



Executive Committee PHONE Meeting

Tuesday, February 13, 2018 / 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. 12/5/17 Executive Committee Meeting	X		Debbie Clements
5	Information/Discussion/Action Items			
	A. Chair's Remarks		X	Debbie Clements
	B. President's Update		X	Pam Nabors
	C. Committee Reports 1) Audit 2) Community Engagement 3) Finance 4) Governance a) Nomination Recommendation for Board Treasurer – Board Action Item b) Appointments of Regional Workforce Board – Consortium Action Item 5) Career Services a) Youth Navigator RFQ - Board Action Item 6) Revenue Diversity Ad Hoc a) Business Case – Part 1		X	Committee Chairs: Eric Ushkowitz Jody Sweet Eric Ushkowitz Mark Wylie Kathleen Plinske/Richard Sweat Eric Jackson
	D. Board Meeting / Retreat Agendas		X	Pam Nabors
6	Other Business			
7	Adjournment			

Upcoming Meetings:

- Board Meeting & Retreat: 2/22/18, 9:00 am to 2:00 pm / Valencia College-Osceola Campus, 1800 Denn John Lane, Kissimmee, FL (Building 4/Rm 105)
- Executive Committee, 4/3/18, 9:00 am to 10:30 am / CSCF Admin, 390 N. Orange Ave., Suite 700, Orlando, FL 32801

DRAFT
Executive Committee Meeting

Tuesday, December 5, 2017
9:00 a.m.

MINUTES

MEMBERS PRESENT: Debbie Clements, Leland Madsen, Kathleen Plinske, Jody Sweet, and Eric Ushkowitz

MEMBERS ABSENT: Greg Beliveau, Eric Jackson, Joseph Sarnovsky, Richard Sweat and Mark Wylie

STAFF PRESENT: Pam Nabors, Mimi Coenen, Leo Alvarez, Ann Beecham and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Ms. Clements, Board Chair, called the meeting to order at 9:01 a.m. and welcomed those in attendance.	
2	Roll Call / Establishment of Quorum Ms. Kasal, Executive Coordinator, reported that there was a quorum present.	
3	Public Comment None offered.	
4	Approval of Minutes The Committee reviewed the minutes from the 10/24/17 Executive Committee meeting.	A motion was made by Dr. Plinske and seconded by Mr. Madsen to approve the minutes from the 10/24/17 meeting. Motion passed unanimously.
5	Information/Discussion/Action Item <u>Chair's Remarks</u> Ms. Clements extended her thanks for those who attended the 11/3/17 Board Retreat (part one). There will be a follow up Retreat (part two) in February, as the Board narrows its focus to address the current and emerging workforce needs. <u>President's Update</u> Ms. Nabors, President/CEO of CSCF, stated that she will provide a summary of the 11/3/17 Board Retreat at the 12/14/17 Board meeting, reviewing what was discussed as well as looking at CSCF's must-do's and opportunities. Ms. Nabors added that immediately following the 12/14/17 Board meeting will be the Board Information Session and all Board members are strongly encouraged to attend the session, as it is a great refresher. Ms. Nabors stated the next Board meeting, after December's meeting, will be the joint meeting with the Consortium occurring on 2/22/18, from 9:00 am to 11:00 am at Valencia College's Osceola campus. The Board Retreat (part 2) will immediately follow the meeting from 11:00 am to 2:00 pm and lunch will be provided. Ms. Garman will also be present again as facilitator for the Retreat.	

Mr. Wilkes of GrayRobinson, CSCF's corporate attorney, provided an update on the Mendham lease settlement with Continental Properties, CSCF's previous landlord of CSCF's former administration office. Ms. Nabors added a statement has been prepared for public communication as needed. This statement will be sent to the Board.

Committee Reports

Audit Committee:

Mr. Ushkowitz, Committee Chair, stated that the Audit Committee met on 11/28/17 and accepted the draft FY 16-17 audit report prepared and presented by Grau and Associates, CSCF's independent auditor. Mr. Ushkowitz stated that Grau & Associates has issued an unmodified opinion (highest level a company can attain) with no findings and no areas of internal control weaknesses. The audit presentation will be included in the Consent Agenda section of the 12/14/17 Board Agenda.

Community Engagement Committee:

Ms. Sweet, Committee Chair, stated the Community Engagement Committee has not met since the last Board meeting and there are no new updates to report. The next scheduled meeting is on 1/22/18 and a report will be provided at the 2/22/18 Board Meeting.

Finance Committee:

Mr. Alvarez stated the Finance Committee met on 11/16/17 and reviewed its charter, approving a few minor revisions, and the FY 17-18 financials through 9/30/17. The Committee also reviewed current performance of CSCF's retirement plan and approved the addition of a bond fund to the plan. Mr. Alvarez stated CSCF's retirement plan is moving in the right direction with a 95% participation rate, a decrease in loans to below 4% and an increase to \$5M in assets. Ms. Nabors added that Dr. Sarnovsky announced his retirement from Seminole State College in December 2017.

