

EXECUTIVE COMMITTEE MEETING

Thursday, April 16, 2020

MEETING DETAILS

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information / Discussion / Action Items

Other Business

Adjournment

What: Executive Committee Meeting

When: Thursday, April 16, 2020
9:00 a.m. – 10:30 a.m.

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

GoToMeeting (remote attendees):

Link: <https://global.gotomeeting.com/join/755444781>

Dial In: (Toll Free) 1 (877) 568-4106 or 1 (312) 757-3129

Access Code: 755-444-781

4/16/20 EXECUTIVE TELECONFERENCE AGENDA

Agenda Item	Topic	Presenter	Action Item
1.	Welcome	Mark Wylie	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment		
4.	Approval of Minutes	Mark Wylie	
A.	<u>2/13/20 Executive Committee Meeting</u>		X
5.	Information / Discussion / Action Items		
A.	Chair's Report	Mark Wylie	
B.	President's Report	Pam Nabors	
C.	Committee Reports		X
	1) Audit (<i>no updates</i>)	Larry Walter	
	2) Career Services (<i>met on 3/19/20</i>)	Dr. Kathleen Plinske	
	<u>a) New Training Providers (Info)</u>		
	3) Community Engagement (<i>no updates</i>)	Jody Wood	
	4) Finance (<i>met on 4/8/20</i>)	Eric Ushkowitz	
	<u>a) Health Insurance Plan Renewal for 20-21 (Info)</u>		
	5) Governance (<i>no updates</i>)	Richard Sweat	
	6) Revenue Diversity Ad Hoc (<i>no updates</i>)	Eric Jackson	
D.	<u>4/30/20 Board Meeting Agenda</u>	Mark Wylie	
6.	Other Business		
7.	Adjournment		

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UPCOMING MEETINGS

Meeting Details

▶ Meeting Agenda

Welcome

Executive Committee
Location: CSCF Admin Office

6/18/20

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

Roll Call

Board Meeting
Location: TBD

6/25/20

9:00 a.m. - 11:30 a.m.

Public Comment

Approval of
Minutes

Information /
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Action Items

Other Business

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WELCOME



Meeting Details

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▶ Roll Call

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ROLL CALL / ESTABLISHMENT OF QUORUM

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PUBLIC COMMENT

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APPROVAL OF MINUTES



DRAFT
Executive Committee Meeting

Thursday, February 13, 2020, 9:00 a.m.

MINUTES

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

MEMBERS ABSENT: Eric Jackson and Eric Ushkowitz

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

GUEST PRESENT Thomas Wilkes/GrayRobinson; Kevin Shaughnessy/Baker Hostetler

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Wylie, CSCF Chair, called the meeting to order at 9:05 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 – 12/5/19 Executive Committee Meetings</u> <ul style="list-style-type: none"> • Reviewed minutes (attachment). 	Mr. Walter made a motion to approve the draft minutes from the 12/5/19 Executive Committee meeting. Mr. Sweat seconded; motion passed unanimously.
5	Information <u>Chair's Report</u> <ul style="list-style-type: none"> • Attended the "Summer Youth Appreciation Event" on 1/29/20. It was a great event and six board members attended. • Revised President/CEO Contract and Job Description (attachment). Committee reviewed changes clarifying CEO's compensation and benefits. <u>President's Report</u> <ul style="list-style-type: none"> • DEO introducing legislation through Florida's House and Senate to clarify oversight of workforce board statute. • Ms. Nabors and Mr. Wylie will be attending workforce meetings in Tallahassee next week. • Ms. Nabors attended a roundtable event on 2/11/20 with local businesses and USDOL Secretary Eugene Scalia to share information on trades and non-trade apprenticeships. • DEO monitoring this week for both fiscal and programmatic – monitoring is going well. 	Mr. Walter made a motion to approve revisions to President/CEO contract as presented and forward to Board under Consent Agenda. Mr. Hayward seconded; motion passed unanimously.



Committee Reports:

Revenue Diversity Ad Hoc

- Scheduled to meet on 3/31/20.

Career Services

- Dr. Plinske, Career Services Committee Chair, reported the Committee met on 1/31/20. Committee reviewed scorecard results for 2nd quarter as well as performance by high growth industry training sector and youth program performance. Committee to review performance by training provider at its next meeting.
- Mr. Bough, Career Services Committee Co-Chair, reviewed procurement process on training courses for "Accelerate Track" for the 2020 Summer Youth program. Staff currently negotiating costs with vendors and will bring recommendations to Board for approval, not to exceed \$600,000. As three of the CSCF Board Members work for three of the training vendors, a two-thirds attendance of total Board is required for vote.

