

**Joint Meeting of Consortium and Board
Valencia College – Osceola Campus
1800 Denn John Lane, Kissimmee, FL 34744**

Thursday, February 22, 2018, 9:00 a.m.

MINUTES

CONSORTIUM MEMBERS PRESENT: Teresa Jacobs, Brandon Arrington, Al Butler and Lee Constantine

CONSORTIUM MEMBERS ABSENT: Leslie Campione

BOARD MEMBERS PRESENT: Debbie Clements, Steve Ball, Paul Bough, Wendy Brandon, William D’ Aiuto, Nicole Guillet, Eric Jackson, Leland Madsen, Sheri Olson, John Pittman, Kathleen Plinske, Jim Sullivan, Richard Sweat, Jody Sweet, Jane Trnka, Al Trombetta, Eric Ushkowitz, Larry Walter and Mark Wylie

BOARD MEMBERS ABSENT: Greg Beliveau, Glen Casel, John Davis, John Gill, Mark Havard, Jeff Hayward, and Chuck Todd

STAFF PRESENT: Pam Nabors, Mimi Coenen, Leo Alvarez, Ann Beecham, Nilda Blanco, Steven Nguyen, Bradley Collor, Larry Krause, Yaralise Colon, Katherine Vega, Darlene Davis, Janet Saunders, and Kaz Kasal

GUESTS PRESENT: Tony Wright/Baggage Airline Guest Services (Bags, Inc.); Andrew Mai/Osceola County; John Gyllin/Seminole State College; David Sprinkle/Veritas Recruiting; Heather Ramos/GrayRobinson; Mohamed Chaoudi, Yassihe Chaoudi / Public

Agenda Item	Topic	Action Item / Follow Up Item
Business Matters of Consortium and Board		
1	<p>Welcome Ms. Clements, Chair of the CareerSource Central Florida (CSCF) Board of Directors, called the meeting to order at 9:02 am. Ms. Clements and Mayor Teresa Jacobs, Chair of the Workforce Investment Consortium, welcomed the attendees and thanked Dr. Plinske and Valencia College for hosting the meeting at its Osceola campus.</p> <p>Dr. Plinske, Campus President of Osceola, Lake Nona and Poinciana campuses, greeted the attendees and provided an overview of the degreed programs Valencia College offers, including bachelor degrees offered in collaboration with the University of Central Florida. Dr. Plinske also noted that Osceola County has had a tremendous increase in college attendance, equating to 20% over the last five years with high school graduates being the bulk of this increase.</p>	
2	<p>Mission Moment Ms. Coenen, Chief Operating Officer, introduced Mr. Troy Wright, Vice President of Human Resources with Baggage Airline Guest Services, Inc. (Bags). Mr. Wright greeted the attendees and provided an overview of the company, which provides travel solutions to major airlines, cruise lines, hotels and malls. Mr. Wright extended his thanks for CSCF’s support in helping the Bags, Inc. hire 50+ (to date) Hurricane Maria evacuees through CSCF job fairs.</p>	

	<p>Board Member Recognition Ms. Clements stated that Ms. Melanie Cornell and Mr. Brian Michaels have a resigned from the Board effective 1/31/18 and 1/8/18 respectively. In recognition and appreciation for their service to the Board, Ms. Cornell and Mr. Michaels will receive “Outstanding Service Recognition” awards.</p>	
3	<p>Roll Call / Establishment of Quorum Ms. Kasal reported that there was a quorum present in both the Consortium and the Board.</p>	
4	<p>Public Comment A member of the public, Mr. Mohammad Chaoudi, requested to speak. Ms. Clements informed him of the three-minute time limit. Mr. Chaoudi, addressed the board with a brief summary of his past experience with Workforce Central Florida. Ms. Clements informed Mr. Chaoudi when three minutes had passed, and thanked him for his comments.</p>	
5	<p>Approval of Minutes The Consortium reviewed the draft minutes from the 6/21/17 Consortium Meeting (attachment).</p>	<p>A motion was made by Commissioner Arrington and seconded by Commissioner Constantine to approve minutes from the 6/21/17 Consortium meeting. Motion passed unanimously.</p>
6	<p>Appointments of the Regional Workforce Board The Consortium reviewed the summary of recommended appointments of the following nominees (attachments):</p> <p>Mr. David Sprinkle, Managing Partner for Veritas Group, LLC to serve in the private sector seat representing Business – Seminole County.</p> <p>Dr. John Gyllin, Vice President of Resource and Economic Development, Seminole State College to serve in the public seat representing Education and Literacy.</p> <p>Ms. Keira des Anges, Area Supervisor for Division of Vocational Rehabilitation/Central Florida region to serve in the public seat representing Government Representative – Vocational Rehabilitation.</p>	<p>A motion was made by Commissioner Constantine and approved by the Consortium to nominate and appoint Mr. David Sprinkle to the Regional Workforce Board (Region 12). Motion passed unanimously.</p> <p>A motion was made by Commissioner Constantine and approved by the Consortium to nominate and appoint Dr. John Gyllin to the Regional Workforce Board (Region 12). Motion passed unanimously.</p> <p>A motion was made by Mayor Jacobs and approved by the Consortium to nominate and appoint Ms. Keira des Anges to the Regional Workforce Board (Region 12). Motion passed unanimously.</p>
7	<p>Adjournment of the Consortium Mayor Jacobs adjourned the meeting of the Consortium at 9:16 am.</p>	

