



**What:** **Governance Committee Meeting**  
**When:** Wednesday, May 8, 2019  
 2:00 p.m. – 3:30 p.m.  
**Where:** CareerSource Central Florida / 390 N. Orange Ave., Suite 700, Orlando, FL  
 GoToMeeting (remote attendees):  
 ➤ Link: <https://global.gotomeeting.com/join/813569941>  
 ➤ Dial-In: **(Toll Free) 1 (866) 899-4679 / Access Code: 813-569-941**  
**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 Item		
	A. <a href="#">Approval of Minutes – 3/12/19 Governance Committee Meeting</a>	Mark Wylie	X
5.	Information		
	A. <a href="#">Human Resource Updates</a>	Dyana Burke	
	B. Board Development	Pam Nabors	
	1) <a href="#">Engagement Update</a>		
	2) <a href="#">Roster 2019-2020</a>		
	3) <a href="#">Slate of Officers</a>		X
6.	Other Business		
7.	Adjournment		

###

Upcoming Meetings:

- Consortium & Board Joint Meeting: 6/20/19, 9:00 am – 11:00 am  
 Location: Clermont Arts & Recreation Center, 3700 S. Highway 27, Clermont, FL 34711

**DRAFT**  
**Governance Committee Meeting**

**CareerSource Central Florida**  
**390 North Orange Ave., Suite 700, Orlando, FL 32801**

**Tuesday, March 12, 2019 / 9:00 a.m.**

**MINUTES**

**MEMBERS PRESENT:** Mark Wylie, Steve Ball, Greg Beliveau, Debbie Clements, Jeff Hayward, and Eric Jackson

**MEMBERS ABSENT:** John Gill and Rick Walsh

**STAFF PRESENT:** Pam Nabors, Lisa Burby, Leo Alvarez, Dyana Burke and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Mr. Wylie, Committee Chair, called meeting to order at 9:05 am.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal reported a quorum present.	
3	<b>Public Comment</b> None Offered.	
4	<b>Action Item:</b> <u>Approval of Minutes</u> <ul style="list-style-type: none"> <li>• Reviewed draft minutes from 8/29/18 Governance Committee meeting (attachment).</li> </ul>	<b>Mr. Jackson approved the minutes from the 8/29/18 Governance Committee Meeting. Mr. Beliveau seconded; motion passed unanimously.</b>
5	<b>Information/Discussion/Action Items</b>	
	<u>Human Resources Updates</u> <ul style="list-style-type: none"> <li>• Ms. Nabors introduced Ms. Dyana Burke, the new Vice President of Human Resources.</li> <li>• Employee Handbook – Baker &amp; Hostetler, HR Consultant, finished their review. Final draft will be reviewed at the 5/8/19 Governance Committee. Mr. Ball will have a final review prior to the meeting.</li> <li>• Ms. Nabors completed the CSCF staff town hall meetings at all of the CSCF offices.</li> <li>• Two internal promotions:               <ul style="list-style-type: none"> <li>– Ryan Ridley, Career Services Manager – West Orange Office</li> <li>– Karl Allen, Career Services Manager – Southeast Orange Office</li> </ul> </li> </ul> <u>Board of Directors</u> <ul style="list-style-type: none"> <li>• Board Engagement               <ul style="list-style-type: none"> <li>– Participation rate has doubled since September 2018; 17 out of 28 have participated or scheduled to participate in an engagement activity.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>– Board engagement surveys – receiving good, constructive feedback that staff are addressing.</li> <li>• Roster       <ul style="list-style-type: none"> <li>– Reviewed roster (attachment) and seats up for renewal as well as current vacant seats. Finalized proposed roster will be reviewed at the 5/8/19 Governance Committee meeting.</li> </ul> </li> <li>• Slate of Officers       <ul style="list-style-type: none"> <li>– Reviewed and concurred to vote on proposed slate of officers for PY 2019-2020 at 5/8/19 Governance committee meeting.</li> </ul> </li> </ul> <p><u>Enterprise Risk Update</u></p> <ul style="list-style-type: none"> <li>• Reviewed “Enterprise Risk Management” memo (attachment) and status of each risk.</li> <li>• Overall, risk matrix levels decreased compared to six months ago.       <ul style="list-style-type: none"> <li>– Only area at level 4 (major risk) is “economic conditions” - decrease in federal funding due to improved economic conditions. To mitigate risk, staff continue to work with Revenue Diversity Ad Hoc committee to develop strategies to generate new revenues.</li> </ul> </li> </ul>	<p><i>Mr. Beliveau to work with Ms. Nabors on the Sumter seats.</i></p>
6	<p><b>Other Business</b> None offered.</p>	
7	<p><b>Adjournment</b> Meeting adjourned at 9:57 a.m.</p>	

