



What: Executive Committee Meeting
When: Tuesday, January 29, 2019
 9:00 a.m. – 10:30 a.m.
Where: GoToMeeting (remote attendees):
 ➤ <https://global.gotomeeting.com/join/785302541>
 ➤ 1 866-899-4679 / Access Code: 785-302-541
Board Priorities: Analyze the Business | Engage the Talent

Agenda Item	Topic	Presenter	Action Item
1.	Welcome	Debbie Clements	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment		
4.	Action Items		
	A. Approval of Minutes – 1/9/19 Executive Committee Teleconference	Debbie Clements	X
	B. Approval of Staffing RFQ	Leo Alvarez	X
5.	Information		
	A. Chair's Report	Debbie Clements	
	1) Pam's Goals		
	B. President's Report	Pam Nabors	
	1) Career Center Leases Updates (Osceola, West & Lake)	Leo Alvarez	
	2) Board Meeting Agenda for 2/7/19	Pam Nabors	
	C. Committee Reports	Committee Chairs	
	1) Revenue Diversity Ad Hoc	Eric Jackson	
	2) Career Services	Dr. Kathleen Plinske	
	3) Community Engagement	Jody Wood	
	4) Audit	Larry Walter	
	5) Finance	Eric Ushkowitz	
6.	Other Business		
7.	Adjournment		

###

Upcoming Meetings:

- Board Meeting - Consortium: 2/7/19, 9:00 am – 10:30 am
Tupperware Brands, 14901 S. Orange Blossom Trail, Orlando, FL 32837
- Executive Committee Meeting: 4/16/19, 9:00 am - 10:30 am
CSCF Admin Office, 390 N. Orange Ave., Suite 700 (7th Floor), Orlando, FL 32801



DRAFT
Executive Committee Teleconference

Wednesday, January 9, 2019
10:30 a.m.

MINUTES

MEMBERS PRESENT: Debbie Clements, Eric Jackson, Leland Madsen, Richard Sweat, Eric Ushkowitz and Mark Wylie

MEMBERS ABSENT: Greg Beliveau, Kathleen Plinske, Larry Walter and Jody Wood

STAFF PRESENT: Pam Nabors, Mimi Coenen, Leo Alvarez and Kaz Kasal

GUEST PRESENT Heather Ramos/GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Ms. Clements, CSCF Chair, called the meeting to order at 10:34 a.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	Public Comment None offered.	
4	<p>Action Items</p> <p><u>Approval of Minutes - 12/4/18 Executive Committee Meeting</u></p> <ul style="list-style-type: none"> Reviewed minutes. <p><u>CSCF Lake-Sumter Office – Funding Options for Remodeling</u></p> <ul style="list-style-type: none"> Reviewed action item memo (attachment) on alternate funding options for remodel cost. 	<p>Mr. Madsen made a motion to approve the draft minutes from the 12/4/18 Executive Committee Meeting. Mr. Sweat seconded; motion passed unanimously.</p> <p>Mr. Jackson made a motion to approve CSCF utilizing non-federal funding for the remodel of CSCF Lake-Sumter Office at Lake Sumter State College and to reduce the scope to a maximum of \$100,000. Mr. Wylie seconded; motion passed unanimously.</p>
5	Other Business None offered.	
6	Adjournment Meeting adjourned at 10:56 a.m.	

Respectfully submitted,

Kaz Kasal
 Executive Coordinator



ACTION ITEM

To: Executive Committee

From: Leo Alvarez

Subject: CareerSource Central Florida – Temporary Staffing and Payroll Services

Date: January 29, 2019

Purpose:

The purpose of this memo is to review the results of CareerSource Central Florida’s Temporary Staffing and Payroll company solicitation and to seek authorization from the Executive Committee to approve vendor selection.

Background:

A Request for Proposal (RFP) was developed to solicit competitive proposals from vendors qualified to serve as the employer of record for participants in internship activities. It is anticipated that the contract period of performance will be from April 1, 2019 through June 30, 2020, with four one-year exercisable options. The RFP was released via CareerSource Central Florida’s website beginning December 7, 2018 with a submittal date of January 3, 2019; a legal notice was also published in the *Orlando Sentinel*. Additionally, notification was also provided by email of public notice release to the following staffing companies: 1) Tews Company, 2) JMark of Central Florida dba Manpower, 3) Ad-Vance Talent Solutions, 4) Premier Staffing Source, 5) Accountemps, 6) Remedy Intelligent Staffing 7) Kelly Services, 8) Florida Premier Staffing, 9) ISG Works, 10) AppleOne Employment Services, 11) Coherent Staffing Solutions, 12) Express Pros, 13) Connect & Move Staffing LLC, and 14) Worldwide Staffing Agency.

