

Business Enhancement Committee Meeting

Monday, January 13, 2020 – 1:30 p.m.

MINUTES**I. Call to order**

The meeting was called to order at 1:30 p.m. by Ray Royce, Committee Chair. Mr. Royce inquired if there were any Requests for Public Comment and was advised that none had been received.

II. Introductions

Roll was called to identify and confirm committee members present in the room and those participating by phone. Staff and others present were identified (see end of meeting minutes for attendees).

III. Topic**Action Items:****A. Addition to Local Demand Occupations List**

Referring to the action item in the agenda packet, Donna Doubleday (President/CEO) announced the request to add Pharmacy Technician to the local Demand Occupations List.

Ms. Doubleday explained that in March 2019, CareerSource Heartland (CSH) joined with CareerSource Research Coast to apply for a CareerSource Florida (CSF) grant to provide Pharmacy Technician training opportunities to CVS employees through apprenticeships.

During the grant application, CSH staff verified CVS's need for Pharmacy Technicians throughout our four-county area but could not verify this demand in other pharmaceutical distribution centers.

To ensure CSH remains in compliance with WIOA requirements for the provision of training, and to allow CSH to proceed with the provisions of the grant, the request to add Pharmacy Technician was made, but specific to the CVS Apprenticeship opportunities. For clarification, Mr. Nielander asked why this would only be specific to CVS Apprenticeships. Ms. Doubleday explained that unlimited addition of Pharmacy Technician would require documentation of a minimum of 10 openings that could not be verified.

Committee Chair, Raymond Royce, asked if there were additional questions. None were noted.

- A motion was made by Russell Brown to approve staffs' request to add Pharmacy Technician, specific only to the CVS Apprenticeship opportunities, to the local Demand Occupations List.
- Motion seconded by Selvin McGahee.
- Motion carried unanimously

B. Approval of Local Plan

Referring to the action item in the agenda packet, Donna Doubleday (President/CEO) explained the WIOA requirement that each local workforce development board develop, and submit to the State, a comprehensive four-year Local Plan. The current plan, set to expire on June 30th 2020, necessitates a new four-year plan that will be effective July 1st 2020. The deadline for plan submission is March 16th

This plan is formulated from past Board and committee actions and various community meetings. After approval, the plan can still undergo minor change, such as a change to a committee chair. Whenever a change is made, CSF is notified.

Ms. Doubleday explained that, although not much different from the previous plan, the new plan has been updated to reflect changes to membership, economic development partners, community partners, addition of the Skills-Gap Analysis, and the like.

However, drawing attention to page 72, Ms. Doubleday explained the reasons behind new wording modifying the definition for youth eligibility.

Original Wording:

Basic Skills Deficient in English, Language, or Math, as determined by [TABE \(Test of Adult Basic Education\)](#) scores at or below the 8th grade level in any one of these three areas.

Proposed Wording:

Basic Skills Deficient in English, Language, or Math, as determined by [a test of adult education \(e.g. TABE \[Test of Adult Basic Education\] or CASAS \[Comprehensive Adult Student Assessment Systems\]\)](#) scores at or below the 8th grade level in any one of these three areas.

The proposed definition change is, in turn, prompted by changes to the TABE that have made it longer, more difficult to administer, and have altered interpretations that affect the identification of grade-level scores. Additionally, some CSH partners have begun using other tools, such as CASAS, in place of the TABE.

No other plan changes were highlighted or discussed.

Committee Chair, Raymond Royce, asked if there were any questions or comments. None were noted.

- A motion was made by Russell Brown to approve the proposed four-year Local Plan.
- Motion seconded by Yessenia Irizarry.
- Motion carried unanimously

IV. Other

No other matters were brought before the committee.

V. Adjourn

The meeting was adjourned at 1:45 p.m.

Committee members present and participating: Ray Royce (Chair), Russell Brown, Mary Kay Burns, Elizabeth Densmore, Marivel Garza, Yessenia Irizarry, Thomas Leitzel, Brenda Longshore, William Nielander, Tara Poulton, Selvin McGahee, Laurel White, Mike Willingham

Committee members absent: Kevin Cundiff, Stefanie Gonzalez, David Royal, Sherry Sapp, Megan Smith, Sandra Swanson, John Varady

Public attendance: None

CSH staff present: Donna Doubleday, Ann Martin, Brian Mercurio