



Executive Committee Meeting

CareerSource Central Florida
390 N. Orange Ave., Suite 700, Orlando, FL 32801

Wednesday, September 6, 2017 / 9:00 a.m. – 10:30 a.m.

Conference Call-in phone number: (866) 576-7975 / Participant Access Code: 299848

Strategic Goals developed by the Board:

- *CareerSource Central Florida will become business focused in all efforts*
- *CareerSource Central Florida will identify ways to measure progress and Return On Investment (ROI)*
- *CareerSource Central Florida will become the workforce intelligence organization for workforce development in Central Florida*

Agenda Item	TOPIC	Action Item	Info Item	Presenter
1	Welcome			Debbie Clements
2	Roll Call / Establishment of Quorum			Kaz Kasal
3	Public Comment			
4	Approval of Minutes A. 6/21/17 Executive Committee Meeting B. 7/17/17 Executive Committee Meeting	X		Debbie Clements
5	Information/Discussion/Action Items			
	A. Executive Committee Charter		X	Debbie Clements
	B. President's 2017-2018 Proposed Goals	X		Pam Nabors
	C. Board Legislative Messaging		X	Pam Nabors
	D. Committee Reports 1) Audit 2) Community Engagement 3) Finance 4) Governance – Recommendation on Strategic Planning Process 5) Career Services 6) Revenue Diversity Ad Hoc		X	Committee Chairs Eric Ushkowitz Jody Sweet Joseph Sarnovsky Mark Wylie Kathleen Plinske Eric Jackson
	E. Board Meeting Agenda & Schedule 17/18		X	Pam Nabors
6	Other Business			
7	Adjournment			

Upcoming Meetings:

- Executive Committee, 11/7/17, 9:00 am to 10:30 am / CSCF Admin, 390 N. Orange Ave., Orlando, FL 32801

DRAFT
Executive Committee Meeting

Wednesday, June 21, 2017
9:00 a.m.

MINUTES

MEMBERS PRESENT: Eric Jackson, Greg Beliveau, Wendy Brandon, Robert Brown, Debbie Clements, Leland Madsen, Joseph Sarnovsky, Richard Sweat

MEMBERS ABSENT: Jody Sweet and Eric Ushkowitz

STAFF PRESENT: Pamela Nabors, Mimi Coenen, Leo Alvarez, and Janet Saunders

GUESTS PRESENT: Tom Wilkes / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Jackson, Committee Chair, called the meeting to order at 9:01 a.m. and welcomed those in attendance.	
2	Roll Call / Establishment of Quorum Ms. Saunders, CSCF Executive Assistant, reported that there was a quorum present.	
3	Public Comment None offered.	
4	Approval of Minutes The Executive Committee reviewed the draft minutes from the 4/19/17 Executive Committee meeting (attachment).	A motion was made by Mr. Brown and seconded by Mr. Jackson to approve the minutes from the 4/19/17 Executive Committee meeting. Motion passed unanimously.
5	Information/Discussion Items	
	A. Chair's Remarks <u>Revenue Diversification</u> Mr. Jackson stated he is looking forward to the Executive Committee's new role in its oversight and strategic planning in the area of revenue diversification.	
	B. President's Update Ms. Nabors, CSCF President/CEO, provided the following updates: <u>Budget</u> The Finance Committee approved the draft budget at their 6/12/17 meeting. The Consortium will vote on the budget, Board appointments and other compliance business on 6/21/17, prior to the CSCF board meeting on 6/28/17. <u>US Conference Of Mayors</u> Ms. Nabors will attend the Annual US Conference of Mayors Workforce Development Committee from June 23 - 26. The discussion will focus on the positive impact the workforce system has on local economics and getting	

