

**Board of Directors Meeting  
MetroPlan Orlando  
250 S. Orange Ave., Suite 200, Orlando, FL, 32801**

**Thursday, April 21, 2016  
9:00 a.m.**

**MINUTES**

**MEMBERS PRESENT:** Eric Jackson, Greg Beliveau, Paul Bough, Steven Brooks, Robert Brown, Nicole Guillet, Leland Madsen, Brian Michaels, Sheri Olson, John Pittman, Jack Plettinck, Kathleen Plinske, Joseph Sarnovsky, Jim Sullivan, Jody Sweet, Chuck Todd, Eric Ushkowitz, Mark Wylie and Larry Walter

**MEMBERS ABSENT:** Diana Bolivar, Wendy Brandon, Debbie Clements, Melanie Cornell, William D’Aiuto, John Davis, Leslie Hielema, Richard Sweat,

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

**GUESTS PRESENT:** Harold Barley/MetroPlan, Sara Brady/Sara Brady Public Relations, Heather Ramos/GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	<p><b>Welcome</b> Mr. Jackson called the meeting to order at 9:02 am, welcomed those in attendance and thanked MetroPlan Orlando for hosting today’s meeting.</p> <p>Mr. Jackson introduced Mr. Harold Barley, Executive Director of MetroPlan Orlando. Mr. Barley greeted the Board and provided an overview of MetroPlan Orlando, which is the regional transportation planning organization that works with industry experts and the community to improve transportation in Central Florida. Mr. Barley stated that more is being invested in regional transportation expansions and improvements than at any other time in its history and this is creating a lot of jobs. Mr. Barley further stated that last week Ms. Coenen led a transportation focus discussion at MetroPlan; approximately half of the meeting attendees did not know about CSCF and learned about the full range of business and career services, including helping to fill the current job needs of the transportation and construction industry.</p>	
2	<p><b>Mission Moment – Program Services Spotlight</b> Ms. Coenen presented a video of Keith Meadows, Hiring Consultant for Disability Solutions. Mr. Meadows conveyed his positive experiences with CSCF and their partnership on the PepsiAct program. Mr. Meadows stated that he and his</p>	

	team have never seen a “more hospitable” and “well-run organization”. The partnership resulted in 10 hires in the Orlando area. Mr. Meadows is looking forward to more hires as they continue working with CSCF in this initiative.	
3a	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal reported that there was a quorum present.	
4	<b>Public Comment</b> None Offered.	
5	<b>Approval of Minutes</b> The Board reviewed the draft minutes from the 1/28/16 Joint Meeting of the Consortium and Board	<b>Mr. Brown made a motion to approve minutes from the 1/28/16 Joint Meeting of the Consortium and Board. Mr. Walter seconded; motion passed.</b>
6	<b>Information/Discussion/Action Items</b>	
	<p><b>Chair’s Report</b></p> <p>Mr. Jackson stated he attended the National Association of Workforce Boards (NAWB) in Washington D.C. in March 2016, along with Vice Chair Ms. Clements and Ms. Nabors. The three also conducted a workshop which covered engagement of the Board in the WIOA strategic planning process in Central Florida. The workshop was so well-received that Ms. Nabors and Mr. Jackson have been asked to present it at the NAWDP in May 2016.</p> <p>Mr. Jackson stated that this week CSCF conducted both in-person and web-ex meetings to attain feedback from key stakeholders on the Strategic Organizational Unified Plan and both meetings were well-received.</p>	
	<p><b>Board Education:</b></p> <p><u>Crisis Plan Overview / Media Training Tips</u>          Ms. Brady provided a PowerPoint presentation entitled “CSCF: Overview – Crisis Communications Plan” (attachment) which covered the following: basic elements of the plan; who should be on the Crisis Communication Team and their duties; potential issues; court of law vs. court of public opinion; media relations; response tactics and tools; and management of the plan. Ms. Brady stated that that the plan was developed to protect CSCF in preparation on how to effectively respond when public issues arise. Ms. Brady commented that Ms. Elliott-Moore “knows her stuff” and CSCF is very well served by her and her team. Mr. Jackson thanked Ms. Brady for her presentation and guidance in forming this plan.</p> <p><u>Strategic Plan Framework Update</u>          Ms. Coenen provided a PowerPoint presentation entitled “Strategic Plan Public Forum” which was also presented at the public feedback meetings which Mr. Jackson mentioned earlier. The Strategic Organization Unified Plan</p>	

