



Board of Directors Meeting

Thursday, February 20, 2020, 11:00 a.m.

MINUTES

MEMBERS PRESENT: Mark Wylie, Orlando Alancastro, Paul Bough, Diane Culpepper, Keira des Anges, Wendy Ford, John Gill, Nicole Guillet, John Gyllin, Mark Havard, Jeff Hayward, Eric Jackson, Sheri Olson, Bryan Orr Kathleen Plinske, David Sprinkle, Richard Sweat, Jane Trnka, Eric Ushkowitz, Larry Walter, Matt Walton, Christopher Wilson and Jody Wood

MEMBERS ABSENT: Andrew Albu, Steve Ball, Wendy Brandon, Glen Casel, James Sullivan, Al Trombetta, Daniel Turlington and Sharron Washington

STAFF PRESENT: Pam Nabors, Mimi Coenen, Leo Alvarez, Lisa Burby, Dyana Burke, Steven Nguyen, Bradley Collor, Tiffany Osborne, Cliff Marvin, Sean Masherella, Michelle Tincher, Carla Sosa, Kierstyn Bishop and Kaz Kasal

GUESTS PRESENT: Daniel Harper, Maureen Castaro / Department of Economic Opportunity; Eneydi Rivera / CSCF Career Counselor; Joshua Vickery, Bia Silva / Central Florida Community Arts; Thomas Wilkes / GrayRobinson; Jaime Cruz / Workforce Connections, Las Vegas, NV

Agenda Item	Topic	Action Item / Follow Up Item
1	<p>Welcome</p> <ul style="list-style-type: none"> • Mr. Wylie, Board Chair, called meeting to order at 11:07 am, welcomed attendees and thanked Ms. Wood for hosting and sponsoring today's meeting. 	
2	<p>Roll Call / Establishment of Quorum</p> <ul style="list-style-type: none"> • Ms. Kasal, Executive Coordinator, reported a two-thirds quorum present. 	
3	<p>Public Comment</p> <ul style="list-style-type: none"> • None offered. 	
4	<p>Consent Agenda</p> <ul style="list-style-type: none"> • Mr. Wylie asked 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 12/12/19 Board Meeting • Committee Actions: <ol style="list-style-type: none"> 1. Revised President/CEO Contract and Job Description (Executive) 2. Acceptance of 2 CFR Audit Report (Audit) 3. Procurement Policy – Proposed Revision (Finance) 	<p>Mr. Sweat made a motion to approve all items on the consent agenda. Mr. Walton seconded; motion passed unanimously.</p>
5	<p>Information</p> <p><u>CSCF Spotlight Story</u></p> <p>Ms. Eneydi Rivera, CSCF Youth Program Manager, relayed success story of a YouthBuild participant she assisted to attain training at Valenica College and an internship with Hyatt</p>	

	<p>Corporation – dba KPMG, which resulted in the participant attaining permanent employment.</p> <p>Viewed video clip of another YouthBuild participant who earned her high school diploma and front desk certification. After program completion, she attained employment in the hospitality industry and is now in a supervisory role.</p> <p><u>Chair’s Report</u></p> <ul style="list-style-type: none"> • Thanked those board members who engaged in various CSCF activities since last board meeting. • Encouraged the Board continue partaking in Board engagement activities, to include reviewing and providing input to the draft Unified Strategic Plan posted on CSCF’s website from 2/14/20 to 3/14/20. • Attended workforce meetings in Tallahassee with Ms. Nabors earlier this week. <p><u>President’s Report</u></p> <p>Ms. Nabors, President/CEO, provided highlights from the President’s Report (attachment) as well as below comments:</p> <ul style="list-style-type: none"> • Reviewed timetable on Governor’s Sterling Award process. • Thanked Mr. Sweat for hosting “Six Sigma” training at his company location, decimal. <p><u>Committee Reports</u></p> <p><u>Executive:</u></p> <ul style="list-style-type: none"> • Mr. Wylie, Executive Committee Chair, stated Committee met on 2/13/20, and reviewed President/CEO contract and job description which was approved under this meeting’s Consent Agenda. • Committee also approved for Mr. Wilkes, CSCF’s Attorney, to request the Florida Attorney General to issue an advisory opinion to clarify whether there is an exemption from public-records and sunshine laws regarding records and meetings pertaining to cybersecurity. <p><u>Audit</u></p> <ul style="list-style-type: none"> • Mr. Walter, Audit Committee Chair, stated Audit Committee met jointly with Finance Committee on 2/11/20 to review the audit results, which were clean with no findings. The Audit Committee accepted the 2 CFR 200 Audit Report, and Board approved under this meeting’s Consent Agenda. <p>Career Services</p>	
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- Dr. Plinske, Career Services Committee Chair, reported the Committee met on 1/31/20. Committee reviewed scorecard and program performance results for 2nd quarter. Committee to review performance by training provider at its next meeting.
- Mr. Bough, Career Services Committee Co-Chair, reviewed action item on training contracts for “Accelerate Track” for the 2020 Summer Youth program (attachment). Career Services Committee approved to negotiate with listed training providers at its 1/31/20 meeting.

