

# CONSORTIUM & CSCF BOARD OF DIRECTORS MEETING

DECEMBER 16, 2021



# 12/16/21 CONSORTIUM & CSCF BOARD OF DIRECTORS MEETING DETAILS

**What:** Consortium and CSCF Board of Directors Meeting

**When:** Thursday, December 16, 2021  
9:00 a.m. – 11:00 a.m.

**Where:** Seminole State College – Heathrow Campus  
1055 AAA Drive (Room 138 / 1<sup>st</sup> Floor)  
Heathrow FL 32746

or

Virtual Option via Zoom:

Link: <https://careersourcecf.zoom.us/j/83456528054?pwd=OUR5WmF3dkM2WUpTaE1Jc0pDaUpiUT09>

Dial In: 1 (929) 205-6099 / Meeting ID: 834 5652 8054

Passcode: 243290

Meeting Details

Meeting Agenda

Welcome

Spotlight Story

Awards  
Recognition

Board  
Recognition

Roll Call

Public Comment

Consent Agenda

Information/  
Discussion/  
Action Items

Insight

Other Business

Adjournment

# 12/16/21 CONSORTIUM MEETING AGENDA

Agenda Item	Topic	Presenter	Action Item
1.	Welcome <ul style="list-style-type: none"> <li>• Pledge of Allegiance</li> </ul>	Mayor Demings	
2.	CSCF Spotlight Story	Mimi Coenen	
3.	Recognition of Board Services – Departing Board Members	Jody Wood	
4.	Roll Call: Consortium / Establishment of Quorum	Kaz Kasal	
5.	Public Comment		
6.	Consortium Action Items <ul style="list-style-type: none"> <li>A. <a href="#">Approval of Minutes: 6/25/21 Consortium Meeting</a></li> <li>B. <a href="#">Approval of Consortium Agreement</a></li> <li>C. <a href="#">Approval of CSCF Board Representative Appointment Policy and Process</a></li> <li>D. <a href="#">Approval of Board Appointments</a></li> </ul>	Mayor Demings	X
7.	Adjournment of Consortium	Mayor Demings	

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# 12/16/21 BOARD OF DIRECTORS MEETING AGENDA

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- Consortium Action Items
- Adjournment of Consortium
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Agenda Item	Topic	Presenter	Action Item
8.	Roll Call: Board / Establishment of Quorum	Kaz Kasal	
9.	Public Comment		
10.	Clarification on Voting	Heather Ramos	
11.	Consent Agenda	Jody Wood	X
	A. <a href="#">9/30/21 Board Meeting Draft Minutes</a>		
	B. Committee Actions		
	1) <a href="#">Community Engagement Committee Charter - Updated</a>		
	2) <a href="#">Retirement Plan – Fund Adjustments</a>		
	3) <a href="#">Policy Approval</a>		
	a) Administrative Policy 101: TAA Training and Other Funding Activities		
	b) Administrative Policy 116: TAA and WIOA Dislocated Worker Program Co-Enrollment		
	c) Administrative Policy 113: Disaster Recovery Worker Grants		
	4) <a href="#">New Training Provider Approvals</a>		
12.	Information / Discussion / Action Items		
	A. Chair's Report	Jody Wood	
	B. <a href="#">President's Report</a>	Pam Nabors	
	1) <a href="#">Finance Report</a>	Eric Ushkowitz	
	C. Committee Reports		
	1) Executive ( <i>met on 12/9/21</i> )	Jody Wood	
	2) Audit ( <i>met jointly with Finance on 10/5/21</i> )	Sheri Olson	
	3) Career Services ( <i>met on 11/18/21</i> )	Andrew Albu	
	4) Community Engagement ( <i>met on 11/4/21</i> )	David Sprinkle	
	5) Facilities Ad Hoc ( <i>no meeting scheduled to date</i> )	Matt Walton	
	6) Finance ( <i>met jointly with Audit on 10/5/21</i> )	Eric Ushkowitz	
	7) Governance ( <i>meeting scheduled for 1/12/22</i> )	Richard Sweat	
	8) Revenue Diversity ( <i>met on 12/7/21</i> )	Eric Jackson	



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# WELCOME



The background of the image is a close-up, slightly blurred view of the United States flag, showing the stars and stripes in a wavy pattern. The text is overlaid on this background in a bold, white, sans-serif font with a black outline.

**I pledge allegiance  
to the flag  
of the United States of America  
And to the Republic  
for which it stands,  
One nation, under God,  
indivisible,  
With liberty and justice for all**

# Special Thanks to our Host:





- Meeting Details
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# SPOTLIGHT STORY



# SPOTLIGHT STORY 1:



## **Congratulations Stephanie!**

- Received her CDL A Certification
- Passed the Florida State Exam
- Hired by Werner Enterprises

# SPOTLIGHT STORY 2:

## Congratulations Christopher!



- U.S. Air Force Veteran
- Extensive Experience as a Flight Pilot and Air Operations
- Received Resume & Interview Skills Assistance
- Hired by FlightSafety

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# BOARD RECOGNITION



# BOARD RECOGNITION



Congratulations to  
Paul Bough  
  
Outstanding Service  
Recognition

Paul Bough

CareerSource Central Florida

Board of Directors

January 1, 2013 – December 16, 2021

# BOARD RECOGNITION



Congratulations to  
Nicole Guillet

Outstanding Service  
Recognition

Nicole Guillet

CareerSource Central Florida

Board of Directors

July 1, 2014 – December 3, 2021

# BOARD RECOGNITION



Congratulations to  
Al Trombetta

Outstanding Service  
Recognition

Al Trombetta

CareerSource Central Florida

Board of Directors

July 1, 2017 – December 16, 2021

# BOARD RECOGNITION



Congratulations to  
Sharron Washington

Outstanding Service  
Recognition

Sharron Washington  
CareerSource Central Florida  
Board of Directors  
July 1, 2019 – December 16, 2021



# BOARD RECOGNITION



Congratulations to  
Christopher Wilson

Outstanding Service  
Recognition

Christopher Wilson  
CareerSource Central Florida  
Board of Directors

December 2, 2019 – December 30, 2021

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# ROLL CALL OF CONSORTIUM



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# PUBLIC COMMENT



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# CONSORTIUM ACTION ITEMS



# Approval of Draft Minutes of 6/25/21 Consortium Meeting





**DRAFT**  
**Consortium Meeting**  
**Friday, June 25, 2021, 11:00 a.m.**

**MINUTES**

**MEMBERS PRESENT:** Mayor Jerry Demings, Commissioner Andrea Herr, Commissioner Josh Blake, Commissioner Peggy Choudhry, Commissioner Gary Search

**STAFF PRESENT:** Pam Nabors, Leo Alvarez, Lisa Burby, Lesley Harris, Cliff Marvin and Kaz Kasal

**GUESTS PRESENT:** Thomas Wilkes / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1.	<b>Welcome</b> <ul style="list-style-type: none"> <li>Ms. Nabors, CEO, called meeting to order at 11:04 am and welcomed attendees. New consortium members were introduced.</li> </ul>	
2.	<b>Roll Call / Establishment of Quorum</b> <ul style="list-style-type: none"> <li>Ms. Kasal, Executive Coordinator, reported a quorum present.</li> </ul>	
3.	<b>Nomination of New Chair and Vice Chair</b>	<b>Commissioner Herr made a motion to nominate Mayor Demings as Consortium Chair and herself, Commissioner Herr, as Vice Chair. Commissioner Search seconded; motion passed unanimously.</b>
4.	<b>Public Comment</b> <ul style="list-style-type: none"> <li>None provided.</li> </ul>	
5.	<b>Action Items</b> <u>Approval of Minutes</u> <ul style="list-style-type: none"> <li>Reviewed minutes from 12/17/20 Consortium &amp; Board Joint Meeting (attachment)</li> </ul> <u>Approval of CSCF Board Appointments</u> <ul style="list-style-type: none"> <li>Reviewed appointments of the CSCF Board (attachment)</li> </ul> <u>Approval of 2021-2022 CSCF Budget</u> <ul style="list-style-type: none"> <li>Reviewed 2021-2022 CSCF Budget (attachment)</li> </ul>	<b>Commissioner Blake made a motion to approve minutes from the 12/17/20 Consortium &amp; Board Joint Meeting. Commissioner Search seconded; motion passed unanimously.</b>  <b>Commissioner Herr made a motion to approve the appointments of the CSCF Board, as presented. Commissioner Butler seconded; motion passed unanimously.</b>  <b>Mayor Demings made a motion to approve the 2021-2022 Budget. Commissioner Search seconded; motion passed unanimously.</b>



	<p><b>Information Items</b></p> <p><u>Schedule to Amend Interlocal Agreement</u></p> <ul style="list-style-type: none"> <li>Reviewed proposed timeline for preparing and entering into a new interlocal agreement (attachment), as current agreement is scheduled to expire on 5/3/22. Consortium to provide final approval of amended agreement at its December 2021 meeting.</li> </ul> <p><u>President's Report</u></p> <ul style="list-style-type: none"> <li>Ms. Nabors, President/CEO, provided an update on CSCF scorecard, launch of FORTE initiative (Fostering Opioid Recovery Through Training &amp; Employment), and an overview of CSCF activities and impact region-wide (attachment).</li> </ul>	
6.	<p><b>Adjournment</b></p> <p>Meeting adjourned at 11:32 am.</p>	

Respectfully submitted,

Kaz Kasal  
Executive Coordinator

# Approval of Consortium Agreement





October 6, 2021 Signature Version

**REGION 12 CENTRAL FLORIDA AREA WORKFORCE DEVELOPMENT  
CONSORTIUM INTERLOCAL AGREEMENT**

This **Agreement** is made and entered into among **Lake County**, a political subdivision of the State of Florida, **Orange County**, a charter county and political subdivision of the State of Florida, **Osceola County**, a political subdivision of the State of Florida, **Seminole County**, a political subdivision of the State of Florida, **Sumter County**, a political subdivision of the State of Florida, and the **Region 12 Central Florida Regional Workforce Development Board, Inc., d/b/a CareerSource Central Florida**, a not-for-profit corporation established in the State of Florida, hereinafter referred to as “CSCF” for the purposes of establishing the **Central Florida Area Workforce Development Consortium**, hereinafter referred to as the “CONSORTIUM”, and establishing the roles and responsibilities of the CONSORTIUM and CSCF.

**WHEREAS**, the Congress of the United States of America has enacted and the President has executed the Workforce Innovation And Opportunity Act (Public Law 113-128) (the “ACT”) which authorizes the establishment of local areas to coordinate and align key employment, education, training, adult literacy, and vocational rehabilitation programs in the United States.

**WHEREAS**, the Act authorizes units of government to enter into agreements for the purpose of receiving funds under this ACT.

**WHEREAS**, the Governor has designated the five-county area described herein to be a local workforce development area under the ACT and the Florida Workforce Innovation Act of 2000.

**WHEREAS**, the ACT specifies that if any local area so designated includes more than one unit of general local government, the chief elected officials of such units may execute an agreement to describe their responsibilities for carrying out the roles and responsibilities under the ACT.

**NOW THEREFORE**, the participating counties do hereby agree to and accept the designation of the area comprised of the five counties as a local workforce development area under the ACT and do hereby establish the CONSORTIUM in accordance with the provisions set forth herein.

**I. CONSORTIUM MEMBERS.**

- A. The CONSORTIUM shall be comprised of either the Mayor/Chair or a currently serving County Commissioner designated by the Mayor/Chair from each of the five counties.
- B. The CONSORTIUM shall elect from among its five (5) members, one member to act as Chair of the CONSORTIUM and one member to act as the Vice Chair.
- C. The Chair of the CONSORTIUM shall act as the chief elected official for the local workforce development area.
- D. The Chair of the CONSORTIUM shall review, acknowledge, and execute contracts and other records for the CONSORTIUM in accordance with

## Region 12 Central Florida Area Workforce Development Consortium Interlocal Agreement

- state and federal law and the Florida Department of Economic Opportunity.
- E. The CONSORTIUM designates the CSCF Board of Directors as the local workforce development board (the "CSCF Board").
  - F. The CONSORTIUM shall appoint the membership of the CSCF Board in accordance with the ACT, Florida's Workforce Innovation Act of 2000, Section 445.007, Florida Statutes, other applicable regulations, and the corporate bylaws of CSCF. Unless otherwise precluded by law, the CONSORTIUM may remove any member of CSCF Board at any time by majority vote of the CONSORTIUM. Such removal by the CONSORTIUM may be with or without cause.
  - G. The CONSORTIUM, having been designated the local grant recipient pursuant to section 106(b)(1) of the ACT, hereby designates CSCF as the administrative entity and fiscal agent for all programs promulgated under the ACT and Florida's Workforce Innovation Act of 2000.
  - H. The CONSORTIUM shall meet from time-to-time as it may deem necessary, but no less than semi-annually, to conduct such business as may be necessary. One of the two (2) required meetings shall include the CSCF Board. All meetings of the Consortium shall be open to the public and notice shall be provided in accordance with the State Sunshine Law requirements, as set forth in Section 286.011, Florida Statutes.
  - I. The CONSORTIUM shall approve the budget of the CSCF Board each year during one of the required meetings and shall approve or make revisions to the bylaws of the CSCF Board from time-to-time when amended.

## II. LOCAL WORKFORCE DEVELOPMENT BOARD

- A. CSCF shall ensure that the composition of the local workforce development board shall at all times comply with requirements of the federal ACT (sec. 107(b)(2)(A)), the Florida Workforce Innovation Act of 2000, and Section 445.007, Florida Statutes and shall include:
  - 1. Representatives of the private sector, who shall constitute, at a minimum, a majority of the total active membership and who shall be appointed proportionately to the relative population of the five (5) counties, except that all counties shall have at least two (2) members. Members of the private sector shall be appointed by CONSORTIUM members of their respective Counties. Said appointments shall be announced by the appointing member at a duly called CONSORTIUM meeting. The appointment of private sector members shall not be subject to approval or removal by the remainder of the members of the CONSORTIUM.
  - 2. Representatives of other organizations as required by applicable State and federal law.

## Region 12 Central Florida Area Workforce Development Consortium Interlocal Agreement

- B. All appointments to the CSCF Board shall be for a period of three (3) years with a maximum term of eight (8) years, unless the member is a representative of a government entity. One-third of the appointments are made annually, pursuant to the bylaws of CSCF and state and federal requirements. Re-appointment for one additional three-year term and one two-year term shall be automatic so long as the duly appointed board member is in good standing, the seat on the Board continues to exist, the Board member wishes to serve another term, and the Board member's term is not limited by state or federal law.
- C. All vacancies will be appointed in the same manner as the original appointments.
- D. A member of the CONSORTIUM may be present at each CSCF Board meeting as a liaison but shall have no voting powers and shall not be considered a member of the CSCF Board.

### III. ADMINISTRATION REQUIREMENTS AND OBLIGATIONS OF CSCF

- A. Pursuant to the ACT and Section 445.007, Florida Statutes, CSCF shall:
  1. Develop and submit the local plan to the Governor of Florida.
  2. Designate one-stop operators and providers.
  3. Ensure the appropriate use, management, and investment of associated funds received to maximize performance outcomes.
  4. Designate eligible providers of youth services.
  5. Develop an annual budget for the purpose of carrying out the duties of CSCF including, but not limited to, all programs promulgated under the ACT for the region.
  6. Provide for the conduct of an annual audit of all funds managed by CSCF and submit a copy of that audit and copies of financial statements prepared for the conduct of CSCF business to the CONSORTIUM.
  7. Provide oversight for the one-stop delivery system, local employment and training activities, and youth activities conducted pursuant to the ACT.
  8. Provide such staff and other support to the CONSORTIUM, as deemed necessary by the CONSORTIUM, for the conduct of CONSORTIUM business.
  9. Submit to the CONSORTIUM, for review and approval, the local plan, the one-stop operator designation, and the annual budget. If the Budget is not approved by the CONSORTIUM, CSCF shall submit an amended budget until a budget is approved.
  10. Provide an annual report to the CONSORTIUM.
  11. Coordinate the activities of the workforce development system with economic development strategies and other business and employer activities as may be appropriate and allowable.

## Region 12 Central Florida Area Workforce Development Consortium Interlocal Agreement

12. Promote generally the participation of the private sector in all aspects of the conduct of CSCF business and services provided.
- B. CSCF shall furnish a Commercial Crime Fidelity Bond for Employee Dishonesty on blanket basis with a maximum limit of One Million Dollars (\$1,000,000). The bond shall be endorsed to cover "Third Party" liability including a third-party beneficiary clause in favor of each of the participating counties. The bond shall include a minimum twelve (12) month discovery period when written on a loss sustained basis.
  - C. Notwithstanding any provisions of the law to the contrary, none of the parties hereto shall be liable for any claims, damages, injuries, losses, or expenses arising out of or resulting from any act, omission, or negligence of any other party, their officers, employees, or agents. Nothing in this Agreement shall be construed as waiving the sovereign immunity afforded to the participating counties under Section 768.28, Florida Statutes.

**IV. GENERAL CONDITIONS**

- A. This Agreement contains all of the terms and conditions agreed upon by the parties hereto, and shall supersede all previous agreements, either oral or written, by or between two or more of the parties hereto with respect to the subject matter hereof. No other agreements, oral or written, regarding the subject matter of this Agreement shall be deemed to exist.
- B. This Agreement may be amended or modified upon the written request of any party hereto. Such written request shall be distributed to all parties at least thirty days prior to requested actions effective date. Any alterations, amendments, modifications or waivers in the terms and conditions of this Agreement shall not be effective unless reduced to writing, approved by all parties, signed by duly authorized representatives and filed with each participating county's Clerk of the Board.
- C. The term of this Agreement shall begin on the last date executed by all parties and shall remain in effect until June 30, 2023, and shall be renewed automatically for a one-year period on July 1 of each year unless terminated by any party hereto or otherwise by state or federal law.
- D. In the event of any changes in state or federal law wherein this Agreement shall no longer be valid, this Agreement shall be automatically deemed void.
- E. Pursuant to Subsection 163.01(11) of the Florida Statutes, this Agreement shall be filed with the respective Clerks of the Court of all participating Counties.

