

**Board of Directors Meeting  
Hyatt Regency Orlando  
9801 International Drive, Orlando, FL 32819  
(Orlando Ballroom North)**

**Wednesday, December 14, 2016  
9:00 a.m.**

**MINUTES**

**MEMBERS PRESENT:** Eric Jackson, Paul Bough, Wendy Brandon, Robert Brown, Glen Casel, William D’Aiuto, John Davis, John Gill, Nicole Guillet, Mark Havard, Leland Madsen, Brian Michaels, Sheri Olson, John Pittman, Kathleen Plinske, Joseph Sarnovsky, Jim Sullivan, Jody Sweet, Chuck Todd, Eric Ushkowitz and Mark Wylie

**MEMBERS ABSENT:** Greg Beliveau, Debbie Clements, Melanie Cornell, Jack Plettinck, Richard Sweat and Larry Walter

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

**GUESTS PRESENT:** Patrick Higgs, Nancy Higgs, Linda South/Education Solutions International; Shelley Lauten/triSect; Jeff Hayward/Heart of Florida United Way; Thomas Wilkes/GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	<p><b>Welcome</b> Mr. Brown, Executive Committee member acting as chair, called the meeting to order at 9:06 am, welcomed those in attendance and thanked fellow Board of Directors member Mark Havard, HR Director at Hyatt Regency Orlando for hosting and sponsoring the meeting.</p> <p>Mr. Brown introduced Mr. Hayward who will be the new President/CEO for Heart of Florida United Way. Mr. Brown stated he is retiring at the end of this year.</p>	
2	<p><b>Roll Call / Establishment of Quorum</b> Kaz Kasal, CSCF Executive Coordinator, reported that there was a quorum present.</p>	
3	<p><b>Public Comment</b> None Offered. Tom Wilkes, counsel for CSCF with GrayRobinson, provided a brief refresher on the public comment policy which was approved by the Board on 4/23/15.</p>	
4	<p><b>Consent Agenda</b> Mr. Brown 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"> <li>• Draft Minutes of 9/28/16 Board Meeting</li> <li>• Communications Report</li> </ul>	<p><b>Mr. Casel made a motion to approve all items on the consent agenda. Dr. Sarnovsky seconded; motion passed.</b></p>

	<ul style="list-style-type: none"> <li>• Operations and Finance Report</li> <li>• President's Report</li> </ul>	
5	<p><b>Information</b></p> <p><u>Mission Moment</u>        Jason Lietz, Youth Services Manager, provided an overview of <i>Career Conexions</i>, CSCF's youth program and explained that the program helps youth overcome serious challenges and develop soft skills to become job ready to meet business needs. Mr. Lietz introduced Jose Garcia Berdeguer, via video. Mr. Berdeguer relayed his background, challenges, and explained how CSCF provided a career plan to map his way to success which resulted in: earning his high school diploma, attaining a hospitality certification, and working as an intern at a local hotel that ultimately hired him. Mr. Berdeguer thanked CSCF for providing the opportunity and encouragement that kept him on track to successful outcome.</p> <p><u>Committee Reports</u></p> <p><u>Audit Committee</u>        Leo Alvarez, CSCF CFO, stated that the Audit Committee will be meeting jointly with the Finance Committee on 2/7/17 to accept the draft audit report prepared by Cherry Bekaert. Also, DEO will be conducting an in-house fiscal monitoring in January 2017.</p> <p><u>Finance Committee</u>        Dr. Sarnovsky, Committee Chair, stated the Finance Committee met on 11/8/16 and reviewed fiscal report through first quarter (7/1/16 thru 9/30/16), with expenditures close to target at 22%.</p> <p>Additionally, Mr. Alvarez provided an update of current procurements and stated that OneDigital was selected as CSCF's healthcare broker.</p> <p><u>Governance Committee</u>        Mr. Brown stated that the Governance Committee met on 11/9/16 and reviewed Board and non-Board member characteristics and received an update on current Board engagement.</p> <p><u>Career Services</u>        Mimi Coenen, CSCF, COO, stated that the Career Services Committee met on 12/8/16 and reviewed FY 16-17 performance metrics through 10/31/16 as well as discussed strategies with HGI sectors. Ms. Coenen further stated that Mr. Higgs, CEO of ESI, provided the results of their evaluation study on CSCF's operations and effectiveness as a one-stop operator.</p>	
6	<p><b>Action to Vote on or Discuss</b></p> <p><u>Definition of CSCF Career Service Operator</u>        Ms. Linda South, Education Solutions International (ESI)</p>	