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 CSCF website and discussed revenue diversity strategies.
- Reviewed Unified Strategic Plan timeline – draft to be posted on CSCF website on 2/14/20 for public comment.

Audit

- 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 approved moving it forward to Consent Agenda for Board approval.

Finance Committee

- Mr. Alvarez, CFO, 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 following: 1) procurement policy revisions, and 2) furniture vendor for West Orange Career Center. These items will be forwarded to Board for final approval.



	<ul style="list-style-type: none"> Mr. Walter added that both Audit and Finance Committees concurred of forming a facilities ad hoc committee, as needed, to guide staff with facility / real estate negotiations or other matters beyond staff's scope of expertise. <p><u>Governance</u></p> <ul style="list-style-type: none"> Mr. Sweat, Governance Committee Chair, reported the Committee met on 1/15/20 and discussed Board engagement metrics, Bylaws – which Ms. Nabors and Mr. Ball will further review, and Enterprise Risk updates. Mr. Wilkes, CSCF's attorney, stated the Florida law is ambiguous on whether it exempts from the Sunshine and public records law those meetings and records of an "agency" (like CSCF) that pertain to protection of its computers, data and networks from cyber-attacks. <p><u>2/20/20 Board Meeting Agenda</u></p> <ul style="list-style-type: none"> Reviewed draft 2/20/20 Board Meeting Agenda. 	<p>Mr. Sweat made a motion to request the Attorney General of Florida 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. Mr. Hayward seconded; motion passed unanimously.</p>
6	<p>Other Business None offered.</p>	
7	<p>Adjournment Meeting adjourned at 10:12 a.m.</p>	

Respectfully submitted,

Kaz Kasal
Executive Coordinator

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INFORMATION / DISCUSSION / ACTION ITEMS



INFO ITEM

To: Executive Committee
 From: Career Services Committee
 Subject: Approval to Add New Training Providers and Courses to the Training Provider List
 Date: April 16, 2020

PURPOSE:

To provide an update to the Executive Committee on the following:

- To gain approval from the CareerSource Central Florida Board to add four new training institutions, representing six new programs/courses listed herein, to be included on CareerSource Central Florida's training matrix, allowing career seekers more options to advance skills, earn credentials and obtain gainful employment.
- The new providers are inside CareerSource Central Florida's high growth industry sectors and align with current job openings in demand.

BACKGROUND:

- Per the Career Services Committee charter – a primary responsibility of the committee is to review and approve training providers and programs in alignment with targeted industry sectors.
- August to December 2019 - Staff received the schools requests to be added to the training provider matrix.
- December 2019 – An analysis of anticipated compensation, average supply of monthly job postings (demand) against average number of employees (supply) ratios was completed.

School Name	Program	Targeted Industry	Clock Hours	Weeks	Total Cost	Maximum CSCF Scholarship	Pell Grant Eligible
Cruz Institute	Air-Cond, Refrig/Heat Tech Helper	Construction and Utilities	471	52	\$5,015	\$5,000	No
Cruz Institute	Electrician Techn Helper	Construction and Utilities	457	52	\$5,015	\$5,000	No
University of Central FL – Continue Education	Applied Project Mgt Certificate Program	IT and Finance	48	12	\$2,495	\$2,495	No
University of Central FL – Continue Education	Certified Financial Planner	IT and Finance	216	39	\$5,995	\$5,000	No
Embry-Riddle Aeronautical University WW	Aviation Maintenance Technology Part 65	Trade and Logistics		52	\$7,884	\$5,000	Yes

School Name	Program	Targeted Industry	Clock Hours	Weeks	Total Cost	Maximum CSCF Scholarship	Pell Grant Eligible
Home Builders Institute	Construction – Pre Apprenticeship Certificate	Construction and Utilities	280	12	\$7,770	\$5,000	No

RECOMMENDATION:

Career Services Committee, at its 3/19/20 meeting, approved forwarding to Board the recommendation of the proposed training providers and correlating programs listed herein for inclusion on the CareerSource Central Florida's Eligible Training Provider Matrix



INFO ITEM

To: Executive Committee
 From: Finance Committee
 Subject: CareerSource Central Florida – Employee Benefits
 Date: April 16, 2020

PURPOSE:

To provide an update to the Executive Committee regarding the Fiscal Year 2020-21 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 2020-21. Below is a recap of the prior year plan renewal history and renewal options for the new fiscal year.

