospitality and Tourism program.

Ms. Bradley asked for a motion to recommend issuing a letter of support for the Certified Front Desk Supervisor certification for inclusion on the State’s CAPE list.

5. After discussion, upon motion duly made, seconded and unanimously carried, the Career Pathways Committee recommended CareerSource Flagler Volusia issue a letter of support for the Certified Front Desk Supervisor certification for inclusion on the State’s CAPE list.

Ms. Sikora asked how many hours of service are students required to complete for this certification. Ms. McAllister responded that she believed it was forty hours of service and this credential is currently being offered in DeLand and Mainland high schools. She noted that the service hours do not need to be at a front desk; students may do a variety of hospitality-related activities to fulfill this requirement.

### **Child Development Associate (CDA)**

Occupational Title: Elementary School Teachers, Except Special Education

Ms. McAllister stated that this certification was for students on an early education teacher career pathway.

Ms. Bradley asked for a motion to recommend issuing a letter of support for the Child Development Associate certification for inclusion on the State’s CAPE list. She advised that this past year was the first time this certification was offered, and there was a one hundred percent pass rate with twenty students. Ms. Sikora asked which school is offering this credential. Ms. McAllister replied that New Smyrna, DeLand, and Atlantic high schools offered the certification last year and they intend to implement this program into more schools this year. She noted that with this particular credential, students can

graduate and immediately go to work in an early learning center. Ms. Sikora asked how the occupation title was selected. Ms. McAllister stated that they had reached out to the Brevard County school district and asked how they were tying it to the Elementary School Teachers occupation. She advised that Brevard is using this credential as a beginning step in the career pathway towards becoming a teacher. A discussion ensued on the low wages for childcare workers.

6. After discussion, upon motion duly made, seconded and unanimously carried, the Career Pathways Committee recommended CareerSource Flagler Volusia issue a letter of support for the Child Development Associate certification for inclusion on the State's CAPE list.

### **911 Public Safety Telecommunicator**

Occupational Title: Police, Fire, and Ambulance Dispatchers

Ms. McAllister stated that VCS first used this certification last year at New Smyrna High School in their Criminal Justice program and there are several other criminal justice programs that are seeking to include this credential. She advised that they have received one letter of support already and there may be another one coming from Sheriff Chitwood. Ms. Sikora asked if this is another entry-level credential and if a student could go straight to work after having obtained this certification. Ms. McAllister replied that yes, this credential was entry-level and they have several students from New Smyrna High School that are working as 911 dispatchers while going through the Criminal Justice program at Daytona State College (DSC). Ms. McAllister noted that there is a high need for 911 dispatchers in Volusia county right now, so there are quite a few vacancies.

Ms. Bradley asked for a motion to recommend issuing a letter of support for the Public Safety Telecommunicator certification for inclusion on the State's CAPE list.

7. After discussion, upon motion duly made, seconded and unanimously carried, the Career Pathways Committee recommended CareerSource Flagler Volusia issue a letter of support for the Public Safety Telecommunicator certification for inclusion on the State's CAPE list.

### **FAA Private Pilot**

Occupational Title: Airline Pilots, Copilots, and Flight Engineers

Ms. McAllister stated that this certification is currently offered at Atlantic High School in conjunction with Embry-Riddle Aeronautical University (ERAU). Ms. Bradley asked what

students will be able to do with this certification. Ms. McAllister replied that students will be private pilots after obtaining this credential. Ms. Sikora asked if students can fly a plane. Ms. McAllister responded that the students must be seventeen years of age before they can sit for the exam, but after the exam has been passed, they are able to fly planes. She advised that VCS had four students earn their pilot's license last year, and the flight hours do count towards a commercial pilot program. A discussion ensued on the steps required for a student to enroll and participate in this program. Ms. McAllister stated that last year, this Academy built a plane and it was flying by the end of the year. Ms. Bradley asked if the plane was the sort that required a pilot to fly. Ms. McAllister replied that yes, it was a small manned aircraft. She noted that the Academy does touch on unmanned flight as well.

Ms. Bradley asked for a motion to recommend issuing a letter of support for the FAA Private Pilot certification for inclusion on the State's CAPE list.

8. After discussion, upon motion duly made, seconded and unanimously carried, the Career Pathways Committee recommended CareerSource Flagler Volusia issue a letter of support for the FAA Private Pilot certification for inclusion on the State's CAPE list.

