

# **Executive Committee Meeting**

**June 16, 2022**



## 6/16/22 EXECUTIVE COMMITTEE 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, June 16, 2022  
2:00 p.m. – 3:30 p.m.

**Where:** Virtual via Zoom:

**Link:** <https://careersourcecf.zoom.us/j/83172485106?pwd=WERDZXV0QXRNM1BHbG90TjV4cnRtUT09>

Dial In: 1 (929) 205-6099 / Meeting ID: 831 7248 5106  
Passcode: 133522



Meeting Details

Meeting Agenda

► Welcome

Roll Call

Public Comment

Approval of  
Minutes

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# WELCOME





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# ROLL CALL



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# PUBLIC COMMENT



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# APPROVAL OF MINUTES





**Draft  
Executive Committee Meeting**

**Friday, April 22, 2022, 9:00 a.m.**

**MINUTES**

**MEMBERS PRESENT:** Jody Wood, Andrew Albu, Jeff Hayward, Eric Jackson, Sheri Olson, David Sprinkle, Richard Sweat, Eric Ushkowitz, and Matt Walton

**MEMBERS ABSENT:**

**STAFF PRESENT:** Pam Nabors, Mimi Coenen, Leo Alvarez, Steven Nguyen, Fabia Diaz, and Kaz Kasal

**GUEST PRESENT:** Thomas Wilkes / GrayRobinson; Secily Wilson / Public

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Ms. Wood, CSCF Chair, called the meeting to order at 9:01 a.m.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	<b>Public Comment</b> None offered.	
4	<b><u>Approval of Minutes – 2/17/22 Executive Committee Meeting</u></b> <ul style="list-style-type: none"> <li>Reviewed minutes (attachment).</li> </ul>	<b>Mr. Hayward made a motion to approve the draft minutes from the 2/17/22 Executive Committee meeting. Mr. Walton seconded; motion passed unanimously.</b>
5	<b>Information/Discussion / Action Items</b> <b><u>Chair's Report</u></b> Ms. Wood relayed: <ul style="list-style-type: none"> <li>Attended NAWB (National Association of Workforce Boards) Forum last week and shared highlights.</li> </ul> <b><u>President's Report</u></b> Ms. Nabors, CEO, reviewed the following: <ul style="list-style-type: none"> <li>Relayed highlights from NAWB Forum and state level activities.</li> </ul> <b><u>Committee Reports</u></b> <u>Audit</u> Ms. Olson, Audit Committee Chair, stated no reports.  <u>Career Services</u> Mr. Albu, Career Services Committee Chair, stated Career Services Committee is scheduled to meet on 5/19/22.  <u>Community Engagement</u> Mr. Sprinkle, Community Engagement Committee Chair, stated Committee is scheduled to meet on 5/12/22. Results from the community engagement survey will be reviewed.	





	<p><u>Finance Committee</u> Mr. Ushkowitz, Finance Committee Chair, reported on the following:</p> <ul style="list-style-type: none"> <li>• Met on 4/20/22.</li> <li>• Reviewed financials through 3/31/21.</li> <li>• Procurement on Temporary Staffing &amp; Payroll Services approved for staff to interview and continue negotiations with top three evaluated proposers for Board's final vote</li> <li>• Procurement on Case Management/Training – approved to move to Board's Consent Agenda recommendation to select Career Edge.</li> <li>• Procurement on Retirement/Healthcare Benefits Broker – approved selection of One Digital for Retirement Broker Services and for staff to continue negotiations with top two proposers for Employee Benefits for Board's vote.</li> <li>• Health Insurance Plan Renewal Update – approved to move to Board's Consent Agenda recommendation to select Florida Blue as the healthcare provider, Metlife for dental &amp; vision, and The Hartford for life and disability coverage.</li> </ul> <p><u>Governance</u> Mr. Sweat, Governance Committee Chair, stated the Committee is scheduled to meet 5/25/22.</p> <p><u>Revenue Diversity and New Markets</u> Mr. Jackson, Revenue Diversity Ad Hoc Committee Chair, reported the following:</p> <ul style="list-style-type: none"> <li>• Met on 3/21/22.</li> <li>• Approved new Charter and renamed the committee "Revenue Diversity and New Markets"</li> <li>• Review year-to-date results</li> <li>• Review current organizational structure vs. other structure options to best suit CSCF's future endeavors. At the 5/26/22 Budget Workshop there will be discussion regarding the pros and cons of the different structures and bring recommendation to June Board Meeting.</li> <li>• Received a career passport update.</li> </ul> <p><u>4/28/22 Board Meeting Agenda (attachment)</u></p> <ul style="list-style-type: none"> <li>• Reviewed agenda for 4/28/22 Board Meeting.</li> </ul>	
6	<p><b>Other Business</b> None offered.</p>	
7	<p><b>Adjournment</b> Meeting adjourned at 9:53 am.</p>	

