



What: Executive Committee Meeting
When: Tuesday, June 11, 2019
 9:00 a.m. – 10:30 a.m.
Where: GoToMeeting (remote attendees):
 ➤ <https://global.gotomeeting.com/join/595230261>
 ➤ 1 866-899-4679 / Access Code: 595-230-261
Board Priorities: Analyze the Business | Engage the Talent

Agenda Item	Topic	Presenter	Action Item
1.	Welcome	Debbie Clements	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment		
4.	Action Items		
	A. <u>Approval of Minutes –</u>	Debbie Clements	X
	1) <u>4/16/19 Executive Committee Meeting</u>		
5.	Information		
	A. Chair’s Report	Debbie Clements	
	B. President’s Report	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	
	D. <u>6/20/19 Board Meeting Agenda</u>	Debbie Clements	
	E. <u>Executive Committee Meeting Dates</u>	Committee Review	
6.	Other Business	Debbie Clements	
	A. <u>Waiver of Article 9 (IX) “Conduct of Business”, Item #2 – requirement to meet in September</u>		
	Adjournment		
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Upcoming Meetings:

- **Consortium & Board Joint Meeting** 6/20/19 9:00 a.m. - 11:00 a.m.
 Clermont Arts & Recreation Center
 3700 South Highway 27, Clermont, FL
 (Clermont Room)



DRAFT
Executive Committee Meeting

Tuesday, April 16, 2019
9:00 a.m.

MINUTES

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

MEMBERS ABSENT: Debbie Clements, Eric Jackson, Richard Sweat and Jody Wood

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 9:02 a.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	Public Comment None offered.	
4	<p>Action Items</p> <p><u>Approval of Minutes – 1/29/19 and 3/12/19 Executive Committee Meetings</u></p> <ul style="list-style-type: none"> Reviewed minutes. <p>Approval of Youth Explorer Program</p> <ul style="list-style-type: none"> Reviewed action item memo (attachment) to review the vendor selection for CSCF's Youth Explorer Program. As two of the vendors have members on the CSCF Board, a vote from two-thirds vote of the Board is required – per CSCF and DEO policy. 	<p>Mr. Ushkowitz made a motion to approve the draft minutes from the 1/29/19 and 3/12/19 Executive Committee Meetings. Dr. Plinske seconded; motion passed unanimously.</p> <p>Mr. Walter made a motion to recommend for Board (<i>by two-thirds vote</i>), to approve vendor selection, as per action memo, for the 2019 Summer Youth Explorer Program. Mr. Beliveau seconded, with Dr. Plinske abstaining; motion passed unanimously.</p>
5	<p>Information</p> <p><u>Vice Chair's Report</u></p> <ul style="list-style-type: none"> Reviewed highlights from NAWB Forum. 	



	<p><u>President's Report</u></p> <ul style="list-style-type: none"> • Health Insurance Plan Review for FY 2019-2020. <ul style="list-style-type: none"> - Ms. Nabors introduced Ms. Burke, CSCF's new VP of Human Resources - Reviewed action memo (attachment) on CSCF's health benefits renewal for FY 2019-2020. • 4/25/19 Board Meeting / Retreat – Survey <ul style="list-style-type: none"> - Reviewed 4/25/19 Board Meeting Agenda - Survey sent to Board Members from RIDG, CSCF's facilitator, in readiness for the 4/25/19 Board Retreat 	<p>Mr. Walter made a motion to recommend for Board's final approval, the renewal of CIGNA as the benefits carrier for CSCF's health, dental and vision plan.</p>
6	<p>Committee Reports</p> <p><u>Revenue Diversity Ad Hoc</u></p> <ul style="list-style-type: none"> • Meeting will be scheduled for early May. <p><u>Career Services</u></p> <ul style="list-style-type: none"> • Dr. Plinske, Career Services Committee Chair, reported the Committee met on 4/15/19 and reviewed results of scorecard through 3/31/19. The Committee also reviewed results & trends by HGI (High Growth Industry) sector. Committee concurred to continue Impact Model investment strategy for FY 2019-2020. Committee also concurred CSCF needs to be more agile in meeting employers' unique needs. <p><u>Community Engagement</u></p> <ul style="list-style-type: none"> • Next meeting scheduled for 5/13/19. <p><u>Finance Committees</u></p> <ul style="list-style-type: none"> • Mr. Ushkowitz, Finance Committee Chair, stated the Finance Committee is scheduled to meet on 4/18/19. <p><u>Governance</u></p> <ul style="list-style-type: none"> • Mr. Wylie, Governance Committee Chair, reported the Committee met on 3/12/19 reviewed Board engagement activities, status of each Board seats expiring 6/30/19 and received an Enterprise Risk update from Mr. Alvarez. 	
7	<p>Other Business</p> <p>None offered.</p>	
8	<p>Adjournment</p> <p>Meeting adjourned at 9:30 a.m.</p>	

