



Board of Directors Meeting Agenda

Tuesday, September 24, 2013
10:30 a.m. - 12:00 p.m.

JobVantage

4360 East Colonial Drive, Orlando, FL 32803

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

Welcome & Chair's RemarksThomas Katheder

- Welcome New Board Members
- Roll Call/Establishment of Quorum
- Public Comment
- Approval of Minutes from 6/20/13 Joint Meeting of the Consortium & Board of Directors

Setting the Stage for WCF RetreatMark Brewer
President/CEO
Community Foundation of Central Florida

**Presentation – Six Pillars – 20-Year Strategic Plan
Talent Supply & Education**Brad Swanson
V.P. of Strategic & Corporate Partnerships
Florida Chamber of Commerce

Committee Reports:

- Audit Committee..... Eric Ushkowitz
- Community Engagement Committee Kevin Shaughnessy
- Executive Committee Thomas Katheder
- Finance Committee Bill Merck
- Governance Committee Bob Brown
- Program Committee Dr. Sanford Shugart
 - Action Item:
 - Eligible Training Providers
 - WIA Adult Income-based Preference
- Youth Committee Debbie Clements
 - Action Item:
 - WIA Youth Procurement

President's ReportPam Nabors

Other Business

Chair's Closing RemarksThomas Katheder

Upcoming Meetings:

Board of Directors Retreat, Thursday, 10/10/13, Valencia College/Collaborative Design Center, 1800 S. Kirkman Road, Orlando, FL
Joint Meeting of Consortium & Board of Directors, Thursday, 12/12/13, - WCF Admin Office, 707 Mendham Blvd., Suite 250, Orlando, FL

DRAFT
Workforce Investment Consortium and WCF Board of Directors Joint Meeting

Goodwill Industries of Central Florida
7531 South Orange Blossom Trail
Orlando, FL 32809
Thursday, June 20, 2013
8:30 a.m.

MINUTES

CONSORTIUM MEMBERS PRESENT: Teresa Jacobs, Brandon Arrington, Leslie Campione and Brenda Carey,

CONSORTIUM MEMBERS ABSENT: Gary Breeden

BOARD MEMBERS PRESENT: Kevin Shaughnessy (Chair), Greg Beliveau (via phone), Diana Bolivar (via phone), Paul Bough, Wendy Brandon, Deborah Clements, Melanie Cornel, Lorna Garrow, Catherine Hanson, Eric Jackson, Thomas Katheder, Leland Madsen (via phone), Brian Michaels, Taylor Pancake, Jack Plettinck, Joseph Sarnovsky, Sanford Shugart, Richard Sweat (via phone), Eric Ushkowitz, Rick Walsh (via phone), Larry Walter and Mark Wylie

MEMBERS ABSENT: Angela Adams, Robert Brown, Steve Clelland, William D'Aluto, Leticia Diaz, William Merck, Tirso Moreno, Dr. Robert Spooney, Robert Thompson, and Chuck Todd

STAFF PRESENT: Pamela Nabors, Kevin Neal, Leo Alvarez, Joyce Hinton, Homer Boone, Kameel, Tonya Elliott, Sherry Voss, Nilda Blanco, Anika Holmes, Jason Lietz, Chad Kunerth, Suzan Awad and Kaz Kasal

GUESTS PRESENT: Sheri Olson, Joseph Pennisi, Bryant Applegate/Seminole County, Jeffrey Newton/Orange County, Andrew Mai/Osceola County, Ron Goss, Shellonda Rucker/Henkels & McCoy

1. WELCOME

Mayor Jacobs called the meeting to order at 8:30 a.m. and welcomed those in attendance.

Mayor Jacobs commended the WCF Board for their diligent leadership and the incredible job they have been doing. She thanked Ms. Nabors for her leadership and active involvement in the community. She expressed her gratitude and enthusiasm that both Ms. Nabors and Mr. Neal are working here in this region.

Mr. Shaughnessy expressed his appreciation to the Consortium for the support they have provided in turning this organization around. He thanked Mr. Oakley for hosting today's meeting here at the Goodwill facility.

2. PUBLIC COMMENT

None Offered

3. APPROVAL OF THE MINUTES

➤ 12/13/12 Joint Meeting of the WCF Board and Consortium

A motion was made by Commissioner Carey and seconded by Commissioner Arrington to approve the minutes from the 12/13/13 Joint Meeting of the WCF Board and Consortium. Motion carried unanimously.

➤ 4/16/13 Board of Directors Meeting

A motion was made by Mr. Sarnovsky and seconded by Mr. Jackson to approve the minutes from the 4/16/13 WCF Board of Directors Meeting. Motion carried unanimously.

4. APPOINTMENT OF 2013-2014 WCF Board of Directors

A motion was made by Commissioner Arrington and seconded by Commissioner Carey to approve the Appointment of the 2013-2014 WCF Board of Directors. Motion carried unanimously.

5. APPROVAL OF THE 2013-2014 BUDGET

Ms. Nabors stated that a copy of the proposed 2013-2014 Budget was emailed out to the Consortium and WCF Board two weeks ago to provide time to review and ask questions. The Finance Committee has reviewed this proposed budget and approved it to be moved forward to Consortium and Board for final review and approval. Ms. Nabors went over the following highlights:

- The proposed total for PY 13-14 is \$39.8M, which includes \$15.4M in carry-in dollars from PY 12-13. \$37.8 will be allocated to program support and \$1.9M allocated to administration. The administration portion equates to 4.9% of the total budget and the total allowance/cap for administration is 10%, so this is below half of the cap.
- Ms. Nabors referred to the pie chart in the meeting packet that showed the percent breakdown of funding allocation by grant – 70% of the budget will be allocated towards WIA program to serve individuals with low income, unemployed and at-risk youth, 14% of the budget will be allocated toward Welfare Transition program, and the remaining budget will be allocated to Wagner Peyser, veteran, and other smaller programs.
- With regard to WCF staffing statistics – there are 300 employees: 253 are WCF employees and 47 are DEO employees. 95% of staff are programmatic and 5% are administrative.
- The Program Committee submitted program priorities which includes an expansion of training options. In the past, there were only two options: longer term training/ITAs and paid work experience. For the new program year, other types of training have been added with a focus

on targeted industries to help businesses to become more competitive by getting qualified job seekers. Dr. Shugart added that the Program Committee's submittal of program priorities included: 1) per state policy, half of funding has to be allocated toward ITAs (Individual Training Accounts), 2) earlier in the year, the committee directed staff to shorten length of work experience internships to increase the number of individuals that could participate in this program and 3) focus on advanced manufacturing training.

