



What: Executive Committee Meeting

When: Wednesday, September 18, 2019
2:00 p.m. – 3:30 p.m.

Where: CareerSource Central Florida, 390 N. Orange Ave., Suite 700, Orlando, FL
GoToMeeting (remote attendees):
➤ <https://global.gotomeeting.com/join/904134117>
➤ 1 (866) 899-4679 or 1 (571) 317-3117 / Access Code: 904-134-117

Agenda Item	Topic	Presenter	Action Item
1.	Welcome	Mark Wylie	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment		
4.	Action Items	Mark Wylie	
	A. Approval of Minutes –		
	1) 7/16/19 Executive Committee Meeting		X
	B. Executive Committee Charter		X
	C. Revenue Diversity Strategy (GrayRobinson)		X
	D. Approval of Vendor Selection to Fulfill Duke Energy Grant		X
5.	Information		
	A. Chair's Report	Mark Wylie	
	B. President's Report	Pam Nabors	
	C. Committee Reports	Committee Chairs	
	1) Revenue Diversity Ad Hoc	Eric Jackson	
	2) Career Services	Dr. Kathleen Plinske	
	3) Community Engagement	Jody Wood	
	4) Audit	Larry Walter	
	5) Finance	Eric Ushkowitz	
	6) Governance	Richard Sweat	
	D. 10/3/19 Board Meeting Agenda	Mark Wylie	
6.	Other Business	Mark Wylie	
7.	Adjournment		

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Upcoming Meetings:

- **Board Meeting** 10/3/19 9:00 a.m. - 10:30 a.m.
Location:
CareerSource Central Florida
390 N. Orange Ave., 2nd Floor
Orlando, FL 32801
- **Executive Committee** 12/5/19 9:00 a.m. - 10:30 a.m.



DRAFT
Executive Committee Meeting

Tuesday, July 16, 2019
2:00 p.m.

MINUTES

MEMBERS PRESENT: Mark Wylie, Jeff Hayward, Richard Sweat, Eric Ushkowitz, and Jody Wood

MEMBERS ABSENT: Eric Jackson, Kathleen Plinske, and Larry Walter

STAFF PRESENT: Leo Alvarez and Kaz Kasal

GUEST PRESENT Debbie Clements; Thomas Wilkes/GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Wylie, CSCF Board Chair, called the meeting to order at 2:05 p.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	Public Comment None offered.	
4	Approval of Minutes <u>Approval of Minutes – 6/11/19 Executive Committee Meeting</u> <ul style="list-style-type: none"> Reviewed minutes. 	Mr. Ushkowitz made a motion to approve the minutes from the 6/11/19 Executive Committee Meetings. Mr. Sweat seconded; motion passed unanimously.
5	CEO's Annual Review <ul style="list-style-type: none"> Reviewed CEO's performance for Fiscal Year 18-19, utilizing CSCF's online performance management system (PerformancePro). Reviewed salaries of all workforce boards around the state for alignment. Reviewed Ms. Nabors Employment Agreement to ensure recommendation in alignment with contract terms. Reviewed three years of historical merit increases and incentive compensation. The Committee was very pleased with the overall performance by Ms. Nabors in accordance with her annual goals and behavioral competencies. <p>In accordance with current Employment Agreement between Pam Nabors and CSCF, Committee approved to award an incentive compensation payment equal to 10% of current salary and a 5.0% merit increase to base salary.</p>	



6	Adjournment Meeting adjourned at 3:00 p.m.	
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Respectfully submitted,

Kaz Kasal
Executive Coordinator



CareerSource Central Florida Executive Committee Charter

Purpose:

The Executive Committee reports to the Board of Directors, and is authorized to exercise full authority of the Board of Directors:

1. In the management of the Board's business between meetings of the Board of Directors, except where full board has authority as required by state or federal statute.

Responsibilities:

- Provide support and oversight to the President in overall governance of CareerSource Central Florida.
- Evaluate executive performance and recommend compensation.
- Review and present to the full Board for approval procurements for contracts equally or exceeding \$150,000.
- Review and approve the full Board meeting agendas.

