

# EXECUTIVE COMMITTEE MEETING

Thursday, February 13, 2020

# MEETING DETAILS

## Meeting Details

### Meeting Agenda

### Welcome

### Roll Call

### Public Comment

### Approval of Minutes

### Information / Discussion / Action Items

### Other Business

### Adjournment

**What:** Executive Committee Meeting

**When:** Thursday, February 13, 2020  
9:00 a.m. – 10:30 a.m.

**Where:** CareerSource Central Florida,  
390 N. Orange Ave., Suite 700, Orlando, FL

GoToMeeting (remote attendees):

Link: <https://global.gotomeeting.com/join/431579981>

Dial In: (Toll Free) 1 (877) 309-2073 or 1 (571) 317-3129

**Access Code: 431-579-981**

# MEETING AGENDA

Agenda Item	Topic	Presenter	Action Item
1.	Welcome	Mark Wylie	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment		
4.	Approval of Minutes	Mark Wylie	
	A. <b><u>12/5/19 Executive Committee Meeting</u></b>		X
5.	Information / Discussion / Action Items		
	A. Chair's Report	Mark Wylie	
	<b><u>1) Revised President/CEO Contract and Job Description</u></b>		X
	B. President's Report	Pam Nabors	
	C. Committee Reports		
	1) Revenue Diversity	Eric Jackson	
	2) Career Services	Dr. Kathleen Plinske	
	3) Community Engagement	Jody Wood	
	4) Audit	Larry Walter	
	5) Finance	Eric Ushkowitz	
	6) Governance	Richard Sweat	
	D. <b><u>2/20/20 Board Meeting Agenda</u></b>	Mark Wylie	X
6.	Other Business		
7.	Adjournment		

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# UPCOMING MEETINGS

Meeting Details

▶ Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information / Discussion / Action Items

Other Business

Adjournment

**Board Meeting (Lunch Provided)**

Location: Disney’s Boardwalk Resort  
2101 North Epcot Resorts Blvd.  
Lake Buena Vista, FL / Marvin Gardens Hall

2/20/20

11:00 a.m. - 12:30 p.m.

**Executive Committee**

Location: CSCF Admin Office

4/16/20

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



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# WELCOME



Meeting Details

Meeting Agenda

Welcome

▶ Roll Call

Public Comment

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Adjournment

# ROLL CALL / ESTABLISHMENT OF QUORUM

Meeting Details

Meeting Agenda

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Adjournment

# PUBLIC COMMENT

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# APPROVAL OF MINUTES



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

**Thursday, December 5, 2019, 9:00 a.m.**

**MINUTES**

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

**STAFF PRESENT:** Pam Nabors, Leo Alvarez and Kaz Kasal

**GUEST PRESENT** Thomas Wilkes/GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Mr. Wylie, CSCF Chair, called the meeting to order at 9:04 p.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	<p><b>Action Items</b></p> <p><b><u>Approval of Minutes – 9/18/19 Executive Committee Meetings</u></b></p> <ul style="list-style-type: none"> <li>• Reviewed minutes (attachment).</li> </ul> <p><b><u>CSCF West Orange Office Update</u></b></p> <ul style="list-style-type: none"> <li>• Reviewed action item (attachment) on staff's request to increase buildout cost for West Orange County relocation.</li> </ul> <p>The Committee provided the following input in readiness for 12/12/19 Board meeting:</p> <ul style="list-style-type: none"> <li>○ Provide more detail on the cost analysis (to include review of cost savings per location).</li> <li>○ Include other factors of consideration – i.e. strategic, security, alignment with other services.</li> </ul> <p>The Committee also discussed having procedures in place as well as forming an ad hoc committee for future lease negotiations and competitive bidding process.</p>	<p><b>Mr. Hayward made a motion to approve the draft minutes from the 9/18/19 Executive Committee meeting. Mr. Sweat seconded; motion passed unanimously.</b></p> <p><b>Mr. Walter made a motion to forward for Board's approval to increase allowance on buildout costs for CSCF West Orange Office, to include additional detail as discussed. Mr. Jackson seconded; motion passed unanimously.</b></p> <p><i>Mr. Alvarez to prepare a detailed cost analysis, as discussed, and reviewed with Mr. Wylie.</i></p>
5	<p><b>Information</b></p> <p><b><u>Chair's Report</u></b></p> <ul style="list-style-type: none"> <li>• On 12/5/19 Workforce Investment Consortium approved appointment of Mr. Christopher Wilson, Cemex USA. He will be introduced at the 12/12/19 Board Meeting.</li> </ul>	