- Facilities – there are currently 8 offices, including the administration office. Consolidation of offices in Seminole and East Orange County will provide more comprehensive services and increased efficiency in use of space. This will result in a minimum savings of \$40,000 a year.

Commissioner Carey asked where the one-stop office will be located in Seminole County and is it near a bus line. Ms. Nabors replied that the new location (1209-1224 (*suite number not established yet*) W. Airport Blvd., Sanford, FL 32773) is near the current location (2884 South Orlando Drive, Sanford, Florida 32773), and also there is a bus line near the new location.

Commissioner Arrington asked for further information on the carry-in dollars. Ms. Nabors replied WIA funds have a 2-year life; however DEO require 80% be spent in first year, with a 20% carry-in to the second year. In previous years when receiving stimulus funds, the state did not enforce this provision. However per guidance from DEO and WCF's financial consultant Taylor, Lombardi, Hall & Wydra, it is recommended to decrease deferral to 30% carry-in and then to 20% in subsequent years. With the improved economy and sequestration, it is anticipated that there will be reduction in federal funds in coming years and WCF will continue to look at improved efficiencies with fixed costs.

Commissioner Carey noted that a lot of programs are being added for the new program year. Will these programs all be closely monitored to determine which are most effective and which need to be cut? Ms. Nabors replied that all programs are closely monitored and this will be a continued practice. With regard to the reduced funding in the WT program, WCF is adjusting program delivery and staffing levels to absorb this cut while continuing to provide effective service delivery. Under the continued leadership of Dr. Shugart, the metrics are being honed/developed which has, and will continue to help determine where funds should be moved in order to provide the best outcomes. Commissioner Carey concurred and asked that this scrutiny continue so that the best programs are utilized, and which there is the most need.

Mayor Jacobs commented that this new format where the Consortium and WCF Board meeting face-to-face jointly has been very instrumental for increased dialogue and oversight. She advised that WCF needs to be nimble with their resources and foresight going forward.

Commissioner Carey thanked staff for providing the 13-14 proposed budget two weeks in advance instead of the day of meeting as was the previous practice. Mayor Jacobs concurred, the difference between the previous Administration and new is significant, and under Ms. Nabors' leadership this organization has transformed and is more transparent.

A motion was made by Mr. Sarnovsky and seconded by Mr. Ushkowitz to approve the 2013-2014 Budget. Motion carried unanimously.

A motion was made by Commissioner Arrington and seconded by Commissioner Carey to approve the 2013-2014 Budget. Motion carried unanimously.

6. ADOPTION OF AMENDED BY-LAWS

A motion was made by Ms. Brandon and seconded by Mr. Beliveau to approve the amended By-Laws. Motion carried unanimously.

Mr. Shaughnessy thanked Mr. Katheder for his expertise reviewing and providing additional refinements to the By-Laws.

7. PRESIDENT'S REPORT

Ms. Nabors provided the following highlights:

WCF Board Development and Strategic Planning

- Have established various committees and board members have been very engaged providing expert input and oversight.
- Have met all of the conditions in the Governor's September 2011 letter. Ms. Nabors received a call last night from Mr. Maleszewski, Inspector General/DEO who indicated that the DEO letter to the Governor recommending the lifting of the high risk designation is ready for the Governor's signature.
- The Governance Committee is planning a WCF Board Retreat in October 2013. This retreat is intended to focus on challenges ahead - identify priorities for employment and training in the region, and identify key workforce initiatives for future development.

Internal WCF Process and Systems

- DEO fiscal monitoring was completed in May 2013 with no findings regarding WCF fiscal operations.
- Professional development of staff is and will remain a continued focus.

WCF Programs and Performance Outcomes

- Diversifying programs - looking at trends where there is demand, targeting growing and emerging industries.
- WCF recommending an experienced youth provider to serve at-risk youth in a year-round program vs. just summer program.
- WT engagement rate is near 50% and continuing to trend upward.
- Placements have doubled from 2,000 in May 2012 to 4,000 in May 2013 - WCF ranks #3 in state for number of job seekers placed. Placement performance continues to trend upwards - with a focus on 1) improving performance with targeted programs and 2) identifying effective and quality ways to deliver services.

Community Engagement and Outreach

- Re-established as a community partner - engaging in partnerships/MOUs with many community organizations, chambers, economic development organizations in the five-county

region – with a focus to leverage WCF resources to put more people to work and help find competitive talent for businesses.

Ms. Nabors expressed her thanks for being provided the opportunity to lead this organization - the staff have been wonderful and they are engaged in the change and improvement.

Mr. Shaughnessy expressed his appreciation to Ms. Nabors for her exceptional around-the-clock outreach to the community. The Executive Committee has provided their review of Ms. Nabors which included high compliments and encouragement.

8. STATUS OF DEO/USDOL – AUDIT AND OTHER MATTERS

Mr. Shaughnessy indicated, as Ms. Nabors previously stated, the Governor is expected to sign the letter lifting WCF from high risk designation. This organization has made a great turnaround and he expects continued improvement as WCF moves forward.

