



CareerSource Central Florida Board of Directors Meeting

Orange County Administration Building / 201 S. Rosalind Ave., Orlando, FL 32801

Thursday, April 12, 2018 / 9:00 a.m. – 10:30 a.m.

Conference Call-in phone number: (866) 576-7975 / Participant Access Code: 299848

Strategic Goals developed by the Board:

- CareerSource Central Florida will become business focused in all efforts
- CareerSource Central Florida will identify ways to measure progress and Return On Investment (ROI)
- CareerSource Central Florida will become the workforce intelligence organization for workforce development in Central Florida

Item	Agenda Topic	Action Item	Info/ Discussion Item	Presenter
1	Welcome <ul style="list-style-type: none"> • Orange County 			Debbie Clements Eric Ushkowitz
2	Mission Moment			Mimi Coenen
3	Roll Call / Establishment of Quorum			Kaz Kasal
4	Public Comment			
5	Chair's Report			Debbie Clements
6	Consent Agenda: <ul style="list-style-type: none"> A. Any Consent Agenda Items need to move to Action Items? B. Draft Minutes of 2/22/18 Consortium & Board Meeting C. Operations & Finance Report D. President's Report E. Health Insurance Provider 2018-2019 	X		Debbie Clements
7	Action Items to Vote on or Discuss: <ul style="list-style-type: none"> A. Business Case Statements: <ul style="list-style-type: none"> – Ticket To Work B. Amended Bylaws C. Hurricane Maria RFQ 	X X X		Eric Jackson Mark Wylie Kathleen Plinske / Richard Sweat
8	Information/Intelligence/Action Items: <ul style="list-style-type: none"> A. Committee Reports <ul style="list-style-type: none"> 1) Executive 2) Revenue Diversity Ad Hoc 3) Audit 4) Community Engagement 5) Finance 6) Governance 7) Career Services 		X	Committee Chairs: Debbie Clements Eric Jackson Eric Ushkowitz Jody Wood Eric Ushkowitz Mark Wylie Kathleen Plinske / Richard Sweat
9	Other Business <ul style="list-style-type: none"> – Proposed new date for June Board Meeting: 6/20/18, 9:00 am to 11:00 am? 			
10	Adjournment / Board Retreat			

Upcoming Meeting: Consortium & Board Joint Meeting & Board Retreat: Thursday, 6/21/18, 9:00 am to 11:00 am / Location:TBD



Mission Moment

Providing Talent to Business

Primus Pipe and Tube, Inc. (PPT) is a stainless and carbon steel pipe manufacturer with 97 employees, located in Wildwood, Florida.

PPT partnered with CareerSource Central Florida (CSCF) for recruitment and talent acquisition. PPT is experiencing an upswing in production demands and is preparing to increase capacity as a result of the recent federally imposed tariffs on imported steel products. Additionally, the parent company has identified the Wildwood site for capital investment, including new equipment and mills which will create new jobs ranging from entry level to specialized, skilled and managerial positions.

Horacio Carreno, VP of Finance and HR, will speak on the relationship between PPT and CSCF which has resulted in more than 10 confirmed direct placements, ranging from general labor to shipping clerks, and inside sales to date.



DRAFT
Joint Meeting of Consortium and Board
Valencia College – Osceola Campus
1800 Denn John Lane, Kissimmee, FL 34744

Thursday, February 22, 2018, 9:00 a.m.

MINUTES

CONSORTIUM MEMBERS PRESENT: Teresa Jacobs, Brandon Arrington, Al Butler and Lee Constantine

CONSORTIUM MEMBERS ABSENT: Leslie Campione

BOARD MEMBERS PRESENT: Debbie Clements, Steve Ball, Paul Bough, Wendy Brandon, William D' Aiuto, Nicole Guillet, Eric Jackson, Leland Madsen, Sheri Olson, John Pittman, Kathleen Plinske, Jim Sullivan, Richard Sweat, Jody Sweet, Jane Trnka, Al Trombetta, Eric Ushkowitz, Larry Walter and Mark Wylie

BOARD MEMBERS ABSENT: Greg Beliveau, Glen Casel, John Davis, John Gill, Mark Havard, Jeff Hayward, and Chuck Todd

STAFF PRESENT: Pam Nabors, Mimi Coenen, Leo Alvarez, Ann Beecham, Nilda Blanco, Steven Nguyen, Bradley Collor, Larry Krause, Yaralise Colon, Katherine Vega, Darlene Davis, Janet Saunders, and Kaz Kasal

GUESTS PRESENT: Tony Wright/Baggage Airline Guest Services (Bags, Inc.); Andrew Mai/Osceola County; John Gyllin/Seminole State College; David Sprinkle/Veritas Recruiting; Heather Ramos/GrayRobinson; Mohamed Chaoudi, Yassihe Chaoudi / Public

Agenda Item	Topic	Action Item / Follow Up Item
Business Matters of Consortium and Board		
1	<p>Welcome Ms. Clements, Chair of the CareerSource Central Florida (CSCF) Board of Directors, called the meeting to order at 9:02 am. Ms. Clements and Mayor Teresa Jacobs, Chair of the Workforce Investment Consortium, welcomed the attendees and thanked Dr. Plinske and Valencia College for hosting the meeting at its Osceola campus.</p> <p>Dr. Plinske, Campus President of Osceola, Lake Nona and Poinciana campuses, greeted the attendees and provided an overview of the degreed programs Valencia College offers, including bachelor degrees offered in collaboration with the University of Central Florida. Dr. Plinske also noted that Osceola County has had a tremendous increase in college attendance, equating to 20% over the last five years with high school graduates being the bulk of this increase.</p>	
2	<p>Mission Moment Ms. Coenen, Chief Operating Officer, introduced Mr. Troy Wright, Vice President of Human Resources with Baggage Airline Guest Services, Inc. (Bags). Mr. Wright greeted the attendees and</p>	

