



Executive Committee Phone Meeting

Thursday, April 16, 2015
9:00 a.m. – 10:30 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

2. Roll Call/Establishment of Quorum

3. Public Comment

4. Approval of Minutes

- A. 1/14/15 Executive Committee Meeting
- B. 2/4/15 Executive Committee Phone Meeting

5. Information/Discussion/Action Items

- A. Chair's Remarks
- B. Update on Administration Move
- C. Committee Updates – (Pending Board Actions attached)
 - 1) Audit Committee
 - 2) Community Engagement Committee
 - 3) Finance Committee
 - 4) Governance Committee
 - 5) Program Committee
 - 6) Youth Committee

D. 4/23/15 Board of Directors Agenda

6. Other Business

7. Upcoming Meetings

- Board of Directors – 9:00am, Thursday, April 23, 2015 / Orlando Health
- Executive Committee Meeting – 9:00am, Thursday, June 18, 2015

8. Chair's Closing Remarks

9. Adjournment

DRAFT

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

January 14, 2015
9:00 a.m.

MINUTES

MEMBERS PRESENT: Wendy Brandon, Greg Beliveau, Robert Brown, Debbie Clements, Leland Madsen, Sanford Shugart and Eric Ushkowitz

MEMBERS ABSENT: Eric Jackson, Leland Madsen and William Merck

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

GUESTS PRESENT: Tom Wilkes, Heather Ramos/GrayRobinson

1. WELCOME

Ms. Brandon called the meeting to order at 9:00 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 (12/4/14)

After review, Mr. Brown made a motion to approve the minutes from the 12/4/14 Executive Committee Meeting. Dr. Shugart seconded; motion passed.

3. INFORMATION/DISCUSSION ITEMS:

A. Chair's Remarks

Ms. Brandon stated she had no updates to report.

B. Committee Updates

1. Audit Committee

Mr. Ushkowitz stated that the Joint Meeting of the Audit and Finance Committees is scheduled for 2/4/14 at 2:00pm. Mr. Ushkowitz stated he had no further updates to report.

2. Community Engagement Committee

Ms. Nabors stated that the Community Engagement Committee met on 1/13/15 and reviewed outreach activities to date.

3. Finance Committee

a) Termination of Lease at Mendham Location

Mr. Alvarez referenced the memo in the meeting packet and stated the administration office lease will be expiring on 12/31/15. Per legal review performed by GrayRobinson 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 4/30/15.

After review and discussion, Mr. Brown made a motion to authorize and direct the President/CEO (i) to terminate the leases at the Mendham Boulevard properties at such time and effective an 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. Mr. Beliveau seconded; motion passed.

b) Furniture Vendor for Admin Office

Mr. Alvarez referenced the memo in the meeting packet with regard to the furniture procurement timeline. Mr. Alvarez stated that staff has been working with Parkway Properties designated architect HKS Orlando, of which Ms. Cornell and her associates at HKS have been providing their technical expertise pro bono on workspace layout, design and furniture needs for the new administration office. CareerSource Central Florida plans to utilize all of its current office furniture and will only purchase open workstations, which will more effectively and efficiently utilize space. Due to the very tight timeline, staff recommends this information item be presented during the 1/22/15 Board Meeting as an action item for the Board to grant the Executive Committee authority to review and approve the furniture vendor selection. Staff suggested the Executive Committee could meet via phone during the first week in February to make this approval. The Committee concurred with the procurement process and timeline and agreed to schedule a phone meeting for 2/4/15 at 2:00pm, just prior to the Joint Meeting of Audit and Finance Committees.

4. Governance Committee

a) Updated Board Roster – Appointment

Mr. Brown referenced the proposed CareerSource Central Board Roster noting the proposed nomination by Mayor Jacobs of Mr. Steven Brooks with DeVry University to fill the “Private Sector For-Profit Training Institution” seat on the Board.

Ms. Nabors stated that Ms. Lorna Garrow resigned from Experience Works in December 2014 and thus the “Senior Community Service Employment Program” seat she held on the Board is now vacant. Ms. Nabors stated that she is currently seeking feedback from the State’s Senior Community Employment Program (SCSEP) as well as Ms. Deb Fadool with AARP to determine how to proceed forward with this seat. Part of the consideration is to determine if this seat would continue under WIOA. In readiness for next

week's Consortium/Board Meeting, Ms. Brandon asked staff to update the proposed Board Roster to reflect the vacancy of this seat.

