

EXECUTIVE COMMITTEE TELECONFERENCE

Thursday, June 18, 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 Virtual Meeting

When: Thursday, June 18, 2020

9:00 a.m. – 10:30 a.m.

Where: Virtual: Zoom Meeting:

Link: <https://careersourcecf.zoom.us/j/96382007631?pwd=dVJ6aU9iQS9ZV2FMUE40RUd6MIRBdz09>

Dial In: **1 (929) 205-6099 / Meeting ID: 963 8200 7631**

6/18/20 EXECUTIVE VIRTUAL MEETING AGENDA

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- Roll Call
- Public Comment
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- Information / Discussion / Action Items
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- Adjournment

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>4/16/20 Executive Committee Meeting</u>		X
5.	Information / Discussion / Action Items		
A.	Chair's Report	Mark Wylie	
B.	President's Report	Pam Nabors	
	1) <u>Approval of New Training Providers/Programs</u>		X
	2) <u>Summer Youth Explorer Program</u>		X
	3) Compliance Action Items:		
	- <u>Draft Unified Strategic Plan for 2020-2024</u>		X
	- <u>Direct Provider of Workforce Services Extension Request for 2020-2023</u>		X
C.	Committee Reports		
	1) Audit (<i>no updates</i>)	Larry Walter	
	2) Career Services (<i>no updates</i>)	Dr. Kathleen Plinske	
	3) Community Engagement (<i>met on 5/11/20</i>)	Jody Wood	
	4) Facilities Ad Hoc (<i>met on 6/2/20</i>)	Matt Walton	
	5) Finance (<i>met on 6/9/20</i>)	Eric Ushkowitz	
	6) Governance (<i>met on 5/6/20</i>)	Richard Sweat	
	- <u>Board Engagement Metrics</u>		
	7) Revenue Diversity Ad Hoc (<i>met on 6/10/20</i>)	Eric Jackson	X
D.	<u>6/25/20 Board Meeting Agenda</u>	Mark Wylie	
6.	Other Business		
7.	Adjournment		



UPCOMING MEETINGS

Meeting Details

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Consortium-Board Virtual Meeting

6/25/20

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

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WELCOME

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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, April 16, 2020, 9:00 a.m.

MINUTES

MEMBERS PRESENT: Mark Wylie, Paul Bough, Jeff Hayward, Eric Jackson, Sheri Olson, Kathleen Plinske, Richard Sweat, Eric Ushkowitz and Jody Wood

MEMBERS ABSENT: Larry Walter

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

GUEST PRESENT Thomas Wilkes/GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Wylie, CSCF Chair, called the meeting to order at 9:03 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 – 2/16/20 Executive Committee Meetings</u> <ul style="list-style-type: none"> • Reviewed minutes (attachment). 	Mr. Hayward made a motion to approve the draft minutes from the 2/13/20 Executive Committee meeting. Ms. Olson seconded; motion passed unanimously.
5	Information <u>President's Report</u> <ul style="list-style-type: none"> • Provided updates on CSCF's virtual service delivery and actions taken to support those individuals and businesses impacted by COVID-19 Coronavirus. • Proposed new Subgrantee Agreement between DEO and Local Workforce Development Board (CSCF) has been circulated to the five counties in this Region as well as CSCF's accounting/monitoring firm for review. Comments due next week. • Direct Service Provider Extension Request (attachment) • CSCF will be submitting request to Department of Economic Opportunity (DEO) to renew its 3-year contract (7/1/20 thru 6/30/23) with DEO to provide direct services, with a continuation to operate the same model. This request will be presented at the 6/25/20 Consortium & Board Meeting for formal approval. • Mr. Wilkes stated further clarification was provided to Attorney General (AG) of Florida to CSCF's initial request to AG for an advisory opinion on whether there is an exemption from public-records and sunshine laws regarding records and 	<i>Ms. Nabors to reach out to other regional workforce boards (RWBs) for their support on CSCF's request to AG; Mr. Ushkowitz to reach out to counties.</i>



