

BOARD OF DIRECTORS MEETING

Thursday, June 24, 2021

6/24/21 CSCF BOARD MEETING DETAILS

Meeting Details

Meeting Agenda

Welcome

Spotlight Story

Awards
Recognition

Board
Recognition

Roll Call

Public Comment

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Information/
Insight

Other Business

Adjournment

What: Board of Directors Meeting

When: Thursday, June 24, 2021
9:00 a.m. – 11:00 a.m.

Where: Virtual: Zoom Meeting

Link: <https://careersourcecf.zoom.us/j/96158682439?pwd=MGNveGkwSldKRkF4WW92dEhRR005dz09>

Dial In: 1 (929) 205-6099

Meeting ID: 961 5868 2439

Passcode: 328746

6/24/21 CSCF BOARD MEETING AGENDA

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Agenda Item	Topic	Presenter	Action Item
1.	Welcome	Mark Wylie	
2.	CSCF Spotlight Story	CSCF Staff	
3.	Awards Recognition	Mark Wylie	
4.	Board Recognition	Mark Wylie	
5.	Roll Call / Establishment of Quorum	Kaz Kasal	
6.	Public Comment		
7.	Consent Agenda	Mark Wylie	X
	A. 4/23/21 Board Meeting Draft Minutes		
	B. Proposed 2021-2022 Board –Committee Meeting Schedule		
	C. CSCF Policy: Support Services		
	D. CSCF Vehicles		
	E. One Stop Operator Contract		
	F. CSCF Retirement Plan – Employer Contribution		
	G. CSCF New Training Providers		
8.	Action Items		
	A. Bylaws (Governance)	Richard Sweat	X
	B. Slate of Officers (Governance)	Richard Sweat	X
	C. FY 2021-2022 Draft Budget (Finance)	Eric Ushkowitz	X
	D. Southeast Orange County Office - Lease Renewal (Finance)	Eric Ushkowitz	X
	E. Youth Navigator Contract (Career Services)	Paul Bough	X
	F. New Training Programs (Career Services)	Paul Bough	X

6/24/21 CSCF BOARD MEETING AGENDA (CONTINUED)

Agenda Item	Topic	Presenter	Action Item
9.	Information / Insight		
	A. Chair's Report	Mark Wylie	
	B. President's Report	Pam Nabors	
	1) Finance Report	Eric Ushkowitz	
	C. Committee Reports		
	1) Executive (<i>met on 6/17/21</i>)	Mark Wylie	
	2) Audit (<i>No Updates</i>)	Larry Walter	
	3) Career Services (<i>met on 6/11/21</i>)	Paul Bough	
	4) Community Engagement (<i>met on 5/17/21</i>)	Jody Wood	
	5) Facilities Ad Hoc (<i>met on 6/1/21</i>)	Matt Walton	
	6) Finance Committee (<i>met on 6/8/21</i>)	Eric Ushkowitz	
	7) Governance Committee (<i>met on 5/12/21</i>)	Richard Sweat	
	a. Board Engagement (7/1/20 thru 3/21/21)		
	8) Revenue Diversity Ad Hoc (<i>met on 6/2/21</i>)	Eric Jackson	
	a. Career Passport	Richard Sweat	
	D. Insight		
	1) Legislative Update	Senator Jason Brodeur	
		Florida State Senate	
10.	Other Business		
11.	Adjournment		

Upcoming Meetings:

See Proposed Board-Committee Meeting Schedule

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AWARDS RECOGNITION

STERLING: RECOGNITION FOR BEST PRACTICES

- CSCF Youth Services Program Honored by Sterling for Customer Focused Excellence
- During 2019-2020 fiscal year, CSCF served +2,000 young adults in Central Florida
- Congratulations to Jason Lietz, Director of Youth Services, and Youth Services Team



2021 Workforce Professional of the Year



NATIONAL ASSOCIATION OF
WORKFORCE DEVELOPMENT PROFESSIONALS
CONNECT, ADVANCE, INNOVATE

Congratulations Gina Ronokarijo

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BOARD RECOGNITION

BOARD RECOGNITION



Congratulations to
Diane Culpepper

Outstanding Service
Recognition

Diane Culpepper
CareerSource Central Florida
Board of Directors
July 1, 2019 – June 30, 2021

BOARD RECOGNITION



Congratulations to
Kathleen Plinske

Outstanding Service
Recognition

Kathleen Plinske
CareerSource Central Florida
Board of Directors
July 1, 2015 – June 30, 2021

BOARD RECOGNITION



Congratulations to
Jane Trnka

Outstanding Service
Recognition

Jane Trnka

CareerSource Central Florida

Board of Directors

February 15, 2017 – June 30, 2021

BOARD RECOGNITION



Congratulations to
Larry Walter

Outstanding Service
Recognition

Larry Walter

CareerSource Central Florida

Board of Directors

December 13, 2012 – June 30, 2021

BOARD RECOGNITION



Congratulations to
Mark Wylie

Outstanding Service
Recognition

Mark Wylie

CareerSource Central Florida

Board of Directors

October 5, 2011 – June 30, 2021

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ROLL CALL / ESTABLISHMENT OF QUORUM

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CONSENT AGENDA



DRAFT
Board of Directors Meeting & Retreat
Friday, April 23, 2021, 9:00 a.m.
MINUTES

- MEMBERS PRESENT:** Mark Wylie, Andrew Albu, Steve Ball, Paul Bough, Glen Casel, Kari Conley, Diane Culpepper, Keira des Anges, Wendy Ford, John Gyllin, Mark Havard, Jeff Hayward, Eric Jackson, Brooke Morris, Sheri Olson, Bryan Orr, Stella Siracuza, David Sprinkle, Jim Sullivan, Richard Sweat, Jane Trnka, Al Trombetta, Eric Ushkowitz, Larry Walter, Matt Walton, and Jody Wood
- MEMBERS ABSENT:** Wendy Brandon, John Gill, Nicole Guillet, Kathleen Plinske, Sharron Washington, and Christopher Wilson
- STAFF PRESENT:** Pam Nabors, Mimi Coenen, Leo Alvarez, Lisa Burby, Lesley Harris, Steven Nguyen, Dyana Burke, Nilda Blanco, Cliff Marvin, Jason Lietz, Sean Masherella, Vanessa Nogueira, and Kaz Kasal
- GUESTS PRESENT:** Reverend Jose Rodriguez / Iglesia Episcopal Jesus De Nazaret; Heather Ramos / GrayRobinson; Daniel Harper / DEO; Jerry Ross / National Entrepreneur Center; Gaby Ortigoni / Hispanic Chamber of Metro Orlando; John Newstreet / Kissimmee-Osceola Chamber of Commerce; Tanisha Nunn Gary / African American Chamber of Central Florida; Robert Agrusa / Central Florida Hotel & Lodging Association.

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome <ul style="list-style-type: none"> Mr. Wylie, Board Chair, called meeting to order at 9:03 am and welcomed attendees. 	
2	CSCF Spotlight Story <ul style="list-style-type: none"> Reverend Jose Rodriguez, Iglesia Episcopal Jesus De Nazaret, introduced a video regarding their partnership with CSCF on the "Purposeful Leadership" program that supports those displaced by COVID-19 pandemic by providing internships and valuable work experience on a variety of projects. 	
3	Roll Call / Establishment of Quorum <ul style="list-style-type: none"> Ms. Kasal, Executive Coordinator, reported a quorum present. 	
4	Public Comment <ul style="list-style-type: none"> None provided. 	
5	Conflict of Interest Provided Ms. Ramos, GrayRobinson, presented an overview of updated conflict of interest process, reviewing examples of new forms: voting and contract-related (attachment).	
6	Consent Agenda <ul style="list-style-type: none"> Mr. Wylie asked the Board if any item on consent agenda, as listed below, should be moved off for further discussion: <ul style="list-style-type: none"> Draft Minutes of 2/25/21 Board Meeting. 	Mr. Walton made a motion to approve all items on the consent agenda. Dr. Culpepper seconded; motion passed unanimously.
7	Information / Discussion <u>Chair's Report</u>	



- Reminded Board Members to complete survey on Board Engagement Activities – 3rd Quarter.

President's Report

- Ms. Nabors, President/CEO, provided highlights from the President's Report (attachment) to include review of:
 - Scorecard 7/1/20 thru 3/31/21.
 - Sterling update and next steps.
 - Florida legislative updates.
 - Opioid grant updates.
 - CSCF Phase 3 reopening plans – expanding in-person service capacity, effective 5/3/21.
- Finance Report
 - Mr. Alvarez, CFO, reviewed financials through 2/28/21 (attachment), trending on target at 66.5% expended.

Committee Reports

Executive:

Mr. Wylie, Executive Committee Chair, stated Committee met on 4/15/21, reviewed CSCF updates and committee reports. Committee approved staff to continue negotiations and provide their recommendation for today's Board review and approval.

- Mr. Alvarez provided additional updates on the negotiations with Cigna and Florida Blue.
- Mr. Alvarez stated a savings of \$35,000 selecting MetLife for dental/vision, and The Hartford for Life/Disability coverage.

Audit

Mr. Walter, Audit Committee Chair, stated no new updates.

Career Services

Ms. Coenen, COO, on behalf of Dr. Plinske, Career Services Committee Chair, reported on the following:

- Met on 3/25/21.
- Focus of discussion around expanding training opportunities to include emerging industries to better align with current job opportunities in the region.
- Committee approved to forward for Executive and Board approval to expanded career training opportunities in FY 21-22 budget.

Community Engagement:

Dr. Gyllin made a motion to approve continued negotiations with Cigna and Florida Blue and select a health benefits carrier for CareerSource Central Florida, with a not to exceed increase of 10%. Mr. Walton seconded; motion passed unanimously.

Mr. Havard made a motion to select MetLife for dental and vision and The Hartford for Life and disability coverage. Dr. Culpepper seconded; motion passed unanimously.

Mr. Walter made a motion to approve expanding career training opportunities in FY 21-22 budget to include emerging markets outside the current six HGIs (High Growth Industries). Mr. Walton seconded; motion passed unanimously.



	<p>Ms. Wood, Community Engagement Committee Chair, stated no new updates. Next meeting is scheduled for 5/17/21.</p> <p><u>Facilities Ad Hoc Committee</u> Mr. Walton, Facilities Committee Chair, relayed Facilities Ad Hoc Committee will be meeting on 6/1/21 to review CSCF's Southeast Orange County Career Center lease, set to expire on 1/31/2022.</p> <p><u>Finance Committee</u> Mr. Ushkowitz, Finance Committee Co-Chair, reported on the following:</p> <ul style="list-style-type: none"> • Met on 4/13/21. • Reviewed financials through 2/28//21. • Reviewed Retirement Plan updates and approved proposed fee reduction and adding a mid-cap growth investment fund. • Approved mid-year budget adjustment. • Reviewed 2021-2022 budget timeline. • Reviewed CSCF's health benefits renewal plan options, and staff recommendations for dental/vision, and life/disability. <p><u>Governance</u> Mr. Sweat, Governance Committee Chair, stated no new updates. Next meeting is scheduled for 5/12/21.</p> <p><u>Revenue Diversity Ad Hoc</u> Mr. Jackson, Revenue Diversity Ad Hoc Committee Chair, reported on the following.</p> <ul style="list-style-type: none"> • Met on 3/24/21. • Reviewed year-to-date progress. • Discussed Ticket-To-Work strategies to bolster program and increase funds. • Reviewed Summer Youth Sponsorship outreach strategies. • Focus on increasing business investment: convening key stakeholders for roundtable discussions to gain insight from businesses and determine ways to best leverage industry investments. <p><u>CareerSource Central Florida– 2019-2020 Annual Performance</u> Daniel Harper, Senior Management Analyst – Supervisor, Department of Economic Opportunity provided presentation overview of CSCF's 2019-2020 performance (attachment).</p>	
8	<p>Insight <u>Panel Discussion: Understanding the Workforce Needs, Opportunities and Challenges in the Business Community:</u></p>	



- Mr. Jerry Ross, President, National Entrepreneur Center, facilitated the discussion with the following panelists:
 - Gaby Ortigoni, President/CEO, Hispanic Chamber of Metro Orlando
 - John Newstreet, President/CEO, Kissimmee/Osceola County Chamber of Commerce
 - Tanisha Nunn Gary, President, African American Chamber- Central Florida
 - Robert Agrusa, President/CEO, Central Florida Hotel & Lodging Association (CFHLA)

Key highlights from discussion:

- Entry level jobs in demand but no incentive for people to go back to work vs. collecting unemployment.
- People who lost jobs due to pandemic found other job opportunities – hard to get those people back now.
- Employers combining positions to reduce costs – existing staff are taking on more responsibilities than former staff did.
- Sectors on the rise: construction, technical (tech jobs in every industry sector), logistics (delivery, audio/visual), home improvement companies.
- Hospitality jobs in demand but issues finding workers – needing to attract with incentives and wage increase.
- Big turnaround with entry level jobs – people lacking basic and soft skills.
- Increase focus to better partner with the high schools and do more to provide internships, apprenticeships to help connect youth to working world and learn skills (Summer Youth Program is helpful).
- Businesses should invest in interns, but leverage funds to sustain.
- Create high school level leadership programs - similar to programs like Leadership Seminole or Leadership Osceola.
- Areas that career seekers are looking for: stability, consistent work hours, more benefits, higher pay, upward mobility.

CSCF 2021-2022 Strategic Priorities



	<ul style="list-style-type: none">Reviewed strategic priorities, goals and outcomes for FY 2021-2022 (attachment).	
9	Other Business None offered.	
10	Adjournment Meeting adjourned at 11:58 am.	

Respectfully submitted,

Kaz Kasal
Executive Coordinator

CareerSource Central Florida Board, Consortium and Committee Meeting - Dates 2021 - 2022 - PROPOSED

Meeting	July	August	September	October	November	December	January	February	March	April	May	June
Board of Directors			9/30/2021 (Thu) 9:00-10:30am Orientation Session 10:30am-12pm			12/16/2021 (Thu) 9:00-11:00am		2/24/2022 (Thu) 9:00am-10:30am		Board Mtg & Retreat 4/28/2022 (Thu) 9:00am-12pm	5/19/2022 (Thu) 2:00-4:00pm Budget Workshop (Non-Voting Mtg.)	6/23/22 (Thu) 9:00-11:00am
Consortium						12/16/2021 (Thu) 9:00-11:00am						6/23/2022 (Thu) 9:00-11:00am
Audit Committee				10/19/2021 (Tue) 2:30-4:00pm				2/8/2022 (Tue) 2:30-4:00pm				
Career Services Committee			9/16/2021 (Thu) 3:00-4:30pm		11/18/2021 (Thu) 3:00-4:30pm		1/27/2022 (Thu) 3:00-4:30pm		3/24/2022 (Thu) 3:00-4:30pm			
Community Engagement Committee		8/30/2021 (Mon) 3:00-4:30pm			11/1/2021 (Mon) 3:00-4:30pm		1/17/2022 (Mon) 3:00-4:30pm				5/16/2022 (Mon) 3:00-4:30pm	
Executive Committee	7/29/2021 (Thu) 9:00-10:30am		9/23/2021 (Thu) 9:00-10:30pm			12/9/2021 (Thu) 9:00-10:30am		2/17/2022 (Thu) 9:00-10:30am		4/21/2022 (Thu) 9:00-10:30am		6/16/2022 (Thu) 9:00-10:30am
Facilities Ad Hoc Committee (subcommittee of Finance)												
Finance Committee				10/19/2021 (Tue) 2:30-4:00pm				2/8/2022 (Tue) 2:30-4:00pm		4/12/2022 (Tue) 2:30-4:00pm		6/7/2022 (Tue) 2:30-4:00pm
Governance Committee				10/13/2021 (Wed) 3:00-4:30pm			1/12/2022 (Wed) 3:00-4:30pm				5/11/2022 (Wed) 3:00-4:30pm	
Revenue Diversity Ad Hoc Committee (subcommittee of Executive)		8/18/2021 (Wed) 2:00-3:30pm			11/10/2021 (Thu) 2:00-3:30pm				3/16/2022 (Wed) 2:00-3:30pm			6/1/2022 (Wed) 2:00-3:30pm

Updated: 6/1/21

Please Note: Schedule may be subject to changeLocation and times are as specified on public notices which are displayed on CareerSource Central Florida website: www.careersourcecentralflorida.com



To: CareerSource Central Florida Board of Directors
From: Executive Committee
Subject: Action – Request for Approval for Support Service and Needs-related Policy
Date: June 24, 2021

Purpose:

The Executive Committee approved the support service and needs-related policy on June 17, 2021. The purpose of this memo is to gain Board of Director's approval for updates to current policy revisions as required by the Department of Economic Opportunity (DEO).

Background:

DEO is now requiring changes to policy to be presented before the Board of Directors for approval. Attached is our support services policy for review. The changes have been highlighted.

Action:

The Executive Committee recommends CSCF Board approval of the attached policy.

Approved:

Executive Committee: 6/17/21



POLICY TITLE: Support Service and Incentive Policy

POLICY NUMBER: UNI - 03

Author: Gina Ronokarijo, Senior Planning Manager	Effective Date: 11/1/2016	Revision Date: 03/01/2021
Description of Revision(s):	Update to align with new Administrative Policy 109 effective 02/23/2021	
Approval:	Mimi Coenen, Chief Operations Officer	
Signature:		

I. PURPOSE:

To provide guidance on the various support service and incentive options allowed under the requirements of the WIOA Youth, Adult, and Dislocated Worker, and Temporary Assistance to Needy Families programs.

II. APPLICATION:

This document applies to all staff who are responsible for the managing and issuing support services and incentives.

III. BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA) and Temporary Assistance for Needy Families (TANF) legislation and guidance provide for the provision of supportive services and milestone-based incentives to participants enrolled in WIOA Youth or TANF funded programs.

IV. DEFINITIONS:

Support Services: WIOA defines the term as services such as transportation, childcare, dependent care, housing, and needs-related payments that are necessary to enable an individual to participate in activities authorized under this Act. Under the TANF legislation and state plan, support services are defined as services provided either directly to, or on behalf of, participants to reduce barriers to obtaining or retaining employment.

Incentives: An incentive is a payment to an eligible WIOA Youth registrant for the successful participation and achievement of expected outcomes as defined in the individual's Individual Service Strategy (ISS).

The following policy defines how CareerSource Central Florida will locally define supports and incentives, and the parameters for its provision to participants.

V. REFERENCES:

1. [Workforce Innovation and Opportunity Act \(WIOA\) Sections 129 and 134](#)
2. [Title 20 Code of Federal Regulations \(CFR\) § 663.800-663.840; §664.440](#)
3. [Title 20 Code of Federal Regulations \(CFR\) 2 CFR Part 200](#)
4. [Florida Statute Chapter 445; 445.009, 445.025, 445.031,](#)



5. [WIOA Section 3\(59\)](#)
6. [WIOA Section 134\(c\)\(2\)\(A\)\(ix\)](#)
7. [CSF Administrative Policy 109](#)
8. [TANF State Plan](#)

VI. **POLICY:**

A. Support Services

Based on individual assessment and availability of funds, supportive services may be awarded to eligible participants. Supportive service awards are intended to enable an individual to participate in workforce-funded programs and activities to secure and retain employment. Supports are provided based on need as determined by the Career Services Consultant working with the participant, and may include:

- Transportation, including public transportation, ride shares and taxi fares.
- Clothing, footwear, and personal appearance/hygiene products for adequate presentation to a job interview or work;
- Certification fees, work tools and assistance with education-related testing; and
- Child care, dependent care, needs-related payments that are necessary for a career seeker to participate in assigned activities.

These payments will be made in the form of Reloadable Debit Cards when no relationship has been established with a selected vendor to provide the services.

When a relationship has been established, payment will be provided in the form of a voucher/direct payment to the selected vendor.

Support services may be provided directly by CSCF or in coordination with other entities to ensure resources and services are not duplicated. Support services through CSCF may only be provided to eligible WIOA Adult, Dislocated, Youth, and TANF participants when services are **not available** through other agencies or when the services are necessary for the individual to participate in a program. Support services will be viewed individually and creatively to enable customers to participate in education and training activities identified in his/her individual development plan. The rationale for providing support services must be well documented in the participant's plan. Support services will be based on careful consideration of the region's funding limitations and the availability of community resources, to leverage program resources to the greatest extent possible.

Eligibility for support services will be established based on an assessment of need and documented in the participant's individual development plan. To qualify for receipt of support services, staff - in consultation with the customer - must:

- Demonstrate and document a need that will prevent him or her from participating in a program, accepting employment, or retaining employment;
- Document that the customer is unable to afford the cost associated with addressing the need;
- Be unable to secure the needed services from another community resources;



- Qualify and enrolled in one or more programs operated by CSCF.
- For participants enrolled in training activities CSCF will document proof of attendance through Progress Reports, MSG, Statement of Attendance, or any other document that will allow verification of such attendance.
- Document mileage calculations for transportation support service intended to assist with travel to CSCF sponsored activity.
- Utilize CSCF Determination of Need Form in order to capture justifications, needs, amounts to be provided/approved, and attestations for receipt of and use of support for the intended purpose.
- Retain supporting documentation of costs incurred.

CSCF will not provide support services retroactively or reimburse for any services previously rendered.

B. Needs-Related Payments

Needs-related payments are a supportive service that provides financial assistance to participants to enable their participation in training. Unlike other supportive services, CSCF may only provide needs-related payments to eligible WIOA participants who are enrolled in training or accepted in a training program (Specifically an ITA training) that will begin within 30 calendar days.

1. Eligibility for Adults, Dislocated Workers and Out-of-School Youth (OSY)

To receive needs-related payments, adults and OSY (ages 18-24) must:

- a) Be unemployed;
- b) Not qualify for, or have ceased qualifying for, Reemployment Assistance (RA) benefits; or any other benefit program intended as needs related assistance (excludes SNAP and childcare subsidy), and
- c) Be enrolled in training services authorized under WIOA sec. 134(c)(3).

To receive needs-related payments, Dislocated Workers must be unemployed and;

- a) Have ceased to qualify for RA benefits or Trade Readjustment Allowance (TRA) under the Trade Adjustment Assistance (TAA) program; and
- b) Be enrolled in training services authorized under WIOA sec. 134(c)(3) by the end of the 13th week after the most recent layoff that resulted in a determination of the worker's eligibility as a dislocated worker, or, if later, by the end of the eighth week after the worker is informed that a short-term layoff will exceed six months; or
- c) Be unemployed, deemed ineligible for RA benefits or TRA under the TAA program, and be enrolled in training services authorized under WIOA sec. 134(c)(3).



2. Payment Levels

For adults, dislocated workers, and OSY, CSCF has established the payment level of needs-related payments utilizing the maximum weekly benefit amount (WBA) for Florida RA benefits: \$275 with a total maximum of \$1,100.

C. Specialized Program Considerations:

1. Temporary Assistance for Needy Families Program (TANF):

- a) Under the TANF, support services may not be provided to customers considered "applicants" of the program, except for those individuals who are applying for Upfront Diversion. Up-Front Diversion recipients are limited to a one-time diversion payment of up to \$1,000 based on documented outstanding bills and employment related needs.
- b) TANF Transitional customers may receive childcare support services for up to two years after completing the program as long as the customer remains employed. CSCF staff will support access to childcare through a referral process to Early Childhood Education providers in the region.