Governance Committee:

Ms. Nabors stated that stated the Governance Committee has not met since the last Board meeting and there are no new updates to report. The next scheduled meeting is on 1/9/18. At this meeting the Governance Committee will review the results from the "CSCF Board Self-Evaluation" of which over two-thirds of the Board participated, and the Bylaws. The Committee will also identify a replacement for Dr. Sarnovsky's Board seat, as well as Board Treasurer and Chair for Finance Committee, which was occupied by Dr. Sarnovsky.

Career Service Committee:

Dr. Plinske stated the Career Services Committee met on

	<p>11/9/17 and discussed the following: under-expenditures in training and the plan to catch up; follow-up discussion on Board Retreat; in-depth review of the training data on completions, placements and wages; and attaining data on specific jobs within a sector – i.e. specific jobs with the construction sector; identifying ways to recruit individuals for internships – reviewing CSCF internships vs. college internships.</p> <p><u>Revenue Diversity Ad Hoc:</u> Ms. Nabors stated the Committee met on 11/20/17. Mr. Mark Brewer, President/CEO with the Central Florida Foundation, also attended the meeting to provide his input on alternate funding sources. The Committee discussed maximizing the current Ticket-to-Work program, strategies to increase community investment in the current youth service delivery, and other opportunities on how the Board can embrace the culture of revenue enhancement.</p> <p><u>Board Meeting Agenda & Retreat Agenda</u> Ms. Nabors referred to the Board Meeting Agenda (attachment) and stated Mr. Edward Johnson, CEO of Lynx, will welcome the Board. Ms. Nabors noted that the meeting will include a debriefing on the 11/3/17 Board Retreat and the committee reports. The Board Information Session will immediately follow the meeting and all Board members have been strongly encouraged to attend the Session as it is a great refresher and will include CSCF organizational updates.</p>	
	<p>Other Business None offered.</p>	
8	<p>Adjournment There being no other business, the meeting was adjourned at 9:23 a.m.</p>	

Respectfully submitted,

Kaz Kasal
 Executive Coordinator



Workforce Investment Consortium & CareerSource Central Florida Board of Directors Meeting

Valencia College – Osceola Campus
 1800 Denn John Lane, Kissimmee, FL
 (Building 4, Room 105)

Thursday, February 22, 2018 / 9:00 a.m. – 11:00 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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Item	Agenda Topic	Action Item	Info/ Discussion Item	Presenter
Business Matters of Consortium and Board				
1	Welcome			Mayor Jacobs / Debbie Clements
2	A. Mission Moment B. Board Member Recognition			Mimi Coenen Debbie Clements
3	Roll Call / Establishment of Quorum			Kaz Kasal
4	Public Comment			Mayor Jacobs
5	Approval of Minutes A. 6/21/17 Consortium Meeting ➤ Consortium	X		Mayor Jacobs
6	Appointments of Regional Workforce Board ➤ Consortium	X		Mayor Jacobs
8	Adjournment of the Consortium			Mayor Jacobs

Item	Agenda Topic	Action Item	Info/ Discussion Item	Presenter
Business Matters of the Board				
1	Chair's Report		X	Debbie Clements
2	Consent Agenda: A. <i>Any Consent Agenda Items need to move to Action Items?</i> B. Draft Minutes of 12/14/17 Board Meeting C. Operations & Finance Report D. President's Report	X		Debbie Clements
3	Information: A. Committee Reports 1) Executive 2) Revenue Diversity Ad Hoc 3) Audit 4) Community Engagement 5) Finance 6) Governance – Board Surveys (Current & Previous) 7) Career Services		X	Committee Chairs Debbie Clements Eric Jackson Eric Ushkowitz Jody Sweet Eric Ushkowitz Mark Wylie Kathleen Plinske / Richard Sweat
4	Actions to Vote on or Discuss A. Treasurer Nomination B. Youth Navigator RFQ	X	X	Mark Wylie Kathleen Plinske
5	Intelligence / Insight A. Hurricane Maria Evacuees - Update		X	
6	Other Business			
7	Adjournment / Board Retreat			

Upcoming Meeting:

- Board Meeting: 4/12/18, 9:00 am to 10:30 am / Location: TBD



Board of Directors Strategic Retreat

Valencia College – Osceola Campus
 1800 Denn John Lane, Kissimmee, FL 34744
 Thursday, February 22, 2018 / 11:00 a.m. – 2:00 p.m.

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1. **Welcome / Introductions** Debbie Clements
Chair, CSCF Board
2. **Recap of 11/3/17 Board Retreat** Pam Nabors
President / CEO
3. **Setting Strategic Priorities** Gert Garman
Consultant
4. **Report Out** Board Feedback
5. **Action Plan** Board Feedback
6. **Adjourn**