Respectfully submitted,  
Kaz Kasal, Executive Coordinator

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# INFORMATION / DISCUSSION / ACTION ITEMS





## Action Item

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To: Executive Committee

From: Finance Committee

Subject: CareerSource Central Florida – Streamline and Upgrade Financial ERP System

Date: June 16, 2022

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**Purpose:** The purpose of this Memo is to provide a final ERP Finance System recommendation to CareerSource Central Florida's Executive Committee.

**Background:** CareerSource Central Florida currently utilizes Abila MIP as its main accounting system. Over the years additional ancillary systems have been added to support the organizational needs, bringing the total number of accounting software systems to five. In the last six months staff has been conducting discovery and exploring solutions to upgrade the ERP system. Staff has engaged the current system vendors, as well as identified Oracle NetSuite and Sage Intacct as potential new systems. Below is a list of benefits of CSCF changing to a new ERP system:

- One application versus five - All functions are integrated in one system - less manual process.
- More operational efficiency – more insight and faster time-to-decision
- Finance department efficiency improvement – team members will repurpose to higher value work with the added efficiency of a streamlined model
- More effective spending/payment practices by controlling spend/budget and managing vendor base
- Benefit from shared best practices in process automation
- Interface is more modern – Automate reporting and dashboards
- Cloud-based for simplified remote access as needed; Cloud systems connect easily & securely to other applications which eliminates the need for workarounds; Cloud system allows freedom to adapt
- Real-time data availability to department heads and other users
- Dedicated training and support resources (support 24/7)
- CSCF won't need to maintain server
- Disaster recovery simplified
- Moves responsibility for data security to vendor
- Annual license cost is less and no more upgrades (no IT burden)
- We estimate improvements will be seen in Compliance, Revenue Management, Budgeting & Planning, Reporting & Audit and Analytics

We have held numerous discovery calls with representatives from both Sage and NetSuite and evaluated both systems from a fit perspective in both Finance and IT. We have also appraised our current and future needs from both a fiscal standpoint, IT infrastructure and ongoing support that will be needed during implementations and ongoing support. Based on these factors, Finance and IT have agreed that Sage Intacct presents the best fit for CSCF.

### **Cost Analysis**

<u>Comparative Analysis</u>	<u>Implementation Cost</u>	<u>Annual Cost</u>	
Current System	\$ -	\$ 86,036	
NetSuite	\$ 67,193	\$ 77,855	**
Sage Intaact	\$ 67,250	\$ 79,876	*
* Includes 15 mos in first year (3 mos free)			
** 5 Year Average			

The annual cost of the new ERP system does not reach the \$150K procurement threshold requiring committee and board approval, but it is a significant change in operations and therefore being presented for approval. The goal is to implement the new system by January of 2023.

**Action:**

The Finance Committee is recommending the Executive Committee approve, then to Board for final approval, that staff complete contract negotiations and select Sage Intaact as the vendor of choice for CSCF's new Financial ERP system.