Mr. Shaughnessy provided a presentation of awards recognizing those board members (listed below) leaving the WCF Board as of 6/30/13. He thanked each for their involvement and great dedication to this board.

- Catherine Hanson
- Robert Thompson
- Rick Walsh

Mr. Shaughnessy also recognized the following board members who are currently not on the board, but served earlier this program year and prior year. They are:

- Larry Dale
- John A. Moore
- Thomas Yochum

Mayor Jacobs expressed her thanks to the above board members and appreciation for the support they have provided.

Mayor Jacobs provided a presentation of an award recognizing Mr. Shaughnessy for his outstanding leadership on the WCF Board and added without his leadership none of this would have happened; he has done a phenomenal job within a short period of time. Ms. Jacobs also presented to Mr. Shaughnessy a certificate of appreciation from the Orange County Commission on behalf of the Consortium.

9. COMMITTEE REPORTS

A. Audit Committee

Mr. Ushkowitz thanked the Consortium for providing a representative from each of their

respective counties to serve on the Audit Committee – this has provided more county engagement and a safeguard for clean audits.

B. Executive Committee

2013-2014 Board Calendar – provided in today's meeting packet

➤ Facilities Plan

Mr. Alvarez stated that the recommendation of the consolidation of WCF's Seminole County facility in has been reviewed by the Finance Committee and determined/concurred that this is a more effective and efficient way to move forward in Seminole County. Mr. Alvarez extended his thanks to Mr. Katheder for his real estate consultation and expertise (complimentary); and also to Ms. Cornell for providing Ms. Volosin for her consultation and expertise (complimentary) in space planning/logistics. There are currently two offices in Seminole County which WCF is planning to consolidate into one new office (10,031 sq.ft.), which is located in the Brio Business Center at 1229 W. Airport Blvd. in Sanford. This location is within two miles of the current JobVantage office in Sanford. The landlord will be financing build-out costs which will be amortized into the 5 year lease. Ms. Carey asked about language in the lease to terminate should funding change. Mr. Katheder replied that the concern for the landlord is the out-of-pocket of \$300,000 in renovations if WCF defaults; and if the landlord defaults, WCF would have same concerns. Currently WCF is proposing a progressive payment plan with the landlord to mitigate risks on both sides. Ms. Carey asked if there would be a penalty for early term lease, if our funding is reduced. Mr. Katheder replied that there would be some penalty – the amortization is part of the 5-year lease.

A motion was made by Dr. Shugart and seconded by Mr. Beliveau to approve WCF to proceed with signing a lease with Brio Business Center, followed by contractor negotiations based on the final construction specifications to determine the final build-out costs. Motion carried unanimously.

➤ Procurement – Multifunctional Devices (copiers)

Mr. Shaughnessy stated that this recommendation is to renew the contract with current vendor, which WCF has had over several years. The Executive Committee directed staff to bid this out in order to ensure a competitive process, as well as greater transparency. Commissioner Carey asked if WCF has looked at the contract the counties have and piggy-back on theirs. Mr. Neal replied that WCF is piggy-backing off of the state approved vendors and which have already been vetted through an extensive procurement process. WCF negotiated a price that is lower than the state rates.

A motion was made by Mr. Katheder and seconded by Mr. Beliveau to allow staff to negotiate with North American Office Solutions (NAOS) for the provision of multifunctional devices for the seven WCF office locations. Motion carried unanimously.

C. Finance Committee

Ms. Cornell stated that the Finance Committee met on 6/3/13 to review the budget and discuss

the report from the financial consulting firm Taylor, Lombardi, Hall & Wydra (TLHW). TLHW provided technical assistance and helped WCF strengthen internal controls. WCF is still waiting for the Governor to sign the DEO letter recommending removal of high risk designation.

D. Legal Committee

Mr. Katheder stated that aside from the facility information discussed earlier in the meeting, he has no further updates.

E. Program Committee

Dr. Shugart extended his thanks to the staff and executive staff for working closely with the Program Committee to rethink program strategies. The following is what is currently underway:

- 1) Review program strategies and distribution of funds to expand options that lead up to employment.
- 2) Focus on metrics, specifically local metrics (the "Dashboard") as they are in real time vs. the national and state measures that tend to look back at past data. These local metrics will be provided to the board later in the calendar year.
- 3) Review/revise the approval process for training providers. Currently just the minimal basic requirements apply. A more robust approval process will be discussed and developed in the coming months that include data on placement and wage performance.

➤ Training Providers

Everest University

Dr. Shugart indicated that Everest University provides training programs to include: computer information science, medical assistant, paralegal, pharmacy tech, and business administration. The Program Committee reviewed, discussed and concurred to bring this training provider forward for board review and approval.

A motion was made by Dr. Shugart and seconded by Mr. Ushkowitz to approve Everest University Orlando South as a training provider for Region 12. Motion carried unanimously.

Medtech Institute

Dr. Shugart indicated that Medtech Institute provides training programs to include: medical assistant, medical billing and coding, practical nursing, electronic health records specialist and phlebotomy technician. The Program Committee reviewed, discussed and concurred to bring this training provider forward for board review and approval.

A motion was made by Dr. Shugart and seconded by Mr. Jackson to approve Medtech Institute as a training provider for Region 12. Motion carried unanimously.

Techni-Pro Institute

Dr. Shugart indicated that Techni-Pro Institute provides a training program in practical nursing. The Program Committee reviewed, discussed and concurred to bring this training provider forward

for board review and approval.

A motion was made by Dr. Shugart and seconded by Ms. Hanson to approve Techni-Pro Institute as a training provider for Region 12. Motion carried unanimously.

