



Executive Committee

Thursday, June 11, 2015

3:00 p.m. – 4:30 p.m.

CareerSource Central Florida – Administration Office
390 N. Orange Ave., Suite 700, Orlando, FL 32801

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. 4/16/15 Executive Committee Phone Meeting
 - B. 5/28/15 Executive Committee Phone Meeting
5. Information/Discussion/Action Items
 - A. Chair's Remarks
 - B. Action Items
 - 1) Youth Contract Renewal Extension Recommendations
 - 2) Procurement Recommendations – Temporary Staffing & Payroll Services
 - 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. 6/17/15 Joint Meeting of Consortium/Board of Directors Agenda
6. Other Business
7. Upcoming Meetings
 - A. Joint Meeting of Consortium/Board – 2:30pm, Thursday, June 17, 2015 / CSCF East Orange Center / 4360 E. Colonial Dr., Orlando, FL 32803
 - B. See Proposed Dates for PY 15-16
8. Chair's Closing Remarks
9. Adjournment

DRAFT

Executive Committee Conference Call Meeting

**Thursday, April 16, 2015
9:00 a.m.**

MINUTES

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

MEMBERS ABSENT: Eric Jackson

STAFF PRESENT: Pam Nabors, Leo Alvare and Kaz Kasal

1. Welcome

Ms. Brandon called the meeting to order at 9:02 a.m. and welcomed those in attendance.

2. Roll Call/Establishment of Quorum

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

3. Public Comment

None offered.

4. Approval of Minutes

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

Mr. Brown made a motion to approve the minutes from the 1/14/15 and 2/4/15 Executive Committee meetings. Mr. Beliveau seconded, motion passed.

5. Information/Discussion/Action Items

A. Chair's Remarks

Ms. Brandon stated that she attended the NAWB conference last month, along with Mr. Jackson, Ms. Nabors and Ms. Coenen – the conference was very informative and included WIOA discussion.

B. Updated on Administration Move

Mr. Alvarez reviewed the status of the administration office move and indicated the tentative move-in date is scheduled for 4/27/15. Mr. Alvarez stated that CareerSource Central Florida's attorney is handling the Mendham leasehold improvement issue with the landlord.

C. Committee Updates

1) Audit Committee

Mr. Ushkowitz stated that the Audit Committee met jointly with the Finance

Committee on 2/4/15 and reviewed/accepted the CareerSource Central Florida 2013-14 A-133 Audit. There were no findings or material weaknesses and good control over grant programs and compliance. Also DEO commenced with their monitoring the week of 1/26/15 and there were no findings or areas of non-compliance. The DEO monitoring report will be included in the Board meeting packet next week

2) Community Engagement Committee

Ms. Nabors stated that the Community Engagement Committee met on 3/17/15. Metro Orlando EDC provided a presentation on “Orlando. You don’ know the half of it” campaign and the Committee discussed how Orlando EDC’s outreach branding can effectively align with CareerSource Central Florida’s message points. The Committee also discussed business engagement plan moving forward.

3) Finance Committee

Mr. Alvarez stated that based on the proposals received from the on banking and financial institution solicitation, the review team ranked CNL as top choice. CNL, which is CareerSource Central Florida’s current bank, offered the largest number of value-added services. Mr. Alvarez further stated that CNL Bank has been providing good services.

Mr. Brown made a motion to forward to the Board the recommendation to maintain the banking relationship with CNL Bank. Dr. Shugart seconded; motion passed.

Mr. Alvarez stated that based on the proposals received from the retirement broker solicitation the review team ranked Chepenick Financial as top choice. Chepenik Financial offered a fixed rate contract fee lower than current broker. The firm also has the capability to handle our size portfolio and offered insight on possible directions to go in the future.

Mr. Beliveau made a motion to forward to the Board the recommendation to approve Chepenick Financial as the institution of choice. Ms. Clements seconded; motion passed.

4) Governance Committee

Mr. Brown stated that the Governance Committee is scheduled to meet on 5/13/15. An action item to approve the Public Comment Policy will be presented at next week’s Board meeting.

5) Program Committee

Dr. Shugart stated that two action items will be coming to the Board next week – one is approval of an apprenticeship program and the other is an approval for EWT grant for .decimal. Ms. Nabors added as these action items involve Board Members, it require 2/3 Board vote. Dr. Shugart stated that the Committee and staff are also reviewing how to apply appropriate evaluation standards with training programs which are much longer, but earlier employment is realized.