### President's Report

- CSCF performance is on track.
- Provided legal review.
- Apopka Mayor Bryan Nelson won 2019 Youth Employer of the Year Award from the National Association for Workforce Professionals.
- Westgate Grant Honored CSCF a \$10K Grant for Fostering Futures Summer Youth Employment program.
- Visited Tallahassee with GrayRobinson on 11/12/19 for "meet and greets" with various legislators, as well as Ken Lawson, Executive Director of Department of Economic Opportunity.
- Visited Sumter County with Mr. Wylie to discuss a customized strategy for Sumter County.

### Committee Reports:

#### Revenue Diversity Ad Hoc

- Mr. Jackson, Committee Chair, reported Committee met on 11/20/19 and reviewed year-to-date progress; overall, 30% of goal met for FY 19-20. Committee also discussed effectively outreaching to businesses, to include Board's assistance outreaching to businesses on how they can participate and invest. Received an update from Ms. Nabors on her Tallahassee visit, as previously discussed.

#### Career Services

- Dr. Plinske, Career Services Committee Chair, reported the Committee met on 10/31/19. Committee reviewed scorecard results for 1st quarter, PY 19-20 and youth program performance for PY 18-19 and 1st quarter, PY 19-20. Committee also reviewed and approved proposed modification of budget to include Career Pathing allocation, which has been placed under the Consent Agenda for Board approval at its 12/12/19 meeting.

#### Community Engagement

- Ms. Jody Wood, Community Engagement Chair, reported the Committee met on 11/18/19 and reviewed current status of PY 19-20 projects, goals and timelines. Committee also reviewed presentation from Integrated Insights previewing quantitative research results of CSCF's niche market. Revenue diversity strategies were also discussed.



	<p><u>Audit</u></p> <ul style="list-style-type: none"> <li>Mr. Walter, Audit Committee Chair, stated next Audit Committee meeting will be a joint meeting with the Finance Committee on 2/11/20 to review the audit results.</li> </ul> <p><u>Finance Committee</u></p> <ul style="list-style-type: none"> <li>Mr. Ushkowitz, Finance Committee Chair, reported the Finance Committee met on 10/8/19. The Committee reviewed financials and approved the following: 1) Charter updates, 2) FY 19-20 budget revisions and 3) Computer Equipment RFQ recommendation. These items have been placed under the Consent Agenda for Board approval at its 12/12/19 meeting.</li> </ul> <p><u>Governance</u></p> <ul style="list-style-type: none"> <li>Mr. Sweat, Governance Committee Chair, reported the Committee met on 11/20/19 and discussed Board engagement metrics and reviewed proposed modifications of enterprise risk management strategy.</li> </ul> <p><u>12/12/19 Board Meeting Agenda</u></p> <ul style="list-style-type: none"> <li>Reviewed draft 12/12/19 Board Meeting Agenda.</li> </ul>	
6	<p><b>Other Business</b> None offered.</p>	
7	<p><b>Adjournment</b> Meeting adjourned at 10:03 a.m.</p>	

Respectfully submitted,

Kaz Kasal  
Executive Coordinator

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# INFORMATION / DISCUSSION / ACTION ITEMS



## EMPLOYMENT AGREEMENT

This Employment Agreement ("Agreement") is made and entered into by and between CareerSource Central Florida ("CSCF") and Pamela Nabors ("Nabors").

In consideration for the mutual promises and obligations recited in the Agreement, CSCF and Nabors agree as follows:

### 1. EMPLOYMENT AS PRESIDENT/CHIEF EXECUTIVE OFFICER

- (a) **Employment.** CSCF, through its Board of Directors ("Board"), hereby employs Nabors and appoints her as the President and Chief Executive Office ("CEO") of CSCF. Nabors accepts such employment and the position of CEO, acknowledging that she will be an at-will employee of CSCF, and she undertakes to devote her full time and attention to the ~~performance~~ performance of assigned duties. During the ~~term~~ of this Agreement, Nabors will not accept any employment with, or any compensation, with any outside entity according to established local, state, and federal policies. Nabors may retain her position with national workforce organizations to the extent that her participation does not interfere with her employment, obligations under this Agreement, as ~~determined~~ determined in the Board Chair's sole discretion.
- (b) **Responsibilities.** As CEO, Nabors is charged with general management responsibilities, in accordance with direction from the Executive Committee of the Board ("EXCOM") or the Board Chair, consistent with CSCF's policies and rules, and as further outlined in the CEO Job Description, attached to this Agreement as Exhibit A.
- (c) **Performance.** Nabors agrees to perform her duties and responsibilities in good faith and to devote her full time, energies, interests and abilities to the ~~performance~~ performance of the duties and responsibilities of the CEO of CSCF. Nabors shall not engage in (i) any activities that interfere with the performance of this Agreement; (ii) any other business activities during this employment relationship (excluding reasonable day-to-day personal business) without the prior written permission of the Board Chair, or (iii) any activities that constitute a conflict as defined in the CSCF Employee Handbook or a violation of the State Code of Ethics. Nabors shall at all times avoid any actual conflicts of interest, including but not limited to, financial, business or other economic-based conflicts.
- (d) **Right of Board.** For the duration of this Agreement, the Board retains the right to revise or alter Nabors' position or title, or the duties assigned to her.
- (e) **Performance Review.** At least annually, the EXCOM shall review the terms of this Agreement, the salary and benefits of Nabors, and the

performance of Nabors during the fiscal year. This Agreement may be modified thereafter upon terms mutually agreed to in writing by the EXCOM and Nabors.

## 2. TERM OF AGREEMENT

(a) **Term.** ~~The original Employment Agreement~~ ~~his~~ Agreement ~~was~~ effective July 16, 2012 ("Effective Date"), ~~and amended on February 20, 2020,~~ and shall continue until it is terminated by written notice ("Notice of Termination"). Nabors' employment with CSCF shall be "at-will" because either party can terminate this Agreement at any time and for any reason.

(b) **Termination.** This Agreement is subject to termination in accordance with the provision of Section 4 of this agreement.

## 3. COMPENSATION AND BENEFITS

(a) **Annual Salary.** ~~For fiscal year 2019-2020, Nabors salary is \$194,682. Nabors' salary shall be reviewed by the EXCOM for possible adjustments no less frequently than annually and any adjusted salary shall constitute the "Annual Salary" for purposes of this Agreement. In setting the Annual Salary, the EXCOM may consider Nabors' performance and any other reasonable factors or metrics including, but not limited to, consideration of budget, fiscal, and practical constraints.~~ Nabors' Annual Salary as CEO for the duration of this Agreement, ~~however,~~ shall be within an approved range for comparable executive positions ~~in~~ other workforce and/or not-for-profit ~~s~~ entities in Florida. ~~The CEO Nabors' Annual Salary and any Incentive (as defined below) she receives shall in any event never not collectively exceed the income cap defined in state and federal mandates, for the portion of her Annual Salary and Incentive allocated to or funded by Public Resources. For purposes of this Agreement, "Public Resources" refers to WIOA funds and any other funds deemed public resources by the Florida Department of Economic Opportunity. Public Resources does not include CSCF's unrestricted funds. For clarity, Nabors' Annual Salary and Incentives may collectively exceed the income cap defined in state and federal mandates as long as Public Resources are not used to exceed the applicable cap.~~

~~Adjustments to Annual Salary. Beginning with the 2013-2014 fiscal year, Nabors Annual Salary may be adjusted, depending on the EXCOM's reasonable consideration of Nabors' performance and in consideration of budget, fiscal, and practical constraints.~~

(b) **Benefits.** Nabors shall be entitled to all benefits provided to the CEO, as outlined in the Benefits and Compensation Package, attached to the Agreement as Exhibit B. Additionally, Nabors shall be entitled to the following benefits during her employment under this Agreement:

(i) **Cellular ("Smart") Phone and Laptop Computer or Tablet.**

CSCF shall provide to Nabors', at CSCF expense and selection, a smart phone and laptop computer for Nabors' use for CSCF business.

(ii) **Business-related Car Travel.** CSCF will reimburse Nabors at the state-approved mileage rate for all business-related car travel.