Mr. Shaughnessy asked Dr. Shugart to share with the Consortium the new manufacturing training program, which is in direct response from Mr. Sweat and other partners who asked that this be a focus in our region - to bring back jobs to the United States. Dr. Shugart stated that Valencia College is part of a consortium of community colleges across Florida involved in a \$15M grant to develop manufacturing skills in the workforce. The program is shorter term than the traditional training of apprenticeships of 7-8 years, or technical transfer model of 2-4 years. This shorter term training involves simulation as opposed to large scale machinery training. Simulation is cost effective and the training is faster. This region is well positioned for this type of training, as it involves the same type of experience as those control managers who operate rides at the attractions in this area. The goal is to rebuild manufacturing capacity and create values/opportunities - Florida is also well-positioned geographically and logistically with its ports, roads and railroad infrastructure.

Dr. Sarnovsky added that Seminole College has welding program which has been upgraded with new equipment - this is a short term certification program and the jobs are in-demand and high wage.

Mayor Jacobs stated that she is thrilled with the simulation and other in-demand specified technical training programs and recognizes the need for this type of training in our Region. She asked what the Consortium can do to support these efforts, so these companies know what WCF is doing. Ms. Nabors concurred that it will be an important to facilitate a clearinghouse approach which connects business with opportunities and identifies training opportunities at colleges, tech centers etc. Also it will be important to increase general public awareness of these good paying, in-demand technical jobs. This is an area that the Community Engagement Committee can work on. Dr. Shugart added that the re-establishment of WCF's Business Services unit will help with the outreach in the business community. Additionally, Valencia College, Seminole State College, and other technical training schools connect to businesses and in-turn can connect these businesses with WCF.

F. Youth Committee

➤ Youth Procurement

Ms. Clements stated that in March 2013, an RFP (Request For Proposals) was issued for year-round Workforce Investment Act Youth Services. Five responses were received, which the Review Committee, comprised of board members, reviewed and discussed. This was then narrowed down to the top 3 scorers. These top three scorers returned to provide a presentation and answer additional questions. The Review Team concurred to recommend Henkels & McCoy to the board.

A motion was made by Ms. Clements and seconded by Mr. Walter to recommend Henkels & McCoy, Inc. be selected as provider for year-round youth services under WIA to serve 550

youth throughout the five county area in the amount not to exceed \$2 million (avg. cost per \$3,636). Motion passed unanimously.

Mr. Jackson asked what the youth age range is for this program. Ms. Clements replied in this region it is 16 to 21, for in-school or out-of-school youth. Mayor Jacobs commented that youth should be represented/have a voice on the committee. Mr. Shaughnessy concurred and indicated that a youth, such as a recent graduate could serve on the committee.

Ms. Clements commented that the responders to this RFP were largely national firms and the local community based organizations were not prepared to compete with the larger organizations like H&M with more experience. The Youth Committee expressed their hope to find ways to make it possible for local organizations to participate in the process with the following recommendation:

A motion by Ms. Clements was made and seconded by Dr. Shugart to authorize staff to open a new procurement targeting community-based organizations in the 5-county region to provide youth workforce services under new fiscal 13-14 funds for up to \$3 million. Staff is directed to host technical assistance workshops of community-based providers to increase knowledge of the requirements necessary to operate a WIA Youth Program. Motion passed unanimously.

Commissioner Arrington asked if this would go as one lump sum to one organization or to different organizations. Ms. Clements replied she hopes to several organizations to help them gain knowledge of WIA requirements. Commissioner Arrington commented that this is a great way to go, by having more local organizations involved in the process.

G. Governance Committee

➤ Officer Elections

Mr. Shaughnessy stated that below is the proposed slate of officers as recommended by the Governance Committee. All of these individuals have agreed to serve in the capacity as indicated, if they are nominated and elected:

Position	Nomination
Chair	Thomas Katheder
Vice Chair	Wendy Brandon
Treasurer	Bill Merck
Secretary	Greg Beliveau

Mr. Shaughnessy added that Ms. Brandon has agreed to serve as Vice Chair with the understanding that this will not put her in line to be Chair. Mr. Shaughnessy commented that the above individuals have been very active, strong contributors to the board.

A motion was made by Mr. Walsh and seconded by Mr. Walter to approve the above nominated individuals serve as the officers of the WCF Board. Motion passed unanimously.

Mayor Jacobs thanked Mr. Katheder for stepping up and taking this very important role for the community.

Dr. Shugart asked how WCF plans to report out to the community and the community leaders on the status of the organization. Ms. Nabors replied that first they need to receive the official word that the high-risk designation has been lifted; then a press release will be issued. WCF will also be launching a communication plan in concert with new Community Engagement Committee. Commissioner Carey commented that there will be a report out to her board on the news – these are televised sessions, as in each of the counties, so word can also get out in this format. Mayor Jacobs concurred and also offered to include in their newsletter.

10. OTHER BUSINESS

Mr. Goss introduced himself from H&M and provided his thanks to the board for the opportunity to serve as provider for year-round youth services. He added that his 90% of the staff at his organization work in Central Florida. In their delivery of services they partner with the community-based organizations and they can provide technical support to broaden the outreach to youth.

11. Adjourn

Mayor Jacobs thanked all for attending today's meeting.

There being no other business, the meeting was adjourned at 9:51 a.m.

Respectfully submitted,

Kaz Kasal
Sr. Administrative Assistant



**FLORIDA
CHAMBER**
Foundation

Florida Chamber Foundation

SOLUTIONS SUMMIT

TALENT SUPPLY & EDUCATION PILLAR

SECURING FLORIDA'S FUTURE



SOLUTIONS SUMMIT

September 26, 2013

9:00 a.m. to 4:00 p.m.

Hyatt Regency Orlando

- The world of work is changing.
- Florida's educational environment is being rocked by change.
- There are threats to **Common Core State Standards** and Florida's long term commitment to educational excellence.
- Are Florida **businesses, workers and graduates** ready?

Join the conversation and add your voice to the business community's strategy.

ARE YOU READY?

ARE WE READY?

