

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

**CareerSource Central Florida  
707 Mendham Blvd., Suite 250  
Orlando, FL 32809  
Friday, June 20, 2014  
12:30 p.m.**

**MINUTES**

**CONSORTIUM MEMBERS PRESENT:** Teresa Jacobs, Leslie Campione and Lee Constantine

**CONSORTIUM MEMBERS ABSENT:** Brandon Arrington and Garry Breeden

**BOARD MEMBERS PRESENT:** Wendy Brandon, Angela Adams, Diana Bolivar, Paul Bough, Debbie Clements, William D’Aiuto, Lorna Garrow, Leslie Hielema, Leland Madsen, William Merck, Brian Michaels, Tirso Moreno, Sheri Olson, Jack Plettinck, Joseph Sarnovsky, Sanford Shugart, Jody Sweet, Eric Ushkowitz, Larry Walter and Mark Wylie

**MEMBERS ABSENT:** Greg Beliveau, Robert Brown, Steve Clelland, Melanie Cornell, Jovanna Heavener, Eric Jackson, Taylor Pancake, Robert Spooney, Richard Sweat and Chuck Todd

**STAFF PRESENT:** Pamela Nabors, Kevin Neal, Leo Alvarez, Joyce Hinton, Homer Boone, Tonya Elliott, Ann Beecham, Anika Holmes, Jason Lietz, Chad Kunerth, and Kaz Kasal

**GUESTS PRESENT:** Kevin Shaughnessy/Baker & Hostetler LLP, Alina Torres/Connexions, Inc., Bill Oakley/Goodwill Industries of Central Florida, Mary Ann Hodel and Wendi Bost/Orange County Library Systems, Roberto Dymond/Training Participant, Andrew Mai/Osceola County, Tom Wilkes/GrayRobinson, Dalton Hall/Taylor, Lombardi, Hall, Wydra, Ron Goss/Henkels & McCoy

**WELCOME**

Mayor Jacobs and Ms. Brandon called the meeting to order at 12:38 p.m. and welcomed those in attendance. Mayor Jacobs commended the Board and staff for doing a phenomenal job by positively turning CareerSource Central Florida around.

**MISSION MOMENT**

Ms. Hinton stated that two training participants, Mr. Dymond and Ms. Emilita Diaz, will speak of their experiences at CareerSource Central Florida. Mr. Dymond greeted the Consortium and Board, and provided his testimonial of the great assistance he received from CareerSource Central Florida and through successful completion of this training, through an Individual Training Account (ITA), Mr. Dymond is now working as a cyber security tech and earning a high wage. Ms. Diaz, via video, spoke of the valuable services she received from CareerSource Central Florida which resulted in her participation in the Science, Technology, Engineering,

Math (STEM)/H-1B internship program. Soon after completion of this internship program, Ms. Diaz secured a job working full-time as an analyst with good pay.

### **AWARDS PRESENTATION**

Ms. Brandon presented the following awards:

“Libraries Mean Business Award” - recipients of this award are Orange County Library System (OCLS) and CareerSource Central Florida. This year the Orange County Library System and CareerSource Central Florida were recognized for their partnership by utilizing each other’s resources to enhance outcomes for job seekers as well as those seeking to improve their employability. Ms. Mary Anne Hodel, Public Service Administrator and Library Director/CEO stated that together OCLS and CareerSource Central Florida effectively combined their resources to the benefit the community.

#### Outstanding Business Partner Awards:

1. Goodwill Industries of Central Florida – Through Goodwill’s continued support of CareerSource Central Florida’s programs and services, this organization has trained over 327 Workforce Investment Act interns in work experience and employability skills, and directly hired 31 of the candidates. Mr. Oakley, President of Goodwill Industries of Central Florida accepted the award.
2. Connexions, Inc. – This business partner hired 7 work experience customers in sales and customer service positions. Ms. Alina Torres, Regional Recruiting Director of Connexions, Inc. accepted the award.

Awards for Retiring Board Members – Ms. Brandon recognized Mr. Taylor Pancake and Mr. Steve Clelland for their participation and service on the Board.

The Tom Ahlers System Building Award and Check from NAWDP – Mayor Jacobs and Ms. Brandon presented this award and honorarium check for \$250 to Kevin Shaughnessy, in recognition for restoring CareerSource Central Florida into a culture of openness, fiscal integrity and collaboration. Ms. Brandon stated that Mr. Shaughnessy, as previous Board Chair of this Board, provided his leadership and stabilizing force to turn CareerSource Central Florida around and restore the public’s trust. Mayor Jacobs added that Mr. Shaughnessy’s leadership was instrumental to Mayor Jacob’s overall goal of getting the people of this community back to work through job training and improving their work skill sets. Mayor Jacobs also commended Mr. Shaughnessy for finding Ms. Nabors and the leadership she has provided in support of this goal. Mr. Shaughnessy accepted the award and stated that this was a collaborative effort with the help of this Board, Consortium and Ms. Nabors and her team – all were part of turning CareerSource Central Florida around. Mr. Shaughnessy handed the check over to Ms. Nabors for the organization’s use.

