

**MINUTES OF THE
CAREERSOURCE FLAGLER VOLUSIA
CAREER PATHWAYS COMMITTEE
February 9, 2021**

A meeting of the CareerSource Flagler Volusia Career Pathways Committee was called to order via Microsoft Teams, at 9:00 a.m. on the 9th day of February 2021, pursuant to written Notice fixing said time and place; the same being filed and attached to these minutes.

Mr. Matt Nelson Chaired the meeting and Ms. Jennifer Gosling served as the Recording Secretary. Mr. Nelson asked Ms. Gosling to call the roll.

The following members of the Career Pathways Committee were present:

Ms. Elizabeth Albert, President – Volusia United Educators
Ms. Nancy Bradley, Administrator – Daytona College, LLC
Ms. Denise Breneman, Development Manager, NE Region – Special Olympics Florida
Ms. Courtney Edgcomb, President – United Way Volusia-Flagler Counties
Mr. Arthur Loeffler, CFO – Dynamic Engineering Innovations. Inc.
Mr. Matt Nelson, Business Manager – IBEW Local Union 756
Mr. Ken Phelps, Vice President of Resource Development – Daytona Beach Regional Chamber
Ms. Cheryl Tanenbaum, Senior Vice President /CFO – Intracoastal Bank
Ms. Keri Wagner, Vice President – DaVita Labs

The following guests were also present:

Ms. Judy Brown, Innovation and Processes Manager – Career Steps, Inc.
Ms. Jenn Hale, Program and Monitoring Manager – CareerSource Flagler Volusia
Mr. Elijah Houser, Project Director – TriO Talent Search
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. Velma Lowe, Managing Director of Operations – Career Steps, Inc.
Mr. Chris McDermott, CTE Coordinator – Flagler Technical College
Ms. Jamie Newcomb, Professional Services Coordinator – Career Steps, Inc.
Ms. Donna Runge, DEO Administrator – Department of Economic Opportunity
Ms. Christine Sikora, Vice President of Innovative Workforce Solutions – CareerSource Flagler Volusia
Ms. Natalie Smith-Wells, Chief Operating Officer – Daytona Beach Housing Authority
Ms. Jenny Stumbras, Business & Community Development Manager – Career Steps, Inc.
Ms. Tarneisha Thomas, Program Manager – Daytona Beach Housing Authority
Mr. Brian Willard, Program Director – Road to Success Program
Ms. Jennifer Gosling, Executive Assistant – CareerSource Flagler Volusia

Mr. Matt Nelson called the meeting to order and advised that Ms. Denise Breneman will be replacing Ms. Nancy Bradley as Co-Chair for the Committee. He stated that Ms. Bradley's new role as Vice Chair for the Board and Chair of the Finance Committee come with a heavy responsibility. He thanked Ms. Bradley for seeing the Committee through the Request for Proposals and selection process for new contractors. It was noted that Ms. Bradley would continue to lend her experience to the Committee as a member.

Mr. Nelson asked for a motion to approve the minutes of the September 3rd meeting.

1. After discussion, upon motion duly made, seconded, and unanimously carried, the Career Pathways Committee approved the September 3, 2020 minutes.

Mr. Nelson introduced Mr. Elijah Houser, the Program Director for Daytona State College's (DSC) TRiO Talent Search program. He asked Mr. Houser to present the program to the Committee. Mr. Houser advised that the mission of the TRiO program is to increase the number of students that complete high school, enroll in the college or university of their choice, and finish their post-secondary education. He clarified that while DSC was the recipient of the grant, the participants are encouraged to find the right school or program for them. Mr. Houser reported that TRiO is a college readiness program for middle and high school students and is currently serving over five hundred students at six schools within Volusia County. He provided a brief history of the program and advised that TRiO targets low-income, first-generation college students, and individuals with disabilities.

Mr. Houser discussed in-depth the program objectives and services. He advised that with the COVID-19 pandemic, the program went virtual which had the benefit of engaging more parents than ever before. Mr. Houser noted that the program currently serves Volusia County, and they will include Flagler County in the new proposal. He stated that the proposal will include a hybrid model that combines in-person and virtual elements. Mr. Houser explained that the program worked based on target schools. He advised that TRiO would perform a needs assessment for the Counties and then submit the schools to the Department of Education for approval. He showed a list of possible schools to be included in the proposal.

The Committee was shown pictures of events and other opportunities provided to students. Mr. Houser stated that sixty-seven percent of participants must be low-income and potential first-generation. Additionally, participants must attend one of the target schools within Volusia County and be a U.S. citizen, permanent resident, or on the path to residency. He stated that the students must maintain a 2.5 grade point average, meet with their TRiO advisor at least once per month, and possess the desire to pursue postsecondary education.

A question was raised on how students can learn about this opportunity, particularly the ESE population. Mr. Houser responded that they use the school's guidance counselors

to set up presentations for entire classrooms and hand out applications to all the students.

Mr. Nelson advised that at the January 15th Board and Committee Workshop, there was a facilitated discussion by Dr. Deanna Wathington around diversity, inclusion, and creating equity in our community. He stated that a grant from the Truist foundation has allowed us to provide supportive services to jobseekers through December 2020. Mr. Nelson explained that the grant funding was unrestricted which meant we could serve customers that were not enrolled in one of the federally funded programs. He noted that without the paperwork and eligibility requirements, the grant could offer a quicker turnaround for assistance. Mr. Nelson advised that now that the grant has concluded, we are considering ways to continue to provide these services to the community. Ms. Denise Breneman advised through her work with Special Olympics, she has found many companies have newly created positions to address diversity and inclusion and there are grants available to assist with the equity initiative. She recommended that we research grants that could help extend these services. Mr. Nelson called on Ms. Christine Sikora to provide an update on the grant.

