

Executive Committee Meeting

September 23, 2021



9/23/21 EXECUTIVE COMMITTEE MEETING DETAILS

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of
Minutes

Information /
Discussion /
Action Items

Other Business

Adjournment

What: Executive Committee Meeting

When: Thursday, September 23, 2021
9:00 a.m. – 10:30 a.m.

Where: Virtual via Zoom:

Link: <https://careersourcecf.zoom.us/j/87488308914?pwd=NGR1MTN3QjJNaVBaV2R2Z1RmNzVGQT09>

Dial In: 1 (929) 205-6099 / Meeting ID: 874 8830 8914
Passcode: 933255

9/23/21 EXECUTIVE COMMITTEE MEETING AGENDA

Agenda Item	Topic	Presenter	Action Item
1.	Welcome	Jody Wood	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment		
4.	Approval of Minutes A. <u>9/13/21 Executive Committee Meeting</u>	Jody Wood	X
5.	Information / Discussion / Action Items A. Chair's Report B. President's Report C. Action Items: 1) <u>Telecom Services Land/Internet Procurement</u> D. Committee Reports: 1) <i>Audit (no updates, meeting on 10/5/21)</i> 2) <i>Career Services (met on 8/26/21)</i> a) <u>Updated Policies – Request to move to Board</u> 3) <i>Community Engagement (met on 9/16/21)</i> 4) <i>Facilities Ad Hoc (met on 9/2/21)</i> 5) <i>Finance (no updates, meeting on 10/5/21)</i> 6) <i>Governance (met on 8/11/21)</i> 7) <i>Revenue Diversity (met on 8/18/21)</i>	Jody Wood Pam Nabors Leo Alvarez Sheri Olson Andrew Albu David Sprinkle Matt Walton Eric Ushkowitz Richard Sweat Eric Jackson	X
	E. <u>9/30/21 Board Meeting Agenda</u>		
6.	Other Business		
7.	Adjournment		

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WELCOME



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ROLL CALL



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PUBLIC COMMENT



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APPROVAL OF MINUTES





**Draft
Executive Committee Meeting**

Monday, September 13, 2021, 10:00 a.m.

MINUTES

MEMBERS PRESENT: Jody Wood, Jeff Hayward, Sheri Olson, David Sprinkle, Richard Sweat, Eric Ushkowitz, and Matt Walton

MEMBERS ABSENT: Andrew Albu and Eric Jackson

STAFF PRESENT: Pam Nabors, Leo Alvarez, Sean Masherella, and Kaz Kasal

GUEST PRESENT: Kevin Shaughnessy / BakerHostetler; Thomas Wilkes / GrayRobinson; and Darlene Herndon / Certified Court Reporter

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Ms. Wood, CSCF Chair, called the meeting to order at 10:00 a.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	Public Comment None offered.	
4	<u>Approval of Minutes – 7/29/21 Executive Committee Meeting</u> <ul style="list-style-type: none"> • Reviewed minutes (attachment). 	Mr. Hayward made a motion to approve the draft minutes from the 7/29/21 Executive Committee meeting. Mr. Walton seconded; motion passed unanimously.
5	<u>Information/Discussion /Action Items</u> <u>Legal Review</u> Special employment-law counsel Kevin Shaughnessy advised the Executive Committee that he desired advice concerning pending litigation in the case of Shermiya Mosley v. Central Florida Regional Workforce. Ms. Wood announced closing the open portion of this Executive Committee meeting and beginning the private attorney-client session. The purpose of the private portion of the Executive Committee meeting will be to discuss settlement negotiations and strategy related to litigation expenditures for the case of Shermiya Mosley vs. Central Florida Regional Workforce. The only persons present in the closed portion of the meeting were Chair Jody Wood, Committee Members Jeff Hayward, Sheri Olson, David Sprinkle, Richard Sweat, Eric Ushkowitz, and Matt Walton, Chief Executive Officer Pamela Nabors, and legal counsel Thomas Wilkes and Kevin Shaughnessy. All others, including all other Career Source staff and members of the public, departed the meeting or were removed virtually from the meeting. The entire closed session will be recorded by the court reporter and shall be made public record upon conclusion of the litigation. <i>Private attorney-client session commences.</i>	



	Ms. Wood announced reopening the public portion of the session and terminating the attorney-client session.	
6	Other Business None offered.	
7	Adjournment Meeting adjourned at 10:34 am.	

