

**Board of Directors Meeting
Orlando Economic Partnership
301 W. Pine Street, Suite 900, Orlando, FL 32801**

**Friday, November 3, 2017
10:00 a.m.**

MINUTES

MEMBERS PRESENT: Debbie Clements, Greg Beliveau, Paul Bough, Glen Casel, John Davis, Nicole Guillet, Jeff Hayward, Eric Jackson, Brian Michaels, John Pittman, Kathleen Plinske, Jody Sweet, Jane Trnka, Eric Ushkowitz, Larry Walter, and Mark Wylie

MEMBERS ABSENT: Steve Ball, Wendy Brandon, Melanie Cornell, William D’Aiuto, John Gill, Mark Havard, Leland Madsen, Sheri Olson, Joseph Sarnovsky, Jim Sullivan, Richard Sweat, Chuck Todd and Al Trombetta

STAFF PRESENT: Pam Nabors, Mimi Coenen, Ann Beecham, Nilda Blanco, Tonya Elliott-Moore, Steven Nguyen, Robert Quinlan, Bradley Collor, Larry Krause, Darlene Davis, Katherine Vega, Janet Saunders and Kaz Kasal

GUESTS PRESENT: Heather Ramos, Brock Magruder/GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	<p>Welcome Mr. Wylie, Vice Chair, on behalf of Board Chair, called the meeting to order at 10:11 am and welcomed those in attendance. Mr. Wylie extended his thanks to Mr. Tim Giuliani, President/CEO with Orlando Economic Partnership for hosting the meeting.</p> <p>Mr. Wylie introduced the following new Board Members to the CSCF Board: Mr. Steve Ball with Holland & Knight, Mr. Jeff Hayward with Heart of Florida United Way, and Mr. Al Trombetta, with International Union of Painters & Allied Trades, Florida Finishing Trades.</p>	
2	<p>Mission Moment Ms. Mimi Coenen, Chief Operations Officer, stated CSCF is also continuing to provide support, services and, through “Project Restore,” temporary disaster recovery jobs to evacuees from Puerto Rico affected by Hurricane Maria and Floridians left jobless due to Hurricane Irma. Ms. Nilda Blanco, Director of Planning & Policy, referenced two displaced families (attachment) that CSCF connected to these positions. The long-term plan is to find permanent employment, should they decided to remain in Central Florida.</p>	
3	<p>Roll Call / Establishment of Quorum Ms. Kasal commenced with roll call and reported that there was a quorum present.</p>	
4	<p>Public Comment None offered.</p>	

5	<p>Chair's Report Ms. Clements extended her thanks to Ms. Nabors and staff for their efforts in supporting the workforce needs related to individuals and businesses affected by Hurricane Irma and evacuees from Puerto Rico and Virgin Islands affected by Hurricane Maria who have relocated to Central Florida.</p>	
6	<p>Consent Agenda: Ms. Clements, Board Chair, asked the Board if any item on the consent agenda, as listed below, needed to be moved to the action item portion of the agenda.</p> <p>Consent Agenda:</p> <ul style="list-style-type: none"> • Draft Minutes of 6/28/17 Board Meeting • Operations and Finance Report • President's Report 	<p>Mr. Hayward made a motion to approve all items on the consent agenda. Ms. Sweet seconded; motion passed unanimously.</p>
7	<p>Information:</p> <p>Department of Economic Opportunity (DEO) Region 12 Performance Report Mr. James Finch, Workforce Services Administrator with Department of Economic Opportunity (DEO) provided a PowerPoint presentation, via webinar, entitled "CareerSource Central Florida Performance Overview" (attachment). Mr. Finch stated that the purpose of this overview is to annually meet with the regional workforce board to review the board's performance; to certify that the Board is in compliance with applicable state and federal law; and to provide WIOA updates. Mr. Finch reviewed the following areas: Florida workforce system structure and service delivery model; 17-18 funding allocations (statewide and local); 16-17 local expenditures; 16-17 common measures; programmatic monitoring and oversight; and 16-17 summary of the small number of local findings, of which majority were from Welfare Transition and Supplemental Nutrition Assistance Program (SNAP) and were minimal findings. Mr. Finch noted with regard to DEO's Common Measures, since Workforce Innovation Act (WIA) is still transitioning to Workforce Innovation and Opportunity Act (WIOA), the FY 17-18 WIOA outcome goals that DEO provided are not real goals but "practice goals." DEO projected these goals based on current performance in order to provide CSCF a gauge of the organization's standing per each common measure. Ms. Nabors added, from an operational perspective, Common Measure targets were unknown until 3rd and 4th quarter time period this past year.</p> <p>Mr. Finch stated CSCF's performance is very commendable for a region of its size and the diverse people it serves across its counties. Mr. Finch also commended CareerSource Central Florida for promptly stepping in to support those individuals applying for</p>	

disaster unemployment who were affected by the hurricane.

