



## Executive Committee Phone Meeting

Wednesday, February 8, 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 backbone organization for workforce development in Central Florida*

Agenda Item	TOPIC	Action Item	Info Item	Presenter
1	Welcome			<b>Eric Jackson</b>
2	Roll Call / Establishment of Quorum			<b>Kaz Kasal</b>
3	Public Comment			
4	Approval of Minutes A. 12/7/16 Executive Committee Meeting	X		<b>Eric Jackson</b>
5	<b>Information/Discussion/Action Items</b>			
	A. Chair's Remarks			<b>Eric Jackson</b>
	B. President's Update		X	<b>Pam Nabors</b>
	C. Committee Reports 1) Career Service Committee – Board Action Items		X	<b>Committee Chairs</b>
	D. 2/15/17 Consortium-Board Joint Meeting Agenda 1) Appointment(s) of Regional Workforce Board - Consortium Action Item			<b>Pam Nabors</b>
6	Other Business A. Regional Executive Committee – Rescheduled date: 2/28/17			
7	Chair's Closing Remarks			<b>Eric Jackson</b>
8	Adjournment			

**Upcoming Meetings:**

- Consortium-Board Meeting: 2/15/17, 9:00 am to 11:00 am / Location: Valencia College-District Office / 1768 Park Center Drive, Orlando, FL (Large Conference Room - 5th Floor)
- Regional Executive Committee Meeting: 2/28/17, 12:00 pm to 3:00 pm / Location: CareerSource Flagler Volusia, 329 Bill France Boulevard, Daytona Beach, FL 32114
- Executive Committee: 4/19/17, 9:00 am - 10:30 am / Location: CareerSource Central Florida / 390 N. Orange Ave., Suite 700, Orlando, FL 32801

**Draft  
 Executive Committee Meeting**

**Wednesday, December 7, 2016  
 2:30 p.m.**

**MINUTES**

**MEMBERS PRESENT:** Eric Jackson, Robert Brown, Debbie Clements, Leland Madsen, Richard Sweat and Eric Ushkowitz

**MEMBERS ABSENT:** Greg Beliveau, Wendy Brandon, Joseph Sarnovsky and Jody Sweet

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

**GUESTS PRESENT:** Thomas Wilkes/GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Mr. Jackson called the meeting to order at 2:31 pm and welcomed those in attendance.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal reported that there was a quorum present.	
3	<b>Public Comment</b> None offered.	
4	<b>Approval of Minutes</b> The Executive Committee reviewed the draft minutes from the 9/21/16 and 11/2/16 Executive Committee meetings (attachment).	<b>Mr. Brown made a motion to approve the minutes from the 9/21/16 and 11/2/16 Executive Committee meetings. Mr. Jackson seconded, motion passed.</b>
5	<b>Information/Discussion Items</b>	
	<b>Chair's Remarks</b> Mr. Jackson stated the National Association of Workforce Boards (NAWB) "The Forum 2017" is occurring on March 25-28, 2017 in Washington D.C. and invited committee members to notify Pam if they would like to attend.	
	<b>President's Update</b> Ms. Coenen, on behalf of Ms. Nabors, provided the following updates: <ul style="list-style-type: none"> <li>• CSCF has been awarded the following grants:               <ul style="list-style-type: none"> <li>– TechHire – this grant will help individuals prepare for and assist to attain well-paying tech jobs, and expand local tech sectors.</li> <li>– Youth Build – CSCF will work in collaboration with Valencia College.</li> <li>– America's Promise - CareerSource Brevard will be the lead partner with this grant.</li> </ul> </li> <li>• Transition of CSCF retirement account is complete. Staff has attended overview sessions and individual sessions will follow in January 2017.</li> <li>• Direct placements year-to-date through November 2017 are at 1,401. Although slightly below YTD goal, it is 41% higher over same period last year.</li> </ul>	

