



**Consortium and Board of Directors Virtual Meeting**

**Thursday, June 25, 2020, 9:00 a.m.**

**MINUTES**

**CONSORTIUM MEMBERS PRESENT:** Leslie Campione, Al Butler, Lee Constantine, and Mayor Jerry Demings

**CONSORTIUM MEMBERS ABSENT:** Brandon Arrington

**BOARD MEMBERS PRESENT:** Mark Wylie, Orlando Alancastro, Andrew Albu, Steve Ball, Paul Bough, Wendy Brandon, Diane Culpepper, Keira des Anges, Mark Havard, Jeff Hayward, Eric Jackson, Sheri Olson, Kathleen Plinske, Jm Sullivan, Jane Trnka, Al Trombetta, Daniel Turlington, Eric Ushkowitz, Larry Walter, Matt Walton, Christopher Wilson and Jody Wood

**BOARD MEMBERS ABSENT:** Glen Casel, Wendy Ford, John Gill, Nicole Guillet, John Gyllin, Bryan Orr, David Sprinkle, Richard Sweat, and Sharron Washington

**STAFF PRESENT:** Pam Nabors, Mimi Coenen, Leo Alvarez, Lisa Burby, Dyana Burke, Nilda Blanco, Steven Nguyen, Cliff Marvin and Kaz Kasal

**GUESTS PRESENT:** Christopher Rodriguez / CSCF Program Participant; Andrew Mai / Osceola County; Brooke Morris / CenterState Bank and Thomas Wilkes / GrayRobinson

<b>Consortium-Board Meeting</b>		
<b>Agenda Item</b>	<b>Topic</b>	<b>Action Item / Follow Up Item</b>
1	<b>Welcome</b> <ul style="list-style-type: none"> <li>Commissioner Campione, Consortium Chair, called meeting to order at 9:03 am.</li> </ul>	
2	<b>CSCF Spotlight Story</b> <ul style="list-style-type: none"> <li>Mr. Christopher Rodriguez, veteran, provided an overview of CSCF's services he received. As a result, Mr. Roberts is currently working in an internship capacity with Solai &amp; Cameron as a Robotics Process Operator, with the possibility of getting hired in August.</li> </ul>	
3	<b>Board Recognition</b> <ul style="list-style-type: none"> <li>Mr. Daniel Turlington was recognized for his service on the CSCF Board, which concludes on 6/30/20.</li> </ul>	
4	<b>Roll Call / Establishment of Quorum</b> <ul style="list-style-type: none"> <li>Ms. Kasal reported quorum present with the Consortium, and a quorum of over two-thirds attendance with the Board.</li> </ul>	
5	<b>Public Comment</b> <ul style="list-style-type: none"> <li>None offered.</li> </ul>	
6	<b>Approval of Minutes</b> <ul style="list-style-type: none"> <li>12/2/19 Consortium Meeting (attachment)</li> </ul>	<b>Commissioner Butler made a motion to approve the minutes from the 12/2/19 Consortium meeting; Commissioner Constantine seconded; motion passed unanimously.</b>

**Consortium-Board Meeting (continued)**

Agenda Item	Topic	Action Item / Follow Up Item
7	<p><b>Direct Provider of Workforce Services Extension Request for 2020-2023</b></p> <ul style="list-style-type: none"> <li>Board reviewed memo (attachment) requesting approval for CSCF's continued designation as a Direct Service Provider.</li> <li>Consortium reviewed memo (attachment) requesting approval for CSCF's continued designation as a Direct Service Provider.</li> </ul>	<p><b>Mr. Jackson made a motion to approve CSCF's continued designation as a service provider of basic and individualized careers services for the next three years, beginning 7/1/20 through 6/30/23, as submitted to DEO and CareerSource Florida. Mr. Walton seconded; motion passed unanimously.</b></p> <p><b>Commissioner Constantine made a motion to approve CSCF's continued designation as a service provider of basic and individualized careers services for the next three years, beginning 7/1/20 through 6/30/23, as submitted to DEO and CareerSource Florida. Commissioner Butler seconded; motion passed unanimously.</b></p>
8	<p><b>Draft Unified Strategic Plan for 2020-2024</b></p> <ul style="list-style-type: none"> <li>Board reviewed memo (attachment) requesting approval for CSCF's Strategic Plan for 2020-2024.</li> <li>Consortium reviewed memo (attachment) requesting approval for CSCF's Strategic Plan for 2020-2024.</li> </ul>	<p><b>Mr. Walter made a motion to approve CSCF's Local Strategic Plan for 2020-2024, beginning 7/1/20 through 6/30/24. Mr. Alancastro seconded; motion passed unanimously.</b></p> <p><b>Commissioner Constantine made a motion to approve CSCF's Local Strategic Plan for 2020-2024, beginning 7/1/20 through 6/30/24. Commissioner Butler seconded; motion passed unanimously.</b></p>
9	<p><b>Approval of the 2020-2021 Budget</b></p> <ul style="list-style-type: none"> <li>Board reviewed 2020-2021 Budget (attachment)</li> </ul>	<p><b>Mr. Walton made a motion to approve the 2020-2021 Budget Mr. Ball seconded; motion passed unanimously.</b></p>