Skills/Expertise:

- Member of the Board
- Interest in Board leadership
- Previous service leading a CareerSource Central Florida committee desired.
- Willingness to engage monthly with CareerSource Central Florida activities.

Structure:

- The Executive Committee will have a minimum of five members, consisting of the officers and the chairs of the standing committees, and additional members to ensure that there is representation across the five counties.
- Agenda and minutes are kept and published on the CareerSource Central Florida website and supplied to committee in written form via email one week prior to meetings.
- The Chair of the Board appoints other members of the Committee who are not committee chairs or officers.
- The Chair of the Board of Directors serves as the Chair of the Executive Committee and may choose to appoint another member of the Executive Committee to serve in such capacity.



ACTION ITEM

To: Executive Committee
From: Leo Alvarez, Chief Financial Officer
Subject: CareerSource Central Florida – Business Development Consulting
Date: September 18, 2019

PURPOSE:

To provide a recommendation to the Executive Committee to engage Gray Robinson, for one year, to provide governmental consulting and business development services.

BACKGROUND:

CareerSource Central Florida seeks to engage Gray Robinson to provide governmental consulting and business development services in support of the revenue diversity strategy. Through this consulting agreement, Gray Robinson will represent CareerSource Central Florida and pursue funding opportunities at the state and local levels that will create opportunities for CareerSource Central Florida to expand its base of services and expand its funding/revenue model. Additionally, Gray Robinson will represent CareerSource Central Florida before the State of Florida within the executive and legislative branches of government, local government and private sector.

The annual cost in exchange for the consulting services is a flat fee of \$27,000, which is inclusive of all costs, and payable from non-federal appropriated funds.

ACTION ITEM:

Executive Committee will approve staff to engage Gray Robinson in a one-year contract to provide governmental consulting and business development services, with a cost not to exceed \$27,000, utilizing non-federal appropriated funds.

GRAY | ROBINSON

ATTORNEYS AT LAW

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October 3, 2019

Pam Nabors
Workforce Central Florida, Inc.
390 N. Orange Avenue, Suite 700
Orlando, FL, 32801

Re: Lobbying Engagement with GrayRobinson, P.A.

Dear Pam:

Thank you very much for your continued interest in GrayRobinson, P.A. (“GrayRobinson” or “the Firm”). We appreciate the opportunity to provide governmental consulting and business development services to Workforce Central Florida, Inc., d/b/a CareerSource Central Florida (hereinafter CareerSource”). The Firm is committed to providing the highest level of service in furtherance of your goals. This letter will describe the terms under which that representation will occur, disclose the Firm’s reporting responsibilities under the law, and summarize the nature of government consulting services as compared to legal services.

Firm Contacts for Your Representation

You have asked the Firm to represent CareerSource before the State of Florida within the executive and legislative branches of government. Additionally, you have asked for assistance with local government and private sector funding. Specific to this work, the Firm will pursue funding opportunities at the state and local levels that will create opportunities for CareerSource to expand its base of services and stabilize its funding model. The entire team of GrayRobinson’s lobbyists will be available to advance your interests. However, in order to ensure that your needs are efficiently and fully addressed, I will be the primary contact for this representation. If I should ever be unavailable, I would encourage you to contact Robert Stuart, Chris Dawson, or Katie Flury, who will serve as secondary contacts for this representation.

Fees, Costs and Terms

In exchange for these services, CareerSource agrees to pay the Firm a flat fee of \$27,000, which is inclusive of costs, paid in five monthly installments of \$5,400 beginning on November 1, 2019. These payments will be made to GrayRobinson from non-state appropriated funds. The term of this agreement is for twelve months. At the conclusion of the initial term, or any time before, the parties may by mutual agreement extend the services at the same rate or negotiate a new rate.

All payments should be remitted to 301 East Pine Street #1400, Orlando, FL 32801 or via ACH transfer or other electronic transfer upon receipt of invoice. No monthly costs will be incurred

without the Organization's prior approval. Both CareerSource and the Firm have the right to terminate this contract with or without cause with thirty (30) days' notice given.