	<p>provided an overview of the company, which provides travel solutions to major airlines, cruise lines, hotels and malls. Mr. Wright extended his thanks for CSCF's support in helping the Bags, Inc. hire 50+ (to date) Hurricane Maria evacuees through CSCF job fairs.</p> <p>Board Member Recognition Ms. Clements stated that Ms. Melanie Cornell and Mr. Brian Michaels have a resigned from the Board effective 1/31/18 and 1/8/18 respectively. In recognition and appreciation for their service to the Board, Ms. Cornell and Mr. Michaels will receive "Outstanding Service Recognition" awards.</p>	
3	<p>Roll Call / Establishment of Quorum Ms. Kasal reported that there was a quorum present in both the Consortium and the Board.</p>	
4	<p>Public Comment A member of the public, Mr. Mohammad Chaoudi, requested to speak. Ms. Clements informed him of the three-minute time limit. Mr. Chaoudi, addressed the board with a brief summary of his past experience with Workforce Central Florida. Ms. Clements informed Mr. Chaoudi when three minutes had passed, and thanked him for his comments.</p>	
5	<p>Approval of Minutes The Consortium reviewed the draft minutes from the 6/21/17 Consortium Meeting (attachment).</p>	<p>A motion was made by Commissioner Arrington and seconded by Commissioner Constantine to approve minutes from the 6/21/17 Consortium meeting. Motion passed unanimously.</p>
6	<p>Appointments of the Regional Workforce Board The Consortium reviewed the summary of recommended appointments of the following nominees (attachments):</p> <p>Mr. David Sprinkle, Managing Partner for Veritas Group, LLC to serve in the private sector seat representing Business – Seminole County.</p> <p>Dr. John Gyllin, Vice President of Resource and Economic Development, Seminole State College to serve in the public seat representing Education and Literacy.</p> <p>Ms. Keira des Anges, Area Supervisor for Division of Vocational Rehabilitation/Central Florida region to serve in the public seat</p>	<p>A motion was made by Commissioner Constantine and approved by the Consortium to nominate and appoint Mr. David Sprinkle to the Regional Workforce Board (Region 12). Motion passed unanimously.</p> <p>A motion was made by Commissioner Constantine and approved by the Consortium to nominate and appoint Dr. John Gyllin to the Regional Workforce Board (Region 12). Motion passed unanimously.</p> <p>A motion was made by Mayor Jacobs and approved by the Consortium to</p>

	representing Government Representative – Vocational Rehabilitation.	nominate and appoint Ms. Keira desANGES to the Regional Workforce Board (Region 12). Motion passed unanimously.
9	Adjournment of the Consortium Mayor Jacobs adjourned the meeting of the Consortium at 9:16 am.	
Business Matters of the Board		
1	<p>Chair’s Report</p> <p>Ms. Clements welcomed new Board members Dr. Gyllin and Mr. Sprinkle, who were present at the meeting.</p> <p>Ms. Clements noted Ms. Nabors has been sharing with the Board information regarding the issues with CareerSource Tampa and CareerSource Pinellas. Ms. Clements reflected that this is a great reminder of the challenges CSCF once faced, and through Ms. Nabors’ leadership and transparency, this organization gained respect over time. Ms. Clements stated she has zero concerns with CSCF and asked the Board to bring forward any concerns or areas they do not understand.</p>	
2	<p>Consent Agenda:</p> <p>Ms. Clements asked the Board if any item on the consent agenda, as listed below, needed to be moved to the action item portion of the agenda.</p> <p>Consent Agenda:</p> <ul style="list-style-type: none"> • Draft Minutes of 12/14/17 Board Meeting • Operations and Finance Report • President’s Report 	Mr. Walter made a motion to approve all items on the consent agenda. Mr. Jackson seconded; motion passed unanimously.
3	<p>Information:</p> <p>Committee Reports:</p> <p><u>Executive</u></p> <p>Ms. Clements, Executive Committee Chair, stated the committee met on 2/13/18 and reviewed the committee reports. The Committee also reviewed and discussed a litigation case concerning a former CSCF employee. Based on the information provided by CSCF’s D&O attorney Mr. Goodz, the Executive Committee voted to extend a settlement. Ms. Nabors added that the former employee agreed to the settlement and GrayRobinson, CSCF’s corporate attorney, is consulting on the settlement language.</p> <p><u>Revenue Diversity Ad Hoc Committee</u></p> <p>Mr. Jackson, Committee Chair, stated the Revenue Diversity Ad Hoc Committee met on 1/17/18 and reviewed updates and recommendations of revenue opportunities. The Committee concurred on two revenue options which they are planning to present at the next Board meeting.</p> <p><u>Audit Committee</u></p> <p>Mr. Ushkowitz, Audit Committee Chair, stated that there were no updates.</p>	

	<p><u>Community Engagement Committee</u> Ms. Sweet, Committee Chair, stated the Community Engagement Committee met on 1/22/18. At the meeting, Ms. Nabors shared the vision for the new role of V.P. of Strategic Communications. The Committee also reviewed CSCF's Hurricanes Irma and Maria outreach activities, as well as overall outreach performance metrics from 1st and 2nd quarters of FY 17-18.</p> <p><u>Finance Committee</u> Mr. Ushkowitz, Acting Committee Chair, stated the Finance Committee met on 2/15/18. The Committee reviewed CSCF's retirement plan. The plan participation rate went from 70% to 95%. The Committee received a facilities update on potential utilization of space at Lake Sumter State College's Foundation Building, reviewing timeline of actions taken and next steps. The Committee also reviewed the budget through 12/31/17 and a summary of additional funds of \$6.5M received this fiscal year, of which the bulk is from National Emergency Grants for Hurricanes Irma and Maria. Mr. Alvarez added that this additional revenue increases the carry-over dollars into the new 18-19 fiscal year.</p> <p><u>Governance Committee</u> Mr. Wylie, Committee Chair, stated that stated the Governance Committee met on 1/9/18. The Committee reviewed and discussed proposed modifications to the Bylaws. The Committee also reviewed results from the December 2017 CSCF Board Self-Evaluation survey. Overall, the majority of the Board are very satisfied or satisfied with all areas mentioned on the survey. The Committee is addressing "dissatisfied" and "very dissatisfied" feedback areas, to include increasing Board engagement. The Committee reviewed nominations of the candidates replacing Dr. Sarnovsky, Mr. Michaels and Ms. Cornell.</p> <p><u>Career Services</u> Dr. Plinske stated the Career Services Committee met on 1/25/18. The Committee reviewed the performance metrics through 12/31/17. To date, CSCF is under-expended in training, but adjustments are being made to meet projected year-end goals. The Committee also reviewed data by targeted industry related to training completers, specific jobs/average wages attained within each industry, and strategies to increase the median wage. Also, the Committee discussed how to better engage industries and attain their feedback on who they would hire with what training and credentials.</p>	
4	<p>Actions to Vote on or Discuss <u>Treasurer Nomination</u> Mr. Wylie stated the Governance Committee voted to forward to the Board the recommendation to appoint Mr. Ushkowitz to Treasurer (vacated by Dr. Sarnovsky) for the remainder of this fiscal year.</p>	<p>Mr. Wylie made a motion to approve recommendation to appoint Mr. Ushkowitz to Treasurer. Mr. Pittman</p>

