

**Board of Directors Meeting
Orange County Government – Administrative Building
201 S. Rosalind Ave., Orlando, FL 32801**

**Thursday, April 12, 2018
9:00 a.m.**

MINUTES

MEMBERS PRESENT: Debbie Clements, Paul Bough, Glen Casel, William D’Aiuto, Keira des Anges, John Gill, Nicole Guillet, Mark Havard, Jeff Hayward, Eric Jackson, Leland Madsen, John Pittman, Kathleen Plinske, David Sprinkle, Jim Sullivan, Richard Sweat, Jane Trnka, Al Trombetta, Eric Ushkowitz, Larry Walter, Jody Wood and Mark Wylie

MEMBERS ABSENT: Steve Ball, Greg Beliveau, Wendy Brandon, John Davis, John Gyllin, Sheri Olson and Chuck Todd

STAFF PRESENT: Pam Nabors, Mimi Coenen, Leo Alvarez, Ann Beecham, Lisa Burby, Nilda Blanco, Steven Nguyen, Bradley Collor, Yolanda Green, Darlene Davis, Katherine Vega, Janet Saunders and Kaz Kasal

GUESTS PRESENT: Horacio Carreno / Primus, Pipe and Tube. Inc.; 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 thanked Orange County Government for hosting the meeting.</p> <p>Mr. Ushkowitz, Board Member and Economic Development Administrator for Orange County Government, greeted the attendees and provided a brief overview of Orange County Government and his department, the Office of Economic Development. Mr. Ushkowitz stated that Orange County is the most populous county in the state with a population of 1.28M. Meetings are held every Tuesday.</p>	
2	<p>Mission Moment Ms. Mimi Coenen, Chief Operations Officer, introduced Mr. Horacio Carreno, Vice President of Primus Pipe and Tube, Inc. Mr. Carreno greeted the attendees and provided an overview of his company, which manufactures carbon and stainless steel pipes. Due to the recent federally imposed tariffs on imported steel, Mr. Carreno stated that Primus Pipe has experienced an upswing in production requiring a need to hire additional staff. Mr. Carreno extended his thanks to CSCF and Ms. Yolanda Green, CSCF Business Consultant for the partnership and internship program, which resulted in 10 hires.</p>	
3	<p>Roll Call / Establishment of Quorum Ms. Kasal commenced with roll call and reported that there was a quorum present, with two-thirds of the full Board in attendance.</p>	
4	<p>Public Comment None offered.</p>	
5	<p>Chair’s Report Ms. Clements relayed the feedback she received from two chambers</p>	

	<p>of which she is a board member: Kissimmee/Osceola County Chamber and Apopka Chamber. Both chambers were impressed with the interns received through CSCF's internship program.</p> <p>Ms. Clements welcomed and introduced new board members Ms. Keira des Anges, Vocational Rehabilitation Supervisor with the Division of Vocational Rehabilitation, representing vocational rehabilitation seat on the Board and Mr. David Sprinkle, Managing Partner of Veritas Recruiting Group, LLC representing Seminole County business seat on the Board.</p> <p>Ms. Clements reviewed her visit to the National Association of Workforce Boards (NAWB) Conference in Washington D.C., which provides the opportunity to learn what workforce boards are doing across the nation. At the Conference, she heard some negative comments made with regard to the issues at CareerSource Tampa Bay and CareerSource Pinellas. Ms. Clements requested of the Board, as a "call to action," to be cognizant of the "CareerSource" brand and, as stewards, to challenge or question any matters of CSCF where further understanding or information is needed. Mr. Jackson concurred, adding that this Board is here to govern and if something is in question, it is the Board's responsibility to address and handle it.</p> <p>Ms. Nabors stated that the Department of Economic Opportunity will be conducting a monitoring at CSCF, as well as the other regions, to make sure the issues occurring Tampa Bay and Pinellas are not occurring in the other regions. CSCF's external contractor also conducted a monitoring as well.</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 2/22/18 Consortium & Board Joint Meeting • Operations and Finance Report • President's Report • Health Insurance Provider 2018-2019 	<p>Mr. Jackson made a motion to approve all items on the consent agenda. Mr. Ushkowitz seconded; motion passed unanimously.</p>
7	<p>Actions Items to Vote on or Discuss:</p> <p><u>Business Case Statement – Ticket To Work:</u> Mr. Jackson, Chair of Revenue Diversity Ad Hoc Committee, referred to Ticket To Work business case statement (attachment) and provided an overview of the elements in the case statement. Mr. Jackson stated the Revenue Diversity Committee concurred this is a great, safe first venture in the revenue diversity arena. The Board asked clarifying questions and discussed ideas.</p>	<p>Mr. Jackson made a motion to allow staff to move forward to expand Ticket To Work's existing program, earmarking \$75,000 from unrestricted funds in 18-19 Budget. Mr. Pittman seconded; motion passed unanimously.</p>