Business Matters of the Board

<p>1</p>	<p>Chair's Report Ms. Clements welcomed new Board members Dr. Gyllin and Mr. Sprinkle, who were present at the meeting.</p> <p>Ms. Clements noted Ms. Nabors has been sharing with the Board information regarding the issues with CareerSource Tampa and CareerSource Pinellas. Ms. Clements reflected that this is a great reminder of the challenges CSCF once faced, and through Ms. Nabors' leadership and transparency, this organization gained respect over time. Ms. Clements stated she has zero concerns with CSCF and asked the Board to bring forward any concerns or areas they do not understand.</p>	
<p>2</p>	<p>Consent Agenda: Ms. Clements asked the Board if any item on the consent agenda, as listed below, needed to be moved to the action item portion of the agenda. Consent Agenda:</p> <ul style="list-style-type: none"> • Draft Minutes of 12/14/17 Board Meeting • Operations and Finance Report • President's Report 	<p>Mr. Walter made a motion to approve all items on the consent agenda. Mr. Jackson seconded; motion passed unanimously.</p>
<p>3</p>	<p>Information: Committee Reports: <u>Executive</u> Ms. Clements, Executive Committee Chair, stated the committee met on 2/13/18 and reviewed the committee reports. The Committee also reviewed and discussed a litigation case concerning a former CSCF employee. Based on the information provided by CSCF's D&O attorney Mr. Goodz, the Executive Committee voted to extend a settlement. Ms. Nabors added that the former employee agreed to the settlement and GrayRobinson, CSCF's corporate attorney, is consulting on the settlement language.</p> <p><u>Revenue Diversity Ad Hoc Committee</u> Mr. Jackson, Committee Chair, stated the Revenue Diversity Ad Hoc Committee met on 1/17/18 and reviewed updates and recommendations of revenue opportunities. The Committee concurred on two revenue options which they are planning to present at the next Board meeting.</p> <p><u>Audit Committee</u> Mr. Ushkowitz, Audit Committee Chair, stated that there were no updates.</p> <p><u>Community Engagement Committee</u> Ms. Sweet, Committee Chair, stated the Community Engagement Committee met on 1/22/18. At the meeting, Ms. Nabors shared the vision for the new role of V.P. of Strategic Communications. The Committee also reviewed CSCF's Hurricanes Irma and Maria outreach</p>	

	<p>activities, as well as overall outreach performance metrics from 1st and 2nd quarters of FY 17-18.</p> <p><u>Finance Committee</u> Mr. Ushkowitz, Acting Committee Chair, stated the Finance Committee met on 2/15/18. The Committee reviewed CSCF's retirement plan. The plan participation rate went from 70% to 95%. The Committee received a facilities update on potential utilization of space at Lake Sumter State College's Foundation Building, reviewing timeline of actions taken and next steps. The Committee also reviewed the budget through 12/31/17 and a summary of additional funds of \$6.5M received this fiscal year, of which the bulk is from National Emergency Grants for Hurricanes Irma and Maria. Mr. Alvarez added that this additional revenue increases the carry-over dollars into the new 18-19 fiscal year.</p> <p><u>Governance Committee</u> Mr. Wylie, Committee Chair, stated that stated the Governance Committee met on 1/9/18. The Committee reviewed and discussed proposed modifications to the Bylaws. The Committee also reviewed results from the December 2017 CSCF Board Self-Evaluation survey. Overall, the majority of the Board are very satisfied or satisfied with all areas mentioned on the survey. The Committee is addressing "dissatisfied" and "very dissatisfied" feedback areas, to include increasing Board engagement. The Committee reviewed nominations of the candidates replacing Dr. Sarnovsky, Mr. Michaels and Ms. Cornell.</p> <p><u>Career Services</u> Dr. Plinske stated the Career Services Committee met on 1/25/18. The Committee reviewed the performance metrics through 12/31/17. To date, CSCF is under-expended in training, but adjustments are being made to meet projected year-end goals. The Committee also reviewed data by targeted industry related to training completers, specific jobs/average wages attained within each industry, and strategies to increase the median wage. Also, the Committee discussed how to better engage industries and attain their feedback on who they would hire with what training and credentials.</p>	
<p>4</p>	<p>Actions to Vote on or Discuss</p> <p><u>Treasurer Nomination</u> Mr. Wylie stated the Governance Committee voted to forward to the Board the recommendation to appoint Mr. Ushkowitz to Treasurer (vacated by Dr. Sarnovsky) for the remainder of this fiscal year.</p> <p><u>Youth Navigator RFQ</u> Ms. Clements referred to the action item memo on the Youth Navigator RFQ (attachment) and stated This RFQ was issued for additional Youth Navigators in order to further expand outreach to targeted youth populations, as long as total costs did not exceed</p>	<p>Mr. Wylie made a motion to approve recommendation to appoint Mr. Ushkowitz to Treasurer. Mr. Pittman seconded; motion passed unanimously.</p> <p>After review and discussion, Mr. Pittman made a motion to approve staff to begin contract negotiations with Center for Independent Living, Impower and Central Florida Urban League.</p>

