



Board of Directors Meeting

Thursday, October 3, 2019 / 9:00 a.m.

MINUTES

MEMBERS PRESENT: Mark Wylie, Orlando Alancastro, Andrew Albu, Steve Ball, Paul Bough, Keira des Anges, Wendy Ford, John Gill, Nicole Guillet, John Gyllin, Mark Havard, Jeff Hayward, Eric Jackson, Sheri Olson, Bryan Orr, Kathleen Plinske, David Sprinkle, Jim Sullivan, Richard Sweat, Jane Trnka, Daniel Turlington, Eric Ushkowitz, Larry Walter, Matt Walton, Sharron Washington and Mark Wylie

MEMBERS ABSENT: Wendy Brandon, Glen Casel, Diane Culpepper, Al Trombetta and Jody Wood

STAFF PRESENT: Pam Nabors, Mimi Coenen, Leo Alvarez, Lisa Burby, Bradley Collor, Nilda Blanco, Sean Masherella, Kristine Concepcion, and Kaz Kasal

GUESTS PRESENT: Delanys Aquino / CSCF Participant; Rhonda Elsheimy / CSCF Career Counselor; Tony McGee / HNM Global Logistics; Thomas Wilkes, Chris Carmody, Robert Stuart, Katie Flury / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	<p>Welcome</p> <ul style="list-style-type: none"> • Mr. Wylie, Boad Chair, called meeting to order at 9:06 am and welcomed the following new Board Members: <ul style="list-style-type: none"> – Orlando Alancastro, Orlando Utilities Commission – Dr. Diane Culpepper, Lake Technical College – Wendy Ford, Osceola Council on Aging – Bryan Orr, Kalos Services, Inc. – Daniel Turlington, Primus, Pipe and Tube – Sharron Washington, Florida Department of Children & Families 	
2	<p>Roll Call / Establishment of Quorum</p> <ul style="list-style-type: none"> • Ms. Kasal reported over two-thirds quorum present. 	
3	<p>Public Comment</p> <ul style="list-style-type: none"> • None offered. 	
4	<p>Consent Agenda</p> <ul style="list-style-type: none"> • Mr. Wylie asked Board if any item on consent agenda, as listed below, should be moved off for further discussion: <ul style="list-style-type: none"> • Draft Minutes of 6/20/19 Consortium & Board Meeting • Committee Charters <ul style="list-style-type: none"> – Executive – Career Services – Community Engagement – Governance – Audit 	<p>Mr. Havard made a motion to approve all items on the consent agenda. Mr. Walton seconded; motion passed unanimously.</p>