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

Mayor Jacobs and Ms. Brandon called the meeting of the Consortium and Board to order.

#### **1. ROLL CALL/ESTABLISHMENT OF QUORUM**

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

**2. PUBLIC COMMENT**

None Offered

**3. APPROVAL OF THE MINUTES**

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

**A motion was made by Commissioner Campione and seconded by Commissioner Constantine to approve the minutes from the 2/27/14 Joint Meeting of the CareerSource Central Florida Board and Consortium. Motion carried unanimously.**

- 4/29/14 Board Meeting

**A motion was made by Dr. Shugart and seconded by Mr. Merck to approve the minutes from the 4/29/14 Board Meeting. Motion carried unanimously.**

**4. BOARD OF DIRECTORS - APPOINTMENTS/REAPPOINTMENTS**

**Referring to the "CareerSource Central Florida Board of Directors Proposed Roster" a motion was made by Commissioner Constantine and seconded by Commissioner Campione to approve the Board of Directors Appointments/Reappointments.**

**5. APPROVAL OF THE 2014-2015 BUDGET**

Mr. Merck stated that the Finance Committee voted at their 6/3/14 meeting to recommend to the Board approval of the 2014-2015 annual budget. Mr. Merck provided an overview on budget allocation and carry forward funds. Mr. Merck stated that in the past two years, funding allocations have dropped due to lower unemployment. The Finance Committee directed staff to closely manage resources for reducing costs and still meet program goals.

**A motion was made by Dr. Shugart and seconded by Mr. Ushkowitz to approve the 2014-2015 Budget. Motion carried unanimously.**

Dr. Shugart commended staff for keeping good control of fixed costs and the admin rate below 10%. He also commended Mr. Merck and the Finance Committee for their oversight.

**A motion was made by Commissioner Campione and seconded by Commissioner Constantine to approve the 2014-2015 annual budget. Motion carried unanimously.**

Mayor Jacobs commented that these joint meetings are very helpful to keep the Consortium very informed. There being no further business, Mayor Jacobs adjourned the meeting of the Consortium.

**6. CHAIR'S REPORT**

Ms. Brandon stated that in May 2014, she attended CareerSource Florida Chairs' Alliance meeting where it was emphasized the importance of providing continuing education for board members. With this key advice, Ms. Brandon stated that there will be ongoing education sessions of CareerSource Central Florida's budget and programs incorporated at each board meeting.

**7. PRESIDENT'S REPORT**

Ms. Nabors referred to “CareerSource Central Florida President/CEO Report” in the meeting packet and highlighted several areas on her report.

#### Finance

Mr. Alvarez referred to the “CareerSource Central Florida Budget vs. Actual as of April 2014” and provided an overview of expenditures, which are currently on target. We are expected to close the fiscal year at close to 100% expenditure. Mr. Alvarez pointed out that CareerSource Central Florida has exceeded the state mandated goal of 50% of total WIA adult and dislocated worker funds spent on intensive training activities – currently at 65.8% (thru May 2014), CareerSource Central Florida is number one in the state in this measure. Also, admin cost as of May 2014 is at 6.5%, which is lower compared to other like-size regions who average at 7.5%.

#### Operations

Mr. Neal referred to the “Program Operations Report (7/1/13 – 3/31/14) in the meeting packet, which is a progress snapshot of the major programs. Mr. Neal reviewed the goal vs. actual per each major program.

### **8. COMMITTEE REPORTS**

#### A. Audit Committee

Mr. Ushkowitz stated that there was no new business to report. Mr. Ushkowitz extended his thanks to Mr. Jim Moye who served on the Audit Committee. Mr. Moye is retiring and Deputy Peggy McGarrity will replace Mr. Moye on the Audit Committee.

#### B. Community Engagement Committee

Mr. Shaughnessy stated that the Community Engagement Committee consists of a good group of individuals, many of whom are in public relations and are well-connected in the business and political communities. The committee is currently developing an ambassador program with the help of Ms. Bolivar. The primary goal of this committee is to strengthen and broaden CareerSource Central Florida’s network to serve people in need of jobs and job training. Another focus is to be proactive with the media – i.e. we now have good metrics and should provide these metrics to the Orlando Sentinel.