	<p>\$350,000 annually. The Executive Committee, at its 2/13/18 meeting, reviewed and approved to forward to the Board the recommendation to allow staff begin contract negotiations with the top three scoring organizations.</p> <p>Mr. Walter noted that the Career Services Committee discussed in length that the Central Florida Urban League only served Orange county and the importance that CSCF outreach to all underserved minorities in the other counties of the region. Ms. Coenen, COO, stated CSCF is continuing to identify and partner with community organizations to further its outreach. Mr. Bradley stated that Central Florida Urban League may be able to expand their proposal to include additional counties. Mr. D’Aiuto, CEO of the Department of Children and Families, offered to help with coverage representation.</p>	<p>Mr.Ushkowitz seconded, with Mr. D’Aiuto abstaining; motion passed unanimously.</p>
<p>5</p>	<p>Intelligence / Insight <u>Hurricane Maria Evacuees - Update</u></p> <p>Ms. Coenen provided a PowerPoint presentation (attachment) reviewing CSCF’s outreach, Project Restore, and grant awards in response to Hurricanes Irma and Maria.</p> <p>Commissioner Arrington stated, as a result of the influx of evacuees coming to Central Florida, there has been a 3% population increase in Osceola County. He thanked CSCF for its efforts in providing support to help Hurricane Maria evacuees find jobs.</p> <p>Ms. Nabors provided the following highlights from her President’s Report (attachment):</p> <ul style="list-style-type: none"> • CSCF participated in a local Roundtable held by Governor Scott in January 2018 to discuss the needs of Hurricane Maria evacuees and develop strategies to further assist in local efforts. Ms. Nilda Blanco, Director of Business Intelligence, provided a presentation at the Roundtable reviewing of CSCF’s activities to support Hurricane Maria evacuees and those affect by Hurricane Irma. The Governor was impressed and personally thanked Ms. Blanco on the presentation. • The National Association for Business Services named CSCF as one of the nation’s 101 Best and Brightest companies to work for in 2017. The “Best and Brightest Companies to Work For” competition identifies and honors exceptional human resource practices and commitment to their employees. CSCF employees who answered the survey indicated CSCF encourages a culture where staff are appreciated and recognized for their work. • As previously mentioned, CSCF is in discussions with Lake Sumter State College to utilize a portion of the College’s Foundation Building in Leesburg when CSCF’s lease expires at its current location in Lake County. The partnership will provide an opportunity to expand the career support services and job placements between the two organizations, as well as increase synergy with Lake Tech. 	

	<ul style="list-style-type: none">• Thanks to Duke Energy for providing a \$1,000 Board Leadership Grant. These funds will be used toward summer youth employment activities in 2018.• CSCF donated one of its mobile units to CareerSource South Florida, which will help bring much needed employment services to the Florida Keys and other areas where service delivery challenges still exist as a result of storm damage from Hurricane Irma.• Ms. Clements, Mr. Wylie and Ms. Sweet will be attending the National Association of Workforce Boards (NAWB) Annual Conference March 24 thru 27, 2018, where workforce funding and strategies will be discussed.	
6	<p>Other Business</p> <p>Ms. Clements stated the next Board meeting will occur on 4/12/18 and it will be combined with the Board Retreat, Part 2 – location is to be determined.</p> <p>Ms. Coenen noted that the I-4 Business magazine recognized Ms. Nabors with a “Spirit of Collaboration” award, in recognition for her influential leadership in the community. The award was presented at the “2018 Women’s Inspired Leadership Awards.”</p>	
7	<p>Adjournment</p> <p>Ms. Nabors noted encouraged all attendees to stay for the networking lunch after the meeting as it was a good opportunity to get know each other, and increase Board engagement.</p> <p>There being no other business, the meeting was adjourned at 10:34 am.</p>	

Respectfully submitted,

Kaz Kasal
Executive Coordinator