	<p>Mr. Wilkes, CSCF's Attorney, provided a litigation update with the Mendham lease.</p>	
	<p><b>President's Updated Contract</b>          The Committee reviewed the modifications of the President's contract (attachment).</p> <p>With regard to alignment of salary, the Chair inquired of the Committee to consider adjusting the CEO salary to align with Labor Market Information. The Committee discussed and concurred on a 5% increase to the base salary.</p>	<p><b>Ms. Clements made a motion to approve President's contract, as modified. Mr. Madsen seconded, motion passed.</b></p> <p><b>Mr. Jackson made a motion to align the CEO base salary to current labor market data by increasing it 5%. Mr. Madsen seconded, motion passed.</b></p>
	<p><b>Committee Updates</b></p> <p><u>Audit Committee</u>          Mr. Alvarez stated that the Audit Committee will be meeting jointly with Finance Committee on 2/7/17 to accept the draft audit report prepared by Cherry Bekaert. Also, DEO will be conducting an in-house fiscal monitoring in January 2017.</p> <p><u>Finance Committee</u>          Mr. Alvarez stated the Finance Committee met on 11/8/16 and reviewed fiscal report through first quarter (7/1/16 thru 9/30/16), with expenditures close to target at 22%. The Committee also reviewed the timeline of the office moves and the new office (located in the Airport Business Center) is expected to open early January 2017.</p> <p>Additionally, Mr. Alvarez provided an update of current procurements and stated that OneDigital was selected as CSCF's healthcare broker.</p> <p><u>Governance Committee</u>          Mr. Brown stated that the Governance Committee met on 11/9/16. The Committee reviewed Board and non-Board member characteristics. Ms. Lauten provided strategic plan update and status of current Board engagement. Mr. Brown also stated Mr. Madsen has agreed to accept the nomination of Secretary for the CSCF Board and the proposed nomination will be presented for vote at next week's Board meeting.</p> <p><u>Career Services</u>          Mr. Sweat stated that the Career Services Committee will meet on 12/8/16.</p>	
	<p><b>9/28/16 Board Agenda</b>          The Committee reviewed the Agenda. Ms. Coenen stated that the following individuals will present at the Board Meeting:</p> <ul style="list-style-type: none"> <li>- Ms. South, ESI, will define role of CSCF operator for Board review and vote.</li> <li>- Ms. Lauten will provide an update on Board participation.</li> </ul>	

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	– Mr. Havard will conduct a tour of Hyatt Regency Orlando to showcase occupations in the hospitality industry, as part of HGI spotlight.	
	<p><b>Other Business</b>          Mr. Jackson expressed his appreciation to Ms. Lauten for her commitment to the Board. Mr. Jackson stated that Ms. Lauten has recently accepted a new position; however she has agreed to remain on task overseeing Board participation activities and facilitating the Board Retreat in April 2017.</p>	
6	<p><b>Adjournment</b>          There being no other business, the meeting was adjourned at 3:02 p.m.</p>	

Respectfully submitted,

Kaz Kasal  
 Executive Coordinator

DRAFT



## BOARD ACTION ITEM

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To: CareerSource Central Florida Board of Directors  
From: Mimi Coenen  
Subject: Employed Worker Training Grant Application – Request for Approval  
Date: February 15, 2017

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### **BACKGROUND:**

CareerSource Central Florida has received Employed Worker Training Grant request in the amount of \$50,000 from Seminole County Fire Department, a unit of Seminole County government. The County has requested a training assistance to improve the skills of 17 current firefighters in EMT/Paramedic Training. This training will give the employees improved long-term wage levels and additional key occupational skills critical to becoming paramedics. Staff has reviewed the request and it aligns with the region's targeted occupations list.

Per CSCF's procurement requirements, the Board must review all requests that involves a Board member and/or their organization that could benefit financially from the agreement. A two-thirds vote of the Board is needed to approve this action. Seminole County Manager Nicole Guillet currently serves as a member of CareerSource Central Florida's Board of Directors.

### **ACTION REQUESTED:**

The Career Services Committee is recommending the Board review and approve this Employed Worker Training Grant. If approved, staff will send the contract to the Department of Economic Opportunity ("DEO") with documentation, as specified by CareerSource Florida Inc.'s Contract Guidance and Florida Statute § 445.007, for Board member involved agreements over \$25,000.



## BOARD ACTION ITEM

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To: CareerSource Central Florida Board of Directors  
From: Mimi Coenen, COO  
Subject: Approval of Youth Navigator RFQ Recommendations  
Date: February 15, 2017

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### **PURPOSE:**

Over the last three years CareerSource Central Florida (CSCF) has served youth through contractual providers and in Fiscal Year 15-16 began the process of transitioning to an in-house program. Areas of struggle this startup year has been the ability to directly connect with youth representing specialized, targeted populations, specifically youth in foster care, those that are homeless, connected to the Juvenile Justice system and young adults with disabilities. To connect with those populations CSCF released a RFQ to solicit proposals for an embedded youth navigator position within community organizations who are already working with these targeted groups.

### **BACKGROUND-**

CSCF received responses from twelve community organizations for consideration. All were reviewed, rated and scored for consideration. The top two scores were given to:

- Community Based Care of Central Florida, Inc. (CBC) who serves Foster Youth in Orange, Seminole and Osceola counties.
- Home Builders Institute (HBI) with experience in serving justice involved youth and operates programs nationally.

There were three other organizations that scored in the top five:

- Impower, Inc. - a nonprofit mental welfare organization serving at risk youth in Brevard, Orange, Osceola, Seminole, Volusia and Polk Counties.
- Youth Advocate Programs, Inc. - a national organization serving juvenile justice youth, those aging out of foster care and individuals with developmental or intellectual disabilities.
- Covenant House Florida, Inc.- a local organization that has been providing shelter and services for out-of-school homeless youth for fifteen years.

