

WORKFORCE INVESTMENT CONSORTIUM & BOARD OF DIRECTORS VIRTUAL MEETING

Thursday, June 25, 2020

6/25/20 CONSORTIUM & BOARD VIRTUAL MEETING DETAILS

- Meeting Details
- Meeting Agenda
- Welcome
- CSCF Spotlight
- Board Recognition
- Roll Call
- Public Comment
- Consortium/
Board Items
- Consortium
Adjournment
- Board Consent
Agenda
- Board Info /
Discussion /
Action Items
- Other Business
- Board
Adjournment

What: Consortium & Board of Directors

When: Thursday, June 25, 2020
9:00 a.m. – 11:00 a.m.

Where: Virtual Meeting

Zoom Meeting:

Link: <https://careersourcecf.zoom.us/j/96896818272?pwd=L0xUaXNrS20yenprR1F2ZEx4TDJLdz09>

Dial In: 1 (929) 205-6099

Access Code: 968-9681-8272

Password: 732224



6/25/20 CONSORTIUM/BOARD VIRTUAL MEETING AGENDA

Agenda Item	Topic	Presenter	Action Item
1.	Welcome	Commissioner Campione	
2.	CSCF Spotlight Story	Mimi Coenen	
3.	Board Recognition	Commissioner Campione	
4.	Roll Call / Establishment of Quorum	Kaz Kasal	
5.	Public Comment	Commissioner Campione	
6.	Approval of Minutes – 12/2/19 Consortium Meeting	Commissioner Campione	X
7.	Direct Provider of Workforce Services Extension Request for 2020-2023		
	➤ Board	Mark Wylie	X
	➤ Consortium	Commissioner Campione	X
8	Draft Unified Strategic Plan for 2020-2024		
	➤ Board	Mark Wylie	X
	➤ Consortium	Commissioner Campione	X
9.	Approval of 2020-2021 Budget		
	➤ Board	Mark Wylie	X
	➤ Consortium	Commissioner Campione	X
10.	Approval of Board Appointments		
	➤ Consortium	Commissioner Campione	X
11.	Adjournment of Consortium	Commissioner Campione	

Meeting Details

Meeting Agenda

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CSCF Spotlight

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6/25/20 BOARD VIRTUAL MEETING AGENDA

Agenda Item	Topic	Presenter	Action Item
12.	Consent Agenda A. 5/28/20 Board Teleconference Draft Minutes	Mark Wylie	X
13.	Information / Discussion / Action Items A. Chair's Report B. President's Report 1) Finance Report C. Committee Reports 1) Executive (<i>met on 6/18/20</i>) a) Approval of New Training Providers/ Programs b) Summer Youth Explorer Program 2) Audit (<i>no updates</i>) 3) Career Services (<i>no updates</i>) 4) Community Engagement (<i>met on 5/11/20</i>) 5) Facilities Ad Hoc (<i>met on 6/2/20</i>) 6) Finance (<i>met on 6/9/20</i>) a) CSCF Admin Office Lease Renewal 7) Governance (<i>met on 5/6/20</i>) a) Slate of Officers b) Board Engagement Metrics 8) Revenue Diversity Ad Hoc (<i>met on 6/10/20</i>)	Mark Wylie Pam Nabors Mark Wylie Larry Walter Dr. Kathleen Plinske Jody Wood Matt Walton Eric Ushkowitz Richard Sweat Eric Jackson	X X X X X X X
14.	Other Business		
15.	Adjournment of Board		

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WELCOME



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CSCF SPOTLIGHT STORY

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BOARD RECOGNITION

BOARD RECOGNITION



Congratulations to
Daniel Turlington

Outstanding Service
Recognition

Daniel Turlington
CareerSource Central Florida
Board of Directors
July 1, 2019 – June 30, 2020

Meeting Details

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ROLL CALL / ESTABLISHMENT OF QUORUM

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PUBLIC COMMENT

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CONSORTIUM / BOARD ITEMS





DRAFT
Workforce Investment Consortium Teleconference

Monday, December 2, 2019, 11:30 a.m.

MINUTES

CONSORTIUM MEMBERS PRESENT: Brandon Arrington, Al Butler and Lee Constantine

CONSORTIUM MEMBERS ABSENT: Leslie Campione, Mayor Jerry Demings

STAFF PRESENT: Pam Nabors and Kaz Kasal

GUESTS PRESENT: Andrew Mai / Osceola County

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome <ul style="list-style-type: none"> • Commissioner Constantine called the meeting to order at 11:30 am. 	
2	Roll Call / Establishment of Quorum <ul style="list-style-type: none"> • Ms. Kasal reported a quorum present. 	
3	Public Comment <ul style="list-style-type: none"> • None offered. 	
4	Approval of Minutes <ul style="list-style-type: none"> • 6/20/19 Consortium & Board Meeting (attachment). 	Commissioner Arrington made a motion to approve the minutes from the 6/20/19 Consortium & Board meeting; Commissioner Butler seconded; motion passed unanimously.
5	Appointment of CSCF Board Member <ul style="list-style-type: none"> • Consortium reviewed appointment of Christopher Wilson with Cemex USA, to fill Sumter Business Seat on CSCF Board (attachment). 	Commissioner Butler made a motion to approve the appointment of Christopher Wilson to fill the Sumter County Business Seat on the CSCF Board. Commissioner Arrington seconded; motion passed unanimously.
6	Adjournment of Consortium <ul style="list-style-type: none"> • Consortium adjourned at 11:35 am. 	

Respectfully submitted,

Kaz Kasal
 Executive Coordinator



ACTION ITEM

TO: Central Florida Area Workforce Development Consortium and CareerSource Central Florida (CSCF) Board of Directors

FROM: CSCF Executive Committee

DATE: June 25, 2020

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

PURPOSE:

The purpose of this memo is to request approval of:

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

BACKGROUND ACTION ITEM #1 – Direct Service Provider:

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

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

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

REQUIREMENTS:

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

RECOMMENDED ACTION #1:

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



BACKGROUND ACTION ITEM #2 – CSCF STRATEGIC PLAN:

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

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

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

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

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

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

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

REQUIREMENTS:

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

RECOMMENDED ACTION #2:

CSCF Executive Committee recommends to the Central Florida Area Workforce Development Consortium and CSCF Board of Directors approval of CSCF's Local Strategic Plan for 2020-2024, beginning July 1, 2020 through June 30, 2024.

RETURN TO AGENDA

DRAFT
PROPOSED ANNUAL BUDGET:
JULY 1, 2020 – JUNE 30, 2021

BUDGET OVERVIEW

	<u>FY 2020/2021</u>	<u>FY 2019/2020</u>	<u>DIFFERENCE</u>	<u>%</u>
Reserves from Prior Year	\$7,500,000	\$6,500,000	\$1,000,000	
Current Allocation	\$24,900,000	\$25,200,000	(\$300,000)	
Diversified Revenue	\$1,600,000	\$800,000	\$800,000	
Available Revenue	\$34,000,000	\$32,500,000	\$1,500,000	
Planned Reserves For FY 20 - 21	(\$2,500,000)	(\$2,300,000)	(\$200,000)	
Total Budget	\$31,500,000	\$30,200,000	\$1,300,000	4.3%

DIVERSIFIED REVENUE

UNRESTRICTED REVENUE

REVENUE	BUDGET
Unrestricted Balance As of May 2020	\$ 874,543
Additional Revenue - June 2020	\$ 25,000
*Ticket to Work Projected Revenue (Rounded)	\$ 300,000
TOTAL PROJECTED REVENUE	\$ 1,199,543

EXPENDITURES

Business Service/Community Relations Activities/Incidentals, and Advocacy	\$ 130,000	}
Ticket to Work- Staff and OH Cost (1FTE)	\$ 120,000	
TOTAL PROJECTED EXPENDITURES	\$ 250,000	

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

PROJECTED BALANCE AT 06/30/20 - (ROUNDED) \$ 950,000

RESTRICTED REVENUE

REVENUE	BUDGET
*TOTAL PROJECTED REVENUE	\$ 1,300,000
Funding sources include grants, municipalities, business investments and sponsorships	

* Diversified Revenue

➤ Ticket to Work Projected Revenue + Total Projected Revenue = \$1,600,000



CSCF BUDGET ALLOCATION: FULL YEAR 2020 – 2021

\$31.5M

Budget Allocations	Budget	% of Expenditure
Talent Solutions - Engage the Talent Pool		
Talent Solution Consultants	9,594,543	
Staff Development (CareerSourcers)	355,000	
Career Seekers Support & Incentives	1,000,000	
Facilities, Maintenance & Related Cost	2,106,000	
Total Talent Solutions - Engage the Talent Pool	13,055,543	41.4%
Talent Solutions – Implement Talent Solutions		
Business Consultants	1,574,211	
Training Investment	10,400,000	
Contracted Services	350,000	
Facilities, Maintenance & Related Cost	332,000	
Total Talent Solutions - Implement Talent Solutions	12,656,211	40.2%
Staff Supporting Operations	3,236,246	10.3%
Strategic Communications	450,000	1.4%
Facilities, Maintenance & Related Cost	462,000	1.5%
G&A External Service Delivery Contracts	440,000	1.4%
IT Cost/Network Expenses	1,200,000	3.8%
TOTAL EXPENDITURES	31,500,000	100.0%

TALENT SOLUTIONS	
\$25,711,754	81.6%

GENERAL & ADMIN COST	
\$5,788,246	18.4%



CSCF BUDGET ALLOCATION: YEAR-OVER-YEAR COMPARISON

Budget Allocations

	FY 2020/2021	FY 2019/2020	DIFFERENCE	%
Talent Solutions - Engage the Talent Pool				
Talent Solutions Consultants	9,594,543	9,330,000	264,543	
Staff Development (Career Sourcers)	355,000	355,000	-	
Career Seekers Support & Incentives	1,000,000	500,000	500,000	
Facilities, Maintenance & Related Cost	2,106,000	1,925,874	180,126	
Total Talent Solutions - Engage the Talent Pool	13,055,543	12,110,874	944,669	7.8%
Talent Solutions - Analyze the Business				
Business Consultants	1,574,211	1,545,000	29,211	
Training Investment	10,400,000	10,000,000	400,000	
Contracted Services	350,000	500,000	(150,000)	
Facilities, Maintenance & Related Cost	332,000	369,126	(37,126)	
Total Talent Solutions - Analyze the Business	12,656,211	12,414,126	242,085	2.0%
Staff Supporting Operations	3,236,246	3,180,000	56,246	
Strategic Communications	450,000	450,000	-	
Facilities, Maintenance & Related Cost	462,000	405,000	57,000	
G&A External Service Delivery Contracts	440,000	440,000	-	
IT Cost/Network Expenses	1,200,000	1,200,000	-	
TOTAL EXPENDITURES	31,500,000	30,200,000	1,300,000	4.3%