	<p><u>Youth Navigator RFQ</u></p> <p>Ms. Clements referred to the action item memo on the Youth Navigator RFQ (attachment) and stated This RFQ was issued for additional Youth Navigators in order to further expand outreach to targeted youth populations, as long as total costs did not exceed \$350,000 annually. The Executive Committee, at its 2/13/18 meeting, reviewed and approved to forward to the Board the recommendation to allow staff begin contract negotiations with the top three scoring organizations.</p> <p>Mr. Walter noted that the Career Services Committee discussed in length that the Central Florida Urban League only served Orange county and the importance that CSCF outreach to all underserved minorities in the other counties of the region. Ms. Coenen, COO, stated CSCF is continuing to identify and partner with community organizations to further its outreach. Mr. Bradley stated that Central Florida Urban League may be able to expand their proposal to include additional counties. Mr. D’Aiuto, CEO of the Department of Children and Families, offered to help with coverage representation.</p>	<p>seconded; motion passed unanimously.</p> <p>After review and discussion, Mr. Pittman made a motion to approve staff to begin contract negotiations with Center for Independent Living, Impower and Central Florida Urban League. Mr.Ushkowitz seconded, with Mr. D’Aiuto abstaining; motion passed unanimously.</p>
<p>5</p>	<p>Intelligence / Insight <u>Hurricane Maria Evacuees - Update</u></p> <p>Ms. Coenen provided a PowerPoint presentation (attachment) reviewing CSCF’s outreach, Project Restore, and grant awards in response to Hurricanes Irma and Maria.</p> <p>Commissioner Arrington stated, as a result of the influx of evacuees coming to Central Florida, there has been a 3% population increase in Osceola County. He thanked CSCF for its efforts in providing support to help Hurricane Maria evacuees find jobs.</p> <p>Ms. Nabors provided the following highlights from her President’s Report (attachment):</p> <ul style="list-style-type: none"> • CSCF participated in a local Roundtable held by Governor Scott in January 2018 to discuss the needs of Hurricane Maria evacuees and develop strategies to further assist in local efforts. Ms. Nilda Blanco, Director of Business Intelligence, provided a presentation at the Roundtable reviewing of CSCF’s activities to support Hurricane Maria evacuees and those affect by Hurricane Irma. The Governor was impressed and personally thanked Ms. Blanco on the presentation. • The National Association for Business Services named CSCF as one of the nation’s 101 Best and Brightest companies to work for in 2017. The “Best and Brightest Companies to Work For” competition identifies and honors exceptional human resource practices and commitment to their employees. CSCF employees who answered the survey indicated CSCF encourages a culture where staff are appreciated and recognized for their work. 	

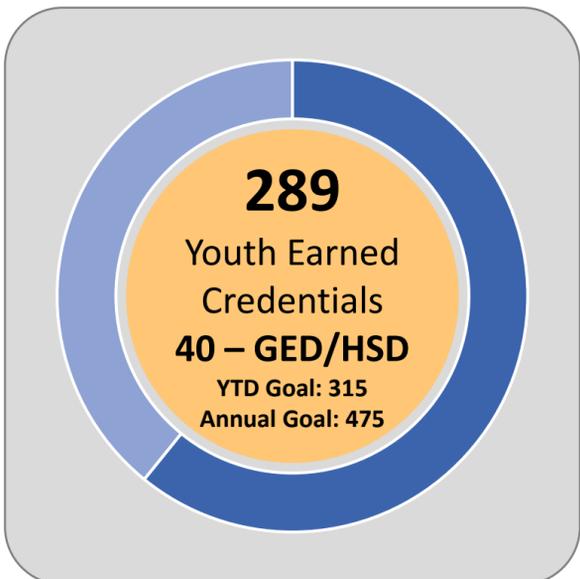
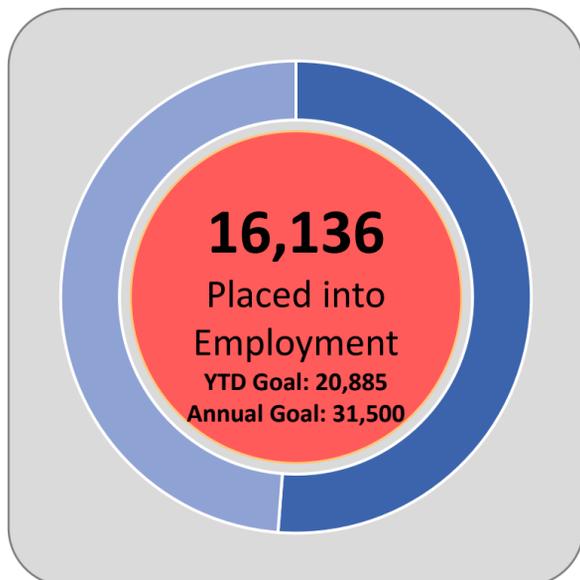
	<ul style="list-style-type: none"> • As previously mentioned, CSCF is in discussions with Lake Sumter State College to utilize a portion of the College's Foundation Building in Leesburg when CSCF's lease expires at its current location in Lake County. The partnership will provide an opportunity to expand the career support services and job placements between the two organizations, as well as increase synergy with Lake Tech. • Thanks to Duke Energy for providing a \$1,000 Board Leadership Grant. These funds will be used toward summer youth employment activities in 2018. • CSCF donated one of its mobile units to CareerSource South Florida, which will help bring much needed employment services to the Florida Keys and other areas where service delivery challenges still exist as a result of storm damage from Hurricane Irma. • Ms. Clements, Mr. Wylie and Ms. Sweet will be attending the National Association of Workforce Boards (NAWB) Annual Conference March 24 thru 27, 2018, where workforce funding and strategies will be discussed. 	
6	<p>Other Business</p> <p>Ms. Clements stated the next Board meeting will occur on 4/12/18 and it will be combined with the Board Retreat, Part 2 – location is to be determined.</p> <p>Ms. Coenen noted that the I-4 Business magazine recognized Ms. Nabors with a “Spirit of Collaboration” award, in recognition for her influential leadership in the community. The award was presented at the “2018 Women’s Inspired Leadership Awards.”</p>	
7	<p>Adjournment</p> <p>Ms. Nabors noted encouraged all attendees to stay for the networking lunch after the meeting as it was a good opportunity to get know each other, and increase Board engagement.</p> <p>There being no other business, the meeting was adjourned at 10:34 am.</p>	

Respectfully submitted,

Kaz Kasal
 Executive Coordinator

PY 17-18 Operations Report

Through 02.28.2018



PY 17-18 Target



Exceeded goal



On track to meet goal



PY 17-18 YTD Actual



Behind on goal

Data Source: Employ Florida, OSST

**CareerSource Central Florida
President/CEO Report
April 12, 2018**

Highlights

Board Development and Strategic Initiatives

- Board members Debbie Clements, Mark Wylie and Jane Trnka joined Pam Nabors, Mimi Coenen and Leo Alvarez in Washington DC to attend the National Association of Workforce Boards. The forum convenes leaders and advocates in business, government, labor, and education to network and share insights; address key issues affecting U.S. workforce development; and consider the goals and policy framework affecting the future of human capital and economic growth.
- CSCF submitted the required two-year update to its four-year Unified Plan to CareerSource Florida and the Department of Economic Opportunity. The plan outlines CSCF's structure and policies, core areas of work and strategies to achieve the required performance.
- A Partner Forum was held on March 1 with CSCF's federal partners to develop ideas for increased collaboration, resource sharing, and efficiency in providing services to shared customers. Partners included Vocational Rehabilitation; Division of Blind Services; Migrant Seasonal Farmworkers; Adult Education and Family Literacy providers; Community Services Block Grant providers; and Career and Technical Education providers.