Lobbyist Registration

Florida law requires that GrayRobinson's lobbyists must register with the State prior to engaging in lobbying activity. Lobbyist registrations are effective when they are received by the State, and lobbying may not occur prior to proper registration. The registration and fee cycle is the calendar year beginning January 1 and ending December 31. Therefore, CareerSource consents for the Firm's lobbyists to register to represent CareerSource, and the Organization agrees to reimburse the Firm for the cost of lobbyist registrations.

Lobbyist registration fees are:

- **Legislature:** \$20 for each person from the point of registration until December 31; then renewed in January each calendar year thereafter.
- **Executive:** \$25 for each person from the point of registration until December 31; then renewed in January each calendar year thereafter.

Lobbyist registration forms will be sent under separate cover following the execution of this agreement. By signing below, you agree to complete and return these forms, which are necessary to our representation of CareerSource during the term of this contract or after its termination should reporting periods overlap. The Firm cannot commence representation until these forms are returned and properly filed with the State.

Compensation Reporting

Florida law requires that the fees and costs invoiced by GrayRobinson for lobbying services are reportable to the State on a quarterly basis to both the Florida Legislature and the Florida Commission on Ethics. Therefore, CareerSource consents to the quarterly disclosure of compensation paid or owed to GrayRobinson for lobbying activity as required by Chapter 2005-359, Laws of Florida. Such consent is granted so that GrayRobinson may file the specified quarterly reports, disclosing only the information required by Chapter 2005-359, Laws of Florida, and shall remain in effect as long as any GrayRobinson lawyer or non-lawyer lobbyist serves as the client's registered representative before the Legislature and any executive branch agency.

Unless you direct otherwise, the Firm will attribute and report 50% of our fees and reimbursements as legislative branch lobbying fees, and 50% of our fees and reimbursements as executive branch lobbying fees, subject to periodic adjustment by us to reflect our best professional judgment regarding allocation of our efforts associated with this representation.

Confidentiality

In order to ensure the candor and trust in our relationship that forms the basis of effective representation it is the policy of the Firm to keep strictly confidential all information about your interests and strategies. Because information is our stock in trade and because advancing your interests may depend on it we ask that you also keep confidential any information we may share with you regarding political strategy, insight, information, or analysis. You may share information pertaining to our representation of you with your other consultants and representatives except for any information we specifically deem to be confidential, either verbally or in writing. The foregoing understandings are subject, of course, to the public records laws.

Distinguishing Between Lobbying and Legal Services; Conflicts

GrayRobinson offers not only legal services but also lobbying services. The Florida Bar treats legal services differently than non-legal services, which includes lobbying and consulting. It is important to understand the distinction between those services relative to conflicts, and the scope of this representation. *This lobbyist engagement does not create an attorney/client relationship between you and our firm.* If legal services are required by CareerSource, we will enter into a separate engagement.

Both lobbyists and lawyers must avoid conflict of interest. Lawyers may not accept a legal client adverse to another legal client in a legal matter, and our lobbyists will decline to accept a lobbying client involved in legal action against an existing legal or lobbying client of the Firm. However, legal services and lobbying are separate and distinct services for the purposes of evaluating conflicts, and, because lobbying frequently involves advocating for potential changes to existing law within the legislative branch or application of the law by the executive branch, the positions advanced on behalf of lobbying clients may or may not differ from legal positions taken on behalf of clients in judicial proceedings. In some instances, lobbying clients may not have a legal conflict, but they may be marketplace competitors or they may take inconsistent positions on one or more lobbying issues. We will bring any such situations to your attention immediately upon discovery and we likewise ask you to contact us immediately if you have similar concerns at any time. Whenever conditions merit, we will implement and maintain an “ethics wall” to maintain complete separation of information, strategy, and personnel associated with the affected lobbying clients.

