

CareerSource Central Florida Board of Directors Meeting

Orlando Health
1414 Kuhl Ave.
Orlando, FL 32806
Thursday, April 23, 2015
9:00 a.m.

MINUTES

BOARD MEMBERS PRESENT: Wendy Brandon, Greg Beliveau, Diana Bolivar, David Brier, Steven Brooks, Robert Brown, Debbie Clements, William D’Aiuto, Nicole Guillet, Leslie Hielema, Eric Jackson, Leland Madsen, William Merck, Brian Michaels, Sheri Olson, Jack Plettinck, Joseph Sarnovsky, Sanford Shugart, Richard Sweat, Eric Ushkowitz, Larry Walter and Mark Wylie

MEMBERS ABSENT: Angela Adams, Melanie Cornell, Paul Bough, Tirso Moreno, Robert Spooney, Jody Sweet and Chuck Todd

STAFF PRESENT: Pamela Nabors, Mimi Coenen, Leo Alvarez, Kameel Abdurrahman, Robert Quinlan, Ike Powell, Tonya Elliott, Ann Beecham, Nilda Blanco, Kathryn Vega and Kaz Kasal

GUESTS PRESENT: Jayne Robinson/Orlando Health; John Davis, Roz McCarthy, Xavia Fredrick-Sullivan/African American Chamber of Commerce; Heather Ramos/GrayRobinson

1. Welcome

Ms. Brandon called the meeting to order at 9:03 a.m., welcomed those in attendance and thanked Orlando Health for hosting today’s meeting.

Ms. Brandon introduced Jayne Robinson, Career Center Advisor with Orlando Health. Ms. Robinson welcomed the Board and provided an overview of their hiring process as well as various outreach and recruiting strategies they use to attract/attain the right candidates. Ms. Robinson stated that Orlando Health also utilizes CareerSource Central Florida to assist in searching/identifying the right candidates for open positions at the hospital and expressed her appreciation for this partnership.

2. Mission Moment

Mr. Quinlan introduced and welcomed Mr. John Davis/President and Ms. Roz McCarthy/Business Development Consultant of the African American Chamber of Commerce, who spoke regarding their experiences with CareerSource Central Florida’s work experience programs. Mr. Davis greeted the Board and commended CareerSource Central Florida for its professionalism and sense of urgency in helping his organization find a program participant to work as an administrative assistant. Ms. McCarthy stated that CareerSource Central Florida worked with her every step of the way to find the right candidate and Ms. Xavier Sullivan met the criteria. Ms. McCarthy stated that Ms. Sullivan did such a good job they hired her full time and now, through the internship program, Ms. Sullivan has

achieved additional skills and has been promoted to Office Manager. Ms. Sullivan greeted the Board and stated that her participation in the work experience/OJT programs was an amazing experience; it gave her the confidence and push she needed to get back on track and better provide for her family financially.

3. Roll Call / Establishment of Quorum

Ms. Kasal commenced with roll call and established a quorum (two-thirds in attendance) present.

4. Public Comment

None Offered

5. Approval of Minutes

➤ 12/11/14 Board of Directors Meeting

Dr. Shugart made a motion to approve the minutes from the 12/11/14 Board of Directors Meeting; Mr. Jackson seconded, motion passed.

6. Board Education – Robert’s Rules

Ms. Brandon stated that this agenda item will be deferred to the next board meeting.

7. Regional Economic Forecast

Ms. Nabors introduced Dr. Snaith, Director for the Institute for Economic Competitiveness, University of Central Florida. Dr. Snaith greeted the Board and provided a PowerPoint presentation entitled “An Economic Forecast” and also provided “Florida & Metro Forecast – 2015-2018” booklets. Dr. Snaith provided an overview of the national, state and local economic forecast and job growth by sectors in Central Florida. Dr. Snaith further stated that the job outlook in Central Florida is good, more robust than the State, and the focus should be to prepare the workforce for jobs through ongoing education and training.

8. Chair’s Report

Ms. Brandon stated that she and Eric Jackson attended the NAWB Conference. During the conference, Ms. Brandon and Mr. Jackson had breakfast with 3 other Florida workforce board members to discuss regional economic planning, especially with the new legislation. This meeting provided a great opportunity to share ideas and gain insight/learn from other regions. The next quarterly State Board meeting occurs in Jacksonville May 19-20, 2015. The annual all-staff meeting will take place on the afternoon of 5/14/15 and Ms. Brandon stated she will be in attendance, representing the Board.

9. President’s Report

Ms. Nabors referred to the “President/CEO Report” in the meeting packet and provided the following highlights: 2013-14 A-133 Audit has been completed by Cherry-Bekaert with no findings or areas of non-compliance reported. Also the 2014-15 DEO fiscal monitoring report has been completed with no findings. Program monitoring is occurring this week – State will be reviewing documents, processes/procedures. New partnerships and relationships are being fostered in Sumter County to support new and growing businesses, and residents connect to job growth opportunities.

A. Finance

Mr. Alvarez referred to the report in the meeting packet entitled: "CareerSource Central Florida Budget vs. Actual Report – as of February 2015" and reviewed financials through 2/28/15. Mr. Alvarez reported that expenditures are in line with budget projections.

B. Operations

Ms. Coenen introduced two new staff who were hired in February 2015: Ike Powell, Director of Strategic Operations and Robert Quinlan, Director of Business and Professional Services.

Ms. Coenen referred to the report in the meeting packet entitled: "Operations Report (7/1/14 – 3/31/15) and reviewed annual performance goals vs. actual by core and training programs as well as placement outcomes by program and short term training contracts, grants and partnerships. Ms. Coenen also reviewed business services performance, which is a state-driven metric and data from the State's monthly management report which includes CareerSource Central Florida's rankings per measure in the State. Ms. Coenen stated as we plan for the new program year, performance benchmarks will be included and required of training providers. Ms. Coenen also stated that there will be more focus to provide a work experience "earn and learn" component to be included to increase opportunity for placement as well as help to build career pathways. Mr. Jackson asked that comparable history and trends with State ranking be included in the report as a point of reference.