Ms. Sikora advised that the first Truist grant CareerSource Flagler Volusia received was for \$20,000 and funded supportive services such as transportation, background checks, fingerprinting, office supplies, tools, daycare, drug tests, and licensing fees. She reported that ninety-two individuals were served through the duration of the grant. Ms. Sikora stated that a second Truist grant was received which is being used to support the contextual leadership training videos. She asked Ms. Courtney Edgcomb to discuss the videos. Ms. Edgcomb advised that Ms. Susan Rink has been teaching contextual leadership methodologies that center around how a person relates to others and issues within the community. She stated that the videos are being recorded so that they can be shared on the CareerSource Flagler Volusia (CareerSourceFV) website.

Ms. Sikora asked the Committee if they felt there was value in continuing to offer supportive services which were funded previously through the grant, even if it is outside the normal scope of work. With no further comments being made, Mr. Nelson asked for a motion to approve a recommendation to the Executive Committee to continue offering supportive services.

2. After discussion, upon motion duly made, seconded, and unanimously carried, the Career Pathways Committee approved the recommendation to the Executive Committee to continue providing supportive services.

Mr. Nelson advised that at the last meeting, Mr. Ken Phelps provided an update on the YouScience special project funded by CareerSourceFV. He stated that at that time, there had been minimal movement on the project due to COVID-19 and Volusia County Schools' response to the pandemic. Mr. Nelson asked Mr. Phelps to report on the progress since the last meeting. Mr. Phelps reported that the Daytona Regional Chamber held a presentation with Volusia County Schools' management on January 6th to inform them of what the assessment offers. He stated that the meeting went well, and the next step is to coordinate another meeting with all of the middle school and high school principals to get their feedback on the best means of implementation. Mr. Phelps reported that they have received a commitment from YouScience to provide the full program to all fourteen middle schools and ten high schools in Volusia County for the equivalent funding provided by CareerSourceFV. Mr. Phelps advised that the full program for the County would retail at \$46,000; however, YouScience will provide it for \$20,000 as long as the contract with CareerSourceFV remains in place. He stated that this upgrade resolved the concern he had picking and choosing which schools and students would receive certain programs. Additionally, the full program comes at no capital outlay from the school system, and it gives the potential to offer this program for up to four years. Mr. Phelps advised that four years would provide an opportunity to assess the effectiveness of the program as well as develop alternative funding streams and partnerships to continue the YouScience assessment beyond the life of the contract.

Mr. Nelson advised that at the next meeting in April, the Committee will be tasked with reviewing each of the service delivery contracts and make recommendations to the Board of Directors on whether to renew each contract. He asked Ms. Sikora to review the performance measures. Ms. Sikora reminded the Committee of the federal performance measures and reviewed the first quarter performance for 2020-2021. She noted that because so few dislocated workers were served the data is easily skewed; this explains why the dislocated worker measures appeared unmet. Ms. Sikora advised that it is anticipated the number of dislocated workers will increase when the Reemployment Assistance work search requirement waivers end. She reviewed the measures further.

Ms. Sikora stated that Committee was asked at the last meeting what additional information they would like to have when renewing contracts, and she reviewed some of the suggestions that were given. One of the suggestions was to have the contractors submit a quarterly report for the Committee to review. Ms. Sikora stated that in her role on another Board, she found more value in verbal presentations from contractors rather than written reports. She asked if the Committee had a preference on how the reports were given. Ms. Edgcomb advised that she would find it helpful to have a narrative prior to the meeting for review and then be given time at the meeting to ask questions. Ms.

Sikora advised that she would send out the narratives two weeks in advance of the meeting to provide enough time for the Committee to review. Ms. Edgcomb suggested that the contractors include any successes that they have had in their narrative.

Mr. Nelson directed the Committee's attention to the Strategic Imperatives. He advised that he asked Ms. Sikora to put the Committee's mission on the top of the agenda and has requested to always have the mission visible on the agenda going forward. The Committee reviewed the assigned Strategic Imperatives and no changes were made.

Mr. Nelson opened the floor to other business. Mr. Arthur Leoffler provided an update on the Federation for Advanced Manufacturing Education (FAME) Florida Sunshine Chapter. He provided a brief history of the program that began as an initiative from Toyota and advised that the first Florida chapter was established just prior to the pandemic. Mr. Leoffler explained that the program sends existing and potential employees to classroom training three days a week and to work two days a week. He stated that participants were paid the equivalent of someone who has obtained a two-year degree as an advanced manufacturing technician in addition to some incentives during the program, and that participants would exit the training debt-free. He stated that several groups have partnered locally to replicate this, including CareerSourceFV and Daytona State College.

Mr. Leoffler reported that they are working on getting their first cohort of twenty students enrolled to begin training in August, and they will have a conference call tomorrow to discuss the rollout. He advised that historically, twenty percent or more of the participants of the FAME program are not typical students; they are applicants that have been out of school for a while or have never attended school. Mr. Leoffler stated that CareerSourceFV customers within this demographic may be good candidates for the program. He noted that Ms. Sikora will be joining their Board of Directors and the Volusia Manufacturing Association will be heading up the program. Mr. Leoffler asked that if anyone was interested in attending the call tomorrow, to let Ms. Sikora know.

The Committee asked how the FAME program will recruit participants and if there were any restrictions. Mr. Leoffler replied that they are reaching out to all of the advanced manufacturing programs within schools in Volusia and Flagler Counties as well as reaching out to manufacturers to determine if they have existing employees who could be potential students. He advised that the program is very specific and has some prerequisites; one of the restrictions is that there cannot be any remediation involved.

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With no other business being heard, the meeting was adjourned.

Recording Secretary