

**Workforce Investment Consortium and CareerSource Central Florida Board of Directors Joint Meeting**

**CareerSource Central Florida  
707 Mendham Blvd., Suite 250  
Orlando, FL 32825  
Thursday, January 22, 2015  
9:00 a.m.**

**MINUTES**

**CONSORTIUM MEMBERS PRESENT:** Teresa Jacobs, Brandon Arrington, Garry Breeden, Leslie Campione and Lee Constantine

**CONSORTIUM MEMBERS ABSENT:** None

**BOARD MEMBERS PRESENT:** Wendy Brandon, Greg Beliveau, Diana Bolivar, Paul Bough, David Brier, Robert Brown, Debbie Clements, Melanie Cornell, William D’Aiuto, Leslie Hielema, Eric Jackson, Leland Madsen, William Merck, Brian Michaels, Tirso Moreno, Sheri Olson, Jack Plettinck, Joseph Sarnovsky, Sanford Shugart, Robert Spooney, Richard Sweat, Jody Sweet, Chuck Todd, Eric Ushkowitz, Larry Walter and Mark Wylie

**MEMBERS ABSENT:** Angela Adams, Nicole Guillet

**STAFF PRESENT:** Pamela Nabors, Mimi Coenen, Leo Alvarez, Joyce Hinton, Homer Boone, Nilda Blanco, Tonya Elliott, Ann Beecham, Wit Livingston, Jerel Safford and Kaz Kasal

**GUESTS PRESENT:** Paula Johnson/Walbon & Company, Inc., Steven Brooks/DeVry University, Tom Wilkes/GrayRobinson

**WELCOME**

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

**MISSION MOMENT**

Mr. Boone introduced Ms. Johnson, Recruiting Manager with Walbon & Company, Inc. Ms. Johnson greeted the Consortium and Board and stated that CareerSource Central Florida referred veteran Mr. Charles Wassa to her company. Mr. Wassa served in the Navy and had over 20 years’ experience driving and planning routes. Ms. Johnson stated that Mr. Johnson was hired in November 2014 and has been doing an awesome job as an over-the-road driver moving refrigerated freight for their company. Ms. Johnson thanked CareerSource Central Florida for referring Mr. Wassa, as well as other veterans; all have worked out very well. Ms. Johnson stated her company is looking forward continuing to receive veteran referrals from CareerSource Central Florida.

Mayor Jacobs commended Ms. Nabors, the Board and staff for the great job they are doing with regard to the “Mission Moment” section of these meetings. These testimonials are extremely important and she thanked

Ms. Brandon for this great idea, as this shows the results of CareerSource Central Florida's efforts.

## **BUSINESS MATTERS OF THE CONSORTIUM AND BOARD**

### **1. Roll Call / Establishment of Quorum**

Ms. Kasal commenced with roll call and established there was a quorum on both the Consortium and Board.

### **2. Public Comment**

None offered.

### **3. Approval of the Minutes**

#### **A. 6/20/14 Joint Meeting of the Consortium and Board**

**A motion was made by Commissioner Campione and seconded by Mayor Jacobs to approve the minutes from the 6/20/14 Joint Meeting of the CareerSource Central Florida Board and Consortium. Motion carried unanimously.**

#### **B. 12/11/14 Board Meeting**

**A motion was made by Mr. Michaels and seconded by Mr. Jackson to approve the minutes from the 12/11/14 Board Meeting. Motion carried unanimously.**

### **4. Board of Directors – Appointment**

**The Consortium unanimously approved the nomination of Steven Brooks, DeVry University to be appointed to the CareerSource Central Florida Board of Directors.**

### **5. Chair's Report**

#### **A. Service Recognition – Certificate Award for Lorna Garrow**

Ms. Brandon presented an "Outstanding Service Recognition" certificate award in recognition of Ms. Lorna Garrow's service to CareerSource Central Florida and the Central Florida community. Ms. Garrow's last day serving on this Board was 12/31/14.

