

**Board of Directors Meeting
Lynx Office
455 N. Garland Ave., Orlando, FL 32801**

**Thursday, December 14, 2017
9:00 a.m.**

MINUTES

MEMBERS PRESENT: Debbie Clements, Steve Ball, Greg Beliveau, Paul Bough, Glen Casel, Melanie Cornell, William D’Aiuto, John Gill, Nicole Guillet, Mark Havad, Eric Jackson, Leland Madsen, Brian Michaels, John Pittman, Joseph Sarnovsky, Jim Sullivan, Jody Sweet, Jane Trnka, Eric Ushkowitz, and Mark Wylie

MEMBERS ABSENT: Wendy Brandon, John Davis, Jeff Hayward, Sheri Olson, Kathleen Plinkse, Richard Sweat, Chuck Todd, Al Trombetta and Larry Walter

STAFF PRESENT: Pam Nabors, Mimi Coenen, Leo Alvarez, Nilda Blanco, Steven Nguyen, Bradley Collor, Larry Krause, Homer Boone, Darlene Davis, Katherine Vega, Janet Saunders and Kaz Kasal

GUESTS PRESENT: Edward Johnson / Lynx; Thomas Wilkes/GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	<p>Welcome Ms. Clements, Board Chair, called the meeting to order at 9:07 am and welcomed those in attendance. Ms. Clements introduced Mr. Edward Johnson, Chief Executive Officer with Lynx and extended her thanks, on behalf of the Board, for hosting the meeting.</p> <p>Mr. Johnson greeted and welcomed the attendees to the Lynx Office / Lynx Central Station and provided a brief overview of Lynx. Mr. Johnson stated that Lynx is currently working to revolutionize transit in Central Florida with the “Lynx Forward” project. The project involves a redesign of Lynx’s current bus transit system in a more efficient and cost-effective way in order to better deliver services and meet the needs of the community. Expected rollout date is April 2018. Mr. Johnson stated, in Lynx’s continued partnership with CSCF, he will be working with Ms. Nabors to make sure the new routes align to meet the needs of CSCF participants utilizing Lynx. Mr. Johnson stated that Lynx is also working on technical projects to include: Wi-fi availability on all buses, mobile device apps to pay for fares, tracking a bus, personal pick up service (like Uber provides), handicap transit services and reporting an inappropriate act.</p>	
2	<p>Mission Moment Ms. Mimi Coenen, Chief Operations Officer, provided the success story of Mr. Tobias, who was referred to CSCF by Orlando Economic Partnership. Mr. Tobias became a CSCF participant and received electronic board assembly training at Valencia College’s Advanced Manufacturing</p>	

	<p>Center. Additionally, Mr. Tobias also received, as part of the enrollment, free Lynx bus transportation to Valencia College. As a result of the training, Mr. Tobias attained three key industry credentials and soon after was hired by Lockheed making \$12 an hour. Mr. Tobias not only is earning more now, but setting down a career path with future growth and earning potential. Ms. Coenen added this is also a great example of how OEP, Lynx and CSCF partnered together toward Mr. Tobias's success.</p> <p>Board Member Recognition Ms. Clements stated that Dr. Sarnovsky's term on the CSCF Board of Directors will end effective 12/14/17, as he has retired from Seminole State College effective December 2017. Ms. Clements thanked Dr. Sarnovsky for his service on the CSCF Board and presented him an award for his contributions to the Board, especially in his roles of Treasurer, Chair of the Finance Committee, and a member of the Executive Committee.</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 requested of the Board, as a "call to action," to think of ways on how they can strengthen their understanding of CSCF.</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 11/3/17 Board Meeting • Operations and Finance Report • President's Report • Acceptance of 2 CFR 200 Audit Report 	<p>Mr. Jackson made a motion to approve all items on the consent agenda. Mr. Michaels seconded; motion passed unanimously.</p>
7	<p>Information:</p> <p>Board Retreat Debrief / Preliminary Ideas Ms. Nabors presented a summary of the 11/3/17 Board Retreat (attachment) reviewing the following highlights:</p> <ul style="list-style-type: none"> • Mr. Tim Guiliani, President/CEO of Orlando Economic Partnership (OEP), discussed strategic purpose of OEP's merger to create one business advocate voice. • Ms. Nabors and CSCF's leadership team provided a state of the region report, which demonstrated how talent is driving regional economic development. The presentation included: a snapshot of Central Florida's economy, analysis of talent pipeline, CSCF Board goals and visual overview of CSCF's organizational process. 	

