

CareerSource Central Florida Board of Directors Meeting

CareerSource Central Florida
707 Mendham Blvd., Suite 250
Orlando, FL 32809
Tuesday, April 29, 2014
9:00 a.m.

MINUTES

BOARD MEMBERS PRESENT: Wendy Brandon, Angela Adams, Greg Beliveau, Diana Bolivar, Robert Brown, Debbie Clements, William D’Aiuto, Jovanna Heavener, Leslie Hielema, Eric Jackson, Lee Madsen, Brian Michaels, Tirso Moreno, Sheri Olson, Taylor Pancake, Jack Plettinck, Sanford Shugart, Robert Spooney, Jody Sweet, Chuck Todd, Eric Ushkowitz, Larry Walter and Mark Wylie

MEMBERS ABSENT: Paul Bough, Steve Clelland, Melanie Cornell, Lorna Garrow, William Merck, Joseph Sarnovsky and Richard Sweat

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: Heather Ramos/GrayRobinson; Pat Gehant/Gelant & Associates; James Finch/Department of Economic Opportunity; Dalton Hall/Taylor, Lombardi, Hall, Wydra; Ron Goss/Henkels & McCoy, Allyson Snapp, Program Participant; Miguel Ortiz/Program Participant

WELCOME

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

MISSION MOMENT

Ms. Hinton introduced two participants from Florida TRADE Grant who received Certified Production Technician (CPT) training and asked them to provide their testimonials. Allyson Snapp and Miguel Ortiz greeted the Board and relayed their appreciation for the valuable services they received from CareerSource Central Florida, to include successful completion of the CPT training, which helped them get their careers started.

Ms. Hinton stated that the third testimonial (via video) is from John Carter who received training, through the WIA program, at Aerostar Training Services, LLC, where he attained his Airbus A320 Type Rating. He now has a good paying job with excellent career potential. Mr. Carter expressed his gratitude to all who helped him through the WIA process at Career Source Central Florida, especially Lisa Young.

1. ROLL CALL/ESTABLISHMENT OF QUORUM

Ms. Kasal commenced with roll call and established a quorum present.

2. PUBLIC COMMENT

None Offered

3. APPROVAL OF THE MINUTES

- 2/27/14 Joint Meeting of the Consortium and Board

Mr. Michaels made a motion to approve the minutes from the 2/27/14 Joint Meeting of the Consortium and Board. Mr. Brown seconded, motion passed.

4. CHAIR'S REPORT

Ms. Brandon stated that she and Ms. Nabors attended the NAWB Forum from 3/29/14 thru 4/1/14. It was a very enlightening forum and a great opportunity to learn from other workforce boards across the country on what they are doing and how they are partnering with other stakeholders. Ms. Brandon also stated that both she and Ms. Nabors were honored to be included, along with a handful of other workforce boards, in a meeting with Secretary of Labor Thomas Perez to discuss best practices that support businesses and job seekers in the system, and how to better serve the long term unemployed.

Ms. Brandon stated that next month – May 20th and 21st she and Mr. Jackson will be attending the CareerSource Florida Chairs Alliance meeting here in Orlando, and asked Board members to consider attending.

Ms. Brandon introduced Mr. Dalton Hall, who presented with Ms. Nabors at the NAWB forum. Mr. Dalton is with Taylor, Lombardi, Hall, Wydra and provides consultation, monitoring and technical assistance to CareerSource Central Florida. Mr. Hall provided a background of their firm and the key tasks that have been worked on with CareerSource Central Florida for the past 1 ½ years. He stated that his firm, working closely with the finance department, has provided consultation, monitoring and technical assistance to enhance internal controls and streamline processes for CareerSource Central Florida. Mr. Hall stated that he and his team have been working with staff to identify areas that need focus this year which include continuous training for staff, review processes of youth providers, and evaluation of internal monitoring.

5. Talent Skills Gap Survey Results

Ms. Pat Gehant greeted the Board and provided a Powerpoint presentation of the Talent Skills Gap Survey results to include project overview, findings, and survey response rate. Recommendations include: 1) market the region to attract both talent and new business, 2) expand training opportunities for new and existing staff and 3) increase the connections between business and education. Next steps: general recommendations based on findings, 2) publish the report and 3) implement the recommendations.

