



Executive Committee  
Phone Meeting

Wednesday, January 14, 2015  
9:00 a.m. – 10:00 a.m.

Conference Call-in phone number: (866) 576-7975 / Participant Access Code: 299848

*Strategic Goals developed by the Board:*

- *CareerSource Central Florida will become business focused in all efforts*
- *CareerSource Central Florida will identify ways to measure progress and Return On Investment (ROI)*
- *CareerSource Central Florida will become the backbone organization for workforce development in Central Florida*

1. **Welcome**.....Wendy Brandon

- A. Roll Call/Establishment of Quorum
- B. Public Comment

2. **Approval of Minutes from Previous Meeting (12/4/14)**

3. **Information/Discussion/Action Items:**

A. Chair's Remarks.....Wendy Brandon

B. Committee Updates

- 1) Audit Committee
- 2) Community Engagement Committee
- 3) Finance Committee
  - a) Termination of Lease at Mendham Location.....*Action Item*
  - b) Furniture Vendor for Admin Office.....*Information Item*
- 4) Governance Committee
  - a) Updated Board Roster - Appointment
- 5) Program Committee
- 6) Youth Committee
  - a) Youth Short-Term Training RFQ .....*Information Item*

C. 1/22/15 Joint Meeting of Consortium/Board of Directors Agenda

4. **Other Business**

5. **Adjourn**

**Upcoming Meetings:**

- Joint Consortium & Board of Directors – Thursday, January 22, 2015 / 9:00am to 11:00am  
CareerSource Central Florida, 707 Mendham Blvd., Suite 250, Orlando, FL 32825
- Executive Committee – Thursday, March 19, 2015 / 9:00am to 10:30am  
CareerSource Central Florida, 707 Mendham Blvd., Suite 250, Orlando, FL 32825

**DRAFT**

**Executive Committee Meeting**  
707 Mendham Blvd., Suite 250  
Orlando, FL 32825

**December 4, 2014**  
**10:00 a.m.**

**MINUTES**

**MEMBERS PRESENT:** Wendy Brandon, Robert Brown, Debbie Clements, Leland Madsen, and Eric Ushkowitz

**MEMBERS ABSENT:** Greg Beliveau, Eric Jackson, William Merck and Sanford Shugart

**STAFF PRESENT:** Pam Nabors, Mimi Coenen, Leo Alvarez, Ann Beecham and Kaz Kasal

**1. WELCOME**

Ms. Brandon called the meeting to order at 10:05 a.m. and welcomed those in attendance.

A. Roll Call/Establishment of Quorum

Ms. Kasal commenced with roll call and reported that there was a quorum present.

B. Public Comment

None offered.

**2. APPROVAL OF MINUTES FROM PREVIOUS MEETING (11/6/14)**

After review, Mr. Brown made a motion to approve the minutes from the 11/6/14 Executive Committee Meeting. Mr. Madsen seconded; motion passed.

**3. INFORMATION/DISCUSSION ITEMS:**

A. Chair's Remarks

Ms. Brandon asked the committee if 1/15/15 Executive Committee meeting could be moved to 1/14/15 at the same time of 9:00am. The committee concurred and Ms. Brandon asked Ms. Kasal to communicate the change to the rest of the committee.

B. President/CEO's Goals

Ms. Brandon referenced the draft document entitled "President/CEO Goals 2014-2015" and reviewed the two sections: 1) "Measureable Objectives" which lists Ms. Nabors' three organizational objectives and corresponding performance indicator categories and 2) "Soft Skills / Competencies" which describe leadership skills and attributes, and the levels of each competency. This format is in line with CareerSource Central Florida's overall performance management system and provides more measurable and strategic goals. Ms. Nabors noted a correction to be made under "Goal #1" under "Work Products" performance indicator: "Direct project plan and implement administrative office move by March 1, 2015 - this should be

changed to 4/1/15 based on lease negotiations.

**Ms. Clements made a motion to approve “President/CEO’s Goals” to include Ms. Nabors above noted correction. Mr. Ushkowitz seconded; motion passed.**

C. Committee Updates

1. Audit Committee

Mr. Ushkowitz stated that there are no updates to report.

