



What: Executive Committee Teleconference

When: Wednesday, January 9, 2019
10:30 a.m. – 11:30 a.m.

Where: GoToMeeting:
 ➤ <https://global.gotomeeting.com/join/759895981>
 ➤ 1 877-309-2073 / Access Code: 759-895-981

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: 12/4/18 Executive Committee Meeting	Debbie Clements	X
	B. CSCF Lake-Sumter Office – Funding Options for Remodeling	Leo Alvarez	X
5.	Other Business		
6.	Adjournment		
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Upcoming Meetings:

- Executive Committee Meeting: 1/29/19, 9:00 am - 10:30 am
CSCF 390 N. Orange Ave., Suite 700, Orlando, FL
- Board Meeting: 2/7/19, 9:00 am – 10:30 am
Tupperware Brands, 14901 S. Orange Blossom Trail, Orlando, FL 32837

DRAFT
Executive Committee Meeting

Tuesday, December 4, 2018
9:00 a.m.

MINUTES

MEMBERS PRESENT: Debbie Clements, Eric Jackson, Leland Madsen, Kathleen Plinske, Eric Ushkowitz, Larry Walter, Jody Wood and Mark Wylie

MEMBERS ABSENT: Greg Beliveau and Richard Sweat

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

GUEST PRESENT Thomas Wilkes/GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Ms. Clements, CSCF Chair, called the meeting to order at 9:03 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 <u>Approval of Minutes - 9/18/18 and 10/25/18 Executive Committee Meetings</u></p> <ul style="list-style-type: none"> • Reviewed minutes. <p>Training Provider Request for Approval</p> <ul style="list-style-type: none"> • Reviewed action item memo (attachment) to approve training providers that align with CSCF's industries of focus for PY 2018-2019. 	<p>Mr. Walter made a motion to approve the draft minutes from the 9/18/18 and 10/25/18 Executive Committee Meeting. Ms. Wood seconded; motion passed unanimously.</p> <p>Mr. Jackson made a motion to recommend, for Board final approval, the training providers, as listed on memo, to CSCF's training provider matrix. Mr. Wylie seconded; motion passed unanimously.</p>
5	<p>Information <u>Chair's Report</u></p> <ul style="list-style-type: none"> • At 12/13/18 Board Meeting, Ms. Clements will encourage Board to engage in CSCF activities and also read the monthly newsletter, the Board Source. 	

	<p>President's Report</p> <ul style="list-style-type: none"> • Facility Updates <ul style="list-style-type: none"> - Reviewed CSCF's West Orange office's lease expiration and alternative location options. - Reviewed status of lease and build-out project at Lake Sumter State College for CSCF's Lake County office. • Board Meeting Agenda for 12/13/18 <ul style="list-style-type: none"> - Reviewed agenda. 	<p><i>Staff to research and provide recommendations on lease options and alternative locations.</i></p>
6	<p>Committee Reports</p> <p><u>Governance</u> Mr. Wylie, Governance Committee Chair, reported the Committee is scheduled to meet on 1/9/19.</p> <p><u>Career Services</u> Dr. Plinske, Career Services Committee Chair, reported the Committee met on 11/15/18 and reviewed results of scorecard through 9/30/18. The Committee also voted to forward, for Board approval, staff's recommendation to adjust impact model by reallocating \$1.2M in training funds from Construction to Healthcare, Trade & Logistics and IT & Finance.</p> <p><u>Revenue Diversity Ad Hoc</u> Mr. Jackson, Revenue Diversity Committee Chair, reported the Committee met on 10/24/18 and reviewed Ticket To Work 1st quarter results and youth pilot program in construction.</p> <p><u>Community Engagement</u> Ms. Wood, Community Engagement Committee Chair, reported the Committee met on 11/6/18. The Committee reviewed and provided input on Edelman's work on master narrative. The Committee will meet again on 1/14/19 to review revised master narrative based on Committee's feedback.</p> <p><u>Audit and Finance Committees</u> Mr. Walter, Audit Committee Chair, and Mr. Ushkowitz, Finance Committee Chair, stated the Committees will meet jointly on 1/31/19.</p>	
7	<p>Other Business None offered.</p>	
8	<p>Adjournment Meeting adjourned at 9:43 a.m.</p>	

Respectfully submitted,
Kaz Kasal
Executive Coordinator



ACTION ITEM 1

To: Executive Committee

From: Leo Alvarez

Subject: CareerSource Central Florida - Facilities

Date: January 9, 2019

Purpose:

To discuss non-federal funding options to pay for remodeling cost for Lake Sumter State College.

Background:

Lake Sumter State College – CareerSource CF Office Relocation - As discussed in previous committee meetings, CSCF has been working to relocate its current Lake County office to the Lake Sumter State College Foundation building. CSCF budgeted funds for remodeling cost in the fiscal year 2018-19 approved budget. Typically, CSCF requests that the property owner pay for the remodeling cost. Lake Sumter State College does not have funds appropriated in their budget to pay for CSCF remodeling. The use of federal dollars for such remodeling cost requires prior approval from DEO.

CSCF sought this approval from DEO in November 2018. In the written request, CSCF provided DEO an analysis of remodeling cost, rental expense, and overall cost comparison for reasonableness. DEO has approved other similar projects in Florida in past years. However, regarding our request, DEO notified CSCF that the request was being referred to the USDOL for final approval. On December 21st DEO notified CSCF that the USDOL did not approve the request based on their interpretation of the use of WIOA funds.

Issue and Options:

CSCF cannot use the dollars budgeted in federal monies to fund the remodel. In order for CSCF to move forward with relocation to Lake Sumter State College, CSCF needs to determine alternate funding for remodel options.

1. Appeal the decision of the USDOL through the Department of Economic Opportunity.
2. Negotiate with Lake Sumter State College to include the remodel cost in the lease payments. This option will require the approval of Lake Sumter State College's Board of Trustees.
3. Utilize non-federal funding in CSCF's account to pay for the remodel. CSCF has the ability to recover cost through depreciation expense over the life of the lease.

Recommendation:

Staff recommendation is to utilize non-federal funding for the remodel and to reduce the scope to a maximum of \$100,000.