



What: **Executive Committee Meeting**
When: Tuesday, April 16, 2019
 9:00 a.m. – 10:30 a.m.
Where: GoToMeeting (remote attendees):
 ➤ <https://global.gotomeeting.com/join/696497077>
 ➤ **1 866-899-4679 / Access Code: 696-497-077**
Board Priorities: Analyze the Business | Engage the Talent

Agenda Item	Topic	Presenter	Action Item
1.	Welcome	Mark Wylie	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment		
4.	Action Items		
	A. Approval of Minutes –	Mark Wylie	X
	1) 1/29/19 Executive Committee Meeting		
	2) 3/12/19 Executive Committee Meeting		
	B. Youth Explorer Program Approval	Leo Alvarez	
5.	Information		
	A. Vice Chair's Report	Mark Wylie	
	B. President's Report	Pam Nabors	
	1) Health Insurance Plan Review for FY 19-20	Leo Alvarez/ Dyana Burke	
	2) Board Meeting / Retreat - Survey	Pam Nabors	
	C. Committee Reports	Committee Chairs	
	1) Revenue Diversity Ad Hoc	Eric Jackson	
	2) Career Services	Dr. Kathleen Plinske	
	3) Community Engagement	Jody Wood	
	4) Audit	Larry Walter	
	5) Finance	Eric Ushkowitz	
	6) Governance	Mark Wylie	
6.	Other Business		
7.	Adjournment		
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Upcoming Meetings:

- **Board Meeting & Retreat** 4/25/19 9:00 a.m. - 2:00 p.m.
 Valencia College – District Office
 1768 Park Center Drive, Orlando, FL
 (Conference Room – 5th Floor)

- **Executive Committee** 6/11/19 9:00 a.m. – 10:30 a.m.
 CSCF Admin Office



DRAFT
Executive Committee Meeting

Tuesday, January 29, 2019
9:00 a.m.

MINUTES

MEMBERS PRESENT: Debbie Clements, Greg Beliveau, Leland Madsen, Kathleen Plinske, Eric Ushkowitz, Larry Walter, Jody Wood and Mark Wylie

MEMBERS ABSENT: Eric Jackson and Richard Sweat

STAFF PRESENT: Pam Nabors, Mimi Coenen, Leo Alvarez, Lisa Burby and Kaz Kasal

GUEST PRESENT Thomas Wilkes/GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Ms. Clements, CSCF Chair, called the meeting to order at 9:01 a.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	Public Comment None offered.	
4	Action Items <u>Approval of Minutes – 1/9/19 Executive Committee Meeting</u> <ul style="list-style-type: none"> Reviewed minutes. Approval of Staffing RFQ <ul style="list-style-type: none"> Reviewed action item memo (attachment) to review results of CSCF's temporary staffing and payroll company solicitation. 	<p>Mr. Wylie made a motion to approve the draft minutes from the 1/9/19 Executive Committee Meeting. Mr. Ushkowitz seconded; motion passed unanimously.</p> <p>Mr. Walter made a motion to recommend, for Board final approval, for staff to begin negotiations with Manpower who ranked number one. Mr. Wylie seconded; motion passed unanimously.</p>
5	Information <u>Chair's Report</u> <ul style="list-style-type: none"> Pam's Goals Reviewed status of President & CEO's goals (attachment). <u>President's Report</u> <ul style="list-style-type: none"> Facility Updates <ul style="list-style-type: none"> Reviewed CSCF's lease updates for Osceola, Lake-Sumter West Orange and Seminole offices. Board Meeting Agenda for 2/7/19 	



	- Reviewed agenda.	.
6	<p>Committee Reports</p> <p><u>Revenue Diversity Ad Hoc</u> Mr. Alvarez, CFO, stated that the committee will be scheduling a meeting end of February.</p> <p><u>Career Services</u> Dr. Plinske, Career Services Committee Chair, reported the Committee met on 1/24/19 and reviewed results of scorecard through 12/31/18. The Committee also reviewed the enhanced 2019 summer youth program.</p> <p><u>Community Engagement</u> Ms. Wood, Community Engagement Committee Chair, reported the Committee met on 1/14/19. The Committee mid-year results on internal and external communication activities as well as revised master narrative.</p> <p><u>Audit and Finance Committees</u> Mr. Walter, Audit Committee Chair, and Mr. Ushkowitz, Finance Committee Chair, stated the Committees will meet jointly on 1/31/19.</p> <p><u>Governance</u> Mr. Wylie, Governance Committee Chair, reported the Committee will meet in March.</p>	
7	<p>Other Business None offered.</p>	
8	<p>Adjournment Meeting adjourned at 10:05 a.m.</p>	

Respectfully submitted,

Kaz Kasal
Executive Coordinator



DRAFT
Executive Committee Teleconference

Tuesday, March 12, 2019
1:00 p.m.