5. Program Committee

Dr. Shugart stated that there are no action items to move to Board at next week's meeting. Ms. Coenen stated that the committee has continued to discuss and work on programmatic strategies/deliverables to improve operations.

6. Youth Committee

Ms. Clements stated that the Youth Committee will be meeting this afternoon to review youth program performance and discuss transition plan under WIOA as the focus shifts from in-school youth to out-of-school youth.

a) Youth Short-Term Training RFQ

Ms. Coenen stated that staff is currently reviewing 20+ responses received from the RFQ on Youth Services – Short Term Training which targets out-of-school youth in critically needed areas: Parramore District; Lake/Sumter counties and foster youth. Ms. Nabors stated that staff will formulate a recommendation based on their evaluations and discuss with Ms. Clements prior to the Board meeting next week.

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

The committee reviewed agenda for the 1/22/15 Joint Meeting of the Consortium/Board. With regard to the "Mission Moment" Ms. Coenen stated staff have a veteran success story confirmed. Ms. Kasal stated that at the meeting she will provide individual Board Membership Forms for board members' to review and provide any updates.

4. Other Business

Ms. Nabors announced that they have identified the candidate to fill the Professional & Business Services Director. His name is Robert Quinlan who has over 20 years' experience in business development and engagement in the Central Florida region. Also Ike Powell has been identified to fill the position of Director of Strategic Operations. Mr. Powell's years of experience in the private sector and workforce operations will make him a valuable asset. Both Mr. Quinlan and Mr. Powell will start in February 2015.

5. ADJOURN

Ms. Brandon thanked those who attended the meeting.

There being no other business, the meeting was adjourned at 9.30 am

Respectfully submitted,

Kaz Kasal
Administrative Supervisor

DRAFT

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

February 4, 2015
2:00 p.m.

MINUTES

MEMBERS PRESENT: Wendy Brandon, Greg Beliveau, Debbie Clements, Leland Madsen, William Merck and Eric Ushkowitz

MEMBERS ABSENT: Robert Brown, Eric Jackson and Sanford Shugart

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

GUESTS PRESENT: Dalton Hall/Taylor, Lombardi, Hall, Wydra

1. WELCOME

Ms. Brandon called the meeting to order at 2:04 p.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. INFORMATION/DISCUSSION ITEMS:

A. Chair's Remarks

Ms. Brandon asked Mr. Alvarez to provide a review and staff recommendation on the furniture vendor selection.

B. Approval of Furniture Vendor Selection for Admin Office

Mr. Alvarez referred to the memo in the meeting packet with regard to the furniture vendor selection and provided a review of the procurement process and timeline. Mr. Alvarez stated that based on review of the received proposals, staff is recommending Empire Office as the vendor of choice, with Common Sense identified as the back-up vendor should circumstances warrant the need for an alternate vendor. Empire Office offers the greatest opportunity to meet CareerSource Central Florida's critical delivery schedule. Additionally, Empire Office earned high praise for its build-out at the Orlando Public Library Melrose Center.

Mr. Ushkowitz made a motion to approve selection of Empire Office as the vendor for staff to move forward with negotiations. Mr. Merck seconded; motion passed.

3. ADJOURN

Ms. Brandon thanked those who attended the meeting.

There being no other business, the meeting was adjourned at 9.30 am

Respectfully submitted,

Kaz Kasal
Administrative Supervisor



ACTION ITEM

To: Board of Directors

From: Leo Alvarez

Subject: CareerSource Central Florida – Banking and Financial Institution Solicitation

Date: April 23, 2015

Purpose:

The purpose of this memo is to review the results of CareerSource Central Florida's banking and financial services solicitation and to seek authorization from the Board of Directors to approve vendor selection.

Background:

An Invitation to Negotiate (ITN) was developed to solicit competitive proposals to identify an institution of choice for fulfillment of banking and financial services for CareerSource Central Florida effective July 1, 2015. ITN contemplated establishing a new banking relationship during a span of five year duration, with option for additional five years, for a maximum of ten years total. The ITN was released via the organization's website for a three-week duration beginning February 27, 2015 with a submittal date of March 19, 2015, in conjunction with publishing a legal notice in Orlando Sentinel. Additionally, notification was also provided by email of public notice release to local banks and credit unions, such as, CNL Bank, Bank United, BB&T, Wells Fargo SunTrust, PNC, Harbor Community Bank and Fairwinds Credit Union. The ITN was based on specifications developed by the CareerSource team. The current annual operating budget of Career Source Central Florida is \$34,000,000.

