

# 5/28/20 CSCF BOARD TELECONFERENCE AGENDA

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Consent Agenda

Information /  
Discussion /

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 A. 4/30/20 Board Teleconference Draft Minutes	Mark Wylie	X
5.	Information / Discussion A. Spotlight Story B. CSCF Reopening Plan	Mark Wylie Pam Nabors	
6.	Adjournment		



**DRAFT**  
**Board of Directors Meeting**

**Thursday, April 30, 2020, 9:00 a.m.**

**MINUTES**

**MEMBERS PRESENT:** Mark Wylie, Orlando Alancastro, Andrew Albu, Steve Ball, Paul Bough, Wendy Brandon, Glen Casel, Diane Culpepper, Keira des Anges, Wendy Ford, John Gill, John Gyllin, Mark Havard, Jeff Hayward, Eric Jackson, Sheri Olson, Bryan Orr Kathleen Plinske, David Sprinkle, Richard Sweat, Jane Trnka, Al Trombetta, Larry Walter, Matt Walton, Sharron Washington, Christopher Wilson and Jody Wood

**MEMBERS ABSENT:** Nicole Guillet, Daniel Turlington and Eric Ushkowitz

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

**GUESTS PRESENT:** Thomas Wilkes / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	<p><b>Welcome</b></p> <ul style="list-style-type: none"> <li>Mr. Wylie, Board Chair, called meeting to order at 9:01 am and welcomed attendees.</li> </ul>	
2	<p><b>Roll Call / Establishment of Quorum</b></p> <ul style="list-style-type: none"> <li>Ms. Kasal, Executive Coordinator, reported a quorum present.</li> </ul>	
3	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>None offered.</li> </ul>	
4	<p><b>Consent Agenda</b></p> <ul style="list-style-type: none"> <li>Mr. Wylie asked Board if any item on consent agenda, as listed below, should be moved off for further discussion:               <ul style="list-style-type: none"> <li>Draft Minutes of 2/20/20 Board Meeting</li> </ul> </li> </ul>	<p><b>Mr. Walter made a motion to approve all items on the consent agenda. Mr. Walton seconded; motion passed unanimously.</b></p>
5	<p><b>Information / Action Items</b></p> <p><u>President's Report</u></p> <p>Ms. Nabors, President/CEO, provided highlights from the President's Report (attachment) to include:</p> <ul style="list-style-type: none"> <li>Timeline on CSCF's response to COVID-19 crisis.</li> <li>CSCF's virtual service delivery aspects and actions taken to support those individuals and businesses impacted by COVID-19</li> <li>CSCF support to DEO on reemployment application process</li> <li>Success stories from career seekers hired on with companies employing during COVID-19 crisis.</li> </ul>	

- Strategic and safety planning underway for CSCF’s re-opening, to include partnering with key stakeholders for opportunities and space to support expected higher volume of people needing CSCF services.
- Ms. Nabors is on Mayor Demings’ Orange County Economic Recovery Task Force and is part of the Business Readiness working group to determine re-opening guidelines and safety protocols for businesses.
- Reviewed CSCF performance scorecard 7/1/19 through 3/31/20.

Ms. Nabors asked Board to send any questions or concerns regarding issues with the unemployment application system and she will forward to Department of Economic Opportunity (DEO) staff.

Board commended Ms. Nabors and CSCF staff for providing outstanding support to career seekers and businesses through this COVID-19 crisis.

Finance:

- Mr. Alvarez reviewed financials through 2/29/20 (pre-pandemic), which were on target. Currently 7% behind target; due to pandemic, training has slowed down. Over past two months, CSCF has taken on special projects such as supporting DEO. Budget Workshop with Finance and Career Services committees occurs on 5/21/20 to evaluate closeout for this year and review budget priorities for next fiscal year.