Committee Reports:

Executive Committee

Ms. Clements stated the Executive Committee met on 10/24/17 to review committee reports and the board meeting agenda. The Committee also received recommendation from Mr. Thomas Wilkes of GrayRobinson, CSCF's corporate attorney, regarding a litigation settlement with Continental Property, CSCF's former landlord; the Committee agreed to present the recommendation to the full board for their review and decision. Ms. Clements explained the lawsuit brought by CPLLC is a result of decisions made by the former CSCF administration. Ms. Heather Ramos of GrayRobinson, introduced Brock MacGruder, an associate at Gray Robinson. Mr. McGruder explained the details of the case and emphasized the law firm's position that the lease with CP LLC, which is the subject of the lawsuit, was poorly executed by the former administration. He also reiterated Mr. Wilkes' recommendation to accept a settlement from the plaintiff in the amount of \$20,000.

Revenue Diversity Ad Hoc Committee

Mr. Jackson, Committee Chair, stated the Committee met on 8/24/17, reviewed status of current revenue diversification strategies and discussed other opportunities. The Committee concurred honing in on one or two clearly defined, achievable revenue diversity goals that align to CSCF's strengths and would provide the greatest regional impact. The Committee meets again on 11/20/17 and an update will be provided at the December Board meeting. Mr. Jackson welcomed the Board to offer any further input.

Audit Committee:

Mr. Ushkowitz, Committee Chair, stated that the Audit Committee met jointly with the Finance Committee on 10/9/17. The Committee reviewed its charter and received an overview of the upcoming audit process from CSCF's new audit firm Grau & Associates. The Audit Committee is scheduled to meet on 11/28/17 to review the final results and financial statements of which a clean audit is anticipated. Mr. Ushkowitz also referenced DEO's monitoring report for FY 16-17 (attachment) which resulted in a clean audit with zero findings and no issues of non-compliance or observations.

Community Engagement Committee:

Ms. Sweet, Committee Chair, stated the Community Engagement Committee met on 9/26/17 and reviewed committee charter, outreach performance for FY 16-17 as

After Board review and discussion, Mr. Wylie made a motion to authorize and direct the President/CEO and CFO (i) to finalize and enter into the settlement agreement with Continental Property, LLC under which CareerSource Central Florida will receive \$20,000 and (ii) to take all other actions necessary or useful to complete the settlement. Mr. Jackson seconded; motion passed unanimously.

well as discussed hurricane outreach efforts. The Committee also had robust discussion on ways to continue with more intentional promotion. The intent is to optimize public outreach efforts and arm messaging with compelling metrics and success stories in order to best showcase the value and relevance of CSCF.

Finance Committee

Mr. Wylie, on behalf of Dr. Sarnovsky who is Committee Chair, stated, as previously mentioned, the Finance Committee met jointly with the Audit Committee on 10/9/17 and reviewed finance charter, year-end financials for FY 16-17, and the financials for first two months in FY 17-18. Mr. Wylie remarked that FY16-17's financials were in line with the set budget and the current year's finances are on track for most line items. Mr. Wylie stated the Committee reviewed the wrap-up of the five year facilities plan which resulted in a 25% savings in lease costs through office consolidation. The Committee also reviewed and discussed the new five year facilities plan currently underway, of which CSCF's Lake County office is the first area of focus; the option of sharing space with Lake Sumter State College is being explored.

Governance Committee

Mr. Wylie, Committee Chair, stated the Governance Committee met on 8/16/17 and reviewed the Committee's charter, Board Member characteristics, the Board's evaluation process and received an Enterprise Risk update. The Committee also discussed adding another Board Retreat to the meeting schedule. The Committee concurred to review the Bylaws at the next meeting. The Committee directed staff to send out self-evaluation surveys to the Board. Ms. Nabors reported that the "CSCF Board Member Self-Evaluation" survey sent to the Board on 10/18/17 and, to date, 18 out of 29 Board members have responded. Staff will follow up with the Board and ask the remainder to respond. The Governance Committee will plan to meet in January 2018 to review and discuss the survey results.

Career Services:

Dr. Plinske, Committee Chair, stated the Career Services Committee met on 10/4/17 and reviewed the Committee's charter and CSCF's program performance for FY 16-17. The Committee reviewed and discussed the training matrix for FY 17-18, which significantly reduced in size due to: 1) aligning more to High Growth Industry (HGI) programs, 2) short term vs. long-term programs, and 3) training providers that did not meet established performance thresholds. The Committee also reviewed proposed revised metric recommendations for FY 17-18 (attachment) as highlighted in red and any new metrics

Mr. Hayward made a motion to approve "Revised Metrics Recommendations FY 17-18". Mr. Michaels seconded; motion passed unanimously.

	noted. To note: goals are redirected to HGI focus; added customer satisfaction survey for businesses using CSCF services; number of repeat customers goal reduced as many businesses not having a need to hire employees year after year. With regard to youth, capture all high-value programs that significantly help youth attain employable skills.	
6	Other Business Ms. Nabors referenced “Legislative Strategy – A Story of Impact in Central Florida” (attachment) and stated at the previous Board meeting it was requested staff prepare a “toolbox” which the Board could use to advocate and educate local officials with quick impactful messages. This strategic information delineates CSCF’s impact on the Central Florida community and the return on investment for every dollar CSCF spent. Ms. Nabors referenced an article entitled “Creating Talent Supply for the Future” (attachment).	
7	Adjournment There being no other business, the meeting was adjourned at 11:32 am.	

Respectfully submitted,

Kaz Kasal
Executive Coordinator