CareerSource Central Florida received two proposals from the following institutions: Bank United, N.A. and CNL Bank. Sealed proposals were opened, recorded and distributed to CareerSource Central Florida review team for evaluation. The review team was comprised of three CareerSource Central Florida Staff and one Finance Committee member. The review team met to review submitted proposal and proposals were rated with CNL Bank emerging as ranked #1 over Bank United, N.A.

Based upon team's discussion of the proposals submitted new offerings were noted from both proposers; however, CNL Bank was able to offer a larger menu of desired services, including preferred banking for CSCF staff, and educational financial tools for staff. Furthermore, CNL Bank offered a reloadable debit card system that could be used for the distribution of customer incentives rather than the current method of prepaid cards. Overall staff is pleased with the level of service received from CNL Bank and there was nothing contained in the proposal from Bank United, N.A. that was compelling enough to warrant establishing a new banking relationship with Bank United, N.A. Also, there are costs associated with moving banking services and the offerings from non- incumbent Bank United, N.A. weren't sufficient to offset cost associated with move to justify the transition from one banking institution to another.

Recommendation:

For the above reasons, staff is requesting approval from the Board of Directors to move forward and select CNL Bank as the institution of choice.



ACTION ITEM

To: Board of Directors

From: Leo Alvarez

Subject: CareerSource Central Florida – Retirement Broker Services Solicitation

Date: April 23, 2015

Purpose:

The purpose of this memo is to review the results of CareerSource Central Florida's retirement broker services solicitation and to seek authorization from the Board of Directors to approve vendor selection.

Background:

A Request for Proposal (RFP) was developed to solicit competitive proposals to identify broker of choice for fulfillment of retirement plan broker services for CareerSource Central Florida effective July 1, 2015. The RFP contemplated establishing a new broker services relationship during a span of five year duration, with option for additional five years, for a maximum of ten years total. The RFP was released via the organization's website for a one month duration beginning February 27, 2015 with a submittal date of March 23, 2015, in conjunction with publishing a legal notice in Orlando Sentinel. Additionally, notification was also provided by email of public notice release to broker firms and financial institutions, such as, Morgan Stanley, Rocha Financials, HN America, UBS Financial, Wealth Management Strategies of Central FL, Raymond James Financial Services, TD Bank, 5/3 Bank, SunTrust, and PNC Bank. The RFP was based on specifications developed by the CareerSource Central Florida team in coordination with the organization's Finance Committee. The Finance Committee is charged with the fiduciary responsibility and oversight of CareerSource Central Florida's \$3.3million, 217+ member voluntary retirement plan.

Sealed proposals were submitted by multiple proposers desiring to establish a retirement plan broker services relationships with CareerSource Central Florida thus allowing for free and open competition. Specifically, three sealed proposals were received from the following broker firms: UBS Financial (incumbent), Raymond James Financial and Chepenik Financial. Sealed proposals were opened, recorded and distributed to CareerSource Central Florida review team for evaluation. The review team was comprised of two CareerSource Central Florida Staff and one Finance Committee member. The team met to review submitted proposal and proposals were rated with Chepenik Financial emerging as ranked #1 over Raymond James and UBS Financial.

Based upon team's discussion of the proposals submitted Raymond James Financial was determined to be too small to manage the CareerSource Central Florida. Additionally, the proposed estimated hours by Raymond James Financial for plan management were too low. UBS Financial, the incumbent, did not respond to all questions requested in solicitation and the proposal pitched a summary of past accomplishment without providing any insight into planning for CareerSource Central Florida's plan going forward. Chepenik Financial was deemed to be big enough to handle the job, as currently staffed. Chepenik Financial proposed a fixed rate contract, which was a desired cost structure included in the RFP. The cost of the contract is \$15,000 annually, which is higher than the proposed cost by Raymond James, but lower than UBS Financial. Also, the Chepenik Financial proposal demonstrated that firm reviewed the data for CareerSource Central Florida's current plan with firm providing some insight into possible directions for future that might be explored.

Recommendation:

For the above reasons, staff is requesting approval from the Board of Directors to move forward and select Chepenik Financial as the institution of choice.



ACTION ITEM

To: Board of Directors
From: Mimi Coenen
Subject: Florida Finishing Trades Institute - Request for Approval
Date: April 23, 2015

Purpose:

The following training institution has submitted a Training Provider Application to CareerSource Central Florida seeking approval to provide occupational skills training to Workforce Investment Act (WIA), Welfare Transition and Trade Adjustment Act (TAA) participants.