Internal Process and Systems

- On March 12, Lisa Burby joined CSCF as the VP of Strategic Communications. As chief storyteller for CSCF, Lisa is responsible for elevating and protecting the CSCF brand, overseeing public relations and employee communication strategies, and informing and engaging business partners and key stakeholders by conveying the value, vision, and mission of the organization across all channels. A native of Orlando, Lisa has held influential leadership positions at a number of Fortune 500 agencies and non-profit companies in the Central Florida community ranging from Wyndham Worldwide to AT&T and others in between. She holds a Bachelor of Science degree in Communications from Florida State University and has been honored with several industry awards and has been identified by ExecRank as one of the Top 50 Communications Executives in the U.S.
- HR rolled out a new performance management system that will align all individual goals to organizational goals set by the Board of Directors. All staff members were trained on setting SMART goals and encouraged to meet with managers to develop individual goals that clearly define how each person contributes to the success of the organization as a whole.
- CSCF's IT Department conducted in-depth analysis of customers and staff computer systems. Opportunities were found for efficient updates and at times complete redesign. All computer access points for front-end customers were redesigned for ease of use, information and cybersecurity. Finally, CSCF capitalized on data capture processes in the contact center and career centers in the field by extracting information, automating collection process and visualizing the data for a wide-array of audiences.

Programs and Performance Outcomes

- Central Florida is the recipient of \$6 million as part of the National Dislocated Worker Grant to assist hurricane evacuees relocating to the area. CSCF received \$2.5 million, which will provide comprehensive and specialized workforce services, including individual career consulting services, increased access to English for Speakers of Other Languages (ESOL) services, hiring events, increased partnerships with community-based organizations and surveys to assess employment needs. With these funds, CSCF will connect up to 500 career-seeking evacuees with training and/or other direct services, in moving them toward permanent, full-time employment.
- In partnership with the Lake Community Action Agency (LCAA), CSCF received \$297,000 from the Florida Department of Economic Opportunity (DEO) for the joint application for an Integrated Services Pilot Program (ISPP). Under the grant, CSCF and LCAA will work with low-income families in Lake and Sumter counties to support careers in Healthcare.
- CSCF, in collaboration with Lighthouse of Central Florida – Lighthouse Works, will provide Customer Care Solutions Training for up to 40 adults with visual impairments through a \$182,000 grant. This effort would increase access to training opportunities and position program completers for employment and employment support.
- CSCF has received a \$10,000 grant from Wells Fargo Bank to support youth during the summer in Holden Heights. These funds will help support youth that otherwise might not have been eligible under state and federal funding.
- CSCF is performing well in filling job orders. The YTD goal is 2,652 placements and as of the end of February 3, 821 placements have been made, ensuring that we are trending in the right direction to exceed our annual goal of 4000.

Community Engagement and Outreach

- The 16/17 Annual Report debuted to key stakeholders. This year, CSCF featured details about services provided in high growth industries as well as recruitment programs for business partners. (Hard copies are available upon request).
- CSCF was a \$5,000 sponsor of Florida High Tech Corridor's Talent Forum 2018, held at the end of March, providing an opportunity to meet and discuss talent needs and availability with representatives from 40 companies and ten, K-12 county schools systems, and Directors from UCF, USF, UF, MIT, Purdue and 45 other U.S. research universities.
- CSCF will launch a 3-month awareness campaign on April 9 on the *Orlando Business Journal's* website to highlight CSCF as business partners and career services thought leaders. The content showcased will include six CSCF articles ranging from millennials in the workplace to the importance of customized business solutions and how career pathing can aid in the most appropriate jobs for the individual and more.
- The outreach efforts for the spring session of the Veterans Business Initiative debuted on the CSCF website, Facebook, Twitter and LinkedIn and included two direct email campaigns yielding strong results. Nearly half of the registrants came directly from outreach efforts.
- Pam Nabors, Mimi Coenen, Bradley Collor and Larry Krause met with Representative Val Demmings' District Director and Director of Community and Economic Development to discuss the advancement of programs aimed at helping incarcerated inmates acclimate back into workforce. Additionally, Pam and Mimi met with Stephanie Palacios- Kennedy, Constituent Advocate from Congresswoman Stephanie Murphy's office. She was highly interested in CSCF services and, as a result, will soon visit one of our centers.



INFORMATION ITEM

To: CareerSource Central Florida Board of Directors
From: Pamela Nabors
Subject: CareerSource Central Florida – Employee Healthcare Benefits
Date: April 12, 2018

On 4/5/2018, the Finance Committee approved staff recommendation to renew the current healthcare coverage with Cigna for FY 2018-2019 at a 6.9% premium increase. The CSCF Board will have the opportunity to review and consider the full healthcare package as part of the budget approval process.



Background: The Ticket to Work Program provides individuals with disabilities and opportunity to participate in the workforce and lessen their dependence on public benefits. CareerSource Central Florida has an opportunity to help this population go back to work, providing renewed optimism and a renewed career path for this population, while providing an economic benefit to the local economy.

How It Works: Social Security’s Ticket to Work program is a voluntary program available to individuals 18 to 64 who have a disability and who receive Social Security Disability Insurance (SSDI) or Supplemental Security Income (SSI) benefits. The goals of the program are to:

- Offer beneficiaries with disabilities expanded choices when seeking service and supports to enter, re-enter and/or maintain employment.
- Increase clients financial independence and self-sufficiency
- Reduce and whenever possible eliminate reliance on disability payments.

The ticket program is outcome based. Employment Networks (CSCF) are eligible for payments when the beneficiaries they serve achieve milestones and outcomes with regard to work and earnings.

Current Performance: The Ticket to Work Program is currently operating, but CareerSource Central Florida has created a strategy to build a more robust Ticket to Work Program that will result in an increase of unrestricted revenue.