Respectfully submitted,

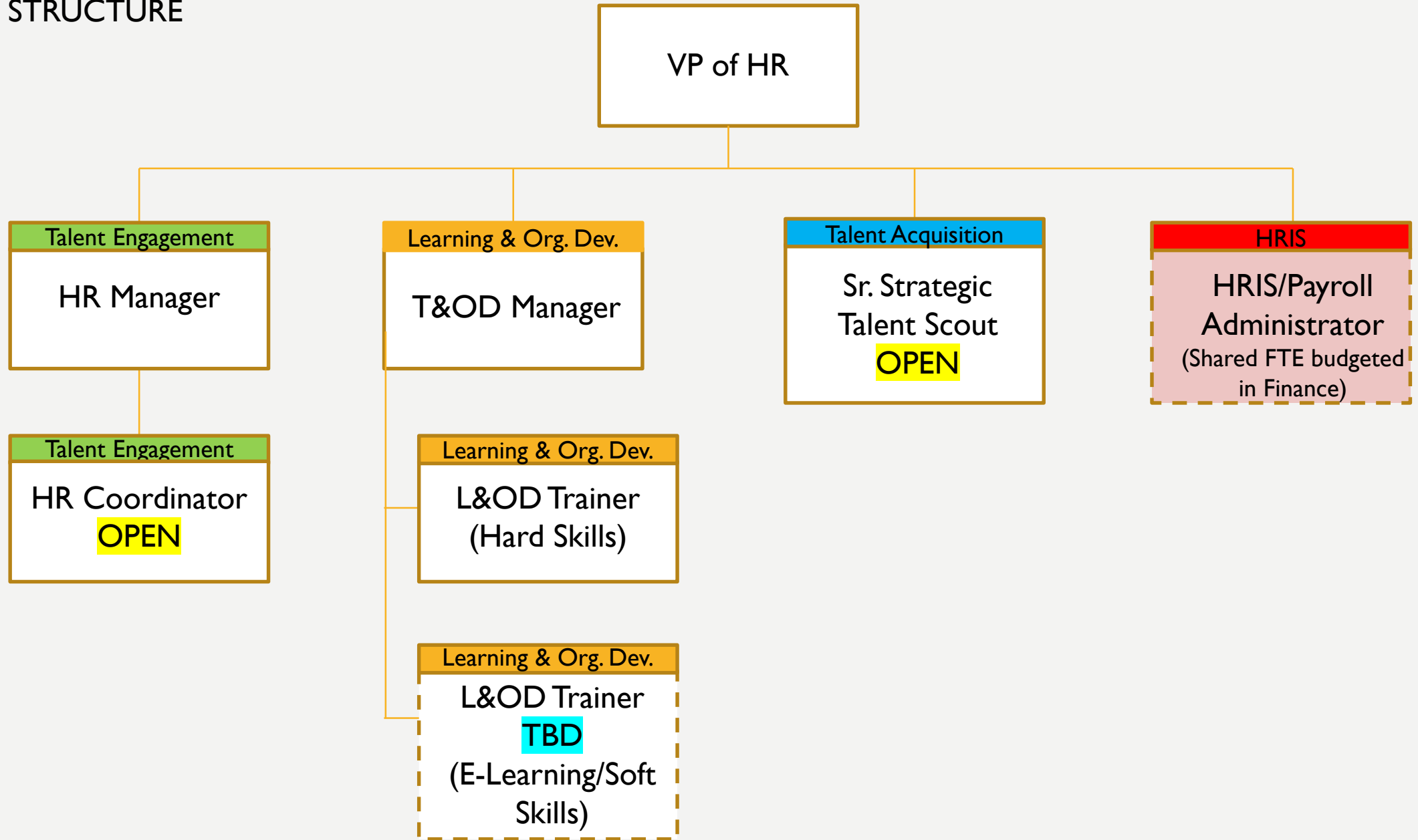
Kaz Kasal  
 Executive Coordinator



# **HUMAN RESOURCES DEPARTMENT STRATEGIC PLAN**

**2019 – 2020**

# STRUCTURE



# DEPARTMENT FOCUS





Board of Directors Engagement Opportunities

<b>Career Center Tour</b>  <i>Visit any one of our 5 CSCF Centers to explore how we serve our customers.</i>	<b>Business Services Consultant Job Shadow</b>  <i>Spend some time with a CSCF representative to hear about the services we provide to businesses.</i>	<b>Career Services Consultant Job Shadow</b>  <i>Spend some time with a CSCF representative to hear about the services we provide to career seekers.</i>	<b>Speakers Bureau</b>  <i>Show your knowledge about CSCF to your network, colleagues, family or friends. Information to share or speak about will be provided.</i>	<b>Be a Media Spokesperson</b>  <i>Share your experience and involvement with CSCF to media representatives.</i>
Matt Walton - coordinating timeframe	John Gill - 1/9/19 visit with Frank Jones/ Southeast Orange	John Gill- rescheduling	Mark Havard - as an opportunity arises	John Gyllin - as an opportunity arises
Greg Beliveau - 3/22/19 visit with Gustavo Henriquez/New Lake center	Mark Havard - 1/23/19 visit with Yaralise Colon /Osceola center	Debbie Clements - 12/19/18 visit with Leah Rawlins/West Orange	Keira des Anges - as an opportunity arises	
Eric Ushkowitz - 3/1/19 visit with Ryan Ridley West Orange Center	Andrew Albu - 12/14/18 visit with Paul Cox at West Orange center	Glen Casel - 3/27/19 visit with Mildred Kulian at Southeast Orange center		
Jeff Hayward - 4/5/19 visit with Ryan Ridley at West Orange center	John Gyllin - coordinating timeframe	Steve Ball - 3/5/19 visit with Julia Perry/ Seminole		
Jody Wood - 3/6/19 visit with Gina Ronokarijo at Southeast Orange center	Debbie Clements - 12/14/18 visit with Russell Vickery/Southeast Orange			
Paul Bough - scheduling	Mark Wylie - 2/28/19 visit with Russell Vickery/Southeast Orange			
Larry Walter - 3/21/19 visit with Victor Alvarez at Osceola office				
Richard Sweat - 3/14/19 visit with Ada Rodriguez at Seminole center				
Sheri Olson - scheduled for 5/14/19				
William D'Aiuto - scheduling				