The strategy of funding a youth navigator to be imbedded into an existing organization that serves our desired populations is a new model for CSCF. As part of a pilot phase we recommend beginning contract negotiations with CBC and HBI to immediately serve foster youth and those involved in the justice system. Additionally, we want the flexibility to explore other populations including homeless youth and those with unique abilities with Impower, Inc., Youth Advocate Programs, Inc., and Covenant House Florida. We are requesting that staff have the ability to engage in deeper, exploratory conversations around these specific populations with the potential to engage additional community partnerships at a not to exceed budget of the original \$500,000 associated with this project.

**ACTION REQUESTED:**

Career Services Committee is recommending for Board's review and approval to allow contract negotiations to begin with:

- Community Based Care of Central Florida, Inc.
- Home Builders Institute

And allow staff to begin exploratory discussions for additional youth navigators with:

- Impower, Inc,
- Youth Advocate Programs, Inc.
- Covenant House Florida, Inc.

Per CSCF's procurement requirements, the Board must review all requests that involves a Board member and/or their organization that could benefit financially from the agreement. A two-thirds vote of the Board is needed to approve this action. CBC, President/CEO Glen Casel currently serves as a member of CareerSource Central Florida's Board of Directors.



## Workforce Investment Consortium & CareerSource Central Florida Board of Directors Meeting

Valencia College-District Office  
 1768 Park Center Drive, Orlando, FL  
 (Large Conference Room - 5th Floor)

Wednesday, February 15, 2017 / 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*
- *CareerSource Central Florida will identify ways to measure progress and Return On Investment (ROI)*
- *CareerSource Central Florida will become the backbone organization for workforce development in Central Florida*

Item	Agenda Topic	Action Item	Info/ Discussion Item	Presenter
<b>Business Matters of Consortium and Board</b>				
1	Welcome			Mayor Jacobs / Eric Jackson
2	A. Mission Moment			Eric Jackson
3	Roll Call / Establishment of Quorum			Kaz Kasal
4	Public Comment			Eric Jackson
5	Approval of Minutes A. 6/23/16 Joint Meeting of Consortium & Board (Board approved at their 9/28/16 meeting) ➤ Consortium	X		Mayor Jacobs
6	Appointments of Regional Workforce Board ➤ Consortium	X		Mayor Jacobs
7	Adjournment of the Consortium			Mayor Jacobs



Item	Agenda Topic	Action Item	Info/ Discussion Item	Presenter
<b>Business Matters of the Board</b>				
1	Chair's Report		X	Eric Jackson
2	Consent Agenda: A. <i>Any Consent Agenda Items need to move to Action Items?</i> B. Draft Minutes of 12/14/16 Board Meeting C. Communications Report D. Operations & Finance Report E. President's Report	X		Eric Jackson
3	Information: A. Committee Reports		X	Committee Chairs
4	Actions to Vote on or Discuss  A. EWT Grant – Seminole County (Nicole Guillet) B. Youth Navigator RFQ – Community Based Care of Central Florida (Glen Casel)	X  X		
5	Intelligence / Insight A. Board Activity Reports – Internal – External  B. HGI Spotlight: Construction	X		Shelley Lauten Consultant  Jim Sullivan
6	Other Business			
7	Adjournment			

## Upcoming Meetings:

- Board Meeting and Board Retreat: 4/26/17, 9:00 am to 1:00 pm / Location: Seminole State College-Heathrow Campus / Seminole State College/Heathrow Campus, 1055 AAA Drive, Heathrow, FL 32746

TOTAL NUMBER OF BOARD MEMBERS: 27NUMBER OF VACANCIES: 2EFFECTIVE DATE: 7/1/16

Agenda Item 5D 1)

## MEMBERSHIP

## REGIONAL WORKFORCE BOARD (RWB)

REGION NAME: Central Florida Regional Workforce Development Board, d/b/a/ CareerSource Central Florida REGION NUMBER: 12

