



Executive Committee Meeting

CareerSource Central Florida
 390 N. Orange Ave., Suite 700, Orlando, FL 32801
 Tuesday, June 12, 2018 / 9:00 a.m. to 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. 4/3/18 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. Action Items to Vote on or Discuss 1) Modification of DEO/CareerSource Florida Strategic Plan - Region 12 2) Facilities Update	X X		Pam Nabors Leo Alvarez
	D. Committee Reports 1) Audit - no new report 2) Community Engagement 3) Finance 4) Governance 5) Career Services 6) Revenue Diversity Ad Hoc		X	Committee Chairs: Eric Ushkowitz Jody Wood Eric Ushkowitz Mark Wylie Kathleen Plinske/Richard Sweat Eric Jackson
	E. 6/21/18 Board Meeting Agenda		X	Pam Nabors
	F. Master Calendar & Executive Committee - Meeting Dates for FY 18-19		X	
	G. CEO's Annual Review	X		
6	Other Business			
7	Adjournment			

Upcoming Meetings:

- Board Meeting: 2:00 pm to 3:30 pm, Thursday, 6/21/18 / CSCF Orange County Office, 5784 S. Semoran Blvd., Orlando, FL 32822

DRAFT
Executive Committee Meeting

Tuesday, April 3, 2018
9:00 a.m.

MINUTES

MEMBERS PRESENT: Debbie Clements, Greg Beliveau, Eric Jackson, Leland Madsen, Eric Ushkowitz, Jody Wood and Mark Wylie

MEMBERS ABSENT: Kathleen Plinske and Richard Sweat

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

GUESTS PRESENT: Heather Ramos / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Ms. Clements, Board Chair, called the meeting to order at 9:32 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 2/13/18 Executive Committee meeting.	A motion was made by Mr. Ushkowitz and seconded by Mr. Wylie to approve the minutes from the 2/13/18 meeting. Motion passed unanimously.
5	Information/Discussion/Action Item <u>President's Update</u> Ms. Nabors, President/CEO of CSCF, provided the following updates: With regard to the litigation case concerning a former CSCF employee - this individual accepted the settlement offer and CSCF will move forward with payment via CSCF's D&O insurance. CSCF issued a Request For Quotes (RFQ) in search for organizations that can provide career preparation services for Hurricane Maria evacuees. Board member Ms. Jane Trnka has agreed to be part of the review team that will evaluate and score the proposals received. CSCF is taking steps to make sure locations are secure for Board and committee meetings. <u>Committee Reports</u> Audit Committee: Mr. Ushkowitz stated that there were no Committee updates.	

	<p>Community Engagement Committee: Ms. Wood stated that there were no Committee updates. Ms. Nabors introduced Ms. Lisa Burby, the new V.P. of Strategic Communications. Ms. Burby will be supporting the Community Engagement Committee going forward.</p> <p>Finance Committee: Mr. Ushkowitz stated that the Finance Committee is scheduled to meet on 4/5/18. The Committee will review FY 17-18 financials through 2/28/18 and status of potential space at Lake Sumter State College for CSCF's Lake county office (current lease expires 7/31/18).</p> <p>Governance Committee: Mr. Wylie stated the Governance Committee met on 3/7/18. The Committee reviewed amended Bylaws and approved to forward to Board for vote. The Committee also reviewed the status of each Board seat expiring 6/30/18 and received an Enterprise Risk update from Mr. Alvarez.</p> <p>Career Service Committee: Ms. Coenen stated the Career Services Committee met on 3/22/18. The Committee reviewed the performance metrics through 2/28/18. The Committee also reviewed Labor Market Information (LMI) data and discussed training options and specific occupations within targeted industries. Also, the Committee had further discussion on how to attain feedback from the employer community.</p> <p>Revenue Diversity Ad Hoc: Mr. Jackson, Committee Chair, stated the Revenue Diversity Ad Hoc Committee met on 4/2/18. The Committee reviewed the business case statements for Ticket To Work (TTW) and Youth Services. The Committee voted to finalize and move forward to Board TTW business case statement. The Youth Services business case statement will require further review.</p> <p><u>Board Meeting Agenda</u> Ms. Nabors reviewed the 4/12/18 Board Meeting agenda and stated there will be a couple of action items (amended Bylaws and an RFQ recommendation) on the agenda that will require two-thirds of full Board to be in attendance in order to vote. Ms. Nabors also stated that Ms. Gert Garman will be facilitating the Board Retreat again – Part II, which immediately follows the Board Meeting.</p>	
	<p>Other Business None offered.</p>	
8	<p>Adjournment There being no other business, the meeting was adjourned at 9:47 a.m.</p>	

Respectfully submitted,

Kaz Kasal
 Executive Coordinator



Memorandum

To: CareerSource Central Florida Board of Directors

From: Pamela Nabors, President & CEO

Subject: Approval of Four-year Comprehensive Plan Modification – ACTION

Date: June 5, 2018

Background:

The 2014 Workforce Innovation and Opportunity Act (WIOA) requires local workforce systems to develop a four-year comprehensive plan (2016-2020) that addresses the needs of businesses and connects career seekers to growing and emerging career pathways. CSCF completed and submitted its initial plan to CareerSource Florida (CSF) and the Department of Economic Opportunity (DEO), and is now required to update its four-year plan to address any changes to its original plan and include any learnings from its first two years of implementation.

