



Executive Committee Meeting

CareerSource Central Florida
390 N. Orange Ave., Suite 700, Orlando, FL 32801

Tuesday, July 17, 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 6/12/18 Executive Committee Meeting	X		Debbie Clements
5	Information/Discussion/Action Items			
	A. Procurement of Employment Legal Services	X		Leo Alvarez
	B. CEO's Annual Review	X		Debbie Clements
6	Adjournment			

Upcoming Meetings:

- Executive Committee Meeting, 9/18/18, 9:00 am to 10:30am / CSCF Admin Office, 390 N. Orange Ave., Suite 700, Orlando, FL 32801

DRAFT
Executive Committee Meeting

Tuesday, June 12, 2018
9:00 a.m.

MINUTES

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

MEMBERS ABSENT: Greg Beliveau, Kathleen Plinske and Richard Sweat

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

GUESTS PRESENT: Thomas Wilkes / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Ms. Clements, Board Chair, called the meeting to order at 9:02 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 4/3/18 Executive Committee meeting.	A motion was made by Mr. Ushkowitz and seconded by Mr. Wylie to approve the minutes from the 4/3/18 meeting. Motion passed unanimously.
5	Information/Discussion/Action Items <u>President's Update</u> Ms. Nabors, President/CEO of CSCF, provided the following updates: 26th Annual Sterling Conference - Ms. Clements, Mr. Wylie and Ms. Nabors attended the Sterling Executive Roundtable. The Conference confirmed CSCF's strategic priorities of growing, engaging and retaining talent are in alignment with the national focus. Thanks to Wells Fargo and Duke Energy for providing grants to support the summer youth initiative.	
	<u>Action Items to Vote on or Discuss</u> <u>Modification of DEO/CareerSource Florida Strategic Plan-Region 12</u> Ms. Nabors referred to the memo regarding the "Approval of Four-year Comprehensive Plan Modification" (attachment) and explained CSCF's compliance requirement to update its comprehensive plan (initiated in 2016) every two years. Ms. Nabors reviewed the key strategies that have been updated to address the current businesses' needs, connect individuals towards "middle market" occupations, and CSCF's continued use of the Florida Sterling management model for best practices. <u>Facilities Update</u> Mr. Alvarez referred to the memo with regard to staff's recommendation to relocate its facilities in Lake and Osceola counties (attachment) which the Finance has reviewed and approved forwarding to the Executive	Mr. Jackson made a motion to approve the four-year comprehensive plan modification and move to Board for final approval. Mr. Wylie seconded; motion past. Mr. Wylie made a motion to forward to Board the recommendation to allow staff to

	<p>Committee. Mr. Alvarez reviewed lease terms and cost breakdowns on following the spaces:</p> <ul style="list-style-type: none"> • Lake County - Foundation Building at Lake Sumter State College in Leesburg. • Osceola County - space currently under construction at Valencia College's Osceola campus <p>Mr. Alvarez stated that the benefits of both spaces include significant cost savings, better visibility and the opportunity to expand career services and job placements. After review and discussion the Executive Committee concurred with recommendation and asked staff to present as two separate action items in memo to the Board.</p>	<p>enter into final lease negotiations with Lake Sumter State College. The terms of the lease will be within the parameters as presented in the memo, and legal counsel will review the final lease prior to final execution. Mr. Ushkowitz seconded; motion passed unanimously</p> <p>Mr. Ushkowitz made a motion to forward to Board the recommendation to allow staff to enter a Memorandum of Understanding (MOU) with Valencia College with the intent to lease space from the college once the construction project is complete, with a target commencement date of January 1, 2020. The terms of the MOU will be within the parameters as presented in the memo, and legal counsel will review the final MOU prior to final execution.</p>
	<p><u>Committee Reports</u></p> <p>Audit Committee: Mr. Ushkowitz stated that there were no Committee updates.</p> <p>Community Engagement Committee: Ms. Wood stated that the Committee met on 5/14/18 and introduced Ms. Lisa Burby, the new V.P. of Strategic Communications. Ms. Burby shared her first 90-day observation and her plans to strengthen Communication department's foundation in a more intentional, targeted way. The Committee received a presentation from Edelman on how they will leverage research and create a consistent, clear messaging platform. The Committee also reviewed the outreach budget and provided recommendations.</p> <p>Finance Committee: Mr. Ushkowitz stated that the Finance Committee met on 6/6/18 and approved 18-19 draft budget, which staff then emailed out to Board and Consortium for their review on 6/7/18. The Committee reviewed FY 17-18 financials through 4/30/18 and the audit results of the 403(b) plan, which went well.</p> <p>Governance Committee: Mr. Wylie, Committee Chair, stated the Governance Committee met on 5/2/18. The Committee discussed and reviewed the composition of the Board and Board Roster. Ms. Nabors stated that a nomination is still needed for Sumter County to replace Mr. Chuck Todd; there are two potential candidates. The Committee reviewed and discussed CSCF's employee handbook and the 990 Return. The Governance Committee approved to move forward to Board the slate of officers for next fiscal year</p>	