2. Support Service Limitations:

- a) Medical services, devices or prescriptions otherwise payable under federal, state, local, or personal insurance programs are not allowable. Medical/dental services, mental health services, substance abuse services, and domestic violence services are available through community resources and participants should be referred the appropriate providers.
- b) Tuition for approved training is not included as support services. These costs are covered under an Individual Training Account. Other administrative fees, training supplies, instructional material, tools, uniforms, protective gear, required to participate in training or employment are considered support services if not paid directly to the training provider.
- c) The Chief Operations Officer or designee will establish support service thresholds each program year and will review support service funding levels to ensure resources are used with the intent of this policy. Memorandum will be distributed, and an addendum will be added to this policy. Resource levels will also be reviewed for expenditure levels as compared to established budget.

D. Incentives (Youth Only)

Incentive payments may be issued to participants for recognition and achievement directly tied to training activities, work experiences, or performance related outcomes specified in the customer's individual development plan and are issued in compliance with the requirements of 2 CFR Part 200.



Opportunities to earn incentives will be outlined in writing and reviewed with the customer to ensure understanding of program requirements. Supporting documentation of the activities completed or milestone achieved will be kept in the participant's file as verification of the achievement. Incentives may be issued in the form of reloadable debit cards.

E. Primary & Secondary Safe Key Holders

Each CSCF Career Services Office will manage the daily distribution and reconciliation of support services and incentives. Corresponding logs, lock boxes, and lock box keys will be secured at all times. The Career Services Manager will be responsible for the resources provided under this policy and will ensure monthly reconciliation of inventory is reported to the Finance Department.

F. Cancellation of Support Services

This policy and some or all of its categories of support services may be cancelled or changed, in whole or in part, by CSCF at any time and without notice, effective immediately, or at any time CSCF determines it necessary. Exceptions may be made to this policy by CSCF if it is in the best interest of CSCF or its customers.

G. Policy Exceptions:

Any exceptions to the above stated policy or any part thereof, must be documented and approved by the CareerSource Central Florida Chief Operation Officer or President/CEO.

VI. INQUIRIES: Questions regarding this policy should be directed to the Senior Planning Manager. Any updates to this policy will be communicated through the Chief Operations Officer or their designee as noted on page one of the policy.

VII. ATTACHMENTS/RESOURCES:

Attachment A: Determination of Need Form

Attachment B: Current COO Memo of Thresholds

Attachment C: Spreadsheet of Approved Vendors

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**Orlando Dodge Chrysler
Jeep Ram**


Date/Time: 4/12/2021 2:21:24 PM

Buyer: Lance Willingham
Cell Phone: (407) 868-4012
Address: Orlando, FL 32801

Trade 1: 2006 Ford Ranger (95,955 mi.)
Trade 2: 2009 Ford E-150 (44,628 mi.)

Salesperson: Dylan Olson

2021 Ram ProMaster City Cargo Tradesman M0395

 VIN: ZFBHRFABXM6T12179
Odometer: 21
Color: Bright White
Body Type: Mini-van, Cargo

Total Trade Allowance	\$14,000.00
Total Trade Adjustments	0.00
Net Trade Allowance	\$14,000.00

MSRP/Retail	\$26,910.00
Total Savings + Rebate	\$2,750.00
Customer price	\$24,160.00
Tag Fee	\$219.25
Dealer Fee	\$599.95
Total Taxes	0.00
Trade Allowance	\$14,000.00
Trade Payoff	0.00
Cash Down	0.00
Amount Financed	\$10,979.20

Ford Ranger Adjustments:
Ford E-150 Adjustments:

All payments and financing based on credit approval.

X _____ X _____
Customer Signature Date Manager Signature Date

Action: CSCF recommends that CSCF Board of Directors approve the consolidation of two vehicles by trading in both and purchasing a Dodge Chrysler Jeep Ram as described above.



To: CareerSource Central Florida Board of Directors
From: Executive Committee
Subject: Approval: One-Stop Operator Solicitation Recommendation
Date: June 24, 2021

Purpose:

CareerSource Central Florida (CSCF) sought to engage an entity to serve as a coordinator of the required/mandatory partners within the One-Stop systems and build relationships to benefit the local five county service area. CSCF is submitting results and recommendations to the committee for approval on the proposed next steps.

Background:

A request for proposal (RFP#YN-21-10) was developed by CSCF to obtain formal price quotes from firms offering One-Stop Operator services to serve as the One-Stop Operator in accordance with the Workforce Innovation and Opportunity Act of 2014. The RFP was released via the CSCF website for a 25-day duration beginning April 26, 2021, with a bid closing date of May 21, 2021, in conjunction with publishing a legal notice in Orlando Sentinel.

Advance notification of legal notice publication was provided to approximately eighty-seven (87) firm representative capable of supplying services. Four firm responded to the solicitation providing proposal. Those who responded with written proposals are as follows: (1) LDW Group, (2) Career Team, (3) Thomas P. Miller & Associates; and Apopka Area Chamber of Commerce.

The CSCF Review Team reviewed submitted qualifications and proposals and conducted verbal and written interviewing tactics for comparison purposes.

Recommendation:

- Based on the review and interview process, CSCF is recommending CareerTeam to become its One-Stop Operator.

Action

- Gain approval from the Board of Directors for CareerTeam to be the CSCF One-Stop Operator for the 2021-2022 Program Year.

Approved:

Executive Committee: 6/17/21



ACTION ITEM

To: CareerSource Central Florida Board of Directors
From: Finance Committee
Subject: CareerSource Central Florida Retirement Plan - Employer Contribution
Date: June 24, 2021

Purpose:

The Finance Committee recommends the Board of Directors approve to increase employer retirement match from 6% to 8%.

Background:

The Finance Committee reviewed below chart to see how CSCF's employer retirement match benefit compares to other CareerSource Boards around the state.

<u>Name of CS Board</u>	<u>Region #</u>	<u>Description of Benefit</u>
CareerSource Central Florida	12	Employer Match up to 6%
CareerSource Gulf Coast	4	Retirement is the State retirement system. 3% is contributed by the employee (it's mandatory) and 10.82% is contributed by the employer. A higher contribution is made for employees in the DROP retirement plan.
CareerSource Capital Region	5	Employer Match up to 10%
CareerSource Pinellas	14	Offers a 401k. Employee receives 5% non-elective contribution of qualified earnings after 6 months of service. It is not a match.
CareerSource Pasco Hernando	16	Employer Match up to 5%
CareerSource Sun Coast	18	Offers a 401K plan. Employee receives an ER contribution of 7.5% of salary - whether or not the EE contributes.
CareerSource Heartland	19	Employer Match up to 5%
CareerSource Research Coast	20	Employer Match up to 4%
CareerSource Broward	22	Florida Retirement Plan (FRS). 10% Front line staff. Senior Management 27.29%
CareerSource Brevard	13	Employer Match up to 15%. 5% match plus 10% discretionary
CareerSource Polk	17	Employer Match up to 5%
CareerSource Palm Beach	21	Florida Retirement Plan (FRS). 10% Front line staff. Senior Management 27.29%
CareerSource North Florida	6	Florida Retirement Plan (FRS). 10% Front line staff. Senior Management 27.29%
CareerSource Southwest	24	No Employer Contribution

Action: Based on review of above data and recommendation of CSCF's retirement broker to continue increasing plan assets, the Finance Committee approved to increase employer retirement match from 6% to 8%.

Approved:

- Finance Committee: 6/8/21.



To: CareerSource Central Florida Board of Directors
From: Career Services Committee
Subject: Request for Approval for New Providers to the CSCF Eligible Training Provider List
Date: June 24, 2021

PURPOSE:

The Career Services Committee recommends the CareerSource Central Florida (CSCF) Board of Directors approve new Educational Training Providers and their Vocational Training Program offerings for CSCF's Eligible Training Provider List (ETPL), for PY21-22.

BACKGROUND:

- Bi-annually in April and October, CSCF issues public notification on its website opening the application process from educational training providers (state colleges, vocation and technical training institutes, private vocational training or community-based organizations) to be considered and/or approved for inclusion on CSCF's list of ETPL. CSCF received applications from six organizations during the open application timeframe.

Every educational training provider who applied must:

- Meet all eligibility criteria as outlined by the Department of Economic Opportunity (DEO) including having all training programs to be considered to be on the Regional Demand Occupation List (RDOL), and result in industry-recognized certification.
- Comply with CSCF's ETPL Local Operating Policy;
 - Recommended Provider is licensed by the Commission for Independent Education, certified, or otherwise authorized under Florida law to provide training service programs, with exception of the CBO.(this is also a DEO requirement as well as in our local policy.
- Must align with local/regional and CSCF workforce priorities, industry and occupational growth demands.
- Recommended Programs can be completed within one year or less.

ACTION:

- The Career Services Committee recommends the CSCF Board of Directors approve the new Educational Training Providers and their Vocational Training Program offerings listed below for the 2021-2022 Program Year.

Approved:

Career Services Committee: 6/11/21

Eligible Training Provider List – CSCF Recommendations / Rationale

Training Provider	Program	Cost	Industry	Recommends
Ana G Mendez University	English for Professionals - Basic	\$954	Multiple	Recommend for limited access based on state funding requirements (TANF, Youth, Special Grants as allowable)
Category - Private	English for - Beginner	\$954		Recommend for limited access based on state funding requirements (TANF, Youth, Special Grants as allowable)
County Orange	English for Professional - Intermediate.	\$954		Recommend for limited access based on state funding requirements (TANF, Youth, Special Grants as allowable)
	English for Professional - Advanced	\$954		Recommend for limited access based on state funding requirements (TANF, Youth, Special Grants as allowable)
	Pharmacy Tech	\$12,710	Healthcare	Recommended for ETPL
	Medical Assistant	\$11,920		Recommended for ETPL
	Medical Billing/Coding	\$11,440		Recommended for ETPL
	Small Business Entrepreneurship	\$11,045	Business	Recommended for ETPL
	Small Business Operations	\$11,045		Recommended for ETPL
	Bookkeeping + Acct. Technology	\$11,045		Recommended for ETPL
	Computer Repair + Network Installation	\$11,495		Recommended for ETPL

2nd Chance University				Recommend School - Not for all programs
Category - Community Based Organization	Security Officer (Pro)	\$3,495	Public Safety	Recommend for limited access based on state funding requirements (TANF, Youth, Special Grants as allowable)
County - Seminole	Security Officer (Basic)	\$2,435		Recommend for limited access based on state funding requirements (TANF, Youth, Special Grants as allowable)
	Security Screener	\$2,435		Recommend for limited access based on state funding requirements (TANF, Youth, Special Grants as allowable)
	Logistics- Supply Chain Project Management	\$4,875	Logistics	Recommended for ETPL
	Logistics and Supply Chain Specialist	\$2,995		Recommended for ETPL
	Office Operations - Customer Service Specialist	\$2,810	Business	Recommended for ETPL
	Office Operations - Mgt	\$4,875		Recommended for ETPL
	Program Management Professional	\$3,765	IT	Recommended for ETPL
	Project Management Professional	\$3,765		Recommended for ETPL
	HVAC/R Technician	\$4,230	Construction	Recommended for ETPL
Concorde Career Institute	Phlebotomy Tech	\$1,378	Healthcare	Recommended for all Programs
Category - Private	EKG Technician	\$1,378		
County - Orange	Patient Care Assistant	\$3,445		
	Sterile Processing Tech	\$2,067		

Meeting Details

Meeting Agenda

Welcome

Spotlight Story

Awards
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► Action Items

Information/
Insight

Other Business

Adjournment

ACTION ITEMS

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AMENDED and RESTATED BYLAWS

of

CENTRAL FLORIDA REGIONAL WORKFORCE DEVELOPMENT BOARD, INC. d/b/a CAREERSOURCE CENTRAL FLORIDA *a not-for-profit Florida Corporation*

ARTICLE I

NAME

~~The corporation~~CSCF shall be known as the Central Florida Regional Workforce Development Board, Inc. d/b/a CareerSource Central Florida (hereinafter ~~the~~ “~~Corporation~~CSCF”).

ARTICLE II

DEFINITIONS

- A. **Articles:** means the Articles of Incorporation of ~~the Corporation~~CSCF including any amendments or restatements.
- B. **Board of Directors or Board:** means the Board of Directors of ~~the Corporation~~CSCF.
- C. **Chief Local Elected Official (CLEO):** means the Chairman of the Consortium.
- D. **Consortium:** means the group of Mayors/Chairmen or designated County Commissioners from the Region.
- E. **Region:** means the five Florida counties served by ~~the Corporation~~CSCF: Lake, Orange, Osceola, Seminole and Sumter.
- F. **Director:** means an individual member of the Board of Directors.

ARTICLE III

PURPOSE

~~The Corporation~~CSCF is dedicated to putting Central Florida residents to work, and finding and developing talent to help Central Florida businesses stay competitive.

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ARTICLE IV

POWERS OF ~~THE CORPORATION~~CSCF

1. General Powers. Except as limited by the Articles or these Bylaws, ~~the Corporation~~CSCF will have and exercise all rights and powers in furtherance of its purpose now or hereafter conferred on not-for-profit corporations under the laws of the state of Florida.

2. Workforce Powers. ~~The Corporation~~CSCF will have and exercise all rights and powers granted to regional workforce boards under the laws of the state of Florida and workforce investment boards under Public Law No. 105–220, Title I, Section 117(b), Unites States Code, and all other applicable federal and state workforce laws, regulations and directives.

ARTICLE V

RESPONSIBILITIES AND AUTHORITIES OF THE BOARD OF DIRECTORS

1. General. All corporate powers will be exercised by or under the authority of the Board of Directors, and the business and affairs of ~~the Corporation~~CSCF will be managed under the Board's direction.

2. Functions. The Directors' general functions will be to:

- a. establish policies and guidelines for the operation of ~~the Corporation~~CSCF;
- b. exercise and fulfill the specific powers and responsibilities of the Board, as specified in the Articles and these Bylaws and as required under applicable law; ~~and~~
- c. discharge their duties in good faith, with the care an ordinary prudent person in a like position would exercise under similar circumstances, and each Director will act in a manner he or she reasonably believes to be in the best interests of ~~the Corporation~~CSCF;
- d. carry out the functions provided in the Workforce Innovation and Opportunity Act ("WIOA") sec. 107(d), and
- e. actively participate in convening the workforce development system's stakeholders, broker relationships with a diverse range of employers, and leverage support for workforce development activities.

Commented [A1]: 20 CFR § 679.370

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3. Powers and Responsibilities of Directors. Without limiting the generality of the functions in section 2 of this Article, the Directors' specific powers and responsibilities will be to:

- a. adopt, amend, repeal or alter the Articles and these Bylaws;
- b. elect and remove officers of ~~the Corporation~~CSCF;
- c. ensure accountable management of real and personal property and the general business of ~~the Corporation~~CSCF, including authorization and approval of material contracts and agreements on behalf of ~~the Corporation~~CSCF, all in accordance with applicable law, the Articles and these Bylaws;
- ~~d. establish policies, including monetary or other limits, within which the administration and staff of the Corporation may function independently, including any sale, lease, purchase or other transfer or disposition of any real or personal property of the Corporation, and how exceptions or over limit transactions are handled;~~
- ~~ed.~~ approve general rules and regulations for the administration of ~~the Corporation~~CSCF and its personnel, and approve any substantial change in employee benefits of ~~the Corporation~~CSCF;
- ~~fe.~~ designate the person or persons authorized to make and sign bills, notes, checks, contracts, or other documents that are binding on ~~the Corporation~~CSCF;
- ~~gf.~~ establish and develop additional committees necessary or appropriate to fulfill the responsibilities of ~~the Corporation~~CSCF's mission and purposes;
- ~~h. approve the establishment, scope of activity, and bylaws of any auxiliary organizations, advisory boards, development councils and other such related organizations;~~
- ~~ig.~~ delegate authority to the President/CEO of ~~the Corporation~~CSCF;
- ~~j. develop and approve business plans;~~
- ~~kh.~~ approve any affiliation by ~~the Corporation~~CSCF with one or more entities in any partnership, joint venture or joint enterprise;
- ~~l. authorize any change in the character or business purpose of the operations of the Corporation; and~~
- ~~oi.~~ approve any merger or consolidation of ~~the Corporation~~CSCF with any other organization or entity; and
- j. comply with Section 445.007 of the Florida Statutes.

Commented [A2]: 20 CFR § 679.310 requires the bylaws to address the process to ensure WDB members actively participate in convening the workforce development system's stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities.

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ARTICLE VI

MEMBERSHIP OF THE BOARD OF DIRECTORS

1. Appointment. Members of the Board of Directors will be appointed by the Region's chief elected officials in accordance with applicable local intergovernmental agreements and in compliance with criteria established by the state of Florida and the federal government, and will be composed of at least the following:

- a. representatives of the private sector, who must constitute a minimum of fifty-one percent (51%) of the Board, and who will be representatives of private, for-profit businesses and be chief executives, chief operating officers or other executives who have substantial management or policy responsibility; and
- b. such other representatives as may be required or permitted by applicable federal or state law, regulations or directives.

2. Term. Unless otherwise indicated under the terms of a Director's appointment, the term of each Director's appointment will be three (3) years, beginning the first day of July of the year of appointment, and continuing through the last day of June in year three (3) hence, except that a Director may serve until December of the last year of the term, or until action regarding that Director's seat is taken, whichever occurs first. Subject to applicable law, one third (1/3) of all terms will expire annually. Directors will be eligible for re-appointment without re-nomination for an additional term having a maximum of three (3) years by the Consortium ~~of Elected Officials~~.

3. Qualifications. Directors must be citizens or permanent residents of the United States of America, duly appointed pursuant to Section 1 of this Article, and will, at all times, comply with the requirements established by the state of Florida, the federal government and any applicable intergovernmental agreement.

4. Vacancies. ~~The President/CEO is notified promptly by staff of a Director vacancy. The President/CEO notifies the Governance Committee of such vacancies, and the Governance Committee identifies potential board members. Nominees for a board member vacancy are received from local organizations and business and economic development agencies. The Consortium is notified of the vacancies and receives nominations from the organizations or agencies, and takes action to fill the vacancies through the same process followed for all appointments.~~ Vacancies during the term of a Director's appointment will be filled in an appropriate timeframe upon receipt of sufficient nominations for the vacancy. The person appointed to fill the vacancy are appointed to the same category of membership as that in which the vacancy occurred and will serve the remaining term of the prior Director and may be re-appointed as provided in Section 2 of this Article.

Commented [A3]: 20 CFR § 679.310 requires the bylaws to address the process to notify the CEO of a board member vacancy to ensure a prompt nominee.

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5. Participation. Newly appointed Directors attend a mandatory orientation and training sessions to become familiar with the CSCF services offered and their responsibilities. Board members are requested to participate in one of the committees based on their interests and skills, and are encouraged and provided opportunities to actively participate in strategic planning for CSCF and are educated on explaining CSCF and its workforce activities to the community.

Commented [A4]: Sec. 14 of the DEO agreement requires "mandatory Board orientation and training."

Commented [A5]: Please review and comment. Trying to capture the requirements in 20 CFR § 679.310 which requires the bylaws to address the process to ensure WDB members actively participate in convening the workforce development system's stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities.

ARTICLE VII OFFICERS AND THEIR DUTIES

1. Election of Officers. All officers will serve 1 year terms. The Chairperson may serve for 2 consecutive terms. At the conclusion of the Chairperson's term, he or she will serve as immediate Past Chair on the Executive Committee. In addition, the Board of Directors will have the power to:

- a. appoint such other officers it deems necessary or appropriate;
- b. fill any vacancy in any office occurring for any reason whatsoever, by election, by majority vote of a quorum; and
- c. employ a President/CEO who will (i) be responsible and accountable to the Board, (ii) act on the Board's behalf in the conduct of its directives, and (iii) be responsible for employment, oversight and management of all other staff and employees of ~~the Corporation~~CSCF.

2. Removal of Directors and Officers. Any Director ~~or officer~~ may be removed by a two thirds (2/3) vote of a quorum of the Board at a properly noticed meeting whenever, in the judgment of the Board, the best interests of the Corporation will be served at any time, with or without cause, by a majority vote of the Consortium. Except however, any Director who is a representative of the private sector may be removed only by the Consortium member of his or her respective county. Additionally, the CLEO may remove a Director for cause. The Board may recommend to the CLEO removal of a Director Failure to attend (in person or by teleconference) at least seventy-five percent (75%) of the regularly scheduled Board meetings or regularly scheduled committee meetings when, in the judgement of the Board, the best interest of CSCF will be served, of which a Director is a member without prior notification to the President may result in the removal of a Director or officer by a two thirds (2/3) vote of a quorum of the Board at a properly noticed meeting. Prior notification may be accomplished by either emailing or calling the President in advance of the Board meeting or committee meeting.

3. Delegation. For any reason it deems appropriate, the Board may delegate any power or duty to any Director or officer, including to the President/CEO or his or

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her staff designee, but no Director or officer will execute, acknowledge or verify any document or instrument in more than one capacity.

4. Compensation. No compensation will be paid to the Directors for services performed by them for ~~the Corporation~~CSCF as Directors. Directors may be reimbursed for expenses incurred when traveling on official business of ~~the Corporation~~CSCF if approved in advance by the Chairperson of the Board. Such reimbursement must conform to ~~the Corporation~~CSCF's established travel policy.

5. Duties of the Chairperson. The Chairperson must be a business representative and shall:

- a. preside at all meetings of the Board and determine the agenda for all Board meetings in consultation with the President/CEO;
- b. make all committee appointments other than the officers elected under Section 1 of this Article;
- c. be a member ex-officio of all committees with the exception of the Executive Committee, for which the Chairperson may opt to serve either as committee chair or as a regular committee member; and
- d. perform all other duties assigned to the Chairperson under these Bylaws and those usually pertaining to the office of Chairperson.

Commented [A6]: The requirement for the Chairperson to be a business representative is in 20 CFR 679.330.

6. Duties of the Vice Chairperson: The Vice Chairperson must be a business representative and shall:

- a. preside at all meetings of the Board in the absence of the Chairperson;
- b. be a member of the Executive Committee;
- c. assist the Chairperson, when requested, in the performance of the Chairperson's duties; and
- d. perform all such other duties usually pertaining to the office of Vice Chairperson, including acting as the Chairperson during the absence or disability of the Chairperson.

Commented [A7]: There is no legal requirement specific to the Vice-Chair, but such a requirement has and can been made in the bylaws with the expectations that the vice-chair will serve as chair.

7. Duties of the Treasurer. The Treasurer will:

- a. oversee the custody of all funds and securities of ~~the Corporation~~CSCF and the collection of interest thereon;
- b. oversee the accounts of ~~the Corporation~~CSCF and report thereon at each regular meeting of the Board of Directors;
- c. make a report at each meeting of the Board of Directors and special reports when requested;
- d. oversee the preparation and filing of reports and returns required by all governmental agencies; and
- e. serve as Chairperson of the Finance Committee.