6) Youth Committee

Ms. Nabors stated that contract negotiations on short term training contracts have been finalized. Also the Committee is reviewing strategies for the upcoming transition year in readiness of WIOA's significant changes in programs dealing with Youth. Ms. Nabors also stated that CareerSource Central Florida will be providing a post conference/summit on Youth Employment & Training at the upcoming "2015 Adolescent Conference" which Florida Juvenile Justice Association is hosting in Orlando in May 2015.

D. 4/23/15 Board of Directors Agenda

The Committee reviewed and approved the draft 4/23/15 Board of Directors Agenda.

6. Other Business

Mr. Alvarez stated that 990 filing will be due mid-May – information will be emailed to Audit, Finance and Governance Committees in early May. Mr. Merck advised staff to use "read receipt" when sending out the email.

Mr. Beliveau announced there will be a career development forum held on 5/22/15 which will involve CareerSource Central Florida's Lake County office, City of Leesburg and local schools – this is a pilot program offered to middle school and high schools in Leesburg to get students engaged in career development.

Ms. Nabors announced that Ms. Annmarie O'Brien, Career Coach with the Valencia Manufacturing project, is being recognized as Career Developer of the year by NAWB. A special recognition to Ms. O'Brien will occur at the 1/25/15 Joint Meeting of Consortium and Board.

7. Upcoming Meetings

Next meeting is scheduled for 6/18/15.

8. Chair's Closing Remarks

Ms. Brandon thanked those who attended the meeting.

9. Adjournment

There being no other business, the meeting was adjourned at 9.36 am

Respectfully submitted,

Kaz Kasal
Administrative Supervisor

DRAFT

Executive Committee Conference Call Meeting

Thursday, May 28, 2015

4:30 p.m.

MINUTES

MEMBERS PRESENT: Wendy Brandon, Greg Beliveau, Robert Brown, Leland Madsen, William Merck and Eric Ushkowitz

MEMBERS ABSENT: Debbie Clements, Eric Jackson and Sanford Shugart

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

1. Welcome

Ms. Brandon called the meeting to order at 4:32 p.m. and welcomed those in attendance. Ms. Brandon thanked the members for responding on short notice to discuss health care insurance.

2. Roll Call/Establishment of Quorum

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

3. Public Comment

None offered.

4. Action Item

A. Health Insurance Vendor Recommendation

In preparation for CareerSource Central Florida's health benefits plan for FY 2015-2016, Ms. Beecham stated that the Finance Committee, at its 4-7-15 meeting, voted for CareerSource Central Florida to move forward with its research of various health plan options provided the costs are not more than 10% of this year's current budgeted amount. Subsequently, health insurance carriers' proposals were received via CareerSource Central Florida's contracted broker Willis of Florida. Based on the quotes received, Cigna was the only health insurance carrier that did not exceed a 10% cost increase of current budget. Cigna's quote reflects a 3.3% increase over current costs with a 1% reduction if CareerSource Central Florida opts Cigna Dental and Vision. The Committee discussed the options for carriers and coverage levels.

Mr. Brown made a motion to approve the selection of Cigna as the new benefits carrier for CareerSource Central Florida for its health, dental and vision insurance carrier. Mr. Beliveau seconded, motion passed.

The Committee commended Ms. Beecham for great job she did in evaluating a carrier and keeping the costs contained.

5. Adjournment

There being no other business, the meeting was adjourned at 5.03 pm.

Respectfully submitted,

Kaz Kasal
Administrative Supervisor



ACTION ITEM

To: Executive Committee
 From: Mimi Coenen, Operations Officer
 Subject: Youth Contract Renewal Recommendation
 Date: June 11, 2015

Purpose:

To allow five Youth Contractors to renew their agreement for the PY15-16 to enable them to successfully transition their current youth participants to positive outcomes and enroll new youth who are currently not in school or connected to work for program services.

Background:

Due to the new legislation of the Workforce Innovations Opportunity Act (WIOA) our Youth programs are required to be altered in several ways. WIOA will require 75% of Youth participants be out of school youth which is changing the landscape of our current vendors and design of program service delivery to include more career pathways and specific targets for work experience/internships.

During this transitional year we want to ensure those currently in our programs are allowed to finish with the original desired outcomes and continue contracts with those providers that engage out of school youth.

Staff is reviewing performance data and participant levels to modify each unique vendor’s current scope of work to ensure sufficient resources are available to assist at risk youth transition successfully.