	<p>workers into jobs.</p> <p><u>Update on Mendham lease</u></p> <p>Tom Wilkes, CSCF's Attorney, provided a litigation update on the Mendham lease.</p> <p><u>Staff Update</u></p> <p>Due to budget cuts, 15 staff members have been separated. All individuals received special packages for out placement services. CSCF had an All Staff Meeting since and the decision to make these cuts were heard and received.</p> <p>All-Staff meeting occurred on 6/9/17. Board Members Ms. Clements and Ms. Trnka attended.</p> <p>CSCF is closing the year exceeding many of the targeted goals.</p>	
	<p>C. Committee Updates</p> <p><u>Finance Committee</u></p> <p>Dr. Sarnovsky stated the Finance Committee met 6/12/17. The Committee reviewed the positive progress on CSCF's retirement plan and approved the FY 17-18 draft budget. The Committee reviewed the financials through 4/30/17 and all is on track. The Finance Committee reviewed the meeting schedule for the upcoming FY.</p> <p><u>Governance Committee</u></p> <p>Mr. Brown stated the Governance Committee met on 5/11/17. The Committee discussed and reviewed the composition of the Board; Board roster to include three new board members and reappointments who all agreed to serve another term. Governance Committee approved to move to Board the proposed slate of officers for next fiscal year as follows: Chair – Debbie Clements; Vice Chair, Mark Wylie; Treasurer – Joseph Sarnovsky; Secretary – Leland Madsen.</p> <p><u>Career Services Committee</u></p> <p>Mr. Sweat stated the Career Services Committee met jointly with Finance Committee on 5/25/17 in a budget workshop format to review and discuss draft budget by line item. Although there is a decrease in the budget, service delivery will remain at the same level.</p> <p><u>Community Engagement Committee</u></p> <p>Ms. Coenen, CSCF Chief Operating Officer, stated the Community Engagement Committee met on 5/11/17 and reviewed and concurred with the outreach budget for 2017-2018. The Committee also discussed the Mission Statement being changed during the Retreat and reviewed the progress of the Contact Center which a full update will be provided at the 6/28/17 Board meeting.</p> <p>The Audit Committee will meet in the fall.</p>	
	<p>D. 6/28/17 Board Meeting/Retreat Agendas</p> <p>Ms. Nabors informed that the Board Meeting will be held at the Guidewell Innovation Center in Lake Nona. The agenda</p>	

	will include a guided tour of the facility, Retirement Plan Overview, approval of budget and new mission statement, vote on slate of officers, and an update on the Contact Center.	
6	<p><i>Other Business</i></p> <p><i>Executive Committee Meeting – Proposed Dates for FY 17-18</i> <i>The Committee reviewed the Executive Committee meeting dates for FY 17-18.</i></p> <p><i>Revenue Diversity Strategy</i> <i>Mr. Alvarez, CSCF Chief Financial Officer, referred to the Revenue Diversity Strategy document (attached) and the below items were discussed...</i></p> <ul style="list-style-type: none"> • <i>Grants – CSCF has applied for a few that align with the CSCF Mission.</i> • <i>Consulting – Team met with Mark Brewer. Mr. Brewer will provide assistance to promote using private money to resolve issues. Evaluate B corporation organization.</i> • <i>Social Enterprise – using private dollars to resolve issues.</i> • <i>Identify a compelling vision – articulate that vision and how it might have a compelling outcome to investors. Key is to change the language – how can we help.</i> • <i>The Executive Committee concurred to have Mr. Brewer attend the next Committee meeting</i> 	
7	<p><i>Chair’s Closing Remarks</i> <i>Mr. Jackson stated this was his last meeting as Committee Chair for the year.</i></p>	
8	<p><i>Adjournment</i> <i>There being no other business, the meeting was adjourned at 9:50 a.m.</i></p>	

Respectfully submitted,

Janet Saunders
Executive Assistant

DRAFT
Executive Committee Phone Meeting

Monday, July 17, 2017
3:00 p.m.