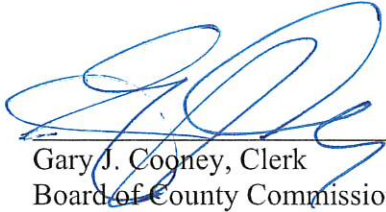
**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement, by and through their duly authorized representatives, on the respective dates shown below.

**[Signatures to follow]**

COUNTY

ATTEST:

LAKE COUNTY, through its  
BOARD OF COUNTY COMMISSIONERS



Gary J. Cooney, Clerk  
Board of County Commissioners of Lake  
County, Florida



Sean M. Parks  
Chairman

Date: October 26<sup>th</sup>, 2021

Approved as to form and legality:

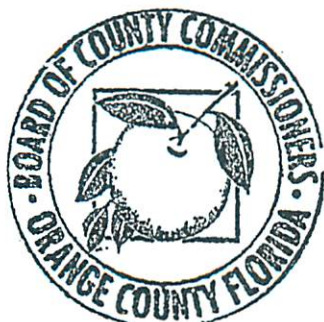


Melanie Marsh  
County Attorney

Region 12 Central Florida Area Workforce Development Consortium Interlocal Agreement

COUNTY

ORANGE COUNTY, FLORIDA  
By: Board of County Commissioners



By: *Jerry L. Demings*  
for Jerry L. Demings, Orange County Mayor

Date: November 16, 2021

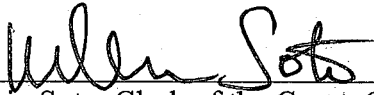
ATTEST: Phil Diamond, CPA, County  
Comptroller, As Clerk of the Board of  
County Commissioners

By: *Katie Smith*  
Deputy Clerk

COUNTY

ATTEST:

OSCEOLA COUNTY, through its  
BOARD OF COUNTY COMMISSIONERS



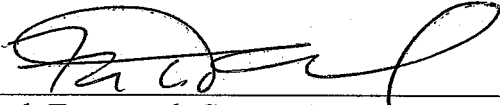
\_\_\_\_\_  
Kelvin Soto, Clerk of the Court, Osceola  
County, Florida



\_\_\_\_\_  
Brandon Arrington, Chairman

Date: BCC approved 10/18/2021


Approved as to form and legality:



\_\_\_\_\_  
Frank Townsend, County Attorney



Region 12 Central Florida Area Workforce Development Consortium Interlocal Agreement



ATTEST  
 GRANT MALOY, Clerk of the Court, Seminole County, Florida

COUNTY

SEMINOLE COUNTY, through its  
BOARD OF COUNTY COMMISSIONERS



Lee Constantine, Chairman

Date: 10/26/21

Approved as to form and legality:



A. Bryant Applegate, County Attorney





Region 12 Central Florida Area Workforce Development Consortium Interlocal Agreement

COUNTY



ATTEST:

SUMTER COUNTY, through its  
BOARD OF COUNTY COMMISSIONERS

Melissa Elliott D.C.  
Gloria Hayward, Clerk of the Court  
Sumter County, Florida

[Signature]  
Garry Breeden, Chairman

Date: 10/12/21

Approved as to form and legality:

Jennifer C. Rey  
Jennifer C. Rey, County Attorney

Region 12 Central Florida Area Workforce Development Consortium Interlocal Agreement

ATTEST:

CENTRAL FLORIDA REGIONAL  
WORKFORCE DEVELOPMENT BOARD,  
INC.

\_\_\_\_\_

\_\_\_\_\_

Jody Wood, Chairman

Date: \_\_\_\_\_

# Approval of CSCF Board Representative Appointment Policy & Process



**DRAFT****CareerSource Central Florida Board Representative Appointment Policy and Process****Policy:**

CareerSource Central Florida (CSCF) covers the Region 12 local workforce development area -- the five counties of Lake, Orange, Osceola, Seminole, and Sumter -- in order to coordinate and align workforce development for the region through employment, education, training, adult literacy and vocational rehabilitation programs.

A five-member Consortium -- comprised of either the Mayor/Chair from each county or their designated Commissioner -- oversees the direction of CSCF through a written Interlocal Consortium Agreement and appointment approval process of all representatives of CSCF Board of Directors. Annually, the Consortium submits the approved roster to Department of Economic Opportunity (DEO) and CareerSource Florida (CSF).

CareerSource Florida (CSF) re-certifies the board every two years.

**CSCF Board Representatives:** The CSCF Board must meet the following criteria:

1. ***Business Seats*** – a majority of the CSCF Board must be business representatives defined as: owners of a business, chief executives or operating officers of businesses – business organizations to include chambers, industry associations, or other business executives or employers with optimum policymaking or hiring and/or decision making authority.
2. ***Mandatory Seats***
  - ***Labor/Apprenticeships Seats*** – no less than 20% of the CSCF Board must be representatives of the workforce in the local area. May include representatives of community-based organizations.
  - ***Education Seats*** – the CSCF Board must include representatives of entities administering education and training activities in the local area.
  - ***Government/Economic/Community Development Seats*** – the CSCF Board must include representatives of economic, community development, and governmental entities serving the local area.

**Board Representative Term Limits**

Upon approval, the new Board Representative serves a 3-year term, and may be reappointed to serve up to 8 consecutive years (*with the 2<sup>nd</sup> term being 3 years and 3<sup>rd</sup> term being 2 years*). The term may be shorter if the new Board Representative is replacing a former board representative. Additionally, the term for a representative of a government entity is unlimited.

**Process:**

**Review and identify:** Governance Committee 1) provides guidance and insight to CSCF staff in reviewing Board roster and demographics, as well as identifying vacancies, expiring terms, and potential candidates; and 2) directs CSCF staff to engage with business organizations to refer candidates.

**Recruit:** CSCF staff coordinates with each county for business representative candidate search and nomination. CSCF staff will also engage business organizations in each county to identify appropriate business representative candidates. All candidates will complete a CSCF Board Representative application via CSCF website.

*Nominate:*

For business seats, business representative candidates must be nominated by any of the following of the organizations: local chambers, economic development agencies and business associations nominate the candidate via nomination letter addressed to the respective County Chair or Mayor.

For mandatory seats, an appropriate organization or its affiliation nominate the mandatory representative candidate via a nomination letter to Consortium Chair.

*Board Appointment:*

For business seats, Consortium representatives from each county bring vetted business representative(s) for Consortium action.

For mandatory seats, CSCF staff present nominations from an appropriate organization or its affiliation, for Consortium action.

Approved business and mandatory representatives are added to CSCF Board Roster and begin serving.

*\*\*\*when completed and filed with CSCF this application is a public record under Chapter 119 of the Florida Statutes and is open to public inspection\*\*\**

**DRAFT**



## ***Board Representative Application Packet***

**CareerSource Central Florida  
Pamela Nabors, President & CEO  
390 North Orange Ave.  
Orlando, FL 32801**

The CareerSource Central Florida (CSCF) Board of Directors is comprised of a dedicated group of community leaders engaged in CSCF's mission of helping create talent solutions that ignite the potential of individuals and businesses in Central Florida. Through valuable insight and expertise, Board Representatives provide strategic guidance as the non-profit organization focuses on increasing economic self-sufficiency and prosperity for Central Floridians. We invite you to learn more about how you can make a positive impact in the community by joining the CSCF Board of Directors.

**Background:** As Florida's second largest regional workforce board, CSCF is state and federally funded and delivers complimentary career and business services to the residents of Orange, Osceola, Seminole, Lake and Sumter Counties. CSCF's volunteer Board of Directors includes a minimum of 19 Representatives appointed by the Central Florida Area Workforce Development Consortium (Consortium) and reports its outcomes to the State.

**Board Composition:** The composition of the CSCF Board consists of:

1. **Business Seats** – a majority of the CSCF Board must be business representatives defined as: owners of a business, chief executives or operating officers of businesses – business organizations to include chambers, industry associations, or other business executives or employers with optimum policymaking or hiring and/or decision-making authority.
2. **Mandatory Seats**
  - **Labor/Apprenticeships Seats** – no less than 20% of the CSCF Board must be representatives of the workforce in the local area. May include representatives of community-based organizations.
  - **Education Seats** – the CSCF Board must include representatives of entities administering education and training activities in the local area.
  - **Government/Economic/Community Development Seats** – the CSCF Board must include representatives of economic, community development and governmental entities serving the local area.

In addition, CSCF makes an effort to ensure the diversity of the Board itself, including a commitment to inclusion of minority populations and gender balance.

**Application and Approval Process:**

1. **Business Seats:**

**Business Seats:**

- Business representative seats require county approval.
- Applicants are placed on a waiting list until a business representative seat becomes available.
- When a business representative seat opens or is scheduled to open, the respective county is notified and recommendations are forwarded, along with nomination letter, to the county.
- Once county approves, the business representative is submitted to the Consortium for approval.

2. **Mandatory Seats:**

1. When a mandatory representative seat becomes vacant, its respective organization provides a nomination.
2. The mandatory representative is submitted to the Consortium for approval.

**Term:** Once approved, Board Representatives serve a three-year term. This term may be shorter if the new Board Representative is replacing a former Board Representative. They may be reappointed to serve up to eight consecutive years (*with a 2<sup>nd</sup> term of three years and 3<sup>rd</sup> term of two years*). \*\*The term for a representative of a government entity is unlimited.

**Time Commitment:** Serving on the CSCF Board requires a commitment of time, with an estimated minimum of 2 hours per month including board meetings, membership on one committee, training, reading and preparing for any additional optional activities.

**Board & Committee Meeting Times:** Board meetings are held approximately five times during the fiscal year at

various locations within the region. Committee meeting schedules vary and are usually held at the CSCF's administration office.

**Government in the Sunshine:** CSCF is subject to Florida's public records, ethics, financial disclosure and open meeting laws.

***To be considered for appointment to the CSCF Board of Directors, please complete the attached application and return to CSCF. Applicants from businesses must attach a letter of nomination from a Chamber of Commerce, Economic Development Council, or local business organization.***

*Programs funded through CSCF are equal opportunity programs, and auxiliary aids and services are available upon request to individuals with disabilities.*



## CareerSource Central Florida Board Representative Application

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Business Address \_\_\_\_\_

Work Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Assistant Contact: \_\_\_\_\_

Assistant Email & Phone: \_\_\_\_\_

County(ies) where business is located \_\_\_\_\_

Job Title: \_\_\_\_\_

Home Address or County of Residence: \_\_\_\_\_

Applicant's position:     Owner     Chief Executive Officer     Chief Operating Officer  
                                    Chief Financial Officer     Senior Level Officer  
                                    Other:

*(\*Position should include substantial senior management executive with optimum policymaking, hiring and/or decision-making authority, or the business owner)*

Applicant's Business/  
Organization  
(check one)

- A private-for-profit enterprise (# of employees \_\_\_\_\_)
- A private-for-profit female or minority owned and operated business (# of employees \_\_\_\_\_)  
     \* Please specify Business Sector: \_\_\_\_\_
- A private independent postsecondary school or association  
     ( degree granting     certificate granting)
- An economic development commission/council/chamber/association
- A State or local labor organization
- Other, please specify \_\_\_\_\_

## CareerSource Central Florida Board Representative Application

Applicant's Areas of Expertise (please check below, where applicable):

<input type="checkbox"/> Government Planning <input type="checkbox"/> Non-Profit / Public Assistance Organizations <input type="checkbox"/> Family/Youth Development Planning <input type="checkbox"/> Rehabilitation / Vocational <input type="checkbox"/> Workforce / Job Development <input type="checkbox"/> Education <input type="checkbox"/> Organized Labor <input type="checkbox"/> Sales and/or Marketing <input type="checkbox"/> Manufacturing <input type="checkbox"/> Construction	<input type="checkbox"/> Information Technology <input type="checkbox"/> Human Resources /Recruitment <input type="checkbox"/> Healthcare <input type="checkbox"/> Law <input type="checkbox"/> Engineering <input type="checkbox"/> Finance <input type="checkbox"/> Administration <input type="checkbox"/> Business Management /Consulting <input type="checkbox"/> Contract Negotiation <input type="checkbox"/> Outreach Communications <input type="checkbox"/> Development/Fundraising Marketing	<input type="checkbox"/> Hospitality / Tourism <input type="checkbox"/> Economic Development <input type="checkbox"/> Real Estate / Land Development <input type="checkbox"/> Agriculture <input type="checkbox"/> Project Management <input type="checkbox"/> Other: _____
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<u>Additional, professional, business and other organizational memberships</u>		
<u>Organization</u>	<u>Date(s) of Membership</u>	<u>Position Held</u>

Business representatives must be nominated by local business organizations or trade associations (including Chambers of Commerce, economic development associations, etc. Please note any relevant memberships or organizations that may be willing to provide a nomination letter for the applicant. (CSCF will contact the organization to secure.)

---

PERSONAL ATTESTATION: If you are appointed to the CSCF Board, what unique experiences and insight could you provide to move forward our mission to connect Central Floridians to careers and develop skilled talent for businesses?

---

Please confirm acceptance of the following Board expectations:

I will observe the rules to avoid any conflicts of interest. A **conflict of interest** may occur when an item is presented for a vote to the Board which will directly affect a specific Board Representative, their business or another board or commission on which they serve. Conflict of interest rules generally require the Board Representative to disclose the conflict, and abstain from the discussion or voting on the matter.

Yes No

## CareerSource Central Florida Board Representative Application

I understand that CSCF follows **Government in the Sunshine** laws and is subject to Florida's public records, ethics, financial disclosure, and open meeting laws.

Yes No

I understand that board engagement is critical in this position, and am able and willing to serve a minimum of two hours per month.

Yes No

Please specify any special accommodations you may require for meetings

---

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please attach your resume, and any other additional pages if needed.*

# Approval of Board Appointments



REGIONAL WORKFORCE BOARD (RWB) MEMBERSHIP

REGION NAME: Central Florida Regional Workforce Development Board, d/b/a/ CareerSource Central Florida REGION NUMBER: 12

NAME OF RWB MEMBER	AREAS (S) OF REPRESENTATION	COUNTY LOCATION	ORGANIZATION	PERIOD OF APPOINTMENT
Cunha, Guilherme <i>(Replacing Nicole Guillet)</i>	GRED	Seminole	Orlando North, Seminole County Tourism	12/16/21 - 6/30/23
Donnelly, Sean <i>(Replacing Jim Sullivan)</i>	WOLO/WOJ	Multi-county	Central Florida Electrical Joint Apprenticeship & Training Committee (J.A.T.C.) / Central Florida AFL-CIO	12/16/21 - 6/30/23
Scherer, Charles <i>(Replacing Washington, Sharron)</i>	GRO	Multi-county	Florida Department of Children & Families	12/16/21 - 6/30/22
Dziorney-Lukash, Jessie <i>(Replacing Al Trombetta)</i>	WOLO/WOJ	Multi-county	International Union of Painters & Allied Trades, Florida Finishing Trades (IUPAT DC 78)	12/16/21 - 6/30/23
Vazquez, Maria	ETPO	Orange	Orange County Public Schools	12/16/21 - 6/30/24

Key Codes:

Areas of Representation:

- BU – Business (**18 Seats**)
- WOLO – Workforce-Labor Organization
- WOJ – Workforce-Joint labor-management Apprenticeship Program
- WOD – Workforce-Community-based Organizations representing Individuals with Disabilities (optional)
- WOV – Workforce-Community-based Organizations representing Veterans (optional)
- WOY – Workforce-Community-based Organizations representing Youth (optional)
- ETPA – Education and Training Provider-Adult Education and Literacy
- ETPC – Education and Training Provider-Institution of Higher Education
- ETPO – Education and Training Provider-Other Providers (optional)
- GRED – Government Representative-Economic Development
- GRES – Government Representative-Employment Service
- GRVRD – Government Representative-Vocational Rehabilitation
- GRO – Government Representative-Other (optional) \*\*CareerSource Central Florida operates the Wagner Peyser (GRO) function
- OTHER – Other (please specific group/program being represented) (optional)



December 10, 2021

The Honorable Mayor Jerry L. Demings  
& Consortium Chair  
Orange County Government  
201 South Rosalind Avenue  
Orlando, FL 32802-1393

Dear Mayor Demings:

Below is the list of nominations to the CareerSource Central Florida Board of Directors for consideration by the Consortium for approval. The proposed appointments would serve on the CareerSource Central Florida (CSCF) Board of Directors for terms as described. All individuals listed have agreed to serve. Please note, there may be one additional proposed appointment added next week and is noted as pending at the bottom of the list.

