

# Executive Committee Meeting

February 17, 2022



## 2/17/22 EXECUTIVE COMMITTEE 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 17, 2022  
2:00 p.m. – 3:30 a.m.

**Where:** Virtual via Zoom:

LINK: <https://careersourcecf.zoom.us/j/81006551438?pwd=aHBpL0xuVmhiaHhRendTeXIGRXFhdz09>

Dial In: 1 (929) 205-6099 / Meeting ID: 810 0655 1438

Passcode: 406927

# 2/17/22 EXECUTIVE COMMITTEE MEETING AGENDA

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 <b><u>A. 12/9/21 Executive Committee Meeting</u></b>	Jody Wood	X
5.	Information / Discussion / Action Items		
	A. Chair's Report	Jody Wood	
	B. President's Report <b><u>1) Local Board Governance Policy #WIOA 18</u></b>	Pam Nabors	X
	C. Action Items:		
	1) Approval of 3 <sup>rd</sup> Year Renewals for Related Party Summer Contracts <b><u>a) Accelerate Program</u></b> <b><u>b) Explorer Program</u></b>	Leo Alvarez	X
	D. Committee Reports:	Sheri Olson	
	1) Audit (met on 2/8/22, with Finance) a) Review of Audit Consent Items for Board	Andrew Albu	
	2) Career Services (met on 1/27/22)	David Sprinkle	
	3) Community Engagement (meeting on 3/10/22)	Matt Walton	
	4) Facilities Ad Hoc (no meetings scheduled)	Eric Ushkowitz	
	5) Finance (met on 2/8/22, with Audit) a) Review of Finance Consent & Action Items for Board	Richard Sweat	
	6) Governance (met on 2/3/22)	Eric Jackson	
	7) Revenue Diversity (meeting on 3/21/22)		
	<b><u>E. 2/24/22 Board Agenda</u></b>		
6.	Other Business		
7.	Adjournment		

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Public Comment

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# WELCOME





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# ROLL CALL



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# PUBLIC COMMENT



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# APPROVAL OF MINUTES



**Draft  
Executive Committee Meeting**

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

**MINUTES**

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

**MEMBERS ABSENT:** Andrew Albu

**STAFF PRESENT:** Pam Nabors, Leo Alvarez, 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 9:00 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 – 9/23/21 Executive Committee Meeting</u></b> <ul style="list-style-type: none"> <li>Reviewed minutes (attachment).</li> </ul>	<b>Mr. Hayward made a motion to approve the draft minutes from the 9/23/21 Executive Committee meeting. Mr. Sprinkle seconded; motion passed unanimously.</b>
5	<b>Information/Discussion / Action Items</b> <b><u>Chair's Report</u></b> Ms. Wood relayed: <ul style="list-style-type: none"> <li>Planning underway for Board Retreat scheduled in April 2022.</li> <li>Two new executive CSCF Staff: Becca Bides, VP Strategic Communications and Lorri Shaban, VP Strategic Partnership to be introduced to Board.</li> </ul> <b><u>President's Report</u></b> Ms. Nabors, CEO, reviewed following highlights: <ul style="list-style-type: none"> <li>Status of incoming funds and grants.</li> <li>Thanks to Ms. Wood for donating Disney leadership resources to CSCF staff.</li> <li>April 2022 Board Retreat will focus on strategic planning for next 3 to 5 year business cycle.</li> <li>Thanks to Mr. Sweat for his work on the Career Passport project.</li> </ul>	



## **Committee Reports**

### **Audit**

Ms. Olson, Audit Committee Chair, reported on the following:

- Met on 10/5/21
- Reviewed:
  - Charter and concurred good as is.
  - Audit planning for FY 21-22.

### **Career Services**

Ms. Coenen, on behalf of Mr. Albu, Career Services Committee Chair, reported on the following:

- Met on 11/18/21
- Reviewed:
  - Scorecard for 1<sup>st</sup> 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.
  - Approved for Board's final approval:
    - New training providers (Gwinnett Institute and Med Tech Institute).
    - Two policies and one process.

