

**Board of Directors Meeting
CSCF Southeast Orange County Office
5784 S. Semoran Blvd., Orlando, FL 32822**

**Thursday, June 21, 2018
2:00 p.m.**

MINUTES

- MEMBERS PRESENT:** Steve Ball, Paul Bough, William D’Aiuto, John Davis, Keira des Anges, John Gill, Nicole Guillet, John Gyllin, Eric Jackson, Sheri Olson, John Pittman, Kathleen Plinske, Jim Sullivan, Eric Ushkowitz, Larry Walter and Jody Wood
- MEMBERS ABSENT:** Debbie Clements, Greg Beliveau, Wendy Brandon, Glen Casel, Mark Havard, Jeff Hayward, Leland Madsen, David Sprinkle, Richard Sweat, Chuck Todd, Jane Trnka, Al Trombetta and Mark Wylie
- STAFF PRESENT:** Pam Nabors, Mimi Coenen, Leo Alvarez, Ann Beecham, Lisa Burby, Bradley Collor, Shermiya Mosley, Darlene Davis, Katherine Vega, Janet Saunders and Kaz Kasal
- GUESTS PRESENT:** Cesar Marquez / Department of Economic Opportunity; Andrew Albu / Albu & Associates; Matt Walton / MiGre Engineers; Heather Ramos/GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	<p>Welcome</p> <ul style="list-style-type: none"> • Mr. Eric Jackson, serving as Acting Board Chair, called meeting to order at 2:07 pm; welcomed all. 	
2	<p>Mission Moment</p> <ul style="list-style-type: none"> • Ms. Mimi Coenen, Chief Operations Officer, shared success story on Ms. Carol Murray. • CSCF developed a career plan for Carol to train in Paralegal Studies program at Valencia College. • As a result, Ms. Murray graduated with high marks and attained a job earning \$23/hour. 	
3	<p>Roll Call / Establishment of Quorum</p> <ul style="list-style-type: none"> • Ms. Kasal reported quorum present. 	
4	<p>Public Comment</p> <ul style="list-style-type: none"> • None offered. 	
5	<p>Chair’s Report</p> <ul style="list-style-type: none"> • Mr. Jackson recognized Board Members Mr. John Davis and Mr. Chuck Todd whose terms end on 6/30/18. Outstanding Service Awards will be sent to both. 	

	<ul style="list-style-type: none"> • Mr. Jackson stated Workforce Investment Consortium (Consortium) met earlier in the day, 6/21/18, approved appointments, effective 7/1/18, of the following two new Board Members to the CSCF Board: <ul style="list-style-type: none"> ○ Andrew Albu, President of Albu & Associates - representing Orange County business seat on the Board ○ Matthew Walton, Vice President & Chief Financial Officer of MiGre Engineers, LLC - representing Seminole County business. • Mr. Jackson congratulated Ms. Nilda Blanco, Business Intelligence Officer, who received the “Sar Levitan Advancing the Research” award from the National Association of Workforce Development Professionals <ul style="list-style-type: none"> ○ Nilda was recognized for excellence in data and research practices. • Mr. Jackson emphasized need for Board’s active participation on committees. • Ms. Nabors provided highlights from the President’s Report (attachment). 	
6	<p>Consent Agenda</p> <ul style="list-style-type: none"> • Mr. Jackson asked Board if any item on consent agenda, as listed below, should be moved to action item portion of agenda. <p>Consent Agenda:</p> <ul style="list-style-type: none"> • Draft Minutes of 4/12/18 Board Meeting • Operations and Finance Report • President’s Report • Modification of DEO/CareerSource Florida Strategic Plan – Region 12 • Facilities Update – Leases <p><i>Note: The Board concurred to remove “Facilities Update – Leases” from Consent Agenda and move to Agenda action items.</i></p>	<p>Mr. Sullivan made a motion to approve all items on the consent agenda, except “Facilities Update – Leases.” Mr. Walter seconded; motion passed unanimously.</p>
6	<p style="text-align: center;">Insight / Information</p> <p>Skills Gap:</p> <ul style="list-style-type: none"> • Mr. Cesar Marquez, Economic Analysis Manager with Department of Economic Opportunity, provided employment data on CSCF’s region with statistics on labor force, job vacancies, and soft & hard skills gap information. 	<p><i>Based on Board requests, Mr. Marquez will provide: 1) information on level of labor outflow in Central Florida by education, industry and county, and 2) number of skills gap survey responders from Region 12.</i></p>

Committee Reports

Executive Committee:

- Mr. Jackson, on behalf of Ms. Clements, Executive Committee Chair, stated Committee met on 6/12/18, reviewed and approved for Board vote of agenda action items:
 - modification of the four-year comprehensive plan
 - facilities update on CSCF offices in Lake and Osceola counties.