	<p>is a 4-year plan that outlines strategies to implement the new intent of the WIOA law, which demands that the workforce system be more intentional and industry-focused to better support businesses and career seekers. Ms. Coenen reviewed the Board and Operational goals which are in alignment with WIOA and involve: more Board engagement, focus on increasing direct placements especially with high growth industries, out-of-school youth focus, and more collaboration across regions. Ms. Nabors added that the plan will be forwarded to Department of Economic Opportunity and CareerSource Florida (CSF) by 4/30/16. In May, CSF will accept the plan and the plan will be presented to the Consortium and Board for final approval at the June meeting.</p>	
	<p><b>President's Update</b>        Ms. Nabors referred to the "President/CEO Report" in the meeting packet (attachment) and provided the following highlights: thanks to Board for providing input and participating in the strategic plan process; CSCF is continuing its goal adopting Sterling principles which involves all levels of the organization; staff is working on a succinct message about CSCF and its mission/vision/goals to help Board in their outreach; DEO conducted a monitoring of CSCF's security processes and concluded that CSCF has good security in place to protect information; Business Services restructuring has helped increase direct placements.</p> <p><u>Finance:</u>        Mr. Alvarez referenced the report entitled "Budget vs. Actual Report - as of 2/29/16" and stated that overall expenditures were on track/in line with the exception of programs which are slightly under, but as program activities continue to increase during the 4<sup>th</sup> quarter, expenditures will overall be on track/in line. Mr. Alvarez also provided March updates for ITA requirement at 51.2% (50% target) and Admin costs at 6.29%. (7% target) - both measures are exceeding its target.</p> <p><u>Operations:</u>        Ms. Coenen reviewed the "Operations Report" (attachment) and the following measures:</p> <ul style="list-style-type: none"> <li>- Direct Placements - 83.5% of goal has been met.</li> <li>- Spending in high growth industry (HGI) - % breakdown by industry sector. Goal is to increase training opportunities in HGI.</li> <li>- Youth Performance - goal is to increase the number of CSCF served youth with positive outcomes.</li> </ul> <p>Ms. Nabors added that under the WIOA required goals,</p>	

	<p>CSCF is meeting 2 of the goals and exceeding all of the remaining goals.</p>	
	<p><b>Committee Reports</b></p> <p><u>Audit</u>        Mr. Ushkowitz stated that there is nothing new to report at this time.</p> <p><u>Community Engagement</u>        Ms. Elliott-Moore stated the Community Engagement Committee met on 2/29/16 and reviewed the Crisis Communication Plan which the Committee moved to be reviewed by the Board at today's meeting. The Committee also reviewed the 4 operational goals with a focus on the first goal which is increasing awareness in the business community and how to further succeed in that goal.</p> <p><u>Executive Committee</u>        Mr. Jackson stated that the Committee met on 4/14/16 and reviewed the proposed performance metrics of the Board's three goals, which will be voted on at the June Board meeting. The Committee also moved that the Consent Agenda be moved to Board for review and approval, which Mr. Brown will present under the Governance Committee section at today's meeting.</p> <p><u>Finance</u>        Dr. Sarnovsky stated that the Finance Committee met on 4/5/16 and reviewed the budget year-to-date, facility updates and exploration of options to better serve the community, timeline for 16-17 budget and an action item on health benefits of which the Finance Committee approved for staff (HR Department) to research benefits plan options but not to exceed 10% of current costs.</p> <p><u>Governance Committee</u>        Mr. Brown referred to the Consent Agenda documentation in the meeting packet (attachment) and stated that consent agendas are used to quickly review and provide one vote on routine documentation, allowing more time for discussion on issues needing more focus or strategic matters.</p> <p>Ms. Nabors stated, at the request of the Governance Committee, staff worked with Ms. Shelley Lauten of triSect to create metrics for the Board's strategic goals. Ms. Nabors referred to the document in the meeting packet entitled "Board of Directors Proposed Performance Metrics for Consideration" (attachment) and reviewed each of the</p>	<p><b>Mr. Brown made a motion to approve that the Consent Agenda format be adopted effective 7/1/16. Mr. Jackson seconded; motion passed.</b></p>

	<p>draft metrics. Ms. Nabors stated as part of Board engagement/involvement, Board members can continue to bring industry leaders to Board meetings as part of the Board Education/Industry Spotlight section of the agenda. Mr. Brown asked that each Board Member consider bringing CSCF staff to speak at the various groups they participate in – this is one way to increase awareness in the community of CSCF services. Mr. Jackson added that the Board should go through their contacts and forward to Ms. Nabors those that would make good strategic partners. Ms. Nabors stated that Ms. Lauten will be sending a survey out to the Board for commentary on the metrics prior to the June Board Meeting.</p> <p><u>Career Services</u></p> <p>Mr. Coenen stated that the Career Services Committee met on 4/7/16 and had a very comprehensive discussion on goals for job placements. The upcoming meeting will focus on Youth goals of which Mr. Bough will lead the discussion and the following meeting on training in High Growth Industries (HGI) of which Ms. Hielema will lead the discussion. The Committee will continue to formulate, refine and organize goals.</p>	
6	<p><b>Other Business</b></p> <p>Mr. Beliveau stated that on Tuesday, April 19<sup>th</sup>, 2016 he attended an expo in Mt. Dora for high schools and academies. CSCF provided excellent participation at this event. Also, an employment opportunity communication Lake Sumter is working on with CDC – very impressive 6 page of employment opportunities - very effective. CSCF will have a role at the City of Leesburg resource center training facility.</p>	
7	<p><b>Adjournment</b></p> <p>There being no other business, the meeting was adjourned at 10:05 a.m.</p>	

Respectfully submitted,

Kaz Kasal  
 Executive Coordinator