**Proposed Appointments** (*see attached nomination letters*):

**Public Sector Seats representing Central Florida Region:**

- **Seminole County Government nominating:**  
Mr. Guilherme "Gui" Cunha, Tourism Director, Orlando North-Seminole County Tourism, to serve in seat representing Government Representative – Economic Development (GRED) seat. **Term: 12/16/21 – 6/30/2023**
- **Central Florida AFL-CIO nominating:**  
Mr. Sean Donnelly, Training Director, Central Florida Electrical Joint Apprenticeship & Training Committee / Central Florida AFL-CIO, to serve in seat representing Workforce-Labor Organizations (WOLO) and Workforce-Joint Labor Management Apprenticeship Program (WOJ). **Term: 12/16/21 – 6/30/2023**
- **Central Florida AFL-CIO nominating:**  
Ms. Jessie Dzierney-Lukash, Director of Training, International Union of Painters & Allied Trades, Florida Finishing Trades (IUPAT DC 78), to serve in the seat representing Workforce-Labor Organizations (WOLO) and Workforce-Joint Labor Management Apprenticeship Program (WOJ). **Term: 12/16/21 – 6/30/2023**
- **Florida Department of Children and Families nominating:**  
Mr. Charles Scherer, Regional Managing Director, Florida Department of Children & Families, to serve in seat representing Government Representative – Other (GRO). **Term: 12/16/21 – 6/30/2022**
- **Orange County Public Schools nominating:**  
Dr. Maria Vazquez, Deputy Superintendent, Orange County Public Schools, to serve in seat representing Education and Training Provider – Other Providers (ETPO). **Term: 12/16/21 – 6/30/2024**

If appointments are approved at the 12/16/21 Consortium Meeting, their terms shall be effective as described above.

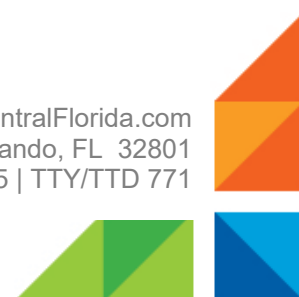
If you have any questions, please contact my Executive Coordinator, Kaz Kasal at (407) 531-1205. Thank you for your attention to this matter.

Regards,

*Pamela Nabors*

Pamela Nabors  
President/CEO

Cc: Jeffrey Newton/Orange County Attorney  
Eric Ushkowitz, Economic Development Administrator, Orange County



**BOARD OF COUNTY COMMISSIONERS**

November 9, 2021

The Honorable Mayor Jerry Demings  
Chair, Central Florida Area Workforce Development Consortium  
Orange County Government  
201 South Rosalind Avenue  
Orlando, FL 32802-1393

Dear Mayor Demings:

Seminole County, Florida is pleased to nominate Mr. Guilherme "Gui" Cunha to serve in the public seat representing Government Representative – Economic Development (GRED) on the CareerSource Central Florida Board of Directors.

Mr. Cunha serves as Tourism Director, Orlando North-Seminole County Tourism and we are proud to recommend him for your consideration.

Please let me know if you have any questions or need further information.

Sincerely,

Lee Constantine, Chairman  
District 3 Commissioner  
Seminole County Board of County Commissioners

Email: [lconstantine@seminolecountyfl.gov](mailto:lconstantine@seminolecountyfl.gov)

Personal Cell: 407-221-5551

CC: Pamela Nabors, President/CEO, CareerSource Central Florida  
Bryant Applegate, Seminole County Attorney





## Central Florida AFL-CIO

Lake, Orange, Osceola and Seminole Counties  
P.O. Box 560779 • Orlando, FL 32856  
Phone: 407-857-7317 • Fax: 407-851-6607



October 29, 2021

The Honorable Mayor Jerry Demings  
Chair, Central Florida Area Workforce Development Consortium  
Orange County Government  
201 South Rosalind Ave., 5<sup>th</sup> Floor  
Orlando, FL 32801

Dear Mayor Demings:

The Central Florida AFL-CIO is pleased to nominate Mr. Sean Donnelly to serve in the public seat representing Workforce-Labor Organization (WOLO) and Workforce-Joint Labor Management Apprenticeship (WOJ) on the CareerSource Central Florida Board of Directors. Mr. Donnelly would be replacing Mr. James Sullivan, who is retiring.

Mr. Donnelly serves as Training Director at Central Florida Electrical Joint Apprentice & Training Committee and we are proud to recommend this individual for consideration.

Please let me know if you have any questions or need further information.

Regards,

A handwritten signature in blue ink, appearing to read 'Eric Clinton'.

Eric Clinton  
President

Cc: Eric Ushkowitz, Economic Development Administrator, Orange County Government  
Jeffrey Newton, Orange County Attorney  
Pamela Nabors, President/CEO, CareerSource Central Florida

**Central Florida AFL-CIO**

Lake, Orange, Osceola and Seminole Counties

P.O. Box 560779 • Orlando, FL 32856

Phone: 407-857-7317 • Fax: 407-851-6607



November 30, 2021

The Honorable Mayor Jerry Demings  
Chair, Central Florida Area Workforce Development Consortium  
Orange County Government  
201 South Rosalind Ave., 5<sup>th</sup> Floor  
Orlando, FL 32801

Dear Mayor Demings:

The Central Florida AFL-CIO is pleased to nominate Jessie Dzorney to serve in the public seat representing Workforce-Labor Organization (WOLO) and Workforce-Joint Labor Management Apprenticeship (WOJ) on the CareerSource Central Florida Board of Directors. Jessie Dzorney would be replacing Mr. Al Trombetta, who is being promoted to another position within the organization.

Jessie Dzorney serves as Director of Training, with International Union of Painters & Allied Trades (IUPAT), and we are proud to recommend this individual for consideration.

Please let me know if you have any questions or need further information.

Regards,

A handwritten signature in black ink, appearing to read 'Eric B. Clinton'.

Eric B. Clinton  
President

Cc: Eric Ushkowitz, Economic Development Administrator, Orange County Government  
Jeffrey Newton, Orange County Attorney  
Pamela Nabors, President/CEO, CareerSource Central Florida



**State of Florida  
Department of Children and Families**

**Ron DeSantis**  
Governor

**Shevaun L. Harris**  
Secretary

November 17, 2021

The Honorable Mayor Jerry Demings  
Chair, Central Florida Area Workforce Development Consortium  
Orange County Government  
201 South Rosalind Avenue, 5<sup>th</sup> Floor  
Orlando, Florida 32801

Dear Mayor Demings:

The Department of Children and Families (DCF) is pleased to nominate Charles Scherer to serve in the public seat representing Government Representative – Other on the CareerSource Central Florida Board of Directors. Mr. Scherer would be replacing Ms. Sharron Washington, who has been promoted to another position with DCF.

Charles Scherer serves as Regional Managing Director for the Florida Department of Children and Families. We are proud to recommend this individual for consideration.

Please let me know if you have any questions or need further information.

Sincerely,

Shevaun L. Harris  
Secretary

cc: Eric Ushkowitz, Economic Development Administrator, Orange County Government  
Jeffrey Newton, Orange County Attorney  
Pamela Nabors, President/CEO, CareerSource Central Florida

2415 North Monroe Street, Suite 400, Tallahassee, Florida 32303-4190

Mission: Work in Partnership with Local Communities to Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency



445 W. Amelia Street · Orlando, Florida 32801 · (407) 317-3200 · www.ocps.net

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November 17, 2021

The Honorable Mayor Jerry Demings  
Chair, Central Florida Area Workforce Development Consortium  
Orange County Government  
201 South Rosalind Ave., 5<sup>th</sup> Floor  
Orlando, FL 32801

Dear Mayor Demings,

Orange County Public School (OCPS) is pleased to nominate Dr. Maria Vazquez to serve in the public seat representing Education and Training Provider – Other Providers (ETPO) on the CareerSource Central Florida Board of Directors.

Dr. Vazquez serves as Deputy Superintendent for Orange County Public Schools. We are proud to recommend this individual for consideration.

Please let me know if you have any questions or need further information.

Regards,

A handwritten signature in black ink, appearing to read 'Barbara M. Jenkins', is written over a faint, circular watermark or stamp.

Barbara M. Jenkins, Ed.D.  
Superintendent

c: Eric Ushkowitz, Economic Development Administrator, Orange County Government  
Jeffrey Newton, Orange County Attorney  
Pamela Nabors, President/CEO, CareerSource Central Florida

New Seat  
Seat Replacement

TOTAL NUMBER OF ACTIVE BOARD MEMBERS: 33NUMBER OF VACANCIES: 0EFFECTIVE DATE: 12/16/21

## REGIONAL WORKFORCE BOARD (RWB) MEMBERSHIP

REGION NAME: Central Florida Regional Workforce Development Board, d/b/a/ CareerSource Central Florida REGION NUMBER: 12

NAME OF RWB MEMBER	AREAS (S) OF REPRESENTATION	COUNTY LOCATION	ORGANIZATION	PERIOD OF APPOINTMENT
Albu, Andrew	BU	Orange	Albu & Associates	7/1/21 - 6/30/24
Ball, Steve	BU	Orange	Holland & Knight	7/1/20 - 6/30/23
Bough, Paul	BU	Orange	Berkeley Research Group, LLC	7/1/19 - 12/16/21
Brandon, Wendy	BU	Orange	UCF Lake Nona Medical Center	7/1/19 - 6/30/22
Conley, Kari	BU	Orange	Duke Energy	12/17/20 - 6/30/22
Havard, Mark	BU	Orange	Hyatt Regency Orlando	7/1/19 - 6/30/22
Jackson, Eric	BU <i>Small Business</i>	Orange	Total Roof Services Corp.	7/1/20 - 6/30/23
Wood, Jody	BU	Orange	Walt Disney Parks & Resorts	7/1/19 - 6/30/22
Olson, Sheri	BU	Lake	South Lake Hospital	7/1/21 - 6/30/24
Orr, Brian	BU	Lake	Kalos Service, Inc.	7/1/19 - 6/30/22
Sprinkle, David	BU	Seminole	Veritas Recruiting Group, LLC	7/1/21 - 6/30/24
Sweat, Richard	BU <i>Small Business</i>	Seminole	.decimal	7/1/19 - 6/30/22
Walton, Matt	BU	Seminole	MiGre Engineers, LLC	7/1/21 - 6/30/24
Hindle, Shawn	BU	Osceola	Hanson, Walter & Associates, Inc.	7/1/21 - 6/30/24
Rascon, Manuel	BU	Osceola	AdventHealth	7/1/21 - 6/30/23
Siracuza, Stella	BU	Osceola	Tomato Express, Inc.	12/17/20 - 6/30/23
Morris, Brooke	BU	Sumter	CenterState Bank	7/1/20 - 6/30/23
Wilson, Christopher	BU	Sumter	Jahna Industries	12/2/19 - 12/30/21

NAME OF RWB MEMBER	AREAS (S) OF REPRESENTATION	COUNTY LOCATION	ORGANIZATION	PERIOD OF APPOINTMENT
Casel, Glen	WOY (CBO representing Youth)	Multi-county	Embrace Families (formerly Community Based Care of Central Florida)	7/1/19 - 6/30/22
Cunha, Guilherme (Replacing Nicole Guillet)	GRED	Seminole	Orlando North, Seminole County Tourism	12/16/21 - 6/30/23
des Anges, Kiera	GRVRD	Multi-county	Division of Vocational Rehabilitation, Florida Department of Education	7/1/21 - 6/30/24
Donnelly, Sean (Replacing Jim Sullivan)	WOLO/WOJ	Multi-county	Central Florida Electrical Joint Apprenticeship & Training Committee (J.A.T.C.) / Central Florida AFL-CIO	12/16/21 - 6/30/23
Ford, Wendy	CBO	Osceola	Osceola County on Aging	7/1/19 - 6/30/22
Gill, John	WOD (CBO representing Individuals & Disabilities)	Multi-county	Quest, Inc.	7/1/19 - 6/30/22
Gyllin, John	ETPA	Seminole	Seminole State College	7/1/21 - 6/30/24
Hayward, Jeff	WOD/WOV (CBO representing Disabilities/Veterans)	Multi-county	Heart of Florida United Way	7/1/20 - 6/30/23
Quintanilla, Renee	ETPC	Multi-county	Rollins Crummer Graduate School of Business	7/1/21 - 6/30/22
Richardson, Joseph	ETPC	Multi-county	Valencia College	7/1/21- 6/30/24
Scherer, Charles (Replacing Washington, Sharron)	GRO	Multi-county	Florida Department of Children & Families	12/16/21 - 6/30/22
Thomas, DeAnna	ETPA	Multi-county	Lake Technical College	7/1/21- 6/30/22
Dziorney-Lukash, Jessie (Replacing Al Trombetta)	WOLO/WOJ	Multi-county	International Union of Painters & Allied Trades, Florida Finishing Trades (IUPAT DC 78)	12/16/21 - 6/30/23
Ushkowitz, Eric	GRED	Orange	Orange County Government	7/1/21 - 6/30/24
Vazquez, Maria	ETPO	Orange	Orange County Public Schools	12/16/21 - 6/30/24

**Key Codes:****Areas of Representation:**

- BU – Business (18 Seats)
- WOLO – Workforce-Labor Organization
- WOJ – Workforce-Joint labor-management Apprenticeship Program
- WOD – Workforce-Community-based Organizations representing Individuals with Disabilities (optional)
- WOV – Workforce-Community-based Organizations representing Veterans (optional)
- WOY – Workforce-Community-based Organizations representing Youth (optional)
- ETPA – Education and Training Provider-Adult Education and Literacy
- ETPC – Education and Training Provider-Institution of Higher Education
- ETPO – Education and Training Provider-Other Providers (optional)
- GRED – Government Representative-Economic Development
- GRES – Government Representative-Employment Service
- GRVRD – Government Representative-Vocational Rehabilitation
- GRO – Government Representative-Other (optional) \*\*CareerSource Central Florida operates the Wagner Peyser (GRO) function
- OTHER – Other (please specific group/program being represented) (optional)

Meeting Details

Meeting Agenda

Welcome

Spotlight Story

Board  
Recognition

Roll Call

Public Comment

Consortium  
Action Items

Adjournment of  
Consortium

Consent Agenda

Information/  
Discussion/  
Action Items

Insight

Other Business

Adjournment of  
Board

# ADJOURNMENT OF CONSORTIUM



- Meeting Details
- Meeting Agenda
- Welcome
- Spotlight Story
- Board Recognition
- Roll Call**
- Public Comment
- Consortium Action Items
- Adjournment of Consortium
- Consent Agenda
- Information/ Discussion/ Action Items
- Insight
- Other Business
- Adjournment of Board

# ROLL CALL OF CSCF BOARD





Meeting Details

Meeting Agenda

Welcome

Spotlight Story

Board  
Recognition

Roll Call

**Public Comment**

Consortium  
Action Items

Adjournment of  
Consortium

Consent Agenda

Information/  
Discussion/  
Action Items

Insight

Other Business

Adjournment of  
Board

# PUBLIC COMMENT



- Meeting Details
- Meeting Agenda
- Welcome
- Spotlight Story
- Board Recognition
- Roll Call
- Public Comment
- Consortium Action Items
- Adjournment of Consortium
- Consent Agenda**
- Information/ Discussion/ Action Items
- Insight
- Other Business
- Adjournment of Board

# CONSENT AGENDA



# Draft Minutes of 9/30/21 Board Meeting





## Board of Directors Meeting

Thursday, September 30, 2021, 9:00 a.m.

### MINUTES

- MEMBERS PRESENT:** Jody Wood, Andrew Albu, Steve Ball, Paul Bough, Wendy Brandon, Glen Casel, Kari Conley, Keira des Anges, Wendy Ford, John Gill, Nicole Guillet, John Gyllin, Mark Havard, Shawn Hindle, Eric Jackson, Sheri Olson, Renee Quintanilla, Joseph Richardson, Stella Siracuza, David Sprinkle, Jim Sullivan, Richard Sweat, DeAnna Thomas, Al Trombetta, and Matt Walton
- MEMBERS ABSENT:** Jeff Hayward, Brooke Morris, Brian Orr, Manuel Rascon, Eric Ushkowitz, Sharron Washington and Christopher Wilson
- STAFF PRESENT:** Pam Nabors, Mimi Coenen, Leo Alvarez, Lisa Burby, Dyana Burke, Steven Nguyen, Nilda Blanco, Lesley Harris, Angel Ramos, Maura King, Cliff Marvin, Sean Masherella, Vanessa Nogueira, and Kaz Kasal
- GUESTS PRESENT:** Commissioner Gary Search / Sumter County; Casandra Matej, Rob Humphreys / Visit Orlando; Karen Revels / Junior Achievement; Heather Ramos, Chris Carmody / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> <ul style="list-style-type: none"> <li>Ms. Wood, Board Chair, called meeting to order at 9:01 am and welcomed attendees.</li> <li>Dr. Richardson, Vice President of Student Affairs, Valencia College and CSCF Board Member, provided an overview of Valencia College.</li> </ul>	
2	<b>CSCF Spotlight Story</b> <ul style="list-style-type: none"> <li>Reviewed video from WFTV Channel 9 News on a youth's successful experience participating in CSCF's 2021 Summer Youth Program through partnership with Embrace Families.</li> </ul>	
3	<b>Awards Recognition</b> <ul style="list-style-type: none"> <li>Congratulated Mr. Alexis Echeverria who received the "2021 Workforce Professional Champion Award" at the Annual Workforce Development Summit earlier this month.</li> </ul>	
4	<b>Board Recognition</b> <ul style="list-style-type: none"> <li>Recognized Mr. Jim Sullivan for his service on the CSCF Board which concludes today, 9/30/21.</li> </ul>	
5	<b>Roll Call / Establishment of Quorum</b> <ul style="list-style-type: none"> <li>Ms. Kasal, Executive Coordinator, reported a quorum present.</li> </ul>	
6	<b>Public Comment</b> <ul style="list-style-type: none"> <li>None offered.</li> </ul>	
7	<b>Consent Agenda</b> <ul style="list-style-type: none"> <li>Ms. Wood asked the Board if any item on consent agenda, as listed below (attachments), should be moved off for further discussion: <ul style="list-style-type: none"> <li>Draft Minutes of 6/24/21 Board Meeting</li> <li>Governance Committee Charter</li> <li>Policies: <ul style="list-style-type: none"> <li>Priority of Service for Veterans and Eligible Spouses</li> <li>Staffing Requirements – Jobs for Veterans' State Grant</li> <li>Common Exit</li> </ul> </li> </ul> </li> </ul>	<b>Mr. Havard made a motion to approve all items on the consent agenda. Mr. Walton seconded; motion passed unanimously.</b>



