

EXECUTIVE COMMITTEE VIRTUAL MEETING

Thursday, July 30, 2020

MEETING DETAILS

- Meeting Details
- Meeting Agenda
- Welcome
- Roll Call
- Public Comment
- Approval of Minutes
- Information / Discussion / Action Items
- Other Business
- Adjournment

What: Executive Committee Virtual Meeting

When: Thursday, July 30, 2020
11:00 a.m. – 12:30 p.m.

Where: Virtual: Zoom Meeting:

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

Dial In: 1 (929) 205-6099 / Meeting ID: 976 4780 7518

Password: 071332



7/30/20 EXECUTIVE COMMITTEE VIRTUAL MEETING AGENDA

- Meeting Details
- ▶ Meeting Agenda
- Welcome
- Roll Call
- Public Comment
- Approval of Minutes
- Information / Discussion / Action Items
- Other Business
- Adjournment

Agenda Item	Topic	Presenter	Action Item
1.	Welcome	Mark Wylie	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment		
4.	Approval of Minutes	Mark Wylie	
	A. 6/18/20 Executive Committee Meeting		X
5.	Information / Discussion / Action Items		
	A. Chair's Report	Mark Wylie	
	1) Proposed Committee Structure		
	B. President's Report	Pam Nabors	
	1) FY 20-21 Budget Adjustment – Orange County \$7M Grant (CARES Act)		X
	C. Committee Reports (<i>deferred to 9/17/20 Executive Committee meeting</i>)		
	D. 8/20/20 Board Meeting Agenda	Mark Wylie	
	E. CEO's Annual Review	Mark Wylie	
6.	Other Business		
7.	Adjournment		



UPCOMING MEETINGS

Meeting Details

▶ Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information / Discussion / Action Items

Other Business

Adjournment

Board Virtual Meeting	8/20/20	9:00 a.m. - 10:30 a.m.
Executive Committee Virtual Meeting	9/17/20	9:00 a.m. - 10:30 a.m.



Meeting Details

Meeting Agenda

▶ Welcome

Roll Call

Public Comment

Approval of
Minutes

Information /
Discussion /
Action Items

Other Business

Adjournment

WELCOME



Meeting Details

Meeting Agenda

Welcome

▶ Roll Call

Public Comment

Approval of
Minutes

Information /
Discussion /
Action Items

Other Business

Adjournment

ROLL CALL / ESTABLISHMENT OF QUORUM

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information / Discussion / Action Items

Other Business

Adjournment

PUBLIC COMMENT

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information / Discussion / Action Items

Other Business

Adjournment

APPROVAL OF MINUTES



**Draft
Executive Committee Meeting**

Thursday, June 18, 2020, 9:00 a.m.

MINUTES

MEMBERS PRESENT: Mark Wylie, Paul Bough, Eric Jackson, Sheri Olson, Kathleen Plinske, Richard Sweat, Larry Walter and Jody Wood

MEMBERS ABSENT: Jeff Hayward and Eric Ushkowitz

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

GUEST PRESENT Thomas Wilkes, Heather Ramos/GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Wylie, CSCF Chair, called the meeting to order at 9:05 a.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	Public Comment None offered.	
4	Action Items <u>Approval of Minutes – 4/16/20 Executive Committee Meetings</u> <ul style="list-style-type: none"> • Reviewed minutes (attachment). 	Mr. Walter made a motion to approve the draft minutes from the 4/16/20 Executive Committee meeting. Dr. Plinske seconded; motion passed unanimously.
5	Information <u>President's Report</u> <ul style="list-style-type: none"> • Ms. Ramos, GrayRobinson (CSCF Attorney), informed that reply from Attorney General of Florida was "non-responsive"; they will not issue an advisory opinion on CSCF's cybersecurity exemption inquiry. <ul style="list-style-type: none"> ○ Committee concurred that next step is for GrayRobinson to go to legislature with same inquiry. • Mr. Wylie reminded Committee to file Form 1 Financial Disclosure, if they haven't done so. <u>President's Report</u> <u>Approval of New Training Providers/Programs</u> <ul style="list-style-type: none"> • Reviewed action memo (attached) 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. 	<i>Staff to have GrayRobinson go to State legislature at its next session to ask for an exemption from public-records and sunshine laws regarding records and meetings pertaining to cybersecurity.</i> Mr. Walter made a motion to forward for Board's approval proposed new training providers and correlating programs, as presented, for inclusion on CSCF's Eligible Training Provider. Mr. Bough seconded; motion passed unanimously.