MINUTES

MEMBERS PRESENT: Eric Jackson, Wendy Brandon, Debbie Clements, Leland Madsen, Joseph Sarnovsky, Richard Sweat, and Jody Sweet

MEMBERS ABSENT: Greg Beliveau, Robert Brown and Eric Ushkowitz

STAFF PRESENT: Leo Alvarez

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Jackson, Committee Chair, called the meeting to order at 3:00 p.m. and welcomed those in attendance.	
2	Roll Call / Establishment of Quorum Mr. Alvarez, CSCF Chief Financial Officer, reported that there was a quorum present.	
3	Public Comment None offered.	
5	CEO's Annual Review & Salary Discussion The Executive Committee met to discuss and review the CEO's annual performance for Fiscal Year 16-17 utilizing CareerSource Central Florida's online performance management system as a reference tool for rating. The results of the review were that Ms. Nabors met or exceeded all of her annual goals. In accordance with the current Employment Agreement between Pam Nabors and CSCF, the Committee approved to award an incentive compensation payment equal to 10% of her current salary. Ms. Nabors will also receive a 3% merit increase to her base salary.	
8	Adjournment There being no other business, the meeting was adjourned at 3:30 p.m.	

Respectfully submitted,

Leo Alvarez
Chief Financial Officer

CareerSource Central Florida Executive Committee Charter

Purpose:

The executive committee will have and exercise full authority of the Board of Directors in the management of the Corporation's business between meetings of the Board of Directors.

Responsibilities:

- Review/approve to move to full board contracts over \$150,000.
- Review and approve Board Agenda to include reports from all committees.
- Evaluate executive performance and recommend compensation.
- Provide support and oversight to the President in overall governance of CareerSource Central Florida.

Skills/Expertise:

- Member of the Board.
- Previous service on a CareerSource Central Florida committee.
- Board leadership experience.
- Willingness to engage monthly with CareerSource Central Florida activities.

Structure:

- Membership: the Executive Committee will have a minimum of five members, consisting of the officers and the chairs of the standing committees, so there is representation across the five counties.
- Agenda and minutes—minutes to be kept and supplied to the Executive Committee and the full Board in written form

President's Goals for 2017 - 2018

1. CSCF will finalize a revenue diversity plan to implement Q3. The plan will set targets for increased non-formula revenue to achieve by Q4.
2. CSCF will create a leadership succession plan by Q3 and identify any key internal candidates for executive leadership development.
3. CSCF will have a clean audit and favorable compliance reviews for 2017 – 2018, reported by end of Q3.
4. CSCF will improve its program performance during PY 17-18 as measured by meeting or exceeding targets for repeat business customers, individuals placed, and wage rates of individuals trained in High Growth Industries (HGI).
5. CareerSource CF implement a Sterling assessment process by Q4. The assessment will be submitted to the Florida Sterling Council for evaluation and feedback on CSCF's status on quality improvement.
6. The President will lead a strategic focus and planning process with the Board of Directors to identify CareerSource CF's core service population for talent development and corresponding business customer sector/type. As a result, CSCF will revise its 5 year business plan by Q4 with measureable outcomes that demonstrate impact on the service target population.

Legislative Strategy “A Story of Impact in Central Florida”

As the Regional Workforce Board for Sumter, Lake, Orange, Osceola, and Seminole counties, CareerSource Central Florida exists to support local businesses in finding, attaining, and retaining a talented workforce, and to help local career seekers find and keep viable employment where they can live and thrive in our community.