### **Emergency Medical Responder**

Occupational Title: Firefighters

Ms. McAllister stated that the occupational title tied to this credential is firefighters, and it was chosen for two reasons. First, she stated that Emergency Medical Responders were not listed on the TOL and secondly, there is a local agreement with DSC that students who earn this certification receive hours towards their firefighter program. A question was raised on how many hours does a student receive as credit for the DSC program. Ms. McAllister replied that it was not calculated as hours; receiving this certification meant that students would be exempt from having to complete a certain part of the firefighter program which teaches overlapping skillsets.

Another question was raised on whether a similar agreement was in place for the 911 Public Safety Telecommunicator credential. Ms. McAllister replied that last year was the first time they have offered that credential, so agreements have not been made. She noted that there are discussions currently being held to have this credential count towards a criminal justice program, but nothing has been finalized yet.

Ms. Sikora asked if FCS also offers this certification. Ms. Kate Barnette advised that they do. She stated that the county fire department is a Certified Firefighter Instructor for the

State and provides training for adults in addition to working with students. A question was raised on what happens if a student graduates at seventeen years old. Ms. Barnette replied that the students may sit for the exam, but the certification cannot be awarded until eighteen years of age because minors cannot perform the live burns required.

Ms. McAllister advised that the letter of support they have attached to this certification request is from the Edgewater Fire Department who brings New Smyrna Beach High School students on “ride-alongs” frequently. She noted that Mainland High School is seeking to add this certification next year as well.

Ms. Bradley asked for a motion to recommend issuing a letter of support for the Emergency Medical Responder certification for inclusion on the State’s CAPE list.

9. After discussion, upon motion duly made, seconded and unanimously carried, the Career Pathways Committee recommended CareerSource Flagler Volusia issue a letter of support for the Emergency Medical Responder certification for inclusion on the State’s CAPE list.

Ms. Sikora asked how many times a student may take a certification exam if they do not pass the first time. Ms. McAllister replied the State allows students three attempts within one school year and each attempt must be spaced a minimum of twenty days apart. She noted a few certifications have their own rules and may only allow up to two attempts per school year.

### **Certified EKG Technician**

Occupational Title: Health Technologists and Technicians, All Other

Ms. McAllister advised that this certification is issued through the National Healthcareer Association and is one of two certifications VCS offers from this organization. She stated that Advent Health will be writing the industry letter of support for this credential.

Ms. Bradley asked for a motion to recommend issuing a letter of support for the Certified EKG Technician certification for inclusion on the State’s CAPE list.

10. After discussion, upon motion duly made, seconded and unanimously carried, the Career Pathways Committee recommended CareerSource Flagler Volusia issue a letter of support for the Certified EKG Technician certification for inclusion on the State’s CAPE list.

### **Certified Patient Care Technician**

Occupational Title: Health Technologists and Technicians, All Other

Ms. McAllister stated that this was the second certification through the National Healthcareer Association, and Advent Health will be writing the industry letter of support for this credential as well. A question was raised asking if there was a minimum age requirement for this certification. Ms. McAllister replied that yes, the certification can be earned prior to eighteen years of age; however, the issuing organization will hold the certification until a student submits documentation showing all qualifications are met.

Ms. Bradley asked for a motion to recommend issuing a letter of support for the Certified Patient Care Technician certification for inclusion on the State's CAPE list.

11. After discussion, upon motion duly made, seconded and unanimously carried, the Career Pathways Committee recommended CareerSource Flagler Volusia issue a letter of support for the Certified Patient Care Technician certification for inclusion on the State's CAPE list.

### **Certified Food Safety Manager**

Occupational Title: Food Service Managers

Ms. McAllister advised that the industry letter of support for this credential will be coming from Malibu Beach Grill. She advised that every food establishment is required to have a certified manager on the premises during operating hours. A question was raised on where this program would be taught. Ms. McAllister replied that the only high schools that do not offer this credential are Atlantic and Taylor. She advised that not all of the schools have commercial kitchens, so the program varies. Ms. Sikora asked if the students have their own commercial kitchen or if they use the cafeteria. Ms. McAllister responded that they have their own commercial kitchens and stated that if any of the Committee members have the opportunity to tour University High School, they can see the setup for culinary students.

Ms. Bradley asked for a motion to recommend issuing a letter of support for the Certified Food Safety Manager certification for inclusion on the State's CAPE list.

12. After discussion, upon motion duly made, seconded and unanimously carried, the Career Pathways Committee recommended CareerSource Flagler Volusia issue a letter of support for the Certified Food Safety Manager certification for inclusion on the State's CAPE list.