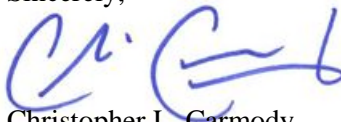
Under the scope of representation outlined above we know of no lobbying conflicts with our current lobbying clients, and we have discussed our plan for protecting your interest from marketplace competitors via an ethics wall. If you ever have a concern about a perceived or potential conflict, or any other issue we ask that you alert us immediately so we can address it in a mutually acceptable fashion. We will do the same.

GRAYROBINSON
PROFESSIONAL ASSOCIATION

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I believe the above reflects our understanding. If it does, please sign this agreement and return to me. If not already completed, electronic lobbyist registration forms will be sent separately from the respective entities for 2019. I appreciate your attention to this matter and look forward to working with you. Please never hesitate to contact me if we can assist you in any way.

Sincerely,



Christopher L. Carmody

For: Workforce Central Florida

Date

Attached: Additional Understanding Regarding Representation
Privacy Policy



Additional Understanding Regarding Representation

Payment of Invoices

In the event that our invoices are not timely paid, or that payment terms satisfactory to us are not established, we reserve the right to renegotiate the terms of this engagement and/or to pursue our other remedies, including the right to charge you interest of 1½% per month for any invoice which has not been paid within 30 days of the date the invoice is mailed or emailed to you. We also reserve the right to withdraw as your counsel in the event you fail to honor your agreement with respect to our legal fees or for any just reason as permitted or required under the Florida Code of Professional Responsibility or as permitted by the rules of courts of the State of Florida. In the event of our withdrawal, you will promptly pay for all services rendered by us prior to the date of withdrawal.

Electronic Data

This will serve as our disclosure that the Firm does presently and will continue to maintain confidential and privileged information in electronic form. This practice will be followed in our work on this matter. The Firm does take measures that it understands to be reasonable and consistent with current business practices to protect that information.

Outcome or Result

We will strive to do our best to meet your needs in this and other any matter we subsequently undertake for you. Either at the commencement, or during the course of our representation, we may express opinions or beliefs concerning the litigation or various courses of action and the results that might be anticipated. Any such statement made by any attorney, consultant or employee of our Firm is intended to be an expression of opinion only, based on information available to us at the time, and should not be construed as a promise or guarantee. We cannot and do not make any representations, warranties or guarantees concerning the outcome of this or any representation we undertake. We will give you our best advice, render opinions, and seek to obtain the desired result. In this regard, it is most important that we communicate regularly.

File Retention

Following the termination of the representation/engagement, any otherwise nonpublic information you have supplied to the Firm (unless previously removed or destroyed by specific request) will be retained by us and kept confidential in accordance with applicable rules of professional conduct, and the Firm reserves the right to send such materials to off-site storage at any time. Any retrieval of material once the file is closed may incur an expense for which you will be responsible. The Firm's retention policy provides that we retain stored and closed files for a period of ten (10) years after which they may be destroyed. Thus, if there are any documents which you need from those we possess, we recommend that you obtain them at the conclusion of our work on this matter. Failure to do so will waive and indemnify the Firm from any liability for the destruction of materials.



PRIVACY POLICY

Attorneys, like other professionals who advise on personal financial matters, are now required by a new federal law to inform their clients of their policies regarding privacy of client information. Attorneys have been, and continue to be, bound by professional standards of confidentiality that are even more stringent than those required by this new law. Therefore, we have always protected your right to privacy and do not take lightly the confidence you place in us.

In the course of providing our clients with financial and tax planning and preparation services, employment counseling, bankruptcy activities, certain real estate services, and other certain financial services, we receive significant personal financial information about you either from you or with your authorization. If you are a current or former client of GrayRobinson, P.A. you should know that all information that we receive about you is held in extreme confidence, and is not released to any person or entity outside of this law firm, except as agreed upon by you, or as required under applicable law.

We retain records relating to professional services that we provide so that we are better able to assist you with your professional needs and, in some cases, to comply with professional guidelines. In order to guard your non-public personal information, we maintain physical, electronic, and procedural safeguards that comply with our professional standards.

