

EXECUTIVE COMMITTEE VIRTUAL MEETING

Thursday, December 10, 2020

MEETING DETAILS

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information / Discussion / Action Items

Other Business

Adjournment

What: Executive Committee Virtual Meeting

When: Thursday, December 10, 2020
9:00 a.m. – 10:30 a.m.

Where: Virtual: Zoom Meeting:

Link: <https://careersourcecf.zoom.us/j/92217099704?pwd=aEpnZW1Ubmx2Ny9MS2kwYTdmNE1yZz09>

Dial In: **1 (929) 205-6099 / Meeting ID: 922 1709 9704**

Passcode: 883151

12/10/20 EXECUTIVE COMMITTEE VIRTUAL MEETING AGENDA

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Agenda Item	Topic	Presenter	Action Item
1.	Welcome	Mark Wylie	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment		
4.	Approval of Minutes	Mark Wylie	
A.	<u>9/17/20 Executive Committee Meeting</u>		X
5.	Information / Discussion / Action Items		
A.	Chair's Report	Mark Wylie	
B.	President's Report	Pam Nabors	
1)	<u>Purchase of Equity & Inclusion Training Program - Valencia Peace and Justice Institute</u>		X
C.	Committee Reports		
1)	Audit <i>(met on 10/13/20)</i>	Larry Walter	
2)	Career Services <i>(met on 11/19/20)</i>	Dr. Kathleen Plinske	
3)	Community Engagement <i>(no updates)</i>	Jody Wood	
4)	Facilities Ad Hoc <i>(met on 10/1/20)</i>	Matt Walton	
5)	Finance <i>(met on 10/13/20)</i>	Eric Ushkowitz	
6)	Governance <i>(met on 10/7/20)</i>	Richard Sweat	
7)	Revenue Diversity Ad Hoc <i>(met on 11/12/20)</i>	Eric Jackson	
D.	<u>12/17/20 Board Meeting Agenda</u>	Mark Wylie	
6.	Other Business		
7.	Adjournment		

UPCOMING MEETINGS

Meeting Details

Meeting Agenda

Welcome

Executive Committee Meeting

2/18/21

9:00 a.m. – 10:30 a.m.

Roll Call

Board Meeting

2/25/21

9:00 a.m. - 10:30 a.m.

Public Comment

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WELCOME

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ROLL CALL / ESTABLISHMENT OF QUORUM

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► **Public Comment**

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PUBLIC COMMENT

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APPROVAL OF MINUTES



**Draft
Executive Committee Meeting**

Thursday, September 17, 2020, 9:00 a.m.

MINUTES

MEMBERS PRESENT: Mark Wylie, Paul Bough, Eric Jackson, Sheri Olson, Kathleen Plinske, Richard Sweat, Eric Ushkowitz, Larry Walter, Matt Walton and Jody Wood

MEMBERS ABSENT: Jeff Hayward

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

GUEST PRESENT: Thomas Wilkes / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Wylie, CSCF Chair, called the meeting to order at 9:02 a.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	Public Comment None offered.	
4	Action Items <u>Approval of Minutes – 8/13/20 Executive Committee Meetings</u> <ul style="list-style-type: none"> Reviewed minutes (attachment). 	Mr. Walter made a motion to approve the draft minutes from the 8/13/20 Executive Committee meeting. Mr. Walton seconded; motion passed unanimously.
5	Information/Discussion /Action Items <u>Chair's Report:</u> <ul style="list-style-type: none"> Mr. Wylie relayed he toured the West Orange Office and encouraged the Committee to take a tour. <u>Executive Committee Charter – Annual Review</u> <ul style="list-style-type: none"> Reviewed Charter and concurred no changes needed at this time. <u>President's Report</u> <ul style="list-style-type: none"> Reviewed scorecard highlights to date. CSCF recently hired Audrey Hardin in the position of Director of Business Services. Still seeing significant layoffs. Reviewed "Help Is Here" activities to date. State awarded \$5M Opioid grant; CSCF expects to receive close to \$3M. Mr. Dane Eagle is new Executive Director of Department of Economic Opportunity. 	