GrayRobinson Revisions –May 4, 20218. Duties of the Secretary. The Secretary will:

- a. ensure that minutes of each meeting are recorded;
- b. be responsible for advising the Board of Directors of omissions and corrections to the minutes;
- c. ensure that copies of the minutes are timely transmitted to all members of the Board of Directors;
- d. ensure that all meetings are noticed as required by statute, these Bylaws or regulations;
- e. ensure that attendance ~~is~~ recorded at meetings;
- f. ensure that committee reports are maintained;
- g. ensure that the record books of ~~the Corporation~~CSCF are properly maintained; and
- h. perform such other duties as may be delegated by the Board of Directors.

9. President and Chief Executive Officer. The President and Chief Executive Officer (“**President**”) will be nominated by the Executive Committee and confirmed by the Board of Directors. The President will be a full-time employee of ~~the Corporation~~CSCF and not a member of the Board of Directors. The President’s performance will be reviewed annually by the Executive Committee and the President’s salary and ~~bonuses incentives~~ will be set by the Executive Committee. The President may only be terminated (i) upon the recommendation of a majority of the members of the Executive Committee and a two thirds (2/3) vote of the entire Board of Directors, (ii) by the Governor for cause, or (iii) by the CLEO for cause. The President will be the chief executive officer of ~~the Corporation~~CSCF and will be responsible for the general and active management of the business and affairs of ~~the Corporation~~CSCF, subject to the direction of the Executive Committee and the Board of Directors.

Commented [A8]: Sec. 445.007(2)(b)&(c), Fla. Stat.

10. Chief Operating Officer. The Chief Operating Officer (“**COO**”) ~~will may~~ be hired by the President ~~with the advice of the Executive Committee.~~ The COO will not be a member of the Board of Directors, but will be ~~an officer and a~~ full-time employee of ~~the Corporation~~CSCF. The COO will direct, administer and coordinate the day-to-day activities of ~~the Corporation~~CSCF consistent with the directions, policies, goals and objectives established by the President and the Board of Directors and as set forth in the job description for this position.

11. Chief Financial Officer. The Chief Financial Officer (“**CFO**”) will be hired by the President ~~with the advice of the Chairperson.~~ The CFO will not be a member of the Board of Directors, but will be ~~an officer and a~~ full-time employee of ~~the Corporation~~CSCF. The CFO will direct ~~the Corporation~~CSCF’s financial operations and accounting practices consistent with the directions, policies, goals and objectives

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established by the COO, President, and the Board of Directors and as set forth in the job description for this position ~~approved by the Executive Committee.~~

ARTICLE VIIIBOARD COMMITTEES

1. Committees. The Board of Directors will create standing committees as follows: Executive, Finance, Audit, Career Services, Governance, and Community Engagement. In addition, the Chairperson of the Board of Directors will have the authority to establish such other standing or ad hoc committees deemed necessary or desirable to the conduct of ~~the Corporation~~CSCF's business. The Chairperson of the Board will make appointments to all committees and will appoint the chairperson of each committee. A committee must be chaired by a Director. Any committee may include members appointed by the Chairperson of the Board who are voting members of the committee but not members of the Board of Directors. Staff and employees of CSCF may not serve as members of a committee. Any item voted on by a committee (other than approval of meeting minutes and meeting adjournments) will be reported to the Executive Committee at its next meeting.

Commented [A9]: 20 CFR § 679.360

Commented [A10]: Sec. 14.c. DEO Agreement

2. Executive Committee. The Executive Committee will have a minimum of five (5) members, consisting of the officers elected under Article VII, Section 1, and the chairs of the standing committees. The Chairperson will endeavor to ensure that each of the five (5) counties in the Region is represented on the Executive Committee. The Executive Committee will have and exercise the full authority of the Board of Directors in the management of ~~the Corporation~~CSCF's business between meetings of the Board of Directors. The Chairperson of the Board may choose to serve as chairperson of the Executive Committee or may choose to appoint another member which is a business representative of the Executive Committee to serve in such capacity. In the event the Chairperson of the Board chooses not to serve as Chairperson of the Executive Committee, he or she will serve as a voting member of the Executive Committee. After completion of the Chairperson's term, he or she will serve on Executive Committee for 1 year as Immediate Past Chair. Except as otherwise set forth in these Bylaws, the Executive Committee will serve as the human resources committee with the delegated authority to take final action on all appropriate executive personnel matters.

3. Finance Committee. The Finance Committee will be chaired by the Treasurer and will consist of those Directors recommended by the Treasurer and appointed by the Chairperson of the Board of Directors. The Finance Committee will be responsible for assisting the Treasurer in the conduct of his or her responsibilities as set forth in Article VII, Section 7; reviewing periodic reports on the financial activities of ~~the~~

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~~CorporationCSCF~~; controlling and supervising the financial affairs of ~~the CorporationCSCF~~; overseeing ~~the CorporationCSCF~~'s retirement plan; and approving budgets and budget amendments.

4. Audit Committee. The Audit 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 Audit Committee will be responsible for:

- a. overseeing the annual audit(s) of ~~the CorporationCSCF~~'s programs required under applicable laws, regulations or directives (~~including OMB Circular A-133~~); including selection of the auditor and approval of annual audit plans;
- b. providing oversight of ~~the CorporationCSCF~~ through review of monitoring reports and audits of ~~the CorporationCSCF~~;
- c. making recommendations to the Board of Directors on the selection of an independent auditor and regarding such auditor's compensation and terms of engagement;
- d. receiving and reviewing the annual audit reports from the independent auditor;
- e. reviewing and approving ~~the CorporationCSCF~~'s responses to any adverse findings regarding the financial affairs of ~~the CorporationCSCF~~, including, but not limited to, adverse monitoring reports, financial audits, management decision letters, Office of Inspector General's investigative reports and final determination letters;
- f. reviewing, in consultation with the independent auditor and management, ~~the CorporationCSCF~~'s financial statements;
- g. reviewing and evaluating the adequacy of internal accounting controls and practices and making recommendations for revisions and additions as necessary or appropriate; and
- h. reviewing and evaluating ~~the CorporationCSCF~~'s ethics and conflict-of-interest policies and procedures and, whenever the Chairperson of the Board or the committee deems appropriate, investigating any alleged violations of such policies and procedures.

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 CorporationCSCF~~'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.

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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~~CSCF'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. Additionally, the Governance Committee is responsible for preparing and providing a slate of recommended officers to the Board of Directors to be used by the Board to nominate and elect the officers by a majority vote of the Directors present at the meeting.

Commented [A11]: 20 CFR § 679.310 requires the bylaws to address the nomination process used to select the chair. Is

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~~CSCF is, through appropriate outreach, aligned and engaged with other community, civic and economic-development activities.

ARTICLE IXCONDUCT 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~~CSCF's meetings will be ~~publicly announced~~held in accordance with Section 286.011, Florida Statutes.

Commented [A12]: Sec. 286.011 requires public comment, not just that the meetings be publicly announced.

5. Order of Business. Business will be conducted to the extent feasible in accordance with Roberts' Rules of Order, as amended.

6. Quorum. A quorum for all Board meetings will require that at least fifty percent (50%) of the Board members be present or appearing by telephone. If there is less than a quorum at any meetings, a majority of those present may adjourn the

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meeting. A quorum for all committee meetings will be the same as the quorum for Board meetings and require that at least fifty percent (50%) of the Board members who are committee members be present or appear by telephone.

7. Voting. Directors may not be represented at any meeting by an alternate, nor may proxies be given. Each Director will have one (1) vote upon every issue properly submitted for vote at any meeting of the Board of Directors, except that no Director may cast a vote on any matter on which he or she has or appears to have a conflict of interest, as defined by federal or state law or under ~~the CorporationCSCF~~'s policies then in effect. Any Director who has such a conflict of interest must declare the same and refrain from discussion at the meeting and voting on the issue.

8. Majority Rule. All matters before the Board will be determined by a majority vote of Directors present at the meeting with a quorum present, with the exception of the following, which must be approved by a vote of ~~two-thirds (2/3) of the Board's, a quorum having been established total membership:~~

- a. amendments to these Bylaws (as provided under Section 13 below); and
- b. any contract or agreement between ~~the CorporationCSCF~~ and a Director, a relative (as defined in s. 112.3143[1][~~bc~~], Florida Statutes) of a Director, or any contract or agreement that would be a conflict for any such Director as defined by federal or state law or under ~~the CorporationCSCF~~'s policies then in effect.

~~e. — removal of the President (as provided in Article VII, Section 9 above).~~

9. Meetings by Telephone or Teleconference. Members of the Board of Directors or any committee may participate in a meeting by means of telephone conference or similar communication method by which all persons participating in the meeting can hear each other at the same time. Any such participation will constitute presence in person at the meeting.

10. Business Affairs; External Audit. Subject to applicable law, the Board of Directors may solicit, borrow, accept, receive, invest and expend funds from any public or private source. The award of procurement contracts with vendors and the award of sub-recipient contracts will be in accordance with applicable federal and state law and regulations. ~~The CorporationCSCF~~'s accounts and records will be audited annually by a firm of certified public accountants at the expense of ~~the CorporationCSCF~~; and a copy will be available on request for each Director to review.

11. Investments. Any investments of funds of ~~the CorporationCSCF~~ must first be approved by the Finance Committee and recommended to the Board of Directors for its approval.

Commented [A13]: This quorum requirement pertains specifically to contracting with a Director or Director's relative in Sec. 445.007(11), Fla. Stat.

GrayRobinson Revisions –May 4, 2021

12. Fiscal Year. The fiscal year of ~~the Corporation~~CSCF will be July 1 to June 30.

13. Amendments to Bylaws. Amendments to these Bylaws ~~of the Corporation~~ may be proposed by any member of the Board of Directors. The Board of Directors, by a two thirds (2/3) vote ~~of the total membership~~Board, a quorum having been established, may amend, revise, add to, repeal or rescind these Bylaws or adopt the new bylaws at any meeting of the Board of Directors, provided that written notice of any amendment, revision, addition, repeal or rescission of these Bylaws or adoption of new bylaws must be published and given to the Directors at least thirty (30) days preceding the date of the meeting of the Board of Directors at which such action is to be considered.

14. Conflicts with Laws. ~~The Corporation~~CSCF will abide by all applicable federal and state laws and regulations, which will supersede any provision of these Bylaws in conflict with any such law or regulation.

15. Books and Records. ~~The Corporation~~CSCF will keep correct and complete books and records of account and financial statements and will also keep minutes of the proceedings of the Board of Directors and all committees. Such books and records will be available to all Directors on request and to members of the general public in accordance with applicable law.

16. Indemnity. Subject to applicable law, any current or former member of the Board of Directors or officer who is made a party to or called as a witness with respect to any threatened or pending legal proceeding will be indemnified by ~~the Corporation~~CSCF against all costs and expenses (including attorneys' fees, judgments, fines and amounts paid in settlement) reasonably incurred by him or her in connection with such proceeding, including any appeal thereof, if he or she acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of ~~the Corporation~~CSCF and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any proceeding by judgment, order, settlement, conviction or upon a plea of nolo contendere or its equivalent, will not create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in or not opposed to the best interests of ~~the Corporation~~CSCF, and, with respect to any criminal action or proceeding, did not have reasonable cause to believe that his or her conduct was unlawful. The Board of Directors will determine, by a majority vote of a quorum consisting of Directors who are not parties or witnesses to the proceeding, whether indemnification is appropriate as provided in this section. If this section or any portion of it is invalidated on any ground by a court of competent jurisdiction, ~~the Corporation~~CSCF will nevertheless indemnify each director and officer of ~~the Corporation~~CSCF to the fullest extent permitted by portions of this section not invalidated, and to the fullest extent permitted by law.

GrayRobinson Revisions –May 4, 2021

17. D&O Insurance. ~~The Corporation~~CSCF will purchase and maintain in full force and effect a policy or policies of directors and officers liability insurance covering its Directors and officers with minimum coverage of \$1 million, unless the Executive Committee, in consultation with the Treasurer, finds that such insurance is no longer available on commercially reasonable terms or that the premiums for such will be unreasonably high. In such case, the Directors shall immediately be notified by the Executive Committee that such directors and officers liability insurance no longer exists. In addition, ~~the Corporation~~CSCF may purchase and maintain insurance on any person who is or was a Director, officer, employee, or agent of ~~the corporation~~CSCF against any liability asserted against such person and incurred by him or her in any such capacity or arising out of his or her status as such, whether or not ~~the Corporation~~CSCF would have the power to indemnify the person against such liability under the provisions of Section 16 of this Article IX.

SLATE OF OFFICERS

Proposed:

Slate of Officers FY: 2021-2022

Board Position	Nomination	Job Title	Organization
Chair	Jody Wood	Vice President, Recruitment and Talent Management	Walt Disney Parks, Experiences & Consumer Products
Vice Chair	Richard Sweat	President/CEO	.decimal
Treasurer	Eric Ushkowitz	Economic Development Administrator	Orange County Government
Secretary	Jeff Hayward	President/CEO	Heart of Florida United Way

[RETURN TO AGENDA](#)

CSCF ANNUAL BUDGET: July 1, 2021 – June 30, 2022 DRAFT

AGENDA

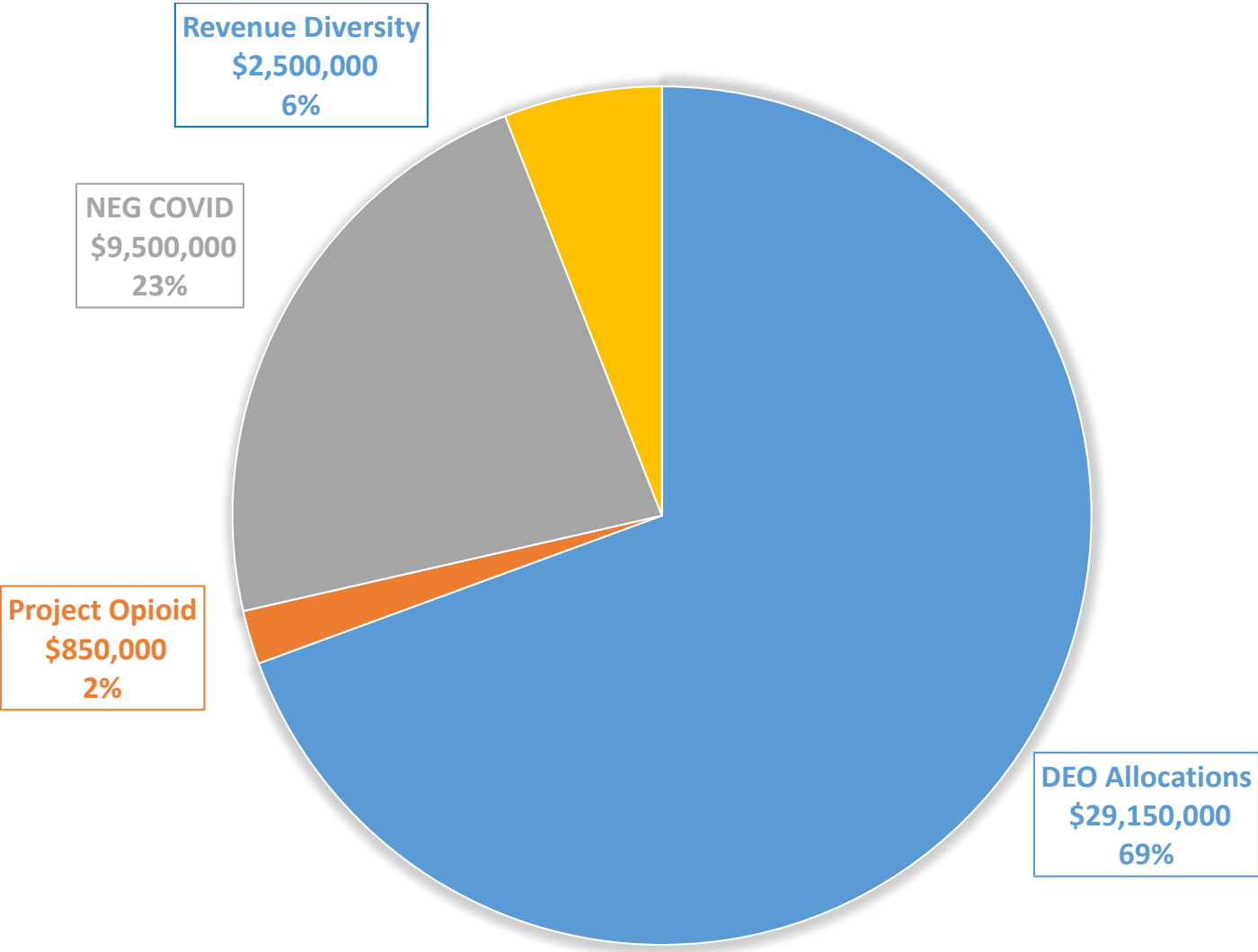
- Full-Year Budget 2020-2021
- Budget Strategic Priorities and Goals
- Compensation Statistics and Cost
- General & Administrative
- Summary

BUDGET OVERVIEW

	<u>FY 2021-22</u>	<u>FY 2020-21</u>	<u>\$ Difference</u>	<u>% Difference</u>
Reserves From Prior Year	\$10,850,000	\$10,000,000	\$850,000	
Current Year Funding Allocation - DEO	\$35,883,340	\$34,400,000	\$1,483,340	
Current Year Funding Awards - Non-DEO	\$2,500,000	\$7,500,000	-\$5,000,000	
Award Total - Available Funds	\$49,183,340	\$51,900,000	(\$2,716,660)	
LESS planned Carryover For FY 22 - 23	-\$7,183,340	-\$5,700,000	(\$1,483,340)	
Total Available Funds Budgeted	<u>\$42,000,000</u>	<u>\$46,200,000</u>	<u>(\$4,200,000)</u>	<u>-9.1% *</u>

***Note:** CSCF's original FY2020-21 budget was \$31.5M. Current year budget of \$42M represents a \$10.5M or 33% Increase.

REVENUE SOURCES - \$42M



DEO ALLOCATIONS	
WIOA Adult	\$ 5,829,473
WIOA Youth	\$ 4,050,024
WIOA Dislocated	\$ 6,294,453
Wagner Peyser	\$ 2,205,386
Welfare Transition	\$ 8,205,664
Project Restore	\$ 450,000
SNAP	\$ 1,100,000
VETS	\$ 225,000
Re-employment Assistance	\$ 790,000
Total DEO Allocations	\$29,150,000

- Workforce Innovation Opportunity Act (WIOA)
- Includes WIOA Grant Funding



CSCF BUDGET ALLOCATION: FULL YEAR 2021 – 2022

\$42M

Budget Allocations	Budget	% of Expenditure
Talent and Recruitment Solutions		
Career Consultants	10,500,581	25.0%
Business Consultants	2,013,774	4.8%
Temporary Staffing	500,000	1.2%
Training Investment	17,000,000	40.5%
Career Seekers Support & Incentives	1,200,000	2.9%
Contracted Services	365,000	0.9%
Facilities, Maintenance & Related Cost	2,784,354	6.6%
Total Talent and Recruitment Solutions	\$ 34,363,709	81.8%

TALENT & RECRUITMENT SOLUTIONS	
\$ 34,363,709	81.8%

General Support and Administrative Cost		
Staff Supporting Operations	4,200,918	10.0%
Strategic Communications	500,000	1.2%
Staff Development (Career Sourcers)	405,000	1.0%
IT Cost/Network Expenses	1,587,000	3.8%
Facilities, Maintenance & Related Cost	493,373	1.2%
G&A Professional Services	450,000	1.0%
Total Support and Administrative Cost	\$ 7,636,291	18.2%
TOTAL EXPENDITURES	\$ 42,000,000	100.0%

GENERAL & ADMIN COST	
\$ 7,636,291	18.2%

CSCF BUDGET ALLOCATION: YEAR-OVER-YEAR COMPARISON

Budget Allocations	FY 2021/22	REVISED FY2020/21	DIFFERENCE	ORIGINAL FY2020/21	DIFFERENCE
Talent and Recruitment Solutions	A	B	A - B	C	A - C
Career Consultants	10,500,581	9,130,000	1,370,581	9,090,783	1,409,798
Business Consultants	2,013,774	1,650,000	363,774	1,574,211	439,563
Temporary Staffing	500,000	1,500,000	(1,000,000)	-	500,000
Training Investment	17,000,000	22,450,000	(5,450,000)	10,400,000	6,600,000
Career Seekers Support & Incentives	1,200,000	1,000,000	200,000	1,000,000	200,000
Contracted Services	365,000	350,000	15,000	350,000	15,000
Facilities, Maintenance & Related Cost	2,784,354	2,863,000	(78,646)	2,438,000	346,354
Total Talent and Recruitment Solutions	\$ 34,363,709	\$ 38,943,000	\$ (4,579,291)	\$ 24,852,994	\$ 9,510,715
General Support and Administrative Cost					
Staff Supporting Operations	4,200,918	3,900,000	300,918	3,740,006	460,912
Strategic Communications	500,000	500,000	-	450,000	50,000
Staff Development (Career Sourcers)	405,000	355,000	50,000	355,000	50,000
IT Cost/Network Expenses	1,587,000	1,400,000	187,000	1,200,000	387,000
Facilities, Maintenance & Related Cost	493,373	462,000	31,373	462,000	31,373
G&A Professional Services	450,000	440,000	10,000	440,000	10,000
Total Support and Administrative Cost	\$ 7,636,291	\$ 7,057,000	\$ 579,291	\$ 6,647,006	\$ 989,285
TOTAL EXPENDITURES	\$ 42,000,000	\$ 46,000,000	\$ (4,000,000)	\$ 31,500,000	\$ 10,500,000

BUDGET STRATEGIC PRIORITIES AND GOALS

2021-2022 Strategy

	Strategic Priority	Goals	Outcome
Foundational Focus	DIVERSIFY REVENUE STREAMS TO ADJUST FOR VARIABLES IN FEDERAL FUNDING	<ul style="list-style-type: none"> Complete Year 3 of \$2.5M Diversified Revenue Goal Develop a Reinvestment Plan Associated with Unrestricted Revenue Goal Identify Fundraising Strategy & Implementation Plan for Non-DEO Revenue 	An Increased CSCF Budget/Revenue Stream, Enabling Greater Flexibility in the Delivery of Services and Stability and Sustainability.
	DELIVER TALENT RECRUITMENT STRATEGIES FOR BUSINESSES IN HIGH GROWTH / RECOVERING / EMERGING INDUSTRIES	<ul style="list-style-type: none"> Drive Higher Engagement with Small-Medium Businesses Conduct Business Customer Satisfaction Surveys Twice per Year 	CSCF Provides Quality Recruitment Services and Delivers Qualified Candidates who are Interviewed or Hired by Businesses Served.
	DELIVER TALENT SOLUTIONS TO IGNITE POTENTIAL	<ul style="list-style-type: none"> Create Value and Customer Experiences by Engaging 80% of Leads in Comprehensive Career Services throughout their Customer Journey Drive Deep Loyalty & Customer Satisfaction by Measuring Customer Satisfaction Scores Twice per Year 	Central Florida Job Seekers Receive Quality Services Throughout their Career Journey that Result in Increased Skills and Employment.
Positioning For Growth	ADJUST TO EVOLVING MARKET AND LEGISLATIVE CHANGES THROUGH INNOVATIVE INITIATIVES	<ul style="list-style-type: none"> Conduct an ROI Analysis and Create a New ROI Model Launch Customer Satisfaction Method for Businesses and Career Seekers Elevate CSCF Contact Center to Become a Virtual Full-Service Center Aligned to The Customer Journey 	Defined Return on Investment for CSCF Services Delivered to Central Florida through Expanded Technology and Talent Solutions.

