



What: Executive Committee Phone Meeting

When: Tuesday, December 4, 2018
9:00 a.m. – 10:30 a.m.

Where: GoToMeeting:
 ➤ <https://global.gotomeeting.com/join/482467621>
 ➤ 1 877-309-2073 / Access Code: 482-467-621

Board Priorities: Analyze the Business | Engage the Talent

Agenda Item	Topic	Presenter	Action Item
1.	Welcome	Debbie Clements	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment		
4.	Action Items		
	A. Approval of Minutes - 9/18/18 and 10/25/18 Executive Committee Meetings	Debbie Clements	X
	B. Training Provider Request for Approval	Pam Nabors	X
5.	Information		
	A. Chair's Report	Debbie Clements	
	B. President's Report	Pam Nabors	
	1) Facility Updates		
	2) Board Meeting Agenda for 12/13/18		
	C. Committee Reports	Committee Chairs	
6.	Other Business		
7.	Adjournment		

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Upcoming Meetings:

- Board Meeting - Consortium: 12/13/18, 9:00 am – 11:00 am
Seminole State College-Heathrow Campus, 1055 AAA Drive, Heathrow, FL
- Executive Committee Meeting: 1/29/19, 9:00 am - 10:30 am
CSCF 390 N. Orange Ave., Suite 700, Orlando, FL



DRAFT
Executive Committee Meeting

Tuesday, September 18, 2018
9:00 a.m.

MINUTES

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

MEMBERS ABSENT: Richard Sweat

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

GUEST PRESENT Thomas Wilkes/GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Ms. Clements, Committee Chair, called the meeting to order at 9:00 a.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	Public Comment None offered.	
4	Action Items <u>Approval of Minutes -7/17/18 and 7/30/18 Executive Committee Meetings</u> One-Stop Operator Recommendations <ul style="list-style-type: none"> • Reviewed memo on One-Stop Operator RFQ (attachment) <ul style="list-style-type: none"> ○ Review team comprised of Board Member Jim Sullivan and CSCF staff evaluated and scored proposals received. ○ Review team concurred to recommend LDW Group LLC. 	<p>Dr. Plinske made a motion to approve the draft minutes from the 7/17/18 and 7/30/18 Executive Committee Meeting. Mr. Wylie seconded; motion passed unanimously.</p> <p>Dr. Plinske made a motion to move recommendation of LDW Group, LLC to Board for final review and approval. Mr. Wylie seconded; motion passed unanimously.</p>
5	Information <u>Charter Review</u> <ul style="list-style-type: none"> • Reviewed Charter and proposed revisions as noted (attachment). 	<p>Mr. Walter made a motion to approve the proposed changes as noted on the Charter. Mr. Beliveau seconded; motion passed unanimously.</p>

	<p><u>Chair's Report</u></p> <ul style="list-style-type: none"> At 9/27/18 Board Meeting, Ms. Clements will encourage Board to engage in CSCF activities and sign-up sheet will be provided. <p><u>President's Report</u></p> <ul style="list-style-type: none"> Reviewed Board Meeting Structure: <ul style="list-style-type: none"> Each Board meeting will feature an HGI – examine what are the employer needs, wage challenges, job types and training needed. Hospitality and Culinary positions to be featured at 9/27/18 meeting. <p><u>Quarterly President's Report / Board Newsletter</u></p> <ul style="list-style-type: none"> Board will receive newsletter starting in October 2018. <p><u>HR Updates / Lease Updates</u></p> <ul style="list-style-type: none"> CSCF procured an HR consultant to review HR processes and provide recommendations. CSCF Lake County office to relocate to Lake-Sumter State College's Foundation building – projected move-in date: 2/1/19. CSCF Osceola County office to relocate to Valencia College-Osceola campus – projected move-in date 1/1/20. Opportunities to co-locate within Seminole State College under review. <p><u>Board Meeting Agenda / Information Session for 9/27/18</u></p> <ul style="list-style-type: none"> Reviewed Board Meeting agenda. 	
6	<p>Committee Reports</p> <p><u>Governance</u> Mr. Wylie, Committee Chair, reported Committee met on 8/29/18 and reviewed Charter, Sumter Seat status, Board characteristics, Enterprise Risk update and Board self-evaluation surveys, 2017 vs. 2014 - which will be also reviewed at the 9/27/19 Board meeting.</p> <p><u>Career Services</u> Dr. Plinske, Committee Chair, reported Committee met on 9/13/18 and reviewed Charter, scorecard, culinary training and job attainment activities since 2015, and a presentation from Mr. Stanakis, Jobs Partnership of Florida.</p> <p><u>Community Engagement</u> Ms. Wood, Committee Chair, reported Committee met on 9/17/18. The Committee reviewed Charter and updates from Edelman on Master Narrative project. Ms. Burby introduced two new staff: Ms. Kristine Concepcion, Sr. Manager of Corporate Communications and Mr. Anthony</p>	

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	Adams, Sr. Manager of Marketing Outreach. <u>Audit</u> Scheduled to meet on 9/20/18	
7	Other Business None offered.	
8	Adjournment Meeting adjourned at 9:42 a.m.	

Respectfully submitted,

Kaz Kasal
Executive Coordinator

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DRAFT
Executive Committee Phone Meeting

Thursday, October 25, 2018
4:00 p.m.