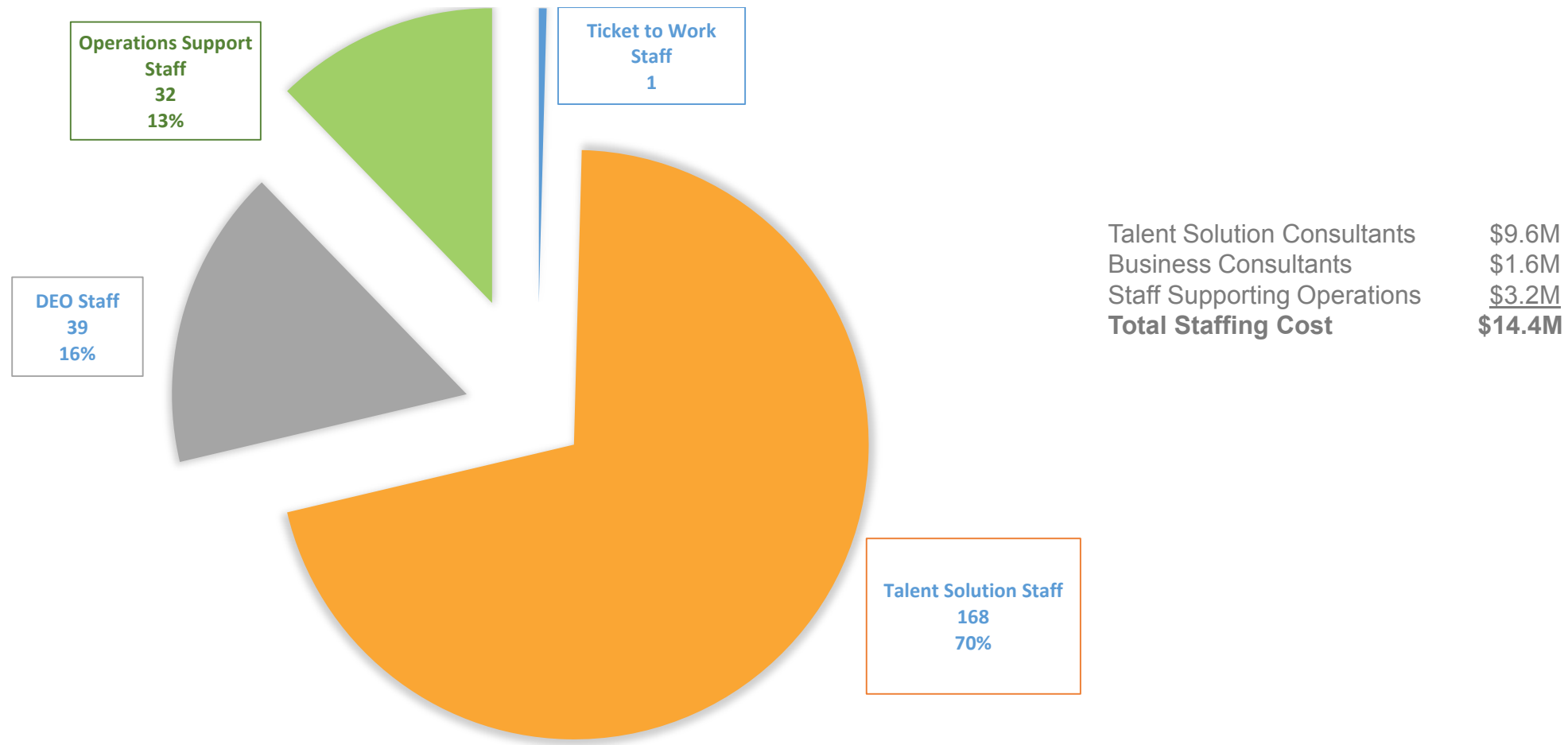
TALENT SOLUTIONS COST	
FY 2019/2020	FY 2019/2020
\$ 24,125,000	\$ 24,525,000
81.6%	81.2%

GENERAL & ADMIN COST	
FY 2019/2020	FY 2019/2020
\$ 5,375,000	\$ 5,675,000
18.4%	18.8%



CSCF STAFF BREAKDOWN

\$14.4M

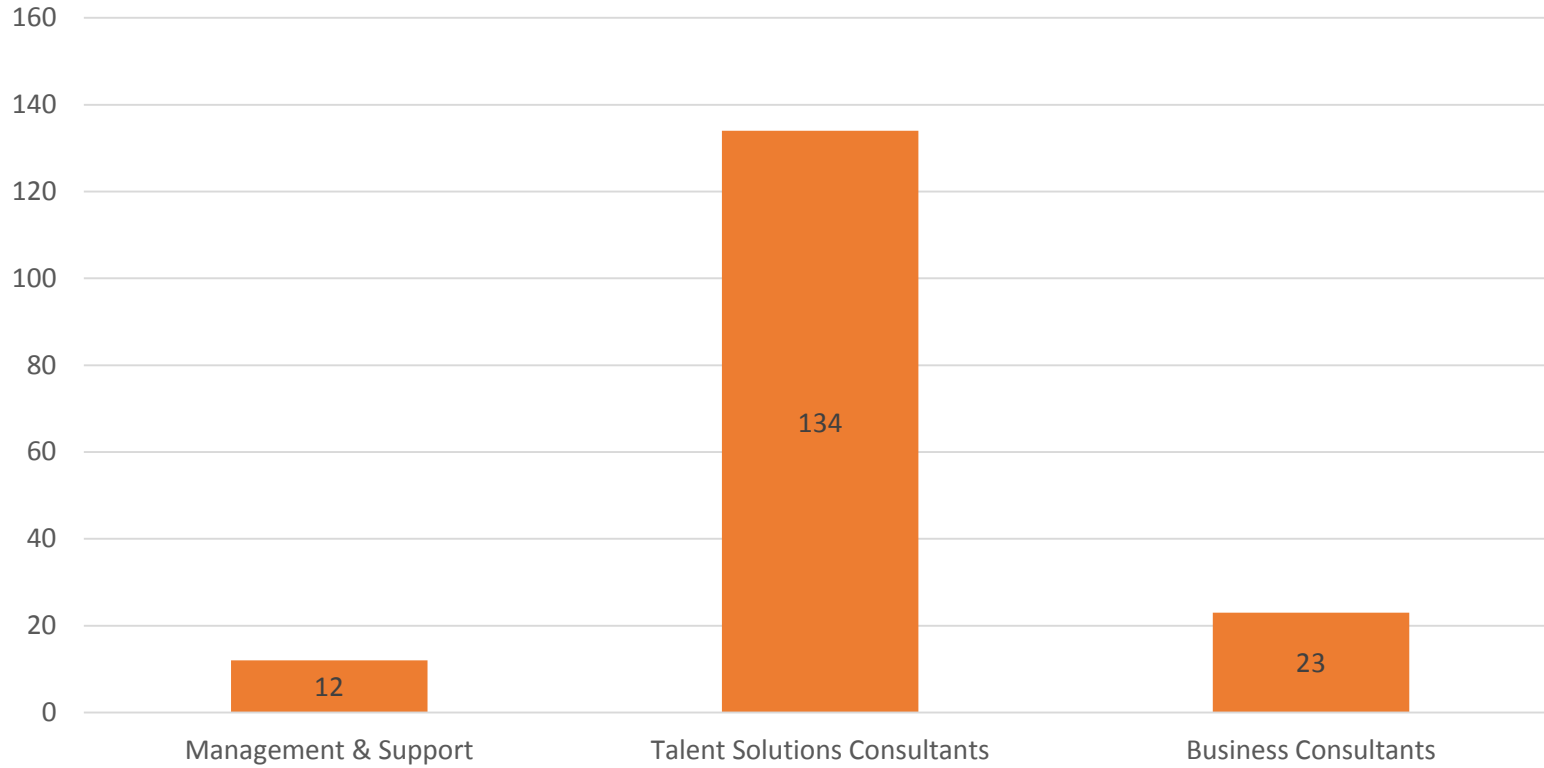


- Proposed Budget for Salaries Reflects a 3% Merit Increase
- Total Amount Awarded for Merits Will Not Exceed 3% of Salaries
- Merit Increases are Awarded Based Upon Achievement of Annual Performance Goals

CSCF STAFF & SALARY COMPARISON

	<u>FY 2020/2021</u>	<u>FY 2019/2020</u>	<u>FY 2018/2019</u>
TOTAL STAFF	201	195	198
TALENT SOLUTIONS	169	165	169
STAFF SUPPORTING OPERATIONS	32	30	29
DEO	39	39	39
TOTAL SALARIES	\$ 14,406,000	\$ 14,055,000	\$ 13,378,000
BUDGET	\$ 31,500,000	\$ 30,200,000	\$ 31,200,000
% OF SALARIES TO TOTAL BUDGET	46%	46%	43%