CSCF STRATEGIC PRIORITIES

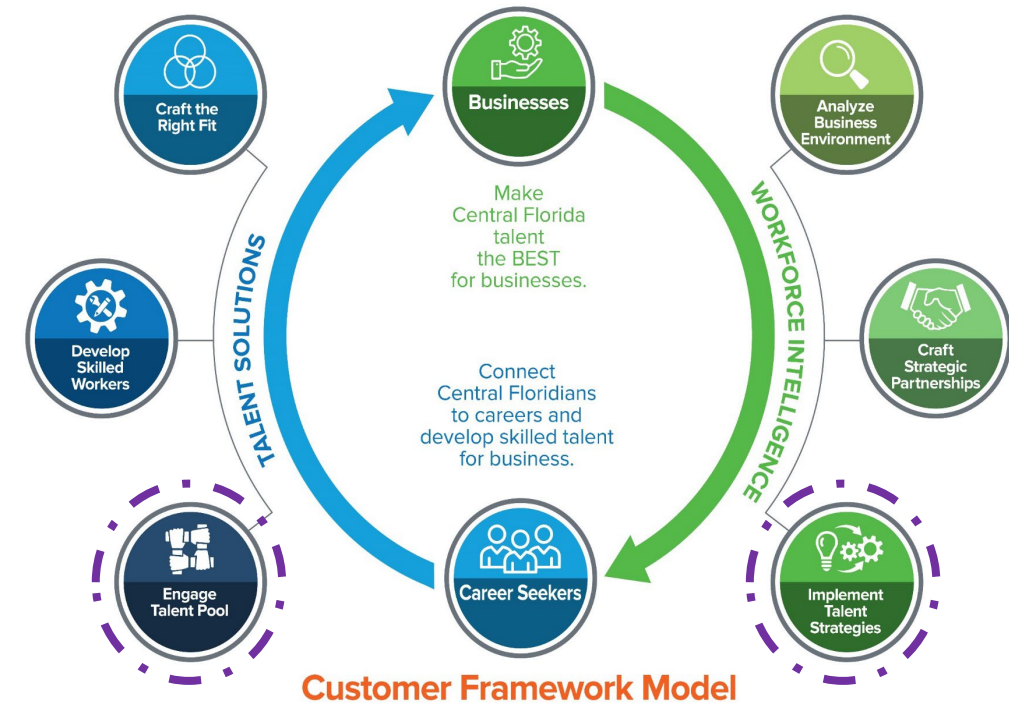
DIVERSIFY REVENUE STREAMS TO
ADJUST FOR VARIABLES IN
FEDERAL FUNDING

DELIVER TALENT RECRUITMENT STRATEGIES
FOR BUSINESSES IN HIGH GROWTH /
RECOVERING / EMERGING INDUSTRIES

DELIVER TALENT SOLUTIONS TO IGNITE
POTENTIAL

ADJUST TO EVOLVING MARKET AND LEGISLATIVE
CHANGES THROUGH INNOVATIVE INITIATIVES

New



DIVERSIFY REVENUE STREAMS TO ADJUST FOR VARIABLES IN FEDERAL FUNDING

GOAL

- Complete Year 3 of \$2.5M Diversified Revenue Goal
- Develop a Reinvestment Plan Associated with Unrestricted Revenue Goal
- Identify a Fundraising Strategy and Implementation Plan for non-DEO Revenue

KEY PERFORMANCE METRICS

- ✓ Establish New Unrestricted Revenue Target
- ✓ By June 2022 have Received Unrestricted Revenue of \$1M

OUTCOME

An Increased CSCF Budget/Revenue Stream, Enabling Greater Flexibility in the Delivery of Services and Stability and Sustainability.

DIVERSIFIED REVENUE

UNRESTRICTED REVENUE

REVENUE BUDGET

Unrestricted Balance As of April 2021	\$	837,157
Additional Revenue – May - June 2021	\$	62,843
* Unrestricted Donations Made to CSCF	\$	100,000
*Ticket to Work Projected Revenue (Rounded)	\$	250,000
TOTAL PROJECTED REVENUE	\$	1,250,000

EXPENDITURES

Business Service/Community Relations Activities/Incidentals, and Advocacy	\$	130,000
Ticket to Work- Staff and OH Cost (1FTE)	\$	120,000
Fundraising & Business Development (.5FTE)	\$	60,000
TOTAL PROJECTED EXPENDITURES	\$	310,000

Earmark \$130K of discretionary funds for activities that align with CSCF's which are not allowed under grant funding.

PROJECTED BALANCE AT 06/30/22 - (ROUNDED) **\$ 940,000**

* Diversified Revenue

➤ Ticket to Work Projected Revenue + Unrestricted Donations + Restricted Revenue = \$2,500,000

RESTRICTED REVENUE

RESTRICTED REVENUE	BUDGET
*TOTAL PROJECTED REVENUE	\$ 2,150,000

Funding sources include grants, municipalities, business investments and sponsorships

DELIVER TALENT RECRUITMENT & RETENTION INITIATIVES FOR BUSINESSES IN HIGH GROWTH / RECOVERING & EMERGING INDUSTRIES

GOAL

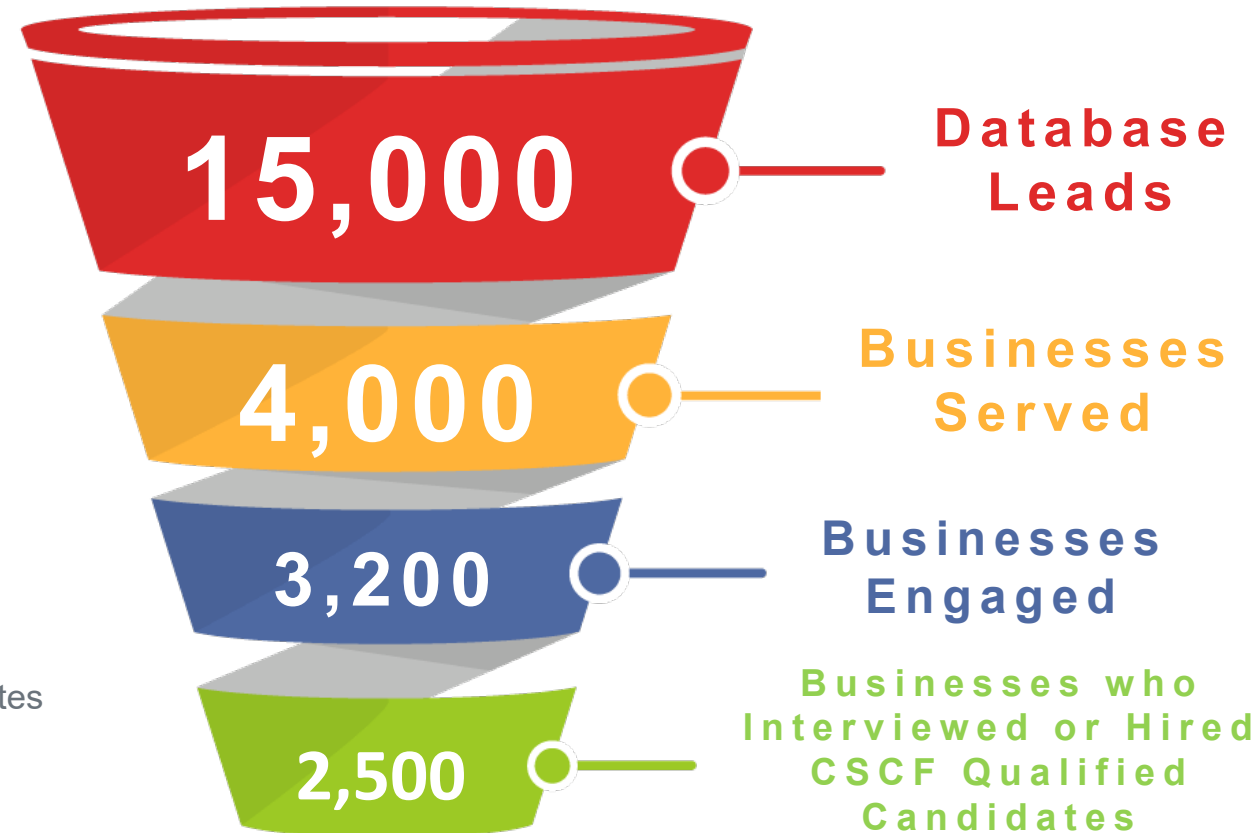
- Drive Higher Engagement with Small-Medium Sized Businesses
- Conduct Business Customer Satisfaction Surveys Twice per Year

KEY PERFORMANCE METRICS

- ✓ Receive Recruitment Services for Quality Candidates as Measured by Achieving 80% Satisfaction Scores in Customer Service Twice per Year
 - ✓ Dedicated Business Consultant
 - ✓ Actively Recruiting
 - ✓ Training Existing Employees
- ✓ 80% of Engaged Businesses Interviewed or Hired CSCF Qualified Candidates

OUTCOME

CSCF Provided Quality Recruitment Services and Delivers Qualified Candidates who are Interviewed or Hired by the Businesses Served



DELIVER TALENT SOLUTIONS TO IGNITE POTENTIAL

GOALS

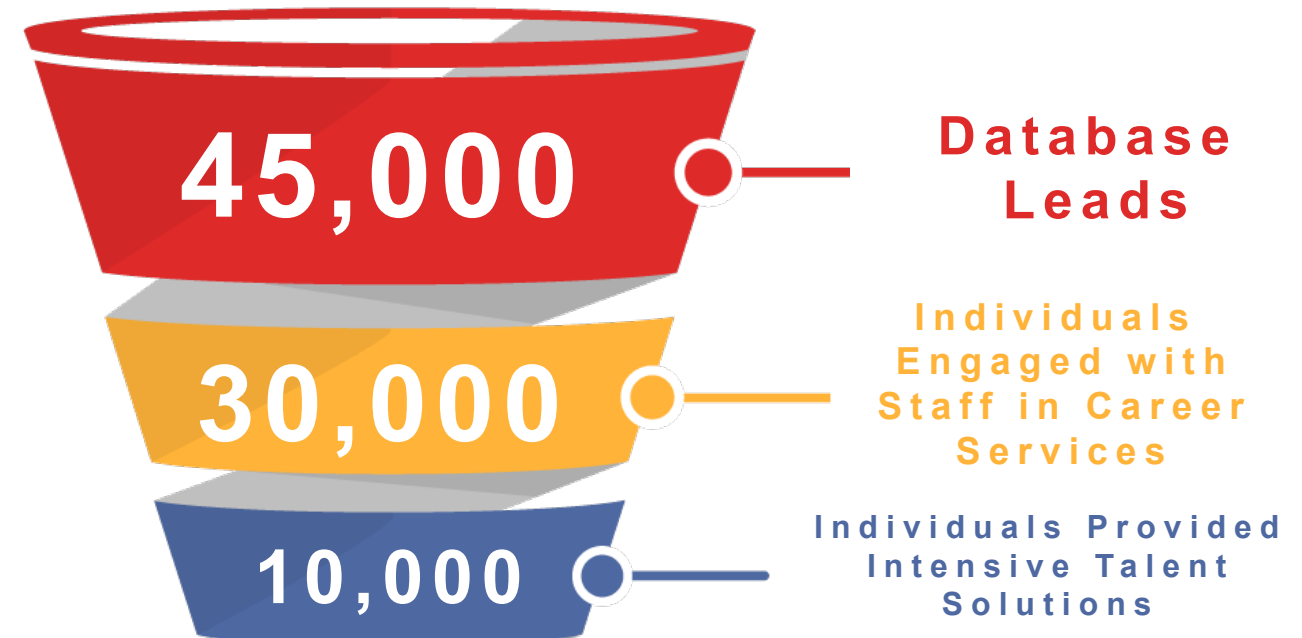
- Create Value and Customer Experiences by Engaging 80% of Leads in Comprehensive Career Services throughout their Journey
- Drive Deep Loyalty & Customer Satisfaction by Measuring Customer Satisfaction Scores Twice per Year

KEY PERFORMANCE METRICS

- ✓ 30,000 Received Career Service with CSCF Staff
- ✓ 10,000 Career Seekers Received Intensive Talent Solutions
 - ✓ Receive Training / Credentials
 - ✓ Achieve a Wage of >\$15
 - ✓ 6,000 Achieved Employment
- ✓ Received More than an 80% Customer Satisfaction Rating as Measured Two Times per Year

OUTCOME

Central Florida Job Seekers Received Quality Services Throughout their Career Journey that Result in Increased Skills and Employment.



ADJUST TO EVOLVING MARKET AND LEGISLATIVE CHANGES THROUGH INNOVATIVE INITIATIVES

GOAL

- Conduct an ROI Analysis and Create a New ROI Business Model
- Launch Customer Satisfaction Method for Businesses and Career Seekers
- Elevate CSCF Contact Center to Become a Virtual Full-Service Center Aligned to The Customer Journey

KEY PERFORMANCE METRICS

- ✓ Receive 80% Satisfaction Levels Every 6 months
- ✓ Apply the ROI Business Model to 2021-2022 Scorecard
- ✓ New Operations Model for Virtual Career Center (Implemented 2022)

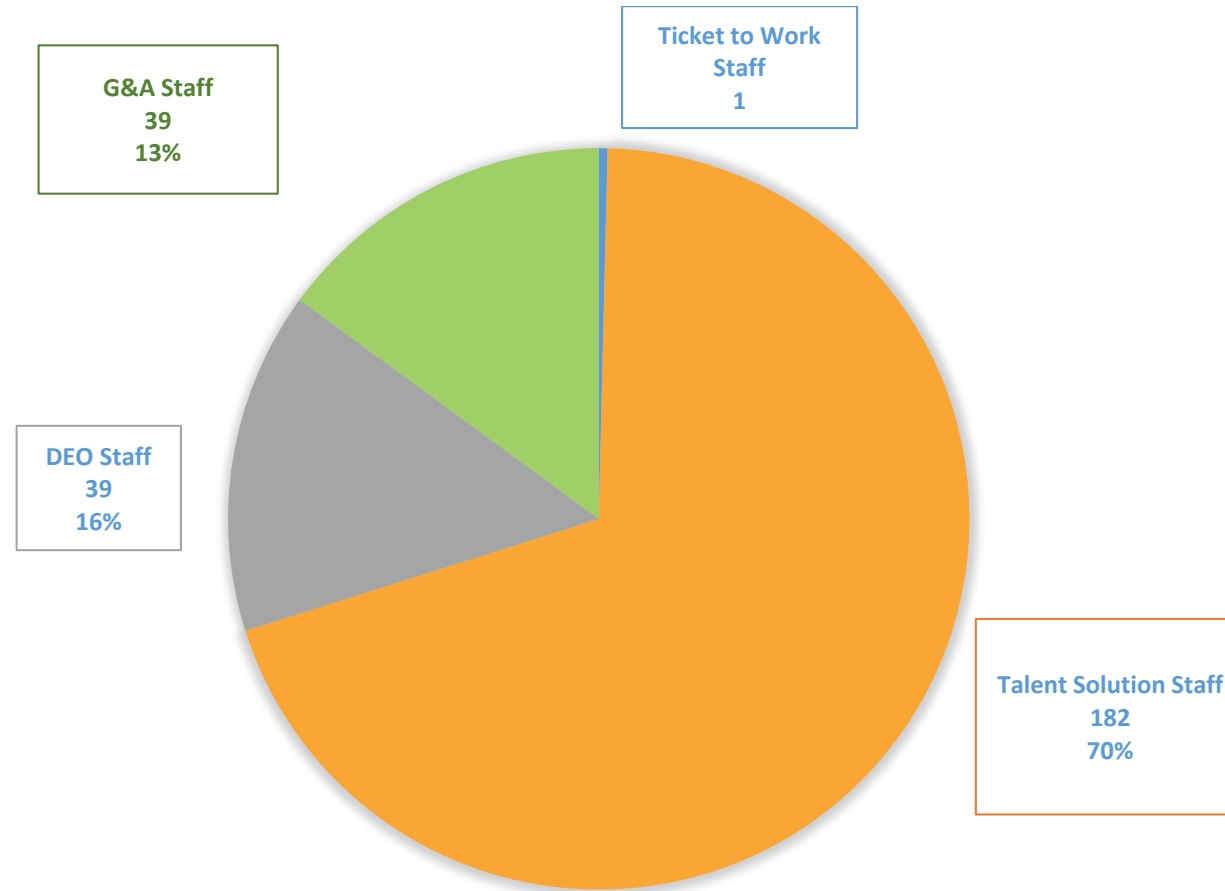
OUTCOME

Defined Return on Investment for CSCF Services Delivered to Central Florida through Expanded Technology and Talent Solutions.

COMPENSATION STATISTICS AND COSTS

CSCF STAFF BREAKDOWN

\$16.7M TOTAL COMPENSATION



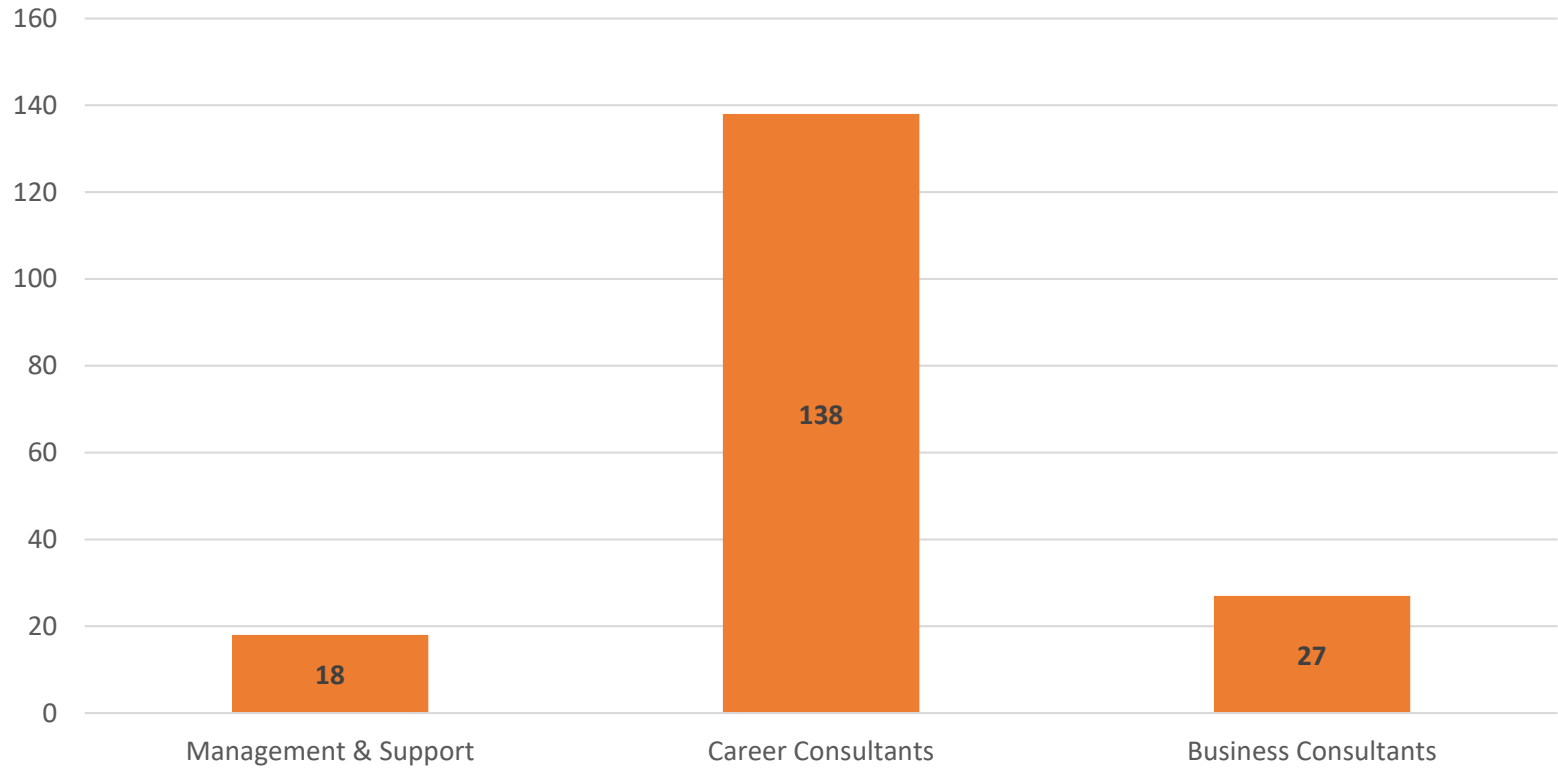
- Proposed Budget for Salaries Reflects a 3% Merit Increase
- Total Amount Awarded for Merits Will Not Exceed 3% of Salaries
- Merit Increases are Awarded Based Upon Achievement of Annual Performance Goals
- Total Compensation Includes Salaries, Taxes, and Benefits

CSCF STAFF & SALARY COMPARISON

	<u>FY 2021/2022</u>	<u>Revised FY 2020/2021</u>	<u>Original FY 2020/21</u>	<u>FY 2019/2020</u>
TOTAL STAFF	222	200	200	195
TOTAL COMPENSATION	\$ 16,700,000	\$ 14,680,000	\$ 14,406,000	\$ 14,055,000
BUDGET	\$ 42,000,000	\$ 46,200,000	\$ 31,500,000	\$ 30,200,000
% OF SALARIES TO TOTAL BUDGET	40%	32% *	46%	46%

***Note:** During FY2020-21 CSCF incurred \$950K in temporary staffing cost, resulting in total compensation cost of \$15.6M or 34% of total budget.