Community Engagement:

- Ms. Jody Wood, Community Engagement Chair, reported the Committee met on 2/3/20 and received an update on the strategic communication plan. Committee also reviewed newly launched and enhanced CSCF website and discussed revenue diversity strategies.

Finance:

- Mr. Alvarez, Chief Financial Officer, on behalf of Mr. Ushkowitz, Finance Committee Chair, reported the Finance Committee met joint with Audit Committee on 2/11/20. The Committee reviewed financials and approved the procurement policy revisions, as approved by Board under this meeting’s Consent Agenda.
- Reviewed action item memo on Finance Committee’s recommendation (attachment) for furniture vendor, Empire, for West Orange Career Center.

Governance:

- Mr. Sweat, Governance Committee Chair, reported the Committee met on 1/15/20 and discussed Board

Mr. Bough made a motion to approve proposed contract execution of the training providers, as presented, with a budget not to exceed \$600,000. Mr. Hayward seconded, with Dr. Culpepper, Dr. Gyllin and Dr. Plinske abstaining; motion passed unanimously.

Mr. Alancastro made a motion to approve Empire as the preferred vendor for the purchase of office furniture for the new West Orange Career Center, at a cost not to exceed \$150,000. Dr. Culpepper seconded; motion passed unanimously.



	<p>engagement metrics, Bylaws – which Ms. Nabors and Mr. Ball will further review, and Enterprise Risk updates.</p> <p>Revenue Diversity Ad Hoc:</p> <ul style="list-style-type: none"> Mr. Alvarez, on behalf of Eric Jackson Committee Chair, reported the Committee is scheduled to meet on 3/31/20. Currently at 60% of \$800,000 target. <p>Finance Report</p> <ul style="list-style-type: none"> Mr. Alvarez reviewed financials through 12/31/19. <p><u>CareerSource Central Florida – 2018-2019 Annual Performance</u></p> <ul style="list-style-type: none"> Daniel Harper and Maureen Castaro with the Department of Economic Opportunity provided presentation overview on CSCF’s 2018-2019 performance (attachment). 	
6	<p>Insight <u>Board Priorities:</u></p> <ul style="list-style-type: none"> Joshua Vickery, Founder and Executive Director of Central Florida Community Arts, provided a presentation entitled “Value Creation in Relationships” (attachment). Mr. Vickery provided an overview of his grassroots organization and its mission “to serve and build community through the arts.” Mr. Vickery identified the key ingredients to value creation, which has helped his organization form strong, quality community partnerships and valuable, inclusive connections with its artists, comprised of all ages and backgrounds. 	
7	<p>Other Business</p> <ul style="list-style-type: none"> National Association of Workforce Boards (NAWB) Forum occurs March 21-24, 2020. Ms. Nabors, along with a few executive staff and board members will be attending. 	
8	<p>Adjournment</p> <ul style="list-style-type: none"> Meeting adjourned at 12:42 pm. 	

Respectfully submitted,

Kaz Kasal
Executive Coordinator