CareerSource Central Florida’s Impact on the Central Florida Community – The Value of Workforce:

**To serve Lake, Orange, Osceola, Seminole and Sumter counties from July 2016 to June 2017
CSCF:**

- Received **\$30.2M** to fund Regional workforce initiatives and put Central Florida residents back to work.
- Partnered with over **6,900** local businesses to help find and develop the right candidates for their needs.
- Worked with over **82,197** Central Floridian career candidates - virtually and within 5 full service career centers - to prepare them for employment within high growth, in-demand industries.
- Assisted placing **30,218** Central Floridians into jobs in our community - bringing an influx of **\$683M in new salaries to the region.**
- Spent **\$6.6M** on training to better prepare **1,523** local candidates for new careers. Of those trained, **926** found a job at an average wage of **\$14.58**
- Spent **88%** of its training funding within **growing regional industries that are forecasted to provide new jobs for decades.**
- For every dollar CSCF spent (**\$30.2M**), there was a **return on investment (\$683M in salaries)** to the Central Florida community of **\$22.60.**

High Profile Projects of Impact:

ADP Expansion in Maitland - Placing Central Floridians and Veterans into High Wage Jobs:

CSCF worked with one of the world's largest providers of business outsourcing and Human Capital Management solutions, global powerhouse ADP, to fill high-wage, high-skilled positions.

- CSCF was selected as a local recruitment partner by ADP to fill highly skilled professional positions.

- **54** of CSCF's prescreened candidates were placed into employment with ADP at wages between **\$39,500 and \$92,000 annually**. At an **hourly** average wage of **\$24.05**, which is **62% higher** than CSCF's average placement salary goal of \$15 per hour.
- Seven **of the placed** candidates were **Veterans**. The **average annual salary for the placed veterans** was **\$58,611.43**.
- The wages earned by these 54 people brought **\$2.7M** in new wages to the Central Florida economy.

Amazon Expansion - Rapidly Meeting the Needs of a National Logistics Industry Leader:

- CSCF began a relationship with Amazon in April of 2017 and facilitated 16-20 targeted recruitment events.
- This partnership resulted in the **placement of 692** Central Floridians into Sorting Associate positions.
- The wages earned by these 690 people will bring over **\$15M in new wages** to the Central Florida economy.

CareerSource Central Florida – Meeting the Needs of Local County Businesses:

- In 2015, CSCF was called upon by **Agromillora Group**, an international agri-business company to assist in expanding its local operation in Sumter County.
- Prior to its expansion to Central Florida, CSCF began a partnership with the company to provide internship services and on-the-job training options.
- CSCF delivered **24 internship/on-the-job training** candidates, 16 were hired – resulting in a **67% placement rate**.
- The **economic impact** of these annualized wages **on the Sumter County economy** was over **\$316,000**.



CareerSource Central Florida Board of Directors Meeting

Valencia College / Osceola Campus
 1800 Denn John Lane, Kissimmee, FL
 Thursday, September 14, 2017 / 9:00 a.m. – 10:30 a.m.

Conference Call-in phone number: (866) 576-7975 / Participant Access Code: 299848

Strategic Goals developed by the Board:

- CareerSource Central Florida will become business focused in all efforts
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- CareerSource Central Florida will become the workforce intelligence organization for workforce development in Central Florida

Item	Agenda Topic	Action Item	Info/ Discussion Item	Presenter
1	Welcome <ul style="list-style-type: none"> • Valencia College 			Debbie Clements Kathleen Plinske President, Osceola & Lake Nona Campuses
2	Mission Moment			Mimi Coenen
3	Roll Call / Establishment of Quorum			Kaz Kasal
4	Public Comment			
4	Chair's Report			Debbie Clements
5	Consent Agenda: <ul style="list-style-type: none"> A. Any Consent Agenda Items need to move to Action Items? B. Draft Minutes of 6/28/17 Board Meeting C. Communications Report D. Operations & Finance Report E. President's Report 	X		Debbie Clements
	Intelligence/Insight <ul style="list-style-type: none"> A. Orlando Economic Partnership 		X	Tim Guilliani President, Orlando Economic Partnership
6	Information: <ul style="list-style-type: none"> A. Department of Economic Opportunity (DEO) Region 12 Performance Report B. State of the Region C. Committee Reports <ul style="list-style-type: none"> 1) Audit 2) Community Engagement 3) Finance 4) Governance 5) Career Services 6) Revenue Diversity Ad Hoc 		X X X	James Finch Workforce Services Administrator Department of Economic Opportunity Pam Nabors and Mimi Coenen Committee Chairs: Eric Ushkowitz Jody Sweet Joseph Sarnovsky Mark Wylie Kathleen Plinske Eric Jackson
10	Other Business			
11	Adjournment			