### **Community Engagement**

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

- Met on 11/4/21.
- Welcomed Becca Bides, VP Strategic Communications.
- Revised Charter, streamlined and easier to understand.
- Survey: research updates and timelines. Test survey and launch in January.

### **Finance Committee**

Mr. Ushkowitz, Finance Committee Chair, reported on the following:

- Met jointly with Audit Committee on 10/5/21.
- Reviewed financials through 8/31/21.
- Approved for Board's final approval a few fund adjustment's on CSCF's Retirement Plan.

### **Governance**

Mr. Sweat, Governance Committee Chair, stated Committee will meet on 1/12/22.

### **Revenue Diversity**

Mr. Jackson, Revenue Diversity Ad Hoc Committee Chair, reported on the following.

	<ul style="list-style-type: none"> <li>• Met on 12/7/21.</li> <li>• Working on Charter, as this is Committee is now a standing committee.</li> <li>• Reviewed FY 2021-2022 year-to-date results; on track meeting or exceeding goals.</li> <li>• Discussed possible organizational structures for the new venture.</li> </ul> <p><b><u>12/16/21 Board Meeting Agenda</u></b></p> <ul style="list-style-type: none"> <li>• Reviewed agenda for 12/16/21 Board Meeting.</li> </ul>	
6	<p><b>Other Business</b></p> <p>None offered.</p>	
7	<p><b>Adjournment</b></p> <p>Meeting adjourned at 10:34 am.</p>	

Respectfully submitted,  
Kaz Kasal, Executive Coordinator

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# INFORMATION / DISCUSSION / ACTION ITEMS






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**POLICY: Central Florida Regional Workforce Development Board Governance**  
**POLICY NUMBER: WIOA 18**

<b>Author:</b> Gina Ronokarijo, Senior Planning Manager	<b>Effective Date:</b> 02/14/2022	<b>Revision Date:</b>
<b>Description of Revision(s):</b>		
<b>Approval:</b>	Mimi Coenen, Chief Operations Officer	
<b>Signature:</b>		

- I. **PURPOSE:** The purpose of this policy is to provide the requirements for CareerSource Central Florida “local area” and Board of Directors governance. This policy outlines roles, responsibilities and requirements of the entities and individuals that make up the workforce development system within Local Workforce Development Board (LWDB) – 12 CareerSource Central Florida (CSCF).
  
- II. **BACKGROUND:** Each local workforce development area in the state must establish a local workforce development board to carry out the functions specified for the local board under WIOA sec. 107(d) for such area. WIOA requires LWDBs and Chief Local Elected Officials (CLEOs) to design and govern the system regionally, align workforce policies and services with regional economies and support service delivery strategies tailored to those needs. The local area serves as a jurisdiction for the administration of workforce development activities which requires the CLEO to plan an active role in both the strategic planning and ongoing operation of the local system. Agreements between the CLEO and the entities responsible for the local workforce development system will address how the local area functions and how administrative tasks will be carried out.
  
- III. **DEFINITIONS:**

**Consortium:** the group of Mayors/Chairman or designated County Commissioners from the Region.

**Region:** the five Florida counties served by CareerSource Central Florida (CSCF): Lake, Orange, Osceola, Seminole, and Sumter

**Director:** means an individual member of the Board of Directors

**Chief Local Elected Official (CLEO):** the Chairman of the Consortium

**Person with optimum policy making authority** – an individual who can reasonably be expected to speak affirmatively on behalf of the entity he or she represents and to commit that entity to a chosen course of action.

**Local Workforce Development Area (LWDA):** a geographical area that serves as jurisdiction for the administration of workforce development activities and has been granted designation as such.

**Local Workforce Development Board (LWDB):** a board established under WIOA Sec. 107, to set policy for the local workforce development board.