Revenue Diversity Ad Hoc:

- Mr. Jackson, Revenue Diversity Ad Hoc Committee Chair, stated Committee met on 5/29/18.
- Received presentation from Ms. Jennifer Evans Founder & President of Meraki Strategic Group who provided insight on different competitive models for raising unrestricted revenue.
- Discussion will continue as well as attaining input from key stakeholders of targeted industries. This information will also help finalize Youth Services business case statement.

Audit Committee:

- Mr. Ushkowitz, Audit Committee Chair, stated no Committee updates.

Community Engagement Committee:

- Ms. Wood, Community Engagement Committee Chair, stated Committee met on 5/14/18 and introduced Ms. Lisa Burby, the new V.P. of Strategic Communications. Ms. Burby shared first 90-day observations and plans to strengthen Communication department's foundation in a more intentional, targeted way.
- Edelman presented information about CSCF master narrative project.
- Reviewed outreach budget and provided recommendations.

Finance Committee:

- Mr. Ushkowitz, Finance Committee Chair, stated Committee met on 6/6/18.
- Reviewed FY 17-18 financials through 4/30/18
- Approved 18-19 draft budget, which staff emailed to Board and Consortium for review on 6/7/18.

	<ul style="list-style-type: none"> Reviewed audit results of the 403(b) plan, which was a clean report with no findings, but one observation with regard to an employer matching coding error. CSCF to correct issue with the 12 affected accounts 6/30/18. <p>Governance Committee:</p> <ul style="list-style-type: none"> Ms. Nabors, reporting on behalf of Mr. Wylie, Governance Committee Chair, stated Committee met on 5/2/18. Reviewed the composition of the Board and Board Roster. Ms. Nabors stated nomination still needed for Sumter County to succeed Mr. Chuck Todd; two potential candidates. Discussed CSCF's employee handbook and the 990 Return, approved for Board's vote on slate of officers for next fiscal year <p>Career Service Committee:</p> <ul style="list-style-type: none"> Dr. Plinske stated Career Services Committee met jointly with Finance Committee for budget workshop on 5/24/18 to review FY 18-19 draft budget. Selected the Impact Model for prioritizing specific occupation training within targeted sectors 	
7	<p style="text-align: center;">Actions Items to Vote on or Discuss</p> <p>Approval of the 18-19 Budget</p> <ul style="list-style-type: none"> Ms. Nabors stated Program Year 18-19 draft budget of \$31M has gone through three levels of review: <ol style="list-style-type: none"> Career Services and Finance Committees reviewed at 5/24/18 Budget Workshop Finance Committee reviewed and approved at its 6/6/18 meeting. Consortium reviewed and approved, contingent upon Board approval, at its 6/21/18 meeting. <p>Slate of Officers</p> <ul style="list-style-type: none"> Ms. Nabors referenced proposed Slate of Officers, which Governance Committee moved for Board review and approval as listed below; all individuals listed currently in respective officer positions and have agreed to continue serving: <ul style="list-style-type: none"> President: Debbie Clements Vice President: Mark Wylie Treasurer: Eric Ushkowitz Secretary: Leland Madsen <p>Facilities Update - Leases</p> <ul style="list-style-type: none"> Mr. Alvarez referred to memo on staff's recommendation to relocate its CSCF facilities in Lake and Osceola counties (attachment). 	<p>Mr. Ushkowitz made motion to approve and accept the 18-19 Budget. Mr. Pittman seconded; motion passed unanimously.</p> <p>Mr. Sullivan made a motion to approve and accept the Slate of Officers as presented. Mr. Gill seconded, motion passed unanimously.</p> <p>Mr. Sullivan made a motion to accept the plan with Valencia College, within parameters as</p>

	<ul style="list-style-type: none"> • Finance Committee reviewed lease terms and cost breakdowns of Osceola and Lake County options. • Approved to move next to Board for review and final approval. <ul style="list-style-type: none"> ○ Osceola County - space currently under construction at Valencia College's Osceola campus. ○ Lake County - Foundation Building at Lake Sumter State College in Leesburg. 	<p>presented. Mr. D'Aiuto seconded, with Dr. Plinske abstaining; motion passed unanimously.</p> <p>Mr. Sullivan made a motion to approve for staff to enter into final negotiations, within the parameters as presented, with Lake Sumter State College. Mr. D'Aiuto seconded; motion passed unanimously.</p>
6	<p>Other Business</p> <ul style="list-style-type: none"> • None offered. 	
7	<p>Adjournment</p> <ul style="list-style-type: none"> • Mr. Jackson stated a tour of the CSCF Southeast Office will commence after adjournment of the meeting. • Meeting adjourned at 3:05 pm. 	

Respectfully submitted,

Kaz Kasal
 Executive Coordinator