



BOARD OF DIRECTORS MEETING

CareerSource Central Florida | 09/28/23

CareerSourceCentralFlorida.com



9/28/23 BOARD OF DIRECTORS MEETING DETAILS

Meeting Details

Meeting Agenda

Welcome

Spotlight Story

Roll Call

Public Comment

Consent Agenda

Information/
Discussion/
Action Items

Insight

Other Business

Adjournment

What: CSCF Board of Directors Meeting

When: Thursday, September 28, 2023
9:00 a.m. – 10:30 a.m.

Where: UCF Lake Nona Hospital (Medical Center)
6700 Lake Nona Blvd.
Orlando, FL 32827

or

Virtual Option via Zoom:

Link: <https://careersourcecf.zoom.us/j/82129871193?pwd=aml5bmN3WitsaGxxOFdWclZ4Sk5SUT09>

Dial In: 1 (929) 205-6099 / Meeting ID: 821 2987 1193 / Passcode: 055510

9/28/23 BOARD OF DIRECTORS MEETING AGENDA

Agenda Item #"	Topic	Presenter	Action Item
1.	Welcome - Pledge of Allegiance - Host Welcome	Richard Sweat Wendy Brandon Richard Sweat	
2.	CSCF Spotlight Story	Nilda Blanco	
3.	Roll Call / Establishment of Quorum	Kaz Kasal	
4.	Public Comment		
5.	Consent Agenda A. 6/22/23 Consortium/Board Meeting B. Committee Actions 1) New Training Providers – Apprenticeships (Career Services)	Richard Sweat	X
6.	Information / Discussion / Action Items A. Chair's Report B. President's Report 1) Finance Report C. Committee Reports 1) Executive 2) Audit 3) Career Services 4) Community Engagement 5) Facilities Ad Hoc 6) Finance 7) Governance 8) Revenue Diversity & New Markets	Richard Sweat Pamela Nabors Eric Ushkowitz Richard Sweat Matt Walton Andrew Albu David Sprinkle Matt Walton Eric Ushkowitz Sheri Olson John Gill	

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7.	Insight		
	A. Enterprise Risk Management Overview	Steven Nguyen	
	B. Sunshine Briefing	Gray Robinson	
8.	Other Business		
9.	Adjournment / Board Orientation Session Begins		

Upcoming Meetings:

Consortium 12/11/23 9:00 a.m. – 9:30 a.m.

Board 12/15/23 9:00 a.m. - 10:30 a.m. *rescheduling from 12/14/23 to 12/15/23*

Committee Meetings:

- **Revenue Diversity & New Markets** 10/10/23 3:00 p.m. - 4:30 p.m.

- **Finance** 10/18/23 2:30 p.m. – 4:00 p.m.

- **Community Engagement** 10/27/23 2:30 p.m. – 4:00 p.m. *rescheduled date/time*

- **Career Services** 11/16/23 3:00 p.m. – 4:30 p.m.

- **Executive** 12/7/23 2:00 p.m. – 3:30 p.m.



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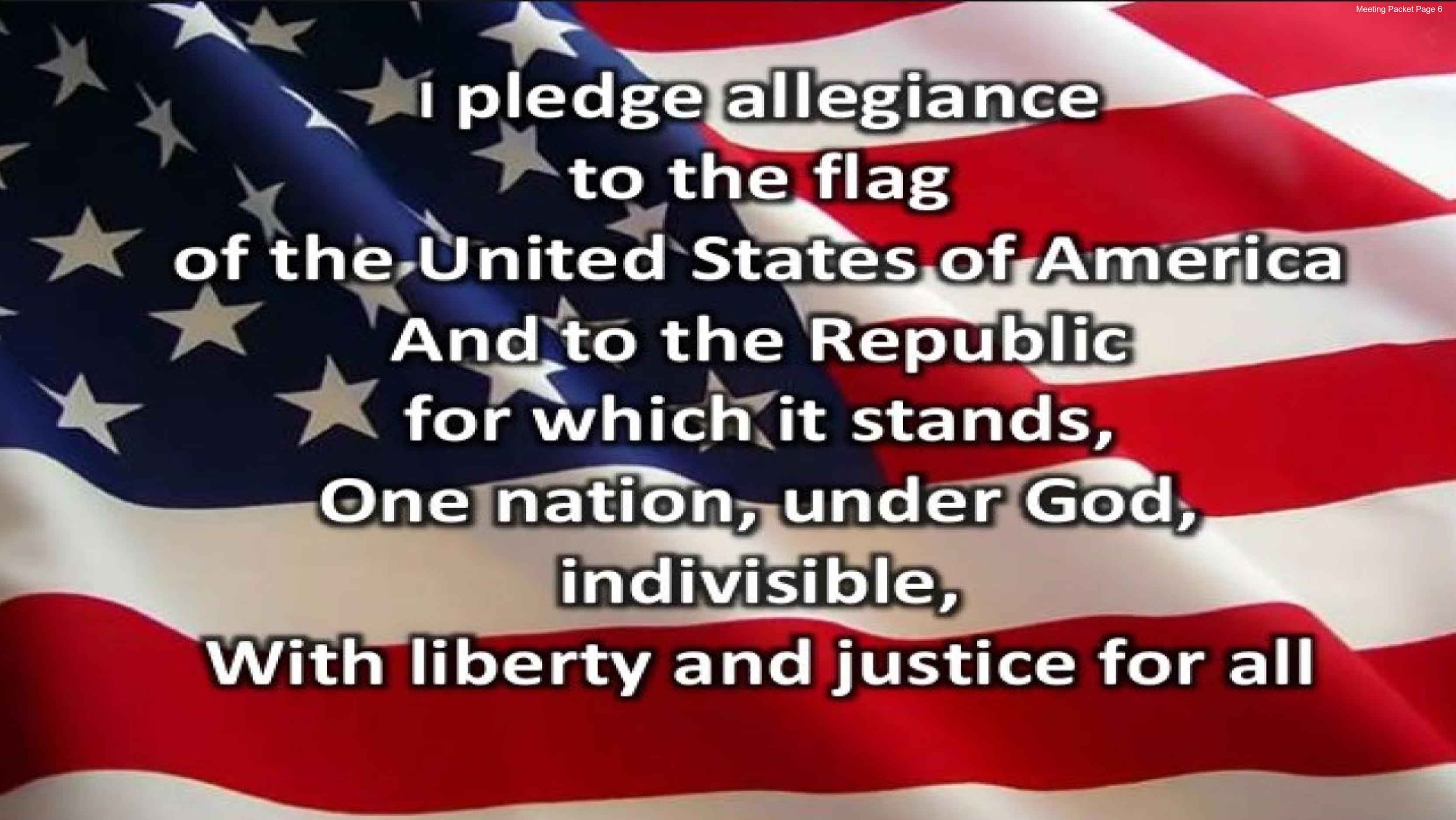
**Information/
Discussion/
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WELCOME

The background of the image is a close-up, slightly blurred view of the American flag, showing the stars and stripes in a wavy pattern. The text is overlaid on this background in a bold, white font with a black outline.

**I pledge allegiance
to the flag
of the United States of America
And to the Republic
for which it stands,
One nation, under God,
indivisible,
With liberty and justice for all**



**SPECIAL THANKS
TO OUR HOST:**

UCF LAKE NONA HOSPITAL



CareerSource
CENTRAL FLORIDA

CSCF SPOTLIGHT STORY





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ROLL CALL



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PUBLIC COMMENT



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CONSENT AGENDA

- 6/22/23 CONSORTIUM/BOARD MINUTES
- COMMITTEE ACTION ITEM



Consortium & Board of Directors Joint Meeting

Thursday, June 22, 2023, 9:00 a.m.