2. Community Engagement Committee

Ms. Nabors stated that the Community Engagement Committee met on 11/18/14 and reviewed outreach activities for the first quarter of FY 14-15. The committee also reviewed and discussed strategies to effectively quantify and evaluate event outreach requests to ensure return on investment (ROI) is being realized.

3. Finance Committee

Mr. Alvarez referenced the document entitled “CareerSource Central Florida Proposed Retirement Plan Changes” and stated the intent is to better align with similar size organizations as well as standard practice. Ms. Nabors added that both the ERISA attorney and retirement plan broker recommended changes in two key areas:

- 1) Adding a vesting schedule on CareerSource Central Florida contributions to individual plans
- 2) Setting parameters/criteria for employee loans

**Ms. Clements made a motion to approve the proposed retirement plan changes effective 1/1/15. Mr. Ushkowitz second; motion passed.**

4. Governance Committee

a) Enterprise Risk Management (ERM) Draft Policy

Mr. Brown referenced the “Enterprise Risk Management” draft policy in the meeting packet and commended the staff for the great and thorough job compiling information from different sources into this policy. Mr. Brown stated that the Governance Committee reviewed and had no additional edits to this draft policy.

**Mr. Brown made a motion to approve moving this draft policy to full board for approval. Mr. Madsen seconded; motion passed.**

b) Board Retreat Notes

Ms. Nabors referenced the “Retreat Summary and Strategic Business Engagement Plan Outline” –which is a condensed and goal-categorized version of the Board’s feedback from the 10/16/14 Board Retreat. The next step will be for staff to use this outline as framework to build-out and craft the business engagement/strategic plan, which will be brought to the board in early 2015. Staff will also hold public commentary as part of the draft strategic plan process.

5. Program Committee

Ms. Nabors stated that the Program Committee will meet tomorrow, 12/5/14, and will review four training provider requests. Also there will be discussion over the next two meetings with regard to enhancing protocols for training providers regarding performance measurement in preparation to align with the Workforce Innovation and Opportunity Act (WIOA).

6. Youth Committee

Ms. Clements stated that the Youth Committee met on 11/19/14 and discussed the \$500,000 in unobligated funds to be used to offer services to enhance existing programs to help out-of-school youth in critically needed areas: Parramore District; Lake/Sumter and foster youth. This focus aligns also with the new WIOA legislation which has a significant focus on out-of-school youth. The youth summit was also discussed and staff is looking at an opportunity to partner with Florida Juvenile Justice Association on their upcoming 2015 Adolescent Conference in Orlando and facilitate a post-conference on Youth Employment & Training. Lastly, all contract negotiations are finished and contracts have been renewed/extended through this program year.

D. 12/11/14 Board of Directors Agenda

Ms. Brandon asked that "President/CEO's Goals" be added under "Chair's Remarks" section. Ms. Nabors stated that Ms. Lois Scott with the Department of Economic Opportunity (DEO) will be in attendance to present on regional performance. Ms. Brandon asked Ms. Kasal remind/emphasize to the Board that the location of the meeting will be at the downtown Orlando Public Library.

4. ADJOURN

Ms. Brandon thanked those who attended the meeting.

There being no other business, the meeting was adjourned at 10.43 am

Respectfully submitted,

Kaz Kasal  
Administrative Supervisor



## ACTION ITEM #1

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**To: Executive Committee**

**From: Leo Alvarez**

**Subject: CareerSource Central Florida – Admin Office Facilities Lease Termination**

**Date: January 14, 2015**

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**Purpose:**

To authorize and direct the President/CEO the authority to early terminate the current administrative office lease.

**Background:**

On September 26<sup>th</sup> the Board of Directors approved staff's recommendation to relocate CareerSource Central Florida's administrative office to the Bank of America Center. The target completion date of the new facility is April 1, 2015. The organization's current administrative office lease expires on December 31, 2015. Per legal review performed by Gray Robinson of the early termination clause contained in the facility lease document, there is no early termination penalty fee if the lease is terminated during its final year of contract. The only requirement necessary to satisfactorily terminate the lease is to provide a 90 day notice prior to date of vacancy. Staff is seeking approval from the Executive Committee to authorize the President/CEO to terminate the lease effective April 30, 2015.