	<p>meetings pertaining to cybersecurity. Should receive response from AG within 90 days.</p> <p><u>Committee Reports:</u></p> <p><u>Revenue Diversity Ad Hoc</u></p> <ul style="list-style-type: none"> Scheduled to meet on 6/10/20. <p><u>Career Services</u></p> <ul style="list-style-type: none"> Ms. Coenen, COO, reported the Committee met on 3/19/20. Committee reviewed training investment and enrollments. Also reviewed and concurred with staff's proposed methodology to enhance CSCF's ability to evaluate training performance. Committee approved forwarding to Board proposed new training providers to be included on CSCF's eligible training provider matrix (attachment). <p><u>Community Engagement</u></p> <ul style="list-style-type: none"> Scheduled to meet on 5/11/20. <p><u>Audit</u></p> <ul style="list-style-type: none"> No further updates. Next meeting to be scheduled in the new fiscal year. <p><u>Finance Committee</u></p> <ul style="list-style-type: none"> Mr. Alvarez, CFO, on behalf of Mr. Ushkowitz, Finance Committee Chair, reported the Finance Committee met on 4/8/20 and reviewed financials and preliminary budget projections for new fiscal year. Committee also approved forwarding to Board recommendation to renew Cigna as the benefits carrier for CSCF (attachment). <p><u>Governance</u></p> <ul style="list-style-type: none"> Scheduled to meet on 5/6/20. <p><u>2/20/20 Board Meeting Agenda</u></p> <ul style="list-style-type: none"> Reviewed draft 4/30/20 Board Meeting Agenda. Retreat portion will be postponed until after 7/1/20. 	
6	<p>Other Business</p> <p>Committee provided updates on COVID-19 challenges faced within their own companies and organizations. Ms. Nabors asked Committee to reach for on any support CSCF could provide.</p>	
7	<p>Adjournment</p> <p>Meeting adjourned at 10:19 a.m.</p>	

Respectfully submitted,

Kaz Kasal
Executive Coordinator

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INFORMATION / DISCUSSION / ACTION ITEMS



ACTION ITEM

To: Executive Committee
From: Mimi Coenen - COO
Re: Approval of New Training Providers/Programs to the Training Provider List
Date: June 18, 2020

Purpose:

- For the Executive Committee to recommend to the Board of Directors inclusion of three new training institutions, representing seven new programs/courses listed herin, to be added on CareerSource Central Florida’s training matrix.
- Adding these seven new programs will allow 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.
- October and April are the two times a year staff considers new providers. Due to COVID-19 the spring application wasn’t opened until late May, with final applications due June 7, 2020.
- Four providers submitted applications but only three met the criteria which includes an analysis of anticipated compensation, average supply of monthly job postings (demand) against average number of employees (supply) ratios.

School Name	Program	Targeted Industry	Clock Hours	Weeks	Total Cost	Maximum CSCF Scholarship	Location by County
Lighthouse Medical Academy	Electrocardiograph Aide	Healthcare	165	8	\$925	\$925	Seminole
Lighthouse Medical Academy	Home Health Aide	Healthcare	75	8	\$800	\$800	Seminole
Lighthouse Medical Academy	Medical Assistant (Bi-lingual)	Healthcare	900	24	\$4020	\$4020	Seminole
Lighthouse Medical Academy	Phlebotomy Assistant	Healthcare	165	8	\$925	\$925	Seminole
First Response Training Goup	Emergency Medical Technician	Healthcare	300	15	\$2495	\$2495	Orange

School Name	Program	Targeted Industry	Clock Hours	Weeks	Total Cost	Maximum CSCF Scholarship	Location by County
First Response Training Goup	Paramedic	Healthcare	1110	52	\$8495	\$5000	Orange
Urban League (Community Based Organization)	Microsoft Office Specialist: Test Prep program	IT/Finance	160	4	\$3,600	\$3,600	Orange

Recommendation:

Action Item:

- Approve the proposed training providers and correlating programs listed herein to be presented to the Board of Directors for inclusion on CareerSource Central Florida’s Eligible Training Provider Matrix.



ACTION ITEM

To: Executive Committee
From: Mimi Coenen, COO
Re: CareerSource Central Florida - Summer Youth Explorer Program
Date: June 18, 2020

Purpose:

For Executive Committee to recommend that the CareerSource Central Florida’s Board of Directors approve the vendor selection for its Explorer option in the 2020 Summer Youth Explorer Program.

Background:

During the summer of 2019, CareerSource Central Florida (CSCF) launched its Summer Youth Explorer Program, aimed at young adults, ages 16-19. This program enabled 300 young adults to learn about career opportunities within high-growth industries and demystified the opportunities and experiences that regional state colleges, state universities, and public postsecondary educational institutions offered. For 2020, CSCF is expanding the Youth Explorer Program by increasing the targeted number of youth impacted from 300 to 600.

