



Executive Committee Meeting

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

Thursday, September 10, 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*

Agenda Item	TOPIC	Action Item	Info Item	Presenter
1	Welcome			Eric Jackson
2	Roll Call / Establishment of Quorum			Kaz Kasal
3	Public Comment			
4	Approval of Minutes A. 7/30/15 Executive Committee Meeting	X		Eric Jackson
5	Information/Discussion/Action Items			
	A. Chair's Remarks 1) Board Retreat Agenda		X	Eric Jackson
	B. President's Update 1) 2015-2016 Goals – Update 2) Operations	X	X	Pam Nabors
	C. Committee Updates 1) Audit 2) Community Engagement 3) Finance 4) Governance 5) Program Review – Training Provider Approvals – Priority of Funding Guidelines – Negotiated WIOA Performance Measures		X	Eric Ushkowitz Pam Nabors William Merck Robert Brown Richard Sweat
	D. 9/17/15 Board Agenda 1) Board Education section		X	Pam Nabors
6	Other Business			
8	Chair's Closing Remarks			Eric Jackson
9	Adjournment			

Upcoming Meetings:

- Board Meeting: 9:00 am, September 17, 2015 / Valencia College – District Office / 1768 Park Center Drive, Orlando, FL
- Board Annual Information Session: 10:45 am, September 17, 2015 / Valencia College – District Office / 1768 Park Center Drive, Orlando, FL
- Board of Directors Retreat: 1:00pm to 5:00pm, October 14, 2014 / National Entrepreneur Center
- Executive Committee Meeting: 9:00am, October 22, 2015 / CareerSource Central Florida 390 N. Orange Ave., Suite 700, Orlando, FL 32801

Draft
Executive Committee Meeting
CareerSource Central Florida
390 N. Orange Ave., Suite 700. Orlando, FL, 32801

Thursday, July 30, 2015
9:00 a.m.

MINUTES

MEMBERS PRESENT: Eric Jackson, Wendy Brandon, Robert Brown, Richard Sweat and Eric Ushkowitz

MEMBERS ABSENT: Greg Beliveau, Leland Madsen, William Merck and Jody Sweet

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

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Jackson called the meeting to order at 9:01 am and welcomed those in attendance.	
2	Roll Call / Establishment of Quorum Ms. Kasal reported that there was a quorum present.	
3	Public Comment None Offered.	
4	Approval of Minutes A. 6/11/15 Executive Committee Meeting	After review, Mr. Brown made a motion to approve minutes from the 6/11/15 Executive Committee Meeting. Mr. Ushkowitz seconded; motion passed.
5	Information/Discussion/Action Items	
	A. <u>Chair's Remarks</u> Mr. Jackson stated that the Board Retreat is scheduled for 10/14/15 from 1:00pm to 5:00pm. Location is under negotiation. Tri Sector Consulting will facilitate this year's Retreat. Ms. Nabors added that focus groups will be meeting over the summer and early fall in readiness for a strategic discussion on WIOA policies at the Retreat.	
	B. <u>President's Operations/Finance Goals Update</u> Ms. Nabors stated that the organization is in the process of reorganizing job functions related to service delivery in the career centers, in efforts to better align skills to new requirements in WIOA. Ms. Nabors provided a timeline and summary on the process, which will conclude in August. Mr. Jackson stated he	

	<p>attended the reorganization launch meeting and provided an encouraging message to the staff of the Board's support in this process to the betterment of the organization.</p> <p>Mr. Alvarez provided an update regarding litigation with the former landlord of the previous CSCF administration office and Ms. Beecham provided status on the two EEOC claims.</p>	
	<p>C. <u>President's 2015-2016 Proposed Goals</u> Ms. Nabors referenced her proposed performance goals for 2015-2016 in the meeting packet and reviewed each goal with the Committee. With regard to the goal on completing a Sterling Challenge draft assessment, Mr. Sweat advised using outside expertise to provide guidance with the draft assessment. After review of all proposed goals, the committee concurred that the first goal regarding the creation and execution of CSCF Board strategic planning efforts being the workforce backbone and strategic initiatives on WIOA implementation as too vague and needs to be more measurable. Also, an internal goal should be added on building a culture in the organization creating a good work environment.</p>	<p><i>Ms. Nabors will refine the first goal and add a culture organization goal. Ms. Nabors will bring these revisions to next Executive Committee meeting in September.</i></p>
	<p>D. <u>Drug Free Workplace</u> Ms. Beecham referenced the memo regarding drug-free workplace policy in the meeting packet. Staff is recommending the Executive Committee approve CareerSource Central Florida taking the necessary steps to become a Florida Drug-Free Workplace, which includes commitments to drug testing of all new hires and those injured on the job. Additionally, a 5% reduction in workers' comp premiums will be realized by becoming a Drug-Free Workplace.</p>	<p>After discussion, Mr. Ushkowitz made a motion to approve that CareerSource Central Florida take the necessary steps to become Florida Drug-Free Workplace. Ms. Clements seconded; motion passed.</p>
	<p>E. <u>Committee Updates</u></p> <ol style="list-style-type: none"> 1) Audit Committee Mr. Ushkowitz stated there is no new business to report. The Joint Meeting of the Audit & Finance Committee is scheduled for 9/9/15. 2) Community Engagement Committee Ms. Nabors stated that Mr. Shaughnessy and Ms. Sweet will be co-chairing this Committee. There are no further updates to report. Next meeting is scheduled for 	