MINUTES

CONSORTIUM MEMBERS

PRESENT: Mayor Jerry Demings, Commission Lee Constantine, Commissioner Peggy Choudhry, Commissioner Sean Parks and Commissioner Roberta Ulrich

BOARD MEMBERS PRESENT: Jody Wood, Andrew Albu, Wendy Brandon, Gui Cunha, Keira des Anges, Wendy Ford, Tanisha Gary, John Gyllin, Shawn Hindle, Eric Jackson, Phillip Laws, Sheri Olson, Renee Quintanilla, Stelle Siracuza, David Sprinkle, Richard Sweat, DeAnna Thomas, Eric Ushkowitz, and Matt Walton

BOARD MEMBERS ABSENT: Joe Battista, Glen Casel, Sean Donnelly, Jessie Dziomey-Lukash, John Gill, Mark Havard, Jeff Hayward, Bryan Orr, Gaby Ortigoni, Manuel Rascon, Michelle Sperzel and Maria Vazquez

STAFF PRESENT: Pam Nabors, Tadar Muhammad, Leo Alvarez, Dyana Burke, Steven Nguyen, Nilda Blanco, Emily Kruszewski, Evan Williams, Belinda Vega, Angel Ramos, Sean Masherella, Vanessa Nogueira, Meghan Driscoll, Abigail Bass and Kaz Kasal

GUESTS PRESENT: Craig Borkon / Orlando Venues; Katie Crofoot / REACH Office, Daniel Harper, Yvetta McCullough, Valerie Peacock / DEO; Heather Ramos, Chris Carmody / GrayRobinson; Steve Nakagawa / Florida High Tech Corridor; Ben Larry / SkyWater Technology; Kari Conley; Katalina / CSCF Participant

Consortium-Board Meeting		
Agenda Item	Topic	Action Item / Follow Up Item
1	<p>Welcome</p> <ul style="list-style-type: none"> • Mayor Demings, Consortium Chair, called meeting to order at 9:04 am and welcomed attendees. • Mr. Kirk Wingerson, Venues Marketing Division Manager welcomed attendees to Camping World Stadium and provided an historical and current overview of the stadium and the wide variety of venues they have hosted. • Mayor Demings welcomed Commissioner Sean Parks on the Consortium representing Lake County. Commissioner Parks replaced Commissioner Kirby Smith on Consortium for 2023. 	
2	<p>CSCF Spotlight Story</p> <p>CSCF Participant, Katalina, relayed her journey from getting her high school diploma to attaining certification, which resulted in securing medical assistant job earning \$15/hour. Katalina thanked her career consultant, Ms. Belinda Vega, for all the support and guidance she provided. Katalina also has future plans to become a registered nurse.</p>	



Consortium-Board Meeting (continued)		
Agenda Item	Topic	Action Item / Follow Up Item
3	Recognition of Board Services <ul style="list-style-type: none"> Mayor Demings thanked the CSCF Board for their service which has helped to make PY 2022-2023 a tremendous success. 	
4	Roll Call / Establishment of Quorum <ul style="list-style-type: none"> Ms. Kasal, Executive Coordinator, reported a quorum present on the Consortium and CSCF Board. 	
5	Public Comment <ul style="list-style-type: none"> None offered. 	
6	Consortium Action Items <u>Approval of 12/15/22 Consortium-Board Meeting</u> <ul style="list-style-type: none"> Reviewed draft minutes from 12/15/22 Consortium-Board Meeting (attachment). <u>Approval of Board Appointments</u> <ul style="list-style-type: none"> Reviewed appointments of CSCF Board to be effective 7/1/23 (attachment). 	<p>Commissioner Constantine made a motion to approve minutes from the 12/15/22 Consortium-Board meeting. Commissioner Ulrich seconded; motion passed unanimously.</p> <p>Commissioner Constantine made a motion to approve the Board Appointments, as presented. Commissioner Ulrich seconded; motion passed unanimously.</p>
7	Board and Consortium Action Items <u>Approval of the 2023-2024 CSCF Budget</u> <ul style="list-style-type: none"> Board reviewed 2023-2024 CSCF Budget (attachment). <ul style="list-style-type: none"> Consortium reviewed 2023-2024 CSCF Budget (attachment). 	<p>Mr. Walton made a motion to approve the 2023-2024 Budget. Mr. Albu seconded; motion passed unanimously.</p> <p>Commissioner Choudhry made a motion to approve the 2023-2024 Budget. Commissioner Constantine seconded; motion passed unanimously.</p>



Consortium-Board Meeting (continued)		
Agenda Item	Topic	Action Item / Follow Up Item
7	<p><u>Direct Provider of Workforce Service Extension Request 2023-2024</u></p> <ul style="list-style-type: none"> Board reviewed action memo recommendation to approve CSCF's continued designation as a Direct Service Provider for delivery of services to its career seekers and businesses for the period of 7/1/2023 through 6/30/2024 (attachment). Consortium reviewed action memo recommendation to approve CSCF's continued designation as a Direct Service Provider for delivery of services to its career seekers and businesses for the period of 7/1/2023 through 6/30/2024 (attachment). 	<p>Mr. Sweat made a motion to approve CSCF's continued designation as a direct service provider for period 7/1/2023 through 6/30/2024, as approved and submitted to DEO and CareerSource Florida. Mr. Sprinkle seconded; motion passed unanimously.</p> <p>Commissioner Constantine made a motion to approve CSCF's continued designation as a direct service provider for period 7/1/2023 through 6/30/2024, as approved and submitted to DEO and CareerSource Florida. Commissioner Ulrich seconded; motion passed unanimously.</p>
8	<p>Adjournment of Consortium</p> <ul style="list-style-type: none"> Consortium adjourned at 9:31 am. 	



Board Meeting		
Agenda Item	Topic	Action Item / Follow Up Item
9	<p>Board Consent Agenda</p> <ul style="list-style-type: none"> • Ms. Wood asked the Board if any item on consent agenda, as listed below, should be moved off for further discussion: <ul style="list-style-type: none"> - 4/24/23 Board Meeting Draft Minutes. - Proposed 2023-2024 Board-Committee Meeting Schedule. - Local Apprenticeship Policy (<i>Career Services</i>). - Executive Compensation (<i>Executive</i>). 	<p>Mr. Walton made a motion to approve all items on the consent agenda. Ms. Olson seconded; motion passed unanimously.</p>
10	<p>Information / Discussion</p> <p><u>Chair's Report</u></p> <ul style="list-style-type: none"> • Ms. Wood relayed the following: <ul style="list-style-type: none"> - Thanked the Consortium for approving appointment of new Board Members. - Reminded Board to complete: 1) Form 1 by 7/3/23, 2) orientation training, and 3) 4th quarter surveys which will be sent on 6/26/23. - Encouraged Board to make an end-of-the-year contribution. • Ms. Wood also announced her retirement from her company and from the CSCF Board effective 6/30/23. <p><u>President's Report</u></p> <ul style="list-style-type: none"> • Ms. Nabors, President/CEO, reported on following highlights (attachment): <ul style="list-style-type: none"> - Reviewed scorecard 7/1/22 thru 6/10/23. - Introduced Mr. Tadar Muhammad, CSCF's new Chief Operating Officer. - Welcomed Ms. Katie Crofoot, Director of the Office of REACH (Reimagining Education and Career Help), of the Governor's Office. - Reviewed CSCF's internal and external key highlights. • The following Board Members were recognized for their service on the CSCF Board, which concludes on 6/30/23: <ul style="list-style-type: none"> ➢ Glen Casel ➢ Kari Conley ➢ Dr. John Gyllin ➢ Eric Jackson ➢ Manuel Rascon ➢ Jody Wood 	



Board Meeting (continued)		
Agenda Item	Topic	Action Item / Follow Up Item
10	<p><u>Finance Report</u></p> <ul style="list-style-type: none"> Mr. Alvarez, CFO, reviewed financials through 4/30/23, trending on target at 82% expended. <p><u>Committee Reports</u></p> <p><u>Executive:</u> Ms. Wood, Executive Committee Chair, reported on the following:</p> <ul style="list-style-type: none"> Met on 4/20/23 and 6/15/23 On 4/20/23, reviewed highlights from President's report, committee reports and upcoming Board Meeting agenda. The Committee also approved CSCF's FY 2023-2024 Health Insurance Plan Renewal, selecting Florida Blue as its continued provider. On 6/15/23, reviewed highlights from President's report, committee reports and upcoming Board meeting agenda. Additionally, the Committee approved, as well as Board approved under this meeting's Consent Agenda: 1) the authority for CSCF's President & CEO to issue merit & incentive compensation, and 2) an 8% increase adjustment to executive staff's pay grades so as to align to current market rates. And lastly, the Committee reviewed and approved President & CEO's salary and incentive. <p><u>Audit</u> Ms. Olson, Audit Committee Chair, stated no reports.</p> <p><u>Career Services</u> Mr. Albu, Career Services Committee Chair, stated Career Services Committee met on 3/23/23 and 5/25/23:</p> <ul style="list-style-type: none"> On 3/23/23, Committee reviewed program updates and scorecard through 2nd quarter. Committee also approved apprenticeships to be added to CSCF's Eligible Training Provide List (ETPL). On 5/25/23, Committee approved new training providers to the ETPL, and also approved the local apprenticeship policy, with a minor adjustment. 	