Education and business leaders from around the state are coming together to lead participants in an interactive conversation on the workforce of tomorrow and college and career readiness.

Presenting Speakers:

Pam Stewart

Commissioner of Education

Jane Adams

University of Florida

Ed H. Moore, Ph.D.

Independent Colleges & Universities of Florida

Stacy Carlson, Ph.D.

Helios Education Foundation

Susan Pareigis

The Florida Council of 100

Frank Fuller, Ed.D.

The Florida Senate

Julie C. Smith

Verizon Foundation

Jennifer Grove

Gulf Power Company

Jim Thompson

State Farm Insurance

Elizabeth Gutierrez

Lumina Foundation for Education

Khori Whittaker

Foundation for Florida's Future

Chris Hart IV

Workforce Florida, Inc

Register today!

Visit www.FloridaChamber.com/SolutionsSummit

To reserve your hotel room, visit the [Hyatt Regency Orlando](http://HyattRegencyOrlando.com) or call 1-888-421-1442 and ask for the "Florida Chamber Foundation" rate.

Grassroots Action & Information Network

We need you as a driving force to shape Florida's future. Please take a few minutes to answer the following questions so we can address issues important to you in shaping a healthy and growing business climate for our state. We invite you to join a growing list of business and civic leaders as investors in our work at the Florida Chamber driving our mission to make Florida the best place in the country to live, work and do business.

Name _____ Title _____ Company _____
 Address _____ City _____ Zip _____ # of Florida Employees _____
 Email _____ Phone _____ Mobile _____ Fax _____

Florida needs your leadership. Please indicate the statewide issue(s) that you want to participate on:

TALENT SUPPLY & EDUCATION

- Pre K Primary & Secondary Higher Education
 Workforce Development STEM

INNOVATION & ECONOMIC DEVELOPMENT

- Manufacturing Life Sciences
 Technology International Business
 Economic Development Aerospace
 Financial & Capital Markets
 Agriculture Tourism

INFRASTRUCTURE & GROWTH LEADERSHIP

- Energy Transportation
 Growth Leadership

BUSINESS CLIMATE & COMPETITIVENESS

- Small Business Issues Property Insurance
 Taxation Legal Reform Card Check
 Government Regulations Property Rights
 Combating the Union Agenda Workers' Compensation
 Unemployment Compensation Guns at Work
 E-Fairness

CIVIC & GOVERNANCE SYSTEMS

- Elections Constitutional Amendment Reform
 Government Efficiency & Responsibility
 Immigration Ethics

QUALITY OF LIFE & QUALITY PLACES

- Healthcare Retirement Security

Political Leadership

How are you involved in the political process?

- I make corporate or individual political contributions. I support the Florida Chamber's Leadership CCE and political program.
 I share election information with my employees. I host fundraisers. I vote. Other: _____

Legislative Advocacy

Does your company have lobbyists?

- Yes No

Do you know your local State Representative(s)?

- Yes No Name(s): _____

Do you know your local State Senator(s)?

- Yes No Name(s): _____

What is your current legislative involvement?

- I meet with my legislators regularly. I inform my employees regularly. I would like to be more involved.

Media Outreach

I would like to be a spokesperson for Florida's Business Agenda: (Check all that apply)

- I am willing to speak with local media. I will sign letters to the editor for my newspaper.
 You can quote me on major policy priorities. I will meet with editorial boards of my newspaper.
 I am willing to blog on websites. Comments/Other: _____

Please Fax Back to (850) 521-1278 or contact Greg Blosé at (850) 521-1243 or gblose@flchamber.com

Visit www.FloridaChamber.com/grassroots.



WORKFORCE CENTRAL FLORIDA

Action Item

Training Provider – Request for Approval

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

Center for Professional Training & Development, 1122 West Church St., Orlando, Florida 32805

Center for Professional Training & Development is a private school requesting approval to provide training to Region 12 customers. The school's Basic Computer Specialist program has a 75% placement rate. This program links to several occupations on our region's Targeted Occupation List including Database Administrators, Software Application Developers, Computer Programmers, and Graphic Designers. The school has been serving Orlando residents for 12 years. WCF has no other school in the Orlando area providing this program.

Center for Professional Training & Development is located on the public transit bus system in what appears to be in a safe community. WCF staff processed all of the eligibility documents and made a site visit to the school to document (with pictures) that the building is in compliance with the Americans with Disabilities Act. The school is licensed by the Commission for Independent Education (Annual License) and it 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	%Completed
Basic Computer Specialist	\$3,925	208	No	100% (12 of 12)

Staff Recommendation:

That Center for Professional Training & Development is approved to offer training in the following program:

- Basic Computer Specialist

NEEDED ACTION

To approve or not to approve Center for Professional Training & Development as a training provider for Region 12.



WORKFORCE CENTRAL FLORIDA

Action Item Training Provider – Request for Approval

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

DeVry University Orlando, 4000 Millenia Blvd, Orlando, Florida 32839

DeVry University Orlando North, 1800 Pembroke Drive, Suite 160, Orlando, Florida 32810

DeVry University is a private school requesting approval to provide training to Region 12 customers. The school has 89%, 78% and 61% placement rates in their Electronics and Computer Technology, Network Systems Administration, and Web Graphic Design programs, respectively. The Orlando campus has a total of 24 classrooms, 11 of which have PCs (the Gaming/Simulation lab has 6 iMacs). The Orlando North campus has a total of 5 classrooms, 2 of which have PCs. All faculty contact students, who miss class or fail an exam, within 24 hours to discuss strategies for improvement. All instructors have scheduled tutoring hours in the Student Success Center. The Accounting and Health Information Technology programs began less than two years ago and have no completers at this time. The completion rates for the Electronics and Computer Technology, Network Systems Administration, and Web Graphic Design programs represent a majority of enrollees during the past 3 semesters whom have not completed.