#### IV. **REFERENCES:**

[Public Law 113-128, Workforce Innovation and Opportunity Act, Sections 106 and 107](#)

[20 Code of Federal Regulations 679.310](#)

[20 Code of Federal Regulations 679.320](#)

[20 Code of Federal Regulations 679.370](#)

[Sections 445.004 and 445.007 F.S.](#)

[Chapter 119, F. S.](#)

[Chapter 286, F.S.](#)

[CSF Strategic Policy 2020.02.20.A.1 – Board Governance and Leadership](#)

[CSF Strategic Policy 2018.09.26.A.1 – Ethics and Transparency Policy](#)

[CSF Administrative Policy 110](#)

[CSF Administrative Policy 91](#)

[CSF Administrative Policy 106](#)

[CSF Administrative Policy 93](#)

#### V. **POLICY:**

##### **A. Roles and Responsibilities**

##### **1. Consortium of Chief Elected Officials**

The Consortium of Chief Elected Officials, which will be comprised of either the Mayor/Chair or a currently serving County Commissioner designated by the Mayor/Chair from each of the five counties, as agreed upon in the Region 12 Central Florida Area Workforce Development Consortium Interlocal Agreement, has the following responsibilities:

- a) Elects from among its five members, one member to act as Chair of the Consortium and one member to act as the vice chair.
- b) Chair of the Consortium shall act as the **chief local elected official (CLEO)** for the local workforce development area.
- c) Designates CareerSource Central Florida as the local workforce development board.
- d) Requests LWDB certification (as prescribed in [CSF Administrative](#)



Policy 091)

- e) Appoints the membership of CareerSource Central Florida Board of Directors. The CLEO may not delegate this responsibility to the executive director or to staff.
- f) In coordination with the CSCF Board of Directors, establish bylaws.
- g) Designates CareerSource Central Florida as the administrative entity and fiscal agent for all programs promulgated under the Workforce Innovation and Opportunity Act (WIOA). The CLEO may not delegate this responsibility to the executive director or to staff.
- h) In coordination with the CSCF Board of directors and/or staff to the board, negotiating and reaching agreement on local performance measures with the state.
- i) Meets during each fiscal year, no less than semi-annually, to conduct such business as necessary. At least one of the two meetings shall be a joint meeting between the Consortium and the CSCF Board of Directors. The Consortium shall comply with the Florida Sunshine Law requirements.
- j) Approves the CareerSource Central Florida annual fiscal year budget.
- k) Remains liable for any misuse of WIOA grant funds by the local area.

## **2. Fiscal Agent**

The fiscal agent is the entity that performs accounting and funds management on behalf of the CLEO. As the designee of this role, CSCF will be responsible for:

- a) Ensuring sustained fiscal integrity and accountability for expenditures of funds in accordance with Office of Management and Budget (OMB) circulars, WIOA, corresponding federal regulations, state law, and state policies.
- b) Developing 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.
- c) Providing 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.
- d) Ensuring the purchase of goods and services is conducted in an open manner with competitive pricing, proper management, and oversight controls to ensure Finance accountability and efficiency and to prevent waste, fraud and abuse and avoid acquisition of unnecessary or duplicative items.

## **3. Local Workforce Development Board**

The LWDB is appointed by the CLEO in each local area in accordance with state criteria established under WIOA sec. 107(b) and certified by the Governor every two years in accordance with WIOA sec. (c)(2). CareerSource Central Florida responsibilities include, but are not limited to:

- a) Develop and submit the local plan to the Governor of Florida.
- b) Designate one-stop operators and providers.
- c) Designate eligible providers of youth services.
- d) Provide oversight for the one-stop delivery system, local employment and training activities, and youth activities.
- e) Provide such staff and other support to the Consortium as deemed necessary for the conduct of Consortium business.
- f) Submit to the Consortium, for review and approval, the one-stop operator designation.
- g) Coordinate the activities of the workforce development system with economic development strategies and other business and employer activities as appropriate.
- h) Negotiate and reach agreement on local performance measures with the CLEO and the state.
- i) Lead efforts in the local area to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers, and jobseekers.

#### **4. Local Workforce Development Board Chairperson**

The CSCF Board of Directors chairperson is elected by the members of the Board of Directors and must be a business representative on the board. The chairperson will serve a term of no more than two years and can serve no more than two terms.