(iii) **Property of CSCF.** Unless otherwise agreed in writing by the Board Chair, any and all property of any kind provided to Nabors by CSCF shall be and remain the sole property of CSCF. Upon the termination of this Agreement for any reason, or whenever otherwise requested by the Board, Nabors shall immediately deliver to CSCF all property in her possession or control belonging to CSCF.

**(iv) Other.** All provisions of CSCF personnel policies, rules and regulations relating to health and life insurance, ~~sick personal time off (PTO)~~ leave, holidays, termination benefits, car usage or mileage reimbursement and other fringe benefits and working conditions, as they now exist or may be amended, modified, changed, or deleted from time to time, shall apply to Nabors as they would to other executive employees of CSCF, insofar as those provisions, regulations and rules are not inconsistent with this Agreement. In the event of an inconsistency, this Agreement controls.

**(c) Discretionary Bonus/Incentive.** During the term of this Agreement, Nabors shall be eligible for ~~a discretionary bonus/incentive ("Incentive")s~~ of up to 110% of base salary, less all applicable withholding and taxes. The award of any bonus under this section is at the sole discretion of the EXCOM and is based on Nabors' achievement of the goals established for Nabors by the EXCOM, payable on or before June 30th each fiscal year. ~~for the portion, and ensure any portion allocated to public resources does not exceed salary cap defined in state and federal m~~

#### 4. TERMINATION OR SUSPENSION OF EMPLOYMENT

Notwithstanding the stated term of this Agreement, Nabors is and remains an at-will employee of CSCF and may be terminated at any time. This Agreement, and Nabors' employment, may be terminated upon the occurrence of any of the following:

**(a) Resignation.** Nabors agrees that, if she voluntarily terminates her employment with CSCF by resignation:

**(i)** She will give CSCF reasonable advance written notice of such resignation, stating the reasons for it. The notice shall be delivered to the Board Chair (or in the Chair's absence, to the Vice-Chair). The timing of any public statement or press release in regard to the resignation shall be determined by the EXCOM or the Board Chair.

**(ii)** During the notice period from the time of the giving of notice until the effective date of the resignation, Nabors shall perform such duties as may be assigned by the EXCOM and the Board Chair, and shall be entitled to salary payments and other benefits during the notice period, unless otherwise agreed to in writing by the Board Chair and Nabors.

**(iii)** If Nabors provides reasonable notice, CSCF is not obligated to continue Nabors' employment during the notice period, and may at the sole option of the EXCOM and the Board Chair elect to terminate Nabors' employment at any time during the notice period. In such event, Nabors will receive an amount equivalent to the pro rata amount of her Annual Salary to which she would otherwise be entitled for the remainder of the notice period (less all withholding and taxes) and benefits until the end of the notice period.

**(iv)** If Nabors does not provide reasonable advance written notice, the Board may terminate Nabors' employment without providing any payments of Annual Salary or other benefits, other than any

benefits to which other employees of CSCF would be entitled upon resignation under applicable CSCF policies, rules and regulations.

- (v) Unless otherwise agreed to in writing by the Board Chair, Nabors shall not be entitled to any bonuses of any kind for the contract year during which she voluntarily terminates this Agreement.

**(b) Inability to Perform**

- (i) If Nabors is unable to perform her assigned duties in material part for one hundred and twenty consecutive days, or for one hundred and eighty days during any twelve month period, then the EXCOM, at its sole option, may elect to terminate Nabors' employment, provided that such termination does not violate any applicable law.
- (ii) Upon Nabors' death or incapacity leaving her unable to perform her duties under this Agreement, this Agreement shall automatically terminate with no further obligation of the Board, except as otherwise expressly provided elsewhere in this Agreement, or under applicable CSCF policies, rules and regulations.
- (iii) For purposes of this Agreement, "incapacity" shall mean the inability to perform the essential duties and responsibilities under this Agreement as a result of a physical or mental condition, or emotional illness, with or without reasonable accommodation.

**(c) Termination at the Option of CSCF**

- (i) CSCF may terminate the Agreement, and Nabors' employment, at any time by a majority vote of the Board at a properly noticed Board meeting. If the termination is without cause, Nabors shall receive three (3) months' severance pay, in the ordinary payroll process, less all applicable withholding and taxes. If the termination is for Cause, Nabors shall not receive any severance pay or benefits. "Cause", for purposes of this Agreement, includes, but is not limited to, engaging in fraud or criminal acts, incapacity, unfitness, neglect of duty, official incompetence and irresponsibility, misfeasance, malfeasance, nonfeasance, or lack of performance.
- (ii) All benefits, rights, duties or entitlements, unless specifically extended beyond the termination date, shall cease to the extent permitted by law, on the Board-approved termination date.