8	<p><b>Information / Discussion</b></p> <p><u>Chair's Report:</u></p> <ul style="list-style-type: none"> <li>• Ms. Wood relayed highlights from the Florida Workforce Chairs' Alliance meeting she attended earlier in month.</li> <li>• Ms. Wood encouraged Board Members to continue engaging in CSCF activities and periodically review their website for updates.</li> </ul> <p><u>President's Report</u></p> <ul style="list-style-type: none"> <li>• Ms. Nabors, President/CEO, provided highlights from the President's Report (attachment).</li> <li>• <u>Finance Report</u> <ul style="list-style-type: none"> <li>- Mr. Alvarez, CFO, reviewed year-end financials for 2020-2021 (attachment).</li> </ul> </li> </ul> <p><u>Committee Reports</u></p> <p><u>Executive:</u></p> <ul style="list-style-type: none"> <li>• Ms Wood, Executive Committee Chair, reported the Committee met three times:           <ul style="list-style-type: none"> <li>– 7/29/21: Committee met to review new fiscal year's committee structure and approve amended Board &amp; Committee meeting schedule.</li> <li>– 9/13/21: Committee met and a portion of the meeting was closed in a private attorney-client session to review a pending litigation case.</li> <li>– 9/23/21: Committee met and:               <ul style="list-style-type: none"> <li>○ Approved forwarding to Board the policies, which were placed under Consent, which Board has approval.</li> <li>○ Approval forwarding to Board the procurement for telecom services wide area network.</li> </ul> </li> </ul> </li> <li>• At today's Board Meeting, Ms. Wood relayed an update on proposed litigation settlement for Board approval.</li> </ul>	<p><b>Mr. Albu made a motion to approve for staff to continue negotiations with top two vendors (Summit and Lumen) to identify best system fit and contractual terms, with cost not to exceed the budget of \$102,000 annually and \$306,000 over three years. Mr. Sullivan seconded; motion passed unanimously.</b></p> <p><b>Mr. Gill made a motion to move forward with negotiations of proposed litigation settlement. Mr. Sprinkle seconded; motion passed unanimously.</b></p>
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### Audit

Ms. Olson, Audit Committee Chair, stated no new updates. Next meeting scheduled jointly with Finance Committee on 10/5/21.

### Career Services

Mr. Albu, Career Services Committee Chair, reported on the following:

- Met on 8/26/21
- Reviewed:
  - Charter and concurred good as is.
  - Processes, metrics and strategies by division: Business Services, Career Services and Youth Services.
  - Scorecard for July 2021.
  - Summer Youth 2021 – overview and outcomes.
  - Legislative updates.

### Community Engagement:

Mr. Sprinkle, Community Engagement Committee Chair, reported on the following:

- Met on 9/16/21.
- Reviewed current Charter and requested staff to streamline and simplify language in Charter.
- Dr. Piccolo, with UCF (University of Central Florida), attended and reviewed recommendations on community engagement survey.

### Facilities Ad Hoc Committee

Mr. Walton, Facilities Committee Chair, reported on the following:

- Met on 9/2/21.
  - Reviewed updates on Seminole, Southeast Orange and Admin office (attachments).

### Finance Committee

- Mr. Alvarez, on behalf of Mr. Ushkowitz, Finance Committee Chair, stated no new updates. Next meeting scheduled jointly with Audit Committee on 10/5/21.

### Governance

Mr. Sweat, Governance Committee Chair, reported on the following:

- Met on 8/11/21.
- Reviewed:
  - Charter and included a metric, which Board approved under Consent Agenda earlier in meeting.
  - Current Board demographics and upcoming vacancies.
  - Board Engagement results for FY 2020-2021. Committee concurred to keep metrics as is for FY 2021-2022.



	<p><u>Revenue Diversity Ad Hoc</u> Mr. Jackson, Revenue Diversity Ad Hoc Committee Chair, reported on the following.</p> <ul style="list-style-type: none"> <li>• Met on 8/15/21.</li> <li>• Reviewed FY 2020-2021 results and goals for FY 2021-2021.</li> <li>• Discussed possible organizational structures for the new venture.</li> <li>• Revenue Diversity is now a standing committee – in process of developing a charter.</li> </ul>	
9	<p><b>Insight</b> <u>Legislative Updates</u> Mr. Chris Carmody, Shareholder, GrayRobinson, provided a presentation on “Florida Legislative Session – Wrap Up” with highlights from this past session (attachment).</p> <p><u>Tourism and Talent Needs</u> Ms. Casandra Matej, President/CEO, Visit Orlando, presented an overview of Visit Orlando, which is the official tourism arm for Central Florida. Ms. Matej underscored how vitally important tourism is to Central Florida’s economy, and reviewed Visit Orlando’s three-year strategic plan towards full recovery (attachment).</p>	
10	<p><b>Other Business</b> None offered.</p>	
7	<p><b>Adjournment</b> Meeting adjourned at 10:45 am.</p>	

Respectfully submitted,

Kaz Kasal  
Executive Coordinator

# Community Engagement Charter: Updated







## Community Engagement Committee Charter \*\* DRAFT 10/27 \*\*

### **Purpose:**

The committee is charged with contributing their leadership and business experience to help CareerSource Central Florida (CSCF) achieve its vision of *inspiring people, transforming businesses, and elevating the Central Florida community* across the five-county region.

### **Goals:**

Through strategic advisory meetings 4-6 times a year, committee members will contribute insights and review strategies to support CSCF in achieving the following goals:

1. Inspire residents and business leaders to engage in the many services CSCF offers to help improve their financial success and career growth.

*Metric: Determine key qualitative and/or quantitative metrics that will assess conveying target messaging to audiences and drive business for the organization.*

2. Create strong awareness and appreciation among critical civic and business stakeholders for the role CSCF serves to elevate the communities and economy of the five-county region.

*Metric: Assess base level of stakeholder knowledge of the organization's programs and services through an initial community organization survey. Resulting feedback will then inform the development of an updated strategic community plan.*

### **Responsibilities:**

Provide guidance and counsel on community plans and outreach initiatives to ensure alignment with key industry, civic and economic development organizations.

Provide feedback on communications and marketing messaging that tells the CSCF story of services we offer and our role in creating a stronger, more prosperous local community for businesses and residents alike.

Serve as the "eyes and ears" of CSCF in the business community and provide insights that assist CSCF in ensuring that appropriate business needs are being addressed and messaging and programs are resonating with the community.

Review annual budget to ensure CSCF is serving as fiscally responsible stewards in all communications and community and stakeholder engagement programs.



### **Structure:**

- The committee reports to the Board of Directors.
- The Board Chair appoints all committee members and designates the Committee Chair.
- The committee is comprised of both board and non-board community leaders and regional experts in marketing, public relations, government relations and/or communications.
- Members must be able to participate in 4-6 committee meetings per year. As feasible, we also request that members serve as CSCF executive ambassadors within their own professional circles to promote the organization's contributions and services in the community.
- The Committee Chair is responsible to report on the Committee activities at the full Board meeting.
- Please note that all committee meetings are open to the public and all minutes and agendas are accessible on the CareerSource Central Florida website.
- Relevant materials for each meeting will be emailed to members one week prior.
- Committee's staff liaison: Vice President of Strategic Communications Becca Bides. Contact information is cell (407) 280-5037; email [BBides@careersourcecf.com](mailto:BBides@careersourcecf.com).

# Retirement Plan Fund Adjustments





## Action Item

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**To: Board of Directors**  
**From: Finance Committee**  
**Subject: CareerSource Central Florida – Retirement (403b) Fund Changes**  
**Date: December 16, 2021**

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**Purpose:** The Finance Committee is making a recommendation to the Board of Directors to make a fund change to CareerSource Central Florida’s 403b retirement plan for a low performing fund option.

**Background:** CareerSource Central Florida’s retirement Broker, One Digital, provided a plan update to the Finance Committee on October 5<sup>th</sup>, 2021. Through the use of the brokers Fiduciary Investment Monitoring tool, a twelve-point scoring system is run quarterly to review the performance of all investment options offered to participants in the plan. Based on the year-to-date performance and the one, three and five year analysis, the following recommendation was made to the Finance Committee:

DOMESTIC EQUITY – GROWTH FUND

<u>REMOVE FUND</u>	<u>ADD FUND</u>
BlackRock Mid-Cap Growth Equity K	MassMutual Select Mid Cap Growth I

**Action:** The Finance Committee recommends that the Board of Directors approves the fund change reference above be made to CareerSource Central Florida’s 403b retirement plan.

# Policies





**To: CareerSource Central Florida Board of Directors**  
**From: Career Services Committee**  
**Subject: Request for Approval for updated CSCF Policies and Processes**  
**Date: December 16, 2021**

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**PURPOSE:** To review and approve CSCF policies and processes to meet requirements set by the Department of Economic Opportunity.

**BACKGROUND:** In a memorandum dated January 27, 2021, Florida Department of Economic Opportunity instituted a new process related to Local Operating Procedures (LOP's) that coincide with the release of new administrative policies. LWDBs are required to review administrative policies and determine if new LOP's are required or if existing LOP's need to be revised. Policies/directives must be approved by the local board and submitted to DEO.

**POLICY SUMMARY:**

**Administrative Policy 101: TAA Training and Other Funding Activities** – CSCF reviewed and determined its current LOP WP T01: Trade Adjustment Assistance Services Process needed the following **revisions**:

- Petitions filed on or after July 1, 2021, will not be covered by the Trade Adjustment Assistance Reauthorization Act (TAARA) of 2015, but will instead be covered by the regulations of Reversion 2021.
- This reversion allows workers participating in **part-time training** to receive Trade Readjustment Allowances (TRA) that was not allowed under previous rule.
- This reversion does not allow TAA funds to be utilized for **case management** activities.

**Administrative Policy 116: TAA and WIOA Dislocated Worker Program Co-enrollment** – CSCF reviewed and determined that a new LOP would need to address the requirements outlined in this policy. CSCF developed a **new policy**: WIOA 15/TAA 04: Mandatory WIOA Title 1 and TAA Co-enrollment that outlines the following:

- CSCF will now offer all TAA clients the services and benefits of WIOA to help them reach their career goals. These programs are complimentary in nature and provide an additional funding source for dislocated worker services.
- CSCF Co-enrollment requires that the WIOA Dislocated Worker program fund, in the least, the case management services needed by participant.
- A Right to Decline Dislocated Worker Benefits and Services Form and will be completed for any TAA case not co-enrolled in WIOA and maintain in case file.

**Administrative Policy 113: Disaster Recovery Dislocated Worker Grants** – CSCF reviewed and determined that a new LOP is needed to address the requirements of this policy. CSCF developed a **new policy** WIOA -16: Disaster Recovery Worker Grants and included the following requirements:

- To assess eligibility for program services a Self-Attestation Statement may be accepted as an exception and must not be used as a **regular method** of determining eligibility. When self-attestation is accepted due to it being the only verification method available during the initial stages of the disaster, staff must describe all efforts made to obtain other, independent documentation. Staff must review all cases where self-attestation was used for eligibility after 90 days of participation to see if new documentation is now available to verify eligibility.
- Participants who receive only disaster relief employment are not included in the primary indicators of performance unless they receive other allowable career and training services provided through the grant.
- Worksite Monitoring must be completed and documented by a staff member at least once during the timeframe that worksite is approved as a disaster relief worksite.

**ACTION:** Career Services Committee recommends CSCF Board to approve two new policies and one process revision to be included in CareerSource Central Florida Operations Handbook and forwarded to DEO as required.

*Approved: Career Services Committee: 11/18/21*

RETURN TO AGENDA

# New Training Provider Approvals





**To: CareerSource Central Florida Board of Directors**

**From: Career Services Committee**

**Subject: Request for Approval for the CSCF Eligible Training Provider List**

**Date: December 16, 2021**

**PURPOSE:** To review and approve new Educational Training Providers and their Vocational Training Program offerings for CSCF's Eligible Training Provider List (ETPL), for PY21-22.

**BACKGROUND:**

Bi-annually in April and October, CSCF issues public notification on its website opening the application process from educational training providers (state colleges, vocation and technical training institutes, private vocational training, or community-based organizations) to be considered and/or approved for inclusion on CSCF's list of ETPL.

Every educational training provider who applied must:

- Meet all eligibility criteria as outlined by the Department of Economic Opportunity (DEO) including having all training programs to be considered to be on the Regional Demand Occupation List (RDOL) and result in industry-recognized certification.
- Comply with CSCF's ETPL Local Operating Policy.
- Recommended Provider is licensed by the Commission for Independent Education, certified, or otherwise authorized under Florida law to provide training service programs, with exception of the CBO. (This is also a DEO requirement as well as in our local policy.)
- Must align with local/regional and CSCF workforce priorities, industry, and occupational growth demands.
- Recommended Programs can be completed within one year or less.

**ELIGIBILITY REQUIREMENTS:**

**KEY CRITERIA**

All programs must lead to job titles listed on the RDOL	<b>Regional Demand Occupations List (RDOL)</b> – Training programs must lead to jobs that are growing. The RDOL is an annual list that the state issues for job titles that meet this requirement both at the state and regional levels.
Required licensure	<b>Commission for Independent Education (CIE)</b> – Training providers must be licensed by the CIE (not provisionally).
Location	Require a physical location inside the 5-county service area of CSCF.
Accessibility	Located near public transportation.
Length	Short term training – All programs can be completed within a year.
Wages	Training programs provide an opportunity for individuals to enter careers with wages beginning at a minimum of \$12.00 per hour, with opportunity for career and wage advancement.
State/Fed Requirements	Meets all legislative state and federal requirements.



**REVIEW PROCESS**

- CSCF follows an internal review process of all Training Provider submissions once the application window closes to ensure eligibility requirements are met and determines what training providers it is recommending be added to the CSCF ETPL.
- CSCF then provides these recommendations to the Career Services Committee for the committee's review and approval.

**Training Provider List- CSCF Recommendations / Rationale**

Training Provider	Program	Cost	Duration	Pell Eligible	Industry	Recommendation/Rationale
Mech Tech Institute	Automotive Mechanics	\$18,895.00	960 Hours/12 months	Yes	Trade and Logistics	Recommended for ETPL
	Technology in Diesel	\$18,895.00	960 hours/ 12 months	Yes	Trade and Logistics	Recommended for ETPL
	Technology in Industrial Welding	\$18,895.00	960 hours/ 12 months	Yes	Manufacturing	Recommended for ETPL
Gwinnett Institute	Medical Assistant	\$8,000	60 credits/ 9 months	Yes	Healthcare	Recommended for ETPL
	Medical Billing and Coding	\$7,999.92	60 credits/ 9 months	Yes	Healthcare	Recommended for ETPL

- Once approved by the Career Services Committee, the ETPL is provided to the CSCF Board of Directors for final approval and implementation.
- All new Training Providers are then notified whether they will be included on the CSCF ETPL.
- All approved new Training Providers will attend an Orientation and have their programs available for new students by January 1, 2022.

**ACTION:**

- Career Services Committee Recommends CSCF Board approve the Eligible Training Providers List for Region 12 for final approval and implementation.

**Approved:**

**Career Services Committee: 11-18-21**

careersourcecentralflorida.com 1.800.757.4598

CareerSource Central Florida is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

A proud partner of the  American Job Center network

All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via 1-800-955-8771 - Voice: 1-800-955-8770.

