

**Board of Directors Meeting  
Lake Sumter State College  
1250 N. Hancock Road, Clermont, FL 34711  
(Building 2, Board Room)**

**Wednesday, September 28, 2016  
9:00 a.m.**

**MINUTES**

- MEMBERS PRESENT:** Eric Jackson, Greg Beliveau, Paul Bough, Diana Bolivar, Wendy Brandon, Glen Casel, Debbie Clements, William D’Aiuto, John Davis, John Gill, Nicole Guillet, Mark Havard, Leslie Hielema, Leland Madsen, Brian Michaels, Sheri Olson, John Pittman, Joseph Sarnovsky, Jim Sullivan, Eric Ushkowitz, Larry Walter and Mark Wylie
- MEMBERS ABSENT:** Robert Brown, Melanie Cornell, Jack Plettinck, Kathleen Plinske, Jody Sweet, Richard Sweat and Chuck Todd
- STAFF PRESENT:** Pam Nabors, Mimi Coenen, Leo Alvarez, Ann Beecham, Nilda Blanco, Tonya Elliott-Moore, Steven Nguyen, Robert Quinlan, Bradley Collor, Shelly Brown, Katherine Vega, Janet Saunders, Christine Jolliff and Kaz Kasal
- GUESTS PRESENT:** Dr. Eugene Jones/Lake Sumter State College; Lois Scott, Tony Carter, Anita Richardson, Andrew Morton/Department of Economic Opportunity (DEO); Heather Ramos/GrayRobinson; Dr. Vernet Lasrado/University of Central Florida; Shelley Lauten/triSect

Agenda Item	Topic	Action Item / Follow Up Item
1	<p><b>Welcome</b> Mr. Jackson called the meeting to order at 9:00 am, welcomed those in attendance and thanked Lake Sumter State College and Sheri Olson with South Lake Hospital for hosting and sponsoring the meeting.</p> <p>Mr. Jackson introduced Dr. Eugene Jones, Associate Vice President Baccalaureate and Workforce Programs with Lake Sumter State College (LSSC). Dr. Jones greeted the Board and provided an overview of Lake Sumter State College and its programs, as well as current partnerships and training opportunities the College is working on.</p>	
2	<p><b>Roll Call / Establishment of Quorum</b> Ms. Kasal reported that there was a quorum present.</p>	
3	<p><b>Public Comment</b> None Offered.</p>	
4	<p><b>Consent Agenda</b> Mr. Jackson stated at the last meeting, the Board voted approval to include a consent agenda section at Board meetings. Hence, this meeting marked the rollout of the consent agenda process, which all routine documentation is placed under the consent agenda section for one vote. This new process will allow the Board more time for discussion on issues needing more focus and/or strategies.</p>	

	<p>Mr. Jackson asked the Board if any item on the consent agenda, as listed below, needs 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 6/23/16 Joint Consortium/Board Meeting.</li> <li>• Communications Report</li> <li>• Operations and Finance Report</li> <li>• President’s Report</li> <li>• Committee Actions:           <ul style="list-style-type: none"> <li>– Community Outreach &amp; Engagement Charter</li> </ul> </li> </ul>	<p><b>Dr. Sarnovsky made a motion to approve all items on the consent agenda. Mr. Jackson seconded; motion passed.</b></p>
<p>4</p>	<p><b>Information</b>  <u>Department of Economic Opportunity (DEO) – Region 12 Performance Report</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 Performance Overview” (attachment). 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 16-17 funding allocations (statewide and local), review of 15-16 local expenditures; review of 15-16 common measures, programmatic monitoring and oversight; and 15-16 summary of the small number of local findings. Mr. Carter, Analyst Supervisor with DEO, provided a review on 15-16 program performance with the following highlights: exceeded or met common measures; great partnerships formed with community agencies and local government: i.e. Apopka Youth Works with City of Apopka and Regional Business Summit in partnership with CareerSource Brevard and CareerSource Flagler Volusia. With regard to WIOA updates, DEO is still waiting for guidance and will communicate to CSCF once updates are received.</p> <p>Ms. Scott commended Ms. Nabors, her team and Board’s support for their great performance. Their leadership, staff development and partnership collaborations are all key components to the success of this region. Mr. Carter added that CSCF’s partnership with DEO to develop ways to improve performance is also a success factor.</p> <p><b>Mission Moment</b>        Ms. Brown provided an overview of CSCF’s partnership with Automated Data Processing (ADP), a company that provides cloud-based Human Capital Management and recently expanded into Central Florida. CSCF worked with ADP to provide recruitment support through hosting hiring</p>	