Committee Reports

Audit

Mr. Walter, Audit Committee Chair, reported Committee will meeting jointly with Finance Committee 10/13/20.

Career Services

Dr. Plinske, Career Services Committee Chair, reported on the following:

- Met on 9/10/20
- Reviewed Charter – concurred no changes needed.
- Reviewed results from Summer Youth 2020 program – great outcome despite COVID-19.
- Ms. Danielle Permenter with Orlando.org presented on “Upskill Orlando” – a grant initiative focused on skills-based hiring vs. credentials.

Community Engagement

Ms. Wood, Community Engagement Committee Chair, reported on following:

- Met on 8/31/20.
- Reviewed FY 19-20 Strategic Communications outcomes and road map for first half of FY 20-21.
- Reviewed CSCF niche customer vs. pandemic customer.
- Reviewed “Help Is Here” campaign activities and strategies.
- Deferring Charter review to next meeting.

Facilities Ad Hoc Committee

Mr. Walton, Facilities Committee Chair, stated a meeting will be scheduled in early October to review renewal options for CSCF’s Seminole County office.

Finance Committee

Mr. Ushkowitz, Finance Committee Chair, reported Committee will meeting jointly with Audit Committee 10/13/20.

Governance

Mr. Sweat, Governance Committee Chair reported Committee will be meeting on 10/7/20.

Revenue Diversity Ad Hoc

Mr. Jackson, Revenue Diversity Ad Hoc Committee Chair reported following:

- Met on 8/12/20.
- Reviewed FY 19-20 year-end results.
- Reviewed FY 20-21 year-to-date results and strategies.
- Will provide updated numbers at upcoming Board meeting.



	<u>9/24/20 Board Meeting Agenda</u> <ul style="list-style-type: none"> Review agenda for 9/24/20 Board Meeting 	
6	Other Business <ul style="list-style-type: none"> Submitted letter of intent for Sterling Application. Overview of highlights of Sterling Application will be provided at 12/17/20 Board meeting. Executive Committee Meetings – will survey Committee about changing the time of the upcoming meetings. 	
7	Adjournment Meeting adjourned at 9:45 am.	

Respectfully submitted,

Kaz Kasal
 Executive Coordinator

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INFORMATION / DISCUSSION / ACTION ITEMS



ACTION

To: Executive Committee

From: Dyana Burke, VP of Human Resources

Subject: Customized Diversity & Inclusion Program Procurement

Date: December 10, 2020

Purpose:

CareerSource Central Florida is seeking for a third party vendor to deliver customized diversity and inclusion training to its employees. The purpose of this memo is to provide insight on the scope, and quotes obtained. The recommendation requires board action and two-thirds approval for related party purposes.

Background:

Diversity & Inclusion policies, programs, and practices require aligned, committed, and engaged leadership in order to signal the importance of the work to all employees and to make a meaningful impact on company culture and the workplace. CareerSource Central Florida seeks to create a scaled and purposeful Diversity, Equity, and Inclusion (DEI) strategy, with strategic pillars (Equitable Treatment & Mitigate Bias), and customized initiatives, to kick-start the CSCF DEI Journey. This professional development offering is one component of our CSCF continued development plan and aligns with our North Star Journey.

Staff evaluated several program offerings and found the Valencia College Peace & Justice Institute offering for Diversity & Inclusion provides a robust learning program and aligns with our mission, vision, and values. The Leadership Academy curriculum will become a key element of the CSCF leadership development program.