Board Meeting (continued)		
Agenda Item	Topic	Action Item / Follow Up Item
10	<p><u>Community Engagement</u> Mr. Sprinkle, Community Engagement Committee Chair, stated Committee met on 6/8/23 at West Orange Career Center to review the Center's branding. The Committee toured the Center and provided a lot of constructive feedback. The Committee was also assigned to review and provide feedback on CSCF's website via mobile and from computer.</p> <p>Additionally, Mr. Sprinkle asked the entire Board to also review CSCF's website and provide their feedback to Ms. Kruszewski.</p> <p><u>Facilities Ad Hoc</u> Mr. Walton, Facilities Ad Hoc Committee Chair, stated no reports.</p> <p><u>Finance Committee</u> Mr. Ushkowitz, Finance Committee Chair, reported the Committee met on 4/12/23 and 6/7/23.</p> <ul style="list-style-type: none"> - On 4/12/23, Committee reviewed CSCF's retirement plan updates, health insurance plan renewal status, and audit results, which was a clean report, no issues. The Committee also approved to add transfer of funds flexibility between WIOA Adult & Dislocated Worker. - On 6/7/23, Committee approved draft FY 2023-2024 Budget and also approved some adjustments to CSCF's Retirement Plan to help enhance its value. <p><u>Governance Committee</u> Mr. Sweat, Governance Committee Chair, stated Committee met on 5/10/23 and reviewed Board Engagement through 3/31/23, proposed Board Roster for FY 2023-2023, and an Enterprise Risk update.</p> <p>The Committee also approved a proposed Slate of Officers for Board's final approval (attachment):</p> <ul style="list-style-type: none"> - Chair: Richard Sweat - Vice Chair: Sheri Olson - Treasurer: Eric Ushkowitz - Secretary: Jeff Hayward <p>Mr. Sweat stated an Enterprise Risk update will be provided at the next board meeting.</p>	<p>Mr. Sprinkle made a motion to approve Slate of Officers, as presented. Mr. Walton seconded; motion passed unanimously.</p>



Board Meeting (continued)		
Agenda Item	Topic	Action Item / Follow Up Item
	<p><u>Revenue Diversity and New Markets</u> Mr. Jackson, Revenue Diversity and New Markets Committee Chair, stated the Committee met on 3/30/23 and reviewed year-to-date results, and also organization discussion to include roadmap and strategic objectives.</p> <p><u>CareerSource Central Florida – 2021-2022 Annual Performance</u> Mr. Daniel Harper, Senior Management Analyst Supervisor with the Florida Department of Economic Opportunity Department of Economic Opportunity, provided an overview of the workforce system’s funding sources and structure, and reviewed CSCF’s performance for FY 2021-2022 (attachment).</p>	
11	<p>Legislative Update Mr. Chris Carmody, GrayRobinson, provided a presentation entitled “2023 Session Wrap-Up” (attachment) and reviewed state legislation activities, priorities, issues, and budget allocations.</p>	
12	<p>Other Business None offered</p>	
13	<p>Adjournment of Board</p> <ul style="list-style-type: none"> • Consortium adjourned at 11:13 am. 	

Respectfully submitted,

Kaz Kasal
Executive Coordinator





To: CareerSource Central Florida (CSCF) Board of Directors
From: Career Services Committee
Subject: Request Approval to add Registered Apprenticeship Programs to CSCF Eligible Training Provider List
Date: September 28, 2023

Purpose:

To review and approve the Career Services Committee’s recommendation for the CSCF Board to approve **eight** new Registered Apprenticeship Programs, as presented in this memo:

Registered Apprenticeship Program Recommendations

Registered Apprenticeship Name	Occupation / Length	Industry	Recommendation
<p>New Central Florida Auto Dealers Association, Inc. Category – Sponsor Statewide</p>	Electrical Vehicle Technician – 18 months	Transportation	Recommend approval of occupation
<p>New Florida Nursery, Growers, and Landscape Association Inc. Category – Sponsor & Trainer Statewide</p>	Horticultural Technician - 12 months	Professional Services	Recommend approval of occupations
	Irrigation Technician – 12 months		
	Landscape Technician – 12 months		
<p>New Florida Solar Energy Category – Sponsor & Trainer Statewide</p>	Solar Energy Technician - 24 months	Professional Services	Recommend approval of occupation



<p><u>New</u> Mid Florida Ironworkers JAC National RAP</p> <p>Category – Sponsor & Trainer</p> <p>Regional</p>	<p>Structural Steel / Ironworker – 48 months</p>	<p>Construction</p>	<p>Recommend approval of occupation</p>
<p><u>New</u> Orange County Public Schools / Orange Technical College – Winter Park</p> <p>Category – Sponsor & Trainer</p> <p>Regional</p>	<p>Information Technology / Network Support Specialist - 12 months</p>	<p>Information Technology</p>	<p>Recommend approval of occupation</p>
<p><u>SHRM Foundation</u> National RAP</p> <p>Category – Sponsor & Trainer</p> <p>Statewide</p>	<p>Human Resource Specialist - 24 months</p>	<p>Professional Services</p>	<p>Recommend approval of occupation</p>
<p><u>New</u> United Health Group National RAP</p> <p>Category – Sponsor</p> <p>Statewide</p>	<p>Medical Assistant – 18 months</p>	<p>Health</p>	<p>Recommend approval of occupation</p>



<p style="text-align: center;"><u>New</u> University of Florida Category – Sponsor and Trainer</p> <p style="text-align: center;">Statewide</p>	<p style="text-align: center;">Community Health Worker – 12 months</p>	<p style="text-align: center;">Health</p>	<p style="text-align: center;">Recommend approval of occupation</p>
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Action:

Based on eligibility requirements and local demand, the Career Services Committee recommends the following registered apprenticeships to be added as a career pathway on the Eligible Training Provider List (ETPL):

- Central Florida Auto Dealers Association
- Florida Nursery, Growers, and Landscape Association Inc.
- Florida Solar Energy
- Mid-Florida Ironworkers JAC
- Orange County Public Schools IT/Network Support Specialist
- Society of Human Resource Management Foundation
- United Health Group Medical Assistant
- University of Florida Community Health Worker

Next Steps:

1. Add above approved registered apprenticeships to [ETPL](#)
2. Begin development of a MOU with each registered apprenticeship.

*Approved:
 Career Services Committee: 9/14/23*



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INFORMATION / DISCUSSION / ACTION ITEMS