Metric	PY 15/16	PY 16/17	PY 17/18 As of 02/2018 Actuals	PY 17/18 Goal 20% increase
TTW Revenue	\$91,445	\$183,907	\$95,459	\$220,700
New TTW Participants Enrolled	16	3	41 (YTD)	-
Current Participant Pool	-	-	205	-

Milestone/Outcome Payment Schedule

Year	Program Title	Payment Method	Payment Amount	Maximum Payments	Total
2018	2	Milestone Phase 1	\$1,409.00	4	\$5,636.00
2018	2	Milestone Phase 2	\$423.00	11	\$4,653.00
2018	2	Milestone Outcome	\$423.00	36	\$15,228.00
					\$25,517.00
2018	16	Milestone Phase 1	\$1,409.00	4	\$5,636.00
2018	16	Milestone Phase 2	\$242.00	18	\$4,356.00
2018	16	Milestone Outcome	\$242.00	60	\$14,520.00
					\$24,512.00

- Program Title 2 refers to ticket holder in the SSDI program
- Program Title 16 refers to ticket holders in the SSI program.

Strategies to Increase Revenue:

1. Expanded staff capacity to serve more beneficiary customers.
2. Actively engage current TTW clients by proactively following up per quarter for retention support.
3. Better Coordination with local Vocational Rehabilitation partners in a service delivery strategy where the same beneficiary is served by both organizations and the milestone payments are shared.
4. Better Marketing / Outreach tools

<u>Revenue Goal</u>			
	1 Year	3 Year	5 Year
Revenue:	\$220,000	\$415,000	\$750,000
Expense (Risk):			
➤ Staff Cost	(\$60,000)1FTE	(\$120,000)2FTE	(\$120,000)2FTE
➤ OH & Indirect	(\$15,000)	(\$30,000)	(\$30,000)
Income	\$145,000	\$265,000	\$600,000

Note: The 5-year revenue goal is calculated based on a 35% annual increase.

AMENDED and RESTATED BYLAWS
of
**CENTRAL FLORIDA REGIONAL
WORKFORCE DEVELOPMENT BOARD, INC.
d/b/a CAREERSOURCE CENTRAL FLORIDA**
a not-for-profit Florida Corporation

ARTICLE I

NAME

The corporation shall be known as the Central Florida Regional Workforce Development Board, Inc. d/b/a CareerSource Central Florida (hereinafter the "Corporation").

ARTICLE II

DEFINITIONS

- A. **Articles:** means the Articles of Incorporation of the Corporation including any amendments or restatements.
- B. **Board of Directors** or **Board:** means the Board of Directors of the Corporation.
- C. **Region:** means the five Florida counties served by the Corporation: Lake, Orange, Osceola, Seminole and Sumter.
- D. **Director:** means an individual member of the Board of Directors.

ARTICLE III

PURPOSE

The Corporation is dedicated to putting Central Florida residents to work, and finding and developing talent to help Central Florida businesses stay competitive.

ARTICLE IV

POWERS OF THE CORPORATION

1. General Powers. Except as limited by the Articles or these Bylaws, the Corporation will have and exercise all rights and powers in furtherance of its purpose

now or hereafter conferred on not-for-profit corporations under the laws of the state of Florida.

2. Workforce Powers. The Corporation will have and exercise all rights and powers granted to regional workforce boards under the laws of the state of Florida and workforce investment boards under Public Law No. 105–220, Title I, Section 117(b), Unites States Code, and all other applicable federal and state workforce laws, regulations and directives.

ARTICLE V

RESPONSIBILITIES AND AUTHORITIES OF THE BOARD OF DIRECTORS

1. General. All corporate powers will be exercised by or under the authority of the Board of Directors, and the business and affairs of the Corporation will be managed under the Board’s direction.

2. Functions. The Directors’ general functions will be to:

- a. establish policies and guidelines for the operation of the Corporation;
- b. exercise and fulfill the specific powers and responsibilities of the Board, as specified in the Articles and these Bylaws and as required under applicable law; and
- c. discharge their duties in good faith, with the care an ordinary prudent person in a like position would exercise under similar circumstances, and each Director will act in a manner he or she reasonably believes to be in the best interests of the Corporation.

3. Powers and Responsibilities of Directors. Without limiting the generality of the functions in section 2 of this Article, the Directors’ specific powers and responsibilities will be to:

- a. adopt, amend, repeal or alter the Articles and these Bylaws;
- b. elect and remove officers of the Corporation;
- c. ensure accountable management of real and personal property and the general business of the Corporation, including authorization and approval of material contracts and agreements on behalf of the Corporation, all in accordance with applicable law, the Articles and these Bylaws;
- d. establish policies, including monetary or other limits, within which the administration and staff of the Corporation may function independently, including any sale, lease, purchase or other transfer or

- disposition of any real or personal property of the Corporation, and how exceptions or over-limit transactions are handled;
- e. approve general rules and regulations for the administration of the Corporation and its personnel, and approve any substantial change in employee benefits of the Corporation;
 - f. designate the person or persons authorized to make and sign bills, notes, checks, contracts, or other documents that are binding on the Corporation;
 - g. establish and develop additional committees necessary or appropriate to fulfill the responsibilities of the Corporation's mission and purposes;
 - h. approve the establishment, scope of activity, and bylaws of any auxiliary organizations, advisory boards, development councils and other such related organizations;
 - i. delegate authority to the President/CEO of the Corporation;
 - j. develop and approve business plans;
 - k. approve any affiliation by the Corporation with one or more entities in any partnership, joint venture or joint enterprise;
 - l. authorize any change in the character or business purpose of the operations of the Corporation; and
 - o. approve any merger or consolidation of the Corporation with any other organization or entity.

ARTICLE VI

MEMBERSHIP OF THE BOARD OF DIRECTORS

1. Appointment. Members of the Board of Directors will be appointed by the Region's chief elected officials in accordance with applicable local intergovernmental agreements and in compliance with criteria established by the state of Florida and the federal government, and will be composed of at least the following:
 - a. representatives of the private sector, who must constitute a minimum of fifty-one percent (51%) of the Board, and who will be representatives of private, for-profit businesses and be chief executives, chief operating officers or other executives who have substantial management or policy responsibility; and
 - b. such other representatives as may be required or permitted by applicable federal or state law, regulations or directives.
2. Term. Unless otherwise indicated under the terms of a Director's appointment, the term of each Director's appointment will be three (3) years, beginning the first day of July of the year of appointment, and continuing through the last day of

June in year three (3) hence, except that a Director may serve until December of the last year of the term, or until action regarding that Director's seat is taken, whichever occurs first. Subject to applicable law, one third (1/3) of all terms will expire annually. Directors will be eligible for re-appointment without re-nomination for an additional term having a maximum of three (3) years [by the Consortium of Elected Officials](#).