Florida Diversity Council - Diversity First					
Program Offerings	Number of Participants	Cost Per Participant	SUM	Facilitation Fee	GRAND TOTAL
5-day Virtual Classroom Participation	10	\$ 5,050.00	\$ 50,500.00	\$ -	\$ 50,500.00
Access to Diversity First Toolkit and Graduate Network	10	\$ -	\$ -	\$ -	\$ -
CDP Examination Fee	10	\$ 450.00	\$ 4,500.00	\$ -	\$ 4,500.00
TOTAL					\$ 55,000.00
PRISM - Leveraging Diversity, Equity and Inclusion					
Program Offerings	Number of Participants	Cost Per Participant	SUM	Facilitation Fee	GRAND TOTAL
Diversity Equity and Inclusion Training	25	\$ 94.00	\$ 2,350.00	\$ 3,500.00	\$ 5,850.00
Career Power Classic & Love 'Em or Lose 'Em	25	\$ 235.00	\$ 5,875.00	\$ 4,500.00	\$ 10,375.00
Micro Courses, Help - Up -Stay	25	\$ 94.00	\$ 2,350.00	\$ 3,500.00	\$ 5,850.00
TOTAL					\$ 22,075.00
Valencia College - Peace and Justice Institute					
Program Offerings	Number of Participants	Cost Per Participant	SUM	Facilitation Fee	GRAND TOTAL
Casting a Vision Workshop (1-hour workshop)*	250	\$ 49.95	\$ 12,488.50	\$ -	\$ 15,000.10
Leadership Academy Training Series (8 Workshops) *	28	\$ 89.70	\$ 2,511.60		
CareerSource Circles for Staff and Leadership (1-hour workshop)	250	\$ 40.00	\$ 10,000.00	\$ -	\$ 10,000.00
Conversations in Inclusiveness (8 Workshops)					
TOTAL					\$ 25,000.10

*Cost per participant amounts are approximate

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Action: Staff is recommending that the Executive Committee move to Board of Directors for final approval to allow CareerSource Central Florida to contract with Valencia College to deliver the customized diversity and inclusion training. This vote will require the related party to abstain from voting and two-thirds approval.

12/17/20 CONSORTIUM/BOARD VIRTUAL MEETING AGENDA

Agenda Item	Topic	Presenter	Action Item
1.	Welcome <ul style="list-style-type: none"> • Pledge of Allegiance • Recent Veterans' Activities 	Commissioner Campione Annmarie O'Brien Annmarie O'Brien	
2.	CSCF Spotlight Story	Mimi Coenen	
3.	Roll Call / Establishment of Quorum	Kaz Kasal	
4.	Public Comment	Commissioner Campione	
5.	Approval of Minutes – 6/25/20 Consortium Meeting	Commissioner Campione	X
6.	Approval of Board Appointments	Commissioner Campione	X
7.	Adjournment of Consortium	Commissioner Campione	

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Consortium Adjournment

Board Consent Agenda

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Board Adjournment

Agenda Item	Topic	Presenter	Action Item
8.	Consent Agenda A. 9/24/20 Board Meeting Draft Minutes	Mark Wylie	X
9.	Information / Discussion / Action Items A. Chair's Report B. President's Report 1) Finance Report C. Committee Reports 1) Executive (<i>met on 12/10/20</i>) a) Purchase of Equity & Inclusion Training Program - Valencia Peace and Justice Institute 2) Audit (<i>met on 10/13/20</i>) 3) Career Services (<i>met on 11/19/20</i>) 4) Community Engagement (meeting on 1/11//21) 5) Facilities Ad Hoc (<i>met on 10/1/20</i>) 6) Finance (<i>met on 10/13/20</i>) a) CSCF Seminole County Office Lease Renewal 7) Governance (<i>met on 10/7/20</i>) a) Info Item: Board Engagement 8) Revenue Diversity Ad Hoc (<i>met on 11/12/20</i>)	Mark Wylie Pam Nabors Mark Wylie Larry Walter Dr. Kathleen Plinske Jody Wood Matt Walton Eric Ushkowitz Richard Sweat Eric Jackson	 X
10.	Insight A. Legislative Update	Chris Carmody GrayRobinson	
11.	Other Business		
12.	Adjournment of Board		

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OTHER BUSINESS

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▶ **Adjournment**

ADJOURNMENT

THANK YOU!

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