	<p>8/17/15.</p> <p>3) Finance Committee Mr. Alvarez stated that year-end results will be reviewed at the next meeting, which occurs on 9/9/15 as Mr. Ushkowitz previously stated.</p> <p>4) Governance Committee Mr. Brown stated that the next meeting is scheduled for 8/26/15. There is no new business to report.</p> <p>5) Program Review Committee Mr. Sweat stated that will be chairing this Committee. There is no new business to report.</p> <p>6) Youth Committee Ms. Nabors stated that although there is no longer requirement for a Youth Committee under WIOA, Ms. Clements will continue to lead the focus in more of a youth advisory structure.</p>	
	<p>F. <u>CEO's Annual Review and Salary Discussion</u> The Committee reviewed Ms. Nabors' performance goals, soft skills and competencies goals. The Committee also discussed Ms. Nabors' compensation versus leaders of other areas of similar size and determined that she was somewhere in the middle. Based on further review and discussion, the Committee concurred that Ms. Nabors should receive a full merit increase and incentive package based on her performance. The Committee also concurred that more clearly defined goals, with criteria for exceeding goals, will make the evaluation process easier in the future.</p>	
6	<p>Other Business</p>	
7	<p>Adjournment There being no other business, the meeting was adjourned at 10:45 a.m.</p>	

Respectfully submitted,

Kaz Kasal
 Administrative Supervisor

President's Goals for 2015-2016

1. CareerSource CF will implement the recommended business engagement strategies contained in the Full Capacity Marketing (FCM) report by June 2016. Included in this strategy, the President will meet with at least 20 "C" level executives in Central Florida to discuss talent needs and CareerSource CF business services.
2. CareerSource Central Florida will meet performance standards for Core programs and businesses in program year 2015-2016. CareerSource CF will exceed 50% of its core measures.
3. CSCF will also have a clean audit and favorable compliance reviews for 2015 – 2016, reported by March 31, 2016.
4. CareerSource CF will complete a Sterling Horizon assessment; based upon the results, CareerSource CF will create a plan for continuous improvement by June 2016.
5. CareerSource Central Florida will create clear and succinct quarterly reports that provide a snapshot of overall operations, career center activities by county, program actual to goal activities, updates on targeted initiatives, and Continuous Improvement efforts available for quarterly Board meetings (Target completion for December 2015).
6. Currently CSCF's budget is more than 95% federal funds. CareerSource Central Florida will design a resource development strategy and plan to create greater revenue diversity with targets for program year 2016-2017.
7. CareerSource CF will foster an organizational culture that reflects the CareerSource values and rewards staff for achievements, celebrates diversity, and promotes professionalism. This goal will be measured by improvement in staff satisfaction ratings on the SHRM satisfaction survey from 2014-2015. The survey will be conducted in 3rd quarter of 2016, with results reported by June 2016. The satisfaction rate will meet or exceed the national worker satisfaction rate as measured by SHRM.



Board of Directors Meeting

Valencia College – District Office
1768 Park Center Drive, Orlando, FL (5th Floor)

Thursday, September 17, 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:

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Item	Agenda Topic	Action Item	Info/ Discussion Item	Presenter
1	Welcome – Valencia College			Dr. Nasser Hedayat
2	Mission Moment – Program Services Spotlight			Mimi Coenen
3	Roll Call / Establishment of Quorum			Kaz Kasal
3	Public Comment			
4	Approval of Minutes A. 6/17/15 Joint Meeting of Consortium/Board	X		Eric Jackson
5	Information/Discussion/Action Items			
	A. Chair’s Report		X	Eric Jackson
	B. Board Education: Manchester Bidwell Corporation Tour		X	Kevin Shaughnessy / Pam Nabors
	C. President’s Report 1) Finance 2) Operations		X X	Pam Nabors Leo Alvarez Mimi Coenen
	D. Department of Economic Opportunity (DEO) Performance		X	Lois Scott/DEO Bureau Chief Bureau of One-Stop/Program Support Division of Workforce Services
	E. Committee Reports			
	1) Audit			Eric Ushkowitz
	2) Community Engagement			Kevin Shaughnessy
	3) Executive			Eric Jackson
	4) Finance a) Retirement Plan Update		X	William Merck
	5) Governance a) Notice to update Bylaws		X	Robert Brown
	6) Program a) Training Provider Approvals b) Priority of Funding Guidelines c) Negotiated WIOA Performance Measures	X X X		Richard Sweat
6	Other Business			
7	Chair’s Closing Remarks			Eric Jackson
8	Adjournment			

Upcoming Meetings:

- Board Meeting: 9:00 am, 9/17/15 / Valencia College – District Office / 1768 Park Center Drive, Orlando, FL
- Board Annual Information Session: 10:45 am, 9/17/15 / Valencia College – District Office / 1768 Park Center Drive, Orlando, FL
- Community Engagement Committee: 2:30 pm, 11/16/15 / Knob Hill Group / 1030 N. Orange Ave., Orlando, FL