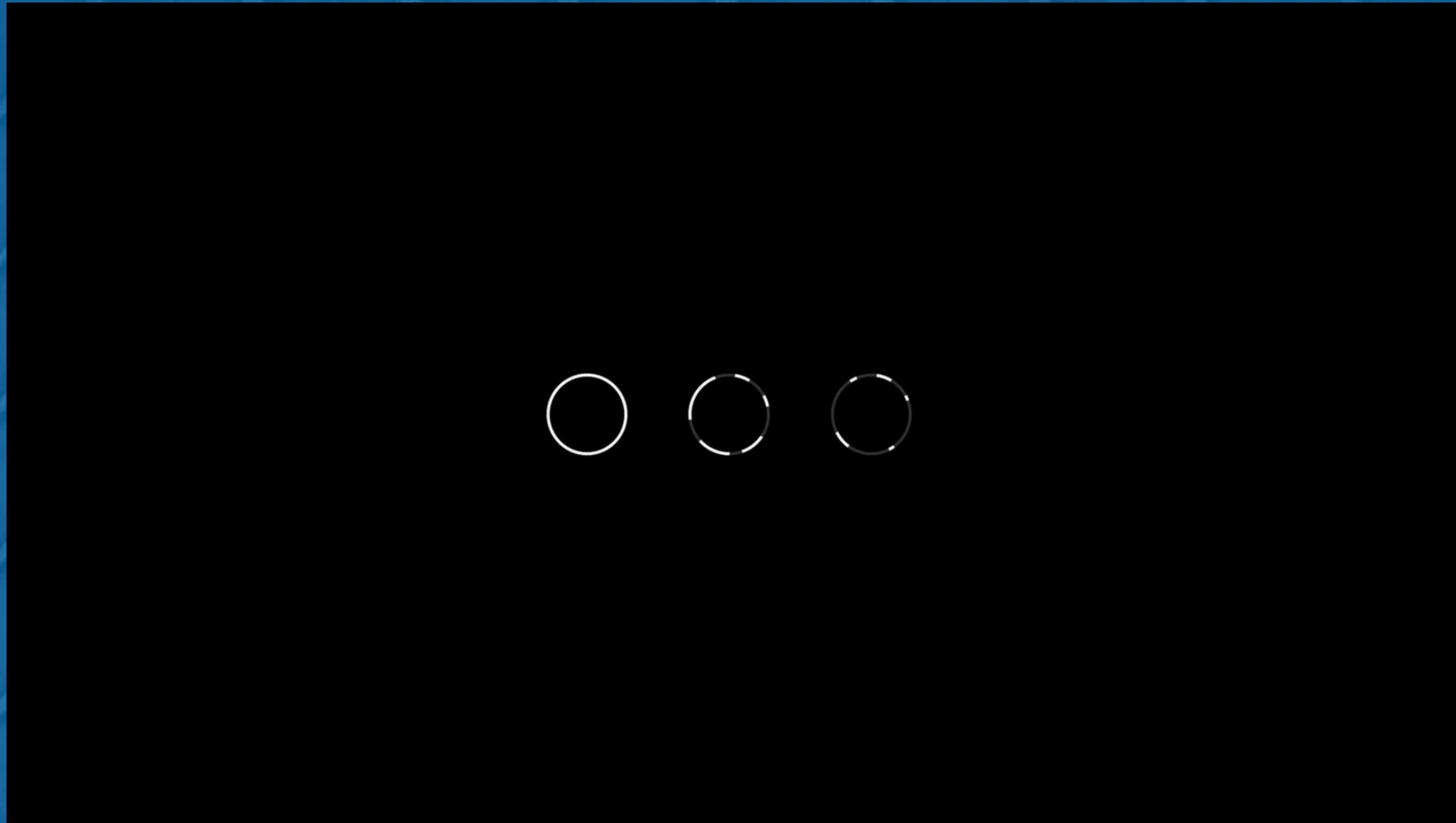


CHAIR'S REPORT



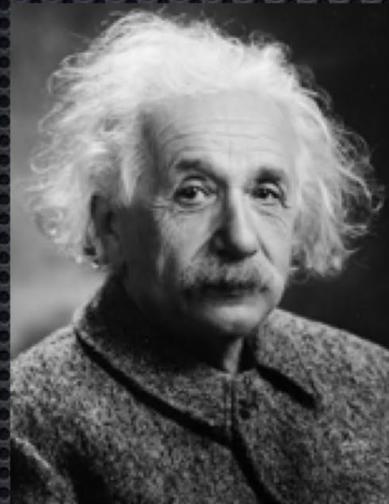
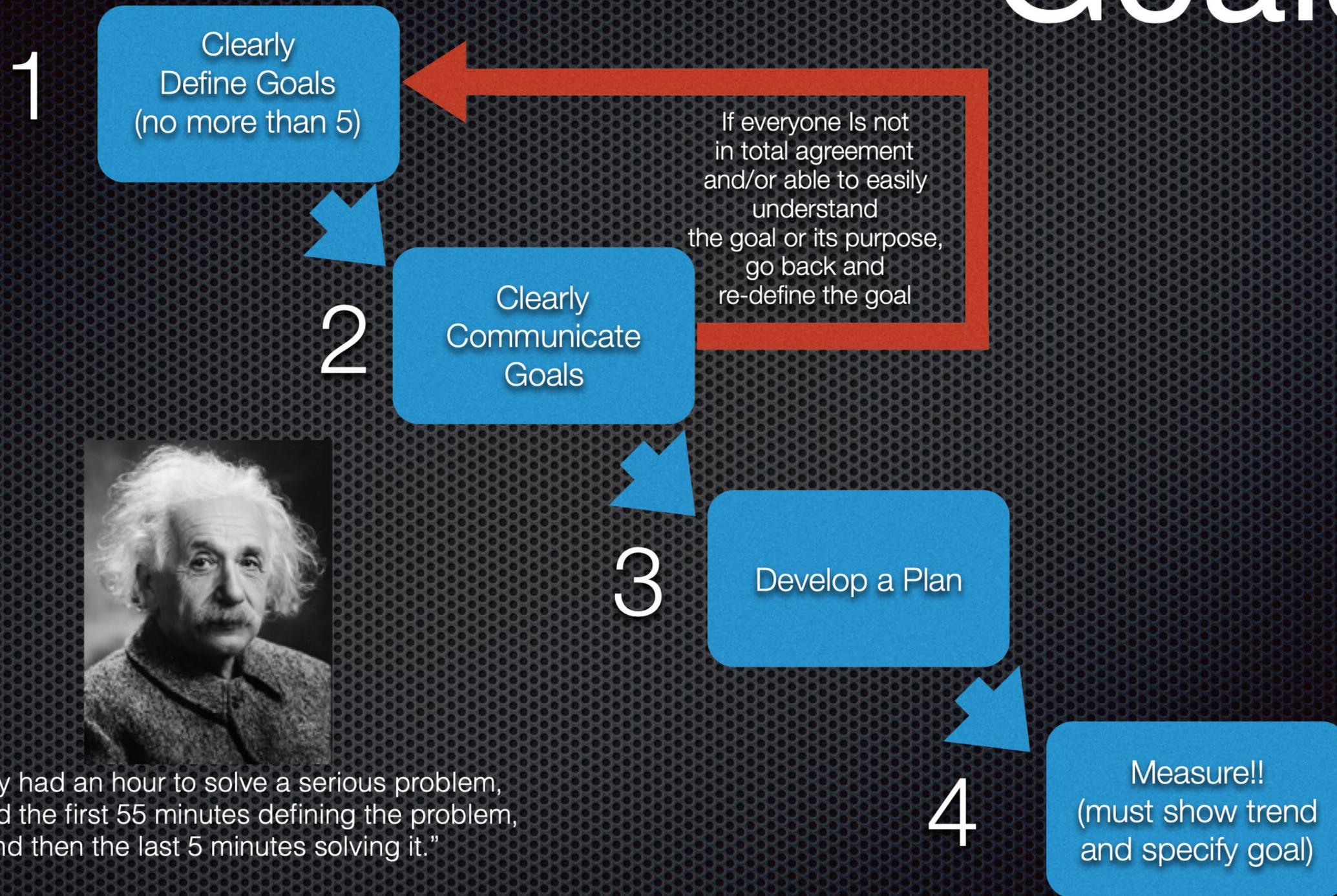


Thought, Said, Heard



Jack Butcher

Goals



“If I only had an hour to solve a serious problem, I’d spend the first 55 minutes defining the problem, and then the last 5 minutes solving it.”

In this process map, 55 minutes would be spent in the loop of Steps 1 & 2



PRESIDENT'S REPORT





WELCOME

Thank you CareerSource Central Florida Board Members for all you do!

Let's give a warm welcome to Richard Sweat our Board Chair and our new board members.





AWARD RECOGNITIONS

CareerSourcer and FloridaCommerce Jobs and Benefits Coordinator, **Victor Alvarez**, was selected as FloridaCommerce Employee of the Month. It marks the first time that a workforce board staff member has been recognized for this prestigious award, and it was awarded by Alex Kelly, the Secretary of FloridaCommerce.

We are also excited to announce that **Esther “Millie” Ramos** is this year's Workforce Professional Champion choice for Region 12!





SUMMER YOUTH PROGRAM

CareerSource Florida leaders gathered right here in Central Florida recently to publicly announce the success of this year's Summer Youth Program, which was held at the Hyatt Regency Orlando by Board Member, Mark Havard.

This year's CSCF impact:

- More than **1,300 youth served**
- More than **120 businesses served**





Level Up Orange Initiatives

- ❖ Orange County Commissioners invested \$15M in federal dollars to CSCF.
- ❖ Designed to help Orange County residents overcome employment challenges and help businesses find talent.
- ❖ Eligible participants gain access to free career coaching, job search support, paid college, technical training & internships.
- ❖ Recently, we presented data and impact to Orange County.



GOAL

PROGRESS

8,000

REACH

36,587

2,500

SERVICES

1,939

1,600

PLACEMENT

746

800

WAGES \$15+

644

Output Measure – 7/1/2022 – 6/30/2023



CareerSource
Central Florida
and Orange
County Government
unite offering
engaging programs
for youth
this summer!



WHAT'S NEXT

On Friday, November 3, we'll be hosting our CSCF All Staff Retreat giving our staff an action packed day filled with speakers, activities, and a whole lot of BOLD fun!

In March, we'll be attending the National Association of Workforce Boards (NAWB). Stay tuned for more details.