MINUTES

MEMBERS PRESENT: Greg Beliveau, Eric Jackson, Leland Madsen, Richard Sweat, Eric Ushkowitz, Larry Walter, Jody Wood and Mark Wylie

MEMBERS ABSENT: Debbie Clements and Kathleen Plinske

STAFF PRESENT: Pam Nabors, Mimi Coenen, Leo Alvarez, Lisa Burby and Kaz Kasal

GUEST PRESENT Thomas Wilkes/GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Wylie, CSCF Vice Chair, called the meeting to order at 1:02 p.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	Public Comment None offered.	
4	Action Item: <u>CSCF West Orange County Location</u> <ul style="list-style-type: none"> Mr. Alvarez, CFO, referenced action memo on relocation of CSCF's West Orange County office (attachment), reviewing challenges of current office location and research of alternate locations. Based on review and financial analysis, staff recommend best space option is within the West Oaks Mall. 	Mr. Jackson made a motion to approve staff to finalize negotiations and execute a lease with the West Oaks Mall within the parameters of the financial analysis per action memo. Mr. Beliveau seconded; motion passed unanimously.
5	Other Business None offered.	
6	Adjournment Meeting adjourned at 1:17 p.m.	

Respectfully submitted,

Kaz Kasal
 Executive Coordinator



ACTION ITEM

To: Executive Committee
 From: Mimi Coenen, Chief Operations Officer
 Subject: CareerSource Central Florida – Summer Youth Explorer Program
 Date: April 16, 2019

Purpose:

The purpose of this memo is to provide details for the Board to approve the vendor selection for CareerSource Central Florida’s Explorer option in the 2019 Summer Youth Program.

Background:

As an option in the summer youth program, CareerSource Central Florida (CSCF) seeks to launch Explorer, a new program option aimed at young adults, ages 16-19, during the months of June and August. Through Explorer, CSCF proposes that approximately 200 individuals receive exposure not only to a variety of career pathways in high growth industries, but also an understanding of how to access and enroll into college, and demystify their potential fears of the college experience by providing the student exposure to a college campus experience.

To fulfill the program option, CSCF requested Central Florida local state and technical colleges, and universities partner with CSCF by providing the college campus experience, helping to outline the cost to deliver the program and providing proposals to deliver the Explorer option to these young adults.

Proposals were requested from the following institutions: 1) Orange Technical College, 2) Osceola Technical College, 3) Lake Technical College, 4) Valencia College, and 5) Seminole State College. The overview below provides a summary of the student capacity and associated costs for each local state and technical colleges, and universities solicited to partner with CSCF in this endeavor.

2019 Summer Youth Program – Explorer Option:

	Orange Tech	Osceola Tech	Lake Tech	Valencia	Seminole State
Student Capacity	45	40	24	50	30
County	Orange	Osceola	Lake	Osceola & Orange	Seminole
Start Date	June 17th	June 3rd	June 17	June 3rd	June 3rd
Length	4 weeks	4 weeks	4 weeks	5 weeks	4 weeks
Cost	\$41,748	\$8,866	\$17,805	\$113,889	\$60,000
Cost per student	\$927.72	\$221.64	\$741.87	\$2,277.78	\$2,000
Incentives	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000

CSCF and The Department of Economic Opportunity (DEO) requires that contracts equal to or greater than \$25,000 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.

Recommendation:

CSCF recommends the Executive Committee approve the vendor selection for the 2019 Summer Youth Program - Explorer option and move their recommended approval forward to the Board of Directors for a two-thirds vote, as required by the CareerSource Florida and DEO Conflict of Interest Policy.



ACTION ITEM

To: Executive Committee
From: Dyana Burke
Subject: CareerSource Central Florida – Employee Benefits
Date: April 16, 2019

Purpose:

To provide a recommendation to the Executive Committee regarding the Fiscal Year 2019-20 employee health benefits renewal.