	<p>Career Service Committee: Ms. Coenen stated the Career Services Committee met jointly with the Finance Committee for a budget workshop on 5/24/18 to review and discuss FY 18-19 draft budget. The Committees also reviewed three proposed investment strategy models for prioritizing specific occupation training within targeted sectors and concurred that the Impact Model would be a good starting strategy.</p> <p>Revenue Diversity Ad Hoc: Mr. Jackson, Committee Chair, stated the Revenue Diversity Ad Hoc Committee met on 5/29/18. The Committee received a presentation from Ms. Jennifer Evans Founder & President of Meraki Strategic Group who reviewed different competitive models for raising capital. Over the summer, further discussion with Ms. Evans will continue on a fund raising structure, as well as convening key stakeholders from targeted industries to attain input in order to create solutions to get grants and leverage funds. The Youth Services business case statement is still under review.</p>	
	<p><u>6/21/18 Board Meeting Agenda</u> Ms. Nabors reviewed the 6/21/18 Board Meeting agenda</p>	
	<p><u>Master Calendar & Committee – Meeting Dates for FY 18-19</u> Ms. Nabors referred to the master calendar of Board & Committee dates and stated this will be provided in the 6/21/18 Board Meeting packet.</p>	
	<p><u>CEO’s Annual Review</u> Ms. Clements recommended to defer this agenda item to the 7/17/18 Executive Committee meeting. The Committee concurred.</p>	
	<p>Other Business None offered.</p>	
8	<p>Adjournment There being no other business, the meeting was adjourned at 9:55 a.m.</p>	

Respectfully submitted,

Kaz Kasal
 Executive Coordinator



ACTION ITEM

To: Executive Committee

From: Leo Alvarez

Subject: CareerSource Central Florida – Employment Law RFQ

Date: July 17, 2018

Purpose:

To provide a recommendation to the Executive Committee to engage an employment law firm.

Background:

A request for qualifications (RFQ) was released to obtain statements of qualifications and quotes from law firms who specialize in employment law matters. CareerSource Central Florida intends to establish a value added relationship with an employment and labor law firm that will work in close collaboration on employment litigation and risk matters.

The RFQ was released via the company website for two-week duration beginning June 28, 2018 with a bid closing date of July 12, 2018, in conjunction with publishing a legal notice in Orlando Sentinel. The RFP was based on specifications developed by the CareerSource team. A budget of \$30,000 was established for the legal services, based on a \$10,000 retainer per incident.

Advance notification of legal notice publication was provided to ten (10) legal firms recommended by Chubb Insurance as preferred service providers based on an approved attorney panel list. Those provided advance notification of legal notice publication were as follows: 1) Ackerman LLP, 2) Baker & Hostetler, 3) Broad & Cassel, 4) Fisher & Phillips, LLP, 5) Ford & Harrison, 6) Jackson Lewis, P. C., 7) Littler Mendelson, P.C., 8) Lydecker Diaz, 9) Marshall Dennehey Warner Coleman & Goggin, and 10) Schwed Kakle & Kress, P.A.

Action Item:

Executive Committee will approve a vendor as the employment law counsel.