**Contact:** Strategic Communications at [communications@careersourcecf.com](mailto:communications@careersourcecf.com) / Kristine Concepcion (407) 531-1222 x2034

46% participation rate (13 of 28 have participated)

Legend: Green indicates Board Member engaged in an activity

SEATS TO BE RENEWED OR RETIRING

SEAT MOVE TO ORANGE

SEAT VACANCY

NEW SEAT

TOTAL NUMBER OF ACTIVE BOARD MEMBERS: 28

NUMBER OF VACANCIES: 2

EFFECTIVE DATE: 7/1/19

REGIONAL WORKFORCE BOARD (RWB) MEMBERSHIP

REGION NAME: Central Florida Regional Workforce Development Board, d/b/a/ CareerSource Central Florida REGION NUMBER: 12

NAME OF RWB MEMBER	AREAS (S) OF REPRESENTATION	COUNTY LOCATION	ORGANIZATION	PERIOD OF APPOINTMENT
Albu, Andrew	BU	Orange	Albu & Associates	7/1/18 - 6/30/21
Ball, Steve	BU	Multi-county (Orange)	Holland & Knight	7/1/17 - 6/30/20
Beliveau, Greg	BU	Lake	LPG Urban & Regional Planners, Inc.	7/1/16 - 6/30/19
Bough, Paul	BU	Orange	Berkeley Research Group	7/1/16 - 6/30/19
Brandon, Wendy	BU	Seminole Orange	Central Florida Regional Hospital	7/1/17 - 6/30/20
Casel, Glen	WOY (CBO representing Youth)	Multi-county	Embrace Families (formerly Community Based Care of Central Florida)	7/1/16 - 6/30/19
Clements, Debbie (Retiring) New Rep will be needed	BU	Multi-county (Orange)	Duke Energy	7/1/18 - 6/30/21
VACANT	BU	Sumter County		7/1/18 - 6/30/21
D'Aiuto, William	GRO	Multi-county	Florida Department of Children & Families	7/1/16 - 6/30/19
des Anges, Keira	GRVRD (VR & individuals w/disabilities)	Multi-county	Division of Vocational Rehabilitation, Florida Department of Education	7/1/18 - 6/30/21
Gill, John	WOD (CBO representing Individuals & Disabilities)	Multi-county	Quest, Inc.	7/1/16 - 6/30/19
Guillet, Nicole	GRED	Seminole	Seminole County Board of County Commissioners	7/1/17 - 6/30/20
Gyllin, John	ETPA	Seminole	Seminole State College	7/1/18 - 6/30/21
Havard, Mark	BU	Multi-County (Orange)	Hyatt Regency Orlando / Central Florida Hotel & Lodging	7/1/16 - 6/30/19
Hayward, Jeff	WOD/WOV (CBO representing Disabilities/Veterans)	Multi-county	Heart of Florida United Way	7/1/17 - 6/30/20
Jackson, Eric	BU Small Business	Orange	Total Roof Services Corp.	7/1/17 - 6/30/20
Madsen, Leland (Retiring) New Rep will be needed	BU	Sumter	Bedrock Resources, Inc.	7/1/16 - 6/30/19
Olson, Sheri	BU	Lake	South Lake Hospital	7/1/18 - 6/30/21