Committee Reports

Executive:

- Mr. Wylie, Executive Committee Chair, stated Committee met on 4/16/20, reviewed committee reports and status of following:
  - CSCF is in process of submitting request to Department of Economic Opportunity (DEO) to renew its 3-year contract for 7/1/20 thru 6/30/23.
  - Proposed new Subgrantee Agreement between DEO and CSCF has been circulated to the five counties in this Region as well as CSCF’s accounting/monitoring firm for review.

Audit

- Mr. Walter, Audit Committee Chair, reported no new updates.

	<p>Career Services</p> <ul style="list-style-type: none"> <li>Ms. Coenen, COO, on behalf of Dr. Plinske, Committee Chair, reported the Committee met on 3/19/20. Committee reviewed training investment and enrollments. Committee also reviewed and concurred with staff's proposed methodology to enhance CSCF's ability to evaluate training performance.</li> <li><b><u>Approval of New Training Providers</u></b> <ul style="list-style-type: none"> <li>Career Services Committee recommendation (attachment) to approve listed training providers for inclusion on CSCF's training provider matrix.</li> </ul> </li> </ul> <p>Community Engagement:</p> <ul style="list-style-type: none"> <li>Ms. Jody Wood, Community Engagement Chair, stated Committee is scheduled to meet on 5/11/20.</li> </ul> <p>Finance</p> <ul style="list-style-type: none"> <li>Mr Alvarez, CFO, on behalf of Mr. Ushkowitz, Committee Chair, reported the Committee met on 4/8/20 and reviewed financials, preliminary budget projections for new fiscal year and CSCF's retirement plan.</li> <li><b><u>Approval of Health Insurance Plan Renewal for FY 20-21</u></b> <ul style="list-style-type: none"> <li>Finance Committee recommendation (attachment) to approve FY 20-21 CSCF employee health benefit renewal.</li> </ul> </li> </ul> <p>Governance:</p> <ul style="list-style-type: none"> <li>Mr. Sweat, Governance Committee Chair, stated Committee is scheduled to meet on 5/6/20.</li> </ul> <p>Revenue Diversity Ad Hoc:</p> <ul style="list-style-type: none"> <li>Mr. Jackson, Revenue Diversity Ad Hoc Committee Chair, stated Committee is scheduled to meet on 6/10/20.</li> </ul>	<p><b>Mr. Walter made a motion to approve the proposed training providers and correlating programs as presented for inclusion on CareerSource Central Florida's Eligible Training Provider Matrix. Ms. Trnka seconded; motion passed unanimously.</b></p> <p><b>Mr. Hayward made a motion to approve the renewal of CIGNA as the benefits carrier for CareerSource Central Florida's FY 20-21 health plan not to exceed 10%, and dental not to exceed 2% of current benefit costs. Mr. Sullivan seconded; motion passed unanimously.</b></p>
--	---	--

	<p>Facilities Ad Hocc:</p> <ul style="list-style-type: none"> <li>• Mr. Walton, Facilities Ad Hoc Committee Chair, stated Committee met on 4/1/20 and reviewed lease and renewal options for CSCF's Admin and Seminole office locations. Committee noted office moves would be disruptive and put a strain on CSCF's service delivery, as the organization continues to contend with the influx of career seekers and businesses in need during the ongoing COVID-19 crisis</li> <li>• Committee scheduled to meet on 6/2/20 to review updates from Mr. Alvarez as he further negotiates the lease renewals and reconfirm lease costs are in line with or lower than current market rates.</li> </ul>	
6	<p><b>Insight</b></p> <ul style="list-style-type: none"> <li>• Board Retreat postponed to Summer 2020</li> </ul>	
7	<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>• Board Members provided updates on COVID-19 challenges faced within their own companies and organizations.</li> </ul>	
8	<p><b>Adjournment</b></p> <ul style="list-style-type: none"> <li>• Meeting adjourned at 10:24 am.</li> </ul>	

Respectfully submitted,

Kaz Kasal  
Executive Coordinator