CAREER SOLUTIONS UPDATE





2022-2023 YEAR IN REVIEW



SCORECARD

**CAREER
SEEKERS
ENGAGED**

59,789

133%

Percent of 45,000
Target Goal

**CAREER
SEEKERS
SERVED**

38,325

128%

Percent of 30,000
Target Goal

**CAREER
SEEKERS
RECEIVING
TRAINING**

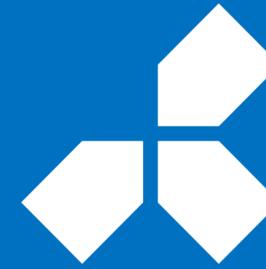
3,078

103%

Percent of 3,000
Target Goal

7,379 **98%**
Percent of 7,500
Target Goal

**INDIVIDUALS PLACED
IN EMPLOYMENT**



CareerSource
CENTRAL FLORIDA

CAREER SEEKER AVERAGE WAGE

>\$17.50

Average Wage
Target Goal

\$19.14

SCORECARD

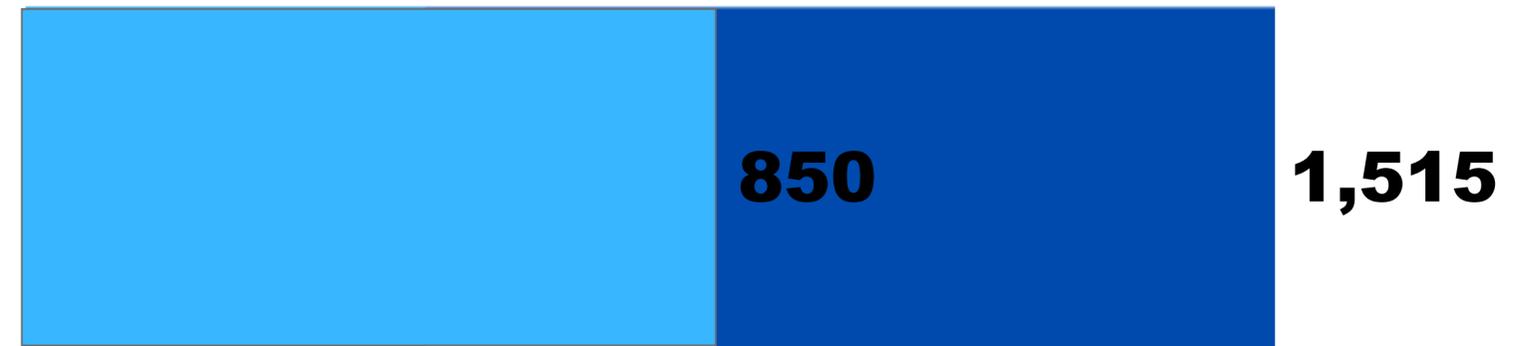
**BUSINESS
RELATIONSHIPS**

3,200

80%

Percent of 4,000
Target Goal

INDIVIDUALS INTERVIEWED VS HIRED

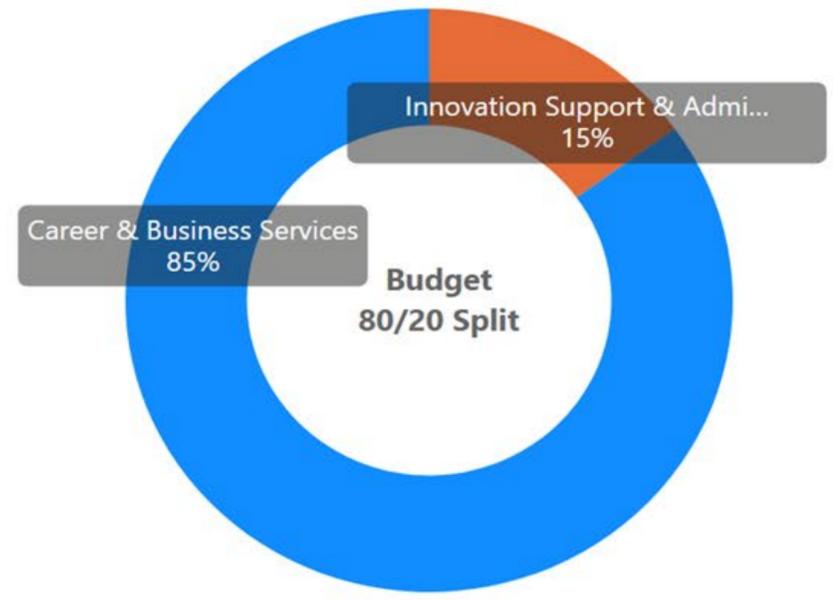


Fiscal Year 2022-23 Results

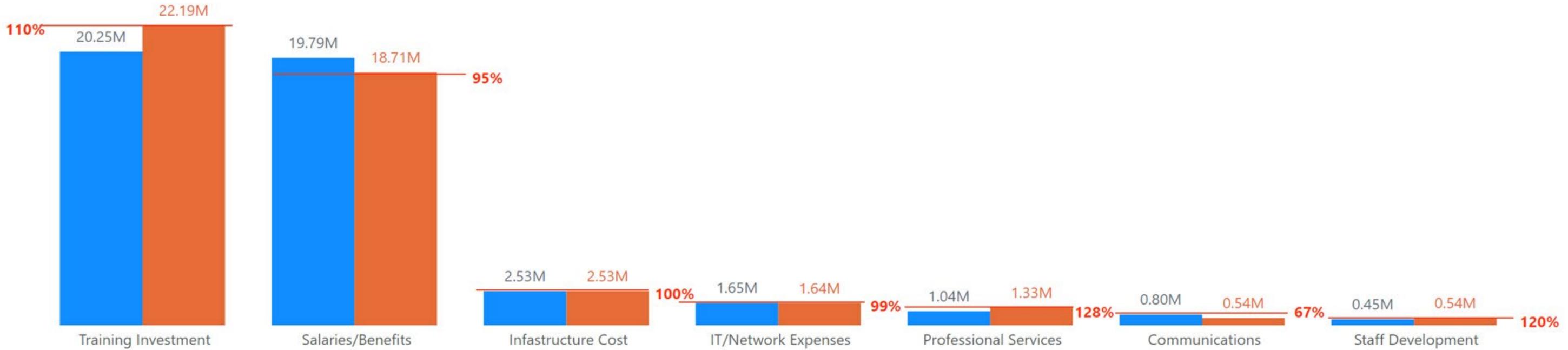
Budget to Actual Expenses