### **Professional Communications**

Occupational Title: First-Line Supervisors of Office and Administrative Support Workers

Ms. McAllister advised that this was a certification they previously applied for, and it was denied. She stated that since then, VCS has worked with the vendor to fix some of the issues that were given by the State as well as with CareerSource Flagler Volusia in order to align it with target occupations. Ms. McAllister advised that this time, VCS is tying the certification to marketing programs. She advised that the certifying agency is iCEV and their national partner is Southwest Airlines. Ms. McAllister stated that the industry letter of support may be coming from Nascar. Ms. Sikora stated that last year, the industry letter came from Southwest Airlines, and that was part of the issue because they do not operate locally.

Ms. Bradley asked for a motion to recommend issuing a letter of support for the Professional Communications certification for inclusion on the State's CAPE list.

13. After discussion, upon motion duly made, seconded and unanimously carried, the Career Pathways Committee recommended CareerSource Flagler Volusia issue a letter of support for the Professional Communications certification for inclusion on the State's CAPE list.

### **HACCP Principles**

Occupational Title: Food Service Managers

Ms. McAllister advised that this certification ties into the food service industry; however, instead of linking the certification to the culinary programs, VCS is linking it to the agricultural programs. She advised that with the Food Science programs taking a more "farm-to-table" approach, it encompasses more of the principles of the HACCP certification than the culinary programs. Ms. McAllister stated that the industry letter of support was attached in the packet from Lonnie's Fusion Cuisine.

Ms. Bradley asked for a motion to recommend issuing a letter of support for the HACCP Principles certification for inclusion on the State's CAPE list.

14. After discussion, upon motion duly made, seconded and unanimously carried, the Career Pathways Committee recommended CareerSource Flagler Volusia issue a letter of support for the HACCP Principles certification for inclusion on the State's CAPE list.

### **Small Business Entrepreneurship**

Occupational Title: Business Operations Specialists, All Other

Ms. McAllister advised that the request submitted last year, attached to VCS Finance programs, was not accepted; the credential was very broad in its scope. She stated that they felt this credential was a better fit for their Finance and Marketing programs. Ms. McAllister advised that the certifying agency is Intuit, the makers of the accounting software Quickbooks, and it is offered through the Certiport-Pearson platform for testing.

A question was raised on if this was only for high school students. Ms. McAllister advised that if the certification was tied to a middle school program, it could be obtained by younger students. Another question was raised on whether students tour small businesses. Ms. McAllister replied that Finance programs across Volusia County vary greatly; some go to New York City to visit the Stock Exchange, others have Launch Credit Union branches within the schools themselves. She stated that having small businesses come in and talk to the students is certainly part of the program, but she was unsure if any of the programs offered tours of the businesses themselves.

Ms. Denise Breneman asked if these certifications were available to students with disabilities, and if the school system was tracking that information. Ms. McAllister stated that until recently, her office did not have access to that information because it was only known to the staff that work with special populations; however, with the changes to Perkins, this information will be available so her office can track it better. She advised that the certification's accessibility depends on what it entails and what the certification's vendor has written in its policy. A discussion ensued on the changes to the Perkins grant which now focuses on making opportunities available to individuals with disabilities a priority and what school systems are doing to respond to this call to action. Ms. Bradley thanked Ms. Breneman for bringing this topic up and suggested revisiting this topic again at a later date and have the school systems provide an update on what they have done to respond to these recent changes.

Ms. Bradley asked for a motion to recommend issuing a letter of support for the Small Business Entrepreneurship certification for inclusion on the State's CAPE list.

15. After discussion, upon motion duly made, seconded and unanimously carried, the Career Pathways Committee recommended CareerSource Flagler Volusia issue a letter of support for the Small Business Entrepreneurship certification for inclusion on the State's CAPE list.

Next, Ms. Barnette was called on to present the certification submissions for Flagler County Schools.

### **NCCER Carpentry**

Occupational Title: Carpenter

Ms. Barnette advised that Flagler County has two carpentry programs, one at Matanzas and the other at Flagler Palm Coast (FPC) High School that currently have two hundred students enrolled for the district. She advised that the certification's vendor requires an eight-module core safety certification which is not funded. All students must pass the safety course before they are qualified to move on to the Carpentry certification. Ms. Barnette stated that the Carpentry certification is also comprised of eight modules that delve into hand tools, power tools, building and construction materials, safety materials, and core equipment materials. She advised that they are working at the Flagler Technical Institute's (FTI) to connect the Carpentry certification to their HVAC and Heavy Equipment programs. Ms. Barnette noted that carpentry is the largest employed occupation of all the construction trades and is listed on both the local and State TOLs.

