

**Board of Directors Meeting
CareerSource Central Florida – Administration Office
390 N. Orange Ave., Orlando, FL 32801**

Thursday, December 10, 2015, 9:00 a.m.

MINUTES

- MEMBERS PRESENT:** Eric Jackson, Greg Beliveau, Paul Bough, Wendy Brandon, Steven Brooks, Robert Brown, Melanie Cornell, John Davis, William D’Aiuto, Nicole Guillet, Leslie Hielema, Leland Madsen, Brian Michaels, Kathleen Plinske, Richard Sweat, Larry Walter and Mark Wylie
- MEMBERS ABSENT:** Diana Bolivar, Debbie Clements, John Davis, Sheri Olson, Jack Plettinck, Joseph Sarnovsky, Jody Sweet, and Eric Ushkowitz
- STAFF PRESENT:** Pam Nabors, Mimi Coenen, Leo Alvarez, Ann Beecham, Nilda Blanco, Tonya Elliott-Moore, Steven Nguyen, Ike Powell, Robert Quinlan, Christine Jolliff and Kaz Kasal
- GUESTS PRESENT:** Tony McGee/HNM Global Logistics; Glenda Hood/triSect; Noble Thomas/Bright Future Electric; Stephen Corrow/Gomez Construction; Jason Chepenik/Chepenik Financial; Thomas Wilkes/GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	<p>Welcome Mr. Brown, Co-Chairing today’s meeting, called the meeting to order at 9:01 am and welcomed those in attendance.</p>	
2	<p>Mission Moment – Program Services Spotlight Mr. Tony McGee, CEO of HNM Global Logistics, greeted the Board and relayed his positive experiences with CSCF’s internship program which resulted in three hires. Mr. McGee further commented that CSCF’s programs help businesses offset costs and provide the opportunity for a company to make sure an intern is a right fit before hired.</p>	
3	<p>Construction Industry Spotlight Mr. Wylie introduced Mr. Noble Thomas, Commercial Division Manager for Bright Future Electric. Mr. Thomas greeted the Board and discussed how construction apprenticeship programs can lead individuals to meaningful, progressive and diverse career paths, especially for those not interested in pursuing a college degree. Mr. Thomas further stated that in Central Florida the construction industry is currently booming and a multitude of good paying jobs are available.</p> <p>Mr. Wylie also introduced Mr. Stephen Corrow, Project Executive for Gomez Construction Company. Mr. Corrow provided insight on how the military is very selective in their recruitment, taking only those with clean backgrounds. Thus veterans, who gain excellent soft skills in the military, are great candidates for civilian jobs/internships. Also high school students/graduates are good candidates for</p>	

	<p>internship programs. Mr. Gomez added that the Veterans Affairs office is a great source for recruiting interns.</p> <p>Mr. Wylie encouraged the Board to bring other growth industry employers to Board meetings.</p>	
4	<p>Roll Call / Establishment of Quorum Ms. Kasal reported that there was a quorum present.</p>	
5	<p>Public Comment None Offered.</p>	
6	<p>Approval of Minutes 9/17/15 Board Meeting.</p>	<p>Ms. Plinske made a motion to approve minutes from the 9/17/15 Board Meeting. Mr. Bough seconded; motion passed.</p>
7	<p>Information/Discussion/Action Items</p>	
	<p>A. Chair's Report</p> <p>Mr. Jackson stated that the 10/29/16 Tri-Regional Business Summit was well attended by businesses and community leaders. The Summit was followed by the 2nd annual joint Executive Committees from the three regions: CareerSource Central Florida, CareerSource Flagler/Volusia and CareerSource Brevard. The joint Executive Committees discussed how to better partner and plan more fluidly as a super region.</p> <p>Recognition Award – Mr. William Merck: Mr. Brown stated that Mr. William Merck submitted his resignation from this Board effective 12/1/15. An “Outstanding Service Recognition” award will be forwarded to Mr. Merck in honor of his great service and guidance to the Board and as Chair of the Finance Committee.</p> <p>Retreat Debrief – Next Steps: Ms. Glenda Hood with triSect provided a Powerpoint presentation entitled “CSCF – Board and Staff Action & Direction” (attachment), and also reviewed the 10/14/15 Board Retreat and the following key areas the Board agreed on commitment towards: having a better understanding and familiarity with CSCF; penetrating the high growth industry; and building a business-driven workforce system, supported by providers, that is intentional, focused and coordinated. Ms. Hood also reviewed Board and staff actions and next steps. Ms. Hood commended this Board for its incredible engagement and forwarding thinking. This Board is a model for other Boards and is positioned to be a catalyst and leader for the betterment of this community.</p>	

