



Executive Committee Meeting Agenda

**Thursday, July 31, 2014
9:00 a.m. – 10:30 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 Wendy Brandon

- Roll Call/Establishment of Quorum
- Public Comment

Approval of Minutes from Previous Meeting (6/13/14)

Information/Discussion/Action Items:

1. Chair's Remarks Wendy Brandon

- Update on Operational Realignment
- September Executive Committee Activities

2. Committee Updates

- Audit Committee
- Community Engagement Committee
- Finance Committee
- Governance Committee
- Program Committee
- Youth Committee

3. Workforce Innovation and Opportunity Act (WIOA) & Implications..... Pam Nabors

4. Other Business

- 9/24/14 Tri-Regional Business Summit – Joint CareerSource Executive Committees (Port Canaveral)
- Board Retreat

5. Executive Performance Evaluation

Chair's Closing Remarks..... Wendy Brandon

Upcoming Meetings:

Executive Committee Meeting: **need to determine date in September 2014**

Board Meeting: 9:00 am, September 26, 2014, CareerSource Central Florida Admin Office

Board Orientation: 10:45 am, September 26, 2014, CareerSource Central Florida Admin Office

DRAFT

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

Friday, June 13, 2014
2:30 p.m.

MINUTES

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

MEMBERS ABSENT: Debbie Clements and Eric Jackson

STAFF PRESENT: Pam Nabors, Kevin Neal, Ann Beecham, Nilda Blanco and Kaz Kasal

GUEST PRESENT: Linda South, Pagosa Solutions

WELCOME & CHAIR'S REMARKS

Call To Order

Ms. Brandon called the meeting to order at 2:30 p.m. and welcomed those in attendance.

Roll Call/Establishment of Quorum

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

Public Comment

None offered.

APPROVAL OF MINUTES FROM PREVIOUS MEETING 4/22/14)

After further review of minutes, Mr. Merck made a motion to approve the minutes from the 4/22/14 Executive Committee Meeting. Mr. Brown seconded, motion passed.

INFORMATION/DISCUSSION ITEMS:

1. Chair's Remarks

Ms. Brandon stated that she attended the open house of CareerSource Central Florida's new Seminole County office, which is now located at 1209 Airport Blvd., Sanford, FL. The event was well received.

2. Results of Service Delivery Evaluation

Ms. Nabors stated that CareerSource Central Florida is currently operating as a direct service provider/"one-stop operator" which is limited to a three year term and this term ends 6/30/14. In order to determine continuance as a one-stop operator vs. outsourcing this function, CareerSource Central Florida engaged Pagosa Solutions, a third party workforce expert, to assist in the analysis of program operations. Ms. Nabors introduced Ms. Linda South with Pagosa Solutions who has an extensive background in workforce development. Ms. South greeted the committee and provided an overview of

her study. Based on this analysis, Ms. South stated that CareerSource Central Florida, based on the laws and expectations of the state, is justified to continue providing in-house service delivery. Ms. South also provided some best practices to include the Board moving toward a more comprehensive strategic plan which is more responsive to the needs of the region. Dr. Shugart commented that it will be important to include a focus on how to move the unemployed upward into sustainable jobs. Mr. Beliveau concurred. Dr. Shugart further commented that keeping service delivery in-house should be short-term decision for now. The strategic plan will necessitate further review down the road on in-house vs. outsource of service delivery. Ms. Brandon stated that the Board will review/discuss the results of the study and have further strategic conversation at Board meeting in September and Board Retreat in the fall.

Mr. Brown made a motion to move to Board for review and approval the authorization for President/CEO of CareerSource Central Florida to submit a request to the Department of Economic Opportunity and CareerSource Florida for a two-year extension of the designation as a direct service provider, beginning July 2014 thru June 30, 2016. The Board will re-evaluate its service delivery model in 2016 to determine if improved performance and great cost efficiencies have been realized. Mr. Merck seconded, motion passed.

Ms. Brandon asked Ms. South if she would be available to present the results of her study at the Board meeting in September. Ms. South replied that either she or one of her associates at Pegosa Solutions would be able to present.

3. Committees - Updates

Audit Committee

Ms. Nabors stated that Cherry, Bekaert will be here next week to conduct preliminary work on the FY 13-14 audit.

Community Engagement Committee

Ms. Nabors referred to the draft of the ambassador business card – this tool will serve as a quick reference guide that contains simple, key messaging on what CareerSource Central Florida does. Committee members and select staff can use this card when speaking about CareerSource Central Florida at events and meetings. This card has been vetted by the Community Engagement Committee. Mr. Brown commented that the card should include CareerSource Central Florida's website. Ms. Nabors replied that this will be added and staff will move forward to print the cards for usage

Finance Committee

Mr. Merck stated that the Finance and Program Committee attended a workshop on 5/27/14 to have an in-depth review and discussion on the FY 14-15 proposed budget. The Finance Committee then met on 6/3/14 to review/discuss the status/performance of CareerSource Central Florida's 403(b) plan. The committee also approved to move to Board the FY 14-15 proposed budget. Ms. Nabors added that this week she met with staff from Mayor Jacobs' office for a line-by-line review/discussion of the FY 14-15 Budget.