In its preliminary update to CSF and DEO, CSCF further articulates the following strategies for continued implementation:

- Alignment of training investments to key industries and “middle market” occupations earning \$15 per hour or more;
- Use of business intelligence to understand business and industry needs, and develop strategies to engage the region’s talent pool; and
- Use the Florida Sterling management model to create increased organizational alignment of strategies, processes, and results in preparation for the Governor’s Sterling Award application process in 2019.

Action:

Staff requests approval from CareerSource Central Florida’s Board of Directors and Local Elected Consortium of the final version of the modified plan. Upon approval, CSCF will send plan to CareerSource Florida and the Department of Economic Opportunity.



To: Finance Committee
From: Leo Alvarez
Subject: CareerSource Central Florida - Facilities
Date: June 6, 2018

Purpose:

To provide a recommendation to the Finance Committee of CareerSource Central Florida’s intent to relocate its facilities in Lake and Osceola Counties.

Background:

Lake County Office - CareerSource Central Florida’s Lake County office lease is set to expire on July 31, 2018. As discussed in previous committee meetings, CSCF has a desire to partner with Lake Sumter State College and relocate its office to the College Foundation building. The Foundation building is centrally located in Lake County, on a high traffic road offering lots of visibility and public transportation for customers. Furthermore, the partnership also provides an opportunity to expand the career support services and job placement between the two organizations. Over the last nine months, CSCF has been negotiating rental costs with the college, as well as engaged an architect to draft a space plan and obtain bids for the buildout cost. The proposed cost is as follows:

Lease Terms:

Lease Size: 10,000 +/- SF
 Rate: \$14 per sq. /ft. (Full Service Lease). 3% Annual escalation
 Term: 60 Months. Option to renew annually after year 5.
 Termination Option: 90 days from notice, unamortized cost of TI over 60 months if notice made by LSST.
 Buildout Cost: Not to exceed \$150,000. Paid by CSCF.

Cost Breakdown:

	<u>Current Lease @ 9,860 sq./ft.</u>	<u>Proposed Lease @ 10,000 sq./ft.</u>	<u>Annual Savings</u>
Annual Rent	\$ 146,421	\$ 140,000	
Utilities, Repairs, Maint, Etc.	\$ 42,190		
Total Cost	\$ 188,611	\$ 140,000	\$ 48,611
5 Year Savings - Approx.			\$ 243,055

Osceola County Office – CareerSource Central Florida’s Osceola office is set to expire on December 31, 2019. This location presents multiple challenges and no longer fits the needs of CSCF. One main reason is its large footprint of 30,625 sq./ft. CareerSource Central Florida has an opportunity to partner with Valencia College and relocate into their new Osceola campus that is currently under construction and scheduled to open in the fall of 2019. The proposed cost is as follows:

Lease Terms:

Lease Size: 12,000 +/- SF

Rate: \$15 per sq./ft. (Full Service Lease)

Term: 60 Months. Two additional 5-year terms available.

Termination Option: 10 months from notice.

Buildout Cost: Turnkey. At no cost to CSCF

Cost Breakdown:

	<u>Current Lease @</u> 30,625 sq./ft.	<u>Proposed Lease @</u> 12,000 sq./ft.	<u>Annual Savings</u>
Annual Rent	\$ 265,824	\$ 180,000	
CAM	\$ 59,712	\$ 88,320	
RE Tax	\$ 28,788	\$ -	
Utilities, Repairs, Maint, Etc.	\$ 141,500		
Total Cost	\$ 495,824	\$ 268,320	\$ 227,504
5 Year Savings - Approx.			\$ 1,137,520

Action Item:

Staff is requesting the Finance Committee to make a recommendation to the Executive Committee of the Board to move forward and enter into final negotiations with Lake Sumter State College and Valencia College. The terms of the lease will be within the parameters of the financial analysis provided in this memo, and legal counsel will review the final lease prior to final execution.



