

**Board of Directors Meeting
Valencia College – District Office
1768 Park Center Drive. Orlando, FL, 32801**

**Thursday, September 17, 2015
9:00 a.m.**

MINUTES

- MEMBERS PRESENT:** Eric Jackson, Greg Beliveau, Paul Bough, Wendy Brandon, Steven Brooks, Debbie Clements, Melanie Cornell, William D’Aiuto, Nicole Guillet, Leslie Hielema, Leland Madsen, William Merck, Brian Michaels, Sheri Olson, Jack Plettinck, Kathleen Plinske, Kevin Shaughnessy, Richard Sweat, Jody Sweet, Chuck Todd, Eric Ushkowitz, and Mark Wylie
- MEMBERS ABSENT:** Diana Bolivar, Robert Brown, John Davis, Joseph, Sarnovsky, and Larry Walter
- STAFF PRESENT:** Pam Nabors, Mimi Coenen, Leo Alvarez, Ann Beecham, Nilda Blanco, Tonya Elliott-Moore, Steven Nguyen, Ike Powell, Robert Quinlan, James Bloodworth, Darlene Davis, Christine Jolliff and Kaz Kasal
- GUESTS PRESENT:** Michelle Calloway/Nova Technologies; Lois Scott, Tony Carter/Department of Economic Opportunity; Thomas Wilkes/GrayRobinson, Dr. Nasser Hedayat, James Galbraith/Valencia College; Shelly Lauten/triSect

Agenda Item	Topic	Action Item / Follow Up Item
1	<p>Welcome Mr. Jackson called the meeting to order at 9:02 am, welcomed those in attendance and thanked Valencia College for hosting today’s meeting.</p> <p>Dr. Heydayat, Assistant V.P. of Career & Workforce Education and James Galbraith V.P. at Public Affairs and Marketing/Valencia College greeted the Board. Dr. Heydayat provided an overview of the degreed programs Valencia’s provides and both thanked the Board and Ms. Nabors’ leadership for the tremendous partnership between CareerSource Central Florida (CSCF) and Valencia College.</p>	
2	<p>Mission Moment – Program Services Spotlight Ms. Coenen introduced Ms. Michelle Calloway, Human Resource Generalist at Nova Technologies. Ms. Collway greeted the Board and relayed her positive experiences with CSCF on the business services received and also connecting Nova Technologies with two veterans which they hired. Ms. Calloway commended CSCF for its focus on providing veterans opportunities towards gainful employment.</p>	
3a	Roll Call / Establishment of Quorum	

	Ms. Kasal reported that there was a quorum present.	
3b	Public Comment None Offered.	
4	Approval of Minutes A. 6/17/15 Joint Meeting of the Consortium and Board	After review, Mr. Ushkowitz made a motion to approve minutes from the 6/17/15 Joint Meeting of the Consortium and Board. Ms. Brandon seconded; motion passed.
5	Information/Discussion/Action Items	
	<p>A. Chair's Remarks</p> <p>Mr. Jackson stated the Board Annual Information session occurs immediately following this meeting. The session provides an overview of the workforce system and Board responsibilities for new Board members, as well as a good refresher for all Board members. Mr. Jackson also encouraged the Board members to participate/continue participation on one or two committees.</p> <p>Mr. Jackson stated that the Board Retreat is scheduled for 10/14/15 and will be held at the National Entrepreneur Center. triSect will be facilitating the Retreat as well as the focus group sessions occurring this month. Feedback gained from these sessions will be reviewed and strategically discussed at the Retreat. Also Mr. Rick Weddle with Metro Orlando EDC will speak at the Retreat on economic development updates. Ms. Shelly Lauten with triSect greeted the Board.</p> <p>Mr. Jackson stated that the Regional Business Summit is occurring on 10/29/15 at the Florida Hotel and Conference Center in Orlando. This is a combined effort between CSCF, CareerSource Brevard and CareerSource Flagler/Volusia to bring businesses and community leadership together to engage the workforce community. Mr. Jackson encouraged the Board to support and sponsor this event and get the message out to other businesses, educational and community stakeholders in their respective areas to attend.</p> <p>Mr. Jackson stated that the next challenge is to focus on CSCF being the top workforce solution provider in the state of Florida.</p>	
	B. Board Education: Manchester Bidwell Tour Ms. Nabors stated that she, Mayor Jacobs, Mr.	Staff to reconvene with Mayor Jacobs, assess the current landscape, community

	<p>Shaughnessy and other key stakeholders traveled to Pittsburgh to tour and experience the Manchester Bidwell Corporation model of career training and youth development. Ms. Nabors provided a YouTube video and PowerPoint presentation on Mr. Bill Strickland and his success and strategies over the years since his takeover of the Bidwell Training Center in 1972. Mr. Strickland’s following three core values are the basis for success in individuals who were not successful in traditional education: 1) every human being is an asset and every life is valuable, 2) environment shapes people’s lives and 3) creativity fuels innovation. All their programs simulate work experience and business component. Mr. Shaughnessy stated that the Manchester Bidwell Center has had an amazing impact on their community. This program can be replicated and tailored to the job generation and training needs of our community. It will be important for CSCF to collaborate with the local business and community leaders, get rid of siloes, and get the private sector supporting and funding this initiative.</p>	<p><i>and business needs and provide an action item on assessment of costs at the next Board meeting.</i></p>
	<p>C. President’s Update Ms. Nabors provided highlights from the “President/CEO Report.”</p> <p>1) Finance Mr. Alvarez referenced the draft report entitled “FY 2014-2015 Budget vs. Actual Report – as of 6/30/15” and stated that overall expenditures were on track/in line with the budget for the 14-15 fiscal year with \$2M carry-in for programs to the new year.</p> <p>Mr. Alvarez also referenced the draft report entitled “Businesses Served & Placements by County” which provides a breakdown by county in average revenue distribution and expense, businesses served, and total placements. This is a draft report and board members are encouraged to provide feedback to staff.</p> <p>2) Operations Ms. Coenen reviewed the “PY 14-15 Year End Operations Report” with the following highlights:</p> <ul style="list-style-type: none"> – Total customers served down from previous program year as the economy has improved. – Filling more jobs directly will be a focus area. – Need to target the veteran population by 	<p><i>Ms. Coenen stated in the Operations Report for this program year will include a column to review % of completion on goals.</i></p>

