



DRAFT

Consortium & Board of Directors Joint Meeting

Thursday, December 16, 2021, 9:00 a.m.

MINUTES

CONSORTIUM MEMBERS

PRESENT: Mayor Jerry Demings, Commissioner Andria Herr, Commissioner Josh Blake and Commissioner Gary Search

CONSORTIUM MEMBERS

ABSENT: Commissioner Peggy Choudhry

BOARD MEMBERS PRESENT: Jody Wood, Andrew Albu, Steve Ball, Paul Bough, Kari Conley, Keira des Anges, Wendy Ford, John Gill, John Gyllin, Mark Havard, Jeff Hayward, Sheri Olson, Renee Quintanilla, Manuel Rascon, Joseph Richardson, David Sprinkle, Richard Sweat, DeAnna Thomas, Al Trombetta, Eric Ushkowitz, and Matt Walton

BOARD MEMBERS ABSENT: Wendy Brandon, Glen Casel, Nicole Guillet, Shawn Hindle, Eric Jackson, Brooke Morris, Bryan Orr, Stella Siracuza, Sharron Washington and Christopher Wilson

STAFF PRESENT:

Pam Nabors, Mimi Coenen, Leo Alvarez, Becca Bides, Dyana Burke, Steven Nguyen, Nilda Blanco, Lorri Shaban, Cliff Marvin, Angel Ramos, Marek Hulva, Sean Masherella, Carla Sosa, Vanessa Nogueira and Kaz Kasal

GUESTS PRESENT:

Stephanie / CSCF Participant; Heather Ramos / GrayRobinson; Gui Cunha / Orlando North Seminole County Tourism; Sean Donnelly / Central Florida J.A.T.C; Jessie Dzionney-Lukash; Maria Vazquez / Orange County Public Schools

Consortium Meeting

Agenda Item	Topic	Action Item / Follow Up Item
1	<p>Welcome</p> <ul style="list-style-type: none"> Mayor Demings, Consortium Chair, called meeting to order at 9:08 am and welcomed attendees. Dr. Gyllin, Vice President, Resource Development & Executive Director, Foundation for Seminole State College and CSCF Board Member, provided an overview of Seminole State College. 	
2	<p>CSCF Spotlight Story</p> <ul style="list-style-type: none"> Ms. Stephanie, CSCF Participant thanked CSCF for providing her training through Roadmaster Drivers School of Orlando to attain her CDL A, and is now working as a professional truck driver for Mercer Enterprises. 	

Consortium Meeting (continued)

Agenda Item	Topic	Action Item / Follow Up Item
	<p>Recognition of Board Services – Departing Board Members</p> <ul style="list-style-type: none"> • The following Board Members were recognized for their service on the CSCF Board, which concludes this month, December 2021: <ul style="list-style-type: none"> – Paul Bough – Nicole Guillet – Al Trombetta – Sharron Washington – Christopher Wilson 	
3	<p>Roll Call / Establishment of Quorum</p> <ul style="list-style-type: none"> • Ms. Kasal, Executive Coordinator, reported a quorum present on the Consortium. 	
4	<p>Public Comment</p> <ul style="list-style-type: none"> • None offered. 	
6	<p>Approval of Minutes – 6/25/21 Consortium Meeting</p> <ul style="list-style-type: none"> • Reviewed draft minutes from 6/25/20 Consortium Meeting (attachment). <p>Approval of Consortium Agreement</p> <ul style="list-style-type: none"> • Reviewed updated Consortium Agreement which has been signed by each county within this region (attachment). <p>Approval of Board Representative Appointment Policy and Process</p> <ul style="list-style-type: none"> • Reviewed Board Representative Appointment Policy and Process (attachment). <p>Approval of Board Appointments</p> <ul style="list-style-type: none"> • Reviewed appointments of CSCF Board (attachment). 	<p>Commissioner Herr made a motion to approve minutes from the 6/25/21 Consortium meeting. Commissioner Blake seconded; motion passed unanimously.</p> <p>Commissioner Herr made a motion to approve the Consortium Agreement, as presented. Commissioner Search seconded; motion passed unanimously.</p> <p>Commissioner Herr made a motion to approve Board Representative Policy and Process, as presented. Commissioner Search seconded; motion passed unanimously.</p> <p>Commissioner Herr made a motion to approve the Board Appointments, as presented. Mayor Demings seconded; motion passed unanimously.</p>