3. Qualifications. Directors must be citizens or permanent residents of the United States of America, duly appointed pursuant to Section 1 of this Article, and will, at all times, comply with the requirements established by the state of Florida, the federal government and any applicable intergovernmental agreement.

4. Vacancies. Vacancies during the term of a Director's appointment will be filled in an appropriate timeframe upon receipt of sufficient nominations for the vacancy. The person appointed to fill the vacancy will serve the remaining term of the prior Director and may be re-appointed as provided in Section 2 of this Article.

ARTICLE VII OFFICERS AND THEIR DUTIES

1. Election of Officers. All officers will serve 1 year terms. The Chairperson may serve for 2 consecutive terms. At the conclusion of the Chairperson's term, he or she will serve as immediate Past Chair on the Executive Committee. In addition, the Board of Directors will have the power to:

- a. appoint such other officers it deems necessary or appropriate;
- b. fill any vacancy in any office occurring for any reason whatsoever, by election, by majority vote of a quorum; and
- c. employ a President/CEO who will (i) be responsible and accountable to the Board, (ii) act on the Board's behalf in the conduct of its directives, and (iii) be responsible for employment, oversight and management of all other staff and employees of the Corporation.

2. Removal of Directors and Officers. Any Director or officer may be removed by a two thirds (2/3) vote of a quorum of the Board at a properly noticed meeting whenever, in the judgment of the Board, the best interests of the Corporation will be served. Failure to attend (in person or by teleconference) at least seventy-five percent (75%) of the regularly scheduled Board meetings or regularly scheduled committee meetings, of which a Director is a member without ~~approval by the Chairperson of the Board, prior notification to the President~~ may result in the ~~immediate~~ removal of a Director or officer by a two thirds (2/3) vote of a quorum of the Board at a properly noticed meeting. Prior notification may be accomplished by either emailing or calling the President in advance of the Board meeting or committee meeting.

3. Delegation. For any reason it deems appropriate, the Board may delegate any power or duty to any Director or officer, including to the President/CEO or his or her staff designee, but no Director or officer will execute, acknowledge or verify any document or instrument in more than one capacity.

4. Compensation. No compensation will be paid to the Directors for services performed by them for the Corporation as Directors. Directors may be reimbursed for expenses incurred when traveling on official business of the Corporation if approved in advance by the Chairperson of the Board. Such reimbursement must conform to the Corporation's established travel policy.

5. Duties of the Chairperson. The Chairperson shall:

- a. preside at all meetings of the Board and determine the agenda for all Board meetings in consultation with the President/CEO;
- b. make all committee appointments other than the officers elected under Section 1 of this Article;
- c. be a member ex-officio 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; and
- d. perform all other duties assigned to the Chairperson under these Bylaws and those usually pertaining to the office of Chairperson.

6. Duties of the Vice Chairperson: The Vice Chairperson shall:

- a. preside at all meetings of the Board in the absence of the Chairperson;
- b. be a member of the Executive Committee;
- c. assist the Chairperson, when requested, in the performance of the Chairperson's duties; and
- d. perform all such other duties usually pertaining to the office of Vice Chairperson, including acting as the Chairperson during the absence or disability of the Chairperson.

7. Duties of the Treasurer. The Treasurer will:
- a. oversee the custody of all funds and securities of the Corporation and the collection of interest thereon;
 - b. oversee the accounts of the Corporation and report thereon at each regular meeting of the Board of Directors;
 - c. make a report at each meeting of the Board of Directors and special reports when requested;
 - d. oversee the preparation and filing of reports and returns required by all governmental agencies; and
 - e. serve as Chairperson of the Finance Committee.
8. Duties of the Secretary. The Secretary will:
- a. ensure that minutes of each meeting are recorded;
 - b. be responsible for advising the Board of Directors of omissions and corrections to the minutes;
 - c. ensure that copies of the minutes are timely transmitted to all members of the Board of Directors;
 - d. ensure that all meetings are noticed as required by statute, these Bylaws or regulations;
 - e. ensure that attendance is recorded at meetings;
 - f. ensure that committee reports are maintained;
 - g. ensure that the record books of the Corporation are properly maintained; and
 - h. perform such other duties as may be delegated by the Board of Directors.
9. President and Chief Executive Officer. 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 the Corporation 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 bonuses will be set by the Executive Committee. The President may only be terminated upon the recommendation of a majority of the members of the Executive Committee and a majority two thirds (2/3) vote of the entire Board of Directors ~~constituting a quorum~~. The President will be the chief executive officer of the Corporation and will be responsible for the general and active management of the business and affairs of the Corporation, subject to the direction of the Executive Committee and the Board of Directors.

10. Chief Operating Officer . The Chief Operating Officer (“**COO**”) will be hired by the President with the advice ~~and consent~~ of the Executive Committee. The COO will

not be a member of the Board of Directors, but will be an officer and full-time employee of the Corporation. The COO will direct, administer and coordinate the day-to-day activities of the Corporation consistent with the directions, policies, goals and objectives established by the President and the Board of Directors and as set forth in the job description for this position.

11. Chief Financial Officer. The Chief Financial Officer (“**CFO**”) will be hired by the President with the advice ~~and consent~~ of the Chairperson. The CFO will not be a member of the Board of Directors, but will be an officer and full-time employee of the Corporation. The CFO will direct the Corporation’s financial operations and accounting practices consistent with the directions, policies, goals and objectives established by the COO, President, and the Board of Directors and as set forth in the job description for this position approved by the Executive Committee.

ARTICLE VIII

BOARD COMMITTEES

1. Committees. The Board of Directors will create standing committees as follows: Executive, Finance, Audit, Career Services , Governance, ~~;~~ and Community Engagement. In addition, the Chairperson of the Board of Directors will have the authority to establish such other standing or ad hoc committees deemed necessary or desirable to the conduct of the Corporation’s business. The Chairperson of the Board will make appointments to all committees and will appoint the chairperson of each committee. Any committee may include members appointed by the Chairperson of the Board who are voting members of the committee but not members of the Board of Directors. Any item voted on by a committee (other than approval of meeting minutes and meeting adjournments) will be reported to the Executive Committee at its next meeting.

2. Executive Committee. The Executive Committee will have a minimum of five (5) members, consisting of the officers elected under Article VII, Section 1, and the chairs of the standing committees. The Chairperson will endeavor to ensure that each of the five (5) counties in the Region is represented on the Executive Committee. The Executive Committee will have and exercise the full authority of the Board of Directors in the management of the Corporation’s business between meetings of the Board of Directors. The Chairperson of the Board may choose to serve as chairperson of the Executive Committee or may choose to appoint another member of the Executive Committee to serve in such capacity. In the event the Chairperson of the Board chooses not to serve as Chairperson of the Executive Committee, he or she will serve as a voting member of the Executive Committee. After completion of the Chairperson’s term, he or

she will serve on Executive Committee for 1 year as Immediate Past Chair. Except as otherwise set forth in these Bylaws, the Executive Committee will serve as the human resources committee with the delegated authority to take final action on all appropriate executive personnel matters.