Approval of Summer Youth Explorer Program

- Reviewed action memo (attachment) on recommended vendor selections for 2020 Summer Youth Explorer Program.

Compliance Action Items:

- 1) Draft Unified Strategic Plan for 2020-2024
 - Reviewed action memo (attachment) for approval of CSCF's Draft Unified Strategic Plan for 2020-2024, which has been posted for public comment on CSCF's website since February 2020.
- 2) Direct Provider of Workforce Services Extension Request for 2020-2023
 - Reviewed action memo (attachment) for approval of CSCF's continued designation as a direct services provider for 2020-2023.

CSCF Activities Update

- Service delivery nearly doubled from last year; serving 45,000 last year vs. 80,000 this year with the same amount of staff. Service delivery increased sharply since mid-March, with COVID-19 pandemic.
- Osceola County career center will begin services on 6/24/20.
- Discussions continue with Orange County on CARES Act funding; potential \$7M for training and employment activities for Orange County residents.
- \$1.5M NEG (National Emergency Grant) funds received for internships.
- Lease renewal for Admin office pending for Board approval.
- On track for submission of Sterling Award application.

Mr. Bough made a motion to forward for Board's approval proposed vendor selections, as presented, for the 2020 Summer Youth Explorer Program. Mr. Sweat seconded, with Dr. Plinske abstaining; motion passed unanimously.

Mr. Walter made a motion to forward for Board's approval of CSCF's Local Strategic Plan for period beginning 7/1/20 through 6/30/24. Ms. Olson seconded; motion passed unanimously.

Mr. Jackson made a motion to forward for Board's approval of CSCF's continued designation as a direct service provider of basic and individualized career services for period beginning 7/1/20 through 6/30/23, as submitted to DEO and CareerSource Florida. Mr. Sweat seconded; motion passed unanimously.



Committee Reports:

Audit

Mr. Walter, Audit Committee Chair, reported there was no meeting, so no new updates.

Career Services

Dr. Plinske, Career Services Committee Chair, reported on the following:

- Career Services Committee attended 6/9/20 Finance Committee to review draft Budget for 20-21.

Community Engagement

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

- Met on 5/11/20.
- Reviewed communication response timeline to COVID-19 crisis.
- 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.

Facilities Ad Hoc Committee

Mr. Alvarez, CFO, reported on the following:

- Met on 4/1/20 and 6/2/20.
- Reviewed lease and renewal options for CSCFs Admin office location.
- 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.
- Committee forwarded recommendation to renew admin lease to Finance Committee.

Finance Committee

Mr. Alvarez, CFO, on behalf of Mr. Ushkowitz, Finance Committee Chair, reported on the following:

- Met on 6/9/20.
- Reviewed financials through 4/30/20.
- Approved draft budget for FY 20-21.
- Approved lease renewal of CSCF Admin office.

Governance

Mr. Sweat, Governance Committee Chair reported on the following:

- Met on 5/6/20.
- Concurred to defer review of Bylaws to next FY



	<ul style="list-style-type: none"> • Approval of Board Engagement Metrics: <ul style="list-style-type: none"> – Governance Committee recommends for Board approval proposed Board Engagement Metrics (attachment) which includes now includes a contribution component. <ul style="list-style-type: none"> ○ Also reviewed a checklist (attachment) of board engagement activities that board members would submit to staff monthly. <p><u>Revenue Diversity Ad Hoc</u></p> <ul style="list-style-type: none"> • Scheduled to meet on 6/10/20. • Reviewed year-to-date revenue diversity activities; exceeded all targets except private funding. • Reviewed projected revenue diversity targets for FY 20-21. • Scheduling a meeting in August or September to review year-end results and progress of new FY targets. <p><u>6/25/20 Board Meeting Agenda</u></p> <ul style="list-style-type: none"> • Reviewed draft 6/25/20 Board Meeting Agenda. 	<p>Mr. Sweat made a motion to forward for Board’s approval proposed Board Engagement Metrics, as presented. Mr. Jackson seconded; motion passed unanimously.</p>
6	<p>Other Business None offered.</p>	
7	<p>Adjournment Meeting adjourned at 10:00 a.m.</p>	

Respectfully submitted,

Kaz Kasal
Executive Coordinator

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of
Minutes

Information /
Discussion/
Action Items

Other Business

Adjournment

INFORMATION / DISCUSSION / ACTION ITEMS



MEMORANDUM

Date: 7/24/20
 To: Mark Wylie, CSCF Board Chair
 From: Pamela Nabors, CSCF President /CEO
 Subject: Approval of Committee Chairs