- Ms. Gert Garman, owner of Broad Perspective, facilitated the Retreat. Ms. Garman provided group exercises to promote creative “divergent thinking” and led discussion of four questions to support CSCF’s process and strategies. The Board divided into groups to answer the four questions.
- Board feedback highlights from the four questions:
 - CSCF already has an attractive talent pool for existing and new employers.
 - Help talent focus on career vs. job.
 - Create a system that quickly accesses talent and matches to appropriate employer opportunity.
 - CSCF is the “catalyst” that: understands businesses’ needs, where the gaps are and exponential growth; and effectively partners with educational and other key stakeholders to ensure right skills training occurs to fill needed positions.
 - What specialized niche does CSCF do best and can be known for?
 - Focus on entry-level jobs that have growth opportunities within the targeted sectors.
 - Evaluate data on a regular basis – what sector yielded the best results
 - CSCF rebrand – push what CSCF does well
 - Revenue diversity – seek alternative funding – from private, corporate and key stakeholders.

Ms. Nabors stated part 2 of the Board Retreat will occur on 2/22/18, immediately following the Consortium and Board joint meeting.

Ms. Nabors provided a quiz to the Board via a “Kahoot” application to test the Board’s knowledge on what CSCF supports and does not support.

Committee Reports:
Executive Committee

Ms. Clements stated the Executive Committee met on 12/5/17 to review committee reports and the board meeting agenda. The Committee also received an update from Mr. Thomas Wilkes of GrayRobinson, CSCF’s corporate attorney, regarding lease settlement with Continental Property, CSCF’s former landlord.

Revenue Diversity Ad Hoc Committee

Mr. Jackson, Committee Chair, stated the Committee met on 11/20/17 and received insights on alternative funding sources and strategies from Mr. Mark Brewer, President/CEO with the Central Florida Foundation. The Committee also discussed maximizing the current Ticket-to-Work program, strategies to increase community

investment in the current youth service delivery, and other opportunities on how the Board can embrace the culture of revenue enhancement. The Committee will bring to next Board meeting a 1, 5, and 10 year revenue diversity plan and a standard report with goals, trends, and if meeting goals.

Audit Committee:

Mr. Ushkowitz, Committee Chair, stated that the Audit Committee met on 11/28/17 and accepted the draft FY 16-17 audit report prepared and presented by Grau and Associates, CSCF's independent auditor. Mr. Ushkowitz stated that Grau & Associates issued an unmodified opinion (highest level a company can attain) with no findings and no areas of internal control weaknesses. The audit presentation is included in the Consent Agenda section of the 12/14/17 Board Agenda, which the Board has approved. Mr. Ushkowitz commended Mr. Alvarez and his team for the great job they are doing.

Community Engagement Committee:

Ms. Sweet, Committee Chair, stated the next scheduled meeting is on 1/22/18.

Finance Committee

Dr. Sarnovsky stated the Finance Committee met on 11/16/17 and reviewed its charter, approving a few minor revisions, and the FY 17-18 financials through 9/30/17. The Committee also reviewed current performance of CSCF's retirement plan and approved the addition of a bond fund to the plan. Dr. Sarnovsky stated CSCF's retirement plan is moving in the right direction with a 95% participation rate, a decrease in loans to below 4% and an increase to \$5M in assets.

Governance Committee

Mr. Wylie stated that the next scheduled meeting is on 1/9/18. At this meeting the Governance Committee will review the results from the "CSCF Board Self-Evaluation" of which over two-thirds of the Board participated, and the Bylaws. Mr. Wylie urged those Board members who have not yet responded to the survey to do so. The Committee will also identify a replacement for Dr. Sarnovsky's Board seat, as well as Board Treasurer and Chair for Finance Committee, which was occupied by Dr. Sarnovsky.

Career Services:

Ms. Coenen stated the Career Services Committee met on 11/9/17 and discussed the following: under-expenditures in training and a plan to catch up; follow up discussion on Board Retreat; in-depth review of the training data on completions, placements (which is on target); wages; attaining data on specific jobs within a sector - i.e.

	specific jobs with the construction sector; identifying ways to recruit individuals for internships – reviewing CSCF internships vs. college internships.	
6	<p>Other Business</p> <p>Ms. Nabors asked the Board if they would prefer receiving meeting appointments 60 days ahead of meeting date vs. current process of sending all meeting appointments for ½ the calendar year (in July send July through December and in December send January through June). Ms. Clements stated her preference to keep current process but also send a reminder appointment 60 days ahead of meeting date.</p> <p>Mr. D’Aiuto, on behalf of Department of Children & Families, extended his thanks to Ms. Nabors, Ms. Blanco and CSCF team for their help with the food assistance program to individuals and families impacted by Hurricane Irma.</p>	
7	<p>Adjournment</p> <p>There being no other business, the meeting was adjourned at 10:30 am.</p>	

Respectfully submitted,

Kaz Kasal
Executive Coordinator