3. Finance Committee. The Finance Committee will be chaired by the Treasurer and will consist of those Directors recommended by the Treasurer and appointed by the Chairperson of the Board of Directors. The Finance Committee will be responsible for assisting the Treasurer in the conduct of his or her responsibilities as set forth in Article VII, Section 7; reviewing periodic reports on the financial activities of the Corporation; controlling and supervising the financial affairs of the Corporation; overseeing the Corporation's retirement plan; and approving budgets and budget amendments.

4. Audit Committee. The Audit Committee will be chaired by a Director appointed by the Chairperson of the Board of Directors and will consist of members appointed by the Chairperson of the Board. The Audit Committee will be responsible for:

- a. overseeing the annual audit(s) of the Corporation's programs required under applicable laws, regulations or directives (including OMB Circular A-133), including selection of the auditor and approval of annual audit plans;
- b. providing oversight of the Corporation through review of monitoring reports and audits of the Corporation;
- c. making recommendations to the Board of Directors on the selection of an independent auditor and regarding such auditor's compensation and terms of engagement;
- d. receiving and reviewing the annual audit reports from the independent auditor;
- e. reviewing and approving the Corporation's responses to any adverse findings regarding the financial affairs of the Corporation, including, but not limited to, adverse monitoring reports, financial audits, management decision letters, Office of Inspector General's investigative reports and final determination letters;
- f. reviewing, in consultation with the independent auditor and management, the Corporation's financial statements;
- g. reviewing and evaluating the adequacy of internal accounting controls and practices and making recommendations for revisions and additions as necessary or appropriate; and
- h. reviewing and evaluating the Corporation's ethics and conflict-of-interest policies and procedures and, whenever the

Chairperson of the Board or the committee deems appropriate, investigating any alleged violations of such policies and procedures.

5. Career Services Committee. The Career Services Committee will be chaired by a Director appointed by the Chairperson of the Board of Directors and will consist of members appointed by the Chairperson of the Board. The Career Services Committee will oversee the Corporation's operations plan as part of the Workforce Innovation and Opportunity Act ("WIOA") and all other program activities that support job seekers and businesses in the Region.

6. Governance Committee. The Governance Committee will be chaired by a Director appointed by the Chairperson of the Board of Directors and will consist of members appointed by the Chairperson of the Board. The Governance Committee will be responsible for reviewing the Corporation's Articles and By-laws and recommending changes to the Board of Directors; identifying a process to recruit board members and officers; and evaluating the Board's effectiveness.

7. 8. Community Engagement Committee. The Community Engagement Committee will be chaired by a Director appointed by the Chairperson of the Board of Directors and will consist of members appointed by the Chairperson of the Board representing expertise in outreach marketing and media relations. The Community Engagement Committee will recommend strategies and policies to ensure the Corporation is, through appropriate outreach, aligned and engaged with other community, civic and economic-development activities.

ARTICLE IX

CONDUCT OF BUSINESS

1. Annual Meeting. The Annual Meeting of the Board of Directors of this Corporation will be held during the month of June.

2. Regular Meetings. At a minimum, regular meetings of the Board of Directors will be held quarterly, in the months of September, December, April and June.

3. Special Meetings. Special meetings of the Board of Directors may be held at the call of the Chairperson or by written request of ten (10) or more members of the Board of Directors.

4. Notice. Reasonable notice in writing of each meeting, whether annual, regular, special or emergency, will be provided to each member of the Board of Directors at his or her contact place on file with the Secretary. Such notice may be by e-mail or other reliable means of electronic transmission. The Corporation's meetings will be publicly announced in accordance with Section 286.011, Florida Statutes.

5. Order of Business. Business will be conducted to the extent feasible in accordance with Roberts' Rules of Order, as amended.

6. Quorum. A quorum for all Board meetings will require that at least fifty percent (50%) of the Board members be present or appearing by telephone. If there is less than a quorum at any meetings, a majority of those present may adjourn the meeting. A quorum for all committee meetings will be the same as the quorum for Board meetings and require that at least fifty percent (50%) of the Board members who are committee members be present or appear by telephone.

7. Voting. Directors may not be represented at any meeting by an alternate, nor may proxies be given. Each Director will have one (1) vote upon every issue properly submitted for vote at any meeting of the Board of Directors, except that no Director may cast a vote on any matter on which he or she has or appears to have a conflict of interest, as defined by federal or state law or under the Corporation's policies then in effect. Any Director who has such a conflict of interest must declare the same and refrain from discussion at the meeting and voting on the issue.

8. Majority Rule. All matters before the Board will be determined by a majority vote of Directors present at the meeting with a quorum present, with the exception of the following, ~~either of~~ which must be approved by a vote of two-thirds (2/3) of the Board's total membership:

- a. amendments to these Bylaws (as provided under Section 13 below); and
- b. any contract or agreement between the Corporation and a Director, a relative (as defined in s. 112.3143[1][b], Florida Statutes) of a Director, or any contract or agreement that would be a conflict for any such Director as defined by federal or state law or under the Corporation's policies then in effect.

[c. removal of the President \(as provided in Article VII, Section 9 above\).](#)

9. Meetings by Telephone or Teleconference. Members of the Board of Directors or any committee may participate in a meeting by means of telephone

conference or similar communication method by which all persons participating in the meeting can hear each other at the same time. Any such participation will constitute presence in person at the meeting.

10. Business Affairs; External Audit. Subject to applicable law, the Board of Directors may solicit, borrow, accept, receive, invest and expend funds from any public or private source. The award of procurement contracts with vendors and the award of sub-recipient contracts will be in accordance with applicable federal and state law and regulations. The Corporation's accounts and records will be audited annually by a firm of certified public accountants at the expense of the Corporation; and a copy will be available on request for each Director to review.

11. Investments. Any investments of funds of the Corporation must first be approved by the Finance Committee and recommended to the Board of Directors for its approval.

12. Fiscal Year. The fiscal year of the Corporation will be July 1 to June 30.

13. Amendments to Bylaws. Amendments to these Bylaws of the Corporation may be proposed by any member of the Board of Directors. The Board of Directors, by a two thirds (2/3) vote of the total membership, may amend, revise, add to, repeal or rescind these Bylaws or adopt the new bylaws at any meeting of the Board of Directors, provided that written notice of any amendment, revision, addition, repeal or rescission of these Bylaws or adoption of new bylaws must be published and given to the Directors at least thirty (30) days preceding the date of the meeting of the Board of Directors at which such action is to be considered.