**Recommendation:**

To authorize and direct the President/CEO (i) to terminate the leases at the Mendham Boulevard properties at such time and effective on such date or dates as she determines, in her judgment, to be necessary and useful to carry out properly and cost-effectively the relocation of the CareerSource offices to the new location and (ii) to take all other actions necessary or useful to complete the relocation of the CareerSource offices.



## MEMORANDUM

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**To: Executive Committee**  
**From: Leo Alvarez**  
**Subject: CareerSource Central Florida – Furniture Procurement Timeline**  
**Date: January 14, 2015**

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**Purpose:**

The purpose of this memo is to provide a timeline for the procurement of CareerSource Central Florida's office furniture for the new administrative facility.

**Background:**

Over the last several weeks CareerSource Central Florida staff has worked with Parkway Properties designated architect, HKS Orlando, on a workspace layout, interior design scheme, and furniture needs for the new administrative offices. Previously, a budget of \$150,000 was established within the current fiscal year to accommodate this purchase. After the initial process discussion with staff and establishment of the desired workspace layout, HKS toured the current office space to ascertain what existing furniture could be incorporated into the new facility and determine what still needed to be procured. As a result of this analysis CareerSource Central Florida plans to utilize all of its current office furniture, conference room tables and chairs and will only purchase open workstations and collaborative room furniture, and staying within the current budget parameters. The new furniture will provide an open concept creating a design that maximizes and utilizes the square footage of the new space efficiently and effectively. To help offset the costs of the new furniture, CareerSource Central Florida will seek vendors interested in a buy-back option on our current workstations. Any furniture that is not sold will be utilized in one of the CareerSource centers, or donated to a local not-for-profit organization.

Based on the organization's procurement requirements and desire to obtain the most cost effective option possible, CareerSource Central Florida is releasing a request for quotes. The following timeline has been established:

- **January 9, 2015:** Issue RFQ for furniture
- **January 23, 2015:** Deadline to submit responses
- **January 30, 2015:** Evaluate responses
- **February 4, 2015:** Provide recommendation to the Executive Committee for review and approval
- **February 13, 2015:** Establish vendor relationship and order furniture

The industry standard for furniture delivery is 6-8 weeks from the date of purchase. It is anticipated that the build-out of the new administrative space will be completed by April 1<sup>st</sup>. Staff recommends this information item be presented during the Board of Directors meeting, scheduled for January 22, 2015, including an action item granting the Executive Committee authority to review and approve the furniture vendor selection. This meeting would be held via conference call during the first week in February.

**CAREERSOURCE CENTRAL FLORIDA BOARD OF DIRECTORS ROSTER (PROPOSED)**

<b>Private Sector</b>	<b>Seat #</b>	<b>Name</b>	<b>Effective Date of Appointment</b>	<b>Term Ends</b>
<b>LAKE - 2 Seats</b>				
	001	Sheri Olson, Director of Development, South Lake Hospital	7-1-13	6-30-15
	002	Greg Beliveau, President/Owner, LPG Urban and Regional Planners	7-1-13	6-30-16
<b>ORANGE - 8 Seats</b>				
	003	Jody Sweet, Vice President of Recruitment, Diversity & Inclusion and Talent Management, Walt Disney Parks & Resorts	2-27-14	6-30-16
	004	Paul Bough, Senior Project Manager, URS Corporation	7-1-13	6-30-16
	005	Eric Jackson, President/CEO, Total Roof Services Corp.	7-1-14	6-30-17
	006	Deborah Clements, Government & Community Relations Manager, Duke Energy	10-5-11	6-30-15
	007	Dr. Robert Spooney, President/CEO, Robert M. Spooney & Associates	10-21-11	6-30-15
	008	Diana Bolivar, President, Hispanic Chamber of Commerce of Metro Orlando	7-1-14	6-30-17
	009	Dr. Angela Adams, Executive Director, Central Florida Pharmacy Council	5-3-12	6-30-15
	010	Steven Brooks, President, DeVry University-Orlando Area	1-22-15	6-30-16
<b>OSCEOLA - 2 Seats</b>				
	011	Larry Walter, President, Hanson, Walter & Associates, Inc.	12-13-12	6-30-15
	012	Mark Wylie, President/CEO, Central Florida Chapter Associated Builders and Contractors, Inc.	7-1-14	6-30-17