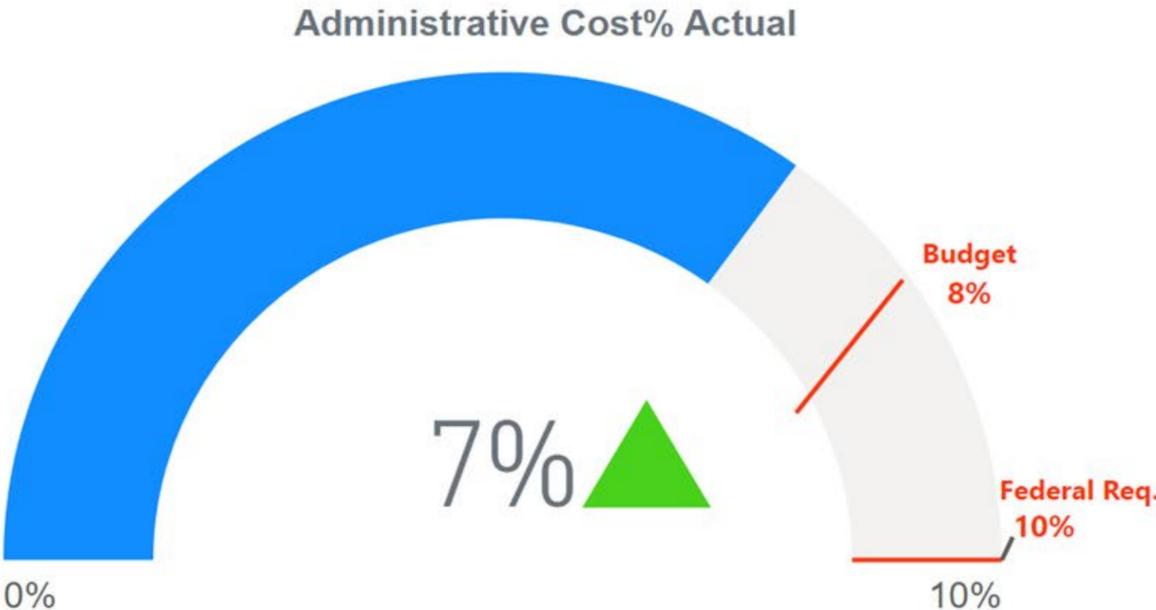
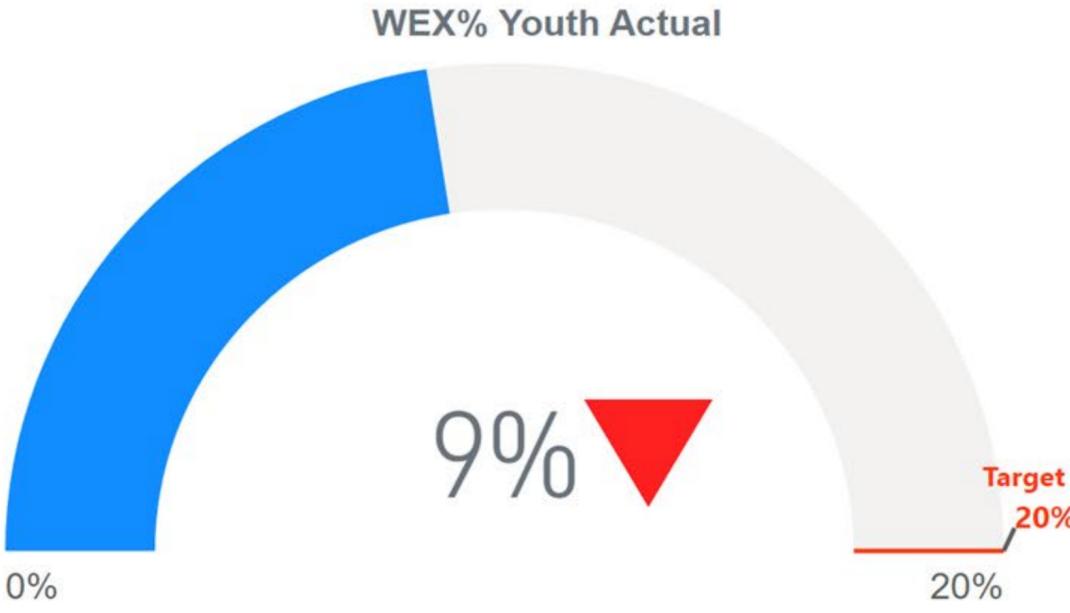
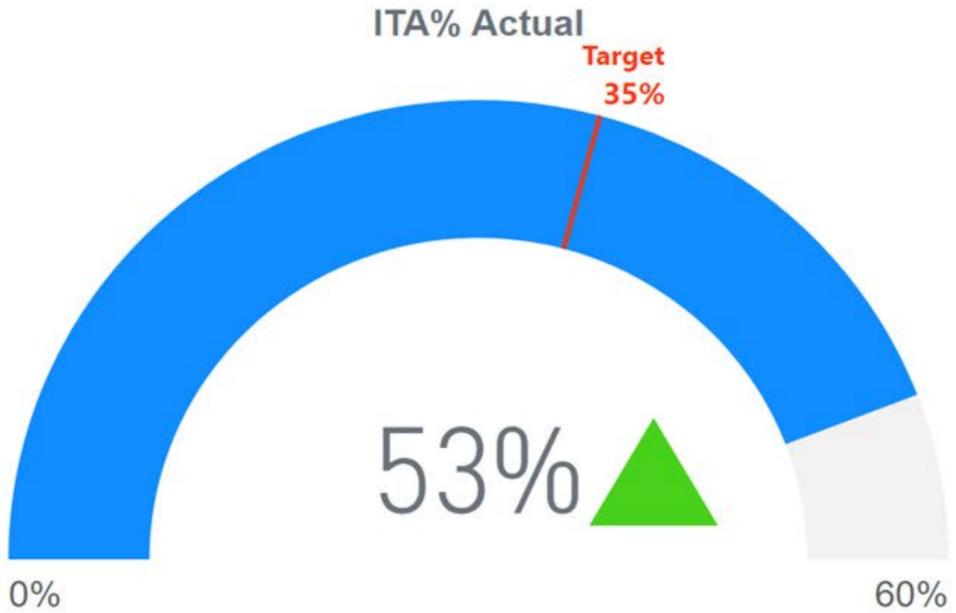
570K
Total Training Obligations



● Budget ● Expenses



Fiscal Year 2022-23 Results



REPORTS BY COMMITTEE CHAIR

Executive

Richard Sweat

Audit

Matt Walton

Career Services

Andrew Albu

Community Engagement

David Sprinkle

Facilities Ad Hoc

Matt Walton

Finance

Eric Ushkowitz

Governance

Sheri Olson

Revenue Diversity & New Markets

John Gill



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INSIGHT



ENTERPRISE RISK MANAGEMENT





WHAT IS IT?

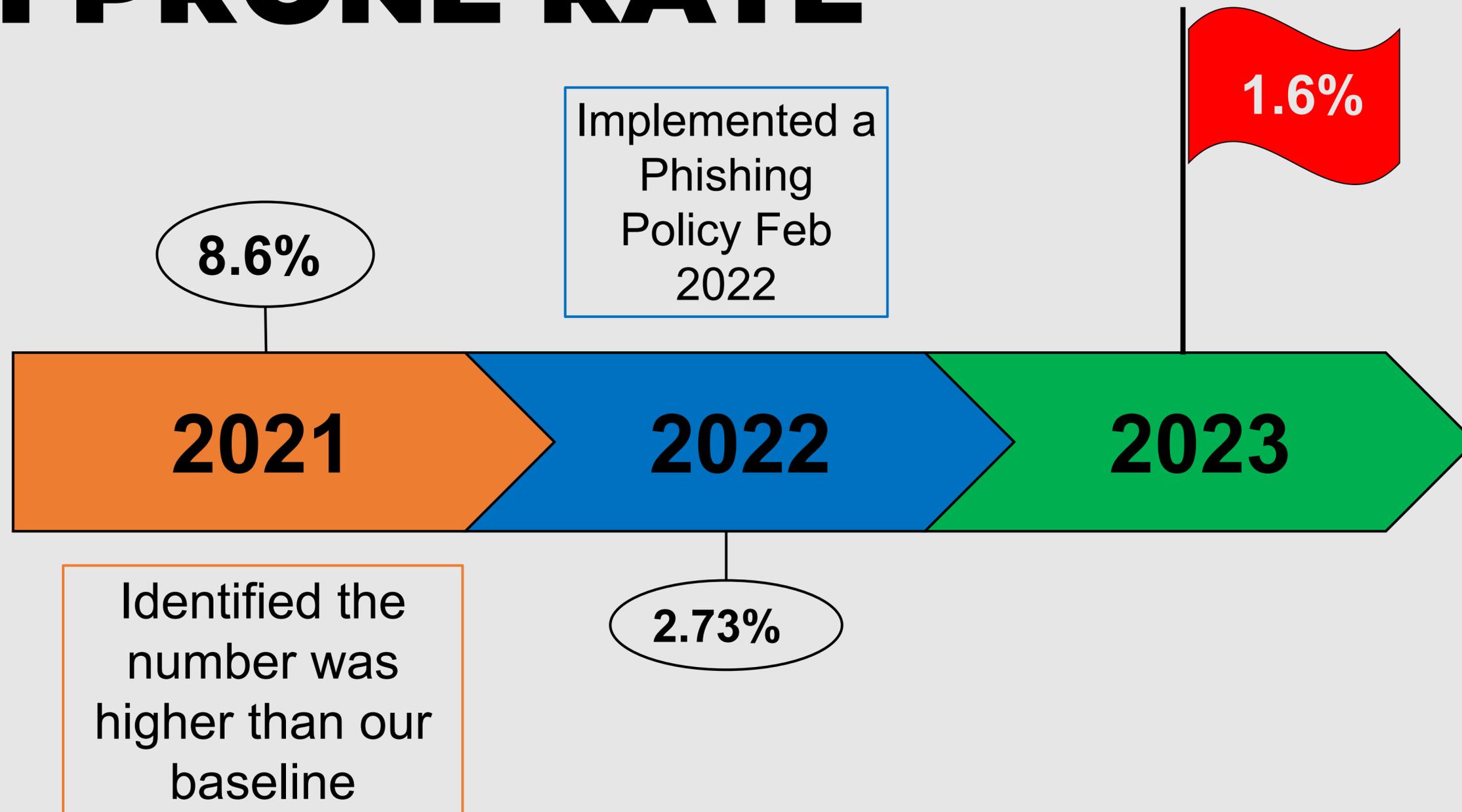
ENTERPRISE RISK MANAGEMENT

The process of identifying and methodically addressing potential risks to the achievement of strategic objectives or opportunities to gain competitive advantage.