14. Conflicts with Laws. The Corporation will abide by all applicable federal and state laws and regulations, which will supersede any provision of these Bylaws in conflict with any such law or regulation.

15. Books and Records. The Corporation will keep correct and complete books and records of account and financial statements and will also keep minutes of the proceedings of the Board of Directors and all committees. Such books and records will be available to all Directors on request and to members of the general public in accordance with applicable law.

16. Indemnity. Subject to applicable law, any current or former member of the Board of Directors or officer who is made a party to or called as a witness with respect to any threatened or pending legal proceeding will be indemnified by the Corporation against all costs and expenses (including attorneys' fees, judgments, fines and amounts paid in settlement) reasonably incurred by him or her in connection with such proceeding, including any appeal thereof, if he or she acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of the

Corporation and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any proceeding by judgment, order, settlement, conviction or upon a plea of nolo contendere or its equivalent, will not create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in or not opposed to the best interests of the Corporation, and, with respect to any criminal action or proceeding, did not have reasonable cause to believe that his or her conduct was unlawful. The Board of Directors will determine, by a majority vote of a quorum consisting of Directors who are not parties or witnesses to the proceeding, whether indemnification is appropriate as provided in this section. If this section or any portion of it is invalidated on any ground by a court of competent jurisdiction, the Corporation will nevertheless indemnify each director and officer of the Corporation to the fullest extent permitted by portions of this section not invalidated, and to the fullest extent permitted by law.

17. D&O Insurance. The Corporation will purchase and maintain in full force and effect a policy or policies of directors and officers liability insurance covering its Directors and officer with minimum coverage of \$1 million, unless the Executive Committee, in consultation with the Treasurer, finds that such insurance is no longer available on commercially reasonable terms or that the premiums for such will be unreasonably high. In such case, the Directors shall immediately be notified by the Executive Committee that such directors and officers liability insurance no longer exists. In addition, the Corporation may purchase and maintain insurance on any person who is or was a Director, officer, employee, or agent of the corporation against any liability asserted against such person and incurred by him or her in any such capacity or arising out of his or her status as such, whether or not the Corporation would have the power to indemnify the person against such liability under the provisions of Section 16 of this Article IX.

Document comparison by Workshare Compare on Monday, February 26, 2018
10:35:49 AM

Input:	
Document 1 ID	interwovenSite://HKDMS/Active/54588460/1
Description	#54588460v1<Active> - STB/Ind/CareerSource ByLaws with STB Comments
Document 2 ID	interwovenSite://HKDMS/Active/55347833/1
Description	#55347833v1<Active> - CareerSource Central Florida/Bylaws as approved by Governance Committee
Rendering set	standard

Legend:	
	<u>Insertion</u>
	Deletion
	Moved from
	<u>Moved to</u>
	Style change
	Format change
	Moved deletion
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:	
	Count
Insertions	9
Deletions	11
Moved from	0
Moved to	0
Style change	0
Format changed	0
Total changes	20



ACTION ITEM

To: Board of Directors
 From: Mimi Coenen, COO
 Subject: RFQ #CPS-8002 – For Services That Support Career Preparation
 Date: 4/11/18

PURPOSE:

To bring forward a recommendation to the Board of Directors for the selection of vendor(s) having the background and expertise to deliver services that support career preparation for individuals displaced due to the 2017 hurricanes.

BACKGROUND-

In January, CSCF received two grants 1) The Governors Challenge Award in the amount of \$502,879 and 2) The National Emergency Grant Award in the amount of \$3,400,000. Both of these awards are to be used to provide assistance to individuals who have relocated from Puerto Rico and the Virgin Islands due to Hurricane Maria.

While some of this funding will be spent on increasing the capacity of things CSCF already does, it became apparent that additional services would be needed. Following CSCF's procurement procedures, a Request for Quote (RFQ) was released on 3/13/18 to consider other entities and community partners who can provide needed interventions to expedite the ability of connecting evacuees to employment.

On 4/5/18, eight (8) proposals were received electronically to a secure mailbox by entities desiring to contract with CSCF. Proposals were opened, names of entities submitting responses were recorded, and proposal packages were distributed to the review committee. The review committee, made up of CSCF staff and a member of the Board of Directors, met on 4/10/18 to score the proposals based on the evaluation criteria outlined in the RFQ.

The following vendors were considered for funding:

- Adult Learning Academy
- Goodwill Industries
- Grand Avenue EDC
- Hispanic Business Initiative Fund
- Second Harvest Foodbank
- URBANDER
- Valencia State College
- Workforce Career Readiness

The RFQ allowed proposers to respond to one or multiple **Career Preparation Activities**

1. Workplace Culture / Readiness Class/ Cultural Competency Training
2. Community Orientation
3. Entrepreneurship Training and Development
4. English for Speaker of Other Languages (ESOL) classes/Services

RECOMMENDATION:

The review committee recommends that the Board of Directors approve staff to negotiate vendor agreements with the following three organizations to deliver the activities outlined below.

Career Preparation Activity	Workplace Culture/ Competency	Community Orientation	Entrepreneurship	ESOL
Hispanic Business Initiative Fund dba Prospera			X	
URBANDER	X	X	X	X
Valencia State College	X	X	X	X

The agreements will be negotiated as cost per participant/vendor contracts. The total budget for these services will not exceed \$502,000.



INFORMATIONAL ITEM

To: Board of Directors
From: Mimi Coenen, COO
Subject: RFQ #CPS-8002 – For Services That Support Career Preparation
Date: 4/5/18

PURPOSE:

To inform CareerSource Central Florida's (CSCF) Board of Directors on the status of a Request for Quote (RFQ) that is seeking responses from qualified entities having the background and expertise to deliver services that support career preparation for individuals displaced due to the 2017 hurricanes.

BACKGROUND-

In January, CSCF received two grants 1) The Governors Challenge Award in the amount of \$502,879 and 2) The National Emergency Grant Award in the amount of \$3,400,000. Both of these awards are to be used to provide assistance to individuals who have relocated from Puerto Rico and the Virgin Islands due to Hurricane Maria.

While some of this funding will be spent on increasing the capacity of things CSCF already does, it became apparent that additional services would be needed. Following CSCF's procurement procedures, a Request for Quote (RFQ) was released on 3/13/18 to consider other entities and community partners who can provide needed interventions to expedite the ability of connecting evacuees to employment.

The timeline utilized in this RFQ states 4/6/18 as the date for opening proposer bids. The review committee made up of CSCF staff and a member of the Board of Directors will receive electronic copies that same day; however, they will meet in person for official scoring on Tuesday, 4/10/18.

RECOMMENDATION:

The recommendations for funding will be emailed to the Board on Wednesday, 4/11/18 and presented at the 4/12/18 Board meeting.