**CAREERSOURCE CENTRAL FLORIDA BOARD OF DIRECTORS ROSTER (PROPOSED)**

<b>Private Sector</b>	<b>Seat #</b>	<b>Name</b>	<b>Effective Date of Appointment</b>	<b>Term Ends</b>
<b>SEMINOLE - 3 Seats</b>				
	013	Wendy H. Brandon, CEO, Central FL Regional Hospital	7-1-14	6-30-17
	014	Melanie Cornell, Principal, HKS Architects, Inc.	10-5-11	6-30-15
	015	Richard Sweat, President, .decimal	7-1-13	6-30-16
<b>SUMTER - 2 Seats</b>				
	016	Leland Madsen, Administrator, Bedrock Resources, Inc.	7-1-13	6-30-16
	017	Chuck Todd, Owner, Circle C Farms	5-3-12	6-30-15



**CAREERSOURCE CENTRAL FLORIDA BOARD OF DIRECTORS ROSTER (PROPOSED)**

<b>Public Sector Seats Required per DEO (see letter dated July 2011)</b>	<b>Seat #</b>	<b>Name</b>	<b>Effective Date of Appointment</b>	<b>Term Ends</b>
Education	001	Sanford Shugart, President/CEO, Valencia College	10-5-11	6-30-15
Education, adult education and post- secondary	002	William F. Merck II, VP for Administration and Finance and Chief Financial Officer, University of Central Florida	7-1-14	6-30-17
DCF	003	William D'Aiuto, Central Regional Managing Director, DCF	7-1-13	6-30-16
Vocational Rehab	004	Brian Michaels, District Administrator, Division of Blind Services, Dept. of Education (Division of Blind Services serves individuals with disabilities)	7-1-14	6-30-17
Private Sector Non-Profit Training Institution	005	Leslie Hielema, Vice President, The Orlando Center/ Florida Institute of Technology	2-27-14	6-30-16
<b>Private Sector For-Profit Training Institution</b>		<b>Steven Brooks, President, DeVry University-Orlando Area</b>	<b>1-22-15</b>	<b>6-30-16</b>
Senior Community Service Employment programs	006	Lorna Garrow, Employment & Training Coordinator, Experience Works, Inc.	7-1-14	6-30-17
Economic Development	007	Eric Ushkowitz, Economic Development Administrator, Orange County Government	10-5-11	6-30-15
Economic Development	008	Nicole Guillet, Seminole County Manager, Seminole County Board of County Commissioners	7-1-14	6-30-17
Labor	009	Jack Plettinck, International Union of Painters & Allied Trades (IUPAT)	10-21-11	6-30-15
Labor	010	David Brier, Business Manager, Laborers' International Union of North America (LIUNA)/ Southeast Laborers	7-1-14	6-30-17
CSBG, employment and training programs		(Eric Ushkowitz is fulfilling these requirements representing Orange County Government)		6-30-15
CBO	011	Tirso Moreno, General Coordinator, Farmworker Association of Florida	7-1-14	6-30-17
CBO	012	Bob Brown, President/CEO, Heart of Florida United Way (United Way funds programs to veterans)	7-1-14	6-30-17
Migrant and Seasonal Farmworker	013	Joseph A. Sarnovsky, Vice President & CFO, Seminole State College	10-5-11	6-30-15



3005 Highland Parkway  
Downers Grove, IL 60515

December 5, 2014

The Honorable Mayor Teresa Jacobs  
Orange County Government  
201 S. Rosalind Avenue, 5<sup>th</sup> Floor  
Orlando, FL 32801

RE: CareerSource Central Florida Board Nomination

Dear Mayor Jacobs,

DeVry University is pleased to nominate Steven E. Brooks, President of DeVry University – Orlando Metro, to serve on the CareerSource Central Florida Board of Directors and fill the following seat: Private Sector For-Profit Training Institution.