Ms. Bradley asked for a motion to recommend issuing a letter of support for the NCCER Carpentry certification for inclusion on the State's CAPE list.

16. After discussion, upon motion duly made, seconded and unanimously carried, the Career Pathways Committee recommended CareerSource Flagler Volusia issue a letter of support for the NCCER Carpentry certification for inclusion on the State's CAPE list.

### **Mastercam Associate Certification**

Occupational Title: Machinist

Ms. Barnette advised that the next two certifications to present were from Mastercam and both were linked to the Machinist occupation. She stated that there is a great need for manufacturing talent in the local area, as well as the State. Ms. Barnette advised that both Mastercam certifications would be tied to the Carpentry program, so students would be earning their NCCER Carpentry certification at the same time as the Mastercam Associate. Additionally, she noted that this certification would be linked to the Power and Energy program in which FCS currently has 165 students enrolled. Ms. Barnette advised that the Machinist occupation has the earning potential of \$25 an hour as a starting wage, and with ten years of experience, the position can earn a starting wage of \$80,000 annually.

Mr. Arthur Leoffler asked if students will be involved in the Florida FAME program that is beginning to roll out locally. Ms. Barnette replied that she needed to speak with him on that initiative, and they have been discussing it at the County level. Ms. Sikora invited Ms. Barnette to attend the Alliance4 event on September 6<sup>th</sup> and participate in the manufacturing industry's conversation; the Florida FAME model would be discussed there in more detail. Ms. Barnette accepted the invitation.

Ms. Bradley asked for a motion to recommend issuing a letter of support for the Mastercam Associate Certification for inclusion on the State's CAPE list.

17. After discussion, upon motion duly made, seconded and unanimously carried, the Career Pathways Committee recommended CareerSource Flagler Volusia issue a letter of support for the Mastercam Associate Certification for inclusion on the State's CAPE list.

#### **Mastercam Certified Programmer**

Occupational Title: Machinist

Ms. Bradley asked for a motion to recommend issuing a letter of support for the Mastercam Certified Programmer certification for inclusion on the State's CAPE list.

18. After discussion, upon motion duly made, seconded and unanimously carried, the Career Pathways Committee recommended CareerSource Flagler Volusia issue a letter of support for the Mastercam Certified Programmer certification for inclusion on the State's CAPE list.

#### **Foodservice Management Professional**

Occupational Title: Foodservice Manager

Ms. Barnette advised that the vendor offering this credential is the same one that offers the ServSafe and ProStart programs. She advised that this certification provides a pathway for students to move from entry level positions to higher levels of management within the culinary industry. A question was raised on prerequisites to this certification. Ms. Barnette explained that there about 250 students enrolled in culinary programs for the district, and they begin by obtaining their ServSafe certification in their sophomore to junior years. She stated ProStart has a two-level curriculum with two exams to pass, so students complete that certification in the junior and senior years. Ms. Barnette advised that they would like to begin offering the Foodservice Management Professional certification for seniors.

Ms. Bradley asked for a motion to recommend issuing a letter of support for the Foodservice Management Professional certification for inclusion on the State's CAPE list.

19. After discussion, upon motion duly made, seconded and unanimously carried, the Career Pathways Committee recommended CareerSource Flagler Volusia issue a letter of support for the Foodservice Management Professional certification for inclusion on the State's CAPE list.

Ms. Bradley advised that the next item on the agenda was an update on the Request for Proposals (RFP) that will be posted in October 2019. Ms. Bradley stated that the most important job of this Committee is to review and select proposals for contracted services, and asked Ms. Sikora for an update on the RFP. Ms. Sikora advised that many RFPs use a scoring process in order to select proposals; historically, we have not used that method. Ms. Sikora advised that the concern has been that a great program may not be selected because it does not score as high, and a lesser program is selected because it looks better on paper. She noted that there are pros and cons to both methods and that without ranking, the selection process is more subjective.

Ms. Sikora advised that this Committee spent almost a year discussing what we wanted in the proposal and the main components that should be requested. She stated that once the proposals are received, she will create a document that lists all the required components with a space for the Committee members to write their notes to help them when they came together to discuss the proposals. Ms. Sikora advised that without scoring, it is more difficult to explain to a company of a rejected proposal why their proposal was not selected. She advised that before the proposal is posted in October, the Committee must decide whether to use a ranking system or not.

