

**Joint Meeting of Consortium and Board  
Valencia College – District Office  
1768 Park Lane Drive, Orlando, FL 32801**

**Wednesday, February 15, 2017  
9:00 a.m.**

**MINUTES**

- CONSORTIUM MEMBERS PRESENT:** Teresa Jacobs, Brandon Arrington, Al Butler Leslie Campione, and Lee Constantine
- BOARD MEMBERS PRESENT:** Eric Jackson, Paul Bough, Wendy Brandon, Robert Brown, Glen Casel, Debbie Clements, Melanie Cornell, William D’ Aiuto, John Davis, John Gill, Nicole Guillet, Mark Havard, Leland Madsen, Brian Michaels, Sheri Olson, John Pittman, Kathleen Plinske, Joseph Sarnovsky, Jim Sullivan, Jody Sweet, Eric Ushkowitz, Larry Walter and Mark Wylie
- BOARD MEMBERS ABSENT:** Greg Beliveau, Jack Plettinck, Richard Sweat, and Chuck Todd
- STAFF PRESENT:** Pam Nabors, Mimi Coenen, Leo Alvarez, Ann Beecham, Nilda Blanco, Tonya Elliott-Moore, Steven Nguyen, Bradley Collor, Robert Quinlan, Richard Matthes, Yolanda Watkins-Green, Katherine Vega, Darlene Davis, Janet Saunders, and Kaz Kasal
- GUESTS PRESENT:** Jay Galbraith/Valencia College; Sameh Faragalla/The Middlesex Corporation; Tina Robertson, Sheryl Page/PageOne; Shelley Lauten/Consultant; Jane Trnka/Rollins; Andrew Mai/Osceola County; Thomas Wilkes/GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
<b>Business Matters of Consortium and Board</b>		
<b>1</b>	<p><b>Welcome</b></p> <p>Mr. Eric Jackson, Chair of the CareerSource Central Florida (CSCF) Board of Directors called the meeting to order at 9:08 am. Mayor Teresa Jacobs, Chair of the Workforce Investment Consortium, welcomed the attendees and thanked Ms. Nabors and the CSCF Board for the great work they are doing for the community.</p> <p>Mr. Jackson and Mayor Jacobs thanked Valencia College for hosting today’s meeting. Mr. Jay Galbraith, VP of Public Affairs, Valencia College greeted the attendees and stated that Valencia College is celebrating its 50<sup>th</sup> anniversary this year and that the college is nationally recognized for providing access and opportunity for student success.</p>	

2	<p><b>Mission Moment</b></p> <p>Ms. Sheryl Page, President of Page One Consultants, greeted the attendees and provided an overview of the company, which provides services and support to construction projects. Ms. Page extended her thanks to CSCF for the internship program, which helped to defray their costs and get individuals certified with construction training and work on their projects.</p> <p>Mr. Sameh Garagalla, SHRM-SCP Senior Recruiter for The Middlesex Corporation, greeted the attendees and commended Ms. Yolanda Watkins, Mr. Richard Matthes, and Mr. Robert Quinlan for their support in helping his company recruit the right candidates to fill their wide array of positions in local construction projects.</p>	
3	<p><b>Roll Call / Establishment of Quorum</b></p> <p>Ms. Kasal reported that there was a quorum present with the Consortium and two-thirds quorum of the Board.</p>	
4	<p><b>Public Comment</b></p> <p>None Offered.</p>	
5	<p><b>Approval of Minutes</b></p> <p>6/23/17 Joint Meeting of the Consortium and Board</p>	<p>A motion was made by Commissioner Constantine and seconded by Mayor Jacobs to approve minutes from the 6/23/16 Joint Meeting of the Consortium and Board. Motion passed unanimously.</p>
6	<p><b>Appointments of the Regional Workforce Board</b></p>	<p>A motion was made by Commissioner Constantine and approved by the Consortium to nominate and appoint Ms. Jane Trnka to the Regional Workforce Board (Region 12). Motion passed unanimously.</p>
9	<p><b>Adjournment of the Consortium</b></p> <p>Mayor Jacobs adjourned the meeting of the Consortium at 9:23 am.</p>	
<b>Business Matters of the Board</b>		
1	<p><b>Chair's Report</b></p> <p>Mr. Jackson welcomed Ms. Jane Trnka, Executive Director of the Career Resource Center, Rollins - Crummer Graduate School of Business, to the CSCF Board. Ms. Trnka greeted the Board and stated that she is looking forward to supporting the community.</p> <p>Mr. Jackson stated the National Association of Workforce Boards (NAWB) "The Forum 2017" is occurring on March 25-28, 2017 in Washington D.C. of which he, Ms. Wendy Brandon and Mr. Paul Bough are attending.</p>	