MINUTES

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

MEMBERS ABSENT: Greg Beliveau, Kathleen Plinske and Jody Wood

STAFF PRESENT: Pam Nabors, Leo Alvarez and Kaz Kasal

GUESTS PRESENT Heather Ramos, Truong Nguyen / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Ms. Clements, Committee Chair, called the meeting to order at 4:03 p.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	Public Comment None offered.	
4	Action Item <u>Lease Improvement for Lake Sumter State College Build-Out</u> <ul style="list-style-type: none"> • Reviewed action item memo on staff’s request to increase budget by \$50,000 for build-out cost for the new Lake County Office (attachment). <ul style="list-style-type: none"> ○ Committee discussed CSCF’s compliance during procurement process. Mr. Alvarez, Chief Financial Officer, affirmed: <ul style="list-style-type: none"> – CSCF’s audit firm Taylor, Hall, Miller, Parker; and attorney GrayRobinson have reviewed full procurement process and confirmed CSCF’s compliance to federal requirements and internal policies. – Department of Economic Opportunity provided prior approval and has been kept informed/current during whole process. 	<p>Mr. Walter made a motion to increase the budget for buildout cost not to exceed \$200,000 and to contract with Interstruct Commercial Construction for the build-out of the Lake Sumter State College Foundation Building. Mr. Jackson seconded; motion passed unanimously.</p> <p><i>Staff to forward to Executive Committee results of CSCF’s attorney’s review and architect’s review.</i></p>
8	Adjournment There being no other business, the meeting was adjourned at 4:44 p.m.	

Respectfully submitted,

Kaz Kasal
 Executive Coordinator



To: Executive Committee
From: Pamela Nabors, President/CEO
Subject: Action - Training Provider Request for Approval
Date: December 4, 2018

PURPOSE: To approve training providers for the region’s Eligible Training Provider List (ETPL) for PY18-19 to provide occupational skills training.

BACKGROUND: The Career Services Committee reviews and approves training providers for inclusion on the region’s list of training programs it supports as part of its work. All training programs must align with regional industry and occupational growth, and local priorities. Programs considered for the training matrix must meet eligibility criteria as outlined by the Department of Economic Opportunity.

The following training institutions have met the eligibility requirements and have submitted a Training Provider Application to CareerSource Central Florida for consideration:

Training Provider Name	Industry	Program	Duration	Total Cost	County
Avionics Technician Association of Orlando	Transportation	Avionics Technician	12 weeks	\$5,000.00	Orange/Osceola
DATS of Florida	Healthcare	Dental Assistant	9 weeks	\$2,375.00	Seminole
Greater Orlando Dental Assist School	Healthcare	Dental Assisting	13 weeks	\$3,400.00	Orange
Orlando Medical Institute	Healthcare	Emergency Medical Tech	16 weeks	\$2,200.00	Orange
		Paramedic	12 months	\$6,495.08	Orange
STEP Medical Teaching/Learning, Inc.	Healthcare	Patient Care Technician	24 weeks	\$4,940.00	Orange
		Nursing Assistant	7 weeks	\$1,225.00	Orange
Phlebotomy Learning Center of Orlando	Healthcare	Phlebotomy	10 weeks	\$1,595.00	Orange

All of the institutions offer programs that align with our industries of focus for PY18-19 and provide training completers an opportunity to enter careers with wages beginning at a minimum of \$12.00 per hour, with the opportunity for career and wage advancement. All schools are licensed by the Commission for Independent Education (Annual License). As these are new programs to this region, they are limited to no more than 10 referrals until performance is met.

RECOMMENDATION: The Career Services Committee recommends approval of the above mentioned programs based on compliance and quality review of the identified providers.



What: Board of Directors Meeting
When: Thursday, December 13, 2018
 9:00 a.m. – 11:00 a.m.
Where: Seminole State College – Heathrow Campus, 1055 AAA Drive, Heathrow, FL
Virtual: GoToMeeting (remote attendees):
 ➤ <https://global.gotomeeting.com/join/>
 ➤ **1 866 899 4679 / Access Code:**
Board Priorities: Analyze the Business | Engage the Talent

Agenda Item	Topic	Presenter	Action Item
<u>Business Matters of Consortium and Board</u>			
1.	Welcome	Commissioner Campione / Debbie Clements	
	A. Seminole State College	Dr. Georgia Lorenz President, Seminole State College	
2.	CSCF Spotlight Story	Mimi Coenen	
3.	Roll Call / Establishment of Quorum	Kaz Kasal	
4.	Public Comment		
5.	Recognition Award for Mayor Jacobs	Commissioner Campione	
6.	Approval of Minutes	Commissioner Campione	X
	A. 6/21/18 Consortium Meeting		
7.	Nomination of New Chair / Vice Chair	Commissioner Campione	X
8.	Appointments of the Regional Workforce Board	Commissioner Campione	X
	• Craig Ducharme – Sumter County Business Seat		
9.	Adjournment of the Consortium		

Business Matters of the Board

Agenda Item	Topic	Presenter	Action Item
1.	Consent Agenda <i>Any Consent Agenda Items need to move to Action Items?</i>	Debbie Clements	X
	A. 9/27/18 Minutes		
	B. Committee Actions	Debbie Clements	
	1) Training Provider - Request for Approval		
2.	Information		
	A. Chair's Report	Debbie Clements	
	B. President's Report	Pamela Nabors	
	C. Committee Reports	Committee Chairs	X
	1) Executive	Debbie Clements	
	2) Revenue Diversity Ad Hoc	Eric Jackson	
	3) Audit	Larry Walter	
	4) Community Engagement	Jody Wood	
	5) Finance	Eric Ushkowitz	
	6) Governance	Mark Wylie	
	7) Career Services	Dr. Kathleen Plinske	
	a) New Proposed Impact Model – Funds Adjustment		
	D. Finance Report	Leo Alvarez	
3.	Insight		
	A. Construction Panel	Key Partners	
4.	Other Business		
5.	Adjournment		

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Upcoming Meetings:

- Board Meeting: 2/7/19, 9:00 a.m. -11:00 a.m., Location: To Be Determined

RETURN TO AGENDA