Meeting Details

Meeting Agenda

Welcome

Spotlight Story

Board  
Recognition

Roll Call

Public Comment

Consortium  
Action Items

Adjournment of  
Consortium

Consent Agenda

Information/  
Discussion/  
Action Items

Insight

Other Business

Adjournment of  
Board

# INFORMATION / DISCUSSION / ACTION ITEMS



# Chair's Report

Jody Wood



# President & CEO Report

Pam Nabors



# CSCF STRATEGIC PRIORITIES

DIVERSIFY REVENUE STREAMS TO ADJUST FOR VARIABLES IN FEDERAL FUNDING

DELIVER TALENT SOLUTIONS TO IGNITE POTENTIAL

DELIVER TALENT RECRUITMENT STRATEGIES FOR BUSINESSES IN HIGH GROWTH / RECOVERING / EMERGING INDUSTRIES

New

ADJUST TO EVOLVING MARKET AND LEGISLATIVE CHANGES THROUGH INNOVATIVE INITIATIVES

# On The Horizon



## ➤ Strategic Planning

- Board Retreat – April 28, 2022
- *Thank You*
  - Jody Wood for Donating Disney Leadership Planning
  - Richard Sweat for Career Passport

## ➤ Organizational Updates

- Welcome Two New Executive Team Members
- Dueling Vaccine Mandates
- Increased Cybersecurity

# On The Horizon



## ➤ Unprecedented Influx of New Funding

- Largest grant in our history: Orange County \$10.3 million
- FORTE: \$2.7 million
- Osceola County: \$750,000
- “Get There Faster” for At-Risk Floridians
- Veterans Incentive Award \$38,000

## ➤ Leading “Good Jobs Challenge” proposal for Central Fla: \$12-15 million

# Q1 Scorecard

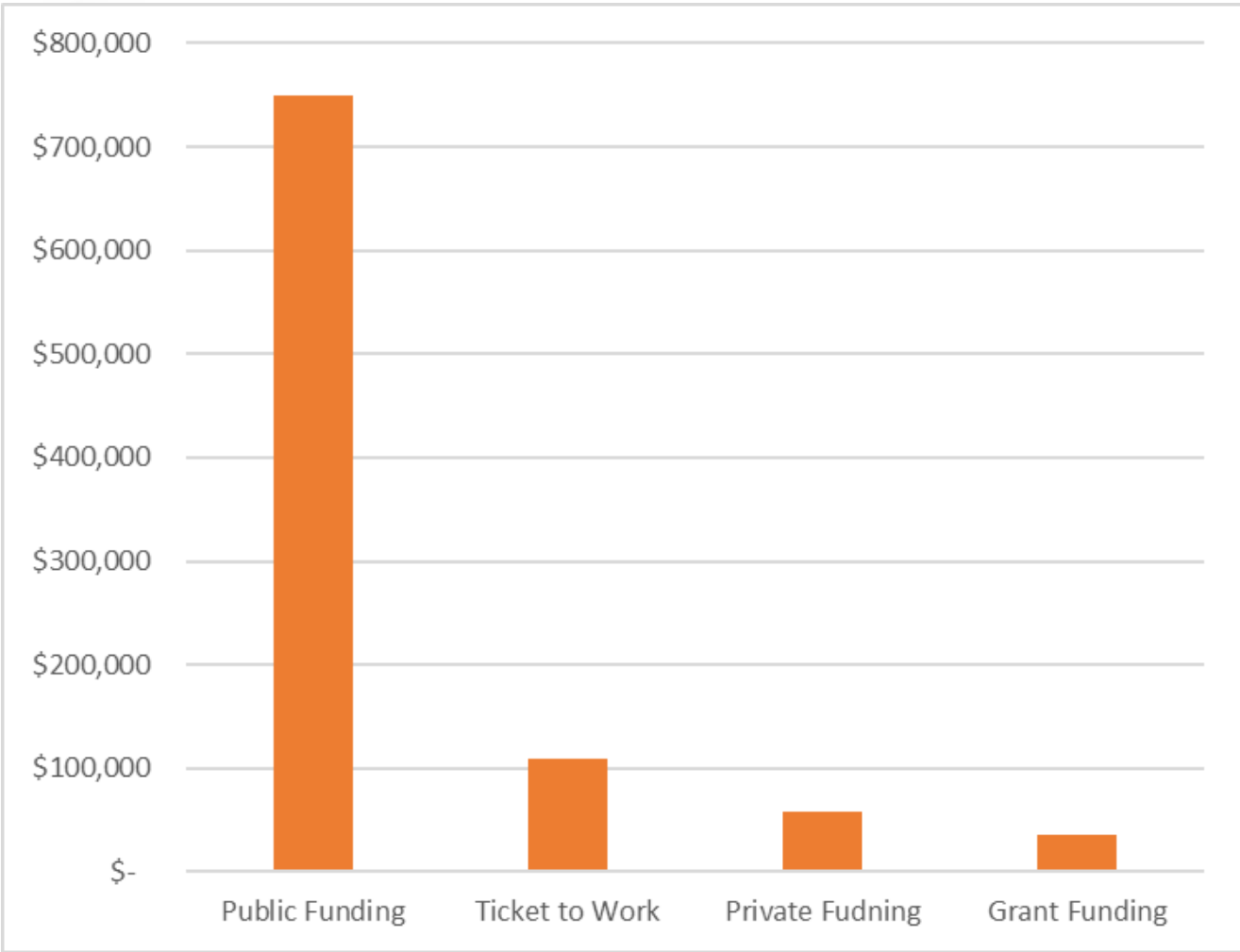
July 1 – Sept. 30, 2021





## DIVERSIFY REVENUE STREAMS TO ADJUST FOR VARIABLES IN FEDERAL FUNDING

<b>Revenue Diversity Goal</b>	<b>\$ 2,500,000</b>
<b>Grant Funding</b>	
Veterans Award	\$ 36,544
<b>Ticket to Work</b>	
	\$ 109,605
<b>Public Funding</b>	
	\$ 750,000
<b>Private Funding</b>	
Private Contrinutions	\$ 1,000
Board Member Contributions	\$ 6,550
Jobs for the Future (Consulting)	\$ 50,000
<b>Total Privare Funding</b>	<b>\$ 57,550</b>
<b>YTD Revenue Diversity</b>	<b>\$ 953,699</b>
<b>Percentage of Goal</b>	<b>38.1%</b>
<b>YTD Goal (1st Quarter)</b>	<b>25.0%</b>
<b>Open Proposals:</b>	
Orange County	\$ 10,300,000
<b>Public Funding</b>	<b>\$ 750,000</b>
<b>Ticket to Work</b>	<b>\$ 109,605</b>
<b>Private Fudning</b>	<b>\$ 57,550</b>
<b>Grant Funding</b>	<b>\$ 36,544</b>



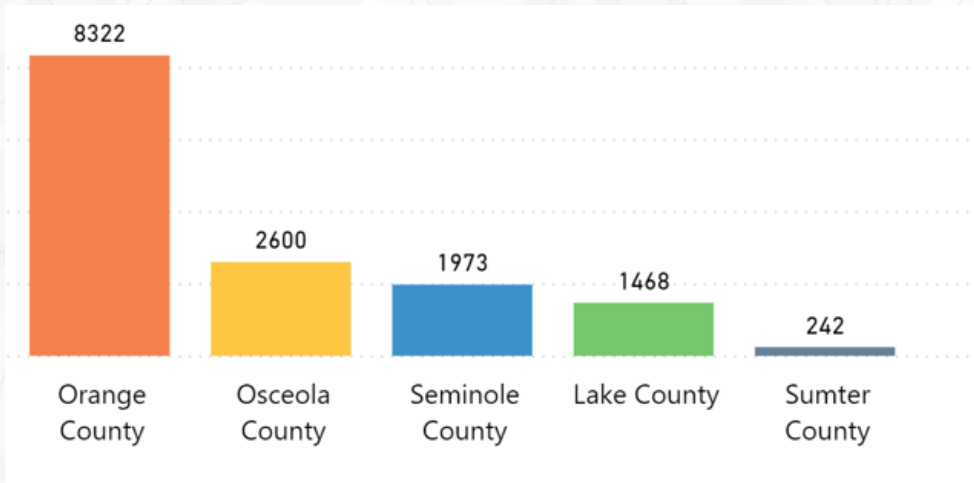
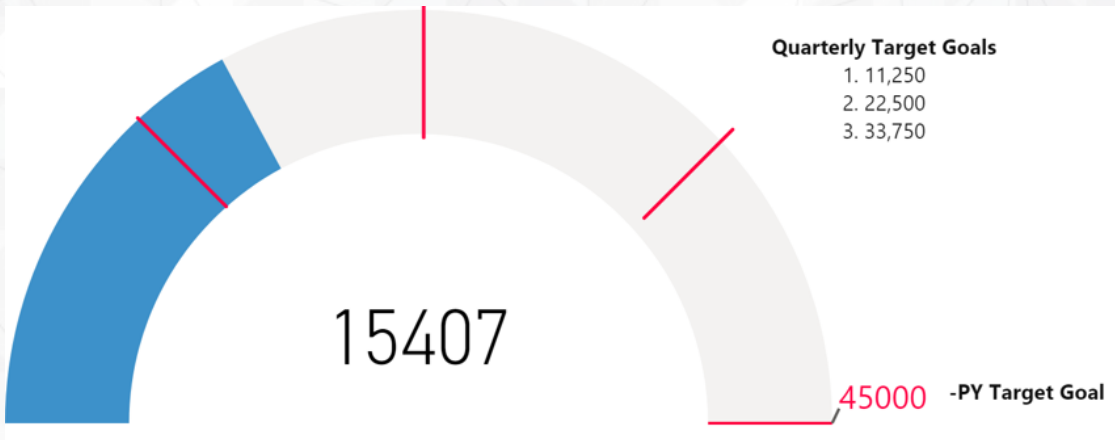
# DELIVER TALENT SOLUTIONS TO IGNITE POTENTIAL

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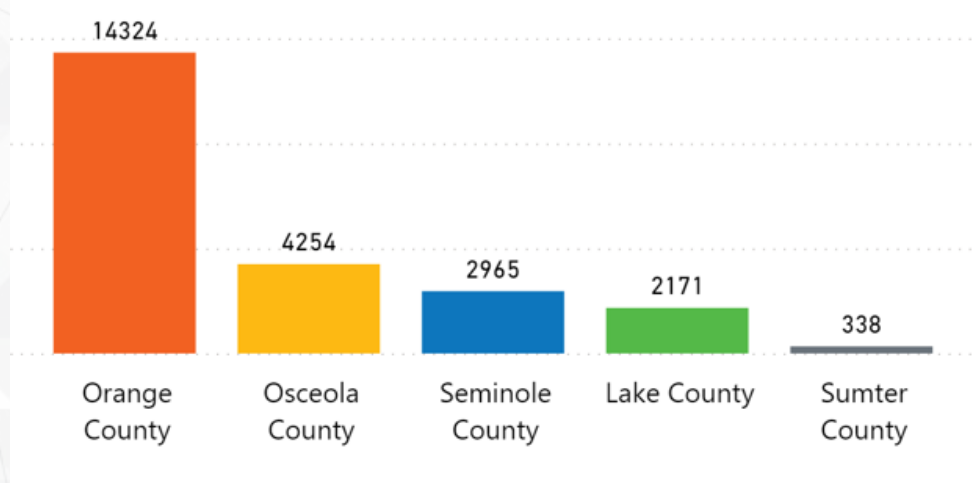
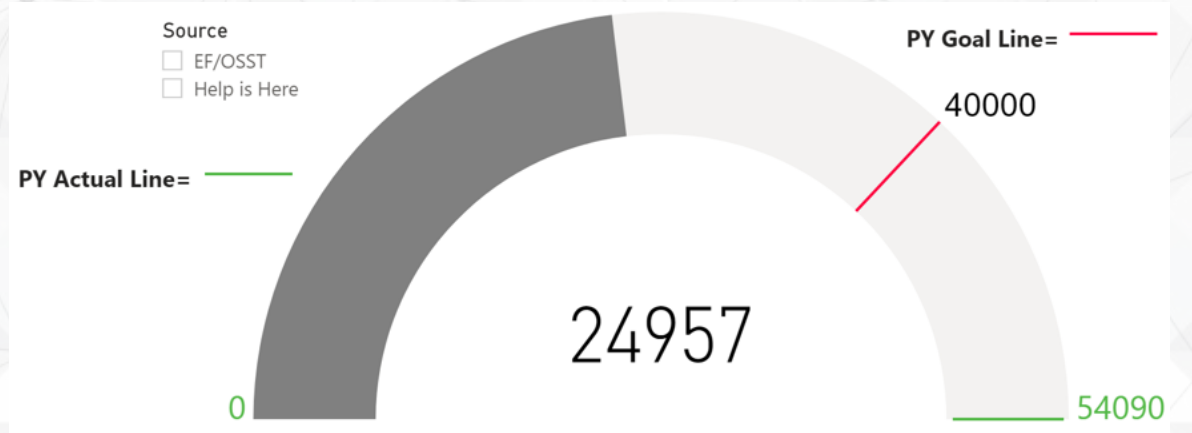
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7/1/2021

Data Through as of This PY  
9/30/2021

**Customers Served**  
July 1 – Sept. 30, 2021

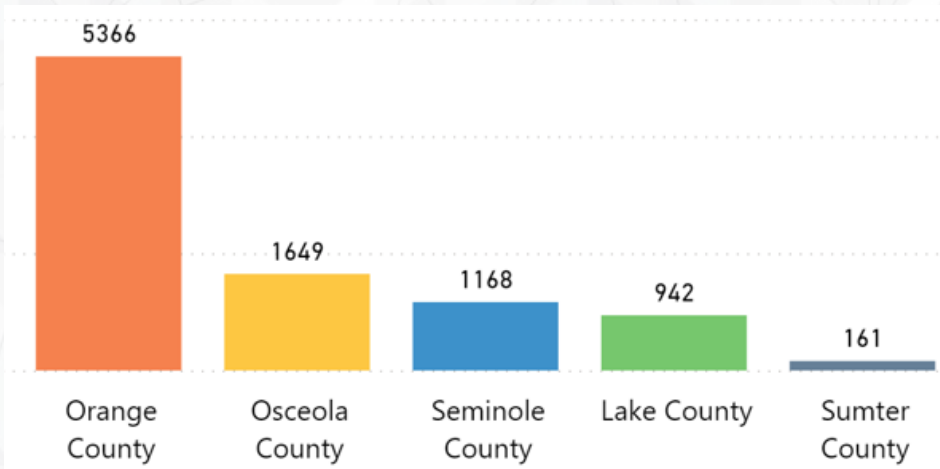
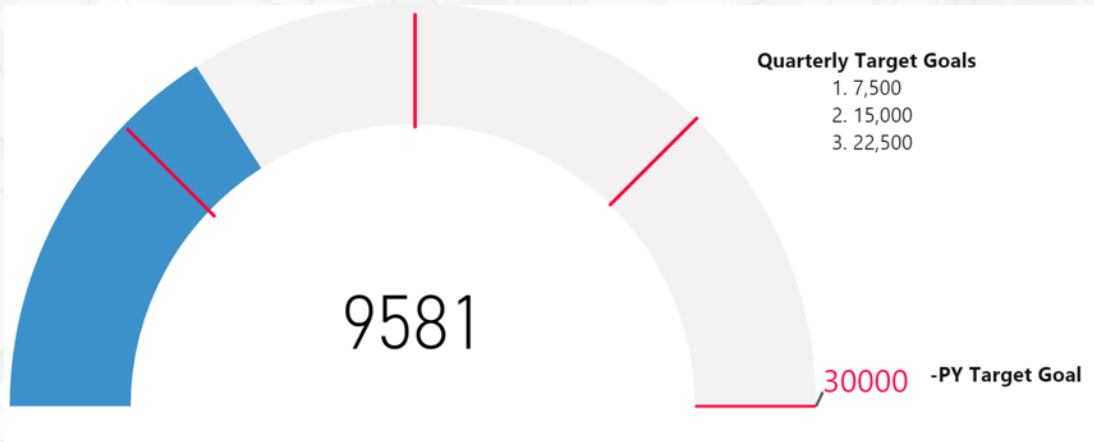


**Customers Served**  
July 1 – Sept. 30, 2020

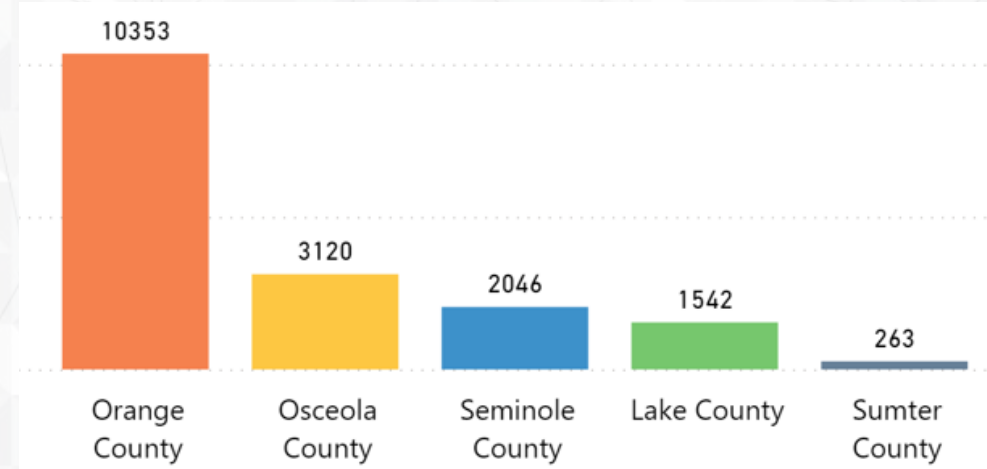
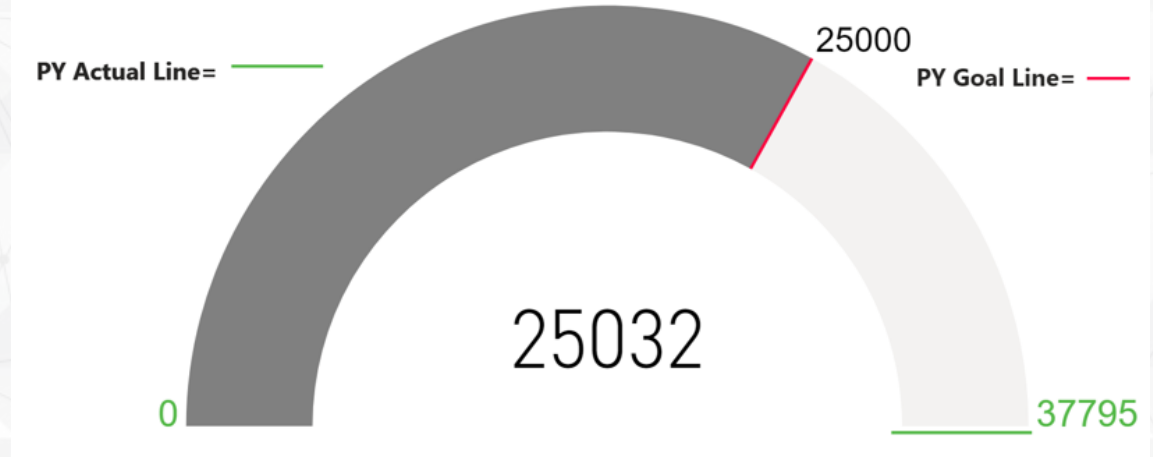