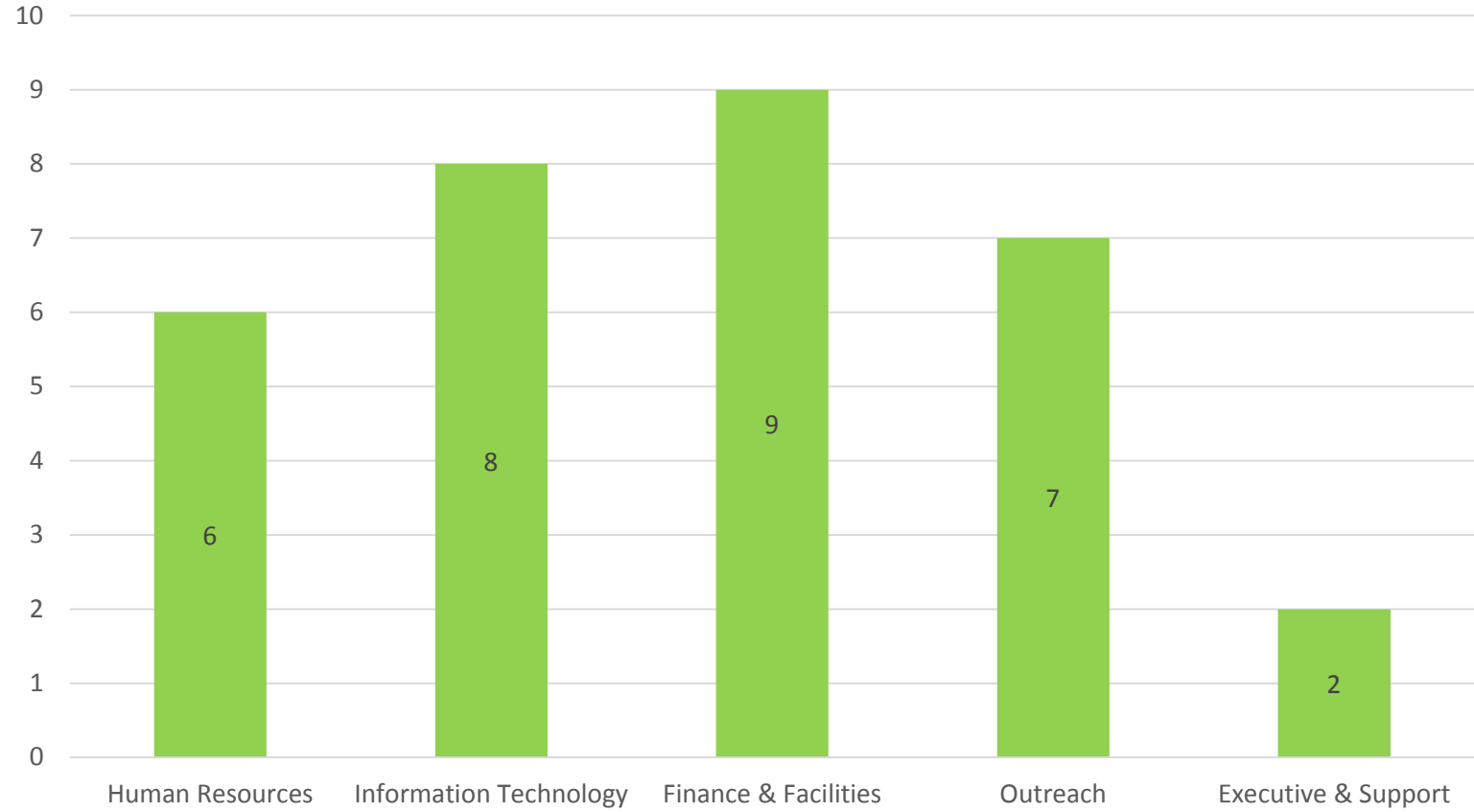
CSCF STAFF BLEND - OPERATIONS



\$11.2M Talent Solutions Delivery
169 FTEs



CSCF STAFF BLEND – G&A

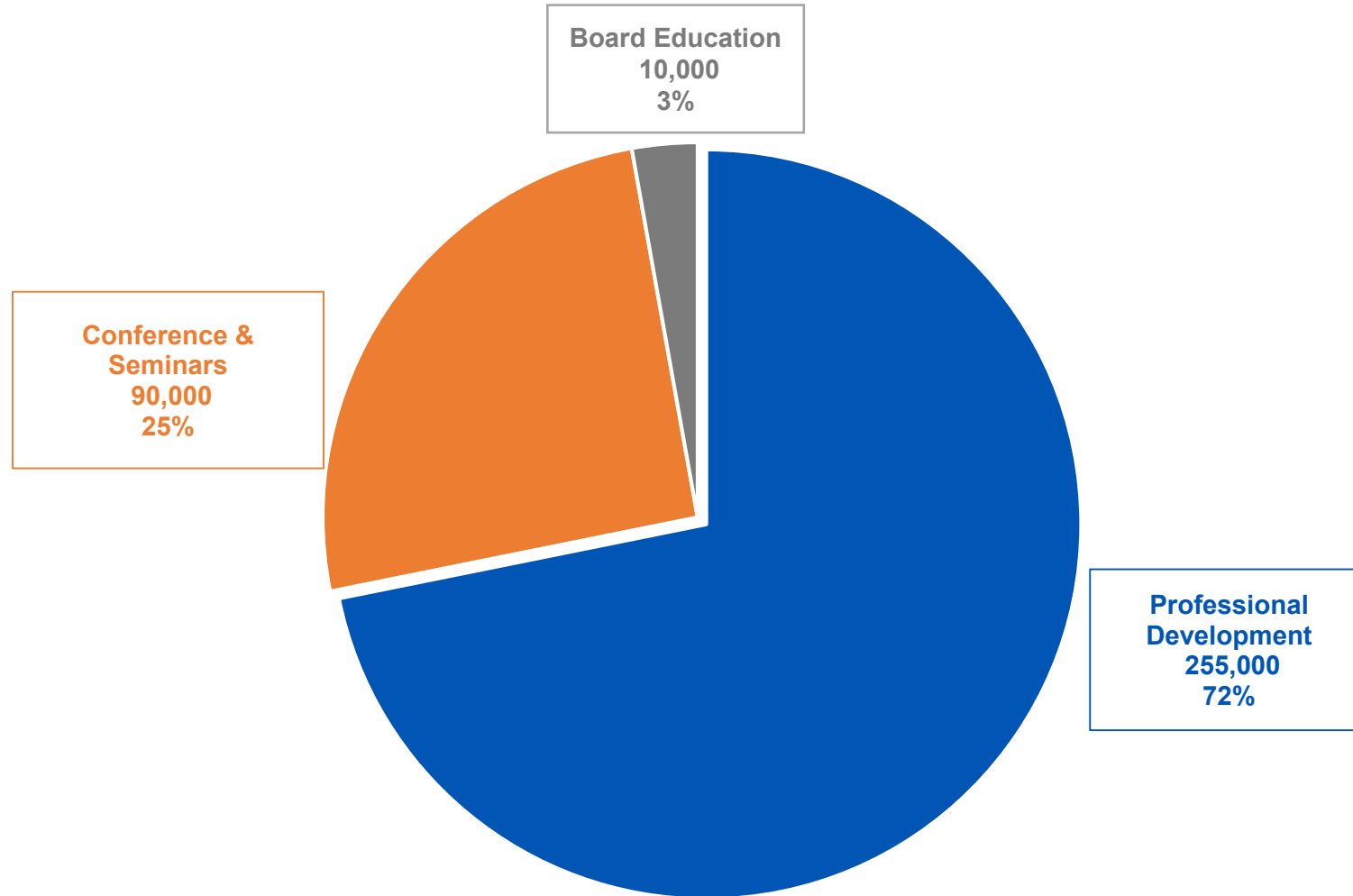


\$3.2M General & Administrative
32 FTEs



CSCF STAFF TRAINING & DEVELOPMENT (CAREERSOURCERS)

\$355K



CSCF TRAINING & DEVELOPMENT

Create CareerSourcers Culture

Goal

Align Training & Development Priorities to Key CSCF Values

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

Key Performance Outcomes

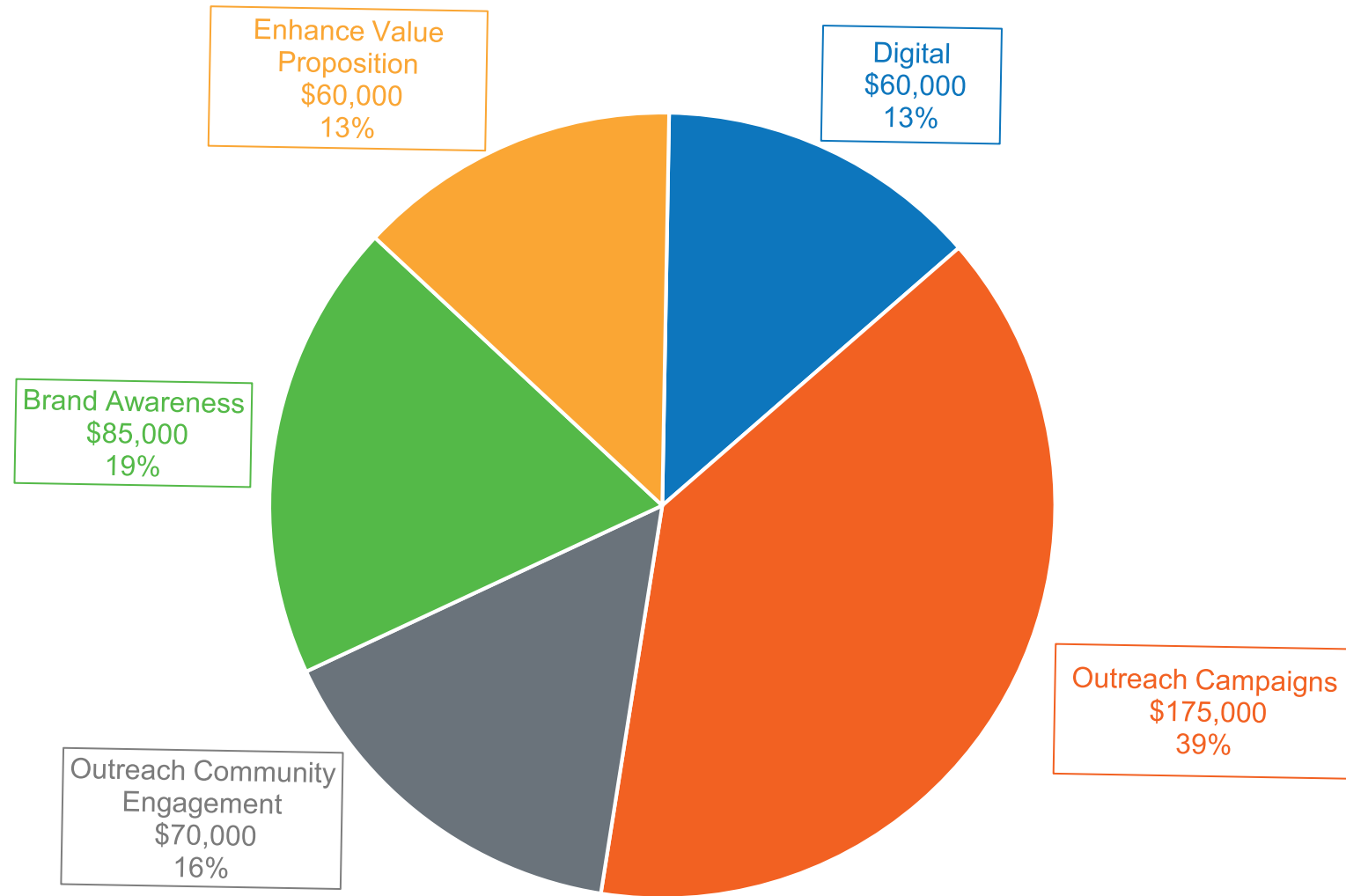
- ✓ Improve Job Performance and Ensure Compliance
- ✓ Talented and Effective Leaders
- ✓ Elevate Emotional Intelligence and Increase Adoption of “CareerSourcer” Attributes
- ✓ Ensure New CSCF Staff are Acclimated into Culture Effectively



Training & Development Priorities

STRATEGIC COMMUNICATIONS BUDGET

\$450K



STRATEGIC COMMUNICATIONS STRATEGY

- **ENGAGE THE TALENT POOL**

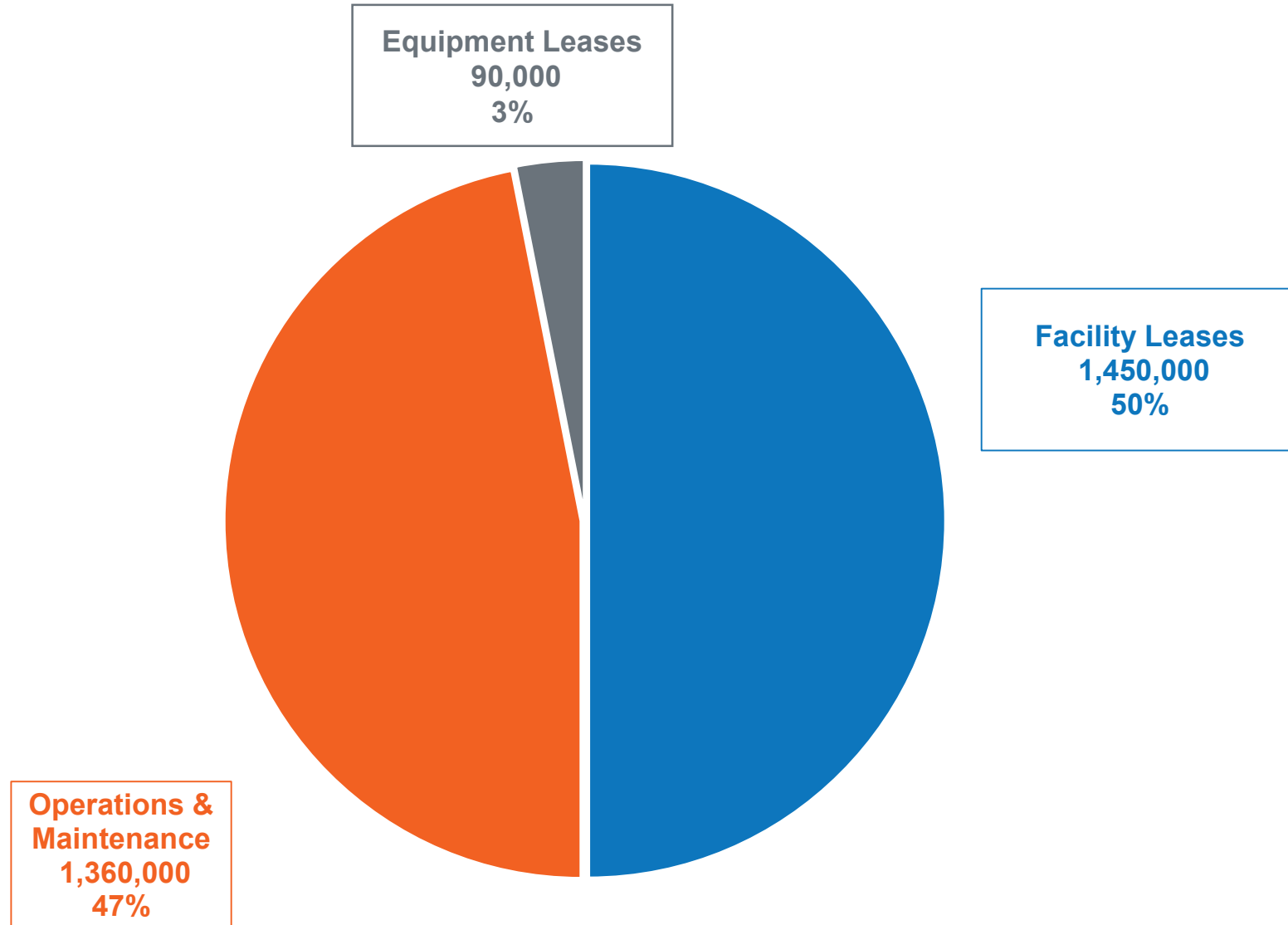
- Drive Awareness and Engagement of CSCF Talent Solutions to Employees and Customers Before, During and After Interactions through:
 - Email Marketing
 - Social Media Engagement
 - Marketing Campaigns
 - Public Relations
 - Internal Communications

- **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

FACILITIES, MAINTENANCE & RELATED COSTS

\$2.9M



FACILITIES

(1) Lake (Lake Sumter SC)	
Total Square Foot	11,669
Annual Rental Cost	\$159,927
Expiration Date	5/31/2023