Please call if you have any questions regarding this matter. Your privacy, our professional ethics, and the ability to provide you with quality legal services are very important to us.



ACTION ITEM

To: Executive Committee
From: Mimi Coenen, Chief Operating Officer
Subject: Action – Vendor Request for Approval
Date: September 18, 2019

PURPOSE:

To approve a vendor to deliver a preparation course, designed to assist individuals seeking careers as utility lineman, pass the industry required Construction and Skills Trade (CAST) exam.

BACKGROUND:

CareerSource Central Florida (CSCF) received a \$10,000 grant from Duke Energy to increase employment opportunities in the Construction and Utilities industry. CAST is a typical component of the employment application process for individuals seeking employment in the skilled trades and power industries. CAST is a battery of tests used to gauge an applicant's aptitude and their ability to learn and process new information which indicates the likelihood of success on the job.

As part of CSCF procurement process, this purchase is under the threshold for board approval however the chosen vendor, Valencia State College, is a member of CSCF's Board of Directors. A contract under \$25,000 between CSCF and a member of the Board or between a relative of a Board member or if an employee of the Board is not required to have the prior approval of Career Source Florida, Inc. but must be approved by a two-thirds vote of the Board, a quorum having been established, after full disclosure with the members' abstention and must be reported to DEO and CareerSource Florida Inc. within 30 days after approval.

RECOMMENDATION:

Staff recommends approval of Valencia State College as the chosen vendor to deliver the CAST preparation training, funded by the Duke Energy grant award.



What: Board of Directors Meeting
When: Thursday, October 3, 2019, 9:00 a.m. – 10:30 a.m.
Where: CareerSource Central Florida / 320 N. Orange Ave., 2nd FLOOR, Orlando, FL
Virtual: GoToMeeting (remote attendees):
 ➤ <https://global.gotomeeting.com/join/>
 ➤ **/ Access Code:**

Agenda Item	Topic	Presenter	Action Item
1.	Welcome	Mark Wylie	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment		
4.	Consent Agenda	Mark Wylie	X
	A. 6/20/19 Minutes		
	B. Committee Charters		
	1) Executive		
	2) Career Services		
	3) Community Engagement		
	4) Governance		
	5) Audit		
5.	Information / Action Items		
	A. Spotlight Story	Mimi Coenen	
	B. Chair's Report	Mark Wylie	
	C. President's Report	Pamela Nabors	
	D. Committee Reports		
	1) Executive	Mark Wylie	
	a) Approval of Vendor Selection to Fulfull Duke Energy Grant		X
	2) Revenue Diversity Ad Hoc	Eric Jackson	
	3) Audit	Larry Walter	
	4) Community Engagement	Jody Wood	
	5) Finance	Eric Ushkowitz	
	6) Governance	Richard Sweat	
	7) Career Services	Dr. Kathleen Plinkse	
	a) Approval of New Training Providers		X
	E. Finance Report	Eric Ushkowitz	
6	Insight		
	A. GrayRobinson – Legislative Update	Christopher Carmody GrayRobinson	
	B. Board Priorities – High Customer Satisfaction & Loyalty	Tony McGee President/CEO HNM Global Logistics	
7	Adjournment		

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Upcoming Meetings:

- **Board and Consortium Joint Meeting** 12/12/19 9:00 a.m. - 11:00 a.m.
Location: TBD
- **Committee Meetings**
Location: CSCF Admin Office
 - **Finance Committee** 10/8/19 2:30 p.m. - 4:00 p.m.
 - **Career Services Committee** 10/24/19 3:00 p.m. - 4:30 p.m.
 - **Revenue Diversity Ad Hoc Committee** 11/4/19 3:00 p.m. – 4:30 p.m.
 - **Governance Committee** 11/13/19 2:00 p.m. - 3:30 p.m.
 - **Community Engagement Committee** 11/18/19 3:00 p.m. - 4:30 p.m.
 - **Executive Committee** 12/5/19 9:00 a.m. - 10:30 a.m.

RETURN TO AGENDA