Procurement Process:

CSCF requested Central Florida’s state colleges, state universities, and public postsecondary educational institutions to submit a letter of intent and cost analysis to either:

- Renew and confirm the capacity of continued partnership with CSCF to deliver the 2020 Youth Explorer Program; or
- Help outline the cost and capacity to deliver the 2020 Youth Explorer Program by providing a proposal to partner with CSCF to deliver this program

Letters of intent to renew participation in the 2020 Summer Youth Explorer Program were requested from the following institutions:

- Orange Technical College
- Osceola Technical College
- Lake Technical College
- Valencia College

Proposal letters to partner with CSCF in delivering this program were requested from the following institutions:

- Seminole State College
- University of Central Florida
- Lake-Sumter State College

Final Confirmations:

In June 2020, CSCF received letters of intent, cost analyses, and final confirmations to commence its 2020 Summer Youth Explorer Programs from the following institutions listed below:

Institution	Orange Tech	Valencia College	
Per Youth Cost	\$ 836.50	\$ 1,250.00	TOTAL
Cost Per Class	\$ 12,547.50	\$ 30,000.00	
Number of Classes to be Offered	4	9	
Class Length (in Weeks)	4	4	
Total Participants in Program	60	216	
TOTAL COST	\$ 50,190.00	\$ 270,000.00	

Requirements:

CSCF and the Department of Economic Opportunity (DEO) require that contracts equal to or greater than \$25,000 with a board member be approved by two-thirds vote of the board when a quorum has been established; and the board members who could benefit financially, or have any relationship with the contracting vendor abstain from voting.

Recommendation:

Action Item:

Executive Committee recommends the CSCF Board approves the vendor selection for the 2020 Summer Youth Explorer Program. A two-thirds vote of the CSCF Board is required by the CareerSource Florida and DEO's Conflict of Interest Policy.



ACTION ITEM

TO: CareerSource Executive Committee

FROM: Pamela Nabors, President & CEO

DATE: June 18, 2020

RE: Approval of CSCF Direct Service Provider Request to Department of Economic Opportunity (DEO) 2020-2023
Approval of CSCF Strategic Plan 2020-2024

PURPOSE:

The purpose of this memo is to request approval of:

- CareerSource Central Florida's continued designation as a Direct Service Provider for the delivery of services to its career seekers and businesses for the period of three years - 2020-2023, and
- CareerSource Central Florida's Strategic Plan for 2020-2024 as required by CareerSource Florida and DEO.

BACKGROUND ACTION ITEM #1 – Direct Service Provider:

Under the Workforce Innovation and Opportunity Act, local workforce development boards may be designated as a direct provider of basic and individualized career services (also referred to as "workforce services"), with the agreement of the Chief Elected Official in the local area, the local board, and the Governor or designee. CareerSource Central Florida has operated under this designation over the last three years and has again requested this designation from the Florida Department of Economic Opportunity for the next three years, 2020-2023.

As a provider of services, CSCF can quickly adapt services to meet the talent needs of local businesses and support emerging talent solutions. Additionally, delivering services directly allows CSCF to manage its fiscal resources, performance, and staffing with minimal delays. This service delivery model has been evaluated and has been found to be effective and meet the region's federal performance goals. CSCF request has been approved by DEO and forwarded to CareerSource Florida Board of Directors for final review and approval. The full document can be found on CSCF's website:

<https://www.careersourcecentralflorida.com/wp-content/uploads/Direct-Service-Provider-Request-Region-12-to-DEO-2020-2023-1.pdf>

REQUIREMENTS:

DEO requires the local Chief Elected Officials (Consortium) and the local Board of Directors affirm the request by CSCF to operate as a direct service provider and acknowledge its support for this service delivery model through formal board action. DEO also requires the local board to post its plan for a minimum of 10 business days for public comment. The plan was posted on CSCF's website in April, 2020; no public comment was received.

RECOMMENDED ACTION #1:

Staff recommends to the Executive Committee approval of CSCF's continued designation as a service provider of basic and individualized career services for the next three years, beginning July 1, 2020 through June 30, 2023, as submitted to DEO and CareerSource Florida.

BACKGROUND ACTION ITEM #2 – CSCF STRATEGIC PLAN:

As outlined in the Workforce Innovation and Opportunity Act, local workforce boards are required to develop and deliver to the state a comprehensive four-year plan. These plans must be submitted in partnership with the local workforce Board of Directors and Chief Elected Officials. The law also requires local boards to regularly revisit and recalibrate plan strategies in response to changing economic conditions and workforce needs. CSCF's 2020-2024 draft plan aligns with CareerSource Florida's business and market-driven principles to be the global leader for talent.

In the plan, the Board's priorities to diversify revenue streams, deliver talent solutions, and focused talent acquisition strategies for high growth industries are also addressed and includes objective to:

- Build talented "CareerSourcers" who deliver relevant talent solutions
- Create value and developing strong relationships with customers; and
- Drive deep loyalty and customer satisfaction.