Respectfully submitted,
 Kaz Kasal, Executive Coordinator
 #45396118 v1

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INFORMATION / DISCUSSION / ACTION ITEMS





ACTION ITEM

To: Executive Committee
From: Steven Nguyen, Vice President of Information Technology
Subject: Procurement - Telecom Services/Wide Area Network
Date: September 23, 2021

Purpose:

The purpose of this memo is to provide information in relation to the procurement for telecom service/wide area network and make a recommendation to the Executive Committee based on the proposals received.

Background:

A request for proposal (RFP) was developed to obtain proposals from qualified firms, organizations, or qualified individuals to serve as the wide area network provider for all six CareerSource and one datacenter in the Central Florida area. The purpose of the RFP is for project replacing the current connectivity at all locations with goal to save costs, improve overall network performance, increase redundancy, and improve access to cloud-based applications such as Office 365. The RFP was released via the company website for a 28-day duration beginning July 15, 2021, with a bid closing date of August 11, 2021, in conjunction with publishing a legal notice in Orlando Sentinel. The RFQ was based on specifications developed by the CareerSource team. The annual budget for this service is \$102,000 (\$8,500 per month for 12-months). The contract will be a three years obligation totaling \$306,000.

Advance notification of legal notice publication for the RFQ was provided to seventeen (17) firm representatives deemed capable of supplying services. Seven firms responded to the solicitation providing qualifications and proposals. Those who responded were as follows: (1) Nitel Telecom Services. (2) Momentum Telecom, (3) CenturyLink Communications, LLC d/b/a Lumen Technologies Group, (4) Hypercore Networks, (5) AT&T Corp., (6) Charter Communications Operating, LLC d/b/a Spectrum Enterprises, and (7) Summit-Broadband.

The Review Team reviewed submitted proposals then met. Each team member provided individual scores for each Proposer. Additionally, interviews were conducted with those proposers earning the four highest scores to technically confirm the validity of submitted proposals since all proposals begged for dialogue with proposers to clarify open questions. The submitted averaged scores represent the team’s recommended scores and rankings to CSCF Board of Directors as shown in the matrix below:

SUMMARY OF EVALUATED AVERAGE POINTS & RANK BY PROPOSER							
<i>Proposer Name</i>							
	Summit	LUMEN	Spectrum	AT&T	Hypercore	Nitel	Momentum
	94.6	88.4	69.6	67.8	65.2	65	55
Ranking	1	2	3	4	5	6	7

Next Steps: Based on these interviews, we would like to further explore the Summit and Lumen offerings. IT would like to present our internal transition plan to verify each company can support what is needed. We would also like to obtain price updates for the following:

- Redundant pair of SD-WAN devices at the Colo-solutions location. Based on our conversations, both companies recommended this.
- Pricing from Lumen to assist with on-site replacement support of failed equipment
- Determine if there are areas where cost savings could be found (ie, cable backup connectivity vs 5G)

Action: The Recommendation to the Executive Committee is to allow staff continue negotiations with the top two vendors (Summit & Lumen) to identify best system fit and contractual terms. The scope of the cost will be not to exceed the budget of \$102,000 annually or \$306,000 over 3 years.



To: Executive Committee
From: Career Services Committee
Subject: Action – Request to move to Board of Directors for Required Approval
Date: 9/23/21

Purpose:

The Career Services Committee approved three local policies on 8/26/21. The purpose of this memo is to gain Executive Committee approval to move to the full Board of Directors and seek approval for updates to current policy revisions as required by the Department of Economic Opportunity (DEO).