The Chairperson is responsible for:

- a) Presiding over at all meetings of the Board and determining the agenda for all Board meetings in consultation with the President/CEO.
- b) Making all Committee appointments other than the officers elected.
- c) Serving as an ex-officio member of all committees with the exception of the Executive Committee, for which the Chairperson may opt to serve either as committee chair or as a regular committee member.
- d) Perform all duties assigned to the Chairperson under the [Bylaws of Central Florida Workforce Development Board, Inc.](#)

#### **5. Local Workforce Development Board Executive Director**

The President and Chief Executive Officer (“President”) will be nominated by the Executive Committee and confirmed by the Board of Directors. The President will be a full-time employee of CSCF and not a member of the Board of Directors. The President’s performance will be reviewed annually by the Executive Committee and the President’s salary and incentives will be set by the Executive Committee. The President will be the chief executive officer of CSCF and will be responsible for the general and active management of the business and affairs of CSCF, subject to the direction of the Executive Committee and the Board of Directors. The Executive Director must have the requisite knowledge, skills, and abilities to meet identified benchmarks and to assist in effectively and ethically carrying out the functions of CSCF Board which may include:

- a) Coordinating with the CLEOs regarding the identification and nomination of members to the Board of Directors and ensuring membership is compliant with WIOA and Florida Statutes.
- b) Organizing board meetings and ensuring meetings are held according to the CSCF bylaws and Florida’s sunshine laws.
- c) Developing and submitting the local and regional workforce development plan.
- d) Conducting oversight of the WIOA adult, dislocated worker, youth programs and the entire one-stop delivery system, including development of policies and monitoring the administration of the programs.
- e) Negotiating and reaching agreement on local performance measures.
- f) Negotiating with CLEO and required partners for the Memorandum of Understanding (as prescribed in [Administrative Policy 106 - Memorandums of Understanding and Infrastructure Funding Agreements](#)).
- g) In compliance with CSCF’s procurement policy, provide oversight of the competitive procurement process.
- h) Developing a budget for activities of CSCF.
- i) Certifying the one-stop career centers. One-stop certification requirements may be found in [Administrative Policy 93 – One-Stop Career Center Certification Requirements](#).

## **B. One Entity Performing Multiple Functions**

WIOA establishes clear roles and responsibilities for each entity or organization involved in the workforce delivery system. One entity may perform multiple functions if appropriate firewalls and internal controls are in place. Local entities or organizations often function

simultaneously in a variety of roles, including fiscal agent, board staff, one-stop operator, provider of career services, and provider of youth services. CSCF makes every effort to ensure that roles and duties of workforce delivery system entities are clearly defined and delineated with established processes and procedures that clearly detail steps taken to mitigate risks and firewalls created. These processes and procedures are included in [CareerSource Central Florida's Strategic Plan](#).

### **C. Local Workforce Development Boards as Direct Provider of Workforce Services**

Career Source Central Florida (CSCF) is currently operating as a direct service provider under continued designation as a One-Stop Operator from July 1, 2020, through June 30, 2023, as approved by CareerSource Florida in June 2020.

As stated in Final Guidance OSPS-83, a year-end report is presented to the Department of Economic Opportunity responding to the following areas:

1. An analysis of the actual cost savings realized as a result of providing the direct workforce services
2. A description of any improvements to the local service delivery system and/or performance outcomes.
3. Descriptions of "best practices" that could be shared with other regional workforce boards

CSCF will continue to reassess designations annually and submit appropriate requests to DEO and CareerSource Florida.

### **D. Temporary Assumption of Duties for Procured and Contracted Services**

CSCF may procure and contract with providers to fill the roles and duties of workforce delivery system entities following the guidance issued in the CSCF Procurement Policies and Procedures. In certain critical circumstances, (e.g., sudden termination of contract or failed procurement), CSCF may be faced with needing to temporarily assume the role(s) of one of these system entities. If this happens, CSCF may request to temporarily assume the responsibilities that were being provided by a contracted vendor or services being sought when the procurement failed. Requests for boards to act as a one-stop operator and provider of workforce and/or youth program services on a time-limited basis must be approved by the CLEO and submitted to DEO. The request must include the duration for which the board will act as a one-stop operator and provider of services. DEO will make a

recommendation to the state workforce development board.