# DELIVER TALENT SOLUTIONS TO IGNITE POTENTIAL

### Customers Engaged July 1 – Sept. 30, 2021



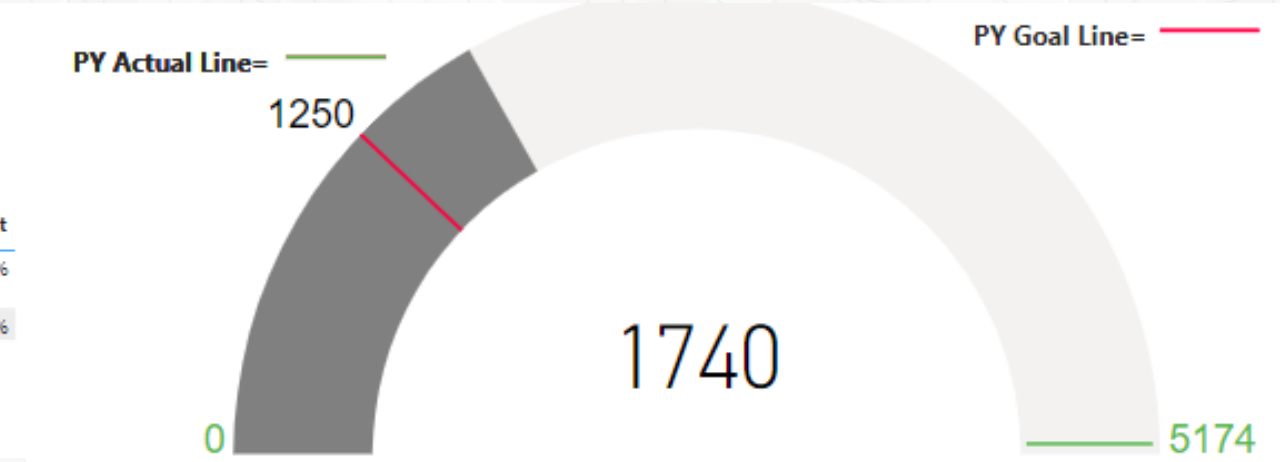
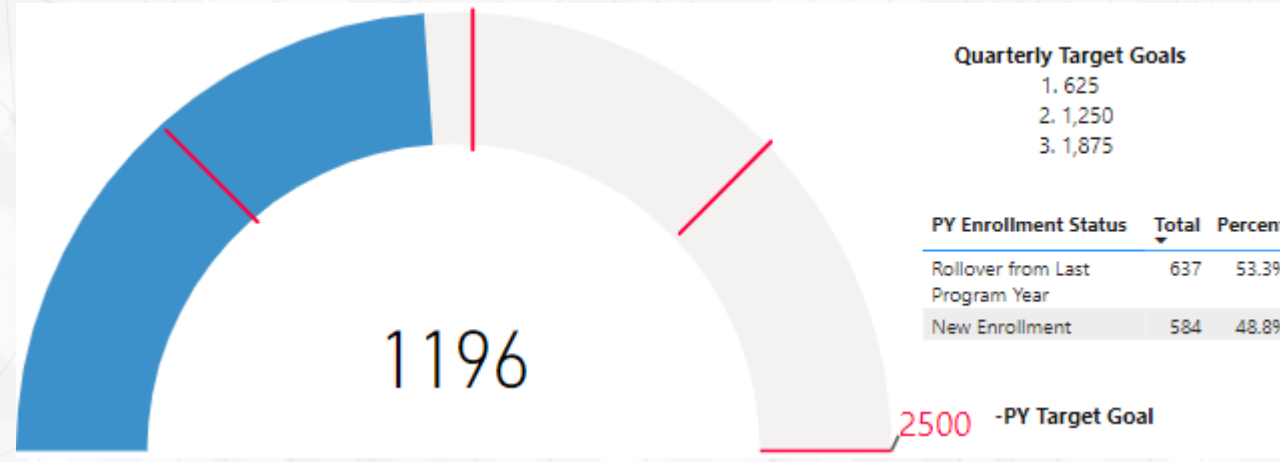
### Customers Engaged July 1 – Sept. 30, 2020



**DELIVER TALENT SOLUTIONS TO IGNITE POTENTIAL**

**Career Seekers in Training**  
July 1 – Sept. 30, 2021

**Career Seekers in Training**  
July 1 – Sept. 30, 2020



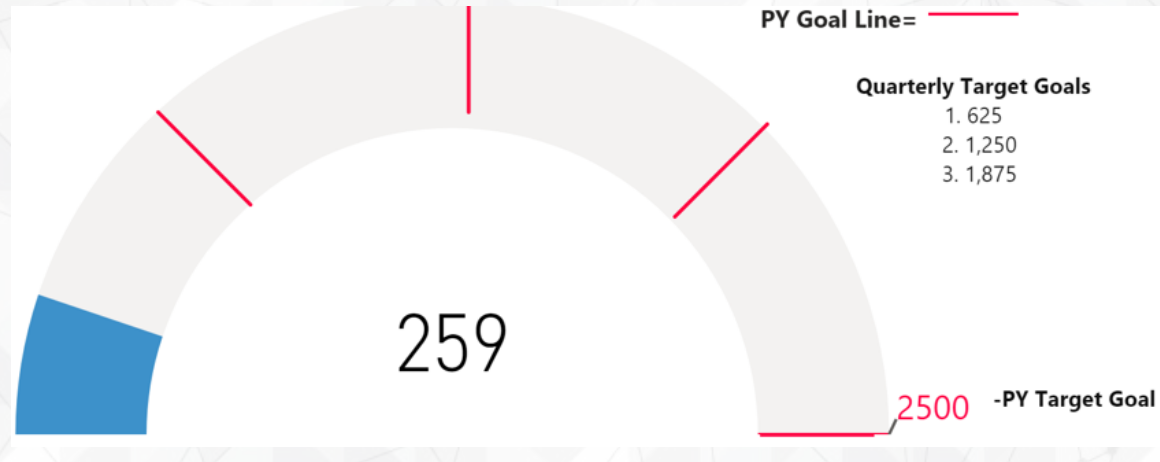
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Data Source: Employ Florida  
SQL Server

Data Start Date  
7/1/2021

Meeting Packet Page 85  
Data Through as of This PY  
9/30/2021

## Career Seekers Trained & Placed July 1 – Sept. 30, 2021



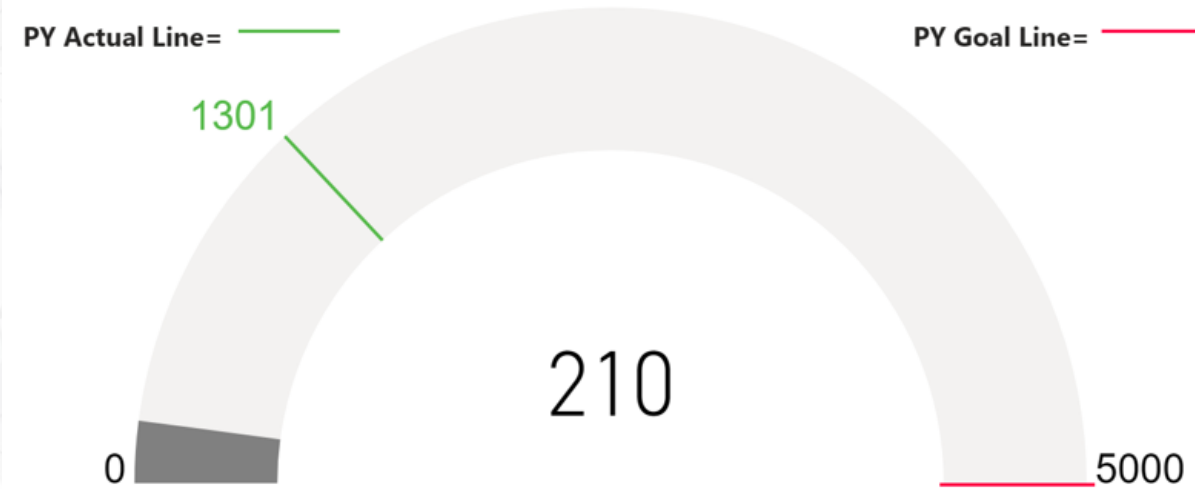
Employment Targeted Sector	Distinct Placements	Percent	Average Wage
Trade & Logistics	68	26.36%	\$19.25
IT & Finance	36	13.95%	\$18.70
Construction & Utilities	21	8.14%	\$16.59
Manufacturing	11	4.26%	\$16.38
Healthcare	46	17.83%	\$15.77
Other	53	20.54%	\$14.77
Hospitality/Tourism	24	9.30%	\$12.97

**\$16.74**  
Average Wage

**\$15.09**  
Median Wage

10

## Career Seekers Trained & Placed July 1 – Sept. 30, 2020



Employment Targeted Sector	Distinct Placements	Percent	Average Wage
Trade & Logistics	31	14.76%	\$19.90
Construction & Utilities	28	13.33%	\$17.70
Other	43	20.48%	\$17.42
IT & Finance	31	14.76%	\$16.91
Healthcare	49	23.33%	\$16.52
Manufacturing	17	8.10%	\$15.70
Hospitality/Tourism	12	5.71%	\$10.51

**\$17.00**  
Average Wage

**\$15.00**  
Median Wage

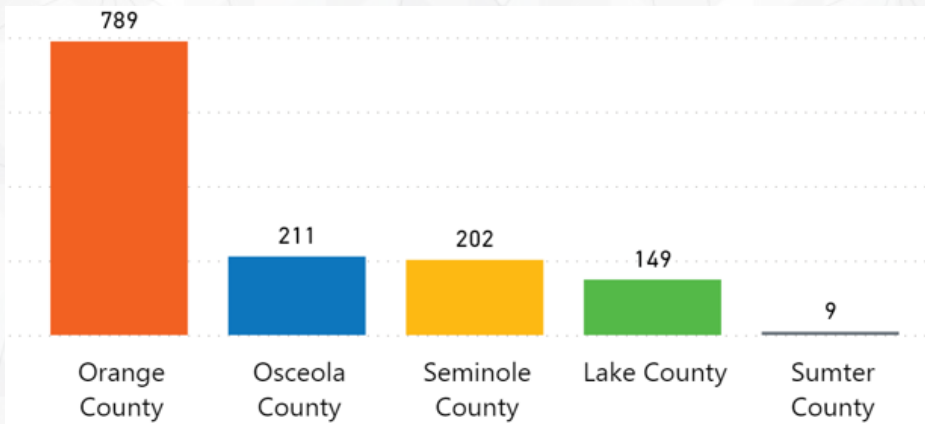
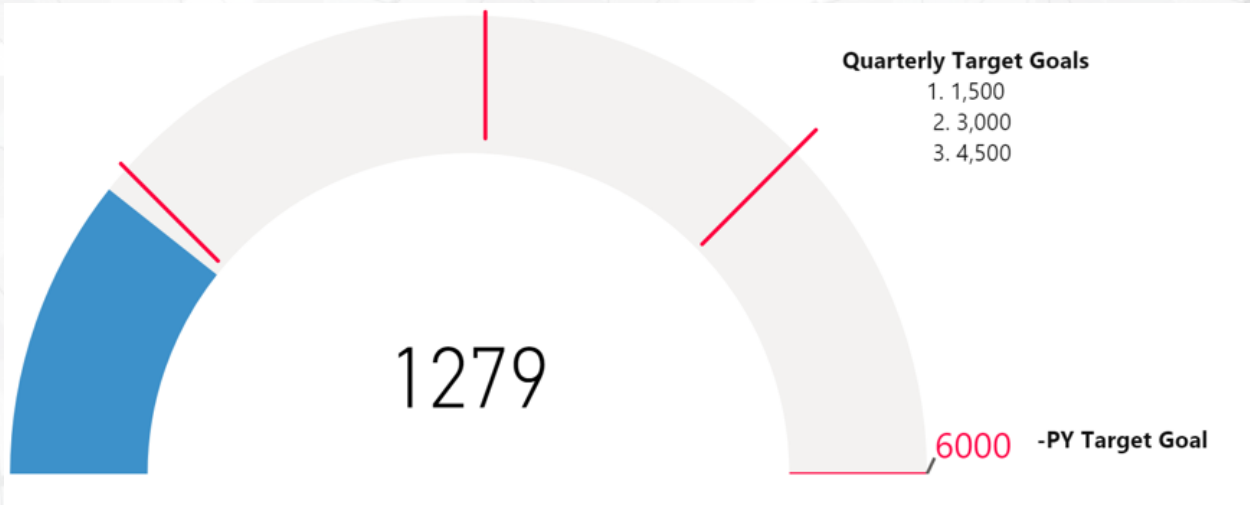
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Data Start Date 7/1/2021

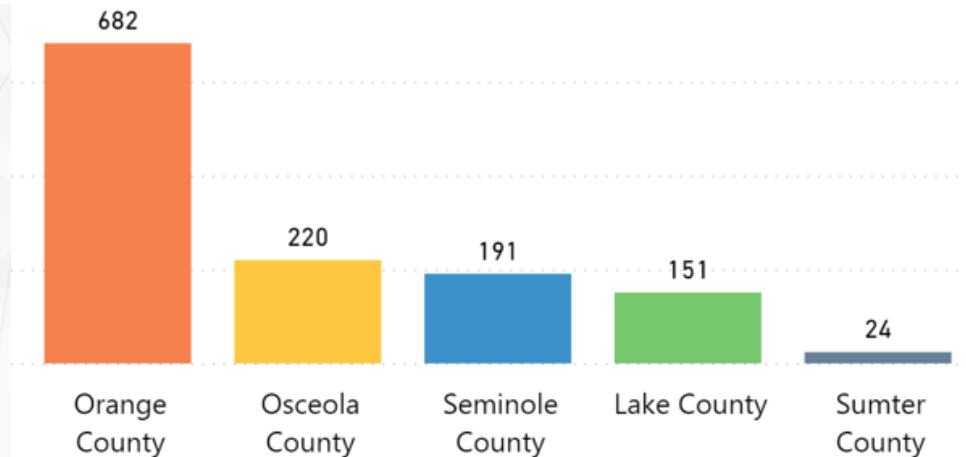
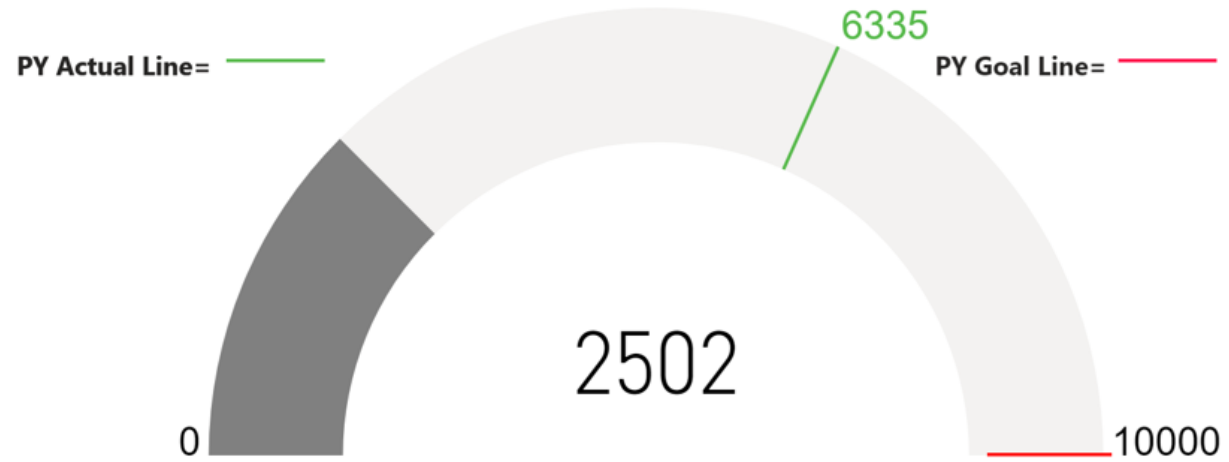
Data Through as of This PY 9/30/2021