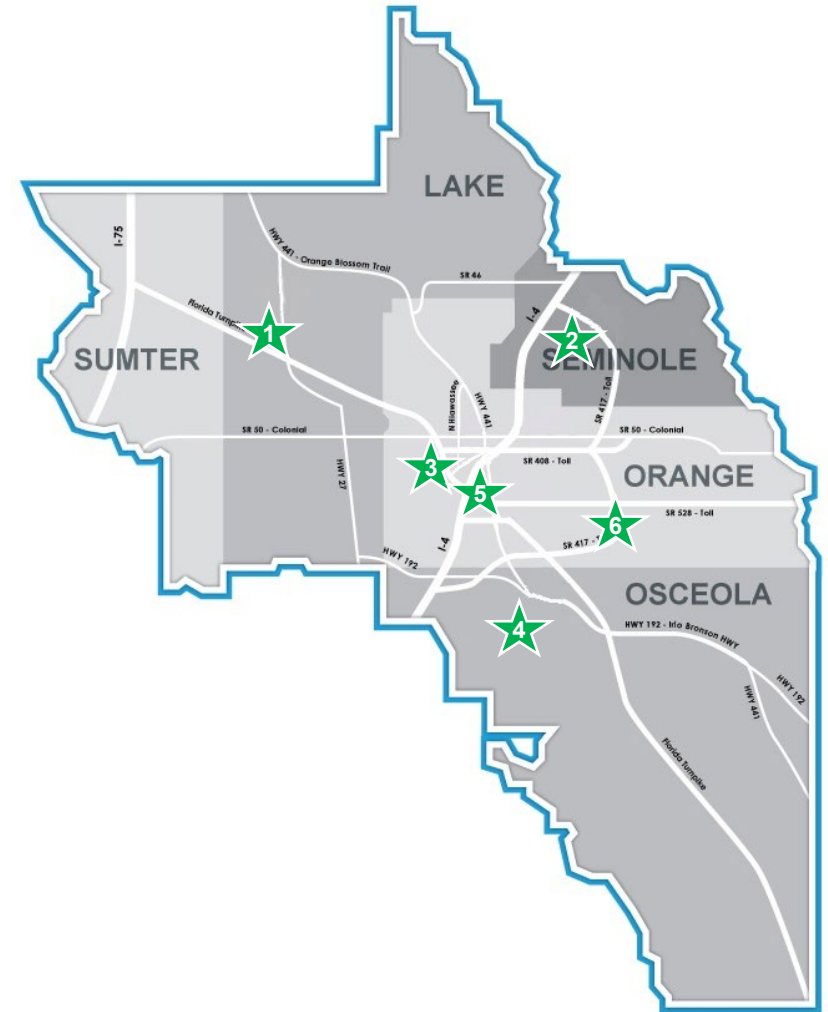
(2) Seminole	
Total Square Foot	10,031
Annual Rental Cost	\$146,796
Expiration Date	4/30/2021

(3) West Orange	
Total Square Foot	12,000
Annual Rental Cost	\$304,692
Expiration Date	07/31/2025

(4) Osceola	
Total Square Foot	12,731
Annual Rental Cost	\$197,334
Expiration Date	12/31/2029

(5) Administration	
Total Square Foot	14,932
Annual Rental Cost	\$331,720
Expiration Date	4/30/2021

(6) Southeast Orange	
Total Square Foot	12,363
Annual Rental Cost	\$218,700
Expiration Date	9/30/2021



Rent / Related cost for maintaining locations represents approximately 9.2% of total rent

G&A CONTRACTED SERVICES

\$440K

Accounting / External Monitoring \$200K

- External Financial Audit Fees and Third-party Financial Monitoring

Human Resources \$140K

- Benefit Broker Fees, Third-party Payroll Services and Recruitment Tools

Legal \$50K

- General Counsel Fees and Employment Law Support

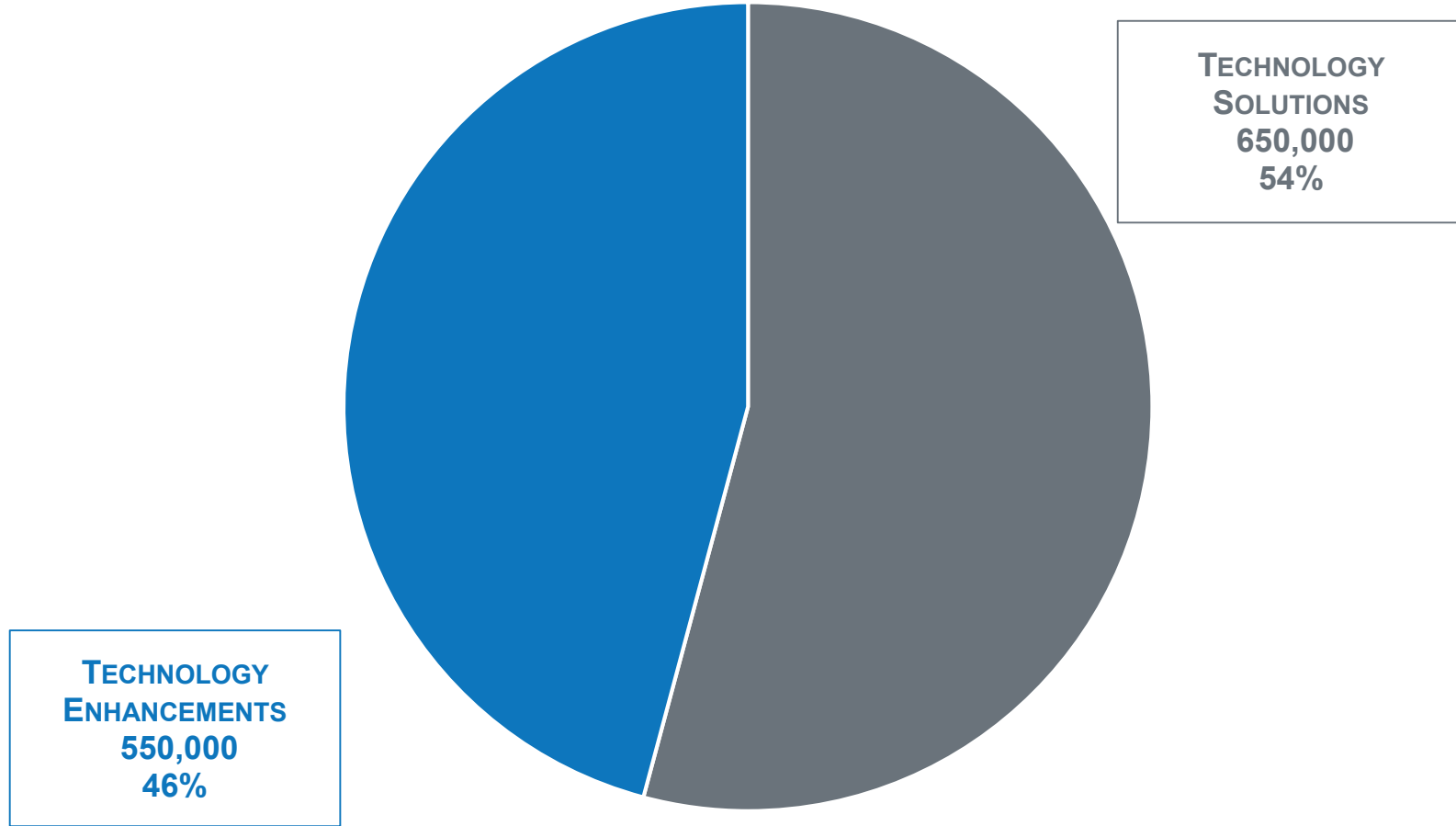
Sterling Application \$50K

- Sterling Consulting



INFORMATION TECHNOLOGY COST / NETWORK EXPENSES

\$1.2M



INFORMATION TECHNOLOGY STRATEGY

- **DRIVE BEST-IN-CLASS TECHNOLOGY SOLUTIONS**

- Expand CSCF's Technology Portfolio to Enhance Digital Solutions that Inform and Engage Internal and External Audiences
- Develop and Advance Customer Relationship Management, Human Resource Information Systems, and Enterprise Resource Planning Solutions.
- Improve and Enhance Cloud-based and Mobile Technology Solutions for Virtual Service Delivery

- **DELIVER TECHNOLOGY ENHANCEMENTS**

- Upgrade Computers and mobile devices Utilized at Career Centers to Create New Career Seeker Experiences
- Expand Virtual Communication Platforms for Staff and Customer Use
- Upgrade CSCF Network Infrastructure with Modern High-performing and Secure Platforms to Meet Next Generation Technology Requirements

SUMMARY & BUDGET ASSUMPTIONS

- Fiscal Responsibility
 - Total Funding Revenue \$31.5M; Year-over-Year \$1.3M or 4.3% increase
 - 81.6% Earmarked to Deliver Talent Solutions; 18.4% 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 10% of current cost based on market rate, and will not impact 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%.
- Future Potential Budget Adjustments
 - CareerSource Central Florida has applied for additional funding in response to COVID19:
 - Orange County Government - \$7M
 - Department of Economic Opportunity - \$5M

Thank you!

[RETURN TO AGENDA](#)



Seats Renewing
 Seat Replacement
 New Seat

TOTAL NUMBER OF ACTIVE BOARD MEMBERS: 31
 NUMBER OF VACANCIES: 1
 EFFECTIVE DATE: 7/1/20

PROPOSED:
 REGIONAL WORKFORCE BOARD (RWB) MEMBERSHIP
 REGION NAME: Central Florida Regional Workforce Development Board, d/b/a/ CareerSource Central Florida REGION NUMBER: 12

NAME OF RWB MEMBER	AREAS (S) OF REPRESENTATION	COUNTY LOCATION	ORGANIZATION	PERIOD OF APPOINTMENT
Albu, Andrew	BU	Orange	Albu & Associates	7/1/18 - 6/30/21
Ball, Steve	BU	Orange	Holland & Knight	7/1/20 - 6/30/23
Bough, Paul	BU	Orange	Berkeley Research Group	7/1/19 - 6/30/22
Brandon, Wendy	BU	Orange	UCF Lake Nona Medical Center	7/1/19 - 6/30/22
Havard, Mark	BU	Orange	Hyatt Regency Orlando	7/1/19 - 6/30/22
Alancastro, Orlando	BU	Orange	Orlando Utilities Commission	7/1/19 - 6/30/22
Jackson, Eric	BU <i>Small Business</i>	Orange	Total Roof Services Corp.	7/1/20 - 6/30/23
Wood, Jody	BU	Orange	Walt Disney Parks & Resorts	7/1/19 - 6/30/22
Olson, Sheri	BU	Lake	South Lake Hospital	7/1/18 - 6/30/21
Orr, Brian	BU	Lake	Kalos Service, Inc.	7/1/19 - 6/30/22
Sprinkle, David	BU	Seminole	Veritas Recruiting Group, LLC	7/1/18 - 6/30/21
Sweat, Richard	BU <i>Small Business</i>	Seminole	.decimal	7/1/19 - 6/30/22
Walton, Matt	BU	Seminole	MiGre Engineers, LLC	7/1/18 - 6/30/21
Walter, Larry	BU	Osceola	Hanson, Walter & Associates, Inc.	7/1/18 - 6/30/21
Wilson, Christopher	BU	Sumter	Cemex	12/2/19 - 6/30/22
Wylie, Mark	BU	Osceola	Central Florida Chapter Associated Builders and Contractors, Inc.	7/1/20 - 6/30/23
New Seat	BU	Osceola		
Brooke Morris	BU	Sumter	CenterState Bank	7/1/20 - 6/30/23

NAME OF RWB MEMBER	AREAS (S) OF REPRESENTATION	COUNTY LOCATION	ORGANIZATION	PERIOD OF APPOINTMENT
Casel, Glen	WOY (CBO representing Youth)	Multi-county	Embrace Families (formerly Community Based Care of Central Florida)	7/1/19 – 6/30/22
Culpepper, Diane	ETPA	Multi-county	Lake Technical College	7/1/19 – 6/30/22
Des Anges, Kiera	GRVRD	Multi-county	Division of Vocational Rehabilitation, Florida Department of Education	7/1/18 – 6/30/21
Ford, Wendy	CBO	Osceola	Osceola County on Aging	7/1/19 – 6/30/22
Gill, John	WOD (CBO representing Individuals & Disabilities)	Multi-county	Quest, Inc.	7/1/19 – 6/30/22
Guillet, Nicole	GREED	Seminole	Seminole County Government	7/1/20 – 6/30/23
Gyllin, John	ETPA	Seminole	Seminole State College	7/1/18 – 6/30/21
Hayward, Jeff	WOD/WOV (CBO representing Disabilities/Veterans)	Multi-county	Heart of Florida United Way	7/1/20 – 6/30/23
Plinske, Kathleen	ETPC	Multi-county	Valencia College	7/1/18 – 6/30/21
Sullivan, Jim	WOLO/WOJ	Multi-county	Central Florida Electrical Joint Apprenticeship & Training Committee (J.A.T.C.) / Central Florida AFL-CIO	7/1/20 – 6/30/23
Trnka, Jane	ETPC	Multi-county	Rollins Crummer Graduate School of Business	7/1/19 – 6/30/22
Trombetta, Al	WOLO/WOJ	Multi-county	International Union of Painters & Allied Trades, Florida Finishing Trades (IUPAT DC 78)	7/1/20 – 6/30/23
Ushkowitz, Eric	GREED	Orange	Orange County Government	7/1/18 – 6/30/21
Washington, Sharron	GRO	Multi-county	Florida Department of Children & Families	7/1/19 – 6/30/22