Prior year renewal 7-1-19:

- Plan was running at 86% loss ratio
- CSCF renewed plan with Cigna and was able to negotiate plan down to a 5% increase
- Zero increases for dental, life & disability (originally a 3% increase).
- Provided \$10k wellness fund
- Added OneGuide concierge member services/advocacy

Current year renewal 7-1-20:

- Plan is running at 94% loss ratio for a rolling 12 months and 97.36 year to date (11 points higher than last year's renewal)
- Cigna's renewal formula calling for 27.81% increase. Initially offered a 12% increase if we do not take the plan to market. We were able to negotiate down to a 10% increase.
- 2% increases for dental, life & disability (originally a 4% increase). This includes a two year rate guarantee.
- Still offering \$10k wellness fund
- OneGuide concierge member services/advocacy

Summary

- The recommendation is to accept early renewal offer at not to exceed 10%
- In order to remain competitive it is not recommended to market the plan every year
- Market would see 97% loss ratio claims experience vs. last year's 86%.
- Create zero disturbance to the plan and staff

RECOMMENDATION:

Finance Committee, at its 4/8/20 meeting, approved forwarding to Board the recommendation to renew CIGNA as the benefits carrier for CareerSource Central Florida's, with the health plan at a not to exceed 10%, and dental at a not to exceed 2% of current benefit costs.

EXHIBIT - DRAFT**CareerSource Medical Renewal Benefit Summary Effective July 1, 2020**

PROVIDER	Cigna	Cigna	Cigna
PLAN TYPE	Open Access Plus H S A	Open Access Plus \$1500 Deductible	Open Access Plus \$500 Deductible
	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	Deductible, Coinsurance, Copays	Deductible, Coinsurance, Copays	Deductible, Coinsurance, Copays
Lifetime Maximum	Unlimited	Unlimited	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 and Office- \$250 copay	Outpatient and Office- \$250 copay
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
PREMIUMS			
Current Employee Participation	# Enrolled	# Enrolled	# Enrolled
Employee	37	32	8
Employee + Spouse	6	15	1
Employee + Child(ren)	16	23	0
Employee + Family	15	13	1
Total Enrollment	74	83	10
Current Monthly Premiums*			
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	\$83,637	\$101,913	\$10,516
Total Annual Premiums	\$1,003,646	\$1,222,962	\$126,196
Total Annual Premiums (Combined)	\$2,352,803		
Renewal - Monthly Premiums*			
	10.30%	10.30%	10.30%
Employee	\$724.35	\$760.38	\$872.81
Employee + Spouse	\$1,558.12	\$1,627.20	\$1,867.85
Employee + Child(ren)	\$1,353.35	\$1,414.29	\$1,623.45
Employee + Family	\$2,296.77	\$2,395.18	\$2,749.39
Total Monthly Premiums	\$92,255	\$112,406	\$11,600
Total Annual Premiums	\$1,107,058	\$1,348,874	\$139,197
Total Annual Premiums (Combined)	\$2,595,129		
Variance in \$\$	\$242,326		
Variance in %	10.3%		