## 5. EXPENSE REIMBURSEMENT

- (a) **Reimbursement.** CSCF shall reimburse Nabors, to the extent permitted under federal and Florida law, and applicable CSCF policies, rules and regulations, for reasonable travel and other business expenses necessarily incurred in the performance of duties under this Agreement.
- (b) **Compliance; documentation.** Nabors agrees to comply with CSCF's policies and procedures regarding expense reimbursement, as they exist from time to time, and to furnish such documentation or explanation as may be required or otherwise reasonably requested.
- (c) **Subject to audit.** All payments or reimbursements for expenses provided by CSCF under this Agreement shall be subject to audit and confirmation by CSCF as to name, amount and eligibility under the provisions of the Agreement and applicable personnel and travel/expenses rules and policies of CSCF.

## 6. GENERAL PROVISION

- (a) **Notice.** Any notice that either party is required to give to the other party under the Agreement shall be deemed to have been given when delivered via email or when deposited in the United States mail, registered or certified with proper postage prepaid, if addressed as follows:

**m. To CSCF:**

CareerS  
 ource  
 Central  
 Florida  
 390 N.  
 Orange  
 Ave,  
 Ste  
 Suite  
 700  
 Orlando, FL 32801

**n. To Nabors:**

o. Pamela Nabors  
e-p. [Spame-la j58@aol.com](mailto:Spame-la j58@aol.com)

or to such other address as either party may designate from time to time, by written notice to the other party given in the manner stated in this subsection.

- (b) **Complete Agreement.** This Agreement constitutes the entire agreement and understanding of the parties and supersedes any prior oral or written agreement, understanding, representation, warranty, promise or document relating to the subject matter of this Agreement. Each party acknowledges that no representations, inducements, promises or agreements, oral or otherwise, have been made which are not embodied in this Agreement and that no other agreement, statement or promise not contained in this Agreement shall be valid or binding on either party.
- (c) **Amendment.** This Agreement may be amended or modified only by a written instrument executed by the parties.

- (d) **Heading and Interpretation.** The section and other headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement. This Agreement is the product of negotiations and shall not be interpreted against either party based on any claim of sole authorship.
- (e) **No waiver.** No omission or delay by any party in exercising any right, power or privilege in this Agreement shall impair the future exercise of any such right, power or privilege, or be construed to be a waiver thereof or of any default or to be an acquiescence therein, and any single or partial exercise of any other right, power or privilege. No waiver shall be valid unless in writing and signed by the part to be charged with waiver, and then only to the extent specified in the waiver.
- (f) **Severability.** Any provision of this Agreement that are prohibited or unenforceable shall not invalidate the remaining provision of this Agreement.
- (g) **Assignment.** This Agreement is personal to Nabors and is not assignable by either party.
- (h) **Choice of law; venue; immunity.** This Agreement shall be governed by and construed according to the laws of the State of Florida, as such laws are applied to agreements entered into and to be performed entirely within Florida between Florida residents. Nabors hereby expressly consents to the personal jurisdiction of the state and federal courts in Orange County, Florida, for any lawsuit filed against her by CSCF arising from or related to this Agreement. Nothing in this Agreement is intended to be or shall be construed as a waiver of CSCF's governmental or other immunity from suit, if any, unless such immunity is expressly waived by statute.
- (i) **Waiver of Jury Trial.** Each party to this Agreement agrees to waive its respective right to a jury trial for any lawsuit arising from or relating to the Agreement.
- (j) **Survival.** The respective rights and obligations of the parties under this Agreement shall survive termination of this Agreement to the extent necessary to carry out the express provisions of this Agreement.
- (k) **Binding.** This Agreement shall be binding on and inure to the benefit of Nabors' executors and heirs.
- (l) **Legal review.** Nabors represents and warrants that she has been afforded an opportunity to consult with legal counsel regarding the contents of this Agreement prior to its execution, and she further represents that she has had her own counsel review this Agreement.

~~P.g.~~ ~~Executed Amended~~ on the dates indicated, and effective ~~December 14,~~  
~~2016~~ February 20, 2020.

