



What: **Executive Committee Meeting**
When: Tuesday, September 18, 2018
 9:00 a.m. – 10:30 a.m.
Where: CareerSource Central Florida 390 N. Orange Ave., Suite 700, Orlando, FL
Virtual: GoToMeeting (remote attendees):
 ➤ <https://global.gotomeeting.com/join/872284357>
 ➤ 1 866-899-4679 / Access Code: 872-284-357
Board Priorities: Analyze the Business | Engage the Talent

Agenda Item	Topic	Presenter	Action Item
1.	Welcome	Debbie Clements	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment		
4.	Action Items		
	A. Approval of Minutes - 7/17/18 and 7/30/18 Executive Committee Meetings	Debbie Clements	X
	B. One-Stop Operator Recommendation	Pam Nabors	X
5.	Information		
	A. Charter Review	Debbie Clements	
	B. Chair's Report	Debbie Clements	
	C. President's Report	Pam Nabors	
	1) Board Meeting Structure		
	2) Quarterly President's Report / Board Newsletter		
	3) HR Updates / Lease Updates		
	4) Board Meeting Agenda / Information Session for 9/27/18		
	D. Committee Reports	Committee Chairs	
6.	Other Business		
7.	Adjournment		

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Upcoming Meetings:

- Board Meeting/Information Session: 9/27/18, 10:00 am – 1:00 pm
Heart of Florida United Way, 1940 Traylor Blvd., Orlando, FL
- Executive Committee Meeting: 12/4/18, 9:00 am - 10:30 am
CSCF 390 N. Orange Ave., Suite 700, Orlando, FL



DRAFT
Executive Committee Meeting

Tuesday, July 17, 2018
9:00 a.m.

MINUTES

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

MEMBERS ABSENT: Richard Sweat and Eric Ushkowitz

STAFF PRESENT: Pam Nabors, Leo Alvarez and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Ms. Clements, Board Chair, called meeting to order at 9:04 a.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	Public Comment None offered.	
4	Approval of Minutes Reviewed the minutes from the 6/12/18 Executive Committee meeting.	A motion was made by Mr. Wylie and seconded by Ms. Wood to approve the minutes from the 6/12/18 meeting. Motion passed unanimously.
5	<p>Information/Discussion/Action Items</p> <p><u>Procurement of Employment Legal Services</u></p> <ul style="list-style-type: none"> • Reviewed procurement process (attachment) of Employment Legal Services Request For Quotes (RFQ). • CSCF received responses from Baker & Hostetler, Ford & Harrison, GrayRobinson, and Pierson Biltman. Based on CSCF's review, staff recommends Baker & Hostetler as firm to best meet CSCF's needs. Additionally, Baker & Hostetler is on Chubb's (CSCF's insurance carrier) panel. <p><u>CEO's Annual Review</u></p> <ul style="list-style-type: none"> • Discussed the CEO's performance for Fiscal Year 17-18 and concurred to schedule follow up meeting for further discussion and finalization. 	Mr. Wylie made a motion to approve CSCF's recommendation to procure Baker & Hostetler as the firm to provide employment law counsel to CSCF. Mr. Beliveau seconded; motion passed unanimously.
8	Adjournment Meeting adjourned at 9:57 a.m.	

Respectfully submitted,

Kaz Kasal
Executive Coordinator



DRAFT
Executive Committee Phone Meeting

Monday, July 30, 2018
9:00 a.m.

MINUTES

MEMBERS PRESENT: Debbie Clements, Richard Sweat, Eric Ushkowitz, Jody Wood and Mark Wylie

MEMBERS ABSENT: Greg Beliveau, Eric Jackson and Leland Madsen

STAFF PRESENT: Leo Alvarez

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Ms. Clements, Committee Chair, called the meeting to order at 9:00 a.m.	
2	Roll Call / Establishment of Quorum Mr. Alvarez, CSCF Chief Financial Officer, reported a quorum present.	
3	Public Comment None offered.	
5	CEO's Annual Review & Salary Discussion <ul style="list-style-type: none"> • Reviewed CEO's performance for Fiscal Year 17-18, utilizing CSCF's online performance management system (PerformancePro). • Reviewed salaries of all workforce boards around the state for alignment. • Reviewed Ms. Nabors Employment Agreement to ensure recommendation in alignment with contract terms. • Results of review were that Ms. Nabors met or exceeded all her annual goals and obtained a rating of 4.63 out of 5. • In accordance with current Employment Agreement between Pam Nabors and CSCF, Committee approved to award an incentive compensation payment equal to 10% of current salary and a 4.5% merit increase to base salary. 	
8	Adjournment Meeting adjourned at 10:00 a.m.	