Key Codes:

Areas of Representation:

- BU – Business (17 Seats)
- WOLO – Workforce-Labor Organization
- WOJ – Workforce-Joint labor-management Apprenticeship Program
- WOD – Workforce-Community-based Organizations representing Individuals with Disabilities (optional)
- WOV – Workforce-Community-based Organizations representing Veterans (optional)
- WOY – Workforce-Community-based Organizations representing Youth (optional)
- ETPA – Education and Training Provider-Adult Education and Literacy
- ETPC – Education and Training Provider-Institution of Higher Education
- ETPO – Education and Training Provider-Other Providers (optional)
- GREED – Government Representative-Economic Development
- GRES – Government Representative-Employment Service
- GRVRD – Government Representative-Vocational Rehabilitation
- GRO – Government Representative-Other (optional) **CareerSource Central Florida operates the Wagner Peyser (GRO) function
- OTHER – Other (please specific group/program being represented) (optional)



June 18, 2020

Ms. Pamela Nabors, President/CEO
 CareerSource Central Florida
 390 North Orange Avenue, Suite 700
 Orlando, FL 32801

Dear Ms. Nabors:

I recommend the appointments and re-appointments of the following individuals for a three-year term (7/1/20 – 6/30/23) on the CareerSource Central Florida Board of Directors.

Appointments *(see attached nomination letters):*

Public Sector Seats representing Central Florida Region:

- Ms. Nicole Guillet, Seminole County, FL (Government Representative – Economic Development – GRED)
- Mr. Jim Sullivan, Central Florida Electrical Joint Apprenticeship & Training Committee / Central Florida AFL-CIO (Workforce-Labor Organizations – WOLO and Workforce-Joint Labor Management Apprenticeship Program - WOJ)

Private Sector Seats:

Representing Orange County:

- Mr. Eric Jackson, Total Roof Services Corp.

Representing Osceola County:

- Mr. Mark Wylie, Central Florida Chapter Associated Builders and Contractors, Inc.

Representing Sumter County:

- Brooke Morris, CenterState Bank

BOARD OF COUNTY COMMISSIONERS' OFFICE
 P.O. BOX 7800 • 315 W. MAIN ST. • SUITE 316 • TAVARES, FL 32778 • P 352.343.9850 • F 352.343.9495
 Board of County Commissioners • www.lakecountyfl.gov

CareerSource Central Florida Appointment Letter
June 18, 2020
Page 2

Re-Appointments (*nomination letters not required*):

Private Sector Seats:

Representing Orange County:

- Mr. Steve Ball, Holland & Knight

Public Sector Seats representing the Central Florida Region:

- Mr. Jeff Hayward, Heart of Florida United Way – (Workforce-Community-based Organizations representing Individuals with Disabilities and Veterans – WOD and WOV)
- Mr. Al Trombetta, International Union of Painters and Allied Trades, Florida Finishing Trades – (Workforce-Labor Organizations – WOLO and Workforce-Joint Labor Management Apprenticeship Program - WOJ)

If you have any questions, please feel free to contact me.

Sincerely,



Leslie Campione, Chairman
Commissioner, District 4

cc: Melanie Marsh, Lake County Attorney
Brandon Matulka, Director, Lake County's Agency for Economic Prosperity

BOARD OF COUNTY COMMISSIONERS



May 12, 2020

The Honorable Commissioner Leslie Campione
Chair, Lake County Board of County Commissioners &
Chair, Central Florida Area Workforce Development Consortium
P.O. Box 7800
Tavares, FL 32778

Dear Commissioner Campione:

Seminole County, Florida is pleased to nominate Ms. Nicole Guillet to continue serving in the public seat representing Government Representative – Economic Development (GRED) on the CareerSource Central Florida Board of Directors.

Ms. Guillet serves as County Manager for Seminole County, FL and we are proud to recommend this individual for consideration.

Please let me know if you have any questions or need further information.

Regards,

Chairman Jay Zembower

A handwritten signature in black ink, appearing to read "Jay Zembower", with a long horizontal line extending to the right.

Cc: Melanie Marsh, Lake County Attorney
Pamela Nabors, President/CEO, CareerSource Central Florida



Central Florida AFL-CIO

Lake, Orange, Osceola, and Seminole Counties

P.O. Box 560779, Orlando, FL 32856

Phone:407-857-7317 Fax: 407-851-6607

April 20, 2020

The Honorable Commissioner Leslie Campione
Chair, Lake County Board of County Commissioners &
Chair, Central Florida Area Workforce Development Consortium
P.O. Box 7800
Tavares, FL 32778

Dear Commissioner Campione:

The Central Florida AFL-CIO is pleased to nominate Mr. Jim Sullivan to continue serving in the public seat representing Workforce-Labor Organization (WOLO) and Workforce-Joint Labor Management Apprenticeship (WOJ) on the CareerSource Central Florida Board of Directors.

Mr. Sullivan serves as Training Director at Central Florida Electrical Joint Apprentice & Training Committee and we are proud to recommend this individual for consideration.

Please let me know if you have any questions or need further information.

Regards,

A handwritten signature in blue ink, appearing to read "Eric Clinton".

Eric Clinton
President

Cc: Melanie Marsh, Lake County Attorney
Pamela Nabors, President/CEO, CareerSource Central Florida

April 17, 2020

The Honorable Mayor Jerry Demings
Orange County Government Florida
201 S. Rosalind Ave.
Orlando, FL 32801

Dear Mayor Demings:

Orlando Economic Partnership is pleased to nominate Mr. Eric Jackson to continue serving in the Business - Orange County seat on the CareerSource Central Florida Board of Directors.

Mr. Jackson is President & CEO of Total Roof Services Corp. We are proud to recommend him for consideration.

Please let me know if you have any questions or need further information.

Regards,



Tim Giuliani
President and CEO
Orlando Economic Partnership





**Central
Florida**

2020 BOARD OF DIRECTORS

OFFICERS

Ben Goodin | Chair
Baker Concrete Construction, Inc.

Michael Parks | Chair-elect
Hoar Construction, LLC

Roy L. Burkett | Vice Chair & Secretary
S.I. Goldman Company, Inc.

Chris Evans | Vice Chair
Brasfield & Gorrie, LLC

Thomas Wert | Vice Chair
Dean Mead Attorneys at Law

Brian Prebenda | Immediate Past Chair
Balfour Beatty

2020 BOARD ADVISORS

Ray Bastin, CPA | Treasurer
WithumSmith+Brown, PC

Michael C. Sasso | General Counsel
Sasso and Sasso, P.A.

2020 DIRECTORS

Jason Albu
Albu & Associates, Inc.

Bryan Boykin
DPR Construction

Charles Bracco
Modern Plumbing Industries, Inc.

Juan Garcia
PCL Construction Services, Inc.

Derek Gregg
Robins & Morton

Julie Holmes, P.E.
JK2 Scenic

C. L. Janeski
Tri-City Electrical Contractors, Inc.

Michael Jordan
Universal Forming, Inc.

Travis Kolbjornsen, LEED AP
Barton Malow Company

Earl Lomas
(Osceola County Representative)
Terry's Electric, Inc.

David Schultz
CEMEX

Debbie Rodriguez
Quality Labor Management, LLC

Scott Scruby
Sunbelt Rentals

Jonathan Sheppard LEED AP ID&C
Austin Commercial, LP

Noble Thomas
Bright Future Electric, LLC

Carlos Velasco
Acousti Engineering Co. of FL

Matthew Walton
MiGre Engineers, LLC

PRESIDENT & CEO

Mark P. Wylie
mwylie@abccentralflorida.org
Direct: 407-398-1272

April 16, 2020

The Honorable Commissioner Viviana Janer
Chairwoman, Osceola County Board of County Commissioners
1 Courthouse Square
Suite 4700
Kissimmee, FL 34741

Dear Commissioner Janer:

Associated Builders and Contractors, Inc. (ABC) is pleased to nominate Mark P. Wylie to continue to serve in the business seat representing Osceola County on the CareerSource Central Florida Board of Directors.

Mr. Wylie serves as President and CEO of ABC. We are proud to recommend him for your consideration.

Please let me know if you have any questions or need further information.

Regards,

Ben Goodin
2020 Board Chair

Cc: Commissioner Leslie Campione, Lake County, & Chair of Central Florida Area Workforce Development. Consortium
Melanie Marsh, Lake County Attorney
Commissioner Brandon Arrington, Osceola County
Andrew Mai, Osceola County Attorney
Pamela Nabors, President/CEO, CareerSource Central Florida



May 12, 2020

Mr. Mark Wylie
654 Cayuga Drive
Winter Springs, FL 32708


Dear Mr. Wylie:

It gives me great pleasure to inform you that at our May 11, 2020 Board of County Commission meeting, the Osceola Board of County Commissioners Re-appointed you to the CareerSource Central Florida Board of Directors. Your new three-year term of office is effective for the period of July 1, 2020, through June 30, 2023.

Recording Secretary, Ms. Kaz Kasal will be contacting you with information regarding the Board. Should you have any questions or need further assistance, please contact Ms. Kasal at 407-531-1222.

Sincerely,

BOARD OF COUNTY COMMISSIONERS


Viviana Janer
Chairwoman

VJ/lcb

cc: Pamela Nabors, President and Chief Executive Officer
Kaz Kasal, Recording Secretary

**BOARD
OF
COUNTY
COMMISSIONERS**
407-742-2000

District I
Peggy Choudhry

District II
Viviana Janer
Chair

District III
Brandon Arrington

District IV
Cheryl Grieb
Vice Chair

District V
Fred Hawkins, Jr.

Osceola County

1 Courthouse Square • Suite 4700 • Kissimmee, Florida 34741
407-742-2000



05/20/2020

The Honorable Commissioner Steve Printz
Chair, Sumter County Board of County Commissioners
7375 Powell Drive
Wildwood, FL 34785

Dear Commissioner Printz:

CenterState Bank, N.A. is pleased to nominate Brooke A. Morris to serve in the business seat representing Sumter County on the CareerSource Central Florida Board of Directors.

Brooke A. Morris serves as Vice President and Regional Retail Manager for the North Central Region and we are proud to recommend this individual for consideration.

Please let me know if you have any questions or need further information.

Regards,

A handwritten signature in black ink, appearing to read 'Timothy Pierson', written over a horizontal line.

Timothy Pierson, E.V.P.
Regional President

Cc: Commissioner Leslie Campione, Lake County, and Chair of Central Florida Area Workforce Development Consortium
Melanie Marsh, Lake County Attorney
Bradley Arnold, Sumter County Administrator
Jennifer Ray, Sumter County Attorney
Pamela Nabors, President/CEO, CareerSource Central Florida

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: Vacancy for Sumter County Private Sector Representative to CareerSource Central Florida Board of Directors- One Application (Board's Option).

REQUESTED ACTION: Board's Option

Meeting Type: Regular Meeting **DATE OF MEETING:** 6/9/2020

CONTRACT: N/A Vendor/Entity: CareerSource Central Florida
Effective Date: 07/01/2020 Termination Date: 06/30/2023
Managing Division / Dept: **Administrative Services**

BUDGET IMPACT:
FUNDING SOURCE: _____
Type: N/A **EXPENDITURE ACCOUNT:** _____

HISTORY/FACTS/ISSUES:

On November 24, 2015, the Sumter Board of County Commissioner (BOCC) approved the Central Florida Area Workforce Development Consortium Interlocal Agreement. The agreement outlines the appointment of private sector representatives for the counties to the Local Workforce Development Board by the Consortium.

