

Executive Committee Meeting

Thursday, June 11, 2015

3:00 p.m.

MINUTES

MEMBERS PRESENT: Wendy Brandon, Greg Beliveau, Robert Brown, Eric Jackson, Leland Madsen, William Merck, Sanford Shugart and Eric Ushkowitz

MEMBERS ABSENT: Debbie Clements

STAFF PRESENT: Pam Nabors, Mimi Coenen, Ann Beecham and Kaz Kasal

1. Welcome

Ms. Brandon called the meeting to order at 3:00 p.m. and welcomed those in attendance.

2. Roll Call/Establishment of Quorum

Ms. Kasal commenced with roll call and reported that there was a quorum present.

3. Public Comment

None offered.

4. Approval of Minutes

A. 4/16/15 Executive Committee Phone Meeting

B. 5/28/15 Executive Committee Phone Meeting

Mr. Merck made a motion to approve the minutes from the 4/16/15 Executive Committee meeting. Mr. Beliveau seconded; motion passed.

Mr. Beliveau made a motion to approve the minutes from the 5/28/15 Executive Committee meeting. Mr. Brown seconded; motion passed.

5. Information/Discussion/Action Items

A. Chair's Remarks

Ms. Brandon stated that she no remarks for this portion of the agenda.

B. Action Items

1) Youth Contract Renewal Extension Recommendations

Ms. Coenen referenced the memo in the meeting packet regarding the youth contract renewal recommendations. Ms. Coenen stated that with PY 15-16 being a transition year and the new WIOA legislation focusing on out-of-school youth (OSY), staff are recommending renewal of the five youth contractors for PY 15-16 to enable them to successfully transition their current youth participants to positive outcomes (carryovers) and continue contracts with those providers that engage OSY youth for

new enrollments. Ms. Coenen referred to the chart in the memo which showed anticipated number carry-over participants per each youth provider and projected new OSY enrollments for the three contracts that would continue and to engage OSY youth. Mr. Beliveau stated he would not recommend renewing Henkels & McCoy's (H&M) contract due to lack of services provided to two employers in Lake County, resulting in these employers turning to another organization for summer interns. Ms. Coenen replied that since this issue, H&M has made staff changes and has been/is performing well. However, she will investigate the issue further and reach out to the two affected employers. Ms. Coenen stated she will provide an update to Mr. Beliveau on her findings and staff will provide a recommendation to the Board at their meeting next week.

Dr. Shugart made a motion to allow staff to continue youth contract negotiations with the youth providers and for staff to continue their review of performance and provide further updates to Board for their final review and approval. Mr. Merck seconded; with Mr. Jackson abstaining and Mr. Beliveau voting no, motion passed.

Dr. Shugart stated that building more performance metrics into contracts is a core and key factor to insure performance.

2) Procurement Recommendations – Temporary Staffing & Payroll Services

Ms. Beecham referenced the memo in the meeting packet regarding temporary staffing and payroll services. Ms. Beecham provided a review of the solicitation process, the proposals received and the required criteria. A review team of four evaluated and rated the proposals and based on the evaluations, Manpower was ranked #1.

Mr. Beliveau made a motion to forward to the Board the recommendation to approve Manpower as the staffing and payroll company for internship activities for CareerSource Central Florida. Mr. Brown seconded; motion passed.

C. Committee Updates

1) Audit Committee

Mr. Ushkowitz stated that there was nothing new to report since the previous meeting.

2) Community Engagement Committee

Ms. Nabors stated that the Community Engagement Committee met on 5/26/15 and Mr. Reid, Executive Director of Communications with University of Florida (UCF), provided a presentation on the results of research study that the UCF School of Business conducted with regard to brand awareness and brand perceptions from the local business community, of which only 20% were aware of CareerSource Central Florida and the services it provides. A shortened presentation will be given to the Board next week. Ms. Coenen stated that the Committee was pleased with the presentation and concurred that the 20% awareness is a great opportunity to outreach the brand and the new service delivery under WIOA.

3) Finance Committee

Mr. Merck stated the Finance Committee met on 6/2/15 and reviewed the FY 15-16

Draft Annual Budget, which was also reviewed in detail at the 5/28/15 Finance and Program Committees' Budget Workshop. There is a \$29.9M budget for FY 15-16, which represents a 2% reduction from current year. Despite the reduction, CSCF will focus on increasing business services as well as maintain current level of services to career seekers. CSCF expects to maintain administrative cost at 7%, below the 10% state allowable cap. Mr. Merck stated the Finance Committee approved to forward FY 15-16 Draft Annual Budget for Board review and approval.

Dr. Shugart made a motion to forward FY 15-16 Draft Annual Budget, as presented, to the Consortium and Board for approval. Mr. Jackson seconded; motion passed.

Mr. Merck stated that the Finance Committee also reviewed staff recommendations to modify the current bid threshold requirements in CSCF's procurement and contracting policies to align with the new OMB "Super Circular."

Mr. Merck made a motion to forward above recommendation to the Board for approval. Dr. Shugart seconded; motion passed.

4) Governance Committee

Mr. Brown stated that proposed Slate of Officers for PY 15-16 is included in next week's Board meeting packet for Board review and approval.

5) Program Committee

Dr. Shugart stated the Program Review Committee met on 5/22/15 and Dr. Rod Lewis, Vice President of Analytics with CareerSource Florida provided a presentation on the state performance funding system, which was a great overview. Dr. Shugart stated there will be no action items for Board meeting next week.

6) Youth Committee

Ms. Nabors stated that the Youth Committee met on 5/6/15 and celebrated milestones it has accomplished since the Committee's inception in October 2012. Moving forward, under the new WIOA legislation, the Youth Committee will serve in a youth program advisory capacity. Ms. Coenen stated that last month CareerSource Central Florida hosted a post conference/summit on Youth Employment & Training at the "2015 Adolescent Conference" in conjunction with Florida Juvenile Justice Association. The summit was well received with 75+ in attendance.

D. 6/17/15 Board of Directors Agenda

The Committee reviewed approved the draft 6/17/15 Board of Directors Agenda. Mr. Merck advised that the Procurement Threshold action item be added to the Agenda and the action item memo be included in the meeting packet.

6. Other Business

Mr. Brown stated that the teams from CareerSource Central Florida and Heart of Florida United Way met today for their "Mission United" kickoff meeting, which is a collaborative effort to provide more services to veterans. Mr. Brown expressed his thanks to Ms. Nabors, Ms. Coenen, Mr. Boone and the team for their great work in the collaboration.

Ms. Brandon expressed her thanks and appreciation to Dr. Shugart for his leadership on Program Review Committee, Executive Committee and this Board. The Executive Committee concurred and a round of applause followed.

7. Upcoming Meetings

Ms. Kasal referenced the proposed dates for Board and Committee meeting for PY 15-16. This is also included in the Board meeting packet for full Board review. Calendar invites will be sent out over the next few weeks.

8. Chair's Closing Remarks

Ms. Brandon thanked those who attended the meeting.

9. Adjournment

There being no other business, the meeting was adjourned at 3.37 pm.

Respectfully submitted,

Kaz Kasal
Administrative Supervisor