## **E. Governance Agreements**

Implementation of a local workforce development system pursuant to WIOA requires that the CLEOs play an active role in both strategic planning and ongoing operation of the local system. When a local area includes more than one unit of general local government, the chief elected officials of such units may execute a written agreement that specifies the respective roles and liability of the individual chief elected officials. Chief local elected officials are liable in their official capacity but not personally liable for the misuse of WIOA funds.

### **1. Interlocal, Consortium and Other Agreements**

The purpose of the [Central Florida Area Workforce Development Consortium Interlocal Agreement](#) is to ensure the decisions that are delegated to the consortium reflect the agreement of all chief elected officials in all jurisdictions on the local area.

The Central Florida Area Workforce Development Consortium Interlocal Agreement and other applicable agreements address the following items:

- a) Identification of the local workforce development area
- b) Designation and responsibilities of the CLEO
- c) Establishment, appointment, and operation of the LWDB
- d) Designation and responsibilities of the fiscal agent
- e) Process for CLEOs to provide input
- f) Liability
- g) Performance Accountability
- h) Dispute Resolution Process
- i) Duration of the agreement and process for modification or termination

### **2. Bylaws**

The [Central Florida Regional Workforce Development Board Bylaws](#) provide consistency and clarification on the roles and responsibilities of the various representatives governing the local workforce development system. CSCF will ensure that the bylaws are up to date and in alignment with requirements of WIOA and state policy. The bylaws address the following items:



- a) Functions and responsibilities of the LWDB
- b) Membership
- c) Authority of LWDB
- d) Duties and Terms of the members
- e) Officers
- f) Committees
- g) Meetings and Minutes
  - (i) Record Keeping
  - (ii) Voting, Board Actions, and Conflict of Interest

#### **F. WIOA Public Disclosures, Transparency, and the Florida Sunshine Provision**

CSCF will comply with the Florida “sunshine provision” to conduct business in an open manner and make available, on a regular basis through electronic means and open meetings, information about the activities of CSCF. CSCF will also adhere to the transparency and public disclosure requirements in 445.007, F.S. as well as requirements detailed in the Grantee-Subgrantee Agreement.

In accordance with federal and state requirements, the following items will be posted on the CareerSource Central Florida Website ([www.careersourcecentralflorida.com](http://www.careersourcecentralflorida.com)):

1. Local Strategic Plan
2. List of Current Board Members
3. Selection of One-Stop Operators
4. Minutes of formal meetings
5. Bylaws
6. Compensation Disclosures
7. Written declaration from the Chief Financial Officer
8. IRS Form 990
9. Statement of Financial Interest
10. Vendor agreements and contracts

#### **G. New Board Member Orientation and Annual Training**

As part of its annual onboarding of new Board members, CSCF will conduct annual orientation and training to ensure they understand the purpose of their participation. This orientation and training will empower

Board members to effectively serve in their role.

### **1. New Board Member Orientation**

Within Six months of appointment, new board members will complete orientation that will cover:

- a) Overview of WIOA
- b) Overview of the workforce development system and structure
- c) The state's workforce development system goals and strategies
- d) The purpose of the LWDB
- e) Board composition
- f) Roles and Responsibilities of the CLEO, fiscal agent, LWDB, Chairperson, President, and staff
- g) Required programs and partners
- h) Funding
- i) Performance requirements
- j) Sunshine law requirements
- k) Conflict of interest policy and disclosure of potential conflicts of interest.

### **2. Annual Training**

All Board members will complete an annual refresher training to remind them of the purpose of their appointment as a member of the CSCF Board of Directors. The annual training will include:

- a) The state's workforce development goals and strategies
- b) The purpose of the LWDB
- c) Roles and Responsibilities of the CLEO, fiscal agent, LWDB, Chairperson, President, and staff
- d) Funding
- e) Performance requirements
- f) Sunshine law requirements
- g) Conflict of interest policy

## **H. State and Local Monitoring**

CSCF will utilize a third-party agency to complete monitoring on the procurement process and resulting contracts and agreements, as well as fiscal monitoring.