5	<p>Information</p> <p><u>CSCF Spotlight Story</u> Ms. Delanys Aquino, a CSCF participant, relayed her success story from training as a medical assistant with Valencia College to getting hired at Saint Cloud Regional Medical Center with a \$7,500 sign on bonus. Ms. Aquino thanked Ms. Elsheimy, CSCF Career Services Consultant, for her guidance through this journey.</p> <p><u>Chair's Report</u></p> <ul style="list-style-type: none"> • Board Orientation Session occurred on 8/29/19. Bryan Kalos, new Board Member, hosted the session. • Only vacancy on Board is Sumter County business seat of which Christopher Wilson with Cemex is scheduled for Consortium approval at its next meeting on 12/12/19. • Attended the Florida Workforce Chairs Alliance meeting on 9/12/19 and provided information on several CSCF best practices, including board engagement. • Encouraged the Board to partake in Board engagement activities of which they can sign-up at this meeting or upcoming BoardSource Newsletter. <p><u>President's Report</u> Ms. Nabors provided highlights from the President's Report (attachment).</p> <p><u>Committee Reports</u></p> <p>Executive:</p> <ul style="list-style-type: none"> • Mr Wylie, Executive Committee Chair, stated Committee met on 9/18/19, and is forwarding following action items for Board review and approval: <p style="padding-left: 40px;"><u>Approval of Vendor Selection to Fulfill Duke Energy Grant</u></p> <ul style="list-style-type: none"> - Executive Committee recommendation (attachment) for Board to approve vendor, Valencia College, to deliver preparation course for individuals seeking a career as a utility lineman, to help them pass the industry required Construction and Skills Trade (CAST) exam. <p style="text-align: center;"><u>Revenue Diversity Strategy (GrayRobinson)</u></p>	<p>Mr. Hayward made a motion to approve Valencia College to deliver Construction and Skills Trade (CAST) preparation training, funded by Duke Energy grant award. Mr. Alancastro seconded, with Dr. Pinske abstaining; motion passed unanimously.</p> <p>Mr. Walton made a motion to approve staff to engage</p>
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	<ul style="list-style-type: none"> - Executive Committee recommendation (attachment) for Board to engage GrayRobinson to provide governmental consulting and business development services in support of the revenue diversity strategy. <p>Revenue Diversity Ad Hoc:</p> <ul style="list-style-type: none"> • On behalf of Mr. Jackson, Committee Chair - Mr. Alvarez, CFO, reported the Committee met on 8/13/19 and reviewed Ticket To Work performance and strategies, and Summer Youth program results. Also discussed revenue diversity strategies and goals for PY 2019-2020. <p>Audit:</p> <ul style="list-style-type: none"> • Mr. Walter, Audit Committee Chair, reported the Committee met on 9/17/19. The Committee reviewed the Charter and audit planning for FY 18-19 which will be performed by auditors Grau & Associates. The Committee also reviewed the DEO Monitoring Report for FY 18-19 which resulted in CSCF receiving a clean audit with no findings and only a few minor observations. <p>Community Engagement:</p> <ul style="list-style-type: none"> • On behalf of Ms. Jody Wood, Community Engagement Chair - Ms. Burby, VP of Strategic Communications, reported the Committee met on 8/26/19 and reviewed the Charter, PY 18-19 accomplishments, and strategic roadmap of projects, goals and timelines for PY 19-20. <p>Finance:</p> <ul style="list-style-type: none"> • Mr. Ushkowitz, Finance Committee Chair, stated the Finance Committee is scheduled to meet on 10/8/19. <p>Governance:</p> <ul style="list-style-type: none"> • Mr. Sweat, Governance Committee Chair, reported the Committee met on 8/14/19 and reviewed its Charter, which set forth the template to revamp for all committee charters to clarify purpose and include metrics. The Committee also reviewed current board composition and discussed re-analyzing risks across the organization and reformatting the risk matrix. 	<p>GrayRobinson in a one-year contract to provide governmental consulting and business development services at a cost not to exceed \$27,000, utilizing non-federal appropriated funds. Mr. Hayward seconded; motion passed unanimously.</p>
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	<p>Career Services:</p> <ul style="list-style-type: none"> • Dr. Plinske, Career Services Committee Chair, reported the Committee met on 8/22/19. Committee reviewed Charter and recommended metrics be adjusted to a more strategic level. Committee also reviewed scorecard results for PY 18-19, 2019 Summer Youth program, and enhancements for Summer Youth 2020. Committee voted to forward to Board approval of additional training programs for inclusion on Eligible Training Provider List. <p style="text-align: center;"><u>Approval of New Training Programs</u></p> <ul style="list-style-type: none"> – Career Services Committee recommendation (attachment) to approve listed organizations for inclusion on the Eligible Training Provider List (ETPL). <p><u>Finance Report</u></p> <ul style="list-style-type: none"> • Mr. Alvarez, Chief Financial Officer, reviewed financials through 8/31/19. 	<p>Mr. Sullivan made a motion to approve the training programs, as presented, for inclusion on the Eligible Training Provider List (ETPL) and made available to career seekers through training scholarships Mr. Sweat seconded, with Dr. Plinske abstaining; motion passed unanimously.</p>
8	<p>Insight <u>GrayRobinson – Legislative Update</u></p> <ul style="list-style-type: none"> • Mr. Chris Carmody with GrayRobinson provided a legislative update. <p><u>Board Priorities – High Customer Satisfaction & Loyalty</u></p> <ul style="list-style-type: none"> • Mr. Tony McGee, CEO of HNM Logistics provided a PowerPoint presentation on his company’s “Customer Love” philosophy and the key aspects that support this mindset which builds strong, successful relationships. 	
6	<p>Other Business</p> <ul style="list-style-type: none"> • None offered. 	
7	<p>Adjournment</p> <ul style="list-style-type: none"> • Meeting adjourned at 10:42 am. 	

Respectfully submitted,

Kaz Kasal
Executive Coordinator