	<p>having a more pronounced and visible presence.</p> <ul style="list-style-type: none"> - Focus more on training that leads to job/career path quicker. 	
	<p>D. <u>Department of Economic Opportunity (DEO)</u> Ms. Lois Scott, Bureau Chief with DEO/One-Stop and Program Support greeted the Board and provided a Powerpoint presentation entitled "CareerSource Central Florida - Regional Workforce Board Performance Overview." Ms. Scott stated that the purpose of this overview is to meet with the regional workforce board to review the board's performance, to certify that the board is in compliance with applicable state and federal law and to provide WIOA updates. Ms. Scott covered the following areas: Florida workforce system structure and funding, financial and client/participant overview and expenditures; common measures, programmatic monitoring and oversight; WIOA updates and timeline. Mr. Carter, Analyst Supervisor with DEO provided program performance and incentives for program year 2014-2015 with the following highlights: CSCF performance on employer penetration-continuous improvement is one of the highest in the state and employer penetration-employer served is highest in the state. Ms. Scott commended Ms. Nabors and her team and Board's support for the tremendous work accomplished in this region.</p>	
	<p>E. <u>Committee Updates</u></p> <ol style="list-style-type: none"> 1) Audit Committee Mr. Ushkowitz stated that the Audit Committee met jointly with the Finance Committee yesterday (9/9/15). Auditors Cherry, Bekaert provided a presentation on their audit preparations for the A-133 audit and have started their work this week - a draft report is expected at the end of October. DEO's annual financial monitoring report was reviewed - this is the second year with no findings. 2) Community Engagement Committee Ms. Nabors stated that the Community Engagement Committee met on 8/17/15 and reviewed updates on outreach and social media and also reviewed business engagement strategies. 3) Executive Committee Mr. Jackson stated that the Committee met on 	

	<p>9/10/15 and discussed Ms. Nabors annual performance review which was exceptional and also reviewed refinements of Ms. Nabors' goals for this program year.</p> <p>4) Finance Committee Mr. Merck stated the Finance Committee met jointly with the Audit Committee on 9/9/15 and reviewed a retirement plan presentation by the organization's new retirement plan consultants Chepenik Financial and discussed strategies moving forward. Also, the Finance Committee made the following revisions on their Charter: changing "Chairman" to "Chair" and statement under "Roles and Responsibilities" regarding regularly reviewing CSCF's retirement plan and benefits.</p> <p>5) Governance Committee Mr. Beliveau stated that the Governance Committee met on 8/26/15 and reviewed Board vacancies and composition. Committee will be reaching out to Quest and Local Veterans Affairs for candidates to represent youth and veterans on Board. The Committee also reviewed Enterprise Risk updates and discussed preparations and strategic planning for the Board Retreat. Mr. Beliveau referred to the revised Bylaws in the meeting packet and stated that the Board is put on notice at today's meeting (30 day notice required) of the revised Bylaws. The Bylaws will be put on the next Board meeting's agenda as an action item for approval.</p> <p>6) Program Review Committee Mr. Sweat stated that the Program Review Committee met on 8/20/15 and approved to move to the Board the following action items:</p> <ul style="list-style-type: none"> a) Two training providers that have nationally recognized registered apprenticeships: <ul style="list-style-type: none"> • Central Florida Electrical JATC • Masonry Association of Florida, Inc. b) Priority of funding guidelines - to adopt current 200% poverty level in order to continue serving this wider pool of local low income customers. c) Negotiated WIOA Performance Measures Ms. Blanco provided feedback to the Department of Labor and was the lead in negotiating goals that were reasonable as well as being stretch goals. The State has 	<p><i>Mr. Merck made a motion to accept revisions to the Finance Committee Charter. Mr. Jackson seconded; motion passed.</i></p> <p>a) Mr. Ushkowitz made a motion to approve the following as approved training providers for Region 12: Central Florida Electrical JATC and Masonry Association of Florida, Inc. Mr. Wylie seconded; motion passed.</p> <p>b) Mr. Sweat made a motion to approve 200% of the Lower Living Standard Income Level as the priority of services. Ms. Brandon seconded; motion passed.</p> <p>c) Mr. Sweat made a motion to accept negotiated WIOA Performance Measures. Mr.</p>
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	accepted these negotiated goals.	Ushkowitz accepted; motion passed.
6	Other Business Ms. Nabors stated that the approval of the two apprenticeship programs is a great step towards getting people trained into demand jobs with good wages. More apprenticeship providers will be reviewed for training provider approval during this year. Ms. Nabors stated that she attended/spoke at the Associated Builders and Contractors' Southeastern Regional Leadership conference last week in Tampa, FL with regard to employers' impact with WIOA changes and apprenticeship and training opportunities.	
7	Adjournment There being no other business, the meeting was adjourned at 10:42 a.m.	

Respectfully submitted,

Kaz Kasal
Executive Coordinator