### **6. President's Report**

Ms. Nabors referred to "CareerSource Central Florida President/CEO Report" in the meeting packet and provided the following highlights since the last Board meeting:

- Board education on Workforce Innovation and Opportunity Act (WIOA) is being provided at each board meeting – full implementation is anticipated for 7/1/16.
- Strategic business engagement plan will be completed for review by Board at their April 2015 meeting.
- Ms. Nabors will be serving on the Family Homelessness Task Force for the Central Florida Commission on Homelessness.
- UCF School of Business is developing and will be conducting a survey to gauge the perception and needs of the business community as it relates to CareerSource Central Florida. Survey results will be presented at the Community Engagement Committee in May 2015 and then at the Joint Meeting of Consortium and Board in June 2015
- Administration office move is scheduled for 4/1/15. A cost savings of \$1.2M will be realized

over the course of the new lease.

A. Finance

Mr. Alvarez referred to the report in the meeting packet entitled: "CareerSource Central Florida Budget vs. Actual Report – as of November 2014" and reviewed financials through 11/30/14 as well as provided updates through 12/31/14, which just closed within the last week. Mr. Alvarez reported that expenditures are in line with budget projections.

B. Operations

Ms. Coenen referred to the report in the meeting packet entitled "Operations Report – Data as of 7/1/14 to 12/31/14" and reviewed enrollment goals vs. mid-year targets, budget vs. actual as well as placement outcomes on short term training contracts, grants and partnerships.

**7. Board Education – WIOA Part II**

Ms. Nabors provided a Powerpoint presentation on "WIOA Implementation Considerations – Part II" and reviewed WIOA as it relates to: career services; business engagement and expectations; performance measures; individuals with disabilities and veteran services. Ms. Nabors stated she just returned from attending the national panel of the Workforce Development Council (WCF) which included discussion with Ron Painter, CEO of the National Association of Workforce Boards (NAWB), on the status of WIOA. Ms. Nabors stated that staff received notification earlier this month that the United States Department of Labor (USDOL) would not be issuing proposed WIOA regulations until spring 2015. This delay is due to federal requirement for a unified plan among Labor, Education and Vocational Rehabilitation. Workforce services, adult education and vocational education organizations will need to work together to coordinate/develop a unified plan on leveraging resources. Ms. Nabors stated that even though there is a delay with WIOA regulations, staff are continuing to work with the Board on ideas and strategies to implement next year in transition.

Ms. Brandon commented that the last three Board meetings have included an education component which has been very helpful in keeping the Board updated/informed, especially with the upcoming WIOA and its continual updates.

**8. Committee Reports**

A. Audit Committee

Mr. Ushkowitz stated that the Joint Meeting of the Audit and Finance Committees is scheduled for 2/4/14 at 2:15 pm at which they will start the process of reviewing the audit. Mr. Ushkowitz stated he had no further updates to report.

B. Community Engagement Committee

Ms. Elliott-Moore stated that the Community Engagement Committee met on 1-13-15 and discussed:

- Production of a comprehensive organization-wide Quarterly Snapshot Report to further transparency is being drafted
- A Business Perception Research Study by the UCF School of Business is being conducted to gauge the needs of regional businesses
- A finalized event protocol has been established

- Awarded outsourcing of graphics design services to brandt ronat + co
- CSCF will be re-issuing a solicitation for web, intranet and social media redevelopment
- A detailed review of CSCF's economic development activity throughout the region was provided

C. Executive Committee

1) Term of Lease Notice

Ms. Brandon referred to the memo in the meeting packet regarding termination of administration office facilities lease and stated that at the 1/14/15 Executive Committee Meeting, the Executive Committee approved the following recommendation:

To authorize and direct the President/CEO (i) to terminate the leases at the Mendham Boulevard properties at such time and effective at such date or dates as she determines, in her judgment, to be necessary and useful to carry out properly and cost-effectively the relocation of the CareerSource offices to the new location and (ii) to take all other actions necessary or useful to complete the relocation of the CareerSource offices.

2) Approval of Furniture Vendor for Admin Office

Mr. Brandon referenced the memo in the meeting packet with regard to furniture procurement. CareerSource Central Florida plans to utilize all of its current office furniture and will only need to purchase open workstations, which will utilize space more efficiently and effectively. Ms. Cornell and her associates at HKS have been providing their technical expertise pro bono on workspace layout, design and furniture needs for the new administration office. Due to the very tight timeline, the Executive Committee recommends that the Board grant the Executive Committee authority to review and approve the furniture vendor selection.