	<p>B. Board Education: Mr. Alvarez introduced Mr. Jason Chepenik, Managing Partner of Chepenik Financial, CSCF's retirement broker. Mr. Chepenik greeted the Board and provided a Powerpoint presentation entitled "We Go Beyond for CSCF" (attachment) reviewing fiduciary responsibilities and an overview of the retirement plan, including proposed target date fund changes. Mr. Chepenik stated that upcoming education sessions are planned for staff and he also extended an invitation for the Board to attend a financial fiduciary bootcamp occurring next month. Mr. Alvarez stated that the proposed change recommendations will be brought forth for a Board vote at the next meeting.</p>	
	<p>C. President's Report: Ms. Nabors referred to the "President/CEO Report" (attachment) and provided recent highlights on Board initiatives, operations and outreach.</p> <p>Finance: Mr. Alvarez referenced the report entitled "FY 2014-2015 Budget vs. Actual Report - as of 9/30/15" (attachment). Expenditures are slightly under; however, as program activities increase during the 2nd quarter, expenditures will overall be on track.</p> <p>Operations: Ms. Coenen reviewed the "PY 14-15 Year End Operations Report" (attachment) and provided program performance highlights.</p>	
	<p>D. <u>Committee Reports</u></p> <ol style="list-style-type: none"> 1) Audit Mr. Alvarez stated that Audit Committee will be meeting jointly with Finance on 1/19/16 to accept the 2014 403(b) Audit Report compiled by Cherry Bekaert. Also DEO monitoring will start week of January 11th. 2) Community Engagement Ms. Elliott-Moore stated that the Community Engagement Committee met on 11/16/15 and reviewed data analytics of 1st quarter and outreach strategies. Also Ms. Brady attended the committee meeting to provide a status update on the development of the crises management plan. 3) Executive Ms. Nabors provided a litigation update regarding the previous landlord of the former CSCF administration office 4) Finance Mr. Alvarez stated the Finance Committee met 	

	<p>on 11/3/15 and reviewed the 403 (b) audit of which there were no findings or non-compliance issues. Mr. Alvarez also stated that participation in the retirement plan has increased 12% over last year.</p> <p>5) Governance Updated Bylaws for Approval: Mr. Brown stated that the amended Bylaws are ready for a Board vote, as notification requirements have now been fulfilled.</p> <p>Board Officer Nomination: Mr. Brown stated as Mr. Merck is stepping down, his position as Treasurer is now open. The nomination of Dr. Joseph Sarnovsky as Treasurer is being brought forth for Board vote. Dr. Sarnovsky has agreed to serve in this role and will also serve as Chair of the Finance Committee. Ms. Nabors is working on soliciting another Board member to serve as Co-Chair.</p> <p>6) Program Mr. Sweat stated that the Program Review Committee met on 11/19/15. The Committee discussed setting up a Youth Advisory subcommittee to the Program Review Committee of which Mr. Bough accepted to Chair and Debbie Clements to Vice Chair.</p>	<p>Mr. Michaels made a motion to approve the Bylaws, as amended. Mr. Jackson seconded; motion passed.</p> <p>Mr. Sweat made a motion to accept Dr. Sarnovsky as Treasurer of CareerSource Central Florida Board of Directors. Mr. Jackson seconded, motion passed.</p>
8	<p>Other Business None offered.</p>	
7	<p>Chair's Closing Remarks Mr. Brown thanked those who attended today's meeting.</p>	
9	<p>Adjournment There being no other business, the meeting was adjourned at 10:28 a.m.</p>	

Respectfully submitted,
 Kaz Kasal
 Executive Coordinator