NAME OF RWB MEMBER	AREAS (S) OF REPRESENTATION	COUNTY LOCATION	ORGANIZATION	PERIOD OF APPOINTMENT
Plinske, Kathleen	ETPC	Multi-county	Valencia College	7/1/18 - 6/30/21
Sprinkle, David	BU	Seminole	Veritas Recruiting Group, LLC	7/1/18 - 6/30/21
Sullivan, Jim	WOLO/WOJ	Multi-county	Central Florida Electrical Joint Apprenticeship & Training Committee (J.A.T.C.) / Central Florida AFL-CIO	7/1/17 - 6/30/20
Sweat, Richard	BU <i>Small Business</i>	Seminole	.decimal	7/1/16 - 6/30/19
Trnka, Jane	ETPC	Multi-county	Rollins Crummer Graduate School of Business	7/1/16 - 6/30/19
Trombetta, Al	WOLO/WOJ	Multi-county	International Union of Painters & Allied Trades, Florida Finishing Trades (IUPAT DC 78)	7/1/17 - 6/30/20
Ushkowitz, Eric	GRED	Orange	Orange County Government	7/1/18 - 6/30/21
Walter, Larry	BU	Osceola	Hanson, Walter & Associates, Inc.	7/1/18 - 6/30/21
Walton, Matt	BU	Seminole	MiGre Engineers, LLC	7/1/18 - 6/30/21
Wood, Jody	BU	Multi-county (Orange)	Walt Disney Parks & Resorts	7/1/16 - 6/30/19
Wylie, Mark	BU	Multi-county (Osceola)	Central Florida Chapter Associated Builders and Contractors, Inc.	7/1/17 - 6/30/20
OPEN	CBO	Multi-county		

Key Codes:

## Areas of Representation:

- BU – Business (**17 Seats**)
- WOLO – Workforce-Labor Organization
- WOJ – Workforce-Joint labor-management Apprenticeship Program
- WOD – Workforce-Community-based Organizations representing Individuals with Disabilities (optional)
- WOV – Workforce-Community-based Organizations representing Veterans (optional)
- WOY – Workforce-Community-based Organizations representing Youth (optional)
- ETPA – Education and Training Provider-Adult Education and Literacy
- ETPC – Education and Training Provider-Institution of Higher Education
- ETPO – Education and Training Provider-Other Providers (optional)
- GRED – Government Representative-Economic Development
- GRES – Government Representative-Employment Service
- GRVRD – Government Representative-Vocational Rehabilitation
- GRO – Government Representative-Other (optional) \*\*CareerSource Central Florida operates the Wagner Peyser (GRO) function
- OTHER – Other (please specific group/program being represented) (optional)



### CURRENT OFFICERS

Board Position	Nomination	Job Title	Organization
Chair	Debbie Clements	Government & Community Relations Manager	Duke Energy
Vice Chair	Mark Wylie	President/CEO	Central Florida Chapter Associated Builders & Contractors, Inc.
Treasurer	Eric Ushkowitz	Economic Development Administrator	Orange County Government
Secretary	Leland Madsen	Administrator	Bedrock Resources, Inc.

### PROPOSED OFFICER NOMINATIONS

Board Position	Nomination	Job Title	Organization
Chair	Mark Wylie	President/CEO	Central Florida Chapter Associated Builders & Contractors, Inc.
Vice Chair	Jody Wood	Vice President, Recruitment and Talent Management	Disney Parks, Experiences & Products
Treasurer	Eric Ushkowitz	Economic Development Administrator	Orange County Government
Secretary	Jeff Hayward	President/CEO	Heart of Florida United Way