For your approval, please see below proposed Committee Chairs, with changes in yellow, for Fiscal Year 2020-2021:

Committee Chairs:

Executive Committee:	Mark Wylie
Career Services Committee:	Co-Chairs: Kathleen Plinske and Paul Bough
Community Engagement Committee:	Jody Wood
Audit Committee:	Larry Walter
Finance Committee:	Co-Chairs: Eric Ushkowitz and Matt Walton
Governance Committee:	Richard Sweat
Revenue Diversity Ad Hoc Committee:	Eric Jackson
Facilities Ad Hoc Committee	Matt Walton



MEMORANDUM

Date: 7/24/20
 To: Mark Wylie
 From: Pamela Nabors
 Subject: Approval of Committee Appointments for CareerSource Central Florida Board of Directors and Non-Board Committee Members

For your review, by signing this memo you approve the committee appointments as updated in yellow:

Executive Committee:

Mark Wylie (Chair)

Paul Bough
 Jeff Hayward (Secretary)
 Eric Jackson
 Sheri Olson
 Kathleen Plinske
 Richard Sweat
 Eric Ushkowitz (Treasurer)
 Larry Walter
 Matt Walton
 Jody Wood (Vice Chair)

Revenue Diversity Ad Hoc Committee (Subcommittee of Executive Committee):

Glen Casel
 John Gill
Eric Jackson (Chair)

Richard Sweat

Non-Board Members on Revenue Diversity Ad Hoc Committee:

Mark Brewer

Finance Committee:

Wendy Brandon
 Glen Casel
 Keira des Anges
 Nicole Guillet
 Brooke Morris
Eric Ushkowitz (Co-Chair)
Matt Walton (Co-Chair)
 Mark Wylie

Facilities Ad Hoc Committee (Subcommittee of Finance Committee):

Andrew Albu
 Paul Bough
 Kathleen Plinske
 Jim Sullivan
 Larry Walter

Matt Walton (Chair)

Non-Board Members on Audit Committee:

Fred Winterkamp (Orange County)

Audit Committee:

Wendy Ford

Sheri Olson

Larry Walter (Chair)

Non-Board Members on Audit Committee:

Diana Rodriguez (Osceola County)

Kristy Mullane (Lake County)

Fred Winterkamp (Orange County)

Lorie Bailey Brown (Seminole County)

[Pending] (Sumter County)

Career Services Committee:

Andrew Albu

Paul Bough (Co-Chair)

Keira des Anges

Mark Havard

Bryan Orr

Kathleen Plinske (Co-Chair)

David Sprinkle

Jim Sullivan

Al Trombetta

Non-Board Members on Career Services Committee:

Dr. Donna Rhoades – *pending nomination letter*

Melanie Stefanowicz – *nomination letter received*

Governance Committee:

Orlando Alancastro

Steve Ball

John Gill

Jeff Hayward

Eric Jackson

Richard Sweat (Chair)

Mark Wylie

Non-Board Members on Governance Committee

Rick Walsh

Community Engagement Committee:

Diane Culpepper

John Gyllin

Jane Trnka

Sharron Washington

Jody Wood (Chair)

Non-Board Members on Community Engagement Committee:

Roger Pynn

Stella Siracuza – *pending nomination letter*

Rick Walsh

Wayne Weinberg

ORANGE COUNTY GOVERNMENT \$7M GRANT (CARES Act)

ORANGE COUNTY GOVERNMENT \$7M GRANT

Coronavirus Aid, Relief, and Economic Security (CARES) Act monies for Economic Recovery Through Workforce Solutions

- Funding will provide a range of career development services to 4,000 Orange County residents / displaced employees or gig workers who can
 - Must be impacted by COVID-19;
 - not receiving other career development-related aid
- 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)

Orange County at-a-glance:

- As of May 2020, Orange County has the 2nd highest number of unemployment claimants in Florida, at nearly 162,000
- More than 20 percent of its workforce are employed in leisure and hospitality industry; 12 percent are in education and health services

CSCF Career Development Services:

✓ CAREER COUNSELING

- Short- and long-term goal setting,
- Resumé review and updating
- Soft-skills development
- Step-by-step guidance during the employment/re-employment process