Ms. Bradley asked if there were any Committee members that had experience as both a reviewer and has also submitted proposals before. Ms. Lynette Shott was identified as having experience on both sides of the RFP process. Ms. Sikora asked Ms. Shott if she has a preference for the reviewing process. Ms. Shott replied that she prefers the ranking method. She stated that if the RFP contains a strong narrative and detailed questions, it will make the scoring process easier and a good program will have the vision necessary to answer thoroughly. Ms. Sikora asked if the highest scores won the contract, or if a winner was selected by the group. Ms. Shott replied that each member scored separately, and then the group reviewed and scored the proposals together. She reported that the group then decided what percentage of requested funds each contract would receive, so it was a team consensus. She stated that the scoring aligned with what their subjective feelings were, but the ranking methodology provided a solid

framework when deciding how to allocate funds and provided more valuable input to respondents who were not selected.

Ms. Sikora advised that she spoke to Ms. D.J. Lebo from the Early Learning Coalition who also prefers the ranking methodology for many of the same reasons. She asked the Committee if there were any members present that have not been part of an RFP process before, or any member that participated in the 2016 selection of the current vendors. Ms. Bradley replied that she was a member of the Committee in 2016 when we last went out for bid. Ms. Sikora asked how she felt the process had went. Ms. Bradley advised that she felt it had been a huge task for the Committee. Mr. Arthur Loeffler stated that he has never reviewed RFP proposals before and noted that having a scoring sheet may help newer members navigate the selection process.

The process used for the 2016 RFP selection was explained to the Committee. Ms. Sikora advised that when the proposals were received, she and Ms. Jenn Hale create a side-by-side cost analysis based on the requested funding and the services offered. She reported that the Committee came together to receive copies of the proposals and receive guidance from staff. After that meeting, Ms. Sikora stated that the Committee members were given several weeks to review the proposals on their own, and then the Committee reconvened to go over the proposals as a group.

Ms. Kim Houghton advised that she has written proposals before and from that perspective, she prefers having the clear guidelines a scoring system offers and stated that it lessens the chance of a respondent missing the key components the RFP is seeking. Ms. Bradley concurred and noted that it is pertinent for respondents to know what sections are the most important.

Ms. Sikora advised that at the last meeting, she had selected an October deadline to write the RFP because at a conference she attended, it was suggested to release the RFPs early since most workforce boards issue their RFPs in January; issuing the RFP in October would provide respondents more time to reply. She stated that if she pushes back the RFP release, she can create a scoring document and the Committee can meet to review and provide feedback. Ms. Sikora stated that there is a minor concern that all Committee handouts are public documents, which means that if the Committee meets to review the scoring sheet in October and the RFP is not posted until the end of October, respondents can still review the scoring document prior to the official release of the RFP. However, she noted that the early release of the scoring document may not provide respondents much of an advantage without the RFP.

Ms. Sikora advised that one complication to using a scoring method is that within the Career Centers, there are currently two contractors; one for Center Operator and the other for Case Management. It is possible for one contractor to submit a proposal for either one or both of those pieces, and so the Committee will need to decide how to score proposals that may speak to only one or both of those pieces. A question was raised on whether there were any automatic disqualifications. Ms. Sikora advised that there are certain criteria that a proposal must meet in order to be valid. She noted proposals that are received after the RFP submission timeframe has ended would be considered invalid. Ms. Sikora advised that when it comes to the content of the proposal, the disqualification would occur during the Committee's scoring process. Ms. Bradley asked that if the Committee has any ideas for the RFP to send them to Ms. Sikora.

A timeline for the RFP process was discussed. Ms. Sikora advised that after the RFP is posted, a Bidder's workshop is held to answer respondents' questions. After that, respondents may only ask technical questions and all questions are posted to the website. She advised that once the RFP submission time ends, the Committee will meet to receive the proposals and ask questions. Ms. Sikora stated that the Committee will review the proposals on their own for several weeks and then reconvene to score and discuss. She stated that the Committee will select proposals to recommend to the full Board. Ms. Sikora commented that historically, the Board has always agreed with the recommendations of the Committee since they have reviewed the proposals in depth. She advised that once the Executive Committee and Board review and approve the recommendations, the proposals will enter into contract negotiations and begin on July 1, 2020.

For the last item on the agenda, Ms. Bradley opened the floor to any other business. With no other business being heard, the meeting was adjourned.

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Recording Secretary