



**Board of Directors Meeting
Heart of Florida United Way (HFUW)
1940 Traylor Blvd., Orlando, FL**

**Thursday, September 27, 2018
10:00 a.m.**

MINUTES

MEMBERS PRESENT: Debbie Clements, Andrew Albu, Steve Ball, Greg Beliveau, Paul Bough, Wendy Brandon, Glen, Casal, Keira des Anges, John Gill, John Gyllin, Mark Havard, Eric Jackson, Sheri Olson, Kathleen Plinske, David Sprinkle, Jim Sullivan, Jane Trnka, Al Trombetta, Eric Ushkowitz, Larry Walter, and Matt Walton

MEMBERS ABSENT: William D'Auito, Nicole Guillet, Jeff Hayward, Leland Madsen, John Pittman, Richard Sweat, Jody Wood and Mark Wylie

STAFF PRESENT: Pam Nabors, Mimi Coenen, Leo Alvarez, Lisa Burby, Bradley Collor, Steven Nguyen, Sean Masherella, Kristine Concepcion, Anthony Adams, Darlene Davis, Janet Saunders and Kaz Kasal

GUESTS PRESENT: Dorothy Nevitt, Eric Martinez / Marriott World Center; Melissa Stephan / Lake Tech; Pete Folch / Second Wind – Finish Strong, Inc.; James McDonald / Valencia College; Thomas Wilkes / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	<p>Welcome</p> <ul style="list-style-type: none"> Ms Clements, Board Chair, called meeting to order at 10:02 am. Mr. Ray Larsen, Senior VP, Collective Impact, HFUW, provided a brief overview of HFUW. 	
2	<p>CSCF Spotlight Story</p> <ul style="list-style-type: none"> Ms. Idalia Nunez with Second Harvest Food Bank of Central Florida, provided a success story on CSCF Career Conexions participant Mr. Gabriel Aponte. 	
3	<p>Roll Call / Establishment of Quorum</p> <ul style="list-style-type: none"> Ms. Kasal reported quorum present. 	
4	<p>Public Comment</p> <ul style="list-style-type: none"> None offered. 	
5	<p>Consent Agenda</p> <ul style="list-style-type: none"> Ms. Clements asked Board if any item on consent agenda, as listed below, should be moved to action item portion of agenda. 	<p>Mr. Jackson made a motion to approve all items on the consent agenda. Mr. Ushkowitz seconded; motion passed unanimously.</p>

	<p>Consent Agenda:</p> <ul style="list-style-type: none"> • Draft Minutes of 6/21/18 Board Meeting • Committee Actions <ul style="list-style-type: none"> ○ Executive Committee Charter ○ Career Services Charter ○ Community Engagement Charter 	
6	<p>Action Items</p> <p>One-Stop Operator Recommendation</p> <ul style="list-style-type: none"> ○ Reviewed memo (attachment) recommending LDW Group LLC for One-Stop Operator 	<p>Mr. Sullivan made a motion to approve staff moving forward with negotiations with LDW Group, LLC, not to exceed \$60,000 as budgeted for this initiative. Mr. Jackson seconded; motion passed.</p>
7	<p>Information</p> <p>Chair’s Report</p> <p>Ms. Clements provided following highlights::</p> <ul style="list-style-type: none"> • Welcomed new Board Members Mr. Andrew Albu and Mr. Matthew Walton. • Reviewed Executive Committee’s approval of Ms. Nabors incentive compensation equal to 10% of current salary and 4.5% merit increase based on 4.63 rating out of 5 – which is in alignment with other workforce boards around the state. • Encouraged Board to partake in CSCF activities. Introduced Ms. Kristine Concepcion, Senior Manager, Corporate Communications who be liaison for Board engagement activities. • Displayed sampling of upcoming Board newsletter. <p>President’s Report</p> <p>Ms. Nabors provided highlights from the President’s Report (attachment).</p> <p><u>Committee Reports</u></p> <p>Executive Committee:</p> <ul style="list-style-type: none"> • Ms. Clements, Executive Committee Chair, stated Committee met on 9/18/18, reviewed charter and committee reports. 	

	<p>Revenue Diversity Ad Hoc:</p> <ul style="list-style-type: none"> Mr. Jackson, Revenue Diversity Ad Hoc Committee Chair, stated that the Committee is scheduled to meet on 10/24/18. <p>Audit Committee:</p> <ul style="list-style-type: none"> Mr. Walter, Audit Committee Chair, stated Committee met on 9/20/18. The Committee reviewed its charter and received an overview upcoming audit process from CSCF's audit firm Grau & Associates. The Audit Committee will meet later in year to review final results. <p>Career Services Committee:</p> <ul style="list-style-type: none"> Dr. Plinske, Committee Chair, reported Committee met on 9/13/18 and reviewed scorecard; Charter - approving proposed changes, presentation from Mr. Stanakis, Jobs Partnership of Florida, and CSCF's culinary training and job attainment activities 2015 to 2018. <p>Community Engagement Committee:</p> <ul style="list-style-type: none"> Ms. Burby, on behalf for Ms. Wood Committee Chair, reported Committee met on 9/17/18 and reviewed Charter approving proposed changes, new staff introductions Ms. Kristine Concepcion, Sr. Manager of Corporate Communications and Mr. Anthony Adams, Sr. Manager of Marketing Outreach; received presentation from Edelman on Master Narrative project. <p>Finance Committee:</p> <ul style="list-style-type: none"> Mr. Ushkowitz, Finance Committee Chair, stated Committee will meet on 10/25/18. <p>Governance Committee:</p> <ul style="list-style-type: none"> Ms. Nabors, on behalf of Mr. Wylie, Committee Chair, reported Committee met on 8/29/18 and reviewed Charter, Sumter Seat, Board characteristics, Enterprise Risk and Board Self-evaluation surveys 2017 vs. 2014. 	
--	--	--

	<p>Finance Report Mr. Alvarez, Chief Financial Officer, reviewed financials through 8/31/18.</p>	
8	<p>Insight Panel Discussion on Hospitality Trends - Culinary Panelists:</p> <ul style="list-style-type: none"> • Dorothy Nevitt, Director of Human Resources, Orlando World Center Marriott • Eric Martinez, Executive Chef, Orlando World Center Marriott • Mark Havard, CSCF Board Member and Area Director of Human Resources, Hyatt Regency Orlando • Melissa Stephan, Director of Curriculum & Instruction, Lake Technical College • Pete Folch, Founder – President of Second Wind –Finish Strong, Inc. Pete has 34 years’ experience in food service, including 21+ years with Darden Restaurants. <p><u>Panel Discussion</u> Ms. Coenen facilitated discussion with panel on future of the workforce in hospitality. Topics included trends that are changing the culinary landscape, training for entry-level positions and growth opportunities, existing challenges, and potential solutions.</p>	
6	<p>Other Business</p> <ul style="list-style-type: none"> • None offered. 	
7	<p>Adjournment</p> <ul style="list-style-type: none"> • Meeting adjourned at 11:40 am. 	

Respectfully submitted,

Kaz Kasal
Executive Coordinator