✓ TRAINING, OJT and INTERNSHIPS

- Orange Technical College
- Valencia College
- Urban League Central Florida
- Seminole State College
- United Against Poverty, and more

✓ SUPPORT SERVICES

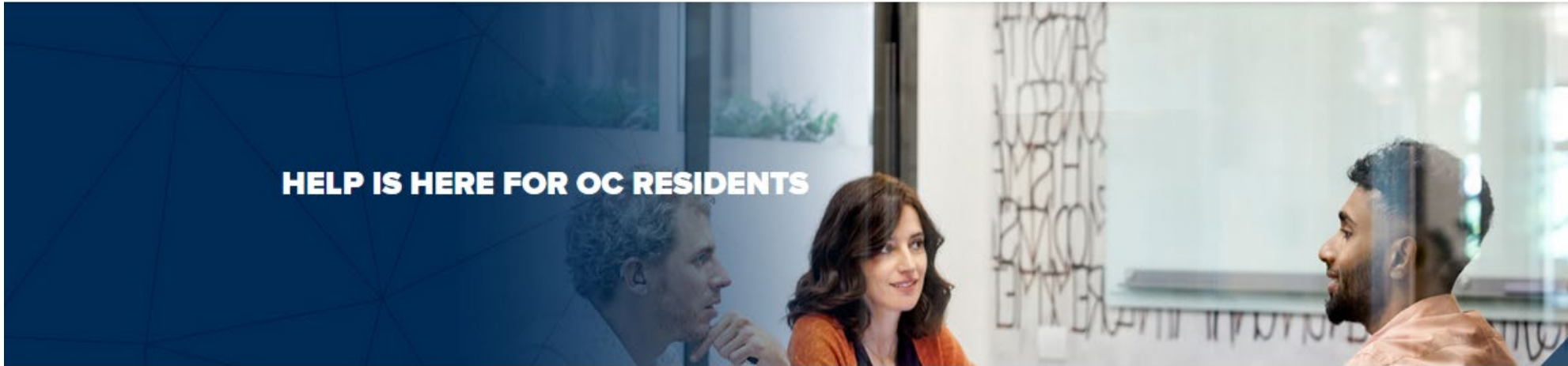
HELP IS HERE

Orange County residents can access services by calling **1-800-757-4598** and or by **registering** through **www.careersourcecentralflorida.com/helpishere/**



Home Career Seekers ▾ Businesses ▾ About Us ▾ Coronavirus Support ▾ 🔍

CONTACT & LOCATIONS
(800) 757-4598



Has your job been impacted by COVID-19 & you live in Orange County?

We can help, if you've lost your job or your hours have been cut. In partnership with Orange County Florida government, we can get you back on your feet as quickly as possible with the skills and/or training you need to land a career in key industries such as advanced manufacturing, hospitality, construction, finance, healthcare, and trade & logistics.

Up to 4,000 Orange County residents who qualify can receive a variety of customized, complimentary career services that will pave the way to a new career during this challenging time. Don't delay by taking advantage of this opportunity today!

RETURN TO AGENDA



8/20/20 CSCF BOARD VIRTUAL MEETING AGENDA

- Meeting Details
- ▶ Meeting Agenda
- Welcome
- Roll Call
- Public Comment
- Consent Agenda
- Information / Discussion / Action Items
- Insight
- Other Business
- Adjournment

Agenda Item	Topic	Presenter	Action Item
1.	Welcome	Mark Wylie	
2.	Spotlight Story	Kaz Kasal	
3.	Roll Call / Establishment of Quorum		
4.	Public Comment		
5.	Consent Agenda	Mark Wylie	X
	<u>A. 6/25/20 Consortium & Board Meeting Draft Minutes</u>		
6.	Information / Discussion / Action Items		
	A. Chair's Report	Mark Wylie	
	B. President's Report	Pam Nabors	
	<u>1) Finance Report</u>	Eric Ushkowitz	
	C. Committee Reports (<i>deferred to 9/24/20 Board Meeting</i>)		
7.	Insight		
	A. Board State of Region Report	Nilda Blanco	
	B. Key Strategies to Address Regional Needs	Jacob Stuart	
8.	Other Business		
9.	Adjournment		

Upcoming Virtual Meetings:

Board Meeting	9/24/20	9:00 a.m. - 10:30 a.m.
Committee Meetings:		
- Community Engagement Committee	8/31/20	1:30 p.m. - 3:00 p.m.
- Career Services Committee	9/10/20	3:00 p.m. - 4:30 p.m.
- Executive Committee	9/17/20	9:00 a.m. - 10:30 a.m.