Ms. Brandon asked about report distribution. Ms. Nabors replied that this will be distributed to partners, the Board. Also, Mr. Berridge, President/Florida High Tech Corridor who co-funded this project, will be working with his marketing firm to make this report available in wide distribution. Ms. Nabors thanked Ms. Gehant, staff, Valencia College, UCF, Seminole State College for providing their expertise on this project.

Dr. Shugart raised 2 concerns related to the survey: 1) it seems employers express entitlement about having ready and experienced talent. He stated that US employers support talent development; 2) we need to consider a model of progression/career pathway for the low skilled employees. Employers need to partner/be involved in this process for this to work. A work experience component integrated with education is key – work and learn at the same time. Ms. Clements stated that there are large employers out there that do robust training – her own company, Duke Energy, has apprenticeships that provide full, including basic, training. Ms. Hielema commented that the big companies have the skill sets to do the right training; it is the smaller companies that need help. Dr. Shugart added that an intentional policy needs to be in place. Mr. Moreno stated there is a need for greater focus on retention, a sustainable workforce; workers need incentives to stay on jobs. Ms. Brandon commended these comments and stated that this is the dialogue the Board needs to have to best develop policy.

6. Department of Economic Opportunity – Performance Overview

Mr. James Finch with Department of Economic Opportunity (DEO) greeted the Board and provided a Powerpoint overview which covered: an overview of the local labor market, available funding resources, performance on local financial requirements, an overview of who was served and what served were provided and program performance information by program. Mr. Finch commended this region on low admin rate, ITA expenditure requirement at 53.03% (which is above goal of 50%) and met/exceeded WP goals. Mr. Finch also stated that our youth program is an area needing greater focus: on youth goals, and literacy and numeracy rate.

7. Committee Reports

A. Audit Committee

Mr. Ushkowitz indicated the Audit Committee will be meeting in August 2014 for planning stages for the next audit, year ending 6/30/14.

B. Community Engagement Committee

Ms. Nabors stated that the Community Engagement Committee met on 3/18/14 and will be a meeting again on 5/19/14. They will be bringing to the Board recommendations on outreach strategies for rebranding.

C. Executive Committee

Ms. Brandon stated that on 5/15/14 the CareerSource Centers will close for part of the day for the all-staff meeting as was done last year. There is a value for the whole staff to be together and hear the same message as a team. Ms. Nabors extended her thanks to Valencia College for hosting the all-staff meeting.

D. Finance Committee

Mr. Alvarez stated that the Finance Committee met on 4/22/14 and reviewed/approved the following action items to be forwarded to the Board for review/approval:

➤ **Approval Renewal of Employee Benefit Plans**

Mr. Alvarez stated that staff is working with Willis of Florida. Additional plans options will be offered to employees in order to mitigate a cost increase (two medical plans and an “opt-out” option); based on current info, there will only be a 5 to 7% increase

vs. 22% increase. Also – the plan year will align with the fiscal year.

Dr. Shugart made a motion to accept the renewal of Employee Benefit Plans. Ms. Clements seconded, motion passed.

Dr. Shugart asked if there is a way that the 24 regions can pool together and have one health care plan in order to reduce costs. Ms. Nabors replied that half of the workforce boards have a service delivery model and some are contracted out or part of a county or municipality. Dr. Shugart asked if this region could partner with a county. Ms. Nabors replied that this has been discussed and considered as an opportunity to look at in the future. Mr. Brown asked if an employee chooses the opt-out option, will it be verified that they have other coverage. Mr. Alvarez affirmed that this will be verified.

Mr. Alvarez asked for authority to allow Ms. Nabors authority to sign the plan with regard to the change of plan year.

Mr. Brown made a motion to authorize Ms. Nabors to sign/approve with regard to the change in plan year. Mr. Michaels seconded, motion passed.

➤ **Facilities Updates**

Mr. Alvarez stated that there are currently three locations that are set to expire within the next year. Mr. Alvarez stated that both the Finance and Executive Committees reviewed and approved to move forward to Board that staff be authorized to re-negotiate leases at the West Orange and Osceola offices, and that staff research alternative locations for the administration office.