**Consortium-Board Meeting (continued)**

Agenda Item	Topic	Action Item / Follow Up Item
	<ul style="list-style-type: none"> <li>Consortium reviewed 2020-2021 Budget (attachment)</li> </ul>	<b>Commissioner Butler made a motion to approve the 2020-2021 Budget. Commissioner Constantine seconded; motion passed unanimously.</b>
10	<b>Approval of CSCF Board Appointments</b> <ul style="list-style-type: none"> <li>Consortium reviewed appointments of the CSCF Board. (attachment)</li> </ul>	<b>Commissioner Constantine made a motion to approve the appointments of the CSCF Board, as presented. Commissioner Butler seconded; motion passed unanimously.</b>
11	<b>Adjournment of Consortium</b> Consortium adjourned at 9:25 am.	

**Board Meeting**

Agenda Item	Topic	Action Item / Follow Up Item
12	<b>Consent Agenda</b> <ul style="list-style-type: none"> <li>5/28/20 Board Virtual Meeting Draft Minutes (attachment)</li> </ul>	<b>CSCF Board unanimously approved the minutes from the 5/28/20 Board meeting.</b>
13	<b>Board Information / Discussion / Action Items</b> <ul style="list-style-type: none"> <li>Chair's Report               <ul style="list-style-type: none"> <li>Mr. Wylie thanked the Consortium for appointment approval of Ms. Brooke Morris, VP Retail Regional Manager, CenterState Bank, who will serve in the business seat representing Sumter County effective 7/1/20.</li> </ul> </li> <li>President's Report                Ms. Nabors provided highlights from the President's Report (attachment) to include:               <ul style="list-style-type: none"> <li>Scorecard through 6/15/20.</li> <li>Overview of service delivery and solutions provided to individuals and businesses impacted by COVID-19.</li> <li>Review of phased reopening activities - staff have been engaged and on board.</li> <li>UI Rate by County in CSCF's region.</li> <li>On track for submission of Sterling Award application.</li> <li>Potential additional funding from Orange County and National Emergency Grant in response to COVID-19.</li> </ul> </li> </ul>	

**Board Meeting (continued)**

Agenda Item	Topic	Action Item / Follow Up Item
13	<ul style="list-style-type: none"> <li>• Finance Report Mr. Ushkowitz, Finance Committee Chair, reviewed financials through 4/30/20 (attachment).</li> <li>• Committee Reports <u>Executive:</u> Mr. Wylie, Executive Committee Chair, reported on the following:               <ul style="list-style-type: none"> <li>– Met on 6/18/20.</li> <li>– Reviewed committee reports.</li> <li>– As Florida Attorney General did not issue CSCF an advisory opinion, Committee concurred for GrayRobinson to go to State legislature at its next session to ask for exemption from public records and sunshine laws regarding records and meetings pertaining to cybersecurity.</li> <li>– Committee voted on following recommendations for Board approval:                   <ul style="list-style-type: none"> <li>○ <b><u>Approval of New Training Providers / Programs:</u></b> Reviewed action memo (attachment) on new training providers and programs that will provide more options for career seekers to advance skills and earn credentials that align with in demand jobs.</li> <li>○ <b><u>Approval of Summer Youth Explorer Program:</u></b> Reviewed action memo (attachment) on recommended vendor selections for 2020 Summer Youth Explorer Program.</li> </ul> </li> </ul> </li> </ul> <p><u>Audit:</u> Mr. Walter, Audit Committee Chair, reported there was no meeting, so no new updates.</p> <p><u>Career Services:</u> Dr. Plinske, Career Services Committee Chair, reported on the following:</p> <ul style="list-style-type: none"> <li>– Career Services Committee attended 6/9/20 Finance Committee to review draft Budget for 20-21.</li> </ul>	<p><b>Mr. Hayward made a motion to approve proposed new training providers and correlating programs, as presented, for inclusion on CSCF’s Eligible Training Provider. Mr. Walter seconded; motion passed unanimously.</b></p> <p><b>Mr. Walter made a motion to approve vendor selections, as presented, for the 2020 Youth Explorer Program. Mr. Havard seconded, with Dr. Plinske abstaining; motion passed unanimously.</b></p>