Youth Provider	Anticipated Carry-over	Projected New Enrollments	Renewal not to Exceed
Children’s Home Society	75	0	\$400,000
Goodwill	100	0	\$400,000
Covenant House	65	125	\$700,000
Arbor E&T - ResCare	100	225	\$1,500,000
Henkels & McCoy	320	200	\$2,600,000

Recommendation:

To approve or not to approve Youth Contract renewal with unique re-negotiated costs and performance criteria for five Youth providers for Region 12



ACTION ITEM

To: Executive Committee

From: Leo Alvarez

Subject: CareerSource Central Florida – Temporary Staffing and Payroll Services

Date: June 11, 2015

Purpose:

The purpose of this memo is to review the results of CareerSource Central Florida’s Temporary Staffing and Payroll company solicitation and to seek authorization from the Executive Committee to approve vendor selection.

Background:

A Request for Proposal (RFP) was developed to solicit competitive proposals from vendors qualified to serve as the employer of record for participants in internship activities during the one (1) year time span of July 1, 2015 to June 30, 2016. The RFP was released via CareerSource Central Florida’s website beginning May 22, 2015 with a submittal date of June 5, 2015; a legal notice was also published in the *Orlando Sentinel*. Additionally, notification was also provided by email of public notice release to the following staffing companies: Spherion, Manpower, Robert Half Company (including Accountemps, a Robert Half subsidiary), Randstad, KForce, Future Force Personnel, AppleOne, and Aerotech.

Sealed proposals were received from TEWS Company (incumbent), Advance Talent Solutions, Inc., JMark, Inc. of Central Florida, d/b/a/ Manpower (herein called “Manpower”), and Premier Staffing Source, Inc. The proposals were opened, recorded and distributed for evaluation to the CareerSource Central Florida review team comprised of four (4) CareerSource Central Florida staff. The team met to review submitted proposals which were rated based on experience/qualifications, workforce services and knowledge, and cost/price. Based on these criteria, the vendors were ranked as follows:

Responder	Ranked
Manpower	1
TEWS	2
Advance Talent Solutions	3
Premier Staffing	4

Recommendation:

Staff is recommending the Executive Committee approve Manpower as the staffing and payroll company for internship activities.



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

Meeting Agenda

Wednesday, June 17, 2015 - 2:30 p.m. to 4:30 p.m.

CareerSource Central Florida – East Orange Office

4360 E. Colonial Drive, Orlando, FL 32803

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
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Welcome Mayor Jacobs/Wendy Brandon, Board Chair

Mission Moment Program Services Spotlight

Awards Presentation Wendy Brandon, Board Chair

Business Matters of the Consortium and Board:

1. Roll Call / Establishment of Quorum

2. Public Comment

3. Approval of the Minutes

A. 1/22/15 Joint Meeting of Consortium & Board Minutes
(Board approved at their 4/23/15 Meeting)

➤ Consortium *Action*

B. 4/23/15 Board Meeting

➤ Board *Action*

4. Board of Directors – New Requirements under Workforce Innovation & Opportunity Act (WIOA) and Appointments of RWB

➤ Consortium *Action*

5. Approval of the 2015-2016 Budget

➤ Board *Action*

➤ Consortium *Action*

6. Chair’s Report Wendy Brandon, Board Chair

7. President’s Report

A. Finance

B. Operations

8. Committee Reports

A. Audit Committee Eric Ushkowitz, Committee Chair

B. Community Engagement Committee Kevin Shaughnessy, Committee Chair

1) Business Engagement Plan – draft *Action*

2) UCF School of Business – Survey Results *Information*

- C. **Executive Committee** Wendy Brandon, Board Chair
 - 1) Youth Contract Renewal Extension Recommendations **Action**
 - 2) Procurement Recommendations on Staffing Agency **Action**
 - 3) Health Insurance Vendor Recommendation **Action**
- D. **Finance Committee** Bill Merck, Committee Chair
- E. **Program Committee** Dr. Sanford Shugart, Committee Chair
- F. **Youth Committee** Debbie Clements, Committee Chair
- G. **Governance Committee** Bob Brown, Committee Chair
 - 1) Slate of Officers..... **Action**

9. Other Business

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

11. Adjourn

Upcoming Meetings:

- Board of Directors – Thursday, 9/17/15, 9:00 am 10:30 am
- Board of Directors Orientation – Thursday, 9/17/15, 10:30 am to 12:00 pm
- See PY 15-16 Proposed Dates for Consortium/Board/Committee Meetings (handout)

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