	<p>reported the results of their evaluation study of CSCF’s operations and effectiveness. Ms. South stated that CSCF, compared to the study conducted in 2014, has made remarkable progress evolving from a compliance-orientated to a strategic-orientated, business-focused organization with State rankings near the top in several performance areas. Ms. South stated that CSCF should continue being business-focused and strategic with training funds. Ms. South concluded that ESI is recommending the local board continue with its current service delivery model.</p> <p><u>Board Officer Nomination – Secretary</u>                  Mr. Brown referred to the “Proposed Officer Nomination” document nominating Mr. Lee Madsen as Secretary on the CSCF Board (attachment). Mr. Brown stated that Mr. Madsen has agreed to serve in capacity of Secretary, if elected.</p>	<p><b>Mr. Brown made a motion to approve as defined below. Mr. Todd seconded; motion passed.</b></p> <p><b><u>Career Service Provider:</u></b> CSCF continue to directly deliver career services for WIOA Adult &amp; Youth, Wagner Peyser, Veterans, Trade (TAA), Welfare Transition (TANF) and SNAP that align with the four-year plan for the local area and be responsible for oversight of programs to ensure state and federal requirements are met.</p> <p><b>Mr. Brown made a motion to approve as defined below. Mr. Wylie seconded; motion passed.</b></p> <p><b><u>One Stop Operator:</u></b> Adopt the local definition of One Stop Operator as a consultant or contractor whose function will be to coordinate the service delivery of all one stop required partners including Adult Education, Vocational Rehabilitation and the Division of Blind Services across our 5-county region.</p> <p><b>Mr. Brown made a motion to approve the nomination of Mr. Madsen as Secretary on the CareerSource Central Florida Board of Directors. Mr. Wylie seconded; motion passed.</b></p>
7	<p><b>Intelligence / Insight:</b></p> <p><u>Board Activity Reports</u>                  Ms. Shelley Lauten of triSect provided a PowerPoint presentation entitled “Board Engagement – Update” (attachment) and reviewed Board activities.</p> <p><u>HGI Spotlight: Hospitality</u>                  Board of Directors member Jodi Sweet stated she and her team reviewed Disney’s recruitment methods and strategies with CSCF staff to help them better recruit the right candidate and meet specific business needs. Ms. Sweet further stated that working together collectively has been mutually beneficial for both CSCF and Disney.</p> <p>Mr. Havard provided a PowerPoint presentation entitled “Careers in Hospitality” (attachment) and reviewed the hospitality industry and its career growth in Central Florida. Mr. Havard also reviewed Hyatt Regency Orlando’s internal</p>	

	<p>structure, various occupations, growth opportunity and wages.</p> <p>Mr. Havard encouraged the Board to join him after the meeting in a tour of the Hyatt Regency Orlando intended to showcase various occupations in the hospitality industry.</p>	
6	<p><b>Other Business</b></p> <p>Mr. Brown provided the following updates:</p> <ul style="list-style-type: none"><li>• Ms. Kasal will be sending out the calendar invites of Board and Committee meetings for the remainder of this program year.</li><li>• Next Board Meeting will be a joint meeting with the Consortium on Tuesday, 2/15/17 which will be held at the Valencia College District Office.</li><li>• Regional Executive Committee – new date scheduled for: 2/28/17 and held at CareerSource Flagler Volusia, 329 Bill France Boulevard, Daytona Beach, FL 32114.</li><li>• National Association of Workforce Boards (NAWB) “The Forum 2017” is occurring on March 25 – 28, 2017 in Washington D.C. Board members attending: Eric Jackson, Debbie Clements and Wendy Brandon.</li></ul> <p>Pam Nabors, CSCF CEO, stated the new Southeast Orange office is tentatively scheduled to open on 1/3/17.</p>	
7	<p><b>Adjournment</b></p> <p>There being no other business, the meeting was adjourned at 10:15 a.m.</p>	

Respectfully submitted,

Kaz Kasal  
Executive Coordinator