	<p>events and pre-screening candidates which resulted in ADP hiring over 40 individuals into entry level jobs starting at \$18.75/hour and higher skilled positions starting at \$47,000. Ms. Brown introduced Jose Carbia, Director of Talent Acquisition with ADP, who provided a video message detailing the partnership.</p>	
<p>6</p>	<p><b>Intelligence / Insight</b></p> <p><u>Talent Supply Report</u>        Dr. Vernet Lasrado, Assistant Director, Office of Research &amp; Commercialization with University of Central Florida provided a PowerPoint presentation (attachment) on the regional landscape of student completions to include detailed breakdowns by county, degree and school type. The questions the project addressed: What is the landscape for preparing individuals for occupations industry sectors of interest? Number of qualified individuals for these occupations? What is the economic impact of these occupations? Dr. Lasrado pointed out that the research project mapped NAICS (North American Industry Classification System) industry codes to Central Florida HGI (High Growth Industry), sectors which allowed HWOL (Help Wanted On Line) mapping to these HGI sectors The results of the research project are expected to assist leadership and the board in making strategic decisions regarding training and outreach focuses in the future.</p> <p><u>Board Activity Reports</u>        Ms. Shelley Lauten provided a PowerPoint presentation entitled “FY 16-17 Board Strategies Update” (attachment). Ms. Lauten reviewed the Board’s strategic goals, including several additions made since her last presentation. Ms. Lauten contacted two thirds of the Board to review their Board activities; several board members reported they have shadowed/will be shadowing the business development team or with CSCF staff to review internal processes. Highlights to date were also reviewed. Ms. Lauten will reach out to the remaining Board over the next month.</p> <p><u>HGI Spotlight (IT) &amp; Business / Professional</u>        Ms. Lauten and Ms. Hielema reviewed the High Growth Industry (HGI) model which defines the process of identifying key talent gaps and training needs with company heads through roundtable discussions to help guide future decisions.</p> <p>Ms. Lauten also reviewed developing a multi-organization strategy for identifying and connecting youth with careers/career paths. By January 2017 Ms. Lauten will set up a meeting for further discussion on how to move the needle forward on getting youth to work.</p>	
<p>7</p>	<p><b>Actions to Vote on or Discuss:</b>  <u>Retirement Plan Changes</u></p>	<p>Dr. Sarnovsky made a motion to approve</p>

	<p>Mr. Jason Chepenik, with Chepenik Financial (CSCF's retirement broker) presented an update on CSCF's retirement plan and proposed key plan design changes and fund changes. Dr. Sarnovsky stated that Mr. Chepenik provided this same presentation to the Finance Committee. The Committee had significant discussion on changes to the retirement plan and concurred these changes should help increase participation and retirement levels. The Committee approved to move these changes to Board for approval.</p>	<p><b>proposed retirement plan design changes and fund changes as presented. Mr. Wylie seconded; motion passed.</b></p>
6	<p><b>Other Business</b> Mr. Jackson encouraged the Board to attend the Regional Business Summit on 10/5/16 at the Daytona Speedway and the Joint Executive Board meeting to follow. Both the event and the meeting provide the opportunity for the ongoing regional discussion regarding aligning service delivery across regions. Mr. Shaughnessy is on the Summit agenda to discuss the new overtime rule. Mr. Jackson also stated the National Association of Workforce Boards (NAWB) "The Forum 2017" is occurring on March 25-28, 2017 in Washington D.C. and invited board members to notify Pam if they'd like to attend.</p>	
7	<p><b>Adjournment</b> There being no other business, the meeting was adjourned at 10:56 a.m.</p>	

Respectfully submitted,

Kaz Kasal  
Executive Coordinator