Members of the private sector shall be appointed by Consortium members of their respective Counties and announced at Consortium meeting by the appointing member. The appointment of private sector members shall not be subject to approval or removal by the remainder of the members of the Consortium.

Reappointment for an additional three-year term shall be automatic so long as the duly appointed board member is in good standing, the seat on the Board continues to exist, and the Board member wishes to serve another term.

Board of Directors- 1 vacancy July 1, 2020 – June 30, 2023

Application received from Brooke Morris

Prepared by: Charlene Pittman Grammarly Check

APPROVED

Brooke Morris
Appointed.

June 9, 2020

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Board Items**

**Consortium
Adjournment**

**Board Consent
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**Board Info /
Discussion /
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ADJOURNMENT OF CONSORTIUM



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Adjournment**

BOARD CONSENT AGENDA





DRAFT
Board of Directors Meeting

Thursday, May 28, 2020, 8:30 a.m.

MINUTES

MEMBERS PRESENT: Mark Wylie, Orlando Alancastro, Andrew Albu, Paul Bough, Wendy Brandon, Keira des Anges, Wendy Ford, Nicole Guillet, John Gyllin, Mark Havard, Jeff Hayward, Sheri Olson, Bryan Orr, Jim Sullivan, Richard Sweat, Jane Trnka, Eric Ushkowitz, Larry Walter, Matt Walton and Sharron Washington

MEMBERS ABSENT: Steve Ball, Glen Casel, Diane Culpepper, John Gill, Eric Jackson, Kathleen Plinske, David Sprinkle, Al Trombetta, Daniel Turlington, Christopher Wilson, and Jody Wood

STAFF PRESENT: Pam Nabors, Mimi Coenen, Leo Alvarez, Lisa Burby, Dyana Burke, Steven Nguyen, Nilda Blanco, Cliff Marvin, Michelle Tincher, Jason Lietz, Carla Sosa, and Kaz Kasal

GUESTS PRESENT: Thomas Wilkes, Heather Ramos / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	<p>Welcome</p> <ul style="list-style-type: none"> Mr. Wylie, Board Chair, called meeting to order at 8:34 am and welcomed attendees. 	
2	<p>Roll Call / Establishment of Quorum</p> <ul style="list-style-type: none"> Ms. Kasal, Executive Coordinator, reported a quorum present. 	
3	<p>Public Comment</p> <ul style="list-style-type: none"> None offered. 	
4	<p>Consent Agenda</p> <ul style="list-style-type: none"> Mr. Wylie asked 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 4/30/20 Board Meeting 	<p>Mr. Walter made a motion to approve all items on the consent agenda. Mr. Alancastro seconded; motion passed unanimously.</p>
5	<p>Information / Action Items</p> <p><u>Spotlight Story</u> Viewed video clip from Andrea Martinez, a Youth program participant who thanked CSCF for their support getting her into the medical assistant program at Winter Park Orange Technical College.</p> <p><u>CSCF Reopening Plan</u> Reviewed CSCF's activities and safety-focused reopening plans in reponse to ongoing COVID-19 crisis (attachment), covering following key areas:</p> <ul style="list-style-type: none"> Unemployment impact per county. 	



	<ul style="list-style-type: none"> • Overview of CSCF's virtual service delivery activities that have supported those individuals and businesses impacted by COVID-19. • CSCF support to DEO on reemployment application process. • Overview of phased approach and projected timeline. <ul style="list-style-type: none"> – Phase 2 (medium human interaction) beginning on 6/1/20 with reopening of Lake, Southeast Orange, Seminole centers and Admin office. • Overview of safety protocols implemented and in alignment with Orange County Task Force and public health officials. <p><u>West Orange and Osceola Centers:</u></p> <ul style="list-style-type: none"> • Mr. Alvarez provided status of West Orange office move to West Oaks Mall; projected open date in August 2020. • Projected timeframe for reopening of Osceola center end June / early July, or an interim alternate space by mid-July. <p>Staff will continue to update Board on progress of reopening activities.</p>	
7	<p>Other Business</p> <ul style="list-style-type: none"> • Ms. Ramos, GrayRobinson (CSCF Attorney), provided an update on CSCF's Subgrantee Agreement between DEO and CSCF. DEO provided a new final draft that needs to be signed and submitted by 7/17/20. Ms. Nabors has been in communication with the county attorneys within CSCF's region and recirculating final draft for their concurrence to updated terms. • Board Members provided comments and updates on activities occurring within their own companies and organizations. 	
8	<p>Adjournment</p> <ul style="list-style-type: none"> • Meeting adjourned at 9:42 am. 	

Respectfully submitted,

Kaz Kasal
Executive Coordinator

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BOARD INFORMATION / DISCUSSION / ACTION ITEMS

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CHAIR'S REPORT

Mark Wylie
CSCF Board Chair

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PRESIDENT'S REPORT

Pamela Nabors

SCORECARD

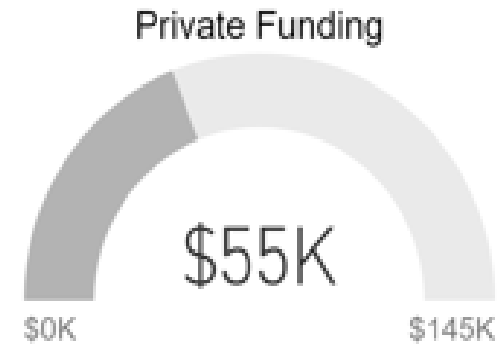
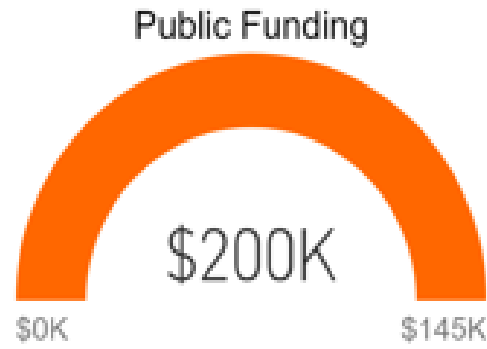
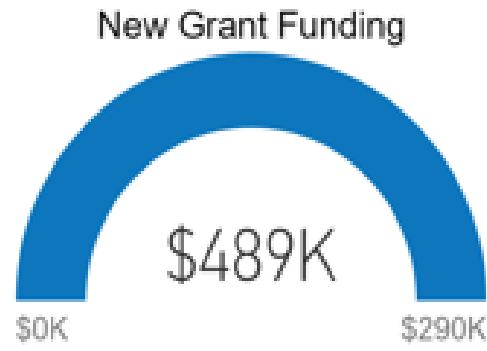
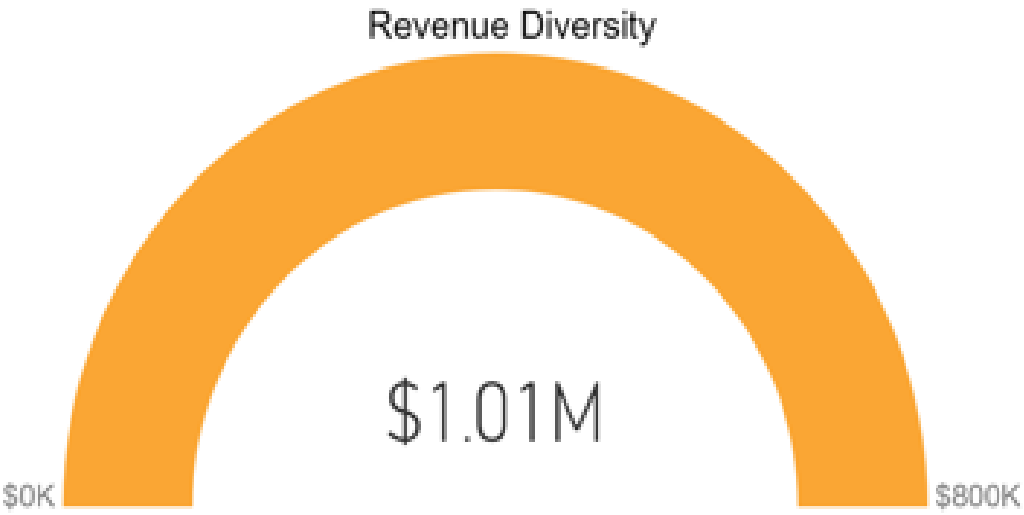
BOARD PRIORITIES

DIVERSIFY REVENUE STREAMS TO ADJUST FOR
VARIABLES IN FEDERAL FUNDING

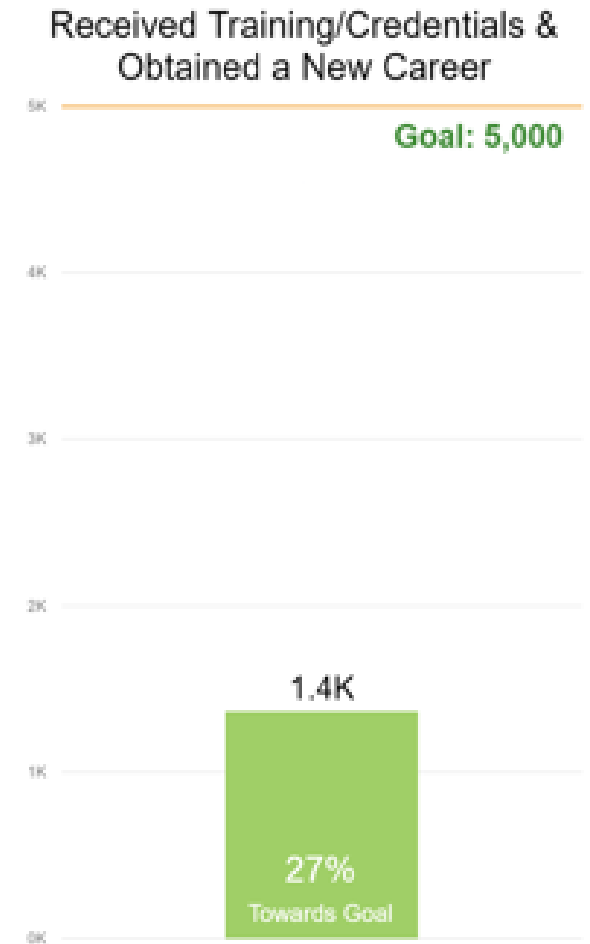
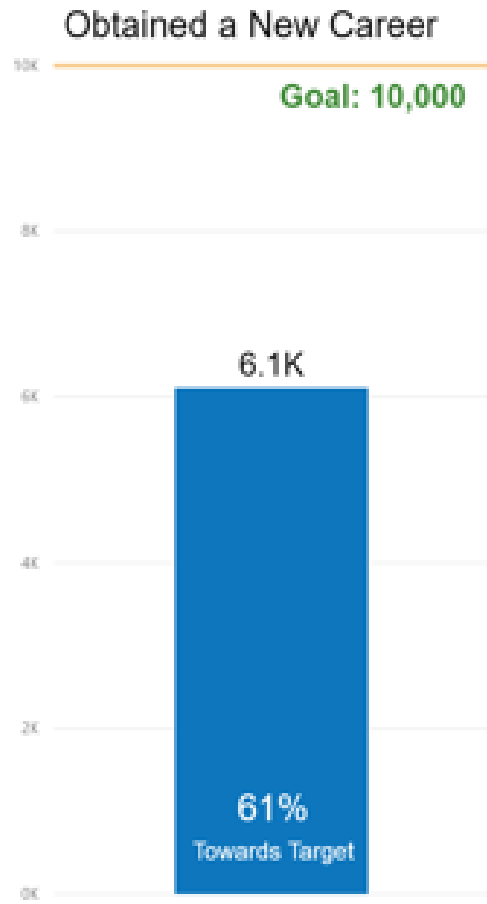
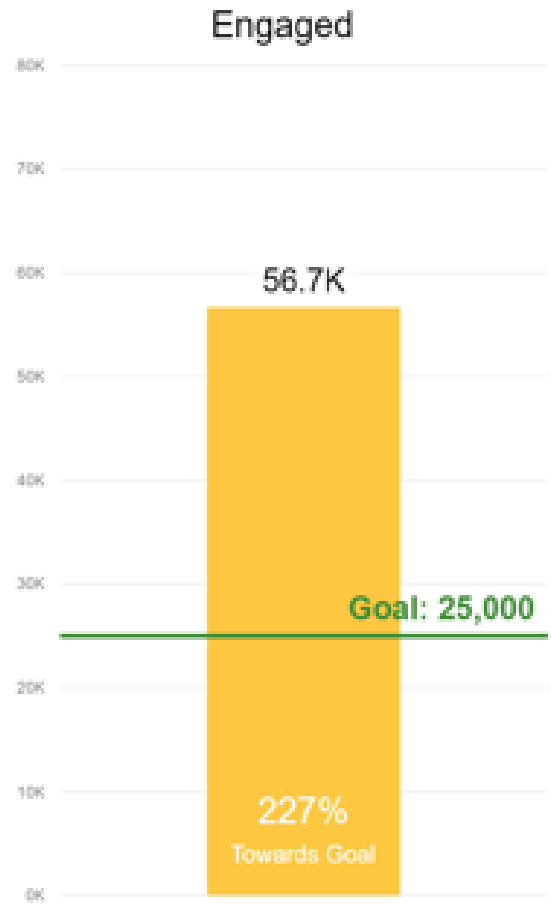
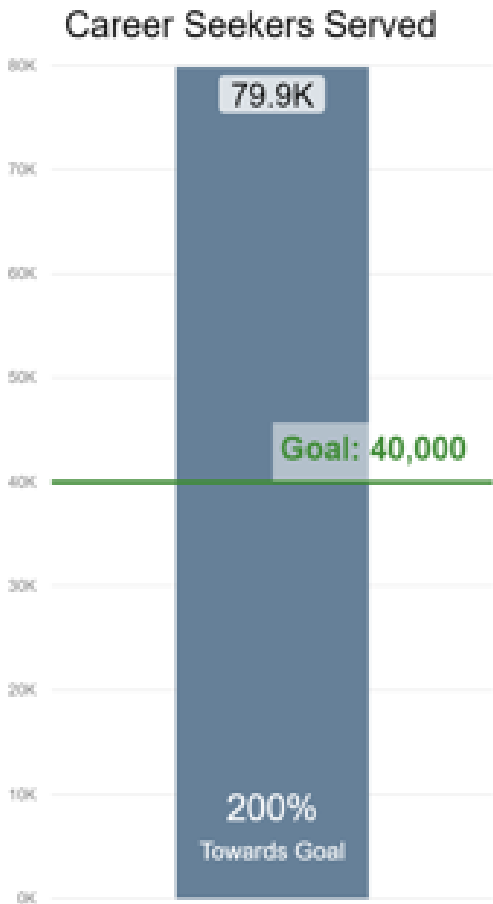
DELIVER TALENT SOLUTIONS TO IGNITE POTENTIAL