Consortium Meeting (continued)		
Agenda Item	Topic	Action Item / Follow Up Item
7	Adjournment of Consortium <ul style="list-style-type: none"> Consortium adjourned at 9:32 am. 	
Board Meeting		
Agenda Item	Topic	Action Item / Follow Up Item
8	Roll Call / Establishment of Quorum <ul style="list-style-type: none"> Ms. Kasal, Executive Coordinator, reported a quorum present on the Board. 	
9	Public Comment <ul style="list-style-type: none"> None offered 	
10	Clarification on Voting Ms. Ramos, GrayRobinson provided a refresher and clarification on Board voting and conflicts of interest.	
8	Consent Agenda <ul style="list-style-type: none"> Ms. Wood asked the Board if any item on consent agenda, as listed below, should be moved off for further discussion: <ul style="list-style-type: none"> Draft Minutes of 9/30/21 Board Meeting Community Engagement Committee Charter – Updated Retirement Plan – Fund Adjustment Policy Approval <ul style="list-style-type: none"> Process revision to WP T01: Trade Adjustment Assistance (TAA) Services Process New Policy: WIOA 15/TAA 04: Mandatory WIOA Title 1 and TAA Co-Enrollment New Policy: WIOA -16: Disaster Recover Worker Grants New Training Provider Approvals 	Mr. Ushkowitz made a motion to approve all items on the consent agenda. Mr. Bough seconded; motion passed unanimously.
9	Information / Discussion <u>Chair's Report</u> <ul style="list-style-type: none"> Ms. Wood thanked the Consortium for approving the following appointments to CSCF Board: <ul style="list-style-type: none"> Gui Cunha, Orlando North, Seminole County Tourism Sean Donnelly, Central Florida Electrical Joint Apprenticeship & Training Committee Jessie Dzierney-Lukash, International Union of Painters & Allied Trades, Florida Finishing Trades Charles Scherer, Florida Department of Children & Families Dr. Maria Vazquez, Orange County Public Schools 	

Board Meeting (continued)

Agenda Item	Topic	Action Item / Follow Up Item
	<p><u>President's Report</u></p> <ul style="list-style-type: none"> • Ms. Nabors reported on following highlights (attachment): <ul style="list-style-type: none"> – Orange County grant approved - \$10.3M – Status of other incoming funds and grants – Thanks to Ms. Wood for donating Disney leadership resources to CSCF staff. – April 2022 Board Retreat will focus on strategic planning for next 3 to 5 year business cycle – Thanks to Mr. Sweat for his work on the Career Passport project. – New cybersecurity training and policy for staff. – Scorecard on CSCF performane 1st quarter (7/1/21 thru 9/30/21). • <u>Finance Report</u> <ul style="list-style-type: none"> – Mr. Alvarez, CFO, reviewed financials through 9/30/21, 1st quarter, trending on target at 21% expended. <p><u>Committee Reports</u></p> <p><u>Executive:</u> Ms. Wood, Executive Committee Chair, reported on the following:</p> <ul style="list-style-type: none"> • Met on 12/9/21. • Reviewed CSCF updates and committee reports. 	
	<p><u>Audit</u> Ms. Olson, Audit Committee Chair, reported on the following:</p> <ul style="list-style-type: none"> • Met on 10/5/21 • Reviewed: <ul style="list-style-type: none"> – Charter and concurred good as is. – Audit planning for FY 21-22. – Procurement for 3rd party auditor. <p><u>Career Services</u> Mr. Albu, Albu, Career Services Committee Chair, reported on the following:</p> <ul style="list-style-type: none"> • Met on 11/18/21 • Reviewed: <ul style="list-style-type: none"> – Scorecard for 1st quarter (7/1/21 thru 9/30/21). – Performance and training activities in previous fiscal year (7/1/20 thru 6/30/21). – New programs for ETPL list. 	

Board Meeting (continued)

Agenda Item	Topic	Action Item / Follow Up Item
	<ul style="list-style-type: none"> - Approved for Board's final approval: <ul style="list-style-type: none"> o New training providers (Gwinnett Institute and Med Tech Institute). o Two policies and one process. <p><u>Community Engagement</u> Mr. Sprinkle, Community Engagement Committee Chair, reported on the following:</p> <ul style="list-style-type: none"> • Met on 11/4/21. • Welcomed Becca Bides, VP Strategic Communications. • Revised Charter, streamlined and easier to understand. • Survey: updates and timelines. Test survey with Board and launch in January. <p><u>Finance Committee</u> Mr. Ushkowitz, Finance Committee Chair, reported on the following:</p> <ul style="list-style-type: none"> • Met jointly with Audit Committee on 10/5/21. • Reviewed financials through 8/31/21. • Approved for Board's final approval a few fund adjustments on CSCF's Retirement Plan. <p><u>Governance</u> Mr. Sweat, Governance Committee Chair, stated Committee will meet on 1/12/22.</p> <p><u>Revenue Diversity</u> Mr. Jackson, Revenue Diversity Ad Hoc Committee Chair, reported on the following:</p> <ul style="list-style-type: none"> • Met on 12/7/21. • Working on Charter as this is Committee is now a standing committee. • Reviewed FY 2021-2022 year-to-date results; on track meeting or exceeding goals. • Discussed possible organizational structures for the new venture. 	



Board Meeting (continued)

Agenda Item	Topic	Action Item / Follow Up Item
10	<p>Insight <u>Workforce Trends</u></p> <ul style="list-style-type: none"> Ms. Blanco, provided a presentation entitled “Workforce Trends” (attachment) and reviewed the Region’s unemployment stats, industry demands and growing occupations. Also reviewed the “great resignation” impact and expected labor shortage gap in the Region. Discussed strategies for hiring, retaining, and providing more flexibility to improve work-life balance and better address needs of workers. This discussion will continue at the Board Retreat in April 2022. 	
11	<p>Other Business</p> <ul style="list-style-type: none"> None offered. 	
12	<p>Adjournment Meeting adjourned at 11:07 am.</p>	

Respectfully submitted,

Kaz Kasal
 Executive Coordinator