*Approved:*

*Finance Committee: 6/8/22*



## Action Item

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To: Executive Committee

From: Finance Committee

Subject: CareerSource Central Florida – Fiscal and Programmatic Monitoring Services

Date: June 16, 2022

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### **Purpose:**

The purpose of this memo is to provide a summary of CareerSource Central Florida's procurement process for year-round fiscal and programmatic monitoring. Below is a description of the process and a recommendation to complete negotiations with the selected firm.

### **Background:**

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified firms possessing expertise and experience in certified public accounting practices. Services of a Certified Public Accounting firm are required to support Central Florida Regional Workforce Development Board, Inc., d/b/a CareerSource Central Florida, in the areas of fiscal and programmatic monitoring. Vendor shall provide technical assistance to both the finance and programs staff, focused in the areas of fiscal and programmatic compliance with federal and state workforce development grants.

The RFP was released via the company website for a 15-day duration beginning May 16, 2022, with a bid closing date of May 31, 2022, in conjunction with publishing a legal notice in the Orlando Sentinel. The RFP was based on specifications developed by the CareerSource team. Advance notification of legal notice publication for the internal audit RFP was provided to fourteen (14) firm representatives deemed capable of providing internal audit services. Proposals were submitted by the following: (1) Taylor Hall Miller Parker, P.A.

Since only one response was received, the proposal was reviewed by CSCF's CFO and the Finance Committee Chair. Taylor Hall Miller Parker, P.A. is the firm currently providing monitoring services for CSCF and specializes in workforce development audits, representing many organizations in Florida and Georgia.

### **Action:**

The Finance Committee is recommending the Executive Committee approve, then to Board for final approval, that staff complete contract negotiations and select Taylor Hall Miller Parker, P.A. as the vendor of choice for fiscal and programmatic monitoring services.