Mr. Brown made a motion to move to Board for review and approval the FY 14-15 proposed budget. Mr. Madsen seconded, motion passed.

Governance Committee

Mr. Brown stated that the Governance Committee met on 6/5/14. The committee reviewed board demographics/characteristics, proposed Slate of Officers, results from the board evaluation survey and plans for the Board Retreat in the fall. Mr. Brown will provide a review of these topics/materials at next week's Board/Consortium meeting

Program Committee

Dr. Shugart stated, as Mr. Merck mentioned, that the Program Review Committee met jointly with the Finance Committee on 5/27/14 to review/discuss in detail the FY 14-15 proposed budget.

Youth Committee

Ms. Nabors stated that Youth Committee met on 5/7/14 to review status youth program enrollments and performance. Ms. Nabors referenced "Action Item 2" in the meeting packet which consists of below recommendations which the Youth Committee approved:

1. Renew Henkels & McCoy contract for one year beginning July 1, 2014 to June 30, 2015.
2. Extend the remaining 4 youth providers: Children's Home Society, Covenant House Florida, Goodwill Industries and ResCare contracts for a 9 month period beginning October 1, 2014 to June 30, 2015.
3. Authorize staff to negotiate with the youth contractors within the approved youth budget.

Mr. Madsen made a motion to move to Board for review and approval the above recommendations as approved by the Youth Committee. Mr. Brown seconded motion passed.

4. Review of Board Agenda

The committee reviewed the draft Board Agenda. Ms. Brandon stated that Ms. Nabors' "President's Report" will now include a snapshot of CareerSource Central Florida's performance, which will consist of operations and finance progress reports compared to budget. Ms. Nabors added that Mr. Wilkes will be providing a brief overview on Form 1 filing requirements.

Ms. Brandon stated that there will be ongoing education sessions of CareerSource Central Florida's budget and programs incorporated at each board meeting.

OTHER BUSINESS

Ms. Nabors stated that she will have Ms. Kasal send out a poll to the Executive Committee to determine their availability for a joint meeting with the Executive Committees from Brevard and Volusia workforce boards on September 24, 2014. The purpose of this joint meeting is to have a discussion on cross-regional collaboration. This meeting would take place at the Tri-Region Business Summit located at Port Canaveral in Brevard County. Ms. Kasal will also send out a poll to survey for dates for the next Executive Committee meeting.

CHAIR'S CLOSING REMARKS

Annual Executive Evaluation

Ms. Brandon thanked those who attended the meeting.

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There being no other business, the meeting was adjourned at 4:30 p.m.

Respectfully submitted,

Kaz Kasal
Sr. Administrative Assistant

The Workforce Innovation and Opportunity Act – July 22, 2014

The Workforce Innovation and Opportunity Act (WIOA) will help job seekers and workers access employment, education, training, and support services to succeed in the labor market and match employers with skilled workers they need to compete in the global economy. Congress passed WIOA, the first legislative reform of the public workforce system in more than 15 years, by a wide bipartisan majority. In doing so, Congress reaffirmed the role of the American Job Center (AJC) system, a cornerstone of the public workforce investment system, and brought together and enhanced several key employment, education, and training programs. In recent years over 20 million people annually turn to these programs to obtain good jobs and a pathway to the middle class. WIOA continues to advance services to these job seekers and employers.

HIGHLIGHTS OF WIOA REFORMS TO THE PUBLIC WORKFORCE SYSTEM

Aligns Federal Investments to Support Job Seekers and Employers: At the State level, WIOA establishes unified strategic planning across “core” programs, which include Title I Adult, Dislocated Worker and Youth programs; Adult Education and Literacy programs; the Wagner-Peyser Employment Service; and Title I of the Rehabilitation Act programs.

Strengthens the Governing Bodies that Establish State, Regional and Local Workforce Investment Priorities: WIOA streamlines membership of business-led, state and local workforce development boards. The Act emphasizes the role of boards in coordinating and aligning workforce programs and adds functions to develop strategies to meet worker and employer needs.

Helps Employers Find Workers with the Necessary Skills: WIOA emphasizes engaging employers across the workforce system to align training with needed skills and match employers with qualified workers. The Act adds flexibility at the local level to provide incumbent worker training and transitional jobs as allowable activities and promotes work-based training, for example by increasing on-the-job training reimbursement rates to 75 percent. The law also emphasizes training that leads to industry-recognized post-secondary credentials

Aligns Goals and Increases Accountability and Information for Job Seekers and the Public: WIOA aligns the performance indicators for core programs, and adds new ones related to services to employers and postsecondary credential attainment. Performance goals must reflect economic conditions and participant characteristics. It makes available data on training providers’ performance outcomes and requires third party evaluations of programs.