Both campuses are located close to the public transit bus system in what appears to be in safe communities. WCF staff processed all of the eligibility documents and made a site visit to both campuses to document (with pictures) that the building is in compliance with the Americans with Disabilities Act. The school is licensed by the Commission for Independent Education (Annual License) and it meets all of the other eligibility requirements.

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

Program Name	Total Cost	Credit Hrs.	Pell Grant Approved	% Completed
Accounting	\$38,307	65	No	No Data
Electronics and Computer Technology	\$44,135	71	Yes	45%
Health Information Technology	\$39,037	67	No	No Data
Network Systems Administration	\$42,675	67	Yes	36%
Web Graphic Design	\$42,675	67	Yes	61%

Staff Recommendation: That DeVry University is approved to offer training in the following programs:

- Accounting
- Electronics and Computer Technology
- Health Information Technology
- Network Systems Administration
- Web Graphic Design

NEEDED ACTION

To approve or not to approve DeVry University as a training provider for Region 12.



WORKFORCE CENTRAL FLORIDA

Action Item

Training Provider – Request for Approval

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

Future Media Concepts, 6675 Westwood Blvd, Suite 145, Orlando, Florida 32821

Future Media Concepts is a private school requesting approval to provide training to Region 12 customers. The school provides technology career training through state-of-the-art equipment and industry-recognized instructors. Future Media Concepts is the only Apple Gold certified training facility in Florida, and one of ten in the nation. They are the only certified training and testing center in Orlando for Apple, Adobe, and Avid. Future Media Concepts is the only Adobe Train-the-Trainer provider in the nation, due to the credentials of their instructors. Participants receive multiple industry and product-specific certificates throughout each program, increasing their value to employers. The school has been providing career training in central Florida for over 9 years to individuals and corporations striving to maintain current with constantly-evolving technology.

The school is located close to the public transit bus system in what appears to be in a safe community. WCF staff processed all of the eligibility documents and made a site visit to the school to document (with pictures) that the building is in compliance with the Americans with Disabilities Act. The school is licensed by the Commission for Independent Education (Annual License) and it 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	% Completed
3D Design	\$16,645	246	No	98%
Adobe Video and Sound Editing	\$7,500	112	No	98%
Apple Mac IT	\$11,905	160	No	98%
Apple Video and Sound Editing	\$5,408	96	No	98%
Application Development	\$15,465	216	No	98%
Avid Video and Sound Editing	\$8,755	136	No	98%
Web Design and Development	\$15,825	248	No	98%

Staff Recommendation: That Future Media Concepts is approved to offer training in the following programs:

- 3D Design
- Adobe Video and Sound Editing
- Apple Mac IT
- Apple Video and Sound Editing
- Application Development
- Avid Video and Sound Editing
- Web Design and Development

NEEDED ACTION

To approve or not to approve Future Media Concepts as a training provider for Region 12.



WORKFORCE CENTRAL FLORIDA

Action Item Training Provider – Request for Approval

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

ITT Technical Institute - Orlando, 8301 Southpark Circle, Suite 100, Orlando, Florida 32819

ITT Technical Institute - Orlando is a private school requesting approval to provide training to Region 12 customers. The school has an 82% placement rate. The school has invested in simulation manikins providing medical students with “near-human” spontaneous training experiences. The adult, adolescent, child and birthing simulators provide experiences which may never occur during their clinical rotation. The Criminology and Forensic Technology program includes state-of-the-art fingerprint lifting equipment. The Orlando campus opened in December, 2010. The completion rates include the initial completers of the original programs, as well as all subsequent enrollees.

The school is located close to the public transit bus system in what appears to be in a safe community. WCF staff processed all of the eligibility documents and made a site visit to the school to document (with pictures) that the building is in compliance with the Americans with Disabilities Act. The school is licensed by the Commission for Independent Education (Annual License) and it 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	% Completed
Computer and Electronics Engineering Technology	\$47,128	1120	Yes	21%
Computer Drafting and Design	\$48,607	1130	Yes	36%
Criminology and Forensic Technology	\$46,799	987	Yes	No Data
Drafting and Design Technology	\$47,128	1098	Yes	No Data
Electrical Engineering Technology	\$47,128	1098	Yes	No Data
Information Technology - Computer Network Systems	\$48,128	1120	Yes	40.3%
Network Systems Administration	\$46,649	1078	Yes	No Data
Nursing	\$53,488	1548	Yes	No Data

Staff Recommendation: That ITT Technical Institute - Orlando is approved to offer training in the following programs:

- Computer and Electronics Engineering Technology
- Computer Drafting and Design
- Criminology and Forensic Technology
- Drafting and Design Technology
- Electrical Engineering Technology
- Information Technology - Computer Network Systems
- Network Systems Administration
- Nursing

NEEDED ACTION

To approve or not to approve ITT Technical Institute - Orlando as a training provider for Region 12.



WORKFORCE CENTRAL FLORIDA

Action Item

Training Provider – Request for Approval

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

USA CDL Driving School, 7133 S. Orange Ave., Orlando, Florida 32809

USA CDL Driving School is a private school requesting approval to provide training to Region 12 customers. The school was an approved training provider in 2009 as the Orlando campus of Key Power Driving School. The campus director reopened the school in 2010 under separate ownership. The school has an 89% placement ratio, as many over-the-road employers contact the school to hire their students. The school uses multiple instructors to assist in student comprehension. They are open on Saturdays to provide tutoring for those who may have missed a session or are having challenges. The location on South Orange is convenient for Orange and Osceola county job seekers, as Osceola does not have a WCF-approved CDL school.

USA CDL Driving School is located on the public transit bus system in what appears to be in a safe community. WCF staff processed all of the eligibility documents and made a site visit to the school to document (with pictures) that the building is in compliance with the Americans with Disabilities Act. The school is licensed by the Commission for Independent Education (Annual License) and it meets all of the other eligibility requirements.