*Approved:*

*Finance Committee: 6/8/22*

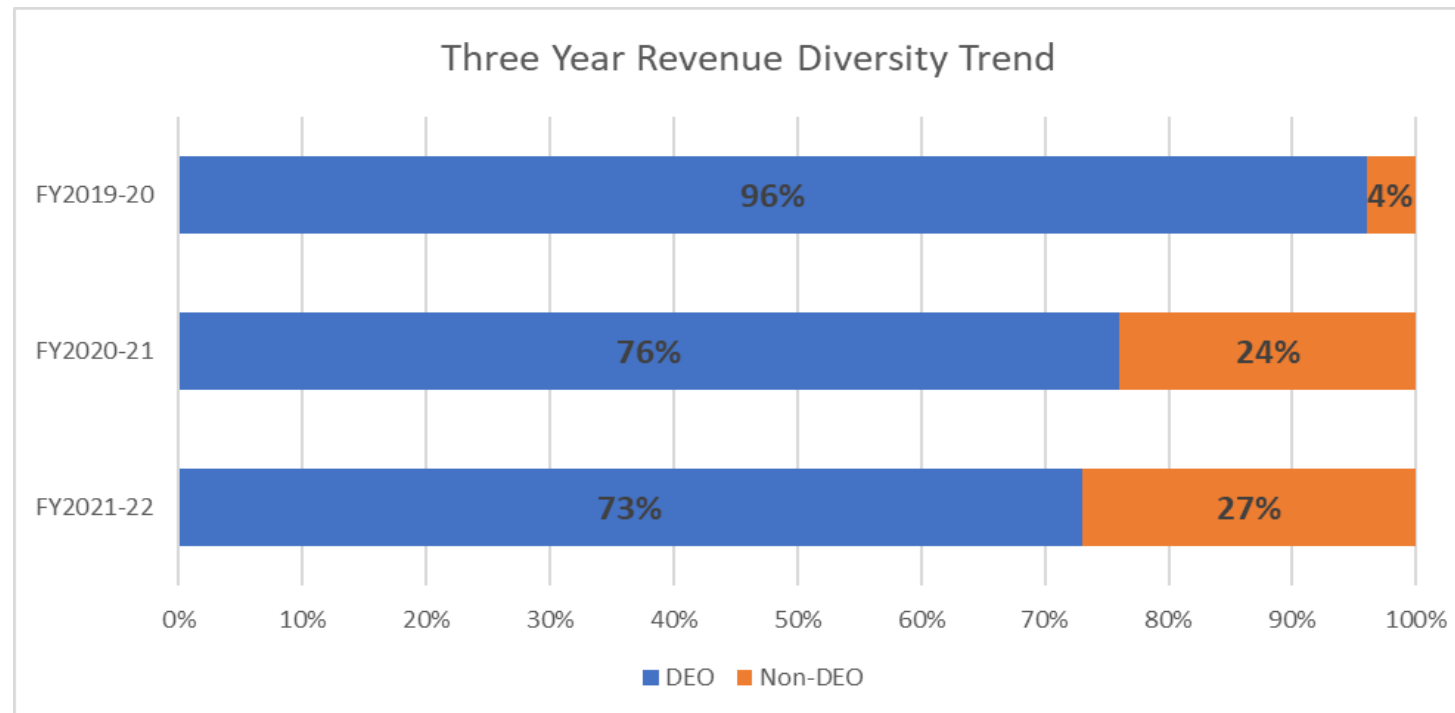


# CareerSource Central Florida

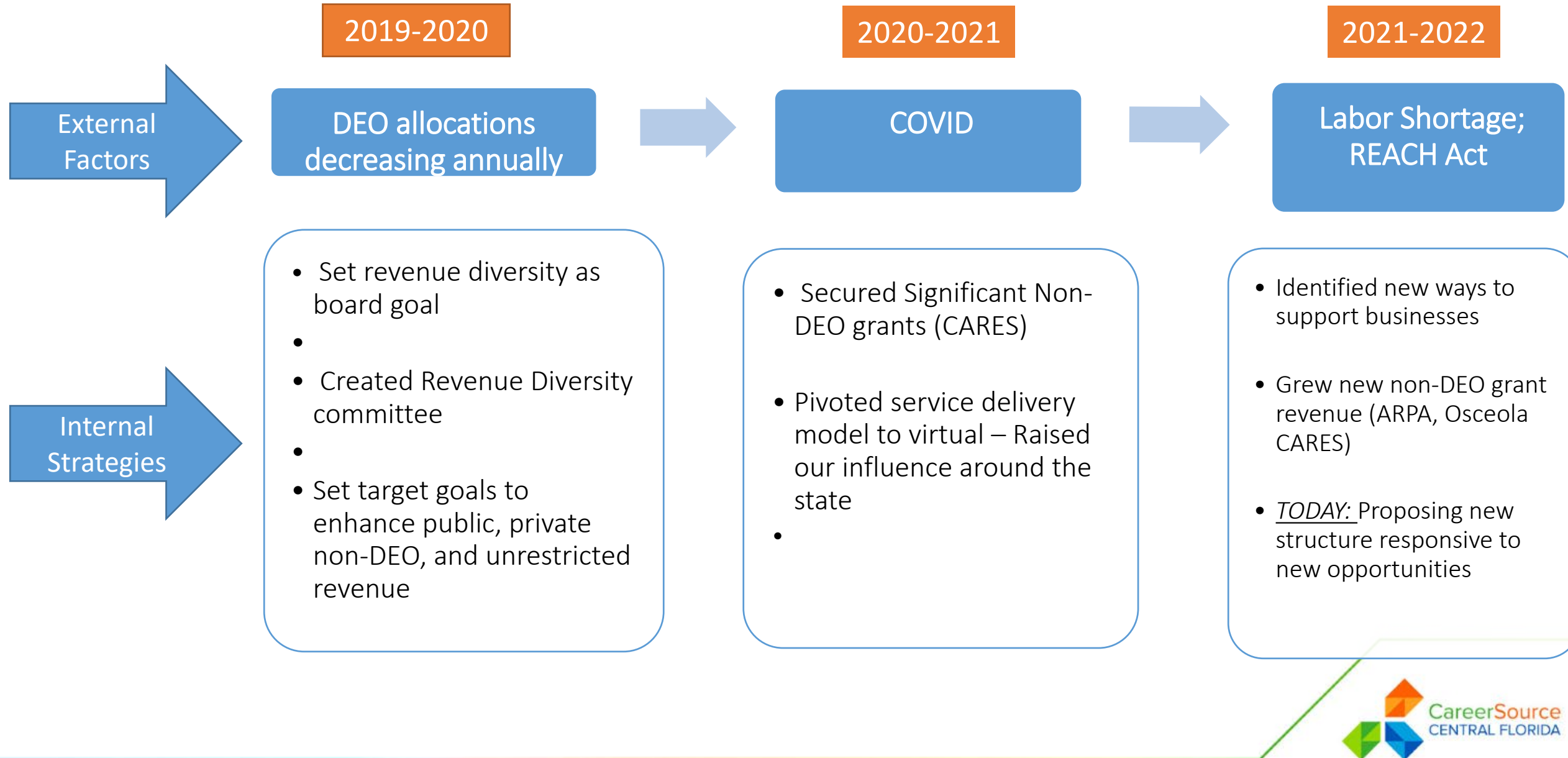
## Organizational Structure Proposal

# The Challenge

- CSCF structure is created to only support DEO grants
- Non-DEO revenue from 4% to 27% of the company's total revenue over 3 years