Fosters Regional Collaboration to Meet the Needs of Regional Economies: WIOA requires states to identify economic regions within their state, and local areas are to coordinate planning and service delivery on a regional basis.

Targets Workforce Services to Better Serve Job Seekers: WIOA promotes the use of career pathways and sector partnerships to increase employment in in-demand industries and occupations. To help local economies target the needs of job seekers, WIOA allows 100 percent funds transfer between the Adult and Dislocated Worker programs. WIOA adds basic skills deficient as a priority category for Adult services. WIOA also focuses Youth program services to out-of-school youth. The Act strengthens services for unemployment insurance claimants. It also merges WIA core and intensive services into a new category of career services, clarifying there is no required sequence of services. The Act allows Governors to reserve up to 15 percent of formula funds for activities such as innovative programs.

Improves Services to Individuals with Disabilities: WIOA increases individuals with disabilities’ access to high-quality workforce services to prepare them for competitive integrated employment. It requires better employer engagement and promotes physical and programmatic accessibility to employment and training services for individuals with disabilities. Youth with disabilities receive extensive pre-employment transition services to obtain and retain competitive integrated employment. It creates an Advisory Committee on strategies to increase competitive integrated employment for individuals with disabilities.

The Workforce Innovation and Opportunity Act

HIGHLIGHTS CONTINUED

Supports Access to Services: To make services easier to access, the WIOA requires co-location of the Wagner-Peyser Employment Service in AJCs and adds the Temporary Assistance for Needy Families program as a mandatory partner. WIOA establishes dedicated funding from AJC partner programs to support the costs of infrastructure and other shared costs that support access to services. It asks the Secretary of Labor to establish a common identifier for the workforce system to help workers and employers find available services. In addition, WIOA allows local areas to award pay for performance contracts so providers of services get paid for results. It also allows direct contracts to higher education institutions to provide training.

STAKEHOLDER ENGAGEMENT AND TECHNICAL ASSISTANCE

DOL, in coordination with the U.S. Departments of Education (ED) and Health and Human Services (HHS), is working diligently to ensure that states and local areas, other grantees, and stakeholders are prepared for implementation of WIOA. DOL will provide technical assistance, tools, and resources to States and local areas through the WIOA Resource Page (www.doleta.gov/WIOA), Webinars, and virtual and in-person discussions.

DOL will actively engage stakeholders in the implementation of WIOA. Opportunities to provide input will be communicated through the WIOA Resource Page.

WIOA PROGRAMS

WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.

WIOA authorizes the Job Corps, YouthBuild, Indian and Native Americans, and Migrant and Seasonal Farmworker programs, in addition to the core programs.

EFFECTIVE DATES FOR IMPLEMENTATION

President Barack Obama signed WIOA into law on July 22, 2014.

In general, the Act takes effect on July 1, 2015, the first full program year after enactment, unless otherwise noted. The State Unified Plans and Common Performance Accountability provisions take effect July 1, 2016. The U.S. Department of Labor (DOL) will issue further guidance on the timeframes for implementation of these changes.

DOL will issue proposed regulations reflecting the changes in WIOA soon after enactment.

WIOA RESOURCE PAGE

Visit www.doleta.gov/WIOA to learn more about WIOA and access relevant guidance and technical assistance tools and resources developed by the U.S. Department of Labor's Employment and Training Administration (ETA). All relevant guidance will also be posted on the ETA Advisory Website (<http://wdr.doleta.gov/directives/>) Please email your questions to DOL.WIOA@dol.gov or contact your ETA regional Office.



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Pam's proposed performance goals 2014 - 2015

1. The strategic plan for CareerSource Central Florida Board of Directors will be completed by April 1, 2015; strategic plan will include goals and objectives to implement the elements of the Workforce Innovation and Opportunity Act (WIOA) by July 1, 2015.
2. CareerSource Central Florida will meet all required benchmarks for job seekers and businesses in program year 2014-2015. CSCF will also have a clean audit and favorable compliance reviews for 2013-2014 reported by March 31, 2015.
3. CareerSource Central Florida will create key sector strategies that move job seekers into industry pipelines where talent gaps exist and where there are defined opportunities for career and income progression. Building upon the Talent Gap survey, CSCF will implement program strategies for advanced manufacturing, construction skills, and business/professional services. These pipelines will be built and implemented by June 30, 2015.
4. CareerSource Central Florida will create an Enterprise Risk strategy to include a completed Business Continuity Plan by June 30, 2015.
5. CareerSource Central Florida will build and collaborate with other Central Florida stakeholders to address specific talent pipeline challenges within Central Florida through collective impact strategies.