CSCF STAFFING BLEND – TALENT SOLUTIONS



\$12.8M Service Delivery
183 FTEs

Career Seekers	10,000
Career Consultants	138
Consultants Simultaneously Engaging Number of Career Seekers (Case management ratio)	72:1

Engaged Businesses	3,200
Business Consultants	27
Consultants Simultaneously Engaging Number of Businesses (Case management ratio)	118:1



TRAINING INVESTMENT & CAREER SEEKER SUPPORT

INTENSIVE TALENT SOLUTIONS

\$17M

GOALS

- ✓ 10,000 Career Seekers
- ✓ 3500 - New Individuals
 - ✓ Traditional scholarships
 - ✓ Apprenticeships
 - ✓ Internships
 - ✓ On-the-Job Trainings
- New** – expand HGI sectors into Public Safety, Education & Sales Management
- ✓ 1000 – Individuals Continuing Training
- ✓ Obtain a New Career

CAREER SEEKER SUPPORT & INCENTIVES

\$1.2M

GOALS

- ✓ 2,500 Career Seekers
 - ✓ Receive training credentialing and transportation support
 - ✓ Fees, licenses or other employment related needs
 - ✓ Youth Incentive payments
 - ✓ Average support account is \$500 per Career Seeker

GENERAL AND ADMINISTRATIVE

GENERAL & ADMIN: FULL YEAR 2021 – 2022

\$7.64M

General Support and Administrative Cost		
Staff Supporting Operations	4,200,918	10.0%
Strategic Communications	500,000	1.2%
Staff Development (Career Sourcers)	405,000	1.0%
IT Cost/Network Expenses	1,587,000	3.8%
Facilities, Maintenance & Related Cost	493,373	1.2%
G&A Professional Services	450,000	1.0%
Total Support and Administrative Cost	\$ 7,636,291	18.2%
TOTAL EXPENDITURES	\$ 42,000,000	100.0%

GENERAL & ADMIN COST	
\$ 7,636,291	18.2%

CSCF STAFF SUPPORTING OPERATIONS – G&A

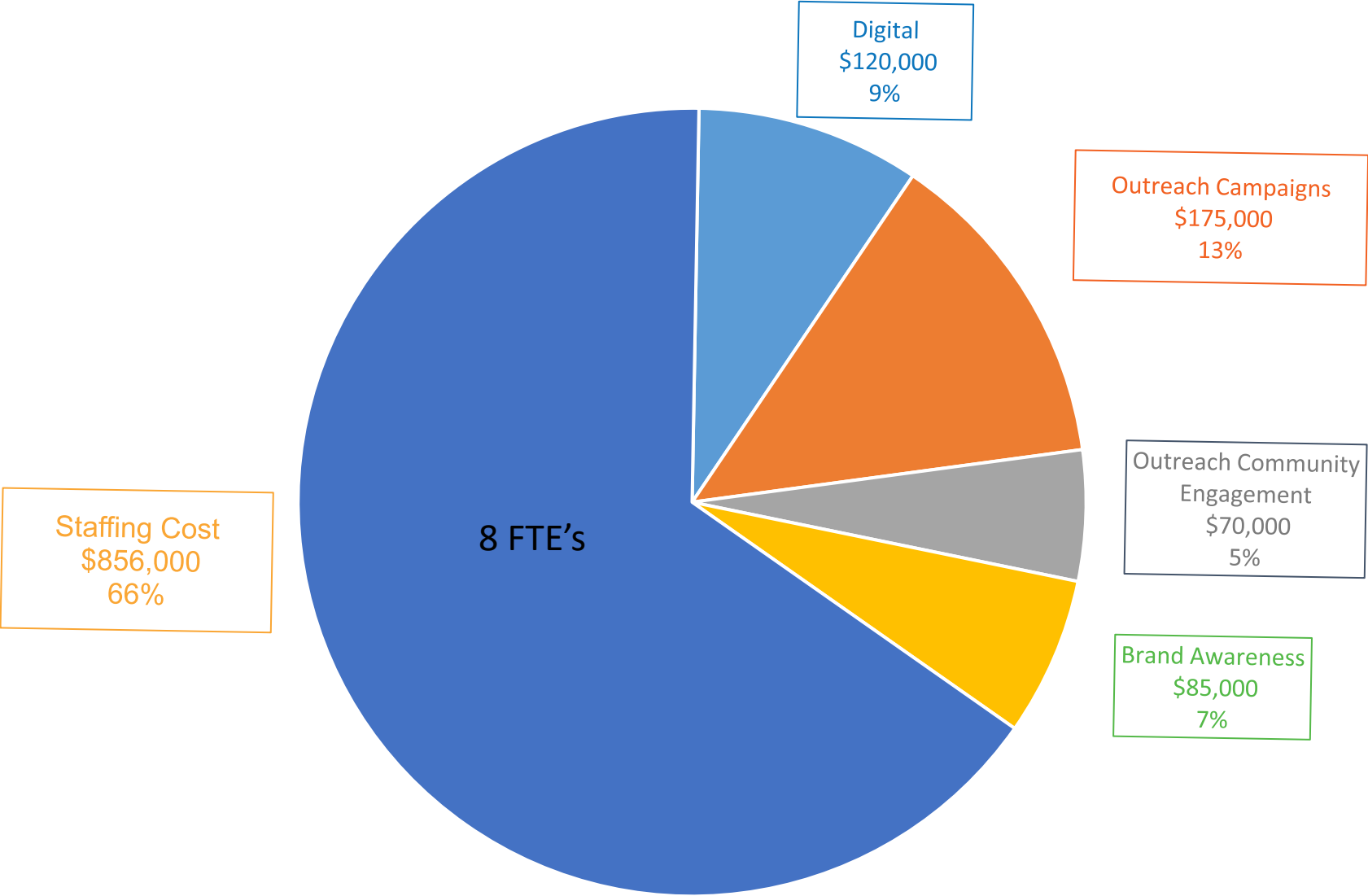
\$4.2M General & Administrative
39 FTEs



(2019-2020)	6	8	9	7	3	2
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COMMUNICATIONS DEPARTMENT– \$1.31M

COMMUNICATIONS STRATEGIC INITIATIVES - \$450K



STRATEGIC COMMUNICATIONS STRATEGY

- **ENGAGE THE TALENT POOL**

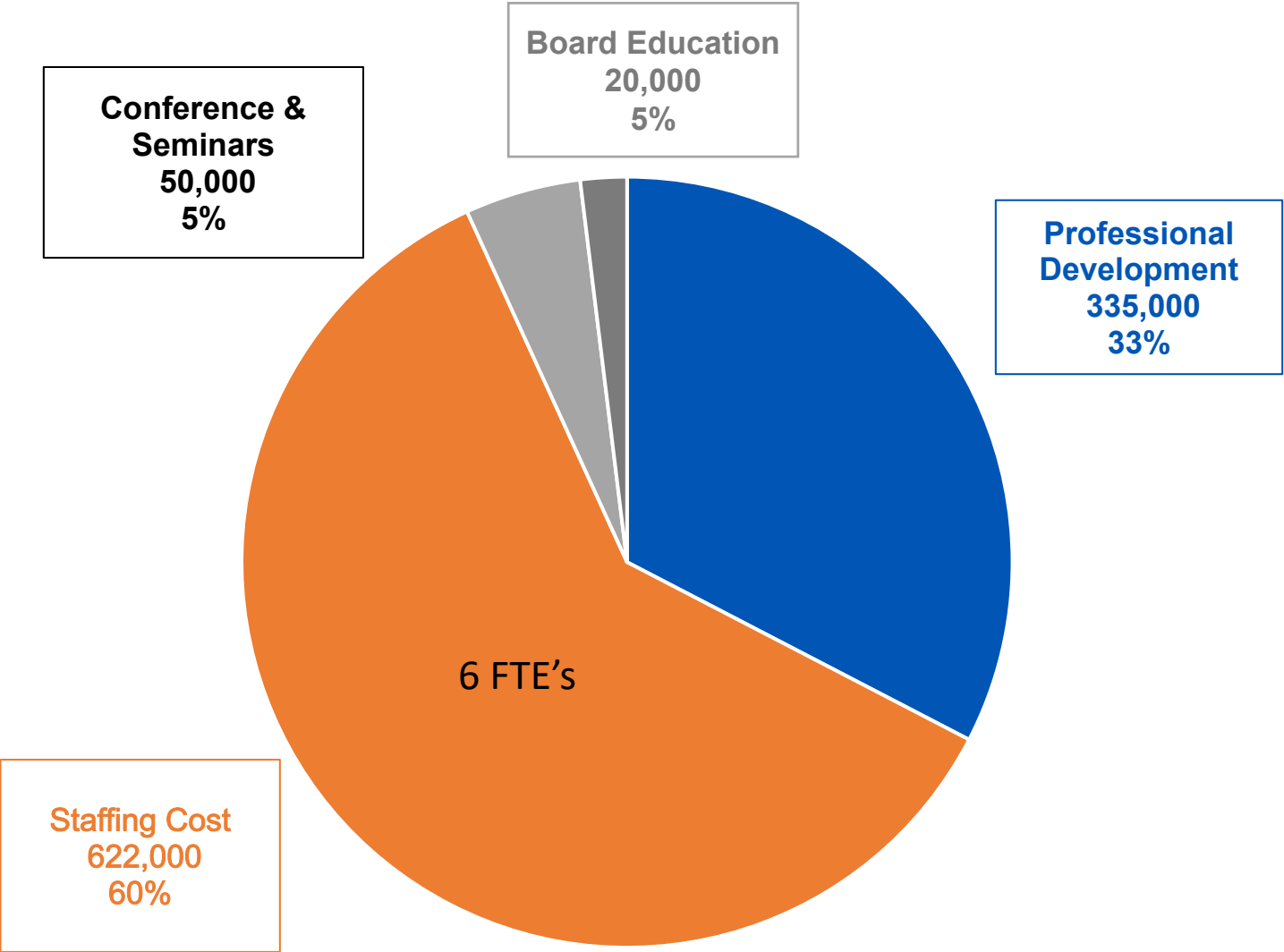
- Drive Awareness and Engagement of CSCF Talent Solutions to Employees and Customers Before, During and After Interactions through:
 - Email Marketing
 - Social Media Engagement
 - Marketing Campaigns
 - Public Relations
 - Internal Communications
 - Public Affairs

- **IMPLEMENT TALENT SOLUTIONS**

- Enhance Customer Journey by Targeting Niche Customers to Drive Relationships More Effectively
- Deliver CSCF Value Proposition Messages Across 5-County Region to Achieve Deeper Customer Loyalty and Satisfaction and Engagement

HUMAN RESOURCES DEPARTMENT— \$1.03M

HR STRATEGIC INITIATIVES - \$405K



CSCF PROFESSIONAL DEVELOPMENT

Create CareerSourcers Culture

Goal

Align Professional Development Priorities to Key CSCF Values

- Purpose Driven (North Star)
- Innovation (Training)
- Integrity (Trust Creed)

Key Performance Outcomes

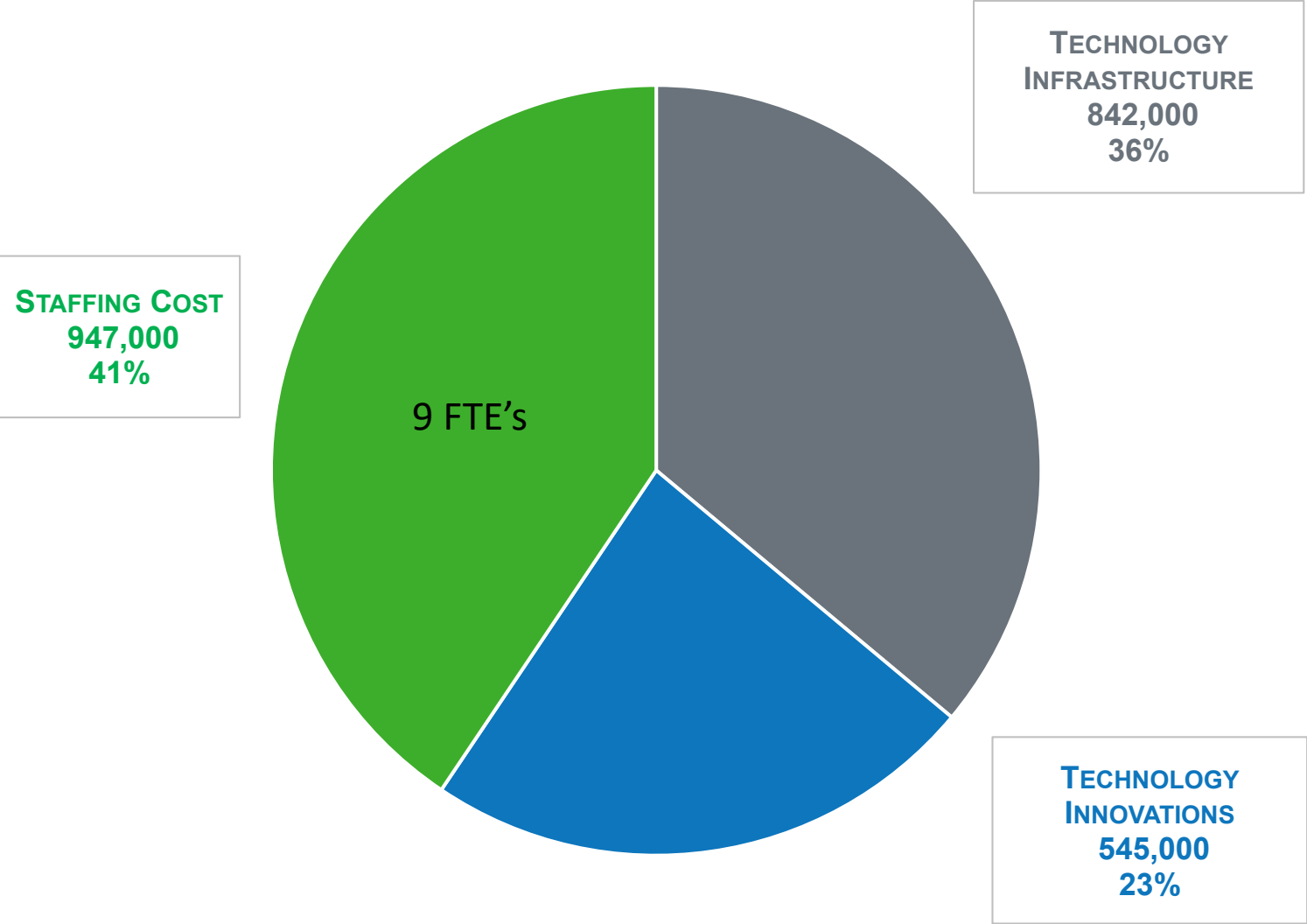
- ✓ Improve Job Performance and Ensure Compliance
- ✓ Talented and Effective Leaders Through Leadership Development and Succession Management
- ✓ Elevate Emotional Intelligence and Increase Adoption of “CareerSourcer” Attributes and competencies
- ✓ Ensure New CSCF Staff are Acclimated into Culture Effectively



CSCF Professional Development
Priorities

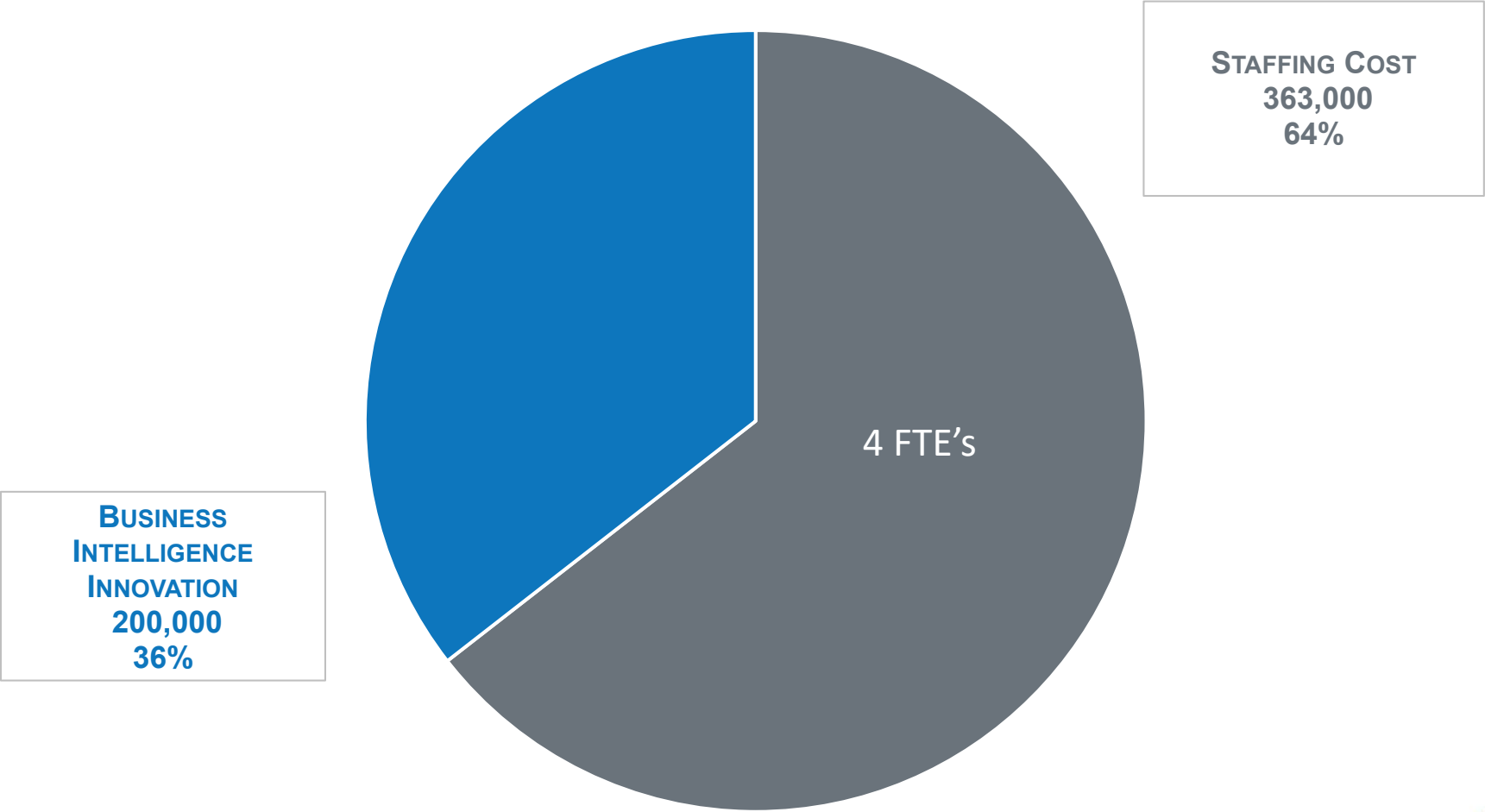
INNOVATION & TECHNOLOGY DEPARTMENT – \$2.33M

INNOVATION & TECHNOLOGY STRATEGIC INITIATIVES - \$1.587M



BUSINESS INTELLIGENCE & INNOVATION– \$563K

INNOVATION & TECHNOLOGY STRATEGIC INITIATIVES -
\$1.587M - CONTINUED



INNOVATION & TECHNOLOGY STRATEGY

Deliver Best-in-Class Technology Solutions (Infrastructure)

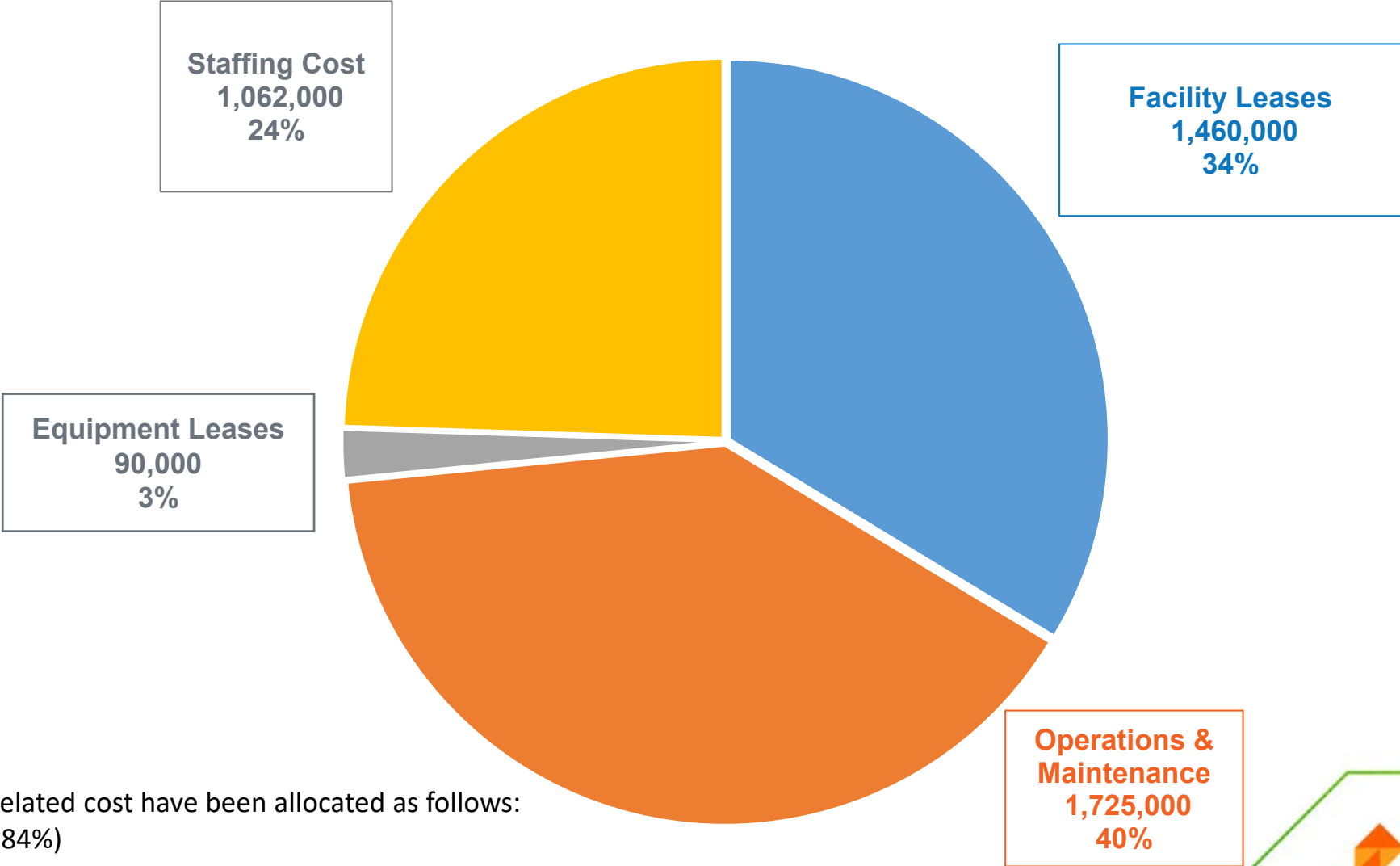
- Expand CSCF's Technology Portfolio to Enhance Digital Solutions that Inform and Engage Internal and External Audiences (Aerohive AP's, separate secured wifi's, data visualization)
- Design a Modern, Resilient Technology Infrastructure and Hybrid working environment with secure platforms to Meet Next Generation Technology Requirements. (WAN)
- Improve and Enhance Cloud-based and Mobile Technology Solutions for Secure Virtual Service Delivery (Cloud services and performance)