CAREERSOURCE CENTRAL FLORIDA

PAMELA J. NABORS

By:



Pamela Nabors

1/5/17

Date:         

Verify this is correct email address



## CAREERSOURCE CENTRAL FLORIDA JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Chief Executive Officer / President</b>
<b>DEPARTMENT:</b>	<b>Executive</b>
<b>REPORTS TO:</b>	<b>Board of Directors</b>
<b>FLSA STATUS:</b>	<b>Exempt</b>
<b>EEOC STATUS:</b>	<b>Executive/Senior Level Officials and</b>
<b>Managers JOB CLASS:</b>	<b>Senior Management</b>
<b>NAICS CODE:</b>	<b>8810- Clerical Office Employees</b>

### **GENERAL PURPOSE:**

Provides overall leadership CareerSource Central Florida in the development of talent to meet business needs in Central Florida. The President/CEO sets strategic priorities, oversees the budget and ensures the organization meets its performance goals and objectives, as well as operates with full compliance and fiscal integrity under its revenue streams. Connects CareerSource Central Florida to the greater community through partnerships with education, economic development, community services, and government entities to further workforce and talent development in Central Florida. Position requires an extensive depth of expertise and knowledge in specialized functions or business areas that can be used to develop and implement policies and procedures as well as determining efficient and innovative ways to accomplish CareerSource Central Florida business strategies.

### **ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this job title. It is not necessarily descriptive of any one position in the job title. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Direct and lead CareerSource Central Florida staff, programs and services toward Board vision, mission and outcomes.
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Convenes and engages the CareerSource Central Florida Board of Directors. Leads all outreach and activities on behalf of the Board, and supports all Board, Local Elected Consortium, and standing committee activities.
--

Chief representative for CareerSource Central Florida to the Central Florida community and stakeholders to include educational institutions, community-based organizations (CBOs), elected officials, media, economic development agencies, state & federal partners, and other stakeholders. Ensures effective working relationships with local, state, and federal agencies on behalf of CareerSource Central Florida and its programs spokesperson and community liaison for CareerSource Central Florida
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Created: May, 2017  
 Revised: November 20, 2019  
 Job Title: Chief Executive Officer/President



## CAREERSOURCE CENTRAL FLORIDA JOB DESCRIPTION

Sets the strategic vision and leads short and long-term planning and policy development efforts for workforce development efforts in the Central Florida Region
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Ensures that CareerSource Central Florida conducts business as required under its federal and state standards with full transparency and compliance to local, state and federal regulations as required for the workforce development board.
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Other tasks and duties as needed.
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### **SUPERVISION:**

***Supervision Received*** - Work is performed under general direction from the Board of Directors with extensive latitude in the use of initiative and independent judgment.

***Supervision Performed*** - Manages a team of management staff and professional individual contributors.

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in public administration, business or related discipline; supplemented by ten or more years' experience in workforce development; including at least five years of supervisory experience; or an equivalent combination of education, certification, training, and/or experience.

### **PREFERRED QUALIFICATIONS:**

Advanced Degree in related field. Certified Workforce Development Professional (CWDP) management endorsement preferred.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### **ANALYTICAL**

- Proficient in analyzing, evaluating financial performance, and planning/organizing; prioritizes and plans work activities,
- Ability to develop, analyze and interpret budgets, contracts, fiscal plans and financial reports.
- Skilled in market analysis and feasibility.
- Strong analytical skills and experience interpreting a strategic vision into an operational model.

Created: May, 2017

Revised: November 20, 2019

Job Title: Chief Executive Officer/President



## CAREERSOURCE CENTRAL FLORIDA JOB DESCRIPTION

### COMMUNICATION

- Skill in consensus building and public speaking.
- Ability to communicate effectively verbally in meetings, presentations or individually with staff; communicates effectively in writing.
- Provides regular performance feedback; and develops direct reports by encouraging growth and professional development
- Ability to follow and give complex oral and written instructions

### DECISIVE

- Ability to meet or exceed established performance goals and monitoring standards
- Expert knowledge of federal, state and non-profit financial practices.
- Ability to embrace change and new information while tolerating ambiguity; adapting behavior and work methods in response to new information, changing conditions or unexpected obstacles; rapidly adjusting to unforeseen circumstances that require immediate attention and resolution.
- Ability to make timely decisions, exhibits sound and accurate judgment.
- Uses time efficiently and develops realistic action plans

