

# Executive Committee Meeting

December 9, 2021



# 12/9/21 EXECUTIVE COMMITTEE MEETING DETAILS

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information / Discussion / Action Items

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Adjournment

**What: Executive Committee Meeting**

**When:** Thursday, December 9, 2021  
9:00 a.m. – 10:30 a.m.

**Where:** Virtual via Zoom:

LINK: <https://careersourcecf.zoom.us/j/87021319355?pwd=cy9rRjhMVNxa1pmdGFOUENNOUpwdz09>

Dial In: 1 (929) 205-6099 / Meeting ID: 870 2131 9355  
Passcode: 517783

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Agenda Item	Topic	Presenter	Action Item
1.	Welcome	Jody Wood	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment		
4.	Approval of Minutes	Jody Wood	
	<b>A. <u>9/23/21 Executive Committee Meeting</u></b>		X
5.	Information / Discussion / Action Items		
	A. <u>Chair's Report</u>	Jody Wood	
	B. <u>President's Report</u>	Pam Nabors	
	C. <u>Committee Reports:</u>		
	1) <i>Audit (met jointly with Finance on 10/5/21)</i>	Sheri Olson	
	2) <i>Career Services (met on 11/18/21)</i>	Andrew Albu	
	3) <i>Community Engagement (met on 11/4/21)</i>	David Sprinkle	
	4) <i>Facilities Ad Hoc (no updates, no meeting scheduled to date)</i>	Matt Walton	
	5) <i>Finance (met jointly with Audit on 10/5/21)</i>	Eric Ushkowitz	
	6) <i>Governance (no updates, meeting on 1/12/22)</i>	Richard Sweat	
	7) <i>Revenue Diversity (met on 12/7/21)</i>	Eric Jackson	
	D. <b><u>12/16/21 Board Meeting Agenda</u></b>		
6.	Other Business		
7.	Adjournment		

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# WELCOME



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# ROLL CALL



Meeting Details

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# PUBLIC COMMENT



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# APPROVAL OF MINUTES





**DRAFT**  
**Executive Committee Meeting**

**Thursday, September 23, 2021, 9:00 a.m.**

**MINUTES**

**MEMBERS PRESENT:** Jody Wood, Andrew Albu, Jeff Hayward, Eric Jackson, David Sprinkle, Richard Sweat, Eric Ushkowitz, and Matt Walton

**MEMBERS ABSENT:** Sheri Olson

**STAFF PRESENT:** Pam Nabors, Mimi Coenen, Leo Alvarez, Steven Nguyen, Paul Worrell, Sean Masherella and Kaz Kasal

**GUEST PRESENT:** Heather Ramos / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Ms. Wood, CSCF Chair, called the meeting to order at 9:03 a.m.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	<b>Public Comment</b> None offered.	
4	<b><u>Approval of Minutes – 9/13/21 Executive Committee Meeting</u></b> <ul style="list-style-type: none"> <li>• Reviewed minutes (attachment).</li> </ul>	<b>Mr. Walton made a motion to approve the draft minutes from the 9/13/21 Executive Committee meeting. Mr. Albu seconded; motion passed unanimously.</b>
5	<p><b>Information/Discussion / Action Items</b></p> <p><b><u>Chair’s Report</u></b> Ms. Wood relayed highlights from her attendance to the Florida Workforce Chairs’ Alliance last week, which was part of the annual Workforce Professional Development Summit.</p> <p><b><u>President’s Report</u></b> Ms. Nabors, CEO, provided an overview of last week’s annual Workforce Professional Development Summit and her attendance to Florida Workforce Development Association meeting. Ms. Nabors also provided updates on CSCF activities and staffing. Currently monitoring influx of RA (Reemployment Assistance) customers in the career centers and challenges with ID.me – may need to attain DEO temp staff to support these claimants’ issues.</p> <p><b><u>Action Item</u></b> <b><u>Telecom Services Land/Internet Procurement:</u></b> Mr. Alvarez, CFO, provided an overview of the procurement process and timeline on an RFP (Request For Proposals) for telecom services/wide area network (attachment). The Review Team, consisting of internal staff and Board Member Matt Walton, evaluated and scored the seven proposals received – as well as interviewed highest proposers. The Review Team recommends staff further explore the Summit and Lumen offerings.</p>	<b>Mr. Jackson made a motion to allow 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</b>





## **Committee Reports**

### Audit

Ms. Olson, Audit Committee Chair stated no new updates. Next meeting scheduled jointly with Finance Committee for 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.
- **Updated Policies – Request to move to Board:**  
Reviewed and approved to forward to Executive and Board the following updated policies (attachment):
  - Priority of Service for Veterans and Eligible Spouses
  - Staffing requirements – Jobs for Veterans State Grant
  - Common Exit Policy

### 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, concisely specifying purpose and role of this Committee.
- Dr. Piccolo, with UCF (University of Central Florida), attended and reviewed recommendations on community engagement survey, which UCF will develop for CSCF to result in actionable items.