<p>2</p>	<p><b>Consent Agenda:</b>                  Mr. Jackson 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"> <li>• Draft Minutes of 12/14/16 Board Meeting</li> <li>• Communications Report</li> <li>• Operations and Finance Report</li> <li>• President's Report</li> </ul>	<p><b>Mr. Ushkowitz made a motion to approve all items on the consent agenda. Mr. Michaels seconded; motion passed unanimously.</b></p>
<p>3</p>	<p><b>Information:</b></p> <p><b>Committee Reports:</b>  <u>Audit Committee</u>                  Mr. Ushkowitz, Audit Committee Chair, stated that the Audit Committee met jointly with the Finance Committee on 2/7/17 and accepted the draft FY 15-16 audit report prepared by Cherry Bekaert. An unmodified opinion has been issued with no findings; this is the highest level of assurance that can be provided. Mr. Ushkowitz commended Mr. Leo Alvarez, CFO of CSCF, and his staff for the great job they are doing. Mr. Ushkowitz also stated that as Cherry Bekaert completed their 5<sup>th</sup> year with CSCF, an RFP will be released by the end of February 2017 to search for a new independent auditor.</p> <p><u>Career Services</u>                  Ms. Coenen stated the Career Services Committee met on 1/19/17 and reviewed FY 16-17 performance metrics through 12/31/16 as well as reviewed and approved the two action items that have been brought forward to this meeting for Board approval.</p> <p><u>Finance Committee</u>                  Dr. Joseph Sarnovsky, Finance Committee Chair, stated the Finance Committee met jointly with the Audit Committee on 2/7/17. The Committee reviewed CSCF's fiscal report through the second quarter (7/1/16 thru 12/31/16). The Committee also received an update on CSCF's retirement plan and a preview of renegotiations with the healthcare benefits.</p>	
<p>4</p>	<p><b>Actions to Vote on or Discuss</b></p> <p><u>EWT Grant – Seminole County (Nicole Guillet)</u>                  Ms. Coenen, COO of CSCF, on behalf of Career Services Committee, referenced the action item memo (attachment)</p>	<p><b>After review and discussion, Mr. Ushkowitz made a motion to approve the EWT grant application from Seminole</b></p>

<p>with regard to Employed Worker Training (EWT) grant application from Seminole County Fire Department, a unit of Seminole County government, and their request to receive training assistance to improve the skills of its current firefighters in EMT/Paramedic Training. Ms. Coenen noted that Nicole Guillet is the Seminole County Manager and currently serves as a member on the CSCF Board and, as per CSCF's procurement requirements, the Board must review all requests that involve a Board Member and/or their organization that could benefit financially from the agreement. Ms. Coenen additionally noted, per Bylaws, a two-thirds vote of the Board is required to approve this action and, as confirmed earlier in this meeting, more than two-thirds of the Board is in attendance.</p> <p>Ms. Guillet expressed her thanks for the Board's support with this training program, as this will help with the retention of paramedics in the long term. Commissioner Constantine concurred.</p> <p><u>Youth Navigator RFQ – Community Based Care of Central Florida (Glen Casel)</u></p> <p>Ms. Coenen referenced the action item memo with regard to the Youth Navigator RFQ recommendations (attachment). Ms. Coenen explained that as CSCF has been having challenges directly connecting with youth in the targeted populations of foster care, homeless, disabled and juvenile justice system, an RFQ was released to solicit proposals for an embedded youth navigator within a community organization who works with these aforementioned populations. Ms. Coenen stated that based on review of proposals received, the top two scoring organizations were Community Based Care of Central Florida, Inc. (serves foster youth population) and Home Builders Institute (works with youth in juvenile justice system). Ms. Coenen noted that Glen Casel is President/CEO of Community Based Care of Central Florida, Inc. and currently serves as a member on the CSCF Board. Ms. Coenen further stated, as previously mentioned, per CSCF's procurement requirements, the Board must review all requests that involve a Board Member and/or their organization that could benefit financially from the agreement, and two-thirds Board attendance is required for vote, which has already been established.</p> <p>Ms. Coenen stated that staff would like to further review the three other organizations that scored in the top five, in</p>	<p><b>County Fire Department. Dr. Sarnovsky seconded, with Ms. Guillet abstaining; motion passed unanimously.</b></p> <p><b>After review and discussion, Mr. Wylie made a motion to approve staff to begin contract negotiations with Community Based Care of Central Florida, Inc. and Home Builders Institute. Mr. Michaels seconded, with Mr. Casel, Mr. D'Aiuto and Mr. Gill abstaining; motion passed unanimously.</b></p>
---	---

	<p>order to better determine if they meet CSCF expectations with other targeted populations (homeless, disabilities); or if another RFQ would need to be released.</p>	
<p>5</p>	<p><b>Intelligence / Insight</b>  <u>Board Activity Reports</u>                  Ms. Shelley Lauten, Consultant, stated that 55% of the Board has engaged in CSCF activities either visiting one of the CSCF centers or shadowing a business representative, and most of the Board feedback has been positive. Ms. Lauten stated that it is important to turn this positive feedback into strategic action and attract more businesses to CSCF services. Board feedback and strategic direction will be discussed at the Retreat.</p> <p><u>HGI Spotlight – Construction</u>                  Mr. Wylie provided a PowerPoint presentation (attachment) entitled “Outlook for Careers in Construction” and relayed that, based on the data analysis provided, skilled trades positions such as electricians, carpenters, masons and plumbers have been the hardest to fill in Florida over the last 5 years. Mr. Wylie stated as the population in this state steadily grows over the next 30 years, so will construction. Mr. Wylie also reviewed the type of positions encompassed under construction sector, both field and office positions with many ranging from \$50,000 to \$200,000. These positions do not necessarily require a degree; many are gained through certification and experience as a craft professional. Mr. Sullivan also provided the recruitment challenges he has experienced and stated that recruiting and building a generation of craftsmen will be necessary to meet the construction shortages. Mr. Sullivan further stated it will be important to expose and educate at the high school level on the types of skilled trades available and that they are well paying, as well as having someone on-site with good knowledge of careers in construction.</p>	
<p>6</p>	<p><b>Other Business</b>                  Mr. Jackson stated the next Board meeting will occur on 4/26/17 and it will be combined with the Board Retreat. Mr. Jackson stated that sponsors are needed for lunch and asked the Board if they are able to sponsor to contact Ms. Nabors or Ms. Kasal</p>	
<p>7</p>	<p><b>Adjournment</b>                  There being no other business, the meeting was adjourned at 10:09 am.</p>	

Respectfully submitted,

Kaz Kasal  
 Executive Coordinator