DeVry University is a leading global provider of career-oriented educational services, and just recently named as one of the top 10 colleges and universities in Central Florida by the *Orlando Business Journal*. In his capacity as President, Mr. Brooks would be a valuable contributor to CareerSource Central Florida for both governance and strategic planning. Thank you for your consideration of his appointment.

Sincerely,

A handwritten signature in black ink, appearing to read "Julio Torres".

Julio Torres  
Group Vice President, DeVry University

cc: Pamela Nabors/CEO – CareerSource Central Florida  
707 Mendham Blvd.  
Suite 250  
Orlando, FL 32825



**Workforce Investment Consortium & CareerSource Central Florida Board of Directors Joint Meeting**

**Meeting Agenda**

Thursday, January 22, 2015 - 9:00 a.m. to 11:00 a.m.

CareerSource Central Florida – Administration Office

707 Mendham Blvd., Suite 250, Orlando, FL 32825

Conference Call-in phone number: (866) 576-7975 /Participant access code: 299848

**Strategic Goals developed by the Board:**

- CareerSource Central Florida will become business focused in all efforts
- CareerSource Central Florida will identify ways to measure progress and Return On Investment (ROI)
- CareerSource Central Florida will become the backbone organization for workforce development in Central Florida

Welcome ..... Mayor Jacobs/Wendy Brandon, Board Chair

Mission Moment ..... Program Services Spotlight

**Business Matters of the Consortium and Board:**

1. Roll Call / Establishment of Quorum
2. Public Comment
3. Approval of the Minutes
  - A. 6/20/14 Joint Meeting of Consortium & Board Minutes  
(Board approved at their 9/26/14 Meeting)
    - Consortium *Action*
  - B. 12/11/14 Board Meeting
    - Board *Action*
4. Board of Directors – Appointment
  - Consortium *Action*
5. Chair’s Report ..... Wendy Brandon, Board Chair
  - A. Service Recognition - Certificate Award for Lorna Garrow
6. President’s Report
  - A. Finance
  - B. Operations
7. Board Education – WIOA Part II ..... Pam Nabors
8. Committee Reports
  - A. Audit Committee ..... Eric Ushkowitz, Committee Chair
  - B. Community Engagement Committee ..... Kevin Shaughnessy, Committee Chair
  - C. Executive Committee ..... Wendy Brandon, Board Chair
    - 1) Term of Lease Notice ..... *Information/Action*
    - 2) Approval of Furniture Vendor for Admin Office ..... *Action*
  - D. Finance Committee ..... Bill Merck, Committee Chair

- E. **Program Committee**.....Dr. Sanford Shugart, Committee Chair
- F. **Youth Committee** .....Debbie Clements, Committee Chair
  - 1) Youth Short-Term Training RFQ .....Action
- G. **Governance Committee** .....Bob Brown, Committee Chair