**Board Meeting (continued)**

Agenda Item	Topic	Action Item / Follow Up Item
	<p><u>Community Engagement</u> Ms. Wood, Community Engagement Committee Chair, reported on following:</p> <ul style="list-style-type: none"> <li>• Met on 5/11/20.</li> <li>• Reviewed communication response timeline to COVID-19 crisis.</li> <li>• Ms. Brady, Sara Brady Public Relations, reviewed her support to CSCF, providing proactive strategies with media engagement and clarification messaging to differentiate CSCF services vs. DEO to ensure accurate, balanced reporting.</li> <li>• Reviewed budget for current and upcoming fiscal year.</li> </ul> <p><u>Facilities Ad Hoc Committee</u> Mr. Walton, Facilities Ad Hoc Committee Chair, reported on the following:</p> <ul style="list-style-type: none"> <li>• Met on 6/2/20.</li> <li>• Reviewed lease and renewal options for CSCFs Admin office location.               <ul style="list-style-type: none"> <li>○ Committee concurred renewing lease is most viable option; lease is still below market vs. other locations, and office move would put a strain on CSCF’s service delivery during ongoing COVID-19 crisis.</li> </ul> </li> <li>• Committee forwarded recommendation to renew admin lease to Finance Committee.</li> </ul> <p><u>Finance Committee</u> Mr. Alvarez, on behalf of Mr. Ushkowitz, Finance Committee Chair, reported on the following:</p> <ul style="list-style-type: none"> <li>• Met on 6/9/20.</li> <li>• Reviewed financials through 4/30/20.</li> <li>• Approved draft budget for FY 20-21.</li> <li>• Committee voted on following recommendation for Board approval:               <ul style="list-style-type: none"> <li>○ <b><u>Approval of Admin Office Lease Renewal:</u></b> Reviewed action memo (attachment) on CSCF Admin Office Lease Renewal Terms.</li> </ul> </li> </ul>	<p><b>Mr. Sullivan made a motion to approve staff continuing lease negotiations and renewing CSCF Admin office lease prior to 7/31/20, renewal notice deadline. Mr. Albu seconded; motion passed unanimously.</b></p>

Board Meeting (continued)		
Agenda Item	Topic	Action Item / Follow Up Item
13	<p><u>Governance</u> Mr. Jackson, on behalf of Mr. Sweat, Governance Committee Chair reported on the following:</p> <ul style="list-style-type: none"> <li>• Met on 5/6/20.</li> <li>• Concurred to defer review of Bylaws to next fiscal year.</li> <li>• Reviewed proposed Board Roster for FY 20-21.</li> <li>• Reviewed updates with enterprise risk assessment and CSCF's phased reopening plans.</li> <li>• Committee voted on the following recommendations for Board approval:               <ul style="list-style-type: none"> <li>○ <b><u>Approval of Slate of Officers:</u></b> Reviewed proposed slate of officers, renewing current officers.</li> <li>○ <b><u>Approval of Board Engagement Metrics:</u></b> <ul style="list-style-type: none"> <li>– Reviewed proposed Board Engagement Metrics (attachment).</li> </ul> </li> </ul> </li> </ul> <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"> <li>• Met on 6/10/20.</li> <li>• Reviewed year-to-date revenue diversity activities; exceeded all targets except private funding, which will be a focus in the new fiscal year.</li> </ul>	<p><b>Mr. Alancastro made a motion to approve renewing current officers for FY 20-21, as presented. Mr. Jackson seconded; motion passed unanimously.</b></p> <p><b>Mr. Hayward made a motion to approve Board Engagement Metrics, as presented. Mr. Alancastro seconded; motion passed unanimously.</b></p>
14	<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>– Board reviewed proposed Board meeting dates for FY 20-21 (attachment). Will survey dates for an August Board meeting. Committee meeting dates for FY 20-21 will be addressed later in summer.</li> </ul>	
15	<p><b>Adjournment</b></p> <ul style="list-style-type: none"> <li>• Meeting adjourned at 10:33 am.</li> </ul>	

Respectfully submitted,

Kaz Kasal



Executive Coordinator