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

Program Name	Total Cost	Contact Hrs.	Pell Grant Approved	%Completed
CDL 160 Hour Tractor-Trailer Driver	\$3,110	160	No	100% (19 of 19)

Staff Recommendation: That USA CDL Driving School is approved to offer training in the following program:

- CDL 160 Hour Tractor-Trailer Driver

NEEDED ACTION

To approve or not to approve USA CDL Driving School as a training provider for Region 12.



WORKFORCE CENTRAL FLORIDA

Action Item

Training Provider – Request for Approval

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

Wood Hygienic Institute, 2220 E. Irlo Bronson Memorial Hwy, Kissimmee, FL 34744

Wood Hygienic Institute is a private school requesting approval to provide training to Region 12 customers. The school's Massage Therapy program has a 77% placement rate, and their Colon Therapy program has a 70% placement rate. Florida Department of Health Certification in Colonic Irrigation (Colonics) requires a valid Florida Massage Therapist License. Region 12 has no other training provider for Massage Therapy in Osceola County, and no other training provider for Colon Therapy in the entire region.

Wood Hygienic Institute has operated successfully at the same location for 19 years. The school is located close to the public transit bus system in what appears to be in a safe community. WCF staff processed all of the eligibility documents and made a site visit to the school to document (with pictures) that the building is in compliance with the Americans with Disabilities Act. The school is licensed by the Commission for Independent Education (Annual License) and it 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	%Completed
Massage Therapy	\$5,910	500	No	87%
Colon Therapy	\$2,275	100	No	100%

Staff Recommendation: That Wood Hygienic Institute is approved to offer training in the following programs:

- Massage Therapy
- Colon Therapy

NEEDED ACTION

To approve or not to approve Wood Hygienic Institute as a training provider for Region 12.



Action Item

WIA Program: Priority of Service – Request for Approval

Background:

Workforce Central Florida (WCF) provides three levels of services – core, intensive, and training – to eligible adult job seekers. Because funding is generally not unlimited, intensive and training services are usually provided on a priority basis, pursuant to the Workforce Investment Act (WIA). Under WIA's priority of service scheme, when funds allocated to a local area for adult employment and training activities are limited, priority is given to recipients of public assistance and other low-income individuals for intensive and training services. WCF currently applies a priority of service system based on a prior assumption that funding was limited.

Under WCF's current Individual Training Account (ITA) policy, eligible adult participants may receive an ITA ranging from \$5,000 to \$7,000, depending on the occupational training program. Annual WIA funding allocations are reviewed and budgeted based on projected demand for services, and to meet the state requirement that at least 50 percent of WIA Adult and Dislocated Worker funds are spent on ITAs, which includes tuition, books, and fees of training providers and other training services authorized by WIA. Based upon current enrollments and projected expenditures, we have determined that WIA funding is not currently limited, and therefore, priority of service is not required.

Needed Action:

Amend WCF's 5-year plan to allow the President/CEO to make a determination of whether funds are limited, and if not, substitute an income-based preference for the priority of service. The income-based preference would be equivalent to 200 percent of the Lower Living Standard Income Level (LLSIL).

Criteria for Making Determination:

At the beginning of each program year, if the amount budgeted for WIA adult intensive and training services exceeds obligations carried over from the previous program year and projected demand for such services during the current program year, the President/CEO may make a determination that funds are not limited.

Expenditures and future obligations for intensive and training services will continue to be reviewed on a monthly basis; and if at any point during the program year the WIA adult funds budgeted for intensive and training services will not meet projected demand for such services, the President/CEO will declare that funds are limited and implement the statutorily-required priority of service for the remainder of the program year.

When implemented, priority of service will be as follows:

Priority 1: Recipients of public assistance or other low-income individuals, as defined in WCF's priority of service policy.

Priority 2: Veterans and eligible spouses, as specified in the Jobs for Veterans Act and its implementing regulations at 20 CFR part 1010.

Rationale to apply an income-based preference:

- Addresses the needs of the "working poor" whose incomes are slightly above the guidelines of low-income eligibility.
- Ensure that individuals (including dependent adults and college students, ages 18-24) enrolled in WIA adult-funded ITA's are those whose families lack or have limited ability to pay for the training in order to obtain or retain employment.
- Assist dislocated workers who are working in an income maintenance job earning less than 80% of their previous wage rate from their job of dislocation, from which eligibility for the dislocated worker program is based on and current earnings are less than the self-sufficiency definition.
- Assist eligible adults who are seeking training in targeted industries, STEM initiatives, specifically designated grant programs or special projects that are over the local standard.

NEEDED ACTION

To approve amendment of WCF's 5-year plan that would allow the substitution of an income-based eligibility preference, in lieu of priority of service, when a determination is made that WIA adult funds are not limited for providing intensive and training services.

LOWER LIVING STANDARD INCOME LEVEL AND POVERTY GUIDELINES FOR 2013

***Region 12 – no priority of services in effect for PY 13-14. WCF’s self-sufficiency criteria is 200 percent of the Federal Poverty Guidelines for adults. EW self-sufficiency is \$55,994 (family of 1).**

Family Unit Size	Priority of Service LLSIL METRO (70%)	200% LLSIL METRO
1	11,490	\$25,306
2	15,510	\$41,464
3	19,919	\$56,912
4	24,592	\$70,262
5	29,025	\$82,928
6	33,946	\$96,988
7	38,867	\$111,048
8	43,788	\$125,108
	For each additional person in a family about eight, add \$4,921 per person in the Metro areas.	For each additional person in a family about eight, add \$7,030 per person in the Metro areas.