### LEADERSHIP

- Ability to formulate, initiate, and administer policies and procedures for effective fiscal control
- Ability to effectively manage staff in planning, decision-making, facilitating and process improvement
- Demonstrates organizational values in actions, words and attitude.
- Ability to work effectively with a Board of Directors
- Skilled in priority setting, time management, delegation
- Models CareerSource Central Florida's core values
- Maintains workplace culture by demonstrating the highest level of standards as defined by CSCF's Trust Creeds and core values

### PROBLEM SOLVING

- Ability to synthesize complex information
- Ability to establish and maintain effective and cooperative working relationships with a diverse workforce and community
- Ability to understand the near-term and long-range implications of key state and federal policies and economic, political and social trends and determine how best to position the organization to take advantage or overcome the resulting circumstances.

Created: May, 2017  
Revised: November 20, 2019  
Job Title: Chief Executive Officer/President



## CAREERSOURCE CENTRAL FLORIDA JOB DESCRIPTION

### TECHNICAL

- Experience and performance in leading a private or non-profit Board of Directors towards strategic outcomes.
- Demonstrated competency excellence in managing finance, accounting, budgeting, control, and reporting
- Broad knowledge of state and federal programs in workforce development and training.
- Knowledge of CareerSource Central Florida programs and services
- Knowledge of state and federal programs in workforce development and training
- Ability to meet or exceed established performance goals and monitoring standards

### PHYSICAL REQUIREMENTS:

Tasks involves light physical effort (i.e., some standing and walking, or frequent light lifting of less than 10 pounds); and minimal dexterity in the use of fingers and limbs in the operating of office equipment. Tasks may involve extended periods of time sitting at a workstation and utilizing a keyboard.

### ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

### SENSORY REQUIREMENTS:

Some tasks require manual dexterity. Some tasks require visual and hearing acuity. Tasks may involve identifying and distinguishing colors. Tasks require oral communications ability.

Created: May, 2017  
Revised: November 20, 2019  
Job Title: Chief Executive Officer/President



## CAREERSOURCE CENTRAL FLORIDA JOB DESCRIPTION

This job description does not constitute an employment agreement between CareerSource Central Florida and the employee and is subject to change by CareerSource Central Florida as the needs of the organization and requirements of the job change.

CareerSource Central Florida is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, CareerSource Central Florida provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this job description and hereby certify that I am able to perform this job, with or without reasonable accommodation.**

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

RETURN TO AGENDA

# 2-20-20 DRAFT BOARD MEETING AGENDA

- Meeting Details
- ▶ Meeting Agenda
- Welcome
- Roll Call
- Public Comment
- Approval of Minutes
- Action Items
- Information / Discussion
- Insight
- Other Business
- Adjournment

Agenda Item	Topic	Presenter	Action Item
1.	Welcome	Mark Wylie	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment		
4.	Consent Agenda	Mark Wylie	X
	<b>A. <u>12/12/19 Board Meeting</u></b>		
	<b>B. Committee Actions:</b>		
	<b>1) Revised President/CEO Contact &amp; Job Description (Executive)</b>		
	<b>2) Acceptance of 2 CFR 200 Audit Report (Audit)</b>		
	<b>3) Procurement Policy – Proposed Revision (Finance)</b>		
5.	Information / Discussion / Action Items		
	A. Spotlight Story	Mimi Coenen	
	B. Chair’s Report	Mark Wylie	
	C. President’s Report	Pam Nabors	
	D. Committee Reports		
	1) Executive	Mark Wylie	
	2) Revenue Diversity	Eric Jackson	
	3) Career Services	Dr. Kathleen Plinske	
	a. <u>Training Provider Certification</u>	Paul Bough	X
	4) Community Engagement	Jody Wood	
	5) Audit	Larry Walter	
	6) Finance	Eric Ushkowitz	
	a. <u>West Career Center Furniture Procurement</u>		X
	7) Governance	Richard Sweat	
	E. Finance Report	Eric Ushkowitz	





Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of  
Minutes

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▶ Other Business

Adjournment

# OTHER BUSINESS

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of  
Minutes

Information /  
Discussion /  
Action Items

Other Business

▶ **Adjournment**

# ADJOURNMENT

RETURN TO AGENDA



THANK YOU!