# DELIVER TALENT SOLUTIONS TO IGNITE POTENTIAL

### Career Seekers Placed July 1 – Sept. 30, 2021

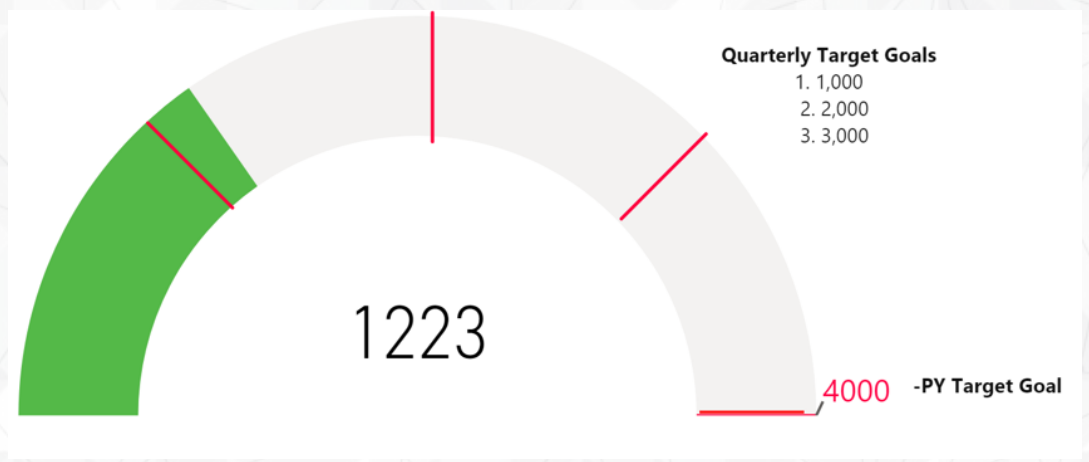


### Career Seekers Placed July 1 – Sept. 30, 2020

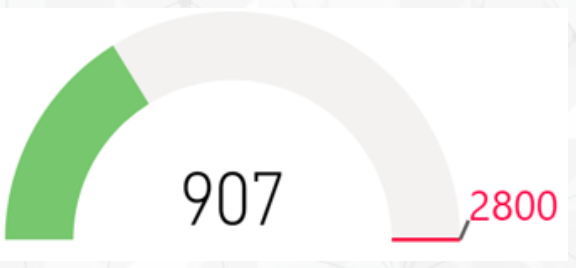
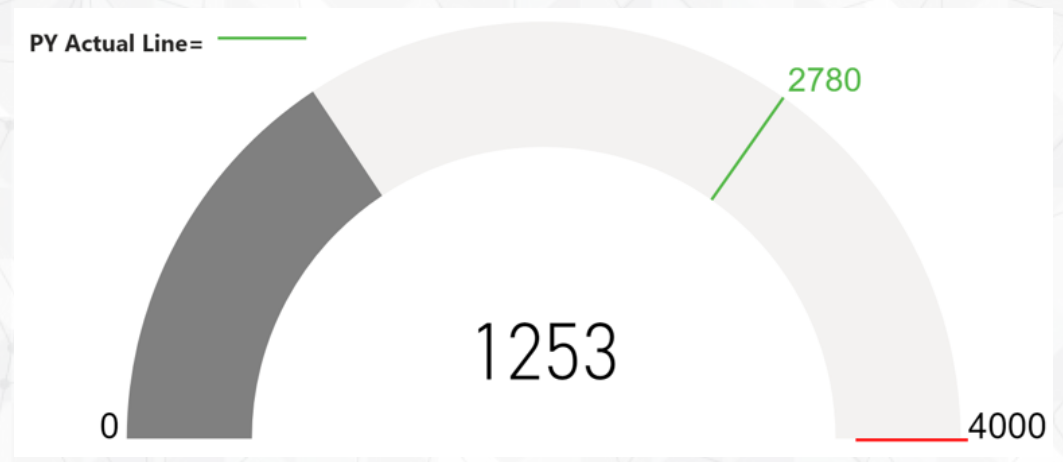


# DELIVER TALENT RECRUITMENT STRATEGIES FOR BUSINESSES IN HIGH GROWTH INDUSTRIES

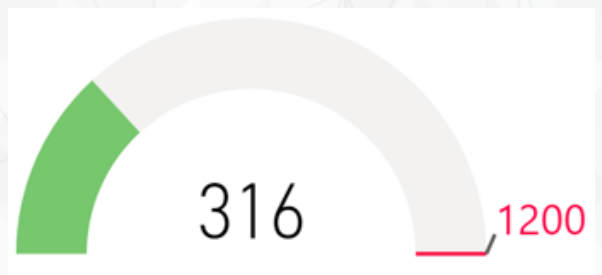
### Businesses Served July 1 – Sept. 30, 2021



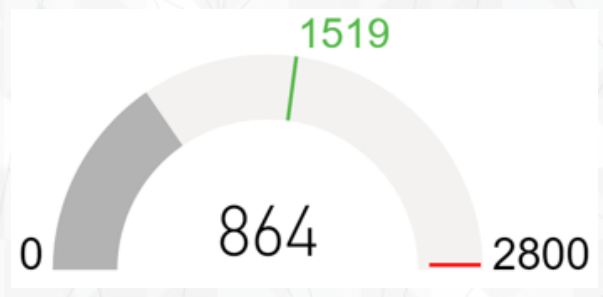
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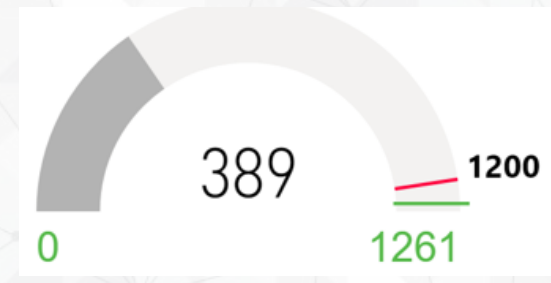
Loyalty Businesses



New Businesses



Loyalty Businesses



New Businesses

**CareerSource Central Florida**  
 Budget Versus Actual Report  
 As of 09/30/21

CSCF Budget FY 2021 - 2022		INDIRECT COST	RESEA	WIOA Adult	Youth	WIOA DW	WT	TAA	SNAP	WP	DVOP	LVER	Special Grants/ Other Awards	NEG COVID	Project Opioid	UNRESTRICTED	Actual Expenditures	% of Expenditures
Funding Sources	Total Revenue		119	20	22	30	60	81	85	90	94	98	-	3,219,711	-	2,500,000		
Carry In Funds From FY 20 - 21	10,857,752		219,498	1,593,724	-	3,258,077	2,378,413	15,075	158,432	14,821	-	-	-	7,000,000	2,524,832	2,500,000		
FY 21 - 22 Award	39,542,249		741,973	5,251,369	4,664,703	5,749,875	7,105,664	157,000	692,583	2,362,320	162,148	148,180	481,602	10,219,711	2,524,832	2,500,000		
Award Total - Available Funds	50,400,000		961,471	6,845,093	4,664,703	9,007,952	9,484,077	172,075	851,015	2,377,141	162,148	148,180	481,602	10,219,711	2,524,832	2,500,000		
LESS planned Carryover For FY 22 - 23	(8,400,000)		-	(1,600,000)	(800,000)	(3,000,000)	(1,500,000)	-	-	-	-	-	-	-	(1,500,000)	-		
<b>Total Available Funds Budgeted</b>	<b>42,000,000</b>		<b>961,471</b>	<b>5,245,093</b>	<b>3,864,703</b>	<b>6,007,952</b>	<b>7,984,077</b>	<b>172,075</b>	<b>851,015</b>	<b>2,377,141</b>	<b>162,148</b>	<b>148,180</b>	<b>481,602</b>	<b>10,219,711</b>	<b>1,024,832</b>	<b>2,500,000</b>		
<b>PROGRAM</b>	<b>Authorized Budget</b>																	
Salaries/Benefits	16,715,273	498,424	148,989	960,382	521,467	96,667	634,001	1,403	158,704	129,049	31,148	26,251	48,428	255,588	48,533	26,802	3,585,836	21.5%
Program Services	18,200,000	360	254	600,767	276,870	771,325	1,774,124	11,618	218	703	1,688	1,663	251,928	580,330	2,500	70	4,274,416	A 23.5%
Professional Services	1,315,000	55,508	2,068	13,468	6,837	1,289	8,379	83	2,314	7,634	1,509	1,226	4,680	3,697	864	9,332	118,887	9.0%
Outreach	500,000	(642)	2,347	16,197	22,373	1,420	11,166	85	2,692	8,270	1,653	1,345	242	4,285	474	120	72,026	14.4%
Infrastructure/Maintenance & Related Cost	3,277,727	18,333	4,524	47,486	16,678	2,838	20,074	166	5,062	331,703	3,062	7,938	596	8,644	3,052	10,033	480,188	14.7%
IT Cost/Network Expenses	1,587,000	37,659	8,982	61,781	31,910	5,998	16,646	373	10,557	32,451	6,236	5,045	23,295	16,647	2,408	1,341	261,331	16.5%
Staff Development & Capacity Building	405,000	12,385	1,030	22,385	3,544	659	5,057	43	1,251	3,811	1,328	1,186	120	1,891	408	7,180	62,279	15.4%
Indirect Cost (10%)		(749,958)	16,804	175,473	87,593	32,795	237,765	1,377	20,688	25,250	4,654	4,083	32,659	95,323	5,641	5,601		
<b>EXPENDITURES</b>	<b>42,000,000</b>	<b>(127,931)</b>	<b>184,998</b>	<b>1,897,938</b>	<b>967,272</b>	<b>912,990</b>	<b>2,707,212</b>	<b>15,148</b>	<b>201,486</b>	<b>538,872</b>	<b>51,277</b>	<b>48,736</b>	<b>361,948</b>	<b>966,404</b>	<b>63,880</b>	<b>60,480</b>	<b>8,854,963</b>	<b>21.1%</b>
<b>TOTAL AVAILABLE FUNDS</b>	<b>33,145,037</b>	<b>127,931</b>	<b>772,772</b>	<b>3,572,338</b>	<b>2,846,838</b>	<b>4,807,225</b>	<b>5,261,894</b>	<b>156,814</b>	<b>646,597</b>	<b>1,918,371</b>	<b>108,804</b>	<b>97,698</b>	<b>183,003</b>	<b>9,274,609</b>	<b>1,024,832</b>	<b>2,460,822</b>		
% OF FUNDS EXPENDED BY GRANT	21.1%		19.6%	31.9%	26.3%	20.0%	34.1%	8.9%	24.0%	19.3%	32.9%	34.1%	62.0%	9.2%	0.0%	1.6%		
% OF FUNDS EXPENDED (INCLUDING OBLIGATIONS)	25.2%																	
<b>TRAINING OBLIGATIONS</b>	<b>\$</b>	<b>% of Budget</b>																
Training Expenditures as of 09/30/21	4,274,416	A	23.5%	A- The states mandates that 30% of total WIOA adult and dislocated worker funds are spent in client intensive training activities.														
Obligations (Training not yet billed by vendors)	1,718,374		7.2%															
Total Training & Expenditures	5,992,790		25.0%	B - The state mandates that total administrative cost are not to exceed 10% of total cost.														
	<b>ACTUAL</b>	<b>TARGET</b>																
ITA % (Adult DW)	42.2%	30.0%																
ITA% (Youth)	20.0%	20.0%																
ADMINISTRATIVE COST %	9.2%	10.0%																



**CareerSource Central Florida  
Current Year Budget and 2 yr Expenditure Comparison  
As of 09/30/21**

	CY	PY	\$	%
Funding Sources	Revenue	Revenue	Difference	Difference
Carry In Funds From FY 20 - 21	10,857,752	7,500,000	3,357,752	
FY 21 - 21 Award	39,542,248	33,500,000	6,042,248	
Award Total - Available Funds	50,400,000	41,000,000	9,400,000	
LESS planned Carryover For FY 22 - 23	(8,400,000)	(2,500,000)	(5,900,000)	
<b>Total Available Funds Budgeted</b>	<b>42,000,000</b>	<b>38,500,000</b>	<b>3,500,000</b>	<b>9.1%</b>

	CY	PY	\$	%
Budget	Expenditures	Expenditures	Difference	% Difference
Salaries/Benefits	16,715,273	3,585,836	3,115,032	470,804 15.1%
Career & Youth Services	18,200,000	4,274,416	4,420,259	(145,843) -3.3%
Professional Fees	1,315,000	118,887	65,903	52,984 80.4%
Outreach	500,000	72,026	100,903	(28,878) -28.6%
Infrastructure/Maintenance & Related Cost	3,277,727	480,188	489,507	(9,318) -1.9%
IT Cost/Network Expenses	1,587,000	261,331	378,011	(116,680) -30.9%
Staff Development & Capacity Building	405,000	62,279	39,919	22,360 56.0%
<b>TOTAL EXPENDITURES</b>	<b>42,000,000</b>	<b>8,854,963</b>	<b>8,609,534</b>	<b>245,429 2.9%</b>

	BUDGET	CY ACTUAL	PY ACTUAL
ITA %	30.0%	42.2%	43.9%
ADIMINISTRATIVE COST %	10.0%	9.2%	8.9%

# REPORTS BY COMMITTEE CHAIR

Executive

Jody Wood

Audit

Sheri Olson

Career Services

Andrew Albu

Community Engagement

David Sprinkle

Facilities Ad Hoc

Matt Walton

Finance

Eric Ushkowitz

Governance

Richard Sweat

Revenue Diversity

Eric Jackson

[RETURN TO AGENDA](#)



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- Adjournment of Consortium
- Consent Agenda
- Information/ Discussion/ Action Items
- Insight**
- Other Business
- Adjournment of Board

# INSIGHT



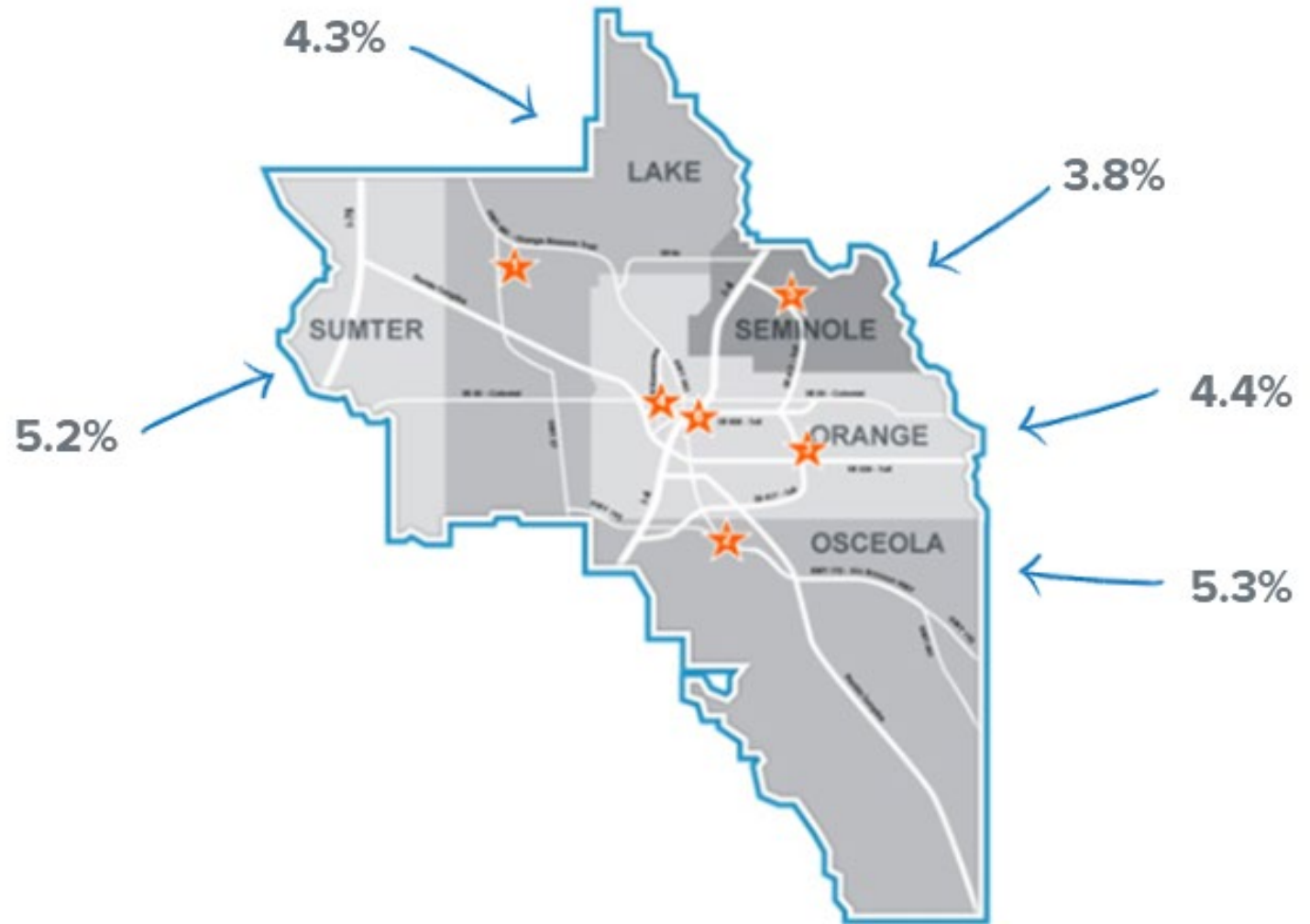
# Workforce Trends

- *Nilda Blanco, CSCF Business Intelligence*



# REGIONAL EMPLOYMENT RATE DROPPING... BUT STILL HIGH VS. STATE

State Unemployment Rate 4.0%  
Region Unemployment Rate 4.4%  
(October)



# WHO ARE THE UNEMPLOYED & UNENGAGED?

- **About 61K workers currently unemployed in five counties (October '21)**
- **Top sectors of laid-off workers:**
  - Administrative, Support, Waste Mgmt.
  - Self-employed Workers
  - Accommodation & Food Service
  - Retail
  - Healthcare Workers
- **Ages most impacted:**
  - Largest group impacted: workers ages 25-34
  - 2nd largest, ages 35-44
- **Demographics most impacted**
  - Minorities that were highly represented in laid off sectors
  - Young people (16-25) delaying start to first jobs (esp. minority males)
  - Women with childcare and education conflicts/ expenses

*\*Industries are self-reported*

*DEO Claimant Dashboard – FloridaJobs.org, July 2020 -October 31, 2021*

*EMSI Burning Glass, 2021Q2*

# WHERE IS THE DEMAND?

## CURRENT TOP INDUSTRIES

- Construction & Utilities
- Healthcare
- Hospitality & Tourism
- IT & Finance
- Manufacturing
- Transportation & Logistics
- *Public Safety*
- *Education*

## EMERGING INDUSTRIES

- Life Sciences
- Modeling & Simulation
- Video Gaming and E-Sports Entertainment
- Energy & Environmental Sciences
- Learning Sciences and Human Development