Upcoming Meetings for FY 17-18: Please see attached Board and Committee Meeting Schedule for FY 17-18

Meeting	Jul 2017	Aug 2017	Sep 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	Jun 2018
Board of Directors	X	X	9/14/2017 (Thu) Board Mtg 9:00-10:30am & Orientation 10:30am-12:00pm	X	X	12/14/2017 (Thu) 9:00-10:30am	X	See Joint Consortium/ Board	X	4/12/2018 (Thu) 9:00-10:30am	X	See Joint Consortium/ Board
Joint Consortium/Board	X	X	X	X	X	X	X	2/22/2018 (Thu) 9:00-11:00am	X	X	X	6/21/2018 (Thu) 9:00-11:00am
Executive Committee	7/17/2017 (Mon) 3:00-3:30pm	X	9/6/2017 (Wed) 9:00-10:30am	X	11/7/2017 (Tue) 9:00-10:30am	12/5/2017 (Tue) 9:00-10:30am	X	2/13/2018 (Tue) 9:00-11:00am	X	4/3/2018 (Tue) 9:00-10:30am	X	6/12/2018 (Tue) 9:00-10:30am
Revenue Diversity Ad Hoc Committee (subcommittee of Executive)		8/24/2017 (Thu) 1:30-3:00pm										

Meetings will be posted on website 1 week prior to date; materials will be distributed to Board members 1 week prior to meeting

Committee Meeting Dates

Finance Committee	X	X	9/8/2017 (Fri) 2:30-4:00pm	X	11/16/2017 (Thu) 2:30-4:00pm	X	X	2/15/2018 (Thu) 2:30-4:00pm	X	4/5/2018 (Thu) 2:30-4:00pm	5/24/2018 (Thu) 2:00-4:00pm Finance/Career Services Budget Workshop (Non-Voting Mtg.) pending	5/31/2018 (Thu) 2:30-4:00pm	X
Audit Committee	X	X	9/8/2017 (Fr) 2:30-4:00pm	X	X	X	X	2/15/2018 (Thu) 2:30-4:00pm	X	X	X	X	X
Career Services Committee	X	X	9/12/17 (Tue) 2:30-4:00pm	X	11/9/17 (Thu) 3:00-4:30pm pending	X	1/25/18 (Thu) 3:00-4:30pm pending	X	3/22/18 (Thu) 3:00-4:30pm pending	X	5/24/2018 (Thu) 2:00-4:00pm Finance/Career Services Budget Workshop (Non-Voting Mtg.) pending	X	X
Governance Committee	X	8/16/2017 (Wed) 2:00-3:30pm	X	X	11/1/2017 (Wed) 2:00-3:30pm	X	X	X	3/7/2018 (Wed) 2:00-3:30pm	X	5/2/2018 (Wed) 2:00-3:30pm	X	X
Community Engagement Committee	X	X	9/26/2017 (Tue) 10:30am-12:00pm	X	X	X	1/22/2018 (Mon) 2:30-4:00pm	X	X	X	5/14/2018 (Mon) 2:30-4:00pm	X	X

Meetings will be posted on website 1 week prior to date; materials will be distributed to committee members 1 week prior to meeting

CareerSource Central Florida Board/Consortium/Committee Meetings

Board Meetings - see above listed dates

Joint Consortium/Board Meetings are held bi-annually

Committee Meetings - see above listed dates

Location and times are as specified on public notices which are displayed on CareerSource Central Florida website: www.careersourcecentralflorida.com