WORKFORCE CENTRAL FLORIDA

MEMORANDUM

TO: EXECUTIVE COMMITTEE
FROM: DEBBIE CLEMENTS, CHAIR - YOUTH COMMITTEE CHAIR
PAM NABORS, PRESIDENT/CEO
SUBJECT: YOUTH RFP 2013
DATE: 9/16/2013

In June 2013, the WCF Youth Committee, through the Executive Committee, issued a second Request for Proposal (RFP) for year-round Workforce Investment Act Youth Services. An RFP was issued on (DATE) and bidders were asked to submit proposals to WCF no later than noon on September 6, 2013. WCF received eight proposals: Arbor/ResCare, CBC of Florida (ISY and OSY), Children's Home Society, Covenant House, Goodwill Industries, KRA, Urban League of Central Florida.

A committee of six reviewers comprised of Board Members and community subject matter experts convened on September 16, 2013 to review and score the proposals. The Committee scored and ranked the 8 proposals based upon the evaluation criteria stated in the RFP.

Based upon this process, the Review Committee offers the following recommendation for ACTION:

1. The Committee recommends WCF staff enter into negotiations with the following providers in order of scoring and rank (see attachment) to provide additional youth services throughout region:
 - Covenant House for out of school youth services (avg. score 98.8);
 - Arbor E&T d/b/a ResCare for out of school youth services (avg. score 94.8);
 - Children's Home Society for in-school youth services (avg. score 85.1); and
 - Goodwill industries for in-school youth services (avg. score 82)
2. The Committee recommends staff explore options with the selected providers to serve youth in Lake and Sumter counties, since services in these counties were not specifically described by the proposers listed.

Proposer	Number of Youth to Served	In-School Youth	Out-of-School Youth	Proposal Amount	Counties to be Served	Avg. Score -
Arbor E &T d/b/a ResCare	250		X	\$886,517	Orange, Osceola, Seminole	94.8*
Children's Home Society	175	X		\$821,605	Orange County (Evans Community High School)	85.1*
Community Initiatives (Community Based Care of Central Florida)	55	X		\$308,879	Orange, Osceola, Seminole	78.6
Community Initiatives (Community Based Care of Central Florida)	35		X	\$378,379	Orange, Osceola, Seminole	75.3
Covenant House	100		X	\$416,311	Orange, Osceola, Seminole	98.8*
Goodwill Industries	200	X		\$828,020	Orange, Osceola	82*
KRA Corporation	350		X	\$1,431,232.28	Seminole, but can also serve Lake, Orange, Osceola, Sumter	71.5
Urban League of Central Florida	100		X	\$355,166.13	Lake, Orange, Osceola, Seminole, Sumter / Primary office in Orange	76.6

**Workforce Central Florida
President/CEO Report
September 24, 2013**

Highlights

1. WCF Board Development and Strategic Planning

- Governor Scott officially lifted WCF's high risk grantee designation on July 3, 2013.
- WCF Board Orientation was conducted prior to Board meeting on 9/24/13. A board orientation manual has been developed and is being distributed to all Board members.
- As a part of the new statewide workforce brand implementation, Workforce Central Florida has received approval from Workforce Florida for its new regional brand name – **CareerSource Central Florida**. The statewide and regional brand will transition in February 2014.

2. Internal WCF Process and Systems

- WCF's 2012-2013 audit process is underway. A report will be ready for Board approval by January 2014, well ahead of the statutory deadline.
- WCF has concluded the 2012-2013 staff performance management review process. For this year, in addition to performance goals, WCF staff members have also created individual development plans mapping specific professional development goals and activities which are also linked to organizational goals.
- Anika Holmes, Business Services Manager and Kevin Neal, Executive VP and COO have been selected to participate in regional leadership programs in Seminole County and Orlando. *Respectively*
- A lease for a new Seminole County location (Brio) has been signed. Build-out will occur in the fall of 2013, with an expected opening date of January 1, 2014. This lease consolidates two separate career centers into one comprehensive site in Sanford.
- All WCF received workforce customer-satisfaction training in September which resulted in 6 project teams implementing customer process improvements for the WCF career center offices.

3. WCF Programs and Performance outcomes

- WCF issued a second round of WIA youth procurement to allocate \$3.2 million. WCF also conducted a technical assistance session for 11 regional community providers to enhance knowledge and competitiveness in responding to WCF's request for proposals. WCF received 8 proposals and is recommending awards at the 9/24/13 meeting.
- The Welfare Transition engagement rate for ~~all families~~ is at 42.5% for all families and 60.3% for two-parent families in August.
- WCF is at 100% of both Workforce Investment Act (WIA) Adult and Dislocated Worker entered employment rates.

4. Community Engagement and Outreach

- WCF partnered with the Second Harvest culinary training program and supported internships for participants to learn the essentials of cooking and food preparation. All 8 students from the first class are working. The BETA Center partnered with WCF to provide summer internships for pregnant/parenting teens that are living at the center; the teens learned essential work maturity skills and returned to school at the end of summer.
- WCF has begun offering job clubs for ex-offenders in partnership with Goodwill. These are two- day sessions at both WCF and Goodwill locations. Successful completers receive a voucher for an interview outfit at the Goodwill Outlet Centers. WCF has also created an MOU with Christian HELP to refer candidates to the employability skills classes which guarantees an interview with a regional employer to those who successfully pass the program.
- WCF has partnered with the City of Orlando medical careers partnership to support up to 10 residents in training for LPN and RN careers through scholarships and job placement. This partnership includes UCF, USF and Nemours Hospital.
- WCF career center personnel have been out-stationed at Mid-Florida, Winter Park Tech, Orlando Tech, and Westside Tech centers to facilitate greater enrollment; WCF has also signed an MOU with Orange County library to have staff delivering services at library locations including the downtown branch.
- The WIA year-round youth program contracted to Henkel's & McCoy began operations in July at numerous locations throughout the Central Florida including WCF career centers, Goodwill sites, charter schools in Orange County, and Lake and Sumter school partners.