CareerSource Central Florida Board of Directors Meeting

CSCF Southeast Orange County Office / 5784 S. Semoran Blvd., Orlando, FL 32822

Thursday, June 21, 2018 / 2:00 p.m. – 3:30 p.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)
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Item	Agenda Topic	Action Item	Info/ Discussion Item	Presenter
1	Welcome			Debbie Clements
2	Mission Moment			Mimi Coenen
3	Roll Call / Establishment of Quorum			Kaz Kasal
4	Public Comment			
5	Chair's Report			Debbie Clements
6	Consent Agenda: A. Any Consent Agenda Items need to move to Action Items? B. Draft Minutes of 4/12/18 Consortium & Board Meeting C. Operations & Finance Report D. President's Report – Year End E. Modification of DEO/CareerSource Florida Strategic Plan – Region 12	X		Debbie Clements
7	Insight / Information: A. Skills Gap B. Committee Reports 1) Executive 2) Revenue Diversity Ad Hoc 3) Audit 4) Community Engagement 5) Finance 6) Governance 7) Career Services		X X	Joshua Eller Dept. of Economic Opportunity Committee Chairs: Debbie Clements Eric Jackson Eric Ushkowitz Jody Wood Eric Ushkowitz Mark Wylie Kathleen Plinske / Richard Sweat
8	Action Items to Vote on or Discuss: A. Approval of the 2018-2019 Budget / Strategic Board Goals B. Slate of Officers	X X		Debbie Clements Mark Wylie
9	Other Business			
10	Adjournment / CSCF Southeast Orange Office Tour			

Upcoming Meetings: Please see attached Board and Committee Schedule for FY 18-19

CareerSource Central Florida Board, Consortium and Committee Meeting Dates 2018 - 2019

Meeting	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019
Board of Directors	X	X	9/27/2018 (Thu) Board Mtg. and Info Session 10:00am-1:00pm	X	X	12/13/2018 (Thu) 9:00am-10:30am	X	See Joint Consortium/ Board	X	4/25/2019 (Thu) 9:00am-10:30am	X	See Joint Consortium/ Board
Joint Consortium/Board	X	X	X	X	X	X	X	2/7/2019 (Thu) 9:00-11:00am	X	X	X	6/20/2019 (Thu) 9:00-11:00am
Executive Committee	7/17/2018 (Tue) 9:00-10:30am	X	9/18/2018 (Tue) 9:00-10:30am	X	X	12/4/2018 (Tue) 9:00-10:30am	1/29/2019 (Tue) 9:00-10:30am	X	X	4/16/2019 (Tue) 9:00-10:30am	X	6/4/2019 (Tue) 9:00-10:30am
Revenue Diversity Ad Hoc Committee (subcommittee of Executive)		TBD				TBD	TBD			TBD		
Meetings will be posted on website 1 week prior to date; materials will be distributed to Board members 1 week prior to meeting												
Committee Meeting Dates												
Finance Committee	X	X	9/20/2018 (Thu) 2:00-3:30pm	X	11/29/2018 (Thu) 2:30-4:00pm	X	1/31/2019 (Thu) 2:30-4:00pm	X	X	4/18/2019 (Thu) 2:30-4:00pm	5/23/2019 (Thu) 2:00-4:00pm Finance/Career Services Budget Workshop (Non-Voting Mtg.)	6/6/2019 (Thu) 2:30-4:00pm
Audit Committee	X	X	9/20/2018 (Thu) 2:00-3:30pm	X	11/29/2018 (Thu) 2:30-4:00pm	X	X	X	X	X	X	X
Career Services Committee	X	X	9/13/2018 (Thu) 3:00-4:30pm	X	11/15/2018 (Thu) 3:00-4:30pm	X	1/24/2019 (Thu) 3:00-4:30pm	X	3/21/2019 (Thu) 3:00-4:30pm	X	5/23/2019 (Thu) 2:00-4:00pm Finance/Career Services Budget Workshop (Non-Voting Mtg.)	X
Governance Committee	X	8/29/2018 (Wed) 2:00-3:30pm	X	X	X	X	1/9/2019 (Wed) 2:00-3:30pm	X	3/13/2019 (Wed) 2:00-3:30pm	X	5/8/2019 (Wed) 2:00-3:30pm	X
Community Engagement Committee	X	X	9/10/2018 (Mon) 2:30pm-4:00pm	X	X	X	1/14/2019 (Mon) 2:30-4:00pm	X	X	X	5/13/2019 (Mon) 2:30-4:00pm	X
Meetings will be posted on website 1 week prior to date; materials will be distributed to committee members 1 week prior to meeting												
CareerSource Central Florida Board/Consortium/Committee Meetings												
Board Meetings - see above listed dates												
Joint Consortium/Board Meetings are held bi-annually												
Committee Meetings - see above listed dates												
Location and times are as specified on public notices which are displayed on CareerSource Central Florida website: www.careersourcecentralflorida.com											Updated: 6/5/18	