NAME OF RWB MEMBERS	AREAS (S) OF REPRESENTATION	COUNTY LOCATION	ORGANIZATION	DEMOGRAPHICS	PERIOD OF APPOINTMENT
Beliveau, Greg	BU	Lake	LPG Urban & Regional Planners, Inc.	M.W.OI.	7/1/16 - 6/30/19
VACANT	BU	Multi-county			7/1/14 - 6/30/17
Bough, Paul	BU	Orange	Berkeley Research Group	M.W.	7/1/16 - 6/30/19
Brandon, Wendy	BU	Seminole	Central Florida Regional Hospital	F.W.	7/1/14 - 6/30/17
Brown, Robert H.	WOD/WOV (CBO representing Disabilities/Veterans)	Multi-county	Heart of Florida United Way	M.W.OI.	7/1/14 - 6/30/17
Casel, Glen	WOY (CBO representing Youth)	Multi-county	Community Based Care of Central Florida	M.W.	7/1/16 - 6/30/19
Clements, Debbie	BU	Multi-county	Duke Energy	F.W.	7/1/15 - 6/30/18
Cornell, Melanie	BU	Multi-county	HKS Architects, Inc.	F.W.OI.	7/1/15 - 6/30/18
D'Aiuto, William	GRO	Multi-county	Florida Department of Children & Families	M.W.	7/1/16 - 6/30/19
Davis, John	BU	Multi-county	African American Chamber of Commerce	M.B.	7/1/15 - 6/30/18
Gill, John	WOD (CBO representing Individuals and Disabilities)	Multi-county	Quest, Inc.	M.B.	7/1/16 - 6/30/19
Guillet, Nicole	GRED	Seminole	Seminole County Board of County Commissioners	F.W.	7/1/14 - 6/30/17
Havard, Mark	BU	Orange	Hyatt Regency Orlando / Central Florida Hotel & Lodging	M.W.	7/1/16 - 6/30/19
Trnka, Jane	ETPC	Multi-county	Rollins Crummer Graduate School of Business		7/1/16 - 6/30/19
Jackson, Eric	BU <i>Small Business</i>	Orange	Total Roof Services Corp.	M.B.	7/1/14 - 6/30/17
Madsen, Leland	BU	Sumter	Bedrock Resources, Inc.	M.W.OI.	7/1/16 - 6/30/19
Michaels, Brian	GRVRD (VR & individuals w/disabilities)	Multi-county	Department of Education, Division of Blind Services	M.W.	7/1/14 - 6/30/17
Olson, Sheri	BU	Lake	South Lake Hospital	F. W.	7/1/15 - 6/30/18

NAME OF RWB MEMBERS	AREAS (S) OF REPRESENTATION	COUNTY LOCATION	ORGANIZATION	DEMOGRAPHICS	PERIOD OF APPOINTMENT
Plettinck, Jack	WOLO/WOJ	Multi-county	International Union of Painters & Allied Trades (IUPAT DC 78)	M.W.OI.	7/1/15 - 6/30/18
Pittman, John	ETPC	Multi-county	University of Central Florida	M.B.	1/28/16 - 6/30/17
Plinske, Kathleen	ETPC	Multi-county	Valencia College	F.W.	7/1/15 - 6/30/18
Sarnovsky, Joseph	ETPA	Seminole	Seminole State College	M.W.	7/1/15 - 6/30/18
Sullivan, Jim	WOLO/WOJ	Multi-county	Central Florida Electrical Joint Apprenticeship & Training Committee (J.A.T.C.) / Central Florida AFL-CIO	M.W.OI.	1/28/16 - 6/30/17
Sweat, Richard	BU <i>Small Business</i>	Seminole	.decimal	M.W.	7/1/16 - 6/30/19
Sweet, Jody	BU	Multi-county	Walt Disney Parks & Resorts	F.W.	7/1/16 - 6/30/19
Todd, Chuck	BU	Sumter	Circle C Farms	M.W.OI.	7/1/15 - 6/30/18
Ushkowitz, Eric	GRED	Orange	Orange County Government	M.W.	7/1/15 - 6/30/18
Walter, Larry	BU	Osceola	Hanson, Walter & Associates, Inc.	M.W.OI.	7/1/15 - 6/30/18
Wylie, Mark	BU	Multi-county	Central Florida Chapter Associated Builders and Contractors, Inc.	M.W.OI.	7/1/14 - 6/30/17

\*\*CareerSource Central Florida operates the Wagner Peyser (GRO) function



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December 14, 2016

The Honorable Mayor Teresa Jacobs  
Orange County Government  
County Administration Building  
201 South Rosalind Ave., 5<sup>th</sup> Floor  
Orlando, FL 32801

Dear Mayor Jacobs:

Rollins Crummer Graduate School of Business is pleased to nominate Jane Trnka to serve in the public seat representing Education and Training Provider – Institution of Higher Education (ETPC) on the CareerSource Central Florida Board of Directors.

Jane Trnka serves as Executive Director, Career Resource Center, for Rollins Crummer Graduate School of Business. We are proud to recommend her for your consideration.

Please let me know if you have any questions or need further information.

Regards,

Deborah F. Crown, Ph.D.  
Dean  
Crummer Graduate School of Business  
Rollins College

Cc: Eric Ushkowitz, Economic Development Administrator, Orange County Government  
Jeffrey Newton/Orange County Attorney  
Pamela Nabors, President/CEO, CareerSource Central Florida