#### C. Executive Committee

##### ➤ Recommendation on In-House Service Delivery

Ms. Brandon referenced the action item in the meeting packet entitled “Request of Extension for CareerSource Central Florida to serve as One-Stop Direct Services Provider” and stated that every three years, a request is made to the state on whether CareerSource Central Florida should continue as one-stop direct services provider or outsource this function. Pagosa Solutions, a 3<sup>rd</sup> party workforce expert was hired to provide a thorough evaluation of CareerSource Central Florida’s program operations. Results indicate that the organization’s delivery system function is average compared to other regions in the state. Pagosa Solutions recommends that it is in the best interest of the organization to continue as the one-stop operator. Ms. Brandon indicated that the Executive Committee reviewed and recommended to extend only to 2 years (vs. 3 years) and allow an opportunity to continue evaluation, and that the strategic plan will necessitate further review on in-house vs. outsource of service

delivery.

**A motion was made by Dr. Shugart and seconded by Ms. Bolivar to approve the authorization for President/CEO of CareerSource Central Florida to submit a request to the Department of Economic Opportunity and CareerSource Florida for a two-year extension of the designation as a direct service provider, beginning July 2014 thru June 30, 2016. The Board will re-evaluate its service delivery model in 2016 to determine if improved performance and great cost efficiencies have been realized. Motion carried unanimously.**

D. Finance Committee

Mr. Merck stated that the Finance and Program Committee attended a workshop on 5/27/14 to have an in-depth review and discussion on the FY 14-15 proposed budget. The Finance Committee then met on 6/3/14 to review/discuss the status/performance of CareerSource Central Florida's 403(b) plan, of which the committee concurred to have staff provide recommendations for modifying the loan policy.

E. Program Review Committee

Dr. Shugart thanked the members of the Program Review Committee as well as staff's responsiveness – there has been good collaboration in the move toward intensive services and streamlining/strengthening approval process with training providers. With performance solidly in the middle compared to other regions, we are in position to move the needle forward. While the state continues to work on issues with its daily state report, we will continue to work on alternate metrics.

F. Youth Committee

Ms. Clements stated that the Youth Committee met on 5/7/14 to review status of youth program enrollments and performance. Ms. Clements referenced the action item in the meeting packet which consists of below recommendations which both the Youth and Executive Committees approved to forward to Board for their review/approval. The below contract renewal and extensions would realign all youth contracts to one contract year:

1. Renew Henkels & McCoy contract for one year beginning July 1, 2014 to June 30, 2015.
2. Extend the remaining 4 youth providers: Children's Home Society, Covenant House Florida, Goodwill Industries and ResCare contracts for a 9 month period beginning October 1, 2014 to June 30, 2015.
3. Authorize staff to negotiate with the youth contractors within the approved youth budget.

**Mr. Wylie made a motion to approve the above recommendations as approved by the Youth and Executive Committees. Mr. Plettinck seconded; motion carried unanimously.**

G. Governance Committee

Ms. Nabors referenced 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	Wendy Brandon
Vice Chair	Eric Jackson
Treasurer	Bill Merck
Secretary	Greg Beliveau

**A motion was made by Mr. Ushkowitz and seconded by Ms. Bolivar to approve the above nominated individuals serve as the officers of the CareerSource Central Florida Board. Motion passed unanimously.**

Ms. Nabors referenced “Board Satisfaction Results” in the meeting packet and stated that the results indicate that the Board is overall very satisfied. Ms. Nabors also referred to “Education and Areas of Expertise” in the meeting packet and asked the Board to review their information on this chart and provide to Ms. Kasal anything additional that is missing.

Ms. Nabors stated that the survey on Committee Participation will need to be re-sent out, as survey did not include section for Board Member name. She asked the Board to please re-take this very brief survey.

## **9. OTHER BUSINESS**

Mr. Wilkes greeted the Board and provided information on Form 1 Filing Requirements and reviewed the sections on Form 1. Mr. Wilkes reminded the Board that due date to file Form 1 is 7/1/14. Ms. Brandon thanked Mr. Wilkes for providing this information and thanked him for providing a similar presentation on Sunshine Law at the CareerSource Central Florida Chairs Alliance meeting in May 2014.

Ms. Brandon referenced the “Board, Consortium and Committee Meeting Dates 2014-2014 (proposed)” and asked Ms. Kasal to send out a survey with regard to the Board Retreat date of 10/16/14, 1pm to 5pm to see if this date will work for the majority of the Board.

## **10. CHAIR’S CLOSING REMARKS**

Ms. Brandon asked the Board members to please pick up some business outreach cards as they leave. These cards should be used as a quick reference guide / elevator speech that contains simple, key messaging on what CareerSource Central Florida does and help the Board be great ambassadors for this organization.

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

## **11. ADJOURNMENT**

There being no other business, Ms. Brandon adjourned the meeting of the Board.

Joint Meeting adjourned at 2:01 pm.

Respectfully submitted,

Kaz Kasal  
Sr. Administrative Assistant