Deliver Technology & Business Intelligence Innovations

- Elevate CSCF's Contact Center to Become a Virtual Full-Service Experience Aligned to the Customer Journey. (2022 Strategy alignment)
- Develop a Customer Satisfaction Strategy Driving Deep Loyalty that is measurable and proactive. (2022 Strategy alignment)
- Enhance and leverage business intelligence to make data driven decisions, strategies, and provide insights about the region's workforce (workforce intelligence, operational excellence model)
- Upgrade Laptop and Mobile Devices Utilized at Career Centers to Create New Career Seeker Experiences (All staff laptop, cell, home equipment upgrades)
- Expand Customer Relationship Management solutions with industry leading marketing tool integration and data integrity. (CRM)

FINANCE, FACILITIES & RELATED COST – \$4.34M

FACILITIES, MAINTENANCE & RELATED COST- \$3.3M



***Note:** The \$3.3M in facilities & related cost have been allocated as follows:

- \$2.8M Talent & Recruitment (84%)
- \$520K in G&A (16%)

FACILITIES

(1) Lake (Lake Sumter SC)	
Total Square Foot	11,669
Annual Rental Cost	\$164,725
Expiration Date	5/31/2023

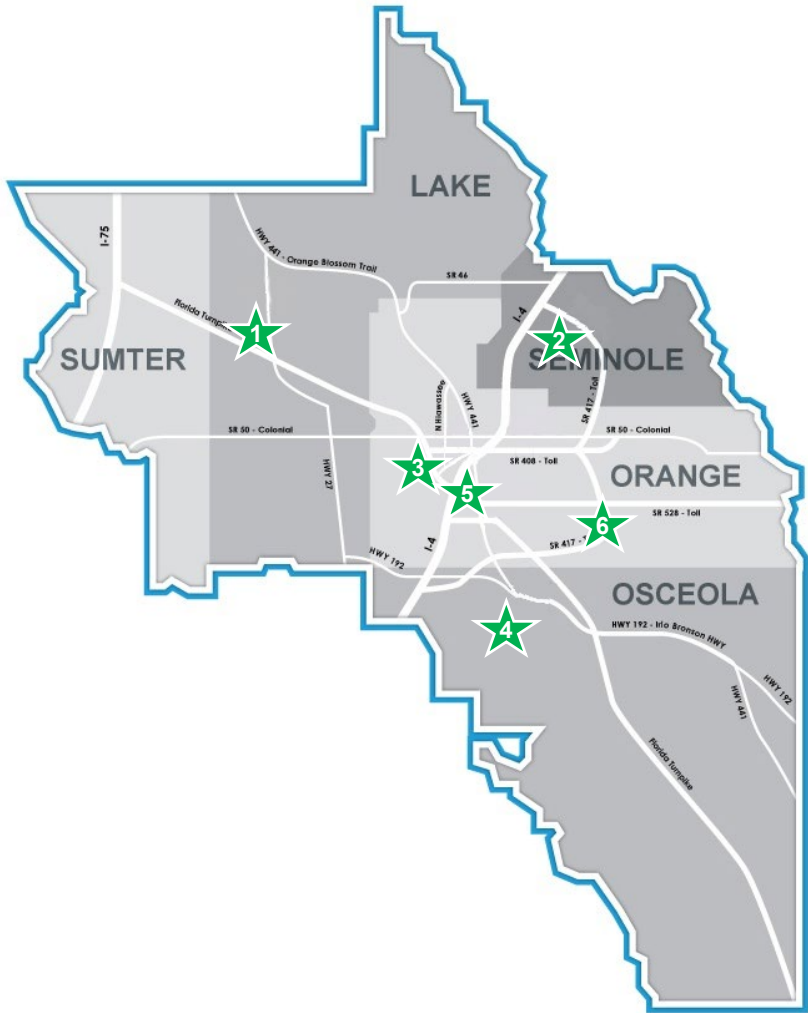
(2) Seminole	
Total Square Foot	10,031
Annual Rental Cost	\$176,822
Expiration Date	6/30/2026

(3) West Orange	
Total Square Foot	12,000
Annual Rental Cost	\$309,270
Expiration Date	07/31/2025

(4) Osceola	
Total Square Foot	12,731
Annual Rental Cost	\$190,965
Expiration Date	12/31/2029

(5) Administration	
Total Square Foot	14,932
Annual Rental Cost	\$377,904
Expiration Date	4/30/2026

(6) Southeast Orange	
Total Square Foot	12,363
Annual Rental Cost	\$239,973
Expiration Date	3/31/2022



Rent / Related cost for maintaining locations represents approximately 7.9% of total rent

G&A PROFESSIONAL SERVICES

\$450K

Accounting / External Monitoring	\$200K
<ul style="list-style-type: none"> External Financial Audit Fees and Third-party Financial Monitoring 	
Payroll & Broker Fees	\$150K
<ul style="list-style-type: none"> Benefit Broker Fees and Third-party Payroll Services 	
Legal	\$100K
<ul style="list-style-type: none"> General Counsel Fees and Employment Law Support 	

SUMMARY & BUDGET ASSUMPTIONS

- Fiscal Responsibility
 - Total Funding Revenue \$42M; Year-over-Year \$4.2M or 9.1% decrease
 - 81.8% Earmarked to Deliver Talent Solutions; 18.2% in General & Administrative
 - The proposed budget for salaries will reflect a 3% merit increase average overall. Merit increases are awarded based upon achievement of annual performance goals.
 - Employee health benefits reflects an increase of 7% of current cost based on market rate, with minimal impact to employee costs or plan structure for the program year.
 - The total amount budgeted for administrative cost will be to not exceed 9%, lower than the state allowable cap of 10%.

[RETURN TO AGENDA](#)





To: CareerSource Central Florida Board of Directors
 From: Finance Committee
 Subject: CareerSource Central Florida – Southeast Orange County Career Center Lease
 Date: June 24, 2021

Purpose:

To recommend CareerSource Central Florida's (CSCF) Board of Directors approve CSCF continue negotiations to extend the original Southeast Orange County Career Center lease contract for an additional two years, with a 5-year option at the current 3% escalation rate. In addition, for CSCF to request a tenant improvement allowance to make repairs for normal wear and tear.

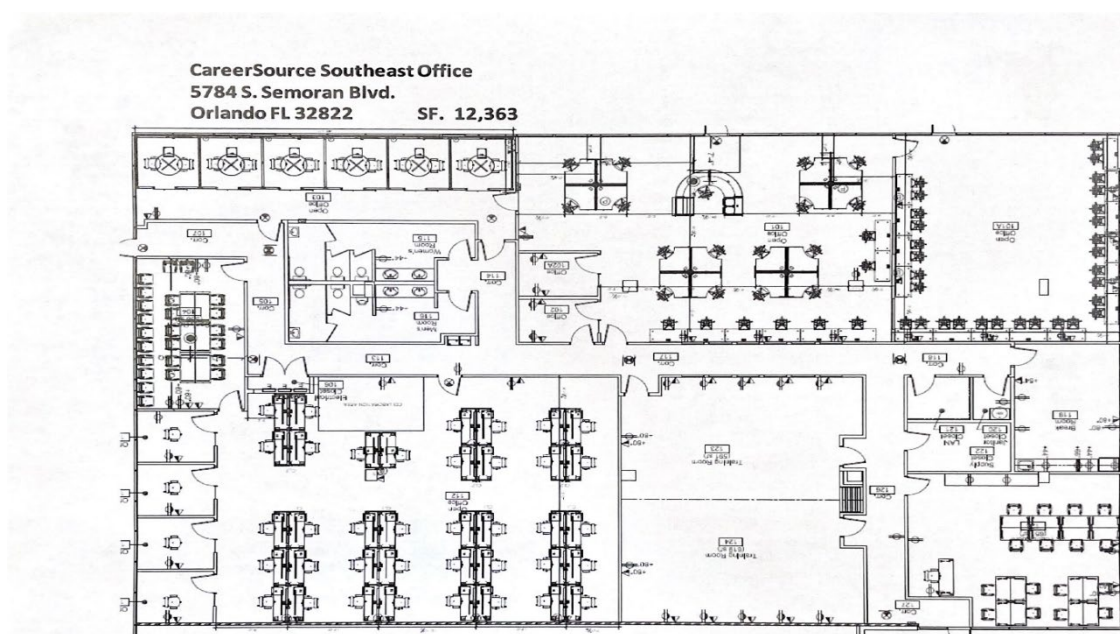
Background:

The Facilities Ad Hoc Committee met on 6/1/21 and reviewed below information on the current lease terms, renewal options and market trend data. The Finance Committee subsequently met on 6/8/21 and reviewed the same information and the Facilities Ad Hoc Committee's recommendation to continue negotiations.

Background:

Southeast Office: Lease renewal March 2022

Center Lease Information	Sqft.	Terms.	Current Rate	Annual Rent Escalation	Renewal Options
CareerSource Central Florida (Southeast Orange)	12,363	Initial term 63 months, Start date 11/1/2016 to 02/28/2022	\$14.21 per sq/ft, (NNN lease)	3%	One 5-year option, with 4 months' notice prior to lease expiration



LEASE TERM:	Option A: Five (5) years and (3) months from the Commencement Date.
	Option B: Seven (7) years and (5) months from the Commencement Date.
	Option C: (24) months from Commencement Date
COMMENCEMENT DATE:	April 1, 2022
RENTAL RATES:	<p>The triple net (NNN), per RSF annual rental rate (not including applicable sales tax) for the Premises shall be as follows:</p> <p>Option A: \$15.07 NNN psf per year + 3% annual increases</p> <p>Option B: \$14.50 NNN psf per year + 3% annual increases</p> <p>Option C: \$16.00 NNN psf with 3% increase for months 13 thru 24</p> <p>Applicable Sales Tax (currently 6.0%) is payable by Tenant.</p>
CONCESSIONS:	<p>Option A: The first three (3) months of base rent shall be free of charge. Landlord may convert the value of this free rent, into Tenant Improvement dollars, if interested.</p> <p>Option B: The first five (5) months of base rent shall be free of charge. Landlord may convert the value of this free rent, into Tenant Improvement dollars, if interested.</p>
TENANT IMPROVEMENTS:	<p>Option C. None</p> <p>Tenant shall be responsible for their electric costs, janitorial costs, and pro rata share of building's operating expenses during the rental abatement period.</p> <p>Landlord will provide the following Tenant Improvement Allowance:</p> <p>Option A: \$15 psf (\$185,445.00)</p> <p>Option B: \$20 psf (\$247,260.00)</p> <p>Option C: None</p> <p>All hard and soft construction costs shall be deducted from the Tenant Improvement Allowance, including a 5% construction management fee to Landlord's construction manager.</p>

Action: The Finance Committee, under advisory of Facilities Ad-Hoc Committee, recommends the Board of Directors approve CSCF to continue negotiations to extend the original Southeast Orange County Career Center lease contract for an additional two years, with 5-year option at the current 3% escalation rate. Also, for staff to request for tenant improvement allowance to make repairs for normal wear and tear.

Approved:

- Facilities Ad Hoc Committee: 6/1/21
- Finance Committee: 6/8/21.



To: CareerSource Central Florida Board of Directors
From: Career Services Committee
Subject: Action – Request for Approval for Youth Navigator
Date: June 24, 2021

Purpose:

CareerSource Central Florida (CSCF) sought to award resources to local organization(s) working with one or more of the targeted young adult populations to fund a full-time Youth Navigator employee who will be imbedded at the awarded organization(s). CSCF will leverage the providers' expertise to connect participating young adults to education, training and work activities that will prepare them to engage in the workforce, reach higher educational goals, build a supportive community network, and develop skills that will contribute to future employment. The Career Services Committee reviewed staff recommendations at its June 11, 2021, meeting and is recommending the CSCF Board allow staff to negotiate with top four organizations that scored highest in the Request for Qualifications (RFQ) review.

Background:

CSCF issued a Request for Qualification for Youth Navigator (RFQ #YN-21-102) solicitation between April 19, 2021 and May 21, 2021 to broaden the diversity of young adults (aged 16-24) currently being served by CSCF under the Workforce Innovation and Opportunity Act (WIOA). The RFQ provided the qualifications necessary to apply. The targeted population include individuals who are not currently attending school and are identified as being in one or more of the following populations: foster youth/youth aging out of foster care, subject to the justice system, or individuals with a disability.

The current population of young adults being served by CSCF is not a complete representation of the diverse targets intended under WIOA. The five-counties (Lake, Orange, Osceola Seminole and Seminole) in the region are home to multiple organizations whose priority is to serve the desired populations of foster youth/youth aging out of the foster care system, subject to the justice system, and individuals with a disability.

RFQ Top Scores:

The CSCF Evaluation Team's recommended scores and rankings are shown in the matrix below:

SUMMARY OF EVALUATED AVERAGE POINTS & RANK BY PROPOSER							
<i>Proposer Name</i>							
	Embrace Families CBC	IMPOWER	HBI	Stop the Violence & Embrace	Valencia College	Just Write Consulting	
	91.667	85.3333	82	81.667	75	60	Overall Cum Averages
Ranking	1	2	3	4	5	6	

Requirement:

Per the Board of Directors Bylaws this action “must be approved by a vote of two-thirds (2/3) of the Board, a quorum having been established.” As this vote to approve negotiation with four organizations that scored the highest includes Embrace Families, of which Glen Casel who is President/ CEO and a CSCF Board Member, Mr. Casel must abstain from voting, if present at the meeting.

Action:

- The Career Services Committee recommends the CSCF Board allow staff to negotiate with the four organizations that scored the highest during the RFQ review: Embrace Families Community Based Care, Inc; IMPOWER; Home Builders Institute; and Stop the Violence and Embrace.
- Based on those negotiations, the Career Services Committee recommends the CSCF Board authorize CSCF staff to then identify and contract with any or all of the four organizations to become a CSCF Youth Navigator during the 2021-2022 fiscal year.

Approved:

Career Services Committee: 6/11/21



To: CareerSource Central Florida Board of Directors
From: Career Services Committee
Subject: Training Programs Added to the CSCF Eligible Training Provider List in PY 21-22
Date: June 24, 2021

PURPOSE:

The Career Services Committee recommends the CareerSource Central Florida (CSCF) Board of Directors approve the new training provider programs that have been added to the CSCF Eligible Training Provide List (ETPL).

BACKGROUND:

Throughout the year, training providers on the CSCF ETPL can submit requests to add and delete long-term or short-term training programs. New programs must meet all established eligibility requirements to considered for inclusion as a training program on the ETPL.

The chart included provides specific details for new training provider programs, including the final recommendations from the Career Services Committee.

Training Programs Recommended for the ETPL in PY21-22

Training Provider	Program(s)	Cost	Industry	Recommendation
Cambridge Institute of Allied Health				
Category - Private	Medical Assistant	\$8,000	Healthcare	Approve
	Patient Care Technician	\$8,000		Approve
	Pharmacy Tech	\$8,000		Approve
Home Builders Institute				
Category - Pre-Apprenticeship	Construction – Pre-Apprenticeship	\$7,669	Construction	Approve
Lake Sumter State College				
Category - Public	Internet of Things - AI	\$3,374	IT	Approve
	IT Analysis	\$3,792	IT	Approve

Lake Sumter State College - Continuing Education				
Category - Public	CDL A - Written permit	\$1,800	Transportation	Approve
	CDL B - Written permit	\$1,500	Transportation	Approve
	Dialysis Technician	\$1,300	Healthcare	Approve
Seminole State College				
Category - Public	Automotive Fundamentals	\$1,848	Transportation	Approve
	Building Trades	\$3,640	Construction	Approve
	Chefs Apprentices	\$1,730	Hospitality	Approve
	Corrections	\$2,274	Public Safety	Approve
	Entrepreneurship	\$1,822	Business	Approve
	Entrepreneurship Operations	\$3,829	Business	Approve
	Food and Beverage Operations	\$2,359	Hospitality	Approve
	Food and Beverage Specialist	\$1,579	Hospitality	Approve
	Global Business	\$3,300	Business	Approve
	Graphic Design Content Developer	\$2,225	Technology	Approve
	HR Administrators	\$2,978	Business	Approve
	Law Enforcement	\$3,359	Public Safety	Approve
	Marketing	\$3,546	Marketing	Approve
	Plumbing	\$4,346	Construction	Approve
	Rooms Division Operations	\$2,563	Hospitality	Approve
	Small Business Management	\$3,705	Business	Approve
Valencia College				
Category - Public	Electronics Technician - Advance	\$4,719	Advanced Manufacturing	Approve

	Electronics Technician - Basic	\$2,195	Advanced Manufacturing	Approve
	Construction Specialist	\$2,375	Construction	Approve
	Cyber Security	\$4,952	IT	Approve
	Digital Forensics	\$5,158	IT	Approve
	Hotel Operations + Management	\$4,077	Hospitality	Approve
Valencia College: Continuing Education				
Category - Public	Cabinetry and Finishing	\$5,900	Construction	Approve
University of Central Florida - Continuing Education				
Category - Public	Coding Boot Camp	\$10,995	IT	Approve
	Cyber Defense Boot Camp	\$16,000	IT	Approve
	Data Analytic Boot Camp	\$11,995	IT	Approve
	Digital Marketing Boot Camp	\$7,995	Marketing	Approve
	Internal Auditor w Microsoft Excel 2019	\$1,295	Finance	Approve
	Medical Auditor	\$1,695	Healthcare	Approve
	Payroll Practice + Management w Microsoft Excel 2019	\$2,395	Finance	Approve
	Registered Behavior Technician (RBT)	\$549	Healthcare	Approve
	Recovery Coach Professional	\$1,695	Healthcare	Approve
	HR Management (SHRM)	\$1,349	Healthcare	Approve
	User Experience / User interface UX/UI) Boot Camp	\$10,995	IT	Approve

Orange Technical College				
Category - Public	3D Animation Technology	\$5,005	IT	Approve
	Digital Audio Production	\$5,289	IT	Approve
	Digital Cinema Production	\$5,148	IT	Approve
	Digital Media Multimedia Design	\$5,163	IT	Approve
	Digital Video Technology	\$4,496	IT	Approve
	Modeling Simulation Design	\$6,634	IT	Approve
	Modeling Simulation Production	\$6,256	IT	Approve
	Pharmacy Tech	\$5,806	Healthcare	Approve
	Nursing Assistant Long Term	\$1,107	Healthcare	Approve
	Veterinary Assistant	\$4,505	Healthcare	Approve
Osceola Technical College				
Category – Public	Accounting Operations	\$6,873	Finance	Approve
	Auto Technician	\$5,821	Transportation	Approve
	Digital Design	\$4,653	IT	Approve
	Patient Care Technician	\$1,831	Healthcare	Approve
	Pharmacy Technician	\$4,734	Healthcare	Approve
	Welding Technology	\$4,645	Advanced Manufacturing	Approve

Requirement:

Per the Board of Director's Bylaws this action request "must be approved by a vote of two-thirds (2/3) of the Board, a quorum having been established." This vote involves the addition of programs offered by Seminole State College and Valencia College, of which John Gyllin and Katheen Plinske, respectively, hold senior executive positions and are both CSCF Board Members. As such they both must abstain from voting, if present at the meeting.

ACTION:

- The Career Services Committee recommends the CSCF Board approve the addition of the training programs outlined in the above chart for inclusion on the CSCF ETPL for Program Year 2021-2022.

Approved:

Career Services Committee: 6/11/21

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CHAIR'S REPORT

Mark Wylie
CSCF Board Chair

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PRESIDENT'S REPORT

Pam Nabors

SCORECARD

PROGRAM YEAR 2020-2021
JULY 1 – MAY 31, 2021

BOARD PRIORITIES

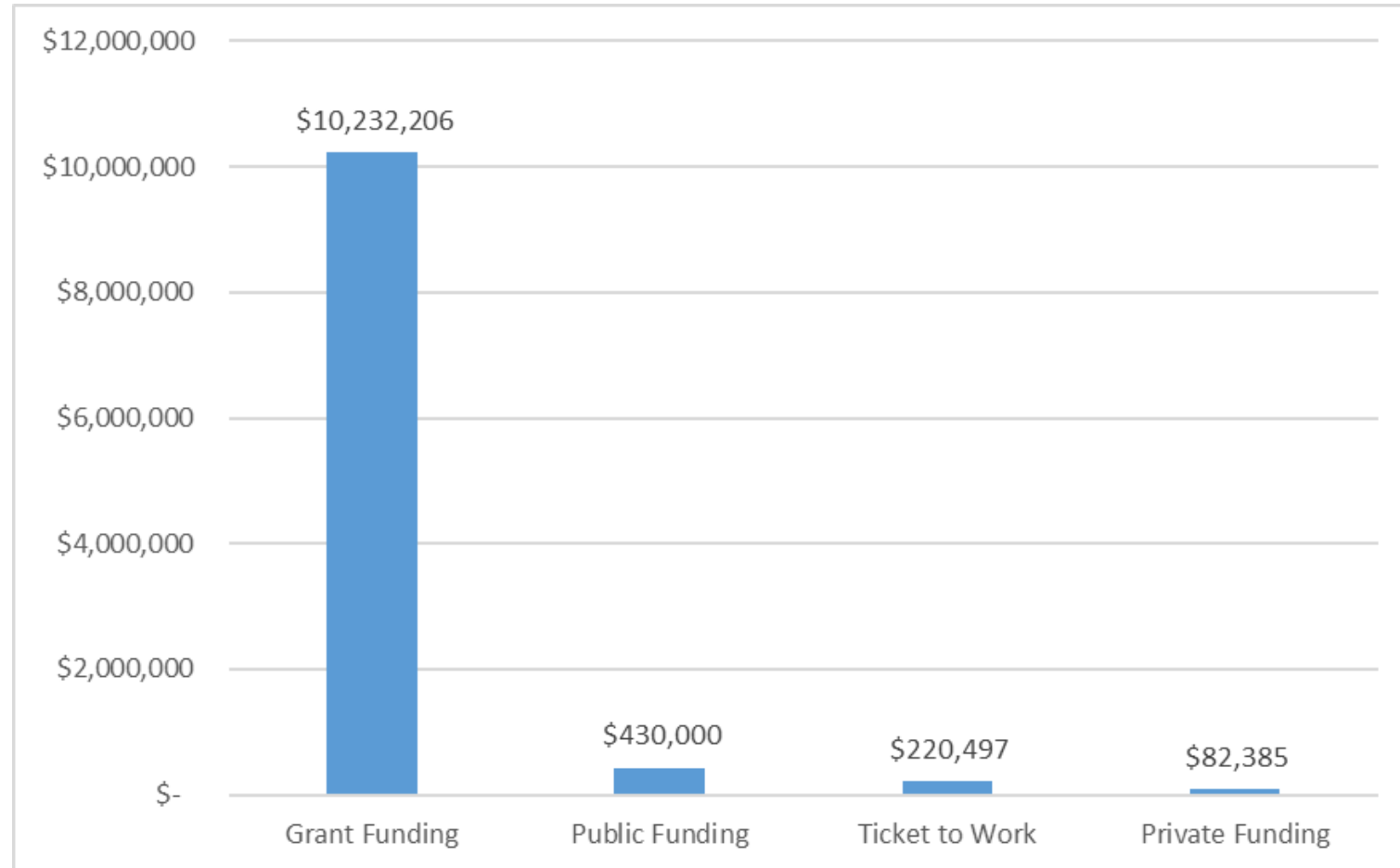
DIVERSIFY REVENUE STREAMS TO ADJUST FOR
VARIABLES IN FEDERAL FUNDING

DELIVER TALENT SOLUTIONS TO IGNITE POTENTIAL

DELIVER TALENT ACQUISITION STRATEGIES FOR
BUSINESSES IN SIX HIGH GROWTH INDUSTRIES

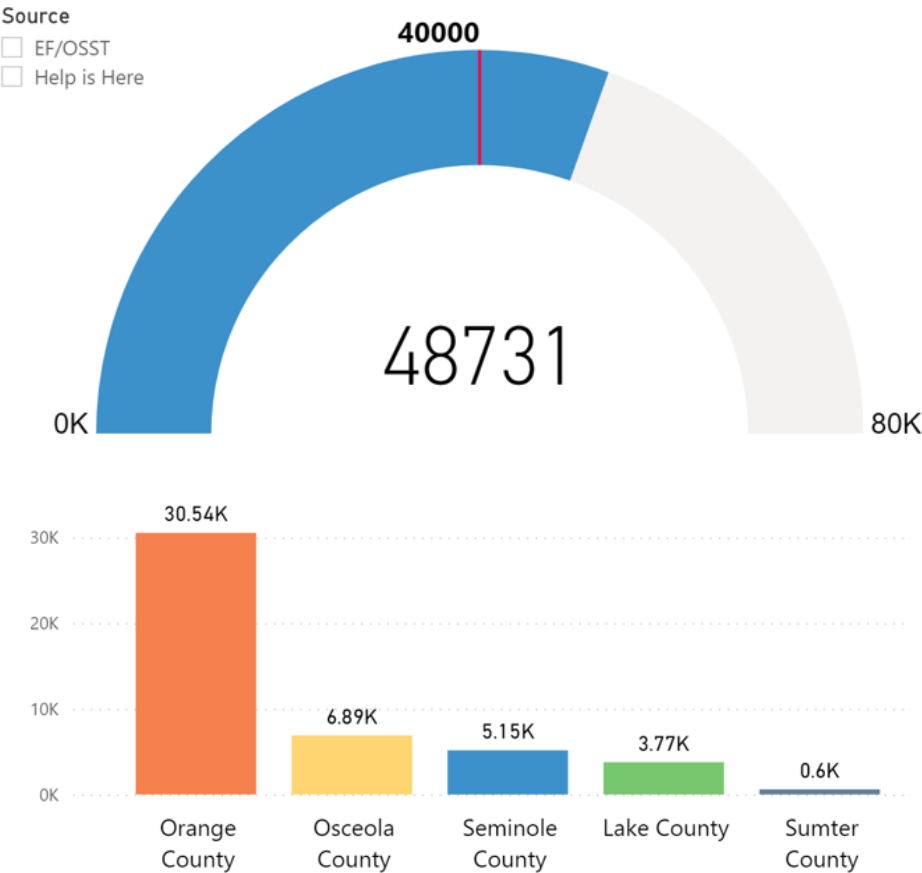
DIVERSIFY REVENUE STREAMS TO ADJUST FOR VARIABLES IN FEDERAL FUNDING

Revenue Diversity Goal	\$ 1,600,000
Grant Funding	
Help is Here - Orange County	\$ 7,500,000
Veterans Award	\$ 32,206
Project Opioid	\$ 2,700,000
	\$ 10,232,206
Public Funding	
Orange County (Youth Grant)	\$ 200,000
Community Action Agency	\$ 120,000
Mount Dora	\$ 50,000
City of Apopka	\$ 30,000
City of Ocoee	\$ 10,000
City of St. Cloud	\$ 20,000
	\$ 430,000
Ticket to Work	\$ 220,497
Private Funding	
Board Member Contributions	\$ 19,250
Additions Financial Bank	\$ 40,000
Bank of America	\$ 15,000
Valencia College	\$ 5,000
Orlando Business Journal	\$ 3,000
Misc. (PayPal Contributions)	\$ 135
	\$ 82,385
YTD Revenue Diversity	\$ 10,735,088
Percentage of Goal	671%

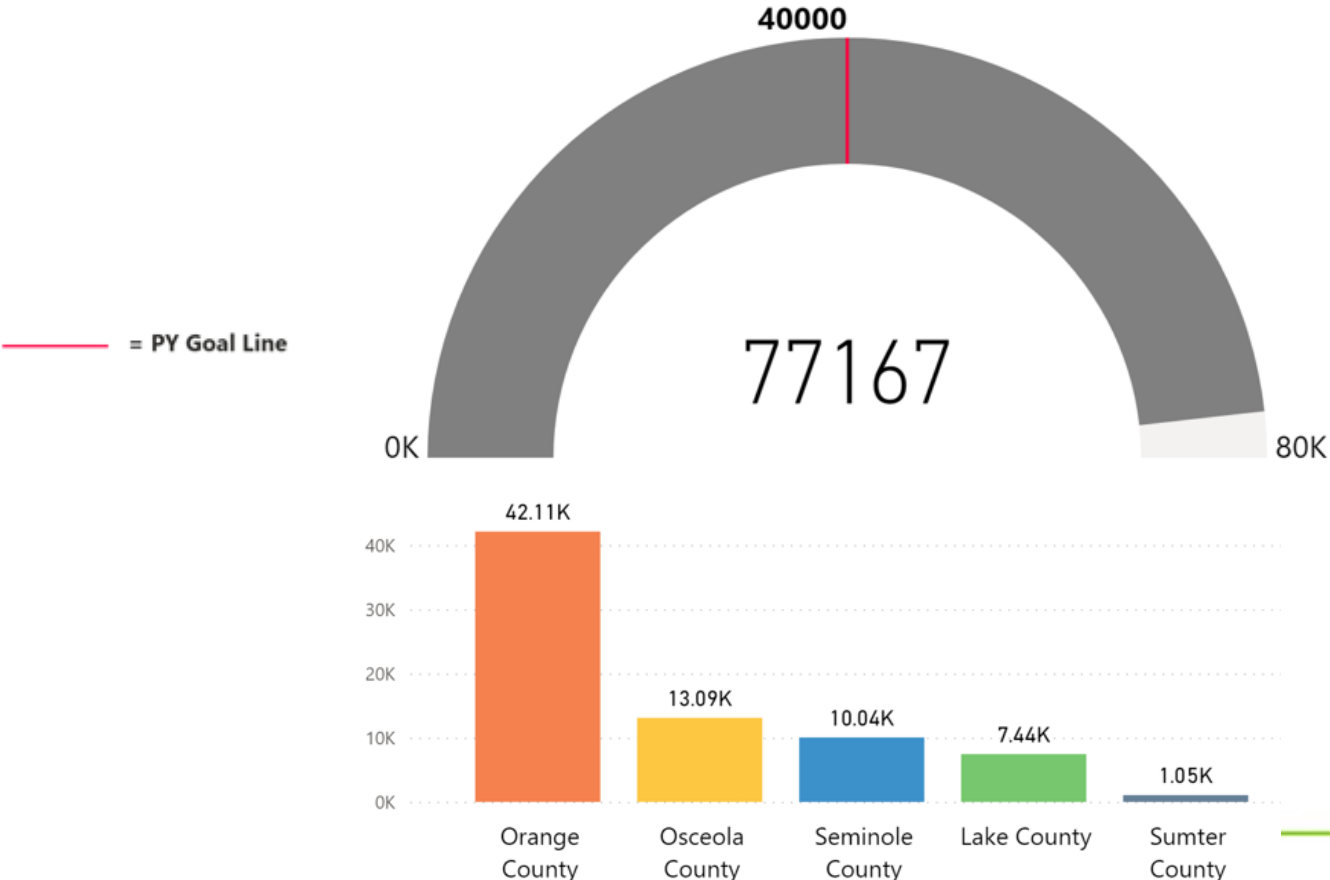


DELIVER TALENT SOLUTIONS
TO IGNITE POTENTIAL

Customers Served
July 1 – May 31: 2020-2021

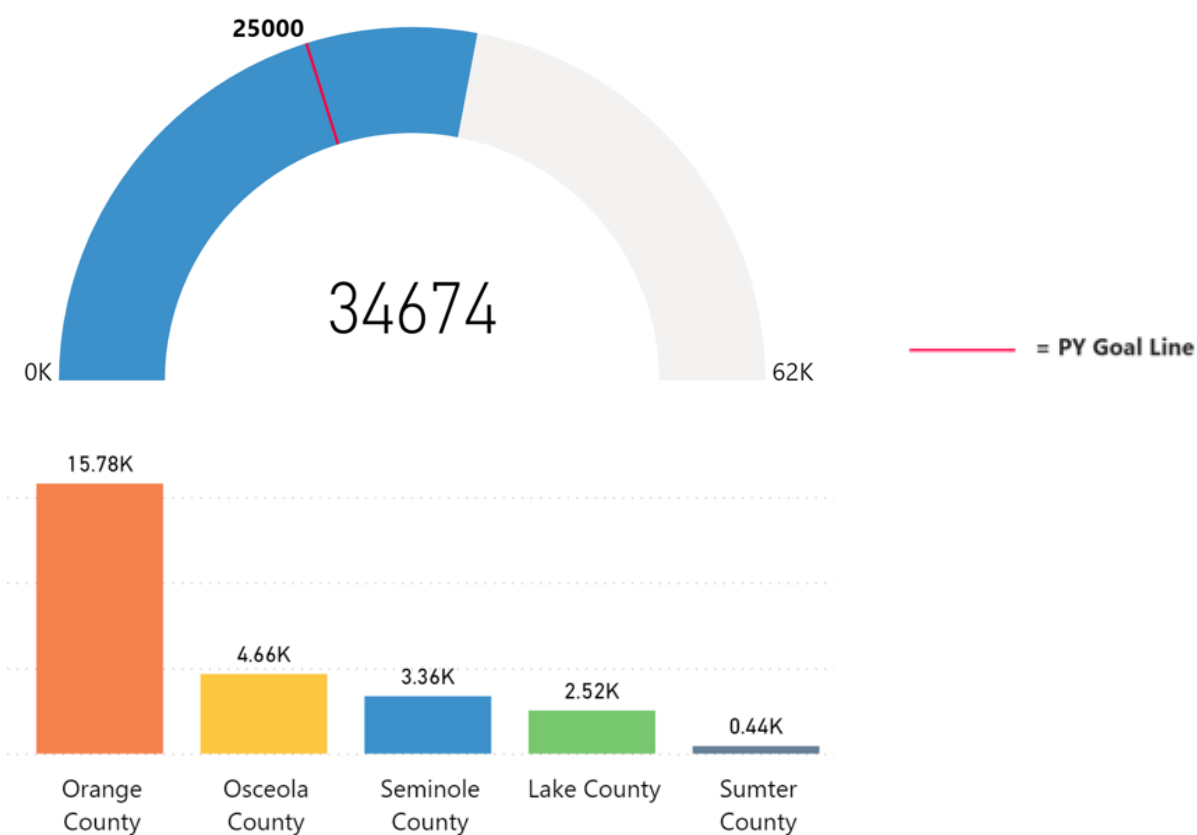


Customers Served
July 1 – May 31: 2019-2020

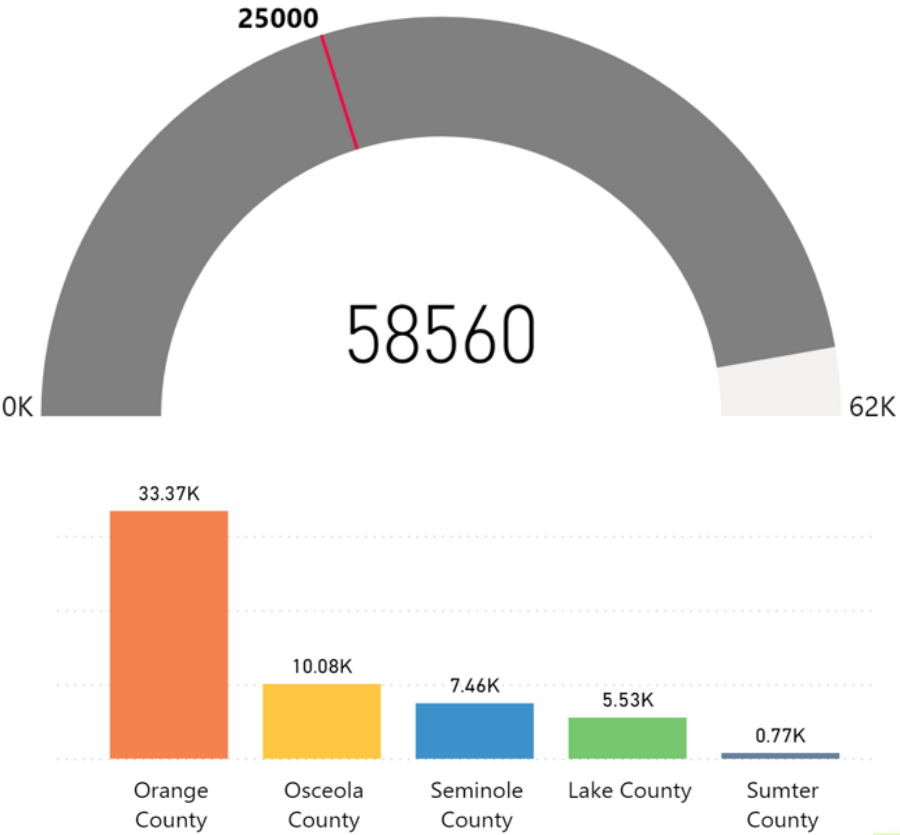


DELIVER TALENT SOLUTIONS
TO IGNITE POTENTIAL

Customers Engaged
July 1 – May 31: 2020-2021

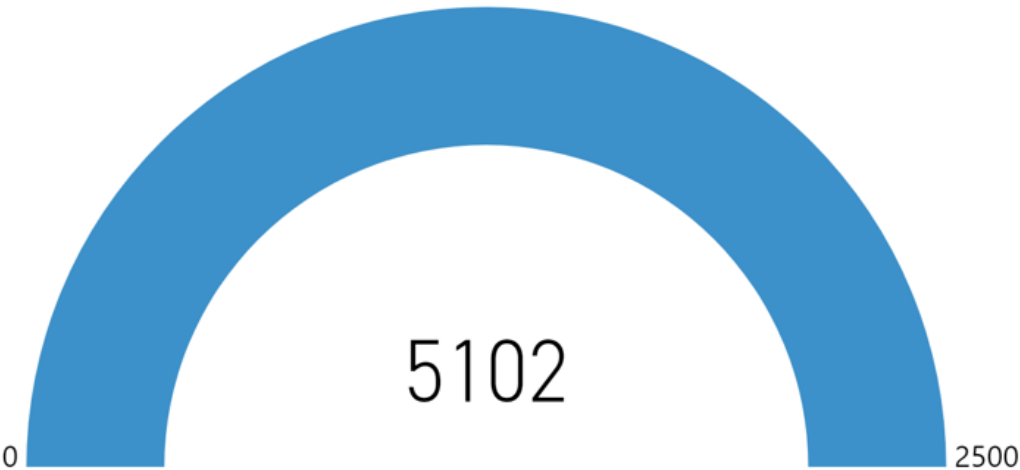


Customers Engaged
July 1 – May 31: 2019-2020

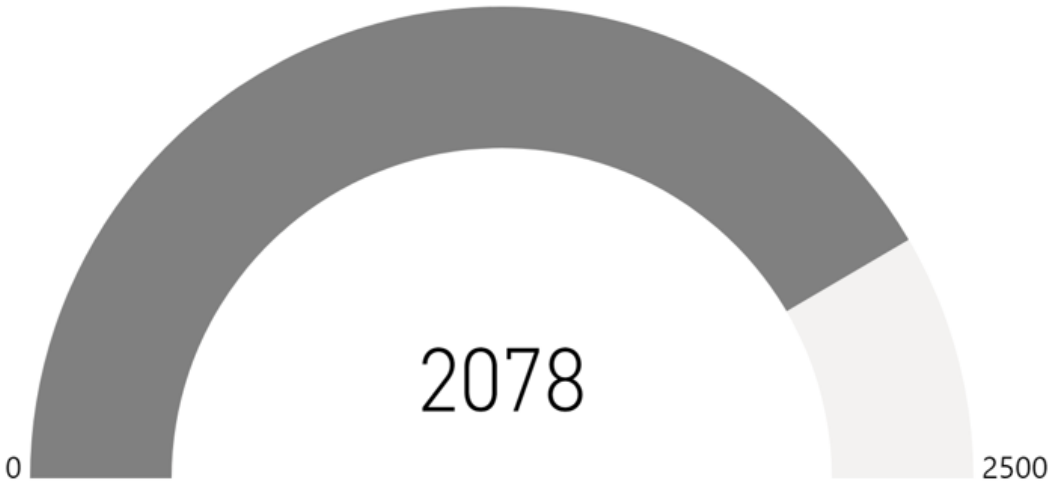


DELIVER TALENT SOLUTIONS
TO IGNITE POTENTIAL

Career Seekers in Training
July 1 – May 31: 2020-2021

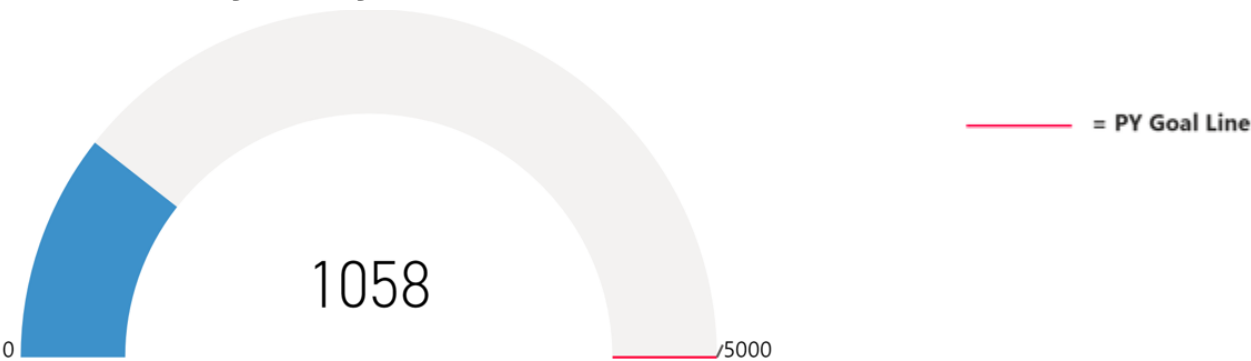


Career Seekers in Training
July 1 – May 31: 2019-2020



DELIVER TALENT SOLUTIONS
TO IGNITE POTENTIAL

Career Seekers Trained and Placed
July 1 – May 31: 2020-2021

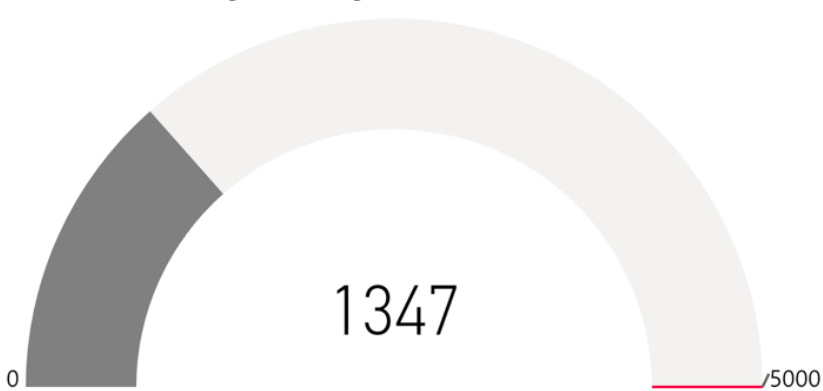


Employment Targeted Sector	Distinct Placements	Percent	Average Wage	Median Wage
Trade & Logistics	208	19.66%	\$18.07	\$16.00
IT & Finance	204	19.28%	\$19.49	\$16.00
Healthcare	200	18.90%	\$15.70	\$14.95
Other	186	17.58%	\$16.15	\$15.00
Construction & Utilities	133	12.57%	\$18.19	\$16.40
Manufacturing	69	6.52%	\$16.67	\$15.00
Hospitality/Tourism	60	5.67%	\$12.65	\$12.26

\$17.25
Average Wage

\$15.00
Median Wage

Career Seekers Trained and Placed
July 1 – May 31: 2019-2020



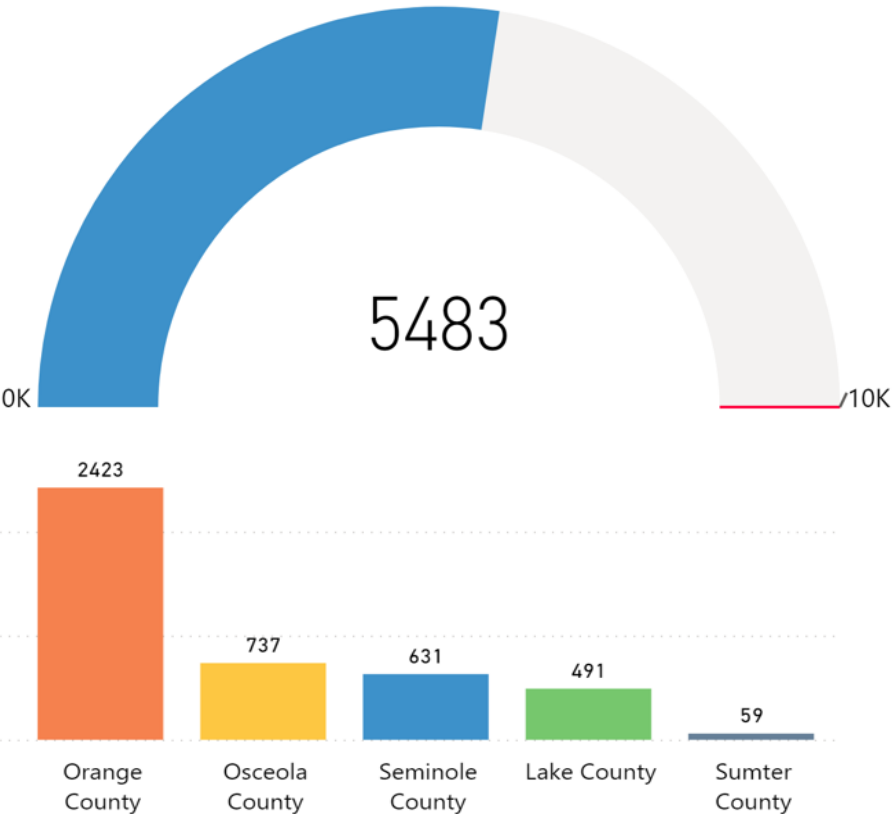
Employment Targeted Sector	Distinct Placements	Percent	Average Wage	Median Wage
IT & Finance	182	13.56%	\$16.92	\$14.76
Manufacturing	104	7.75%	\$16.76	\$15.00
Trade & Logistics	286	21.31%	\$16.26	\$15.00
Construction & Utilities	142	10.58%	\$15.70	\$15.00
Healthcare	306	22.80%	\$14.67	\$13.00
Other	206	15.35%	\$13.29	\$12.00
Hospitality/Tourism	120	8.94%	\$10.82	\$10.25