Background:

On January 27, 2021, the Department of Economic Opportunity instituted a new process requiring local boards to get board approval for any Local Operating Procedures that coincide with the release of new administrative state policies. When DEO updates state policy, the local board must also adjust their current policy on the same issue and submit to the Board of Directors for approval and then forward to DEO for final review/approval. The goal of this new process is to ensure DEO is providing oversight and support needed to the local workforce boards to administer and operate programs in a manner that meets federal and state requirements. This new policy review is now required when working with state or federal funding coming from DEO.

Action:

The Career Services Committee recommends the Executive Committee move these policies to the full Board of Directors for approval.

Policy Title	Policy Number	Summary
Priority of Service for Veterans and Eligible Spouses	UNI-06	Provides requirements for CSCF staff on implementing priority of services for veterans and eligible spouses for all programs and services.
Staffing Requirements – Jobs for Veterans State Grant	WP-01	Outlines requirements for required staffing to operationalize a fully integrated team to provide services to veterans.
Common Exit Policy	UNI-11	Provides requirements for the common exit of program participants for WIOA Title I (Adult, Dislocated Workers, Youth and National Emergency Grants) and Title II (Wagner-Peyser, Jobs for Veteran State Grants, Migrant and Seasonal Farmworkers and Trade Adjustment Assistance) programs.

Approved:

Career Services Committee: 8/26/21

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1.	Welcome	Jody Wood	
2.	CSCF Spotlight Story	Mimi Coenen	
3.	Roll Call / Establishment of Quorum	Kaz Kasal	
4.	Public Comment		
5.	Consent Agenda	Jody Wood	X
	A. 6/24/21 Board Meeting Draft Minutes		
	B. Committee Actions		
	1) Governance Committee Charter (Governance)		
	2) Policies (Executive / Career Services)		
	a) Priority of Service for Veterans and Eligible Spouses		
	b) Staffing Requirements – Jobs for Veterans’ State Grant		
	c) Common Exit		
6.	Information / Discussion / Action Items		
	A. Chair’s Report	Jody Wood	
	B. President’s Report	Pam Nabors	
	1) Finance Report	Eric Ushkowitz	
	D. Committee Reports		
	1) Executive (<i>met on 7/29/21, 9/13/21 & 9/23/21</i>)	Jody Wood	X
	a. Telecom Services Land/Internet Procurement		X
	2) Audit (<i>no updates – meeting on 10/5/21</i>)	Sheri Olson	
	3) Career Services (<i>met on 8/26/21</i>)	Andrew Albu	
	4) Community Engagement (<i>met on 9/16/21</i>)	David Sprinkle	
	5) Facilities Ad Hoc (<i>met on 9/2/21</i>)	Matt Walton	
	6) Finance (<i>no updates – meeting on 10/5/21</i>)	Eric Ushkowitz	
	7) Governance (<i>met on 8/11/21</i>)	Richard Sweat	
	8) Revenue Diversity Ad Hoc (<i>met on 8/18/21</i>)	Eric Jackson	

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Agenda Item	Topic	Presenter
7.	Insight	
	A. Legislative Updates	Chris Carmody GrayRobinson
	B. Tourism and Talent Needs	Casandra Matej President / CEO Visit Orlando
8.	Other Business	
9.	Adjournment	

Upcoming Meetings:

Board & Consortium

12/16/21 9:00 a.m. - 11:00 a.m.

Committee Meetings:

- **Audit & Finance** 10/5/21 2:30 p.m. – 4:00 p.m.
- **Governance.** 10/20/21 3:00 p.m. – 4:30 p.m.
- **Community Engagement** 11/4/21 3:00 p.m. – 4:30 p.m.
- **Revenue Diversity** 11/10/21 2:00 p.m. – 3:30 p.m.
- **Career Services** 11/18/21 3:00 p.m. – 4:30 p.m.
- **Executive Committee** 12/9/21 9:00 a.m. - 10:30 a.m.

RETURN TO AGENDA



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OTHER BUSINESS



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▶ **Adjournment**

ADJOURNMENT



THANK YOU!



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