DELIVER TALENT ACQUISITION STRATEGIES FOR
BUSINESSES IN SIX HIGH GROWTH INDUSTRIES

DIVERSIFY REVENUE STREAMS TO ADJUST FOR VARIABLES IN FEDERAL FUNDING



DELIVER TALENT SOLUTIONS TO IGNITE POTENTIAL



Data Source: Employ Florida and OSST SQL Server
 Start Date: July 1, 2019
 Data Till: June 15, 2020

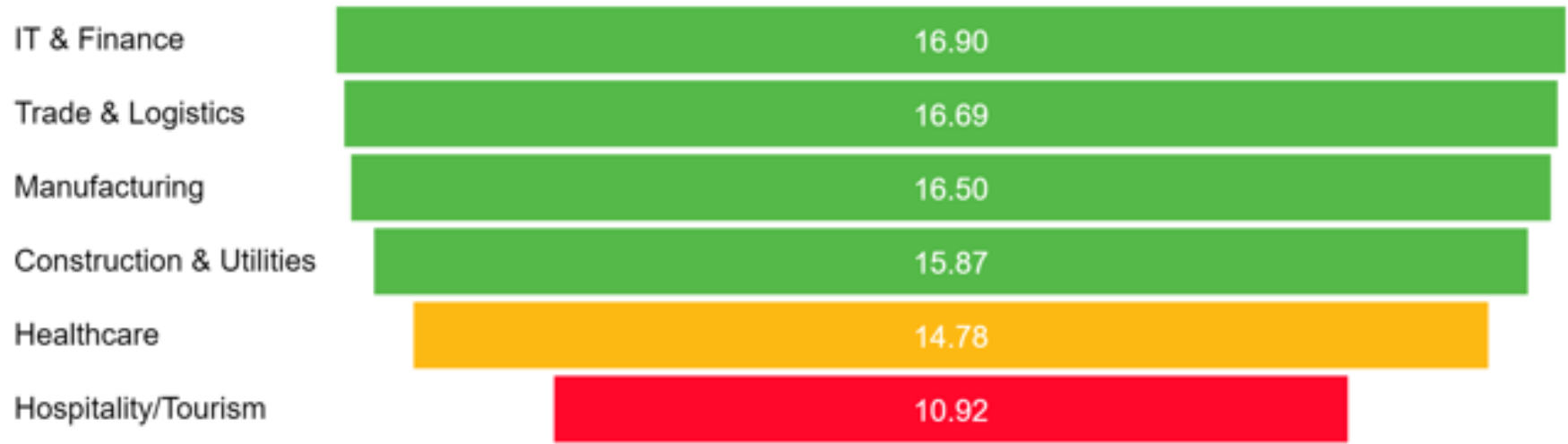


DELIVER TALENT SOLUTIONS TO IGNITE POTENTIAL

Hourly Wage Goal: \$15.00

Average Wage of Individuals Who Received Training/Credentials & Obtained a New Career

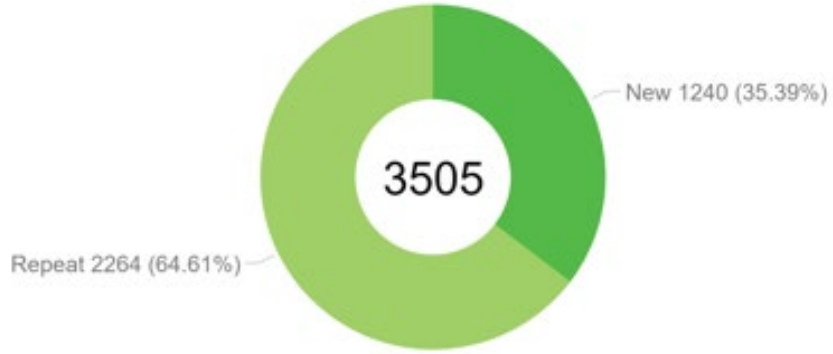
\$15.17



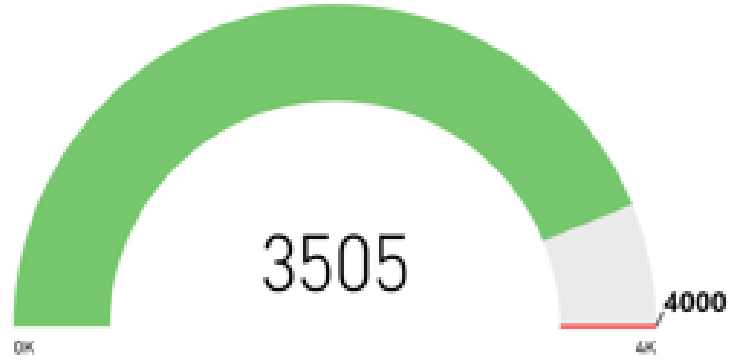
Green Above Goal / Yellow Near Goal / Red Below Goal

DELIVER TALENT ACQUISITION STRATEGIES FOR BUSINESSES IN HIGH GROWTH INDUSTRIES

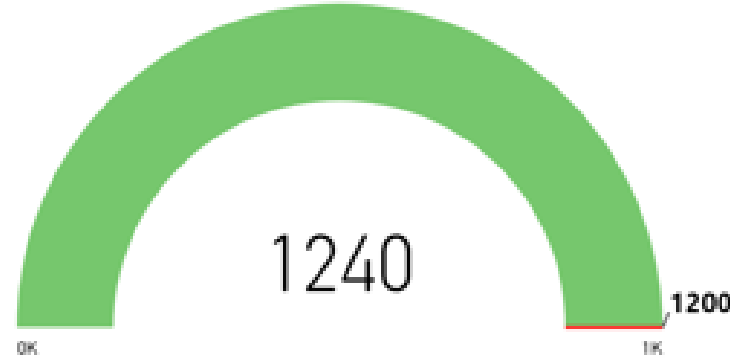
Businesses Served



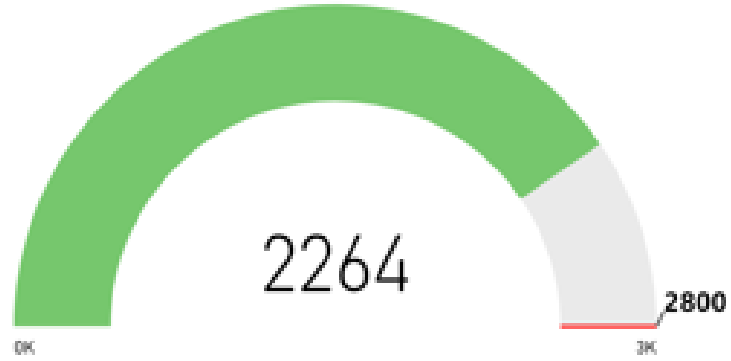
Businesses Served Goal: 4,000



New Businesses Goal: 1,200



Loyal Businesses Goal: 2,800



Data Source: Employ Florida and OSST SQL Server

Start Date: July 1, 2019
Data Till: June 15, 2020



COVID-19 IMPACT

CAREER SEEKER SOLUTIONS

- Nearly 80,000 Career Seekers Served from July 1, '19 – June 15, '20
- Nearly 50,000 New Customers between Mar 1 and June 15
 - +164% Increase in New Customers
- +800 By Appointment Services Upon Reopening Week (June 3 – June 9)
 - 172 Seminole; 617 Southeast; 100 Lake
- Virtual Workshops
 - 20 Virtual Workshops Classes Delivered Since Apr 17 Debut
 - 379 Individuals Registered
 - 365 individuals Participated in Online Learning Courses
 - Most Popular Classes - “Working Virtually During COVID-19”; “Tips for a Stellar Resume”; “Rock Your LinkedIn Profile”

BUSINESS SERVICE SOLUTIONS

- More than 3,500 Businesses Served from July 1, '19 – June 15, '20
- More than 1,700 or +98% Increase in Number of Businesses Served from Mar 1 – June 15
 - 113% Increase in New Businesses Served Since March 1
- Relationships Cultivating More Individualized Support
 - 50% Decrease in Job Postings since Mar 1
- 75% Businesses Served are <250 Employees
- Majority of Business Services are Labor Market Information, Candidate Search Assistance and Referral, Connection to Resources

WHAT'S NEXT?

LOOKING AHEAD

County by County – May 2020 Release

County	Unemployment Rate	Number Unemployed	State Rank
Osceola	31.1%	62.5K	1 st
Orange	23.2%	174.3K	2 nd
Lake	20.6%	31K	3 rd
Seminole	13.1%	32.7K	9 th
Sumter	12.9%	4K	21 st

Source: Florida Department of Economic Opportunity, May 2020



JOBS OUTLOOK

- All Industries Lost Jobs, Except Construction
 - ✓ 15% Decrease - about 180K – Over the Year
 - ✓ Accommodation and Food Services Impacted the most – 113K job loss
 - ✓ Construction Gained Jobs – 600 jobs
- Current Job Posting Down 37% year over year (33,500 less May 2020 than May 2019)
- Currently seeing hiring activity in Construction, Healthcare, Education, IT/Finance

Who's Hiring?