RETURN TO AGENDA



PY 19/20 End of Year August 03, 2020

Nabors, Pamela

CEOP - Chief Executive Officer/President

000007 - Executive

Reviewed by Burke, Dyana

Review Period

July 01, 2019 - June 30, 2020

Rating Scale

- 1 One
- 2 Two
- 3 Three
- 4 Four
- 5 Five

Competency 1 of 6

CareerSourcer Innovation

Weighted at 16.67%

CareerSourcer embraces innovation and technology as considerations in strategic and operational approaches.

5 Five

Impressive to witness how quickly CareerSource was able to pivot to online work for all staff and continue to deliver services in the spring of 2020. MPW

Competency 2 of 6

CareerSourcer Purpose Driven

Weighted at 16.65%

CareerSourcer understands the organization's mission, vision, and culture and it is demonstrated by a consistent ability to meet performance goals while delivering customer service that goes above and beyond compliance and the established norms.

5 Five

Reaching or exceeding the \$15 wage goal, outstanding audit performance, compliance with DEO, and Sterling application will be ready this fall. MPW

Competency 3 of 6

CareerSourcer Customer Loyalty & Satisfaction

Weighted at 16.67%

Delivering a high-quality customer experience supported by a team of diverse CareerSourcers – our workforce teams.

5 Five

Organization met its goals for business loyalty and exceeded our goal for attracting new businesses. Reaching out to perimeter counties like Sumter, Lake and Osceola demonstrate that CareerSource is willing to support all areas of Central Florida. MPW

Competency 4 of 6

CareerSourcer Ethics & Integrity

Weighted at 16.67%

CareerSourcer shows organizational stewardship, to include management of funds dedicated to talent solutions for individuals and businesses.

5 Five

The organization receives high marks from numerous auditors and has been able to successfully defend management decisions when called into question. All CareerSource board and committee documents are open and available to the public. The organization is fully transparent and compliant with Florida and Federal laws. MPW

Competency 5 of 6

CareerSourcer Effectiveness

Weighted at 16.67%

Degree to which the CareerSourcer is seen as leader within their Talent Solutions role. Compliance with fiscal and program policies and guidance requirements. The level at which tasks are performed carefully, accurately, and in accordance with specific instructions. Consistency of work quality and compliance with standards, requirements, and expectations.

5 Five

The CEOP of CareerSource Central Florida is viewed as an expert and leader on workforce issues by local, state, and national organizations. The policies and procedures of the organization are replicated across the state and nation. MPW

Competency 6 of 6

CareerSourcer Organizational Relations

Weighted at 16.67%

CareerSourcer furthers CSCF's vision by providing support that enhances the organization and develops a safe, and healthy work environment; always demonstrates the ability to build outstanding working relationships, inspires staff and/or coworkers to excel in service excellence, leads by example, helps to create a cooperative work environment conducive to excellence in service, and enthusiastically promotes service excellence initiatives.

5 Five

I have witnessed the all-staff meeting and discussed CareerSource leadership with several staff through the years of my board service. All respect the CEOP and recognize her vision for the organization and her concern about the welfare of each employee. She provides resources for fair compensation and benefits, and safe working conditions. The staff knows what their jobs require and perform at the highest level. MPW

Summary

5 Overall Rating
Five

5 Competency
 100% of Overall Rating

The Central Florida economy has gone from being one of the highest performing in the country to one of the hardest-hit in one of the hardest-hit states. The COVID-19 pandemic has created stress for health concerns and economic outcomes for individuals and businesses. CareerSource under the leadership of the CEOP and with the full support of the Board of Directors has been an outstanding contributor to the growth and now the recovery of business and re-employment of individuals in Central Florida. She has always exhibited great concern for the health of her staff and is keenly aware of the legal and regulatory responsibilities of the organization. The CEOP has provided strong leadership to CareerSource and the community through service on the boards and task forces concerned with workforce issues. It has been a pleasure to work with her and I look forward to her continued success. MPW

Signatures

Employee Signature

Date

Reviewer Signature

Date

Human Resources Signature

Date

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of
Minutes

Information /
Discussion /
Action Items

Other Business

Adjournment

OTHER BUSINESS

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of
Minutes

Information /
Discussion /
Action Items

Other Business

▶ **Adjournment**

ADJOURNMENT

THANK YOU!

[RETURN TO AGENDA](#)