DEO will perform programmatic and fiscal monitoring and will review CSCF's agreements and contracts during the annual monitoring review for compliance with federal and state laws and regulations.

**VI. INQUIRIES:**

***Policy:*** Questions regarding this policy should be directed to the President and CEO of CSCF. Any updates to this policy will be communicated through the Chief Operating Officer or their designee and noted on page one of the policy.

**VII. ATTACHMENTS**

[Central Florida Regional Workforce Development Board Bylaws](#)

[Central Florida Area Workforce Development Consortium Agreement](#)

[CareerSource Central Florida Board of Directors Manual](#)



## ACTION ITEM

**To:** Career Source Central Florida Executive Committee  
**From:** Leo Alvarez  
**Subject:** Summer Youth Accelerate Program  
**Date:** February 17, 2022

### Purpose:

To recommend to CareerSource Central Florida's Executive Committee to approve the vendor selection for its 2022 Summer Youth Accelerate Program.

### Background:

During the summer of 2020, CareerSource Central Florida (CSCF) launched its Summer Youth Explorer Program, aimed at young adults, ages 16-19. These contract providers were engaged to deliver industry training courses for in-demand skills and career exploration for CSCF's Summer Youth Program for the Accelerate track. The Accelerate track partners with local colleges or educational providers to expose them to certification opportunities in high-demand industries under the instruction of qualified professionals. Though the procurement selection was made and approved in 2020, the Department of Economic Opportunity requires that all related party contracts are approved by the Board of Directors annually. Below is a listing of the postsecondary educational institutions interested in participating in the 2022 Summer Youth Program along with a cost analysis:

### **RECOMMENDATION:**

Respondents	Industry	Number of Classes Offered	TOTAL COST *	Number of Students Per Class	TOTAL Number of Participants	Per Student Cost+
Orange Tech*	IT (AI)	1	\$ 38,400.00	30	30	\$ 1,280.00
Orange Tech*	IT ( Robotics)	1	\$ 38,400.00	30	30	\$ 1,280.00
Orange Tech*	IT (Coding)	1	\$ 34,080.00	30	30	\$ 1,136.00
Orange Tech*	Adv Manufac	1	\$ 38,400.00	30	30	\$ 1,280.00
Codeskools	IT	2	\$ 50,000.00	20	40	\$ 1,250.00
Valencia College	IT	2	\$ 43,200.00	12	24	\$ 1,800.00
	Construction	1	\$ 27,000.00	15	15	\$ 1,800.00
	Healthcare	2	\$ 54,000.00	15	30	\$ 1,800.00
	Logistics	1	\$ 27,000.00	15	15	\$ 1,800.00
	Culinary	2	\$ 54,000.00	15	30	\$ 1,800.00
Tech Sassy Girlz	IT	3	\$ 75,000.00	20	60	\$ 1,250.00
<b>TOTALS</b>			<b>\$ 479,480.00</b>		<b>334</b>	
* Total cost is calculated by: Number of Classes X Cost Per Class + Curriculum Development Cost						
+ Per Student Cost is calculated by: Total Cost / Total Number of Participants						

\*Pending legal review and approval of draft contract from Orange Technical College.

**Requirements:**

CSCF and the Department of Economic Opportunity (DEO) require that contracts with a board member be approved by two-thirds vote of the board when a quorum has been established; and the board members who could benefit financially or have any relationship with the contracting vendor abstain from voting.

**Action Item:**

CSCF staff recommends that the Executive Committee approves the proposed contract execution of the training providers herein with a budget not to exceed \$500,000. This action item will be presented to the CareerSource Central Florida Board of Directors, where a two-thirds vote and approval of the Board is required by the CareerSource Florida and DEO's Conflict of Interest Policy.