	<p><u>Amended Bylaws:</u> Mr. Wylie, Chair of Governance Committee, referred to the amended Bylaws (attachment – red-lined version) which the Committee, at its 3/7/18 meeting, approved to move forward to the Board for review and approval. Mr. Wylie stated that the 30-day public notice has been met and, as two-thirds of the entire Board are present, a Board vote to amend the Bylaws can occur.</p> <p><u>Hurricane Maria RFQ</u> Ms. Coenen, referred to the action item memo (attachment) on the Request For Quotes (RFQ) for vendors that can provide services to support career preparation for individuals displaced due to the 2017 hurricanes. Ms. Jane Trnka, a member of the RFQ evaluation team, reviewed the RFQ timeline, criteria and evaluation process. Based on their evaluation, the recommendation is for four vendors for services. Dr. Plinske disclosed her conflict of interest.</p> <p>Ms. Nabors noted the following correction to be made on page two of the action item memo: “Valencia State College” should read “Valencia College.”</p> <p>The Board had further discussion on Hurricane Maria evacuees and their challenges (affordable housing, health), as well as the community’s challenges in its support to the evacuees. The Board also received an update on CSCF’s initiative Project Restore 2.0.</p>	<p>Mr. Wylie made a motion to approve the amended Bylaws, as presented. Mr. Hayward seconded; motion passed unanimously.</p> <p>Ms. Trnka made a motion to approve staff to negotiate vendor agreements with Hispanic Business Initiative Fund dba Prospera, Urbander and Valencia College to deliver the activities as outlined in the action item memo. Mr. Hayward seconded, with Dr. Plinske abstaining; motion passed unanimously.</p>
7	<p>Information: Committee Reports Executive Committee: Ms. Clements, Executive Committee Chair, stated the Committee met on 4/3/18 and reviewed the committee reports.</p> <p>Audit Committee: Mr. Ushkowitz, Audit Committee Chair, stated that there were no Committee updates.</p> <p>Community Engagement Committee: Ms. Wood, Community Engagement Chair, stated that there were no Committee updates. Ms. Nabors introduced Ms. Lisa Burby, the new V.P. of Strategic Communications. Ms. Burby will be supporting the Community Engagement Committee going forward.</p> <p>Finance Committee: Mr. Ushkowitz, Finance Committee Chair, stated that the Finance Committee met on 4/5/18. The Committee reviewed FY 17-18 financials through 2/28/18 and status of potential space at Lake Sumter State College for CSCF’s Lake county office (current lease expires 7/31/18). The Committee also reviewed and approved for Board final approval (on Consent Agenda) the health insurance provider for 18-19. On 5/24/18, the Finance and Career Services Committees will have their annual Budget Workshop to review and discuss budget priorities for FY 18-19– all Board Members are welcome to attend.</p>	

	<p>Governance Committee: Mr. Wylie stated the Governance Committee met on 3/7/18. The Committee reviewed amended Bylaws, the status of each Board seat expiring 6/30/18 and Board engagement. The Committee concurred to conduct a Board survey in Fall 2018. Mr. Wylie stated the Committee also received an Enterprise Risk update from Mr. Alvarez. The Committee discussed ensuring the staff and Board members' safety during each committee and Board meeting.</p> <p>Career Service Committee: Dr. Plinske stated the Career Services Committee met on 3/22/18. The Committee reviewed the performance metrics through 2/28/18. The Committee also reviewed Labor Market Information (LMI) data and discussed short-term training options and specific in-demand occupations within targeted industries. . Also, the Committee had further discussion on how to attain feedback from the employer community.</p> <p>Revenue Diversity Ad Hoc: Mr. Jackson, Committee Chair, stated the Revenue Diversity Ad Hoc Committee met on 4/2/18. Mr. Jackson stated that the Committee is continuing its work on the Youth Services business case statement and additional ideas are being incorporated into the plan.</p> <p>President's Report Ms. Nabors provided the following highlights from her report:</p> <p>CSCF co-sponsored a homeless youth count initiative. This population is not connected and is a vulnerable part of the future workforce pipeline.</p> <p>CareerSource Florida met in Orlando to do their strategic planning – two highlights from this:</p> <ol style="list-style-type: none"> 1) Enterprise Risk process that CSCF is doing is a best practice, and CareerSource Florida is looking to replicate it across the state. 2) The need to redefine of “regular employment” – there is an increase of individuals who are self-employed or “gig” workers and the current system is not capturing these individuals under “regular employment.” 	
6	<p>Other Business Ms. Clements stated that Ms. Kasal will be sending out surveys to poll for alternate date options in the last two weeks of June 2018.</p>	
7	<p>Adjournment There being no other business, the meeting adjourned at 10:25 am.</p>	

Respectfully submitted,

Kaz Kasal
 Executive Coordinator