CSCF's 2020-2024 draft plan also outlines the organization's operational strategies to:

- support identified populations (i.e. youth, individuals with unique abilities, low-income families)
- collaborate with education, community, business, and economic development organizations
- continue attainment of program performance; and
- deliver effective workforce services.

The full plan can be found on CSCF's website:

https://www.careersourcecentralflorida.com/2020_unified_strategic_plan_draft

REQUIREMENTS:

DEO requires the local Chief Elected Officials (Consortium) and the local Board of Directors to affirm and approve CSCF's Strategic Plan for 2020-2024. A two-year update on the plan's implementation will be required by DEO in 2022. The detailed plan was posted on CSCF's website in January 2020 for the required 30-day public comment period; no comments were received.

RECOMMENDED ACTION #2:

Staff recommends to the Executive Committee approval of CSCF's Local Strategic Plan for 2020-2024, beginning July 1, 2020 through June 30, 2024.

BOARD ENGAGEMENT: DRAFT RECOMMENDATION

	ENGAGEMENT		NEW
	PARTICIPATE	DEMONSTRATE	CONTRIBUTE
GOAL	90% of Board Membership	80% of Board Membership	70% of Board Membership
DESCRIPTION	<ul style="list-style-type: none"> Board & Committee Meetings CSCF Miscellaneous Business Activities Job Shadowing Center Visits The Board Source Newsletter Engagement 	<ul style="list-style-type: none"> Attending Company Sponsored / Industry Events Participate in Media Interviews Speaking Engagements (internal or external) Sharing the CSCF Story: Inclusion of News/Information in Company's Communications Channels (internal or external) 	<ul style="list-style-type: none"> Suggested Annual Contribution \$500 (10% of private sector target) Participation in Fundraising Activities to Leverage \$500 towards Revenue Diversity Goals Contribution of In-Kind Donations equivalent to \$500
KPI	Participate for 24 Hours, Per Year	Participate in One Occurrence, Per Year	Contribute to Revenue Generation and/or provide In-kind Contribution

DRAFT

Monthly Self-Attestation of CareerSource Central Florida (CSCF) Board Engagement Activities Checklist

(Distributed via email to all CSCF Board Members at the beginning of each month for previous month)

Instructions: Double click next to desired checkbox and select “Checked” Type in any details next to “Description”

Participate	Demonstrate	Contribute
<input type="checkbox"/> Attended Board & Committee Meetings Description: <input type="checkbox"/> Participated in a CSCF Job Shadowing activity Description: <input type="checkbox"/> Visited/Toured a CSCF Center Visits Description: <input type="checkbox"/> Read The BoardSource Newsletter <input type="checkbox"/> Attended/Participated in a CSCF *Business Activity Description:	<input type="checkbox"/> Attended *Company Sponsored / Industry Events Description: <input type="checkbox"/> Participated in Media Interviews Description: <input type="checkbox"/> Represented or Coordinated a Speaking Engagement to promote CSCF (internal or external) Description: <input type="checkbox"/> Shared CSCF Story: inclusion of News/Information in Company’s Communications Channels (internal or external) Description: <input type="checkbox"/> Attended a **Workforce-Related Training Event Description:	<input type="checkbox"/> Made *\$500 Annual Contribution Description: <input type="checkbox"/> Participated in **Fundraising Activities to Leverage *\$500 Description: <input type="checkbox"/> Contributed In-Kind Donations equivalent to *\$500 Description: <input type="checkbox"/> Introduced / referred someone who can or did donate to CSCF. Description:
<p><i>*Examples of CSCF Business Activities:</i></p> <ul style="list-style-type: none"> • Meetings / Teleconferences with CSCF staff to discuss board or committee meeting work or other CSCF business related activities or initiatives • Part of Review Team reviewing RFQ/RFP – (Request For Quotes / Request For Proposal) • Board Orientation Session • Attend State workforce meetings. 	<p><i>*Examples of Company Sponsored / Industry Events:</i></p> <ul style="list-style-type: none"> • CSCF Summer Youth Business Appreciation event • OEP Annual Dinner event • NAWB (National Assoc. of Workforce Boards) • Participate in a podcast <p><i>**Examples of Workforce-Related Training Event:</i></p> <ul style="list-style-type: none"> • Seminole County Annual Ethics-Sunshine Training 	<p><i>**Examples of Fundraising Activities:</i></p> <ul style="list-style-type: none"> • Host/Support a fundraising event • Conduct outreach via phone, social media, etc. to entice contributions” <p>*Suggested amount: to achieve 10% of CSCF’s Revenue Diversity private sector goal)</p>

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ADJOURNMENT

THANK YOU!