Ms. Clements made a motion approve that staff re-negotiate leases at the West Orange and Osceola offices and research alternative locations for Administration office. Dr. Shugart seconded, motion passed.

➤ **Revisions to Procurement Approval Threshold**

Mr. Alvarez stated that staff is recommending an increase the procurement approval threshold for the Executive Committee from \$50,000 to \$100,000. This change aligns procurement action with finance policy. The Finance Committee and Executive Committees reviewed and approved following recommendations: 1) raise approval threshold for the Executive Committee to \$100,000 and 2) provide a “small purchases” report to the Executive Committee for review on a quarterly basis.

Mr. Brown made a motion to approve raising the approval threshold for the Executive Committee to \$100,000 and for staff to provide a report of purchases from \$50,000 to \$99,999 to the Executive Committee for their review on a quarterly basis. Dr. Shugart seconded, motion passed.

Mr. Alvarez reviewed the “Budget vs. Actual Report for March 2014” and reported that total expenditures through March 2014 were at 61%. Mr. Alvarez also noted that \$750,000 in 2012 youth funds will be de-obligated back to the state; these are older funds and set to expire on 6/30/14. With regard to Administrative costs, the agency is currently operating at 7.3%. As program expenditures increase, the admin costs will come down to close to 5.5% by the end of program year. Admin costs need to be under 10%. Dr. Shugart commended staff for keeping the admin rate below 10%.

E. Program Review Committee

Dr. Shugart reported that the Program Review Committee reviewed and voted to move forward for Board approval the following policies:

- Training Provider Approval/Retention Policies – adjustments to streamline processes. This includes: referring to Commission for Independent Education (CIE) for licensing and accreditation validation (instead of staff performing this validation); having the authorization to build a program in response to employers’ needs/jobs to fill.
- Individual Training Accounts (ITA) Policy – this has been streamlined. This policy outlines the current federal/state requirements are for receiving an ITA.
- Regional Targeted Occupations List – this policy ensures training dollars are directed to programs linked to employment opportunities in this region.

Dr. Shugart made a motion to approve the above listed policies. Mr. Michaels seconded, motion passed.

- Universal Technical Institute (UTI)
Dr. Shugart stated that the Program Review Committee voted to move forward for Board approval that Universal Technical Institute as a training provider. UTI provides automotive technology training.

Mr. Todd made a motion to approve Universal Technical Institute as an approved training provider. Mr. Brown seconded, motion passed.

With regard to performance metrics, Ms. Nabors stated that the placement rate has increased for those receiving intensive services. Dr. Shugart added that key trends include number of job seekers and activities declining as unemployment rate declines; however, intensive services and placements have increased.

F. Youth Committee

Ms. Clements stated that staff and the 5 youth providers have been outreaching regionally youth. Ms. Nabors added that the goal of 1,200 by September 2014 is on track.

G. Governance Committee

Mr. Brown referenced the revised Bylaws which are enclosed in today’s packet and were enclosed in the Board’s last meeting packet. Mr. Brown stated that at the last Board meeting, the Board was informed that adoption of the revised Bylaws would take place at the 4/29/14 Board meeting, which is today. The Bylaws have been posted on CareerSource Central

Florida's website for 30+ days and no public comments have been received.

Mr. Brown made a motion to adopt the revised Bylaws. Ms. Clements seconded, motion passed.

Mr. Brown stated that management staff from Heart of Florida United Way and CareerSource Central Florida met to review each organization's services and strategize on ways to better partner services.

8. President's Report

Ms. Nabors referred to the "President/CEO Report" in the meeting packet and reviewed highlights of the organization.

9. Other Business

Ms. Nabors stated that the next Board meeting will be a joint meeting with the Consortium and occur on Friday, June 20, 2014 from 12:30pm to 3:00pm, here at the Administration Office. This meeting will include: honoring those board members leaving the Board and employer(s) who partnered with CareerSource. Lunch will be provided.

10. Chair's Closing Remarks

Ms. Brandon thanked those who attended today's meeting.

11. Adjourn

There being no further business, the meeting adjourned at 10:45 am.

Respectfully submitted,

Kaz Kasal
Sr. Administrative Assistant