Source: FL Department of Economic Opportunity, April 2020 Unemployment Report

SUMMER YOUTH PROGRAM

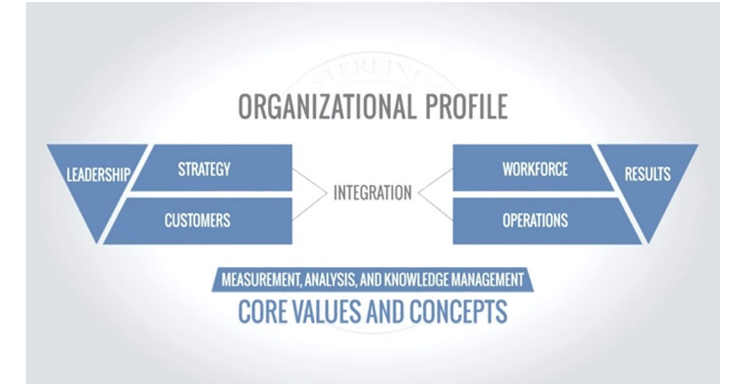
Enrollments (6.22.20)

	Goal	Actual - Enrolled	Actual – Pre Acceptance
Experience 400 Virtual; 400 In-Person	800	719	402
Explore	300	114	144
Accelerate	400	106	161
Totals	1500	939	707

	Worksites	Positions
Businesses as of 6.22.20	158	631

STERLING BUSINESS MODEL

- Organization began a journey to implement Baldrige principles in 2016
- After an initial assessment, organization began to work to improve business practices:
 - North Star Vision
 - Customer Focus in Service Delivery
 - Process Oriented and Data Driven
 - Focus on CSCF Workforce Skills
 - Continued Fiscal Stewardship and Revenue Diversity
- On track to apply in October 2020 to FL Sterling Council for consideration of the Governor's Sterling Award
 - Business Calls in December 2020 – February 2021
 - On-site Visit in Winter/Spring 2021
 - Results Announced April 2021
 - Award Ceremony May 2021



COVID-19 CRISIS: THREE-PHASE APPROACH TO REOPENING

Phase 2: Medium Human Interaction (June 1 – July/August)

- Partial on site opening with limited staff in shifts
- Telework still encouraged
- Non-essential travel can resume
- Special accommodations for vulnerable population
- Global safety standards staff training
- Common areas remain closed or adjusted to social distancing guidelines
- Launch Youth “Experience” track (Business Internships) Currently planned for 6/29
- Conduct and Analyze Phase 2 Assessment

2 weeks of Operation, 1 week of Health Data, Decision to Proceed to Phase 3, Pause or Combine



Preparation

Partial Opening

Career Centers @ Capacity

Contact Center is available 1-800-757-4598

Updates on Website: careersourcecentralflorida.com

Phase 1: Low Human Interaction (May 1 – June 1)

- Continue maximizing social distancing with virtual service delivery/telework
- Return to work in phases, if possible
- Special accommodations for vulnerable population
- Finalize Plan for Phase 2
 - Explore staffing complement and load balancing
 - Locations assessment and traffic flow
 - Physical security plan
 - Technology options and implementation
 - Global safety standards

2 weeks of Operation, 1 week of Health Data, Decision to Proceed to Phase 2, Pause or Combine

2 weeks of Operation, 1 week of Health Data, Continue to Monitor & Adjust Guidelines Based on Health Data; Virtual Services will continue in some capacity

Phase 3: High Human Interaction (August – onwards)

- Restore normal service levels with additional staffing of worksites
- Launch Youth “Accelerate” and “Explore” tracks
- Conduct Phase 3 Assessment:



FUTURE POTENTIAL BUDGET ADJUSTMENTS

CareerSource Central Florida has applied for additional funding in response to COVID19:

- Orange County Government - \$7M



- Grant funding will provide a range of career development services to 4,000 Orange County residents:
- By June 30, 2021, 3,000 (75%) will have obtained employment with economic impact of \$93.6M in Central Florida region (at an average wage of \$15/hr)

- National Dislocated Worker Grant - \$5M



- Grant funding for individuals who are temporarily or permanently laid off as a consequence of COVID
- Individuals who become unemployed or significantly underemployed as a result of the disaster

CSCF will provide:

- ✓ Career Counseling
- ✓ Training, OJT and Internships
- ✓ Support Services

QUESTIONS & COMMENTS?

[RETURN TO AGENDA](#)



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FINANCE REPORT

ERIC USHKOWITZ

Treasurer / Finance Committee Chair

CareerSource Central Florida
Current Year Budget and 2 yr Expenditure Comparison
As of 04/30/20

Funding Sources	CY Revenue	PY Revenue	\$ Difference	% Difference
Carry In Funds From FY 18 - 19	6,500,000	11,048,130	(4,548,130)	
FY 19 - 20 Award	26,000,000	26,415,505	(415,505)	
Award Total - Available Funds	32,500,000	37,463,635	(4,963,635)	
LESS planned Carryover For FY 20 - 21	(2,300,000)	(6,263,635)	3,963,635	
Total Available Funds Budgeted	30,200,000	31,200,000	(1,000,000)	-3.2%

	CY Budget	PY Expenditures	\$ Expenditures	Difference	% Difference
Salaries/Benefits	13,855,000	10,699,540	10,410,969	288,571	2.8%
Career & Youth Services	11,200,000	7,844,318	9,574,380	(1,730,062)	-18.1%
Professional Fees	440,000	434,946	421,142	13,803	3.3%
Outreach	450,000	305,342	227,681	77,662	34.1%
Infrastructure/Maintenance & Related Cost	2,700,000	2,234,679	2,174,381	60,298	2.8%
IT Cost/Network Expenses	1,200,000	903,911	770,463	133,448	17.3%
Staff Development & Capacity Building	355,000	245,692	186,992	58,700	31.4%
TOTAL EXPENDITURES	30,200,000	22,668,428	23,766,008	(1,097,580)	-4.6%

	BUDGET	CY ACTUAL	PY ACTUAL
ITA %	50.0%	48.7%	54.3%
ADIMINISTRATIVE COST %	8.0%	9.1%	9.0%

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COMMITTEE REPORTS

REPORTS BY COMMITTEE CHAIR

Executive

Mark Wylie

Audit

Larry Walter

Career Services

Dr. Kathleen Plinske

Community Engagement

Jody Wood

Facilities Ad Hoc

Matt Walton

Finance

Eric Ushkowitz

Governance

Richard Sweat

Revenue Diversity Ad Hoc

Eric Jackson



ACTION ITEM

To: CareerSource Central Florida Board of Directors
From: Executive Committee
Re: Approval of New Training Providers/Programs to the Training Provider List
Date: June 25, 2020

Purpose:

- To recommend to the CSCF Board of Directors to approve the three new training institutions, representing seven new programs/courses listed herein, to be added on CareerSource Central Florida’s training matrix.
- Adding these seven new programs will allow career seekers more options to advance skills, earn credentials and obtain gainful employment.
- The new providers are inside CareerSource Central Florida’s high growth industry sectors and align with current job openings in demand.

Background:

- Per the Career Services Committee charter – a primary responsibility of the committee is to review and approve training providers and programs in alignment with targeted industry sectors.
- October and April are the two times a year staff considers new providers. Due to COVID-19 the spring application wasn’t opened until late May, with final applications due June 7, 2020.
- Four providers submitted applications but only three met the criteria which includes an analysis of anticipated compensation, average supply of monthly job postings (demand) against average number of employees (supply) ratios.

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

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

Recommendation:

Action Item:

- Executive Committee recommends the CSCF Board approve the proposed training providers and correlating programs listed herein for inclusion on CareerSource Central Florida's Eligible Training Provider Matrix.

Approved:

- Executive Committee: 6/18/20



ACTION ITEM

To: CareerSource Central Florida Board of Directors
From: Executive Committee
Re: CareerSource Central Florida - Summer Youth Explorer Program
Date: June 25, 2020

Purpose:

To recommend to CareerSource Central Florida's Board of Directors to approve the vendor selection for its Explorer option in the 2020 Summer Youth Explorer Program.

Background:

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

Procurement Process:

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

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

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

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

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

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

Final Confirmations:

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

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

Requirements:

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

Recommendation:**Action Item:**

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

Approved:

- Executive Committee: 6/18/20



ACTION MEMO

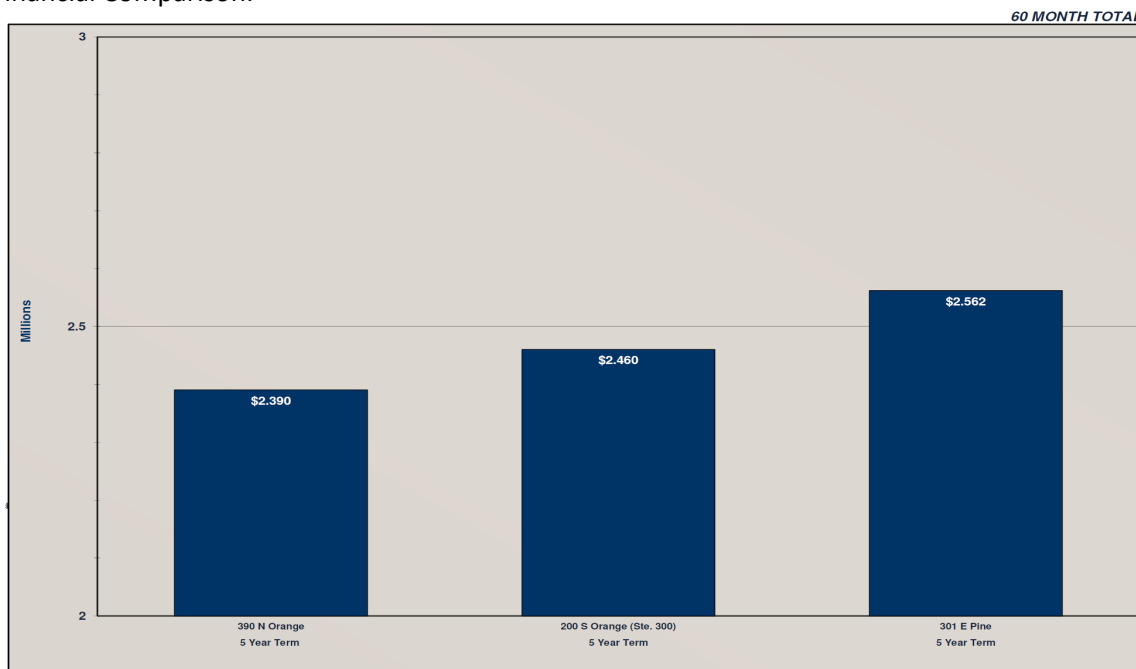
To: CareerSource Central Florida Board of Directors
From: Finance Committee
Subject: CareerSource Central Florida - Facilities
Date: June 25, 2020

Purpose: To recommend to the CSCF Board to renew the lease of the administration office based on the lease terms provided below. CareerSource Central Florida’s facility lease for its administrative office expires April 30, 2021.

Background: Administrative office Renewal Terms:

390 North Orange Ave, Orlando
Lease Size: 14,932
Term: 6 Yrs. (05/01/21 to 07/31/25)
Current Rate: \$27.46 per sq./ft. (Full Service Lease)
Annual Rent Escalation: 3%
Rent Concession: 3 Months of free rent
TI Allowance: \$7.00/sf (\$104,524)
Parking: 50 Spaces – 50 Spaces at \$75

Financial Comparison:



Action: The Finance Committee recommends that the CSCF Board approve staff to continue lease negotiations and to renew its administrative office lease prior to the July 31, 2020 renewal notice deadline.

Approved:
Finance Committee: 6/9/20

**PROPOSED:
RENEW CURRENT OFFICERS**

Board Position	Nomination	Job Title	Organization
Chair	Mark Wylie	President/CEO	Central Florida Chapter Associated Builders & Contractors, Inc.
Vice Chair	Jody Wood	Vice President, Recruitment and Talent Management	Walt Disney Parks, Experiences & Consumer Products
Treasurer	Eric Ushkowitz	Economic Development Administrator	Orange County Government
Secretary	Jeff Hayward	President/CEO	Heart of Florida United Way

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BOARD ENGAGEMENT METRICS: DRAFT RECOMMENDATION

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

DRAFT

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

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

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

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

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- **August 2020 – will survey Board for dates**
- **9/24/20 (Thursday), 9:00 am to 10:30 am**
- **12/17/20 (Thursday), 9:00 am to 11:00 am (joint with Consortium)**
- **2/25/21 (Thursday), 9:00 am to 10:30 am**
- **4/29/21 (Thursday), 9:00 am to 10:30 am**
- **6/24/21 (Thursday), 9:00 am to 11:00 am (joint with Consortium)**

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ADJOURNMENT OF BOARD



THANK YOU!

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