## ACTION ITEM

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**To:** CareerSource Central Florida Executive Committee  
**From:** Leo Alvarez  
**Re:** Summer Youth Explorer Program  
**Date:** February 17, 2022

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### **Purpose:**

To recommend to CareerSource Central Florida's Executive Committee to approve the vendor selection for its 2022 Summer Youth Explorer Program.

### **Background:**

During the summer of 2020, CareerSource Central Florida (CSCF) launched its Summer Youth Explorer Program, aimed at young adults, ages 16-19. This program enabled young adults to learn about career opportunities within high-growth industries and demystified the opportunities and experiences that regional state colleges, state universities, and public postsecondary educational institutions offered. CSCF is entering the third and final option year of its contract. Though the procurement selection was made and approved in 2020, the Department of Economic Opportunity requires that all related party contracts are approved by the Board of Directors annually. Below is a listing of the postsecondary educational institutions interested in participating in the 2022 Summer Youth Program along with a cost analysis:

Institution	Orange * Tech	Valencia College	Lake Tech	TOTAL
Per Youth Cost	\$ 837.00	\$ 1,300.00	\$ 911.00	
Cost Per Class	\$ 12,555.00	\$ 30,000.00	\$ 30,000.00	
Number of Classes to be Offered	4	12	1	
Class Length (in Weeks)	4	4	4	
Total Participants in Program	60	216	24	
<b>TOTAL COST</b>	<b>\$ 50,220.00</b>	<b>\$ 280,800.00</b>	<b>\$ 21,867.00</b>	<b>\$ 352,887.00</b>

*\*Pending legal review and approval of draft contract from Orange Technical College.*

### **Requirements:**

CSCF and the Department of Economic Opportunity (DEO) require that contracts with a board member be approved by two-thirds vote of the board when a quorum has been established; and the board members who could benefit financially or have any relationship with the contracting vendor abstain from voting.

### **Action Item:**

CSCF staff recommends that the Executive Committee approves the vendor selection for the 2022 Summer Youth Explorer Program. This action item will be presented to the CareerSource Central Florida Board of Directors, where a two-thirds vote and approval of the Board is required by the CareerSource Florida and DEO's Conflict of Interest Policy.

**DRAFT** Meeting Packet Page 25



# 2/24/22 BOARD OF DIRECTORS MEETING AGENDA

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Agenda Item	Topic	Presenter	
7.	<b>Information / Discussion / Action Items (continued)</b>		
	6) Finance (met on 2/8/22 with Audit)	Eric Ushkowitz	
	a) <a href="#">Budget Adjustment</a>		X
	b) <a href="#">Transfer of WIOA Adult/DW Funding</a>		X
	7) Governance (met on 2/3/22)	Richard Sweat	
	8) Revenue Diversity Ad Hoc (meeting on 3/16/22)	Eric Jackson	
	E. CareerSource Central Florida – 2020-2021 Annual Performance	Charles Williams / Daniel Harper Department of Economic Opportunity	
	F. Sunshine Law Presentation	Heather Ramos GrayRobinson	
8.	Insight		
	A. Strategic Retreat Preview	Richard Chapa Disney Parks, Experiences & Products	
9.	Other Business		
10.	Adjournment		

## Upcoming Meetings:

**Board Orientation**

2/24/22

10:30 a.m.- 12:00 p.m.

**Board Meeting and Retreat**

4/28/22

9:00 a.m. - 3:00 p.m.

## **Committee Meetings:**

- **Community Engagement**
- **Revenue Diversity**
- **Career Services**
- **Finance**
- **Executive**

3/10/22

3:00 p.m. – 4:30 p.m.

3/21/22

1:30 p.m. – 3:00 p.m.

3/24/22

3:00 p.m. – 4:30 p.m.

4/13/22

2:30 p.m. – 4:00 p.m.

4/21/22

2:00 p.m. – 3:30 p.m.



Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of  
Minutes

Information /  
Discussion /  
Action Items

Other Business

Adjournment

# OTHER BUSINESS



Meeting Details

Meeting Agenda

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Minutes

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Action Items

Other Business

► Adjournment

# ADJOURNMENT





# THANK YOU!



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