**9. Other Business**

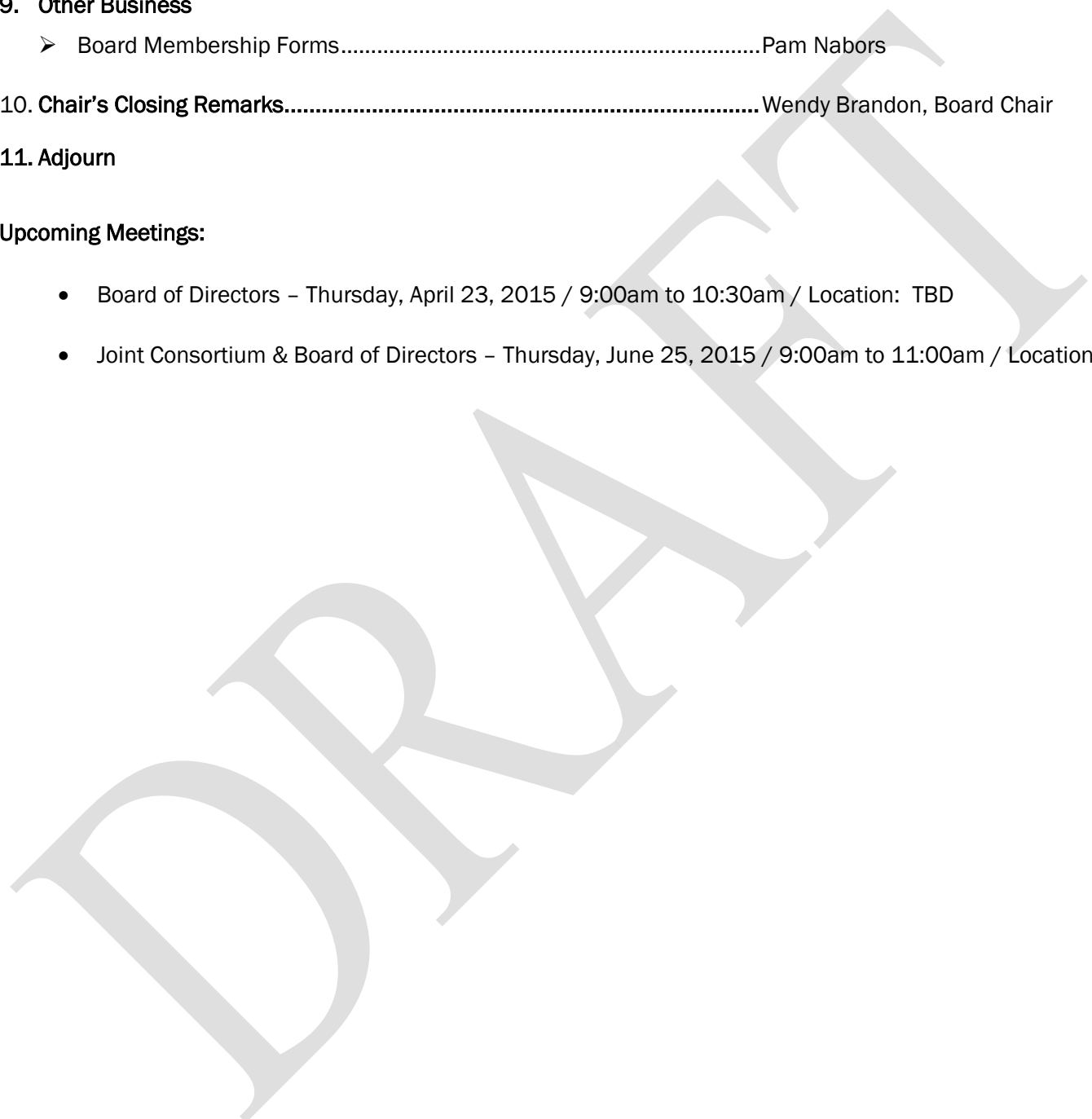
- Board Membership Forms.....Pam Nabors

**10. Chair’s Closing Remarks**.....Wendy Brandon, Board Chair

**11. Adjourn**

**Upcoming Meetings:**

- Board of Directors – Thursday, April 23, 2015 / 9:00am to 10:30am / Location: TBD
- Joint Consortium & Board of Directors – Thursday, June 25, 2015 / 9:00am to 11:00am / Location: TBD



In accordance with Florida Statutes, Chapter 286.0105, any person wishing to appeal a decision made by the Central Florida Area Workforce Investment Consortium with respect to any matter considered at such a meeting or hearing, will need a record of proceedings. For such purposes he or she may need to ensure that a verbatim record of the proceedings is made, which may include the testimony and evidence upon which the appeal is based.

In accordance with the Americans with Disabilities Act (ADA), if any person with a disability as defined by the ADA needs special accommodation to participate in this proceeding, then not later than two business days prior to the proceeding, he or she should contact Kaz Kasal at Workforce Central Florida at (407) 531-1222