*Source: Orange County Cluster Initiative - Florida High Tech Corridor*

# INDUSTRY GROWTH IN NEXT 4 YEARS

Group	2021 Jobs	2024 Jobs	Earnings Per Worker
Accommodation and Food Services	156,999	162,434	\$28,341
Health Care and Social Assistance	151,262	162,342	\$67,156
Construction	103,373	109,954	\$64,986
Arts, Entertainment, and Recreation	76,939	81,017	\$48,691
Finance and Insurance	52,490	55,164	\$100,403
Manufacturing	51,862	54,598	\$85,285
Transportation and Warehousing	50,612	54,044	\$64,915
Utilities	2,615	2,744	\$118,620

Accommodation & Food Services and Health Care and Social Assistance to grow by 7%, followed by Construction projected to grow by 6%



# Top 10 Growing Occupations 2021-2024

Description	Employed in Industry Group (2021)	Employed in Industry Group (2024)	% Change (2021 - 2024)	Median Hourly Earnings
<i>Nurse Practitioners</i>	1,271	1,570	24%	\$54.61
<i>Physician Assistants</i>	652	764	17%	\$59.13
<i>Home Health and Personal Care Aides</i>	8,184	9,352	14%	\$11.67
Roofers	2,243	2,535	13%	\$19.59
<i>Substance Abuse, Behavioral Disorder, and Mental Health Counselors</i>	1,358	1,531	13%	\$18.72
<i>Medical and Health Services Managers</i>	2,712	3,051	13%	\$50.68
Machinists	625	700	12%	\$21.28
<i>Speech-Language Pathologists</i>	577	645	12%	\$37.07
Flight Attendants	2,648	2,958	12%	\$31.80
<i>Exercise Trainers and Group Fitness Instructors</i>	1,841	2,052	11%	\$17.95

# THE NATION: LOOKING AHEAD

- Predicted shortage of 6+million workers by 2030
- Driven by:
  - Baby Boomer retirements
  - Continued lower labor force participation among
    - Women
    - People of color
    - Individuals with disabilities
    - Justice-involved
  - Demographic shifts
  - Changing views on work
  - Continued COVID uncertainty
- Need for:
  - Increased efficiency in hiring
  - Responsive retention practices



Source: EMSI, "From Likely to Aligned: How skills data helps jobseekers unearth new opportunities" 2021

# GREAT RESIGNATION IMPACT – NATIONAL PERSPECTIVE

- New record: 4.4 million workers resigned in August 2021
  - Highest rate among leisure and hospitality workers
  - October 2021 quits decreased to 4.2 million workers
- Workers now demand:
  - Work-life balance
  - Ability to work remote/ hybrid
  - Family-friendly work practices
  - Socially and environmentally conscious employers (ESG principles)
- Interest in new careers with skills/passions acquired during pandemic
- Increased options for gig work



Source: Foundation for Economic Education, July 2021  
 EMSI / Burning Glass, BLS JOLTS Report

# THE REGION: LOOKING AHEAD

## POPULATION

- Current: 2.81 M
- 2025: +380K more
- 13.5 % growth
- But... 802,582 boomers retiring over next 5 years

## JOBS

- Current: 1.35 M
- 2025: 1.46 M
- 7% growth

## DEMOGRAPHICS

- Racial diverse workforce
- Generations in the workplace:
  - Boomers (1946-1964)
  - Gen X (1965 – 1980)
  - Millennials (1981 –1995)
  - Gen Z (1996 – 2010)
  - Gen Alpha (2011 – 2025)

# THE YOUNGER GENERATION: WHERE ARE THEY?

- COLLEGE ENROLLMENT TRENDS (Fall '21)



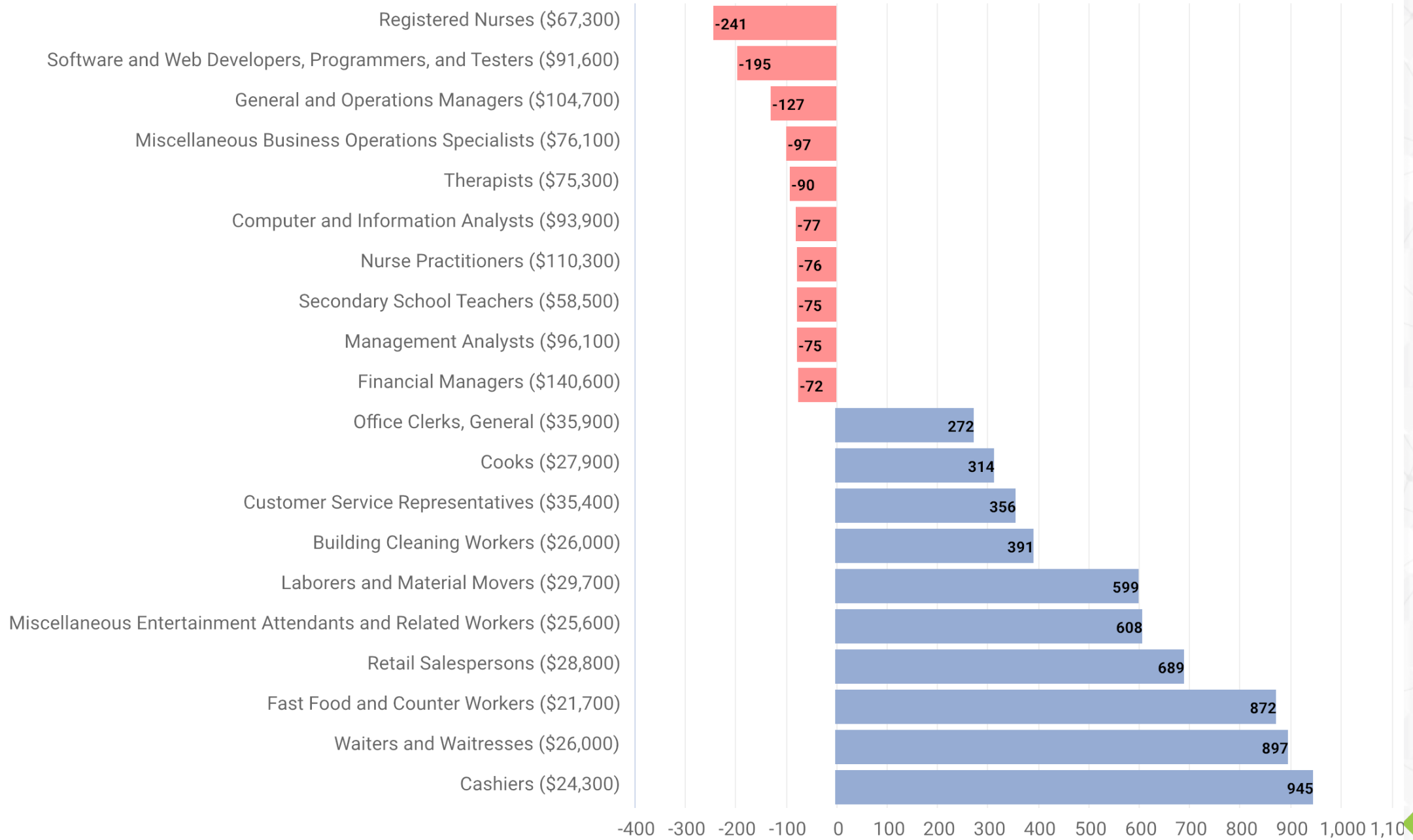
- Undergraduate:
  - State enrollment dropped 2.6% over PY
  - National enrollment dropped 3.2%, with steepest drops at private and community colleges
  - UG student population dropped 8%
  - Community colleges lost 15% over two years
- Graduate enrollment:
  - State rose 6%

# OUR REGION: EXPECTED GAP

- Region's current labor force = 1.27M
- Total jobs by 2025 = 1.46M
- The Gap = Need to add 210,000 workers to the region's labor force
- Also need to consider:
  - Baby Boomers are retiring at faster rates than previously anticipated
  - New residents to the region may not add to our workforce
  - Impact of gig economy will continue to grow

# Occupation Gaps

Potential Average Annual Occupation Gaps over 3 Years in Orlando-Kissimmee-Sanford, FL MSA



Source: JobsEQ®, Data as of 2021Q2 except wages which are as of 2020



# In Summary....

## What This Means for CSCF

- The pandemic has forever changed the workforce industry
- Our solutions must address short-term and long-term impacts
- The need for intentional ESGs has grown to even greater heights
- Change is happening fast - innovation and agility required



# Discussion



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<https://www.wsj.com/articles/giant-gap-persists-between-job-openings-and-available-workers-11638959405>

ECONOMY | U.S. ECONOMY

# Jobs Gap Has Grown to Two Unemployed Workers Per Three Openings Since Summer

Total openings stayed near record levels in October as people quit positions at a strong pace



There are more than 11 million job openings in the U.S., according to estimates from job-search site ZipRecruiter.

PHOTO: ELIZABETH FRANTZ FOR THE WALL STREET JOURNAL

By [Gabriel T. Rubin](#)

Updated Dec. 8, 2021 6:39 pm ET

U.S. job openings continue to far outpace the number of available workers, with nearly five million more open positions than people seeking work.

There are more than 11 million job openings in the U.S., according to estimates from job-search site [ZipRecruiter](#), based on their analysis of online job postings and government data sources. That compares with 6.9 million people who are unemployed but say they want to work.

“That’s the lowest ratio of unemployed people to job openings we’ve ever seen and that is contributing to unprecedented tightness in the labor market,” said Julia Pollak, chief economist for ZipRecruiter.

### U.S. job openings, monthly



Note: Seasonally adjusted.

Source: Labor Department via St. Louis Fed

There were 11 million job openings at the end of October, the Labor Department said Wednesday in its own survey of openings and turnover in the labor market. These government figures lag behind the more closely watched monthly jobs report and private-sector data by about a month.

The rate at which people are quitting jobs has also been at record levels in recent months. Wednesday’s report showed a slight decline in that rate, to 2.8% from 3%, and the number of jobs that Americans quit in October dipped to 4.2 million from 4.4 million, which was a record high. Both figures are still

significantly higher than pre-pandemic rates.

The share of the working-age population that is either employed or seeking employment, known as the labor-force participation rate, rose slightly last month, but not enough to keep employers from having to compete for workers. The November labor-force participation rate was 61.8%, still below the 63.4% rate in January 2020 ahead of the pandemic. The unemployment rate dropped to 4.2% last month, from 4.6%, as more people entered the workforce.

The shift in labor participation came as improved employment opportunities, waning Covid-19 worries and lower levels of government support drew people into the labor force last month, economists say. Savings built up during the height of the pandemic may also be dwindling, leading people to again seek work, they add.

In October, there were 67 unemployed job seekers for every 100 open positions. That ratio is the highest since the gap started to widen this summer, when the unemployment rate began dropping sharply. Both the unemployed and workers looking for better jobs have used that to their advantage, with pay rising sharply in lower-wage industries like leisure and hospitality and logistics.

“As businesses remain desperate for workers but workers themselves remain hesitant to stay in the labor market, or return to the labor market having left at some point during the crisis, the cost of labor continues to rise,” said Lindsey Piegza, chief economist for Stifel Financial.

The Omicron variant of Covid-19 is a looming threat and could affect the jobs market if it causes a deterioration in public health conditions and leads workers to leave the labor force or further delay their return.

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## THE JOB MARKET

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More WSJ coverage of the labor force, selected by the editors.

[Gains in Workforce Point to Loosening of Labor Market](#) (Dec. 3)

[Declining Jobless Rate Keeps Fed on Track to Accelerate Taper](#) (Dec. 3)

[Where U.S. Workers Are Quitting Jobs at Record Rates](#) (Nov. 25)

The rate at which Americans were quitting jobs in October is expected to remain near recent record highs, with workers leaving jobs more than four million times each month.

Workers are quitting jobs for higher wages in other positions, more flexibility in working conditions and better benefits. Quits are particularly high in sectors with faster wage growth, such as leisure and hospitality and transportation and logistics jobs.

“Low-wage sectors are clearly having trouble attracting workers,” Dean Baker, senior economist for the Center for Economic and Policy Research, said in an analysis of last week’s jobs report.

With the imbalances in the labor market persisting and favoring workers, the quits rate could rise even further in the coming months.

“They may be even more eager to start something new on Jan. 1,” Ms. Pollak said. “One of the most popular New Year’s resolutions is ‘get a new job.’”

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## SHARE YOUR THOUGHTS

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*How is the labor market faring in your industry? Join the conversation below.*

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Write to Gabriel T. Rubin at [gabriel.rubin@wsj.com](mailto:gabriel.rubin@wsj.com)

*Appeared in the December 9, 2021, print edition as 'Job Openings Far Outpace Workers.'*

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From the Orlando Business Journal:

<https://www.bizjournals.com/orlando/news/2021/11/08/hiring-process-fatal-flaw-speed.html>

## **Lack of speed is a fatal flaw in today's hiring environment. Here's how to accelerate the process.**

Nov 8, 2021, 3:05pm EST

Many employers are finding out they aren't just in a battle for talent. They're in a race too.

That's the harsh reality in the current landscape where candidates are fielding multiple offers and many businesses are clinging to their pre-pandemic hiring practices.

Recruiters say moving too slowly is one of the biggest mistakes businesses are making.

"Time is the currency every employer is dealing with right now," said Anil Harjani, vice president of corporate development at Hireology, which provides a client relationship management tool for recruitment.



DIMITRI OTIS VIA GETTY IMAGES

Experts say urgency is pivotal in the current labor market.

Given the frantic pace of the economy at a time when many employers are short staffed, it's understandable many managers think they don't have time to recruit. But that's a Catch-22, as a lack of focus on retention and recruitment will only prolong periods of reduced headcount and raise potential for burnout.

Experts say there are some best practices companies can use to speed up the hiring process and even ease some of those time constraints.

## **1. Change up your communication**

Experts say text messaging and social media are becoming more important for communicating with candidates.

In many cases, companies that are leaning on traditional emails or phone calls are missing out on candidates because those methods are too slow for the current environment.

"If you have somebody that sends you an application, you have a six-times faster response rate over text message," Harjani said. "You're in front of the line if you just text them."

The on-demand nature of the economy is pushing candidates toward employers that are responding quickly.

"As an employer, you need to be able to operate in that environment," Harjani said.

Many companies are getting the message, according to a survey by talent acquisition technology provider Jobvite of more than 800 U.S. recruiters

The survey found 54% of recruiters plans to increase the use of texting for communicating with job candidates. It's one of the many ways they are adapting their practices to respond to changing jobseeker habits.

A separate Jobvite survey found a majority of jobseekers (69%) prefer texting for scheduling interviews rather than phone calls or emails.

## **2. Consider automated options**

Given the frantic nature of the hiring environment, many companies are using systems that can eliminate some of the back-and-forth of the hiring process that can create snags.

Options include services that streamline interview scheduling by allowing employers and candidates to automatically cross-reference times they have available. There are also options to accelerate the onboarding process.

"You can use technology to drive automation to take some administrative tasks off the table to speed things up," Harjani said.

Many companies are offering technology platforms that can streamline the candidate sourcing process, as well. Many companies offer a platform that will automatically source candidates from multiple channels, rather than depending on an employer to post the job on numerous sites.

Hiring experts say that type of multichannel approach is pivotal in this environment.

Evan Sohn, Recruiter.com chairman and CEO, said companies need to significantly increase the number of candidate leads they have coming in to overcome the high rate of churn among candidates. Recruiter.com offers artificial intelligence to help employers build candidate profiles.

Sohn said companies need to treat the urgency of hiring the same way they do the urgency of having a steady flow of sales leads.

"You have to make sure you're using some tool that is every day proactively going out and campaigning to the right people that you want to be talking to," Sohn said.

Sohn said companies need to devote resources to those tools, but also invest the time to screen and talk to candidates those systems are pulling in.

### **3. Rethink your interview strategy**

Recruiters say companies are often trying to interview the way they did a few years ago.



That might include a phone interview, followed by multiple in-person interviews — a process that could drag out for weeks.

In this landscape, experts say that's too slow. Employers taking that track are often calling candidates who are already deep in the hiring process with another company.

Kristin Lockhart, vice president of recruiting at payroll, benefits and advisory firm Adams Keegan Inc., previously told *The Business Journals* that companies need to be aggressive and end the concept of the four-week interview process.

Recruiters say employers should use technology to their advantage through remote interviews when possible. When a candidate needs to interview with multiple people in person, the best practice would be to schedule them for the same day in a block.

#### **4. Make quicker decisions**

Companies are also losing out at the tail end of the hiring process because a lack of speed.

Many employers have layers of bureaucracy and approvals required for making hires, which can be a liability. Every day that passes without an offer is a day a candidate could receive an offer from someone else.

Small employers with the ability to make quick decisions could have an edge — negating some of the obstacles they face.

Recruiters say companies need to be prepared to make offers that are quick and strong. They don't need to nickel-and-dime candidates in this climate. The odds a candidate has another offer — or a counteroffer from their current employer — are high.

Lucy Lorenzo, founding partner of Ascension Search Partners, recently told *The Business Journals* the counteroffers are rising rapidly, both in frequency and value.

"A lot of companies are in a better financial position [to counter], but they also know how difficult it's going to be to hire someone," Lorenzo said.

Experts say companies also need to streamline approvals and other protocols that can bog down the hiring process, because there are cases when candidates have been lost even after accepting an offer.

**Ty West**

Editor-in-Chief, The Playbook



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Recognition

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# OTHER BUSINESS



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# ADJOURNMENT OF CSCCF BOARD



# THANK YOU!



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