Background:

CareerSource Central Florida staff met with the health benefits broker, OneDigital to discuss the current plan structure, historical cost, current benefit plan options and strategies for the upcoming fiscal year 2019-20. Below is a recap of the prior year plan renewal history and renewal options for the new fiscal year.

Prior year renewal 7-1-18:

- Plan was running at 78% loss ratio
- Took the plan to market and the three most competitive quotes were
 - Florida Blue +12.5%
 - Aetna + 11%
 - UHC + 4.9%
- Cigna's formula originally called for 16.65% renewal. Renewed finally came in at 6.96% (The previous year CSCF experienced a -6.5% decrease).

Current year renewal 7-1-19:

- Plan is running at 86% loss ratio (3 points higher than last year's renewal)
- Cigna's renewal formula calling for 21% increase. Initially offered an 8% increase if we do not take the plan to market. We were able to negotiate down to a 5% increase.
- Zero increases for dental, life & disability (originally a 3% increase).
- Still offering \$10k wellness fund
- Adding OneGuide concierge member services/advocacy
- Formal renewal will be released at 21% without this agreement.

Summary

- The recommendation is to accept early renewal offer at 5% which is a 2% improvement over last year with a worse loss ratio
- In order to remain competitive it is not recommended to market the plan every year
- Market would see 86% loss ratio claims experience vs. last year's 78%.
- Historically UHC has been a couple points better than Cigna's final renewal, but they do this to acquire new business and typically, UHC's renewals are very high in year two.
- Create zero disturbance to the plan and staff

Action Item: Staff recommends that the Executive Committee approve the renewal of CIGNA as the benefits carrier for CareerSource Central Florida's health, dental and vision plan.

EXHIBIT

<DRAFT> CareerSource Medical Renewal Benefit Summary Effective July 1, 2019

Renewal Increase Blended

PROVIDER	Cigna	Cigna	Cigna
PLAN TYPE	Open Access Plus H S A	Open Access Plus "Base"	Open Access Plus "Choice"
	Current Plan	Current Plan	Current Plan
IN-NETWORK			
DEDUCTIBLE & MAXIMUMS			
Calendar Year Deductible (individual/family)	\$2,000/\$4,000	\$1,500/\$3,000	\$500/\$1,000
Coinsurance (carrier/individual)	100%/0%	80%/20%	100%/0%
Calendar Year Out of Pocket Maximum (individual/family)	\$4,000/Individual \$6,850/Individual in a family \$8,000/Family	\$3,000/\$6,000	\$1,000/\$2,000
Out of Pocket Maximum Includes Lifetime Maximum	Deductible, Coinsurance, Copays Unlimited	Deductible, Coinsurance, Copays Unlimited	Deductible, Coinsurance, Copays Unlimited
PHYSICIAN SERVICES			
Primary Care Office Visit	0% after deductible	\$30 copay	\$25 copay
Specialist Office Visit	0% after deductible	\$60 copay	\$50 copay
Preventive Care (services defined by carrier)	100% Covered	100% Covered	100% Covered
HOSPITAL SERVICES			
Inpatient Hospitalization	0% after deductible	20% after deductible	0% after deductible
Outpatient Surgery	0% after deductible	20% after deductible	0% after deductible
DIAGNOSTIC SERVICES			
X-ray	0% after deductible	Covered 100%	Covered 100%
Labs	0% after deductible	Covered 100%	Covered 100%
MRI, CT Scan, Ultrasound	0% after deductible	Outpatient- \$250 copay; Office 20% after deductible	Outpatient- \$250 copay; Office 0% after deductible
EMERGENCY SERVICES			
Emergency Room Visit	0% after deductible	\$250 copay	\$250 copay
Urgent Care Visit	0% after deductible	\$75 copay	\$75 copay
OTHER BENEFITS			
Rx (Tier 1/Tier 2/Tier 3)	After Deductible; \$15/\$40/\$70 30 Day Supply; Mail Order 3x 90 Day Supply	\$15/\$40/\$70 30 Day Supply; Mail Order 3x 90 Day Supply	\$15/\$40/\$70 30 Day Supply; Mail Order 3x 90 Day Supply
Mail Order (Tier 1/Tier 2/Tier 3)			
NON NETWORK			
Calendar Year Deductible (individual/family)	\$4,000/\$8,000	\$3,000/\$6,000	\$2,000/\$4,000
Coinsurance (carrier/individual)	80%/20%	50%/50%	50%/50%
Calendar Year Out of Pocket Maximum (individual/family)	\$8,000/Individual \$16,000/Individual in a family \$16,000/Family	\$6,000/\$12,000	\$4,000/\$8,000
Lifetime Maximum	Unlimited	Unlimited	Unlimited
Physician Office Visit	20% after deductible	50% after deductible	50% after deductible
Inpatient Hospitalization	20% after deductible	\$500 per admission, plus 50% after deductible	\$500 per admission, plus 50% after deductible
Outpatient Surgery	20% after deductible	\$500 per admission, plus 50% after deductible	\$500 per admission, plus 50% after deductible
Diagnostic Services	20% after deductible	50% after deductible	50% after deductible
Emergency Room Visit	0% after deductible	\$250 copay	\$250 copay
PREMIUMS			
Current Employee Participation	# Enrolled	# Enrolled	# Enrolled
Employee	36	30	12
Employee + Spouse	5	13	2
Employee + Child(ren)	15	19	2
Employee + Family	16	15	0
Total Enrollment	72	77	16
Current Monthly Premiums*			
Employee	\$625.36	\$656.51	\$753.54
Employee + Spouse	\$1,345.11	\$1,404.92	\$1,612.59
Employee + Child(ren)	\$1,168.33	\$1,221.09	\$1,401.59
Employee + Family	\$1,982.77	\$2,067.99	\$2,373.66
Total Monthly Premiums	\$78,488	\$92,180	\$15,071
Total Annual Premiums	\$941,853	\$1,106,158	\$180,850
Total Annual Premiums (Combined)	\$2,228,861		
Renewal - Monthly Premiums*			
	5%	5%	5%
Employee	\$656.69	\$689.40	\$791.29
Employee + Spouse	\$1,412.57	\$1,475.31	\$1,693.39
Employee + Child(ren)	\$1,226.93	\$1,282.27	\$1,471.82
Employee + Family	\$2,082.22	\$2,171.60	\$2,492.60
Total Monthly Premiums	\$82,423	\$96,798	\$15,826
Total Annual Premiums	\$989,078	\$1,161,578	\$189,911
Total Annual Premiums (Combined)	\$2,340,567		
Variance in \$\$	\$111,705		
Variance in %	5.0%		