  - (from \$1.1M to \$14M)
- CSCF needs an organizational structure that allows for business flexibility, resiliency and scalability.



# DRIVERS OF CHANGE & GROWTH



# ***SOLUTION: DIVERSIFY CSCF STRUCTURE FOR NEW & FUTURE NEEDS***

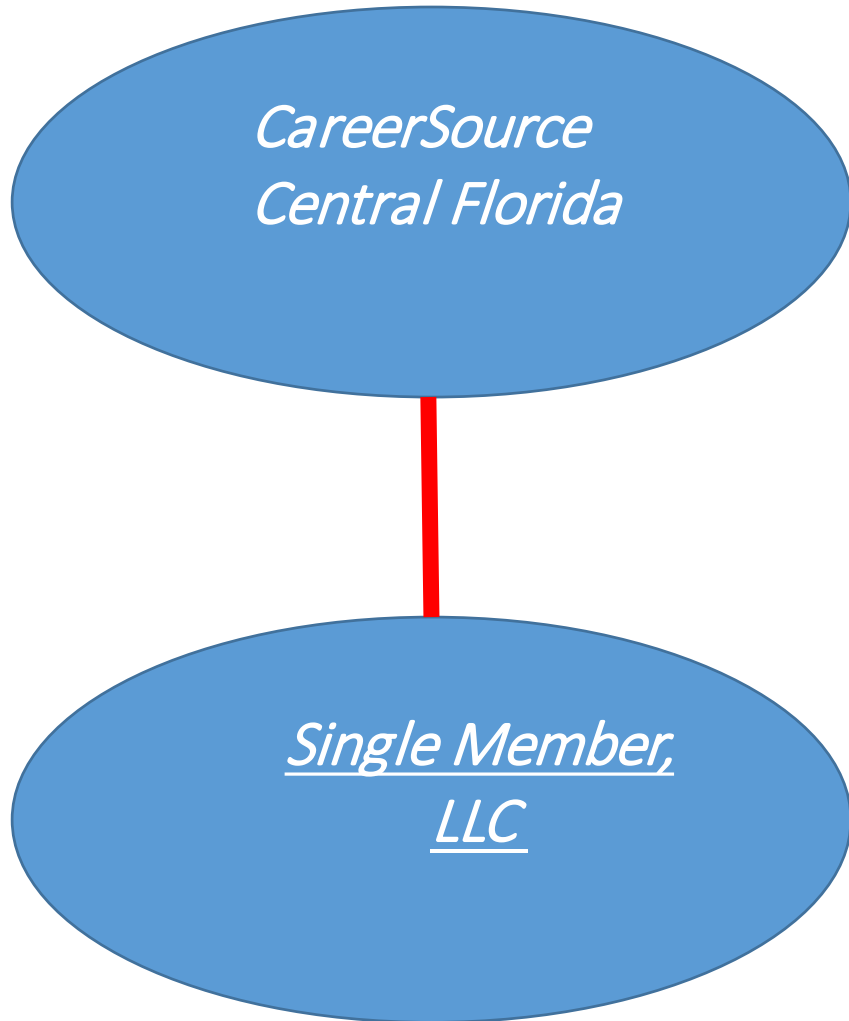
Creating affiliate entities  
to attract capital, foster innovation and limit liability.