Background:

Florida Finishing Trades Institute, located at 2153 W. Oak Ridge Road, Orlando, Florida 32809, is a Registered Apprenticeship, part of the National Registered Apprenticeship System. The Finishing Trades Institute is the education department for the International Union of Painters and Allied Trades and the Finishing Contractors Association. Their association's purpose is to develop and expand a qualified and competitive workforce for the finishing trades industries and oversee the apprenticeship training program where those who wish to enter finishing trades learn the craft. The FTI not only provides the necessary skills to do the job right the first time, but also provides the training to do it safely. FTI apprenticeship programs provide an "earn while you learn" opportunity.

CareerSource Central Florida staff has reviewed the application. The school is part of the National Registered Apprenticeship System and meets all of the other eligibility requirements.

The applicant has requested approval to provide training in the following programs:

Program Name	Total Cost	Contact Hrs.	Pell Grant Approved	Placement %
Drywall Finisher	\$5,928	600	No	No data
Glazier	\$7,328	600	No	No data
Painter - Decorator	\$6,228	600	No	No data
Painter, Industrial Coating & Lining Application Specialist	\$7,728	600	No	No data

Recommendation:

To approve or not to approve **Florida Finishing Trades Institute** as a training provider for Region 12



ACTION ITEM

To: Board of Directors
From: Mimi Coenen
Subject: Employed Worker Training Grant Application - Request for Approval
Date: April 23, 2015

Purpose:

.decimal has requested an Employed Worker Training Grant in the amount of \$5,395.50 to improve the skills of its current workforce in CNC programming. This training will give the employees improved long-term wage levels and additional specific key occupational skills critical to their current jobs.

Background:

.decimal, LLC, located at 121 Central Park Place, Sanford, FL 32771, is an Internet-based medical device manufacturer and software developer serving the international cancer community.

Required to Notify CareerSource Florida -

Richard Sweat is currently serving as President/CEO of .decimal as well as a member of CareerSource Central Florida's Board of Directors.

Per CareerSource Florida's Contracting Policy " A contract under \$25,000 between a regional workforce board and a member of that board or between a relative of a board member is not required to have the prior approval of Workforce Florida, Inc. but must be approved by a two-thirds votes of the board, a quorum having been established, after full disclosure with the member's abstention and must be reported to Department of Economic Opportunity and Workforce Florida Inc. within 30 days after approval."

Recommendation:

Staff recommends that the Program Review Committee review the Employed Worker Training grant application and present for approval before the full Board of Directors on 4/23/15.



Board of Directors

Meeting Agenda

Thursday, April 23, 2015 / 9:00 am to 10:30 am
Orlando Health / 1414 Kuhl Ave., Orlando, FL 32806 / Multipurpose Conference Rooms A & B
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, Board Chair
 - Orlando Health..... Kari Conley/Director Community Relations
Jayne Robinson/Career Center Advisor
2. Mission Moment..... Program Services Spotlight
3. Roll Call / Establishment of Quorum
4. Public Comment
5. Approval of Minutes
 - A. 1/22/15 Joint Meeting of Consortium and Board Meeting **Action**
6. Board Education - Robert's Rules Pam Nabors, President/CEO
7. Regional Economic Forecast Dr. Sean Snaith, Director
Institute for Economic Competitiveness
University of Central Florida
8. Chair's Report..... Wendy Brandon, Board Chair
9. President's Report Pam Nabors, President/CEO
 - A. Finance
 - B. Operations
10. 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) Banking Services Procurement **Action**
 - 2) Retirement Services Procurement **Action**
 - D. Finance Committee..... Bill Merck, Committee Chair
 - E. Program Committee Dr. Sanford Shugart, Committee Chair
 - Training Programs:
 - 1) Apprenticeship Program (Jack Plettinck) **Action**
 - 2) EWT Grant - .decimal (Richard Sweat) **Action**
 - F. Youth Committee Debbie Clements, Committee Chair
 - G. Governance Committee Bob Brown, Committee Chair
 - 1) Public Comment Policy **Action**
11. Other Business
12. Chair's Closing Remarks
13. Adjourn

Upcoming Meeting:

Joint Consortium & Board of Directors - Thursday, June 25, 2015 / 9:00am to 11:00am /

Location: TBD