RETURN TO AGENDA



What: Board of Directors Meeting
When: Thursday, April 25, 2019, 9:00 a.m. – 10:00 a.m.
Where: Valencia College-District Office, 1768 Park Center Drive, Orlando (Lg. Conf. Rm /5th Floor)
Virtual: GoToMeeting (remote attendees):
 ➤ <https://global.gotomeeting.com/join/565245789>
 ➤ **1 877 309-2073 / Access Code: 565-245-789**
Board Priorities: Analyze the Business | Engage the Talent

Agenda Item	Topic	Presenter	Action Item
1.	Welcome	Mark Wylie	
	A. Valencia College	Dr. Kathleen Plinske	
2.	CSCF Spotlight Story	Mimi Coenen	
3.	Roll Call / Establishment of Quorum	Kaz Kasal	
4.	Public Comment		
5.	Consent Agenda	Mark Wylie	X
	A. 2/7/19 Minutes		
	B. Health Insurance Plan Renewal for Fiscal Year: 2019-2020		
	C. Procurement Threshold		
6.	Information		
	A. Vice Chair's Report	Mark Wylie	
	B. President's Report	Pamela Nabors	
	C. Committee Reports	Committee Chairs	
	1) Executive Committee – Youth Explorer Program Approval	Mark Wylie	
	D. Finance Report	Leo Alvarez	
7.	Other Business		
8.	Adjournment / Board Retreat		

###

Upcoming Meetings:

- **Board and Consortium Joint Meeting** 6/20/19 9:00 a.m. - 11:00 a.m.
Location TBD
- **Committee Meetings**
 - **Governance Committee** 5/08/19 2:00 p.m. - 3:30 p.m.
CSCF Admin Office
 - **Community Engagement Committee** 5/13/19 2:30 p.m. - 4:00 p.m.
CSCF Admin Office
 - **Finance & Career Services Budget Workshop** 5/21/19 2:00 p.m. – 4:00 p.m.
CSCF Admin Office
 - **Finance Committee** 6/06/19 2:30 p.m. - 4:00 p.m.
CSCF Admin Office
 - **Executive Committee** 6/11/19 9:00 a.m. - 10:30 a.m.
CSCF Admin Office