



DRAFT
Board of Directors Meeting & Retreat
Thursday, June 24, 2021, 9:00 a.m.

MINUTES

MEMBERS PRESENT: Mark Wylie, Andrew Albu, Steve Ball, Paul Bough, Kari Conley, Keira des Anges, Wendy Ford, John Gill, Nicole Guillet, John Gyllin, Mark Havard, Jeff Hayward, Eric Jackson, Brooke Morris, Sheri Olson, Kathleen Plinske, David Sprinkle, Jim Sullivan, Jane Trnka, Eric Ushkowitz, Larry Walter, Matt Walton, and Jody Wood

MEMBERS ABSENT: Wendy Brandon, Glen Casel, Diane Culpepper, Bryan Orr, Stella Siracuza, Richard Sweat, Al Trombetta, Sharron Washington, and Christopher Wilson

STAFF PRESENT: Pam Nabors, Mimi Coenen, Leo Alvarez, Lisa Burby, Lesley Harris, Steven Nguyen, Dyana Burke, Nilda Blanco, Gina Ronokarijo, Jason Lietz, Cliff Marvin, Alexis Echeverria, Yaralise Colon, Adlih Trotman-Diaz, Gustavo Henriquez, Sean Masherella, Vanessa Nogueira, and Kaz Kasal

GUESTS PRESENT: Senator Jason Brodeur, Zack Brodersen/ Florida Senate; Commissioner Peggy Choudhry / Osceola County; Commissioner Gary Search / Sumter County; DeAnna Thomas / Lake Technical College; Joseph Richardson / Valencia College; Shawn Hindle / Hanson, Walter & Associates; Manuel Rascon / AdventHealth; Renee Quintanilla / Rollins Crummer Graduate School of Business; Kristen Gray / DCF; Thomas Wilkes / GrayRobinson

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 9:00 am and welcomed attendees. 	
2.	CSCF Spotlight Story <ul style="list-style-type: none"> • Reviewed a video honoring all CSCF staff. 	
3.	Awards Recognition <ul style="list-style-type: none"> • Congratulated Jason Lietz and Youth Services Team for being recognized by Florida Sterling Council for Customer Focused Excellence with the Youth Program. • Congratulated Gina Ronokarijo who was named the “2021 Workforce Professional of the Year” by the National Association of Workforce Development Professionals. 	
4.	Board Recognition <ul style="list-style-type: none"> • The following Board Members were recognized for their service on the CSCF Board, which concludes on 6/30/21: <ul style="list-style-type: none"> – Dr. Diane Culpepper – Dr. Kathleen Plinske – Jane Trnka – Larry Walter – Mark Wylie 	
5.	Roll Call / Establishment of Quorum <ul style="list-style-type: none"> • Ms. Kasal, Executive Coordinator, reported a quorum present. 	

6.	Public Comment <ul style="list-style-type: none"> • None provided. 	
7.	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"> • 4/23/21 Board Meeting Draft Minute. • Proposed 2021-2022 Board-Committee Meeting Schedule • CSCF Policy – Support Services • CSCF Vehicles • One Stop Operator Contract • CSCF Retirement Plan – Employer Contribution • CSCF New Training Providers 	Mr. Walter made a motion to approve all items on the consent agenda. Mr. Hayward seconded; motion passed unanimously.
8.	Action Items <ul style="list-style-type: none"> • Bylaws (Governance) <ul style="list-style-type: none"> – Ms. Nabors, CEO, on behalf of Mr. Sweat, Governance Committee Chair, reported the Governance Committee reviewed and approved the revisions to Bylaws, as redlined (attachment), at its 5/12/21 meeting. The redlined Bylaws were posted on CSCF’s website for 30 days preceding the 6/24/21 Board Meeting. • Slate of Officers (Governance) <ul style="list-style-type: none"> – Reviewed proposed slate of officers (attachment). • FY 2021-2022 Draft Budget (Finance) <ul style="list-style-type: none"> – Reviewed Draft Budget for FY 2021-2022 (attachment). • Southeast Orange County Office – Lease Renewal (Finance) <ul style="list-style-type: none"> – Reviewed recommendation from Finance Committeem under advisory of Facilities Ad Hoc Committee (attachment). 	<p>Mr. Hayward made a motion to approve the amended Bylaws, as presented. Mr. Walton seconded; motion passed unanimously.</p> <p>Mr. Walter made a motion to approve the proposed Slate of Officers, as presented. Mr. Sprinkle seconded; motion passed unanimously.</p> <p>Mr. Ushkowitz made a motion to approve the 2021-2022 Budget, as presented. Mr. Hayward seconded; motion passed unanimously.</p> <p>Mr. Ushkowitz made a motion to approve for 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</p>

	<ul style="list-style-type: none"> • Youth Navigator Contract (Career Services) <ul style="list-style-type: none"> – Reviewed recommendation from Career Services Committee to continue negotiations with top four organizations with highest scores (attachment). • New Training Programs (Career Services) <ul style="list-style-type: none"> – Reviewed recommendation from Career Services Committee to include new training programs to be added to CSCF's Eligible Training Provider List (attachment). 	<p>for staff to request for tenant improvement allowance to make repairs for normal wear and tear. Mr. Albu seconded; motion passed unanimously.</p> <p>Mr. Walton made a motion to approve for CSCF to continue negotiations with four organizations that scored highest during RFQ review: Embrace Families (Community Based Care), Impower; Home Builders Institute; and Stop the Violence and Embrace. Based on negotiations, authorize staff to then identify and contract with any or all of the above named organizations to become CSCF Youth Navigator during the 2021-2022 fiscal year. Ms. Trnka seconded; motion passed unanimously</p> <p>Mr. Havard made a motion to approve the additional training programs, as presented, for inclusion on the CSCF's Eligible Training Provider List for Program Year 2021-2022. Mr. Walton seconded, with Dr. Gyllin and Dr. Plinse abstaining; motion passed unanimously.</p>
9.	<p>Information / Insight</p> <p><u>Chair's Report</u></p> <ul style="list-style-type: none"> • Reminded Board Members to complete their Form 1 Financial Disclosure by 7/1/21. • Relayed Consortium will meet on 6/25/21 to approve 2021-2022 Budget and Board Appointments. The pending new Board Members introduced themselves. <p><u>President's Report</u></p> <ul style="list-style-type: none"> • Ms. Nabors, President/CEO, provided an update on CSCF scorecard and launch of FORTE (Fostering Opioid Recovery Through Training & Employment), the initiative funded via 4-year opioid grant (attachment). 	