KEY COMPONENTS



PHISH PRONE RATE





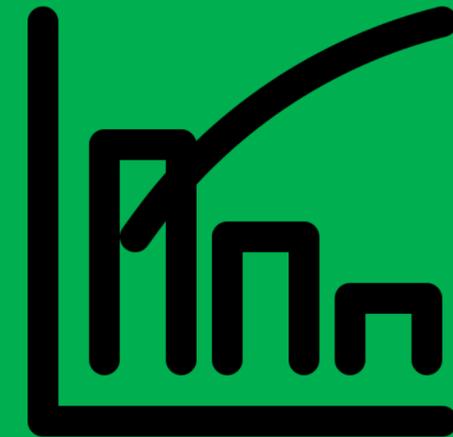
ERM METHODOLOGY



**BASELINE
DASHBOARD**



**6 SIGMA
FMEA TOOL**



**PARETO
“TOP RISKS”
CHART**



UNDERSTANDING FMEA

Failure Mode and Effects Analysis

A TOOL TO CALCULATE RISK PRIORITY NUMBER

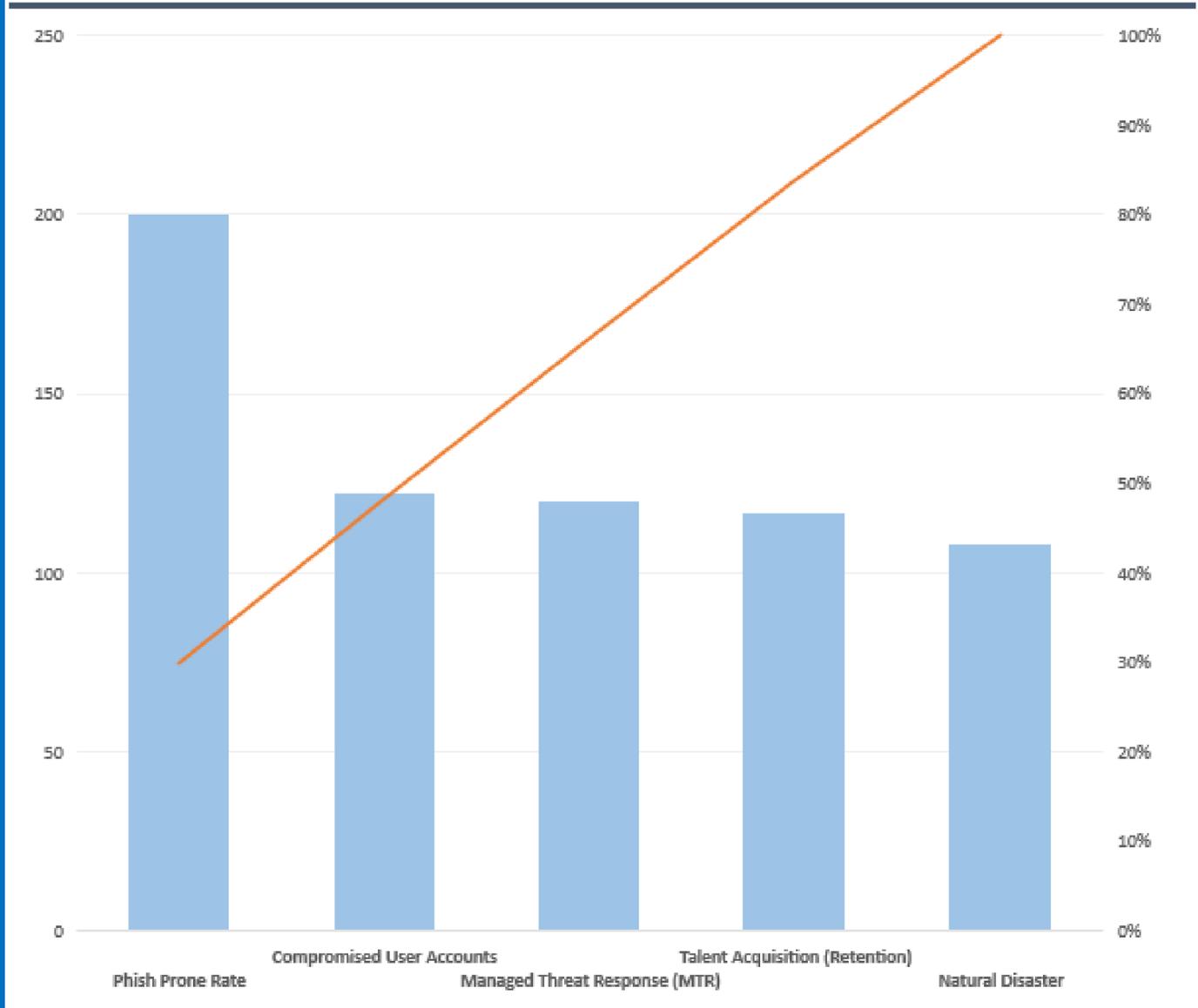
- Structure to address potential problems
- Intentional strategic problem solving
- Higher business continuity

(SEVERITY X OCCURRENCE X DETECTION)

**=
RPN**



CSCF TOP RISKS ANALYSIS

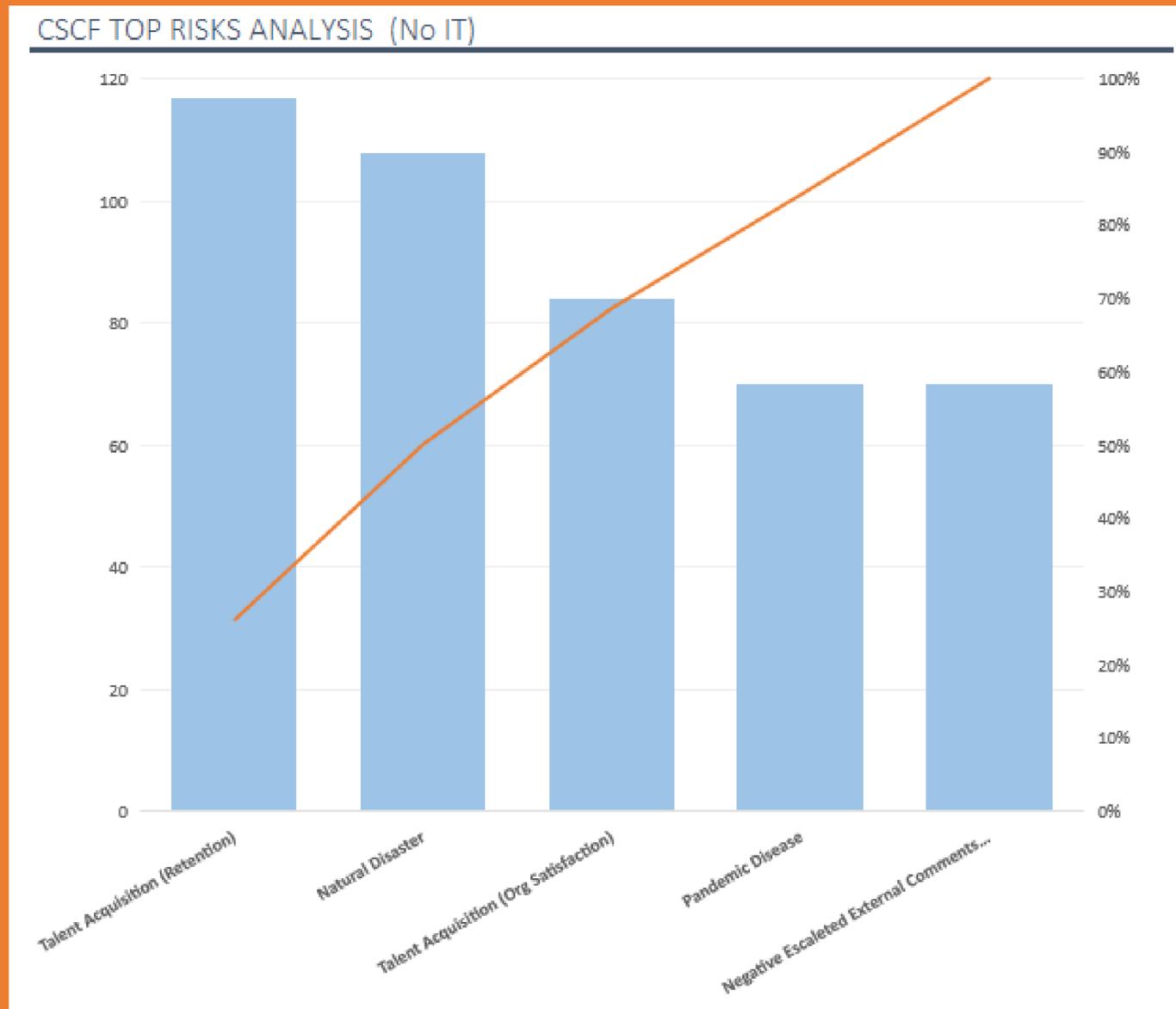


TOP RISKS

1. Phish Prone Rate
2. Compromised User Accounts
3. Managed Threat Response (MTR)
4. Talent Acquisition (Retention)
5. Natural Disaster



TOP RISKS (Without IT)



1. Talent Acquisition (Retention)
2. Natural Disaster
3. Talent Acquisition (Org Satisfaction)
4. Pandemic Disease
5. Negative Escalated Comments & Posts



HIGHLIGHTS

IT Risks

An overall tech risk reduction from 50% last year to 44% due to advancing detections.