**Mr. Wylie made a motion to approve authorization for the Executive Committee to review and approve the furniture vendor selection on behalf of the Board. Dr. Sarnovsky seconded; motion passed.**

Mayor Jacobs asked of the location and duration of the new lease. Ms. Nabors replied the new location will be in the downtown Bank of America building on the 7<sup>th</sup> floor and the lease duration is six years.

D. Finance Committee

Mr. Merck stated that the Finance Committee met on 10/21/14 and reviewed the budget and expenditure items. Mr. Merck noted that the aforementioned office furniture purchases are already built in the budget. Mr. Merck also stated that the Finance Committee will be looking at procurement and contracting thresholds and making recommendations to the Board for the new fiscal year for further efficiencies in the procurement decision process.

E. Program Committee

Dr. Shugart stated the Program Committee continues to fine-tune strategies to connect programs to labor market. CareerSource Central Florida is currently offering employers prescreening services by sending only prequalified candidates to the employer. This makes the organization a more valuable partner for businesses.

F. Youth Committee

Ms. Clements stated the Executive Committee approved issuing a Request for Qualification (RFQ) to secure additional Youth services (short-term training) with a targeted focus on young adults in the following areas: Parramore District, foster youth and youth who reside in Lake and Sumter Counties. These services would provide additional options for current Youth Providers to enhance services for Youth already in their caseloads. Total funding used for these services will not exceed the approved \$500,000 which needs to be expended by 6/30/15. Staff reviewed and scored 25 proposals received. The baseline score for funding consideration was 80%. Of those meeting the 80%, six of the respondents are being recommended for contract negotiations. Ms. Clement referred to the chart in the meeting packet that showed further details on the services of these six respondents.

Mayor Jacobs asked how these specific target areas were determined. Ms. Clements replied that the targeted areas are currently underserved in existing contracts. Ms. Nabors added that based on data and discussions at Youth Committee meetings, it was determined that these areas would be key target areas. Mayor Jacobs commented it would be helpful to see a report on what is currently being done with Youth and an inventory on which Youth are in need of these services.

Commissioner Campione stated that Lake Tech is the only technical school; however, it is a great vehicle for Youth.

Mr. Beliveau stated that Lake County Schools has over 50 academies within the high schools that provide certifications in employable skills. Students can receive certifications which can then help them attain an immediate job; however, employers are not aware of this. Lake County Schools should better publicize this information.

Recommendation:

1. Board approval to authorize staff to conduct agreement negotiations pending a deeper fiscal and technical review to ensure costs are fair and reasonable with:
  - Lake Tech -(serving Lake/Sumter County) for services up to \$52,752
  - Community Based Care of Central Florida (serving Foster Youth) for services up to \$110,000
2. Board approval to authorize staff to conduct agreement negotiations pending a deeper fiscal and technical review of each proposal with the four organizations below and confirm their ability to provide a specific cost per participant based on unique vocational areas for services outside our current Youth Providers scope of work to Parramore Youth. The amount for all contracts should not exceed \$337,248
  - M&H Group

- School Board of Orange County
- Orange County School Readiness Coalition d/b/a Early Learning Coalition
- Valencia College

Total funding used for new training service agreements will not exceed the approved \$500,000

**Mr. Brown made a motion to approve above recommendations. Mr. Sweat seconded, with Mr. Jackson, Mr. D’Aiuto and Dr. Shugart abstaining; motion passed with a majority voting “yes.”**

G. Governance Committee

Mr. Brown stated that the next Governance Committee is scheduled to meet on 3/5/15.

Ms. Brandon welcomed Mr. Brooks to the CareerSource Central Florida Board of Directors. Mr. Brooks thanked the Consortium for his appointment and stated he is thrilled to be part of an organization that gives back to the community.

**9. Other Business**

Ms. Nabors stated that the location of the next Board meeting is pending, possibly to be held at Orlando Health in downtown Orlando; will provide an update once confirmed.

**10. Chair’s Closing Remarks**

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

**11. Adjourn**

There being no other business, Mayor Jacobs and Ms. Brandon adjourned the joint meeting of the Consortium and Board at 10:15 am.

Respectfully submitted,

Kaz Kasal  
Administrative Supervisor