### Facilities Ad Hoc Committee

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

- Met on 9/2/21.
- Reviewed updates on following Career Centers:
  - Seminole County: remodeling update
  - Southeast Orange County: lease renewal and refresh update
  - Admin Office: space adjustments.
  -

**over 3 years. The motion will move to the Board for final approval. Mr. Walton seconded; motion passed unanimously.**

**Mr. Albu made a motion to move to Board for final approval the policies, as presented. Mr. Hayward seconded; motion passed unanimously.**



	<p><u>Finance Committee</u> Mr. Ushkowitz, Finance Committee Chair stated no new updates. Next meeting scheduled jointly with Audit Committee for 10/5/21.</p> <p><u>Governance</u> Mr. Sweat, Governance Committee Chair, reported on the following:</p> <ul style="list-style-type: none"> <li>• Met on 8/11/21.</li> <li>• Reviewed:           <ul style="list-style-type: none"> <li>– Charter and included a metric for Organizational/Enterprise Risk. The edited Charter (redlined) will be included under consent agenda for Board's approval in the 9/30/21 Board meeting packet.</li> <li>– Current Board demographics and upcoming vacancies.</li> <li>– Board Engagement results for FY 2020-2021. Committee concurred to keep metrics as is for FY 2021-2022, but recommended adding two more activities under "Participation" category: "attending individual meetings with CSCF Staff" and "attending workforce development related meetings/events."</li> </ul> </li> </ul> <p><u>Revenue Diversity</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> <p><u>9/30/21 Board Meeting Agenda</u></p> <ul style="list-style-type: none"> <li>• Reviewed agenda for 9/30/21 Board Meeting. The Board Orientation session immediately follows the meeting.</li> </ul> <p>Committee concurred recommending staff to send a reminder to full Board that attending Orientation session is a great refresher and it counts towards engagement activities.</p>	
6	<p><b>Other Business</b> CSCF All-Staff is occurring on 9/30/21.</p>	
7	<p><b>Adjournment</b> Meeting adjourned at 9:55 am.</p>	

Respectfully submitted,  
Kaz Kasal, Executive Coordinator

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# INFORMATION / DISCUSSION / ACTION ITEMS



# 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	Pam Nabors	
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: 6/24/21 Consortium Meeting</a></li> <li>B. <a href="#">Approval of Consortium Agreement</a></li> <li>C. <a href="#">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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Agenda Item	Topic	Presenter	Action Item
8.	Roll Call: Board / Establishment of Quorum	Kaz Kasal	
9.	Public Comment		
10.	Consent Agenda <ul style="list-style-type: none"> <li>A. <a href="#">9/30/21 Board Meeting Draft Minutes</a></li> <li>B. Committee Actions                             <ul style="list-style-type: none"> <li>1) <a href="#">Community Engagement Committee Charter - Updated</a></li> <li>2) <a href="#">Revenue Diversity Committee Charter</a></li> <li>3) <a href="#">Retirement Plan – Fund Adjustments</a></li> <li>4) <a href="#">Policy Approval</a> <ul style="list-style-type: none"> <li>a) Administrative Policy 101: TAA Training and Other Funding Activities</li> <li>b) Administrative Policy 116: TAA and WIOA Dislocated Worker Program Co-Enrollment</li> <li>c) Administrative Policy 113: Disaster Recovery Worker Grants</li> </ul> </li> <li>5) <a href="#">New Training Provider Approvals</a></li> </ul> </li> </ul>		X
11.	Information / Discussion / Action Items <ul style="list-style-type: none"> <li>A. Chair’s Report</li> <li>B. <a href="#">President’s Report</a> <ul style="list-style-type: none"> <li>1) <a href="#">Finance Report</a></li> </ul> </li> <li>C. Committee Reports                             <ul style="list-style-type: none"> <li>1) Executive <i>(met on 12/9/21)</i></li> <li>2) Audit <i>(met jointly with Finance on 10/5/21)</i></li> <li>3) Career Services <i>(met on 11/18/21)</i></li> <li>4) Community Engagement <i>(met on 11/4/21)</i></li> <li>5) Facilities Ad Hoc <i>(no meeting scheduled to date)</i></li> <li>6) Finance <i>(met jointly with Audit on 10/5/21)</i></li> <li>7) Governance <i>(meeting scheduled for 1/12/22)</i></li> <li>8) Revenue Diversity <i>(met on 12/7/21)</i></li> </ul> </li> </ul>	Jody Wood Pam Nabors Eric Ushkowitz  Jody Wood Sheri Olson Andrew Albu David Sprinkle Matt Walton Eric Ushkowitz Richard Sweat Eric Jackson	

# 12/16/21 BOARD OF DIRECTORS MEETING AGENDA

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Agenda Item	Topic	Presenter
12.	Insight	Nilda Blanco
	A. Trends & Growth	
	B. Labor Challenges	Board Discussion
13.	Other Business	
14.	Adjournment	

**Upcoming Meetings:**

**Board**   2/24/22         9:00 a.m. - 10:30 a.m.

**Committee Meetings:**

- **Governance.**   1/12/22         3:00 p.m. – 4:30 p.m.
- **Community Engagement**   1/20/22         3:00 p.m. – 4:30 p.m.
- **Career Services**   1/27/22         3:00 p.m. – 4:30 p.m.
- **Audit & Finance**   2/8/22          2:30 p.m. – 4:00 p.m.
- **Executive Committee**   2/17/22         9:00 a.m. - 10:30 a.m.



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# OTHER BUSINESS



RETURN TO AGENDA

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# ADJOURNMENT





# THANK YOU!