CareerSource Dental Renewal Benefit Summary Effective July 1, 2020

PROVIDER	Cigna		
PLAN TYPE	High PPO "Progressive"	Medium PPO	Low PPO
	Current Plan	Current Plan	Current Plan
IN-NETWORK			
DEDUCTIBLE & MAXIMUMS			
Calendar Year Deductible (individual/family)	\$50/\$150	\$50/\$150	\$50/\$150
Deductible Waived for Preventive	Yes	Yes	Yes
Waiting Period / Late Entrant	50% coverage on Class III and IV for 12 months	50% coverage on Class III and IV for 12 months	50% coverage on Class III and IV for 12 months
Annual Benefit Maximum (per person)	Year 1: \$2,000, Year 2: \$2,100 Year 3: \$2,200; Year 4: \$2,300	Year 1: \$1,500, Year 2: \$1,600 Year 3: \$1,700; Year 4: \$1,800	Year 1: \$1,000, Year 2: \$1,100 Year 3: \$1,200; Year 4: \$1,300
DENTAL SERVICES			
Preventive/Diagnostic Services	100%	100%	100%
Basic Services	90%	80%	80%
Major Services	60%	50%	50%
Implants	60% to \$2,000 maximum	50% to \$1,500 maximum	50% to \$1,000 maximum
Orthodontia Services (Lifetime Maximum)	50% to \$2,000 maximum children & adults	50% to \$1,500 maximum children only	Not Covered
NON NETWORK			
DEDUCTIBLE & MAXIMUMS			
Calendar Year Deductible (individual/family)	\$50/\$150	\$50/\$150	\$50/\$150
Deductible Waived for Preventive	Yes	Yes	Yes
Claims Payment (percentile)	90th Percentile of UCR	90th Percentile of UCR	90th Percentile of UCR
Annual Benefit Maximum (per person)	Year 1: \$2,000, Year 2: \$2,100 Year 3: \$2,200; Year 4: \$2,300	Year 1: \$1,500, Year 2: \$1,600 Year 3: \$1,700; Year 4: \$1,800	Year 1: \$1,000, Year 2: \$1,100 Year 3: \$1,200; Year 4: \$1,300
DENTAL SERVICES			
Preventive/Diagnostic Services	100%	100%	100%
Basic Services	90%	80%	80%
Major Services	60%	50%	50%
Implants	60% to \$2,000 maximum	50% to \$1,500 maximum	50% to \$1,000 maximum
Orthodontia Services (Lifetime Maximum)	50% to \$2,000 maximum children & adults	50% to \$1,500 maximum children only	Not Covered
PREMIUMS			
Current Employee Participation			
Employee	47	5	15
Employee + Spouse	28	1	1
Employee + Child(ren)	35	4	6
Employee + Family	29	2	4
Total Enrollment	139	12	26
Current Monthly Premiums			
Employee	\$33.92	\$28.25	\$24.12
Employee + Spouse	\$66.93	\$55.60	\$47.37
Employee + Child(ren)	\$97.28	\$79.24	\$59.97
Employee + Family	\$145.13	\$118.74	\$92.08
Total Monthly Premiums	\$11,082	\$751	\$1,137
Total Annual Premiums	\$132,982.20	\$9,015	\$13,648
Total Annual Premiums (Combined)	\$155,645		
Renewal - Monthly Premiums - 2 Year Rate Guarantee/ Negotiated Down from 4%			
	2.0%	2.0%	2.0%
Employee	\$34.60	\$28.82	\$24.60
Employee + Spouse	\$68.27	\$56.71	\$48.32
Employee + Child(ren)	\$99.23	\$80.82	\$61.17
Employee + Family	\$148.03	\$121.11	\$93.92
Total Monthly Premiums	\$11,304	\$766	\$1,160
Total Annual Premiums	\$135,644.16	\$9,195.72	\$13,920.24
Total Annual Premiums (Combined)	\$158,760		
Variance in \$\$	\$3,115		
Variance in %	2.0%		

4/30/20 CSCF BOARD TELECONFERENCE AGENDA - DRAFT

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- Information / Discussion / Action Items
- Insight
- Other Business
- Adjournment

Agenda Item	Topic	Presenter	Action Item
1.	Welcome	Mark Wylie	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment		
4.	Consent Agenda	Mark Wylie	X
	<u>A. 2/20/20 Board Meeting Draft Minutes</u>		
5.	Information / Discussion / Action Items		
	A. Spotlight Story	Mimi Coenen	
	B. Chair's Report	Mark Wylie	
	C. President's Report	Pam Nabors	
	1) Finance Report	Eric Ushkowitz	
	D. Committee Reports		
	1) Audit (<i>no updates</i>)	Larry Walter	
	2) Career Services (<i>met on 3/19/20</i>)	Dr. Kathleen Plinske	
	a) Approval of New Training Providers		X
	3) Community Engagement (<i>no updates</i>)	Jody Wood	
	4) Finance (<i>met on 4/8/20</i>)	Eric Ushkowitz	
	a) Health Insurance Plan Renewal for FY 20-21		X
	5) Governance (<i>no updates</i>)	Richard Sweat	
	6) Revenue Diversity Ad Hoc (<i>no updates</i>)	Eric Jackson	



4/30/20 CSCF BOARD TELECONFERENCE AGENDA (CONTINUED)

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Agenda Item	Topic
6.	Insight <i>Board Retreat will be postponed to Summer 2020</i>
7.	Other Business
8.	Adjournment

Upcoming Meetings:

Consortium & Board Joint Meeting 6/25/20 9:00 a.m. - 11:00 A.m.
 Location: TBD

Committee Meetings

Location: CSCF Admin Office

- Governance Committee	5/6/20	2:00 p.m. - 3:30 p.m.
- Community Engagement Committee	5/11/20	3:00 p.m. - 4:30 p.m.
- Finance & Career Services Budget Workshop	5/21/20	2:00 p.m. – 4:00 p.m.
- Finance Committee	6/9/20	2:30 p.m. – 4:00 p.m.
- Revenue Diversity	6/10/20	3:00 p.m. – 4:30 p.m.
- Executive Committee	6/18/20	9:00 a.m. - 10:30 a.m.

[RETURN TO AGENDA](#)



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OTHER BUSINESS

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▶ **Adjournment**

ADJOURNMENT

THANK YOU!

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