Respectfully submitted,

Leo Alvarez
Chief Financial Officer



To: Executive Committee
From: Mimi Coenen, Chief of Operations
Subject: Recommendation for One Stop Operator, RFP OSO-18197
Date: August 24, 2018

PURPOSE:

To approve a new entity to act as CareerSource Central Florida's One Stop Operator as required by the Workforce Innovation and Opportunity Act.

BACKGROUND:

CSCF's Board of Directors established the definition of a One Stop Operator in December 2016, to comply with the 2014 Workforce Innovation and Opportunity Act (WIOA) that requires that an entity be established to strategically coordinate collaborative agreements, strategies, and implementation plans between the Act's required partners: Vocational Rehabilitation, Division of Blind Services, Adult Education and Family Literacy, Career and Technical Education, Community Services Block Grant, Senior Community Service Employment Program, and Youth Build programs within the five county service area. In 2017, CSCF approved a contract with an entity to provide these services. During the 2017-2018 program year, the entity met the contract performance and completed required scope of work to support the organization, but as the entity's business status changed, it could no longer support the work required by CSCF. CSCF was required to issue a Request for Proposal (RFP) to identify a new entity that could provide the required services.

A review committee comprised of staff and a Career Services Committee member reviewed the two RFP responses. The two entities – WorkEd Consulting LLC and LDW Group LLC – provided the team with their individual qualifications to provide the outlined services, cost proposal, and approach to working with CSCF's required partners. The committee scored the two proposals, with LDW Group LLC scoring a 95; WorkEd Consulting LLC scoring an 80.

ACTION:

Based on the committee's review, it is recommended that the Board allow staff to move forward with negotiations with LDW Group LLC, and to not exceed \$60,000 as budgeted for this initiative.

CareerSource Central Florida Executive Committee Charter

Purpose:

The executive committee will have and exercise full authority of the Board of Directors in the management of the Corporation's business between meetings of the Board of Directors except where full board has authority as required per state or federal statute.

Responsibilities:

- Review/approve to move to full board contracts over \$150,000.
- Review and approve Board Agenda to include reports from all committees.
- Evaluate executive performance and recommend compensation.
- Provide support and oversight to the President in overall governance of CareerSource Central Florida.

Skills/Expertise:

- Member of the Board.
- Previous service on a CareerSource Central Florida committee.
- Board leadership experience.
- Willingness to engage monthly with CareerSource Central Florida activities.

Structure:

- Membership: the Executive Committee will have a minimum of five members, consisting of the officers and the chairs of the standing committees, so there is representation across the five counties.
- Agenda and minutes—minutes to be kept and supplied to the Executive Committee and the full Board in written form.



What: Board of Directors Meeting
When: Thursday, September 27, 2018
 10:00 a.m. – 11:30 a.m.
Where: Heart of Florida United Way 1940 Traylor Blvd. Orlando, FL
Virtual: GoToMeeting (remote attendees):



Board Priorities: Analyze the Business | Engage the Talent

Agenda Item	Topic	Presenter	Action Item
1.	Welcome	Debbie Clements	
	A. Heart of Florida United Way	TBD	
2.	CSCF Spotlight Story	Mimi Coenen	
3.	Roll Call / Establishment of Quorum	Kaz Kasal	
4.	Public Comment		
5.	Chair's Report	Debbie Clements	
6.	President's Report	Pam Nabors	
7.	Consent Agenda <i>Any Consent Agenda Items need to move to Action Items?</i>	Debbie Clements	X
	1) 6/21/18 Minutes		
	2) Finance Report		
6.	Action Items		
	A. One-Stop Operator – Recommendation	Debbie Clements	X
7.	Information		
	A. Committee Reports	Committee Chairs	
	B. Board Priorities – Progress	Pam Nabors	
	C. CSCF Scorecard	Mimi Coenen	
8.	Insight		
	A. Panel Discussion on Hospitality Trends	Key Partners	
9.	Other Business		
10.	Adjournment / Board Information Session		

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Next Meeting:

- Board and Consortium Meeting: 12/13/18, 9:00 am -11:00 am, Location: To Be Determined

RETURN TO AGENDA