10. Committee Reports

A. Audit Committee

Mr. Ushkowitz stated, as referenced by Ms. Nabors in her report, that there were no findings in the both A-133 Audit and DEO financial monitoring report. Mr. Ushkowitz commended Ms. Nabors and Mr. Alvarez for the clean audit reports.

B. Community Engagement Committee

Ms. Elliott-Moore stated that the Community Engagement Committee met on 3/17/15. Ms. Elliott-Moore further stated that staff is working with a national workforce business expert to complete the business engagement plan. Also UCF School of Business is finalizing the results from surveys taken by the local business community's perception of CareerSource Central Florida and programs/services they find valuable. These results will be presented at the next Community Engagement Committee meeting.

C. Executive Committee

1) Banking Services Procurement

Mr. Merck stated that based on the proposals received from the 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. Merck stated that staff has reported that CNL Bank has been providing good services. The Executive Committee has reviewed and approved to move forward for Board's review the recommendation for CareerSource Central Florida to continue services with CNL Bank.

Dr. Shugart made a motion to approve the recommendation to maintain the banking relationship/continue services with CNL Bank. Mr. Sweat seconded; motion passed.

Mr. Merck stated that based on the proposals received from the retirement broker solicitation the review team ranked Chepenick Financial as the top choice. Chepenick Financial offered a fixed rate contract fee lower than current broker. The firm also has the capability to handle our size portfolio and based on their research of our organization, offered insight on possible future investment options. The Executive Committee has reviewed and approved to move forward for Board's review the recommendation for CareerSource Central Florida to select Chepenick Financial.

Mr. Michaels made a motion to approve Chepenick Financial as the institution of choice. Mr. Jackson seconded; motion passed.

D. Finance Committee

Mr. Merck stated that the Finance Committee met on 4/7/15 and reviewed, discussed and approved above referenced actions items from the Executive Committee report. Mr. Merck stated that the Finance Committee will review the draft budget for FY 15-16 at their next meeting which will be on 6/2/15.

E. Program Review Committee

Dr. Shugart stated that that the Program Review Committee met on 4/8/15 and reviewed the following training programs:

- 1) Apprenticeship Program – Florida Finishing Trades Institute (Drywall Finisher, Glazier, Painter-Decorator, and Painter, Industrial Coating & Lining Application Specialist).

Dr. Shugart referenced the action item in the meeting packet with regard to the Florida Finishing Trades Institute and its specified programs as listed on action item and above. Dr. Shugart stated that Florida Finishing Trades Institute's cost is in line with policy and its apprenticeship programs provide an "earn-while-you-learn" opportunity. Program Review Committee reviewed and approved to move forward for Board's review the recommendation to approve Florida Finishing Trades Institute as a training provider for Region 12.

Mr. Jackson made a motion to approve Florida Finishing Trades and their programs, as listed above. Mr. Ushkowitz seconded, with Mr. Plettinck abstaining; motion passed with a 2/3 majority.

- 2) Employed Worker Training Grant Application (EWT)- .decimal

Dr. Shugart referenced the action item in the meeting packet with regard to the EWT Grant application from .decimal. The Program Review Committee reviewed and approved to move forward for Board's review the recommendation to approve EWT Grant Application from .decimal. Ms. Nabors added that this is a great opportunity for staff at

.decimal to learn and improve in their manufacturing skills in order to move up and grow within the company. Richard Sweat is President/CEO of .decimal and, as he is currently a Board Member on this Board, this action item requires two thirds vote of this Board. Ms. Nabors further stated that as two-thirds quorum has been reported/established by Ms. Kasal at the beginning this meeting, this action item can be voted on.

Mr. Brown made a motion to approve EWT Grant Application from .decimal. Mr. Ushkowitz seconded, with Mr. Sweat abstaining, motion passed with a 2/3 majority.

F. Youth Committee

Ms. Clement stated that Youth Committee met on 5/7/15 and Mr. Edward DeJesus with Youth Advocate Programs (YAP) presented successful methods to connect disconnected youth to programs. Mr. DeJesus at no cost also facilitated a youth workshop which went exceptionally well. Ms. Clements stated that Mr. Gathers is working with providers by developing itemized projections to get spending back on track. Ms. Clements commented that they are seeing good activities on new contract with target Youth Parramore/Lake-Sumter/Foster. Ms. Clements also stated that with new WIOA legislation and shift to focus on out-of-school youth, the composition of the Youth Committee will be reviewed to ensure appropriate participation/representation.

G. Governance Committee

Mr. Brown referred to the action item on the draft Public Comment Policy in the meeting packet. This policy memorializes what this Board already does.

Dr. Shugart made a motion to approve the Public Comment Policy. Mr. Michaels seconded; motion passed.

11. Other Business

Mr. Jackson commented that when Ms. Nabors was hired, the most interesting fact was that she had national exposure with national issues. When attending the NAWB conferences in Washington D.C. with Ms. Nabors, Mr. Jackson stated that he has directly observed how well respected and well received Ms. Nabors is by her peers.

12. Chair's Closing Remarks

Ms. Brandon thanked those who attended today's meeting and stated that the next Board Meeting will be a joint meeting with the Consortium on 6/17/15 – location to be determined. Ms. Brandon also asked the Board to please provide feedback on the new way meeting information is being delivered.

13. Adjourn

There being no further business, the meeting adjourned at 10:32 am.

Respectfully submitted,

Kaz Kasal
Administrative Supervisor