Respectfully submitted,
Kaz Kasal
Executive Coordinator

Executive Committee Meeting
April 16, 2019
Page 2



What: **Central Florida Workforce Consortium / Board of Directors Meeting**

When: Thursday, June 20, 2019
9:00 a.m. – 11:00 a.m.

Where: Clermont Arts & Recreation Center – 3700 South Highway 27, Clermont, FL 34711
(Clermont Room– go through South Entrance and to the right)

Virtual: GoToMeeting (remote attendees):
 ➤ <https://global.gotomeeting.com/join/802528541>
 ➤ **1 866 899 4679 / Access Code: 802-528-541**

Board Priorities: Analyze the Business | Engage the Talent

Agenda Item	Topic	Presenter	Action Item
1.	Welcome	Commissioner Campione / Debbie Clements	
	A. City of Clermont	Darren Gray City Manager, City of Clermont	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	CSCF Board of Directors/Consortium Meeting – Public Comment		
4.	CSCF Spotlight Story	Debbie Clements	
5.	Board Member Recognition	Commissioner Campione	
6.	Approval of Minutes		
	A. 12/13/18 Consortium / Board Meeting	Commissioner Campione	X
	B. 4/25/19 Board Meeting	Debbie Clements	X
7.	CSCF Board of Director Appointments	Commissioner Campione	X
8.	Slate of CSCF Board of Directors Officers	Debbie Clements	X
9.	Board Approval of the 2019-2020 Budget & Board Priorities	Debbie Clements	X
10.	Consortium Approval of the 2019-2020 Budget & Board Priorities	Commissioner Campione	X
11.	Consortium Adjourns	Commissioner Campione	

Agenda Item	Topic	Presenter	Action Item
12.	[Action Items A. West Oaks – <i>subject to change</i>]		X
13.	Information		
	A. Chair's Report	Debbie Clements	
	B. President's Report	Pamela Nabors	
	C. Finance Report	Eric Ushkowitz	
	D. Committee Reports	Committee Chairs	
	1) Executive	Debbie Clements	
	2) Revenue Diversity Ad Hoc	Eric Jackson	
	3) Audit	Larry Walter	
	4) Community Engagement	Jody Wood	
	5) Finance	Eric Ushkowitz	
	6) Governance	Mark Wylie	
	7) Career Services	Dr. Kathleen Plinske	
14.	Insight		
	A. Gig Economy in Florida's Workforce System	Warren Davis Policy Analyst CareerSource Florida	
15.	Other Business		
16.	Board of Directors Meeting Adjourns	Debbie Clements	

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Upcoming Meetings: Please see attached Board and Committee Meeting Schedule for FY 19-20

RETURN TO AGENDA



Proposed Dates

Executive Committee Meeting Schedule

PY: 2019-2020

- **July 18, 2019 (Thu) – 9:00 am to 10:30 am**
- **September 26, 2019 (Thu) – 9:00 am to 10:30 am**
- **December 5, 2019 (Thu) – 9:00 am to 10:30 am**
- **February 13, 2020 (Thu) – 9:00 am to 10:30 am**
- **April 16, 2020 (Thu) – 9:00 am to 10:30 am**
- **June 18, 2020 (Thu) - 9:00 am to 10:30 am**

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. 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.