Operational Risks

Organizational change management assessment along with Legislative change consolidation not impacting our Region, reduced risk by 6%.

HR Risks

Increased employee retention from last year by 6% after implementing action plan.



QUESTIONS?



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Government in the Sunshine Public Records Ethics
A Briefing for the CareerSource Central Florida Board of Directors

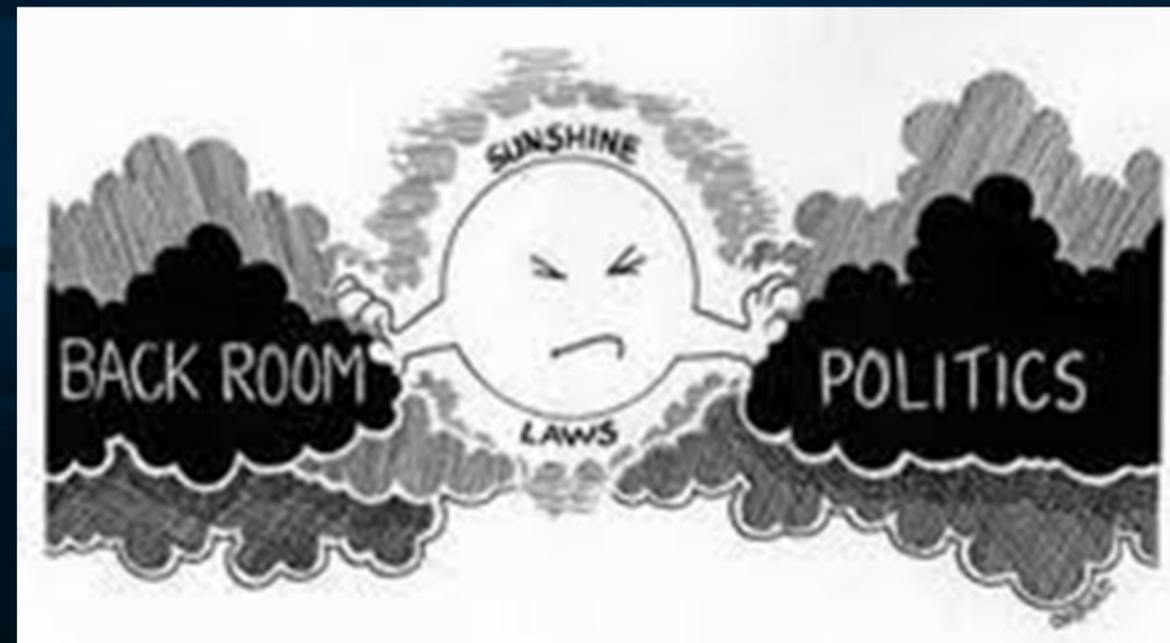
September 28, 2023

Presented by

Thomas J. Wilkes
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407.244.5693

OVERVIEW

1. Government in the Sunshine Law - Chapter 286, Fla. Stat.
2. Public Records Law - Chapter 119, Fla. Stat.
3. Code of Ethics - Part III of Chapter 112, Fla. Stat.



SUNSHINE LAW

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Things to remember:

- If 2 or more board members need to discuss CSCF related business, a meeting must be officially noticed.
- Do not call, text or e-mail each other on CSCF related business -- all discussions must be in an open, noticed meeting.
- You cannot have a person act as a “go-between”.
- Whispering and passing notes at a noticed meeting could be considered an unnoticed meeting if discussing CSCF business.
- Once a meeting is adjourned, don’t talk about CSCF business on your way out of the room.
- Members of the public must be provided an opportunity to address the board during the decision-making process, and before a decision is made.

SUNSHINE LAW

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Meetings do *not* include:

- Discussions with Consortium members
- Discussions with state legislators
- Discussions with CareerSource Florida board members
- Discussions with CSCF staff



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PUBLIC RECORDS LAW

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Important things to know:

- Every record made or received in connection with CSCF business.
- Public records can only be destroyed in accordance with a specific process under state law.
- Public records must be retained for certain periods of time.
- The law applies to communications with residents, members of the public, employees, consultants, contractors and legal counsel and others involving CSCF business, even if it is on your private computer, laptop or phone. It is the nature of the record – not the location.
- Purely personal e-mails are not public records, but there is no “expectation of privacy” for communications on a CSCF owned computer.

VIOLATIONS OF SUNSHINE AND PUBLIC RECORDS LAW

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- **The State Attorney or a Grand Jury can be involved**
- **Private parties can sue**
- **Penalties can include:**
 - Jail time – 1 year in jail for a knowing violation
 - Fines – \$500 for an unintentional violation
 - Attorney's fees
 - Trial
 - Nasty press coverage



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ETHICS

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Caution areas:

- Do not use your position with CSCF to secure anything special for yourself, your family, friends, or anyone else.
- Doing business with CSCF – you or your family should not do business with CSCF. *[Sec. 112.313(3), Fla. Stat.]*
- Secondary employment – there cannot be any conflict with your CSCF position. You cannot take a job with a company doing business with CSCF. *[Sec. 112.313(7), Fla. Stat.]*
- Using information -- Don't use information (now or in the future) which you learned from your CSCF position to gain a special advantage for you or your family or anyone else. *[Sec. 112.313(8), Fla. Stat.]*

ETHICS

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GENERAL RULES ABOUT VOTING:

- You must vote on all CSCF issues.
- Unless you have “conflict of interest” or there appears to be a “possible conflict of interest”. [*Sec. 286.012, Fla. Stat.*]
- “Abstentions” are not allowed.



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ETHICS

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VOTING CONFLICTS:

- Must disclose if, on *any* issue, the Board's vote would benefit ... or hurt ...
 - You
 - Your relative
 - Your business partner
 - Your employer
 - Your client/customer
- The parent company, subsidiary company, or sister company of ...
 - Your employer
 - Your client



ETHICS

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CSCF Board Member-Related Contracts

*****EXCEPTION*** Sec. 445.007(11), Fla. Stat.**

- CSCF may contract with a Board member or a Board member's relative
- Approval by 2/3 vote of the Board of Directors, a quorum having been established
- Board member must disclose and abstain from voting [do not have to leave the room]
- Disclosed to FloridaCommerce and FloridaCommerce approves [over 25k]
- Florida Commission on Ethics Forms and Form 8B

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ETHICS

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Penalties (*employees, officers, candidates*):

Impeachment, removal from office or employment, suspension, public censure, reprimand, demotion, reduction in salary level, forfeiture of one-third salary per month for twelve months, a civil penalty up to \$10,000, restitution of any pecuniary benefits received, and triple the value of a gift from a political committee.



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FINANCIAL DISCLOSURE

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What is disclosed and where?

- Form 1: certain assets and liabilities, sources of income, and certain other information.
- Form 1F: financial disclosure statement ... from January 1 to your last day in office.
- Both filed with the Supervisor of Elections in the county you reside.

Sec. 445.007(1), Fla. Stat.



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GIFTS

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Caution areas:

- Taking gifts – taking anything of value for you or your family over \$100 can be an ethics violation. *[Sec. 112.3148, Fla. Stat.]*
- Asking for gifts – don't ask people working with or associated with CSCF business for anything – lobbyist, vendor, customer, or anyone doing business with CSCF. *[Sec. 112.313(2), Fla. Stat.]*



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THANK YOU

Thomas J. Wilkes
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407.244.5693



Meeting Details

Meeting Agenda

Welcome

Spotlight Story

Roll Call

Public Comment

Consent Agenda

**Information/
Discussion/
Action Items**

Insight

Other Business

Adjournment

OTHER BUSINESS



REMINDER:

NEXT BOARD MEETING SCHEDULED FOR:

FRIDAY, DECEMBER 15, 2023

AT

ORLANDO ECONOMIC PARTNERSHIP

UPDATED CALENDAR INVITE WILL BE SENT OUT



CONNECT WITH US



or in person by appointment, in your place of business or at one of our Career Centers.



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Visit us
online



THANK YOU

www.CareerSourceCentralFlorida.com

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