\$15.03
Average Wage

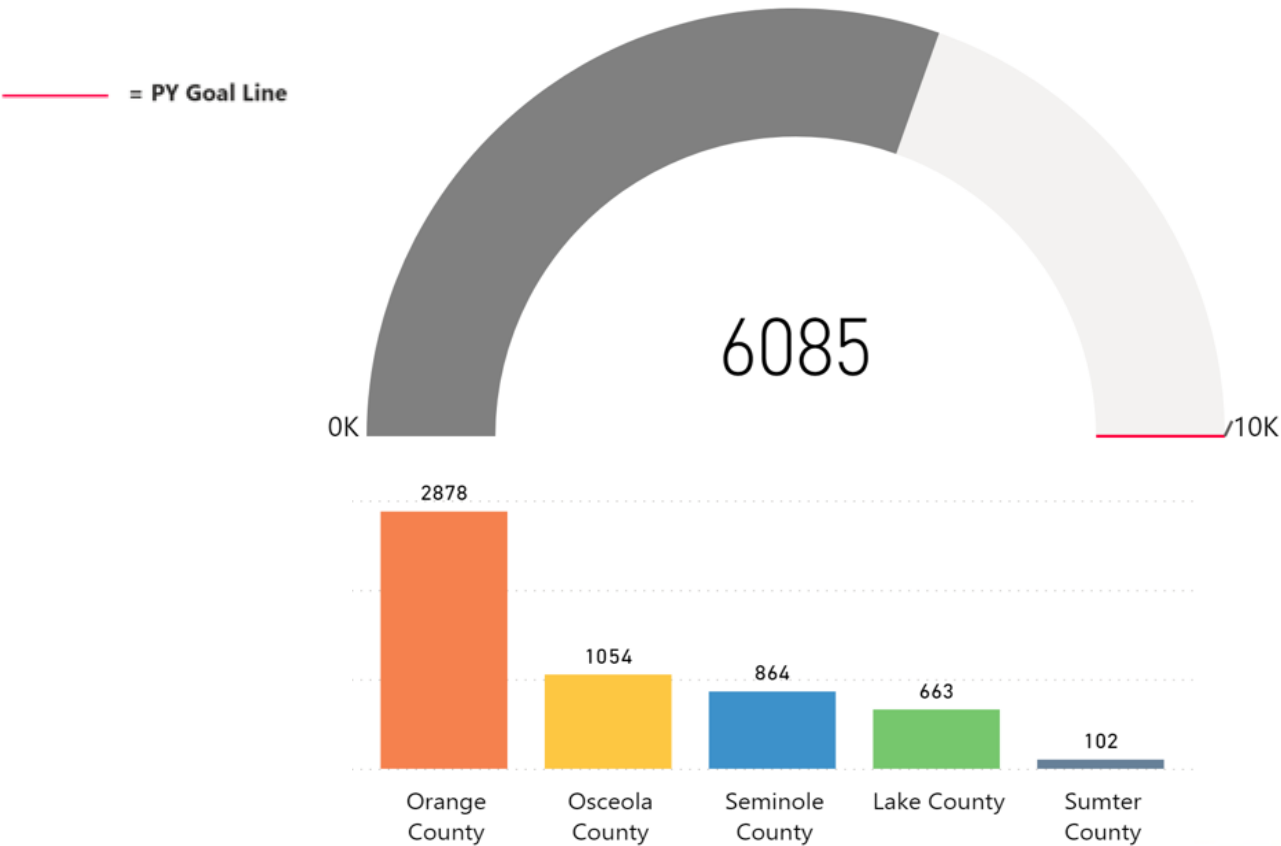
\$13.89
Median Wage

DELIVER TALENT SOLUTIONS
TO IGNITE POTENTIAL

Career Seekers Placed
July 1 – May 31: 2020-2021



Career Seekers Placed
July 1 – May 31: 2019-2020



Average Wages By Employment Targeted Sector

\$17.25

Average Wage

\$15.00

Median Wage

IT & Finance

\$19.49

Construction & Utilities

\$18.19

Trade & Logistics

\$18.07

Manufacturing

\$16.67

Other

\$16.15

Healthcare

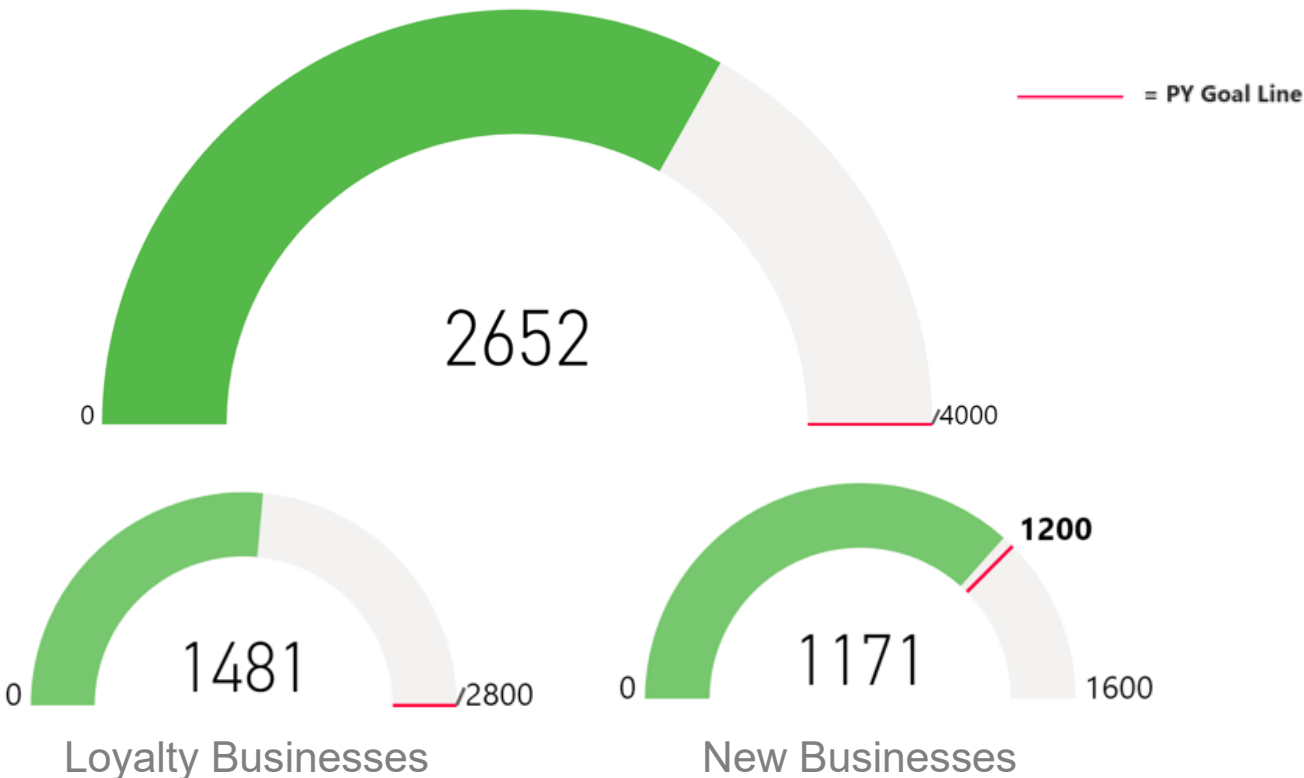
\$15.70

Hospitality/Tourism

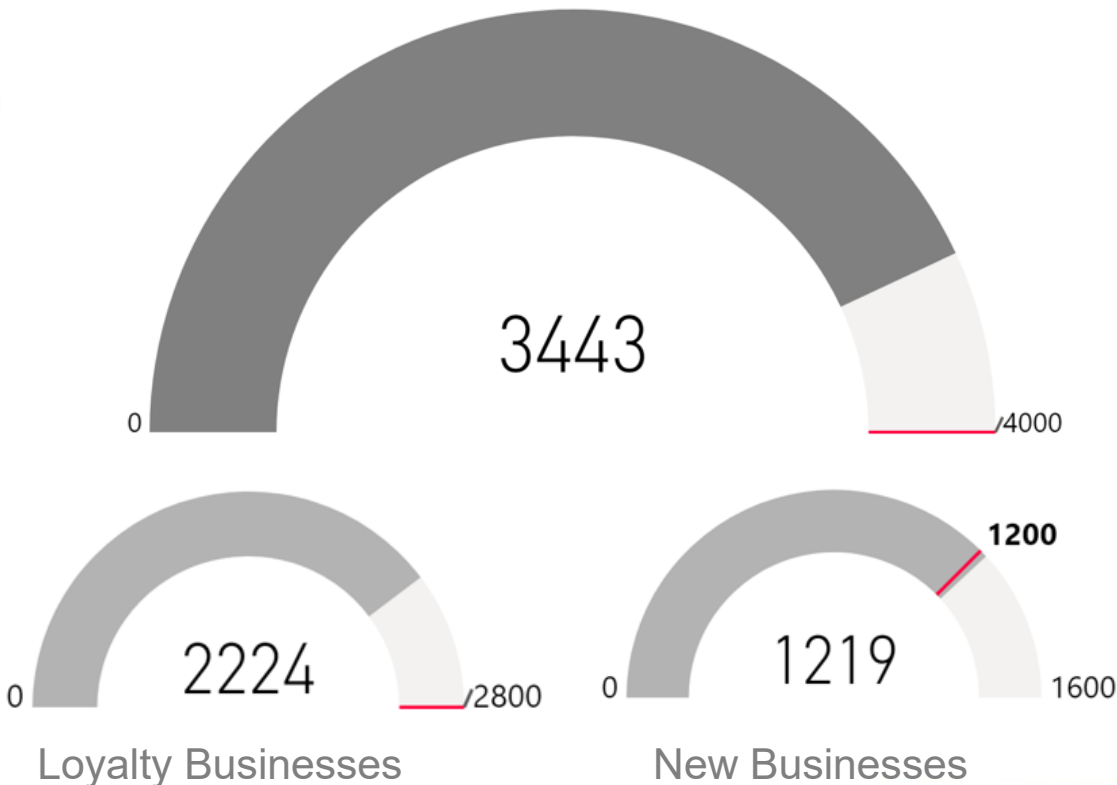
\$12.65

DELIVER TALENT ACQUISITION STRATEGIES FOR BUSINESSES IN HIGH GROWTH INDUSTRIES

Businesses Served
July 1 – May 31: 2020-2021



Businesses Served
July 1 – May 31: 2019-2020



OTHER UPDATES

“Fostering Opioid Recovery Through Training & Employment” (FORTE)

**\$2.7M
4-Year
Grant**

FORTE Launched May 27

- **Engaging Business Community**

- Educate and Train HR Teams on How to Identify and Support Employees Who May Be Impacted by Opioids
- Support Enhancements of Employee Assistance Plans to Include Opioid Awareness and Recovery
- Educate Businesses on How to Administer Life-Saving Nasal Spray NARCAN®

Up Next ...

- Host Employer Workshops and Seminars
 - First Workshop June 29
- FORTE Landing page on CSCF Live
 - www.CareerSourceCentralFlorida.com/FORTE

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FINANCE REPORT

Eric Ushkowitz

Treasurer / Finance Committee Chair

Budget Versus Actual Report
As of 04/30/21

CSCF Budget FY 2020 - 2021			INDIRECT COST													Special Grants/ Other Awards			NEG COVID	HIH-OC	UNRESTRICTED		
Funding Sources	Total Revenue	RESEA		WIOA Adult	Youth	WIOA DW	WT	TAA	SNAP	WP	DVOP	UC	LVER										
Carry In Funds From FY 19 - 20	10,000,000	119		20	22	30	60	81	85	90	94	96	98										
FY 20 - 21 Award	41,900,000	17,761		4,000,000	1,123,471	1,264,905	1,086,428	16,119	159,391	61,563	61,627	25,621	69,865										
Award Total - Available Funds	51,900,000	714,803		4,566,987	3,263,429	5,202,680	8,522,916	156,762	692,583	2,159,033	150,000	-	93,018										
LESS planned Carryover For FY 21 - 22	(5,700,000)	732,564	8,566,987	4,386,900	6,467,585	9,609,344	172,881	851,974	2,220,596	211,627	25,621	162,883											
Total Available Funds Budgeted	46,200,000	-	(2,999,893)	-	-	(652,686)	-	-	-	-	-	-											
		732,564	5,567,094	4,386,900	6,467,585	8,956,658	172,881	851,974	2,220,596	211,627	25,621	162,883											
PROGRAM	Authorized Budget																						
Salaries/Benefits	15,180,000	1,598,146	520,852	3,056,191	2,058,206	344,619	2,292,686	5,276	424,712	419,199	96,096	3,119	93,930	266,682	360,208	153,113	97,868	11,790,903	77.7%				
Program Services	24,000,000	3,397	1,542	1,684,873	1,286,909	1,581,852	2,574,928	30,460	1,336	5,962	626	-	1,004	829,306	4,328,642	6,498,076	10,347	18,839,260	A 78.5%				
Professional Services	1,690,000	172,087	12,779	78,055	49,964	18,845	228,151	607	12,182	48,064	10,040	5	8,041	7,118	39,621	407,806	102,336	1,195,701	70.8%				
Outreach	500,000	37,035	8,853	56,416	46,938	6,001	120,935	405	7,906	31,817	4,366	-	6,485	(1,621)	13,694	62,583	2,899	404,713	80.9%				
Infrastructure/Maintenance & Related Cost	3,075,000	149,555	19,332	159,583	76,322	13,080	227,369	895	17,795	1,270,588	12,257	-	16,669	10,595	17,060	10,070	3,803	2,004,972	65.2%				
IT Cost/Network Expenses	1,400,000	113,184	38,290	242,061	154,701	27,374	170,293	1,818	34,848	162,334	23,512	-	23,040	23,205	30,274	28,274	5,607	1,078,815	77.1%				
Staff Development & Capacity Building	355,000	20,889	4,134	50,227	20,256	2,617	28,288	166	3,505	21,968	1,977	(77)	1,451	1,989	3,356	1,871	42,197	204,815	57.7%				
Indirect Cost (10%)		(2,843,385)	60,374	515,464	360,984	190,307	564,628	3,957	53,142	86,990	14,671	305	14,649	111,754	478,247	345,742	26,667						
EXPENDITURES	46,200,000	(749,091)	666,156	5,842,871	4,054,278	2,184,695	6,207,278	43,584	555,427	2,046,923	163,546	3,351	165,270	1,249,029	5,271,100	7,507,536	291,725	35,519,180	76.9%				
FUNDING DECISIONS	-	-	2,684	(2,552,027)	177,275	3,176,396	(3,430)	(39)	1,511	(2,655)	(729)	(3,351)	(341)	(63,350)	(104,394)	(64)	(26,000)	285,414					
TOTAL BUDGET/EXPENDITURES	35,804,594	(749,091)	668,840	3,290,844	4,231,553	5,361,091	6,203,849	43,545	556,938	2,044,268	162,817	-	164,929	1,185,680	5,166,705	7,507,472	265,725	35,804,594	76.9%				
TOTAL AVAILABLE FUNDS	10,395,406	749,091	63,724	2,276,250	155,347	1,106,494	2,752,809	129,335	295,036	176,328	48,810	25,621	(2,046)	(2,768)	2,594,001	-	(265,726)						
% OF FUNDS EXPENDED BY GRANT	77.5%		91.3%	59.1%	96.5%	82.9%	69.3%	25.2%	65.4%	92.1%	76.9%	0.0%	101.3%	100.2%	66.6%	100.1%	#DIV/0!						
% OF FUNDS EXPENDED (INCLUDING OBLIGATIONS)	83.4%																						
TRAINING OBLIGATIONS	\$	% of Budget																					
Training Expenditures as of 04/30/21	18,839,260	A 78.5%		A- The states mandates that 30% of total WIOA adult and dislocated worker funds are spent in client intensive training activities.																			
Obligations (Training not yet billed by vendors)	2,708,297	11.3%																					
Total Training & Expenditures	21,547,557	89.8%		B - The state mandates that total administrative cost are not to exceed 10% of total cost.																			
												</											

CareerSource Central Florida

Current Year Budget and 2 yr Expenditure Comparison

As of 04/30/21

	CY	PY	\$	%
Funding Sources	Revenue	Revenue	Difference	Difference
Carry In Funds From FY 19 - 20	10,000,000	6,500,000	3,500,000	
FY 20 - 21 Award	41,900,000	26,000,000	15,900,000	
Award Total - Available Funds	51,900,000	32,500,000	19,400,000	
LESS planned Carryover For FY 21 - 22	(5,700,000)	(2,300,000)	(3,400,000)	
Total Available Funds Budgeted	46,200,000	30,200,000	16,000,000	53.0%

	Budget	CY Expenditures	PY Expenditures	\$ Difference	% Difference
Salaries/Benefits	15,180,000	11,790,903	10,699,540	1,091,363	10.2%
Career & Youth Services	24,000,000	18,839,260	7,844,318	10,994,942	140.2%
Professional Fees	1,690,000	1,195,701	434,946	760,756	174.9%
Outreach	500,000	404,713	305,342	99,370	32.5%
Infrastructure/Maintenance & Related Cost	3,075,000	2,004,972	2,234,679	(229,707)	-10.3%
IT Cost/Network Expenses	1,400,000	1,078,815	903,911	174,905	19.3%
Staff Development & Capacity Building	355,000	204,815	245,692	(40,877)	-16.6%
TOTAL EXPENDITURES	46,200,000	35,519,180	22,668,428	12,850,752	56.7%

	BUDGET	CY ACTUAL	PY ACTUAL
ITA %	30.0%	44.7%	48.7%
ADMINISTRATIVE COST %	10.0%	9.3%	9.1%

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REPORTS BY COMMITTEE CHAIR

Executive

Mark Wylie

Audit

Larry Walter

Career Services

Paul Bough

Community Engagement

Jody Wood

Facilities Ad Hoc

Matt Walton

Finance

Eric Ushkowitz

Governance

Richard Sweat

Revenue Diversity Ad Hoc

Eric Jackson

FY 20-21 BOARD ENGAGEMENT: RESULTS THRU 3/31/21

	ENGAGEMENT		NEW
	PARTICIPATE	DEMONSTRATE	CONTRIBUTE
GOAL	90% of Board Membership	80% of Board Membership	70% of Board Membership
KPI	24 Hours per Board Member, per Year	Every Board Member Participates in One Occurrence, per Year	Contribute to Revenue Generation and/or provide In-kind Contribution
Status thru 3-31-21	13 hours average Participated	108% Demonstrated	45% Contributed

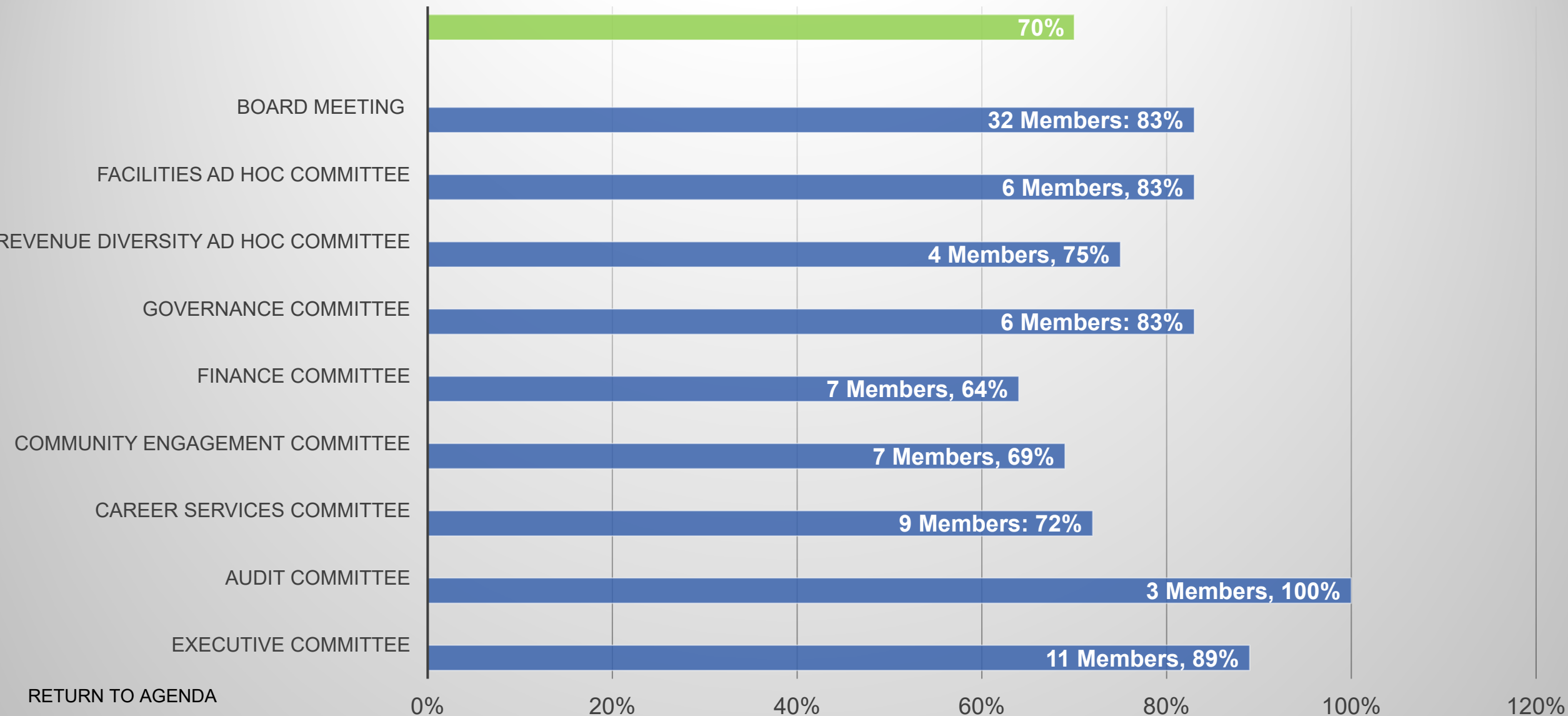
BOARD ENGAGEMENT METRICS – FY 2020-2021

	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 Meetings ▪ Committee Meetings ▪ Board Orientation ▪ Board Conference Travel (NAWB, State Board Meetings) 	<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) ▪ CSCF Miscellaneous Business Activities ▪ Job Shadowing ▪ Center Visits ▪ The Board Source Newsletter 	<ul style="list-style-type: none"> ▪ Annual Contribution (Suggested \$500) ▪ Participation in Fundraising Activities ▪ Contribution of In-Kind Donations ▪ Sponsor Summer Youth Program Intern
KPI	Participate for 24 Hours, Per Year	Participate in One Occurrence, Per Year	Contribute to Revenue Generation and/or provide In-kind Contribution

BOARD ENGAGEMENT: BOARD MEETING PARTICIPATION

FY: 20-21

Actual Overall 7/1/20 thru 3/31/21: 80%



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SENATOR JASON BRODEUR

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THANK YOU!

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