CSCF received fourteen responses to the RFP thus allowing for free and open competition. Responses were opened and names of entities submitting proposals were recorded and distributed to the CSCF review team for evaluation. The review team included two CSCF staff and one board member. The team met to review the submitted proposals and based on the RFP rating criteria, the top five vendors were ranked as follows:

Responder	Ranked
Manpower	1
AppleOne	2
AUE Staffing	3
A & Associates	4
22 nd Century Technologies	5

Manpower’s proposal was rated highest overall based on qualifications, organizational size, overall experience, and among the lowest in cost structure.

Recommendation:

Staff is recommending the Executive Committee approve Manpower as the staffing and payroll company for internship activities.



Pam Nabors, President & CEO
PY18-19 Goals

	Goal	Meets Criteria	Exceeds Criteria	Status			
				Q1	Q2	Q3	Q4
1	Governor's Sterling Application	Draft application completed 6/30	Draft application completed w/ Sterling Examiner Review by 6/30				
CSCF Revenue Diversity							
2	a) Ticket-to-Work Target	Met intended revenue in Budget (\$220,000)	Exceeded Revenue by 10%				
	b) Youth Career Readiness	Youth Career Readiness Plan completed w/ revenue targets	Additional Youth Career Readiness Revenue in excess of 20% original budget				
3	WIOA Performance	Meet all WIOA measures	Exceed majority of WIOA measures				
4	CSCF Innovation	Organizational structure includes innovation practice - 1 innovation implemented w/measurable impact	3 or more innovative practices with measurable impact implemented by 6/30				
5	Talent Development Impact Targets	Achieved 90% of 2,000 target (trained & placed < \$15 avg)	Achieved 100% or more of 2,000 talent target				
6	CSCF Ethical Practice	Completed ethical assessment of all staff and establish a baseline/competency standards written	Training for all CSCF staff completed/ post assessment demonstrates improved competency				
7	Audit/Monitoring	Good audit / 20% fewer monitoring findings	Unqualified audit / 50% fewer findings				
8	Employee Engagement	SHRM survey demonstrates continued employee engagement above 70%	SHRM survey demonstrates improved employee engagement above 80%				



What: Board of Directors Meeting
When: Thursday, February 7, 2019
 9:00 a.m. – 10:30 a.m.
Where: Tupperware Brands, 14901 S. Orange Blossom Trail, Orlando, FL 32837
Virtual: GoToMeeting (remote attendees):
 ➤ <https://global.gotomeeting.com/join/694201525>
 ➤ 1 866-899-4679 / Access Code: 694-201-525
Board Priorities: Analyze the Business | Engage the Talent

Agenda Item	Topic	Presenter	Action Item
1.	Welcome	Debbie Clements	
	A. Tupperware Brands	Mark Shamley Vice President, Global Social Impact Tupperware Brands	
	B. Duke Energy Check Presentation		
2.	CSCF Spotlight Story	Mimi Coenen	
3.	Roll Call / Establishment of Quorum	Kaz Kasal	
4.	Public Comment		
5.	Consent Agenda	Debbie Clements	X
	A. 12/13/18 Minutes		
	B. Approval of Staffing RFQ		
6.	Information		
	A. Chair's Report	Debbie Clements	
	B. President's Report	Pamela Nabors	
	C. Committee Reports	Committee Chairs	
	1) Executive Committee	Debbie Clements	
	2) Revenue Diversity Ad Hoc	Eric Jackson	
	3) Career Services	Dr. Kathleen Plinske	
	4) Community Engagement	Jody Wood	
	5) Audit	Larry Walter	
	6) Finance	Eric Ushkowitz	
	7) Governance	Mark Wylie	
	D. Finance Report	Leo Alvarez	
	E. CareerSource Central Florida - 2017-2018 Annual Performance	Casey Penn / Lemuel Toro Department. of Economic Opportunity	

Agenda Item	Topic	Presenter	Action Item
7.	Insight		
	A. Highlights – Florida Jobs 2030	Jerry Parrish Chief Economist/Director of Research Florida Chamber Foundation	
	B. Manufacturing – Lessons Learned	CSCF Operations Team / Valencia College	
8.	Other Business		
9.	Adjournment		

###

Upcoming Meetings:

- Board Meeting: 4/25/19, 9:00 a.m. - 10:30 a.m.
Location: To Be Determined
- Committee Meetings:
 - Governance Committee: 3/13/19, 2:00 p.m. - 3:30 p.m.,
Location: CSCF Admin Office, 390 N. Orange Ave., Suite 700 (7th Floor), Orlando, FL 32801
 - Career Services Committee: 3/21/19, 3:00 p.m. - 4:30 p.m.,
Location: CSCF Admin Office, 390 N. Orange Ave., Suite 700 (7th Floor), Orlando, FL 32801
 - Executive Committee: 4/16/19, 9:00 a.m. - 10:30 a.m.,
Location: CSCF Admin Office, 390 N. Orange Ave., Suite 700 (7th Floor), Orlando, FL 32801
 - Finance Committee: 4/18/19, 2:30 p.m. - 4:00 p.m.,
Location: CSCF Admin Office, 390 N. Orange Ave., Suite 700 (7th Floor), Orlando, FL 32801