- Finance Report

- Mr. Alvarez, CFO, reviewed financials through 4/30/21 (attachment), trending on target at 77.5% expended.

Committee Reports

Executive:

- Mr. Wylie, Executive Committee Chair, stated Committee met on 6/17/21 and approved revised Support Services and Incentive policy, One Stop Operator contract and CSCF vehicle consolidation, which Board approved under consent agenda. The Committee reviewed CSCF updates and committee reports.
- Committee also reviewed CEO's goals for FY 2021-2022 and annual performance for FY 2020-2021. The Committee evaluated and concurred on an overall performance score of 5 (out of 5) for Ms. Nabors' outstanding performance during FY 2020-2021, and approved for Ms. Nabor to receive a merit increase of 5% and incentive increase of 10%, which is in line with CSCF policies and guidelines.

Audit

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

Career Services

Mr. Bough, Career Services Committee Co-Chair, reported on the following:

- Met on 6/11/21.
- Approved to forward to Board, which Board has also approved:
 - New training providers to Eligible Training Providers' list
 - Added training programs to Eligible Training Providers' list
 - Youth Navigator – for staff to negotiate with four top scoring organizations.

Community Engagement:

Ms. Wood, Community Engagement Committee Chair, reported on the following:

- Met on 5/17/21.
- Reviewed strategic communications updates and Summer Youth marketing campaign.
- Reviewed budget this year and next year – expecting flat budget for FY 2021-2022.

- Discussed community engagement survey: questions, distribution options and strategies.
- Reviewed legislative updates.
- Discussed ways to make “About Us” webpage more engaging and visual.

Facilities Ad Hoc Committee

Mr. Walton, Facilities Ad Hoc Committee Chair, reported on the following:

- Met on 6/1/21.
- Reviewed Southeast Orange County Office lease and recommendation forwarded to Finance Committee.

Finance Committee

Mr. Ushkowitz, Finance Committee Co-Chair, reported on the following:

- Met on 6/8/21.
- Reviewed financials through 4/30/21
- Approved lease extension for Southeast Orange County office and increasing employer match on CSCF’s retirement plan, which Board has also approved.
- Approved FY 2021-2022 Draft Budget, which Board has also approved.

Governance

Ms. Nabors, on behalf for Mr. Sweat, Governance Committee Chair, reported on the following:

- Met on 5/17/21.
- Reviewed proposed Board Roster and status of seat renewals and replacements.
- Reviewed and approved Slate of Officers and amended Bylaws, which Board has also approved.
- Reviewed Board Engagement through 3rd quarter (7/1/20 thru 3/31/21). Committee to meet in August to review FY 2020-2021 Board engagement data and make any goal adjustments for FY 2021-2022.

Revenue Diversity Ad Hoc

Mr. Jackson, Revenue Diversity Ad Hoc Committee Chair, reported on the following.

- Met on 6/2/21.
- Reviewed Year-to-date progress.
- Reviewed strategies and goals for Year 3.
- Viewed a demo video provided by Mr. Sweat which gives an overview of the Career Passport app.

9	<p>Insight</p> <ul style="list-style-type: none"> • Senator Jason Brodeur of the Florida Senate greeted the Board and reviewed the following: <ul style="list-style-type: none"> – House Bill 1507 benefits: <ul style="list-style-type: none"> ○ Grading: this will be a good mechanism for regional workforce boards to improve their performance and look more like CSCF, which is doing well. ○ Integration of Department of Economic Opportunity, Department of Children & Families and Department of Education to better serve individuals and businesses in need of these services. ○ Realignment of regional workforce boards to match economic development regions – this might be considered later based on outcomes of these changes. ○ The gauge will be customer-experience focused. • Other Topics Discussed: <ul style="list-style-type: none"> – This coming year legislation will be redistricting maps until consensus is reached between the House and Senate. – Lagging performance indicators: working to provide more real time data. – Economy should improve, but need to provide more opportunities for venture capital especially in the \$500,000 to \$2M range – this will help to attract more businesses to Florida. On the micro level, seeing a lot more new chamber members. – Need to create a “glide path” for ALICE population to gradually come off benefits as they experience a “benefits cliff”. Child care eligibility might be a good place to start as first step. – Economic diversification – QTI (Qualified Targeted Industry) – incentive received on back-end, based on performance. The ask to Senator Brodeur is to bring this back as it is good for industry diversification. – Currently CSCF’s records and meetings pertaining to its cybersecurity plan are considered public-records. The ask to Senator Brodeur is to file legislation allowing for an exemption to the Florida “Sunshine Laws” for cybersecurity plans. 	
9	<p>Other Business None offered.</p>	
10	<p>Adjournment</p>	



Meeting adjourned at 10:59 am.

Respectfully submitted,

Kaz Kasal
Executive Coordinator