# BUSINESS UNIT 1: Single-Member LLC

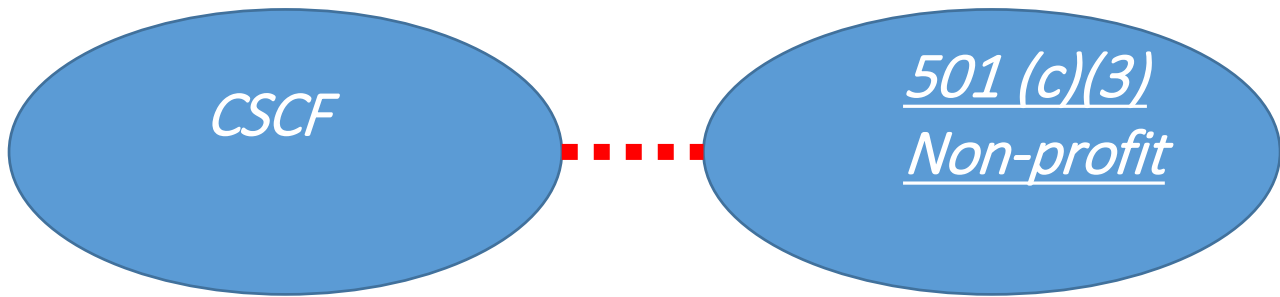
## Benefits & Considerations

- Affiliate - Single Member Limited Liability Company
- Structure will support all Non-DEO grant funding that has Federal, State or local restrictions.
- Closely aligned with CSCF existing system and can manage and distribute cost through cost allocation.
- Protects CSCF against any liabilities associated with the LLC's activities; controlled by CSCF
- Will act as a division of CSCF (Federal Tax Law) - tax-exempt Section 501(c)(3) organization, LLC's activities will be reported on CSCF's Form 990 Return





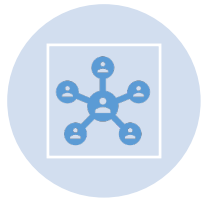
# BUSINESS UNIT 2: Separate Section 501(c)(3)



## Benefits & Considerations

- Affiliate – Non-Profit Corporation
- Structure will support the development of new unrestricted funds aligned to our mission, separate from DEO
- Protects CSCF against any liabilities associated with the non-profit corporation's activities; controlled by CSCF
- Separate Entity (Federal Tax Law) – will obtain its own Section 501(c)(3) Tax-Exempt Status, file separate Form 990 Return; exists independent from CSCF/stability
- Can be Entrepreneurial/Innovative – to further the larger mission of CSCF; deliver services in addition to those required by CSCF contract with DEO
- Intellectual Property Protection
- Allows Others to Invest in New Strategies; Can Attract New Capital

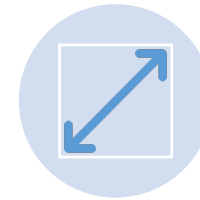
# BENEFITS OF CHANGE...



Business  
consultation



Develop new  
revenue streams



Expand impact on  
who we serve



Position organization  
for restructure  
impact



Innovate with data  
analytics &  
technology



Invest in  
teams' development  
and capacity

# RECOMMENDATION

The Revenue Diversity and New Markets Committee is recommending the creation of business units 1 and 2 for Executive Committee and Board approval.

[RETURN TO AGENDA](#)

**DRAFT**

# 6/23/22 CONSORTIUM & BOARD MEETING AGENDA

Agenda Item	Topic	Presenter	Action Item
1.	Welcome <ul style="list-style-type: none"> <li>• Pledge of Allegiance</li> </ul>	Commissioner Herr	
2.	CSCF Spotlight Story	Mimi Coenen	
3.	Recognition of Board Services – Departing Board Member	Jody Wood	
4.	Roll Call: Consortium / Establishment of Quorum Roll Call: Board / Establishment of Quorum	Kaz Kasal	
5.	Public Comment		
6.	Consortium Action Items	Commissioner Herr	
	A. <a href="#">Approval of Minutes: 12/16/21 Consortium Meeting</a>		X
	B. <a href="#">Approval of Board Appointments</a>		X
7.	Board and Consortium Action Items	Jody Wood	
	A. <a href="#">Approval of the 2022-2023 CSCF Budget</a>		
	➤ Board Approval		X
	➤ Consortium Approval		X
8	Adjournment of Consortium	Commissioner Herr	

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Agenda Item	Topic	Presenter	Action Item
9.	Consent Agenda	Jody Wood	X
	A. <a href="#">4/28/22 Board Meeting Draft Minutes</a>		
	B. <a href="#">Proposed 2022-2023 Board – Committee Meeting Schedule</a>		
	C. <a href="#">Career Services Committee Charter – Updated (Career Services)</a>		
	D. <a href="#">CSCF New Training Providers (Career Services)</a>		
	E. <a href="#">Revenue Div. &amp; New Markets Committee Charter (Rev. Div. &amp; New Mkts)</a>		
	F. <a href="#">Finance Enterprise Resource Planning System Update Recommendations (Finance)</a>		
	G. <a href="#">Fiscal/Program Monitoring RFP (Finance)</a>		
10.	Information / Discussion / Action Items		
	A. Chair's Report	Jody Wood	
	B. <a href="#">President's Report</a>	Pam Nabors	
	1) <a href="#">Finance Report</a>	Eric Ushkowitz	
	C. Committee Reports		
	1) <b>Executive (met on 6/16/22)</b>	Jody Wood	
	2) <i>Audit (no meeting scheduled)</i>	Sheri Olson	
	3) <b>Career Services (met on 5/19/22)</b>	Andrew Albu	
	4) <b>Community Engagement (met on 5/12/22)</b>		
	a) <a href="#">Community Survey Results - Overview</a>	David Sprinkle	X
	5) <i>Facilities Ad Hoc (no meeting scheduled)</i>		
	6) <b>Finance (met on 6/8/22)</b>	Matt Walton	
	7) <b>Governance (met on 5/25/22)</b>	Eric Ushkowitz	
	a) <a href="#">Slate of Officers</a>	Richard Sweat	
	8) <b>Revenue Diversity &amp; New Markets (met on 6/1/22)</b>		
		Eric Jackson	X



# 6/23/22 BOARD OF DIRECTORS MEETING AGENDA

Agenda Item	Topic	Presenter	Action Item
11.	Insights		
	<a href="#">A. Organizational Structure Recommendations</a>	Pam Nabors	X
	B. Follow-Up from Board Retreat	Richard Chapa Disney Parks, Experiences & Products	
12.	Other Business		
13.	Adjournment		

## Upcoming Meetings:

See Proposed 2022-2023 Consortium & Board Master Calendar (*under Consent Agenda*)

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# OTHER BUSINESS



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# ADJOURNMENT



# THANK YOU!



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