

**Joint Meeting of Consortium and Board
CareerSource Central Florida
609 N. Powers Drive, Suite 340., Orlando, FL 32818**

**Thursday, June 23, 2016
2:00 p.m.**

MINUTES

CONSORTIUM MEMBERS PRESENT: Brandon Arrington, Leslie Campione, and Lee Constantine

CONSORTIUM MEMBERS ABSENT: Teresa Jacobs and Garry Breeden

BOARD MEMBERS PRESENT: Greg Beliveau, Diana Bolivar, Paul Bough, Wendy Brandon, Steven Brooks, Debbie Clements, William D' Aiuto, John Davis, Nicole Guillet, Leland Madsen, Brian Michaels, Sheri Olson, John Pittman, Jack Plettinck, Kathleen Plinske, Joseph Sarnovsky, Jim Sullivan, Richard Sweat, Jody Sweet, Chuck Todd, Eric Ushkowitz, and Larry Walter, Mark Wylie

BOARD MEMBERS ABSENT: Robert Brown, Melanie Cornell, Leslie Hielema and Eric Jackson,

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: Randy Berridge/Florida High Tech Corridor; Shelley Lauten/triSect; Natalia Cadavid/WIOA Participant; John Gill/Quest, Inc.; Mark Havard/Hyatt Regency Orlando; Andrew Mai/Osceola County; Thomas Wilkes/GrayRobinson; and Ron Conrad, Alisa Train/Cherry Bekaert

Agenda Item	Topic	Action Item / Follow Up Item
Business Matters of Consortium and Board		
1	<p>Welcome Ms. Clements and Commissioner Arrington (covering for Mr. Jackson and Mayor Jacobs respectively) called the meeting to order at 9:05 am and welcomed those in attendance.</p>	
2	<p>Mission Moment Ms. Cadavid, Workforce Innovation and Opportunity Act (WIOA) Participant, greeted the Consortium and Board and relayed her positive experiences she received from CareerSource Central Florida. After receiving training at Valencia College in the fast track Registered Nursing program, Ms. Cadavid gained employment with Florida Hospital and now earns \$23/hour. Ms. Cadavid thanked CSCF for providing their support in keeping her on track with her goals to completing her training and attaining a good paying, in-demand job.</p>	

	<p>Board Member – Mr. Steven Brooks Ms. Clements stated that Mr. Steven Brooks’ term on the CSCF Board will end on 6/30/16. Ms. Clements thanked Mr. Brooks for his service on the CSCF Board and presented him an award for his contributions to both the Board and the Community Engagement Committee.</p> <p>Randy Berridge – Recognition Ms. Clements introduced Mr. Randy Berridge, President of Florida High Tech Corridor, and stated that the Board is recognizing Mr. Berridge for the two prestigious awards he received this year: 1) the Thomas Ahlers Systems Building Award received from the National Association of Workforce Development Professional (NAWDP) of which CSCF nominated Mr. Berridge for this award, and 2) the Orlando EDC Chairman’s award. Ms. Clements thanked Mr. Berridge for providing his expert support to the CSCF Board, sponsoring the “Talent Gap Study,” and for his stellar commitment towards the economic progress in the Central Florida area community.</p>	
3	<p>Roll Call / Establishment of Quorum Ms. Kasal reported that there was a quorum present in both the Consortium and the Board.</p>	
4	<p>Public Comment None Offered.</p>	
5	<p>Approval of Minutes 1/28/16 Joint Meeting of the Consortium and Board</p> <p>4/21/16 Board Meeting</p>	<p>A motion was made by Commissioner Constantine and seconded by Commissioner Campione to approve minutes from the 1/28/16 Joint Meeting of the Consortium and Board. Motion carried unanimously.</p> <p>A motion was made by Ms. Plinske and seconded by Mr. Sweat to approve minutes from the 4/21/16 Board Meeting. Motion carried unanimously.</p>
6	<p>Draft Unified Strategic Plan</p>	<p>A motion was made by Ms. Plinske and seconded by Mr. Sweat to approve the draft Unified Strategic Plan. Motion carried unanimously.</p> <p>A motion was made by Commissioner Constantine and seconded by Commissioner Campione to approve the draft Unified Strategic Plan. Motion carried unanimously.</p>

7	Appointments of the Regional Workforce Board	A motion was made by Commissioner Constantine and seconded by Commissioner Campione to approve the Appointments of the Regional Workforce Board (Region 12). Motion carried unanimously.
8	Approval of the 2016-2017 Budget Dr. Sarnovsky stated that the Finance Committee reviewed this year's budget and projections for next year's budget in detail. The Finance Committee also met jointly with the Career Services Committee to review the major elements of the 2016-2017 Budget. The Finance Committee approved to move forward the 2016-2017 Budget for Board approval.	A motion was made by Dr. Sarnovsky and seconded by Mr. Sweat to approve the 2016-2017 Budget. Motion carried unanimously. A motion was made by Commissioner Constantine and seconded by Commissioner Campione to approve the 2016-2017 Budget. Motion carried unanimously.
9	Adjournment of the Consortium Commissioner Arrington adjourned the meeting of the Consortium at 2:31 pm.	

Business Matters of the Board

1	Chair's Report Ms. Clements welcomed the new board members to the CSCF Board as follows: Mr. Mark Havard, Area Director of Human Resources, Hyatt Regency Orlando; Mr. John Gill, President/CEO, Quest, Inc.; and Mr. Glen Casel, President/CEO Community Based Care of Central Florida. Ms. Clements introduced Mr. Havard and Mr. Gill who were present at the meeting. Ms. Clements stated that Mr. Jackson attended the All-Staff meeting. The event was well attended with over 250 in attendance and staff was very engaged. The theme was "Outrageous Trust" of which Mr. Roy Reid was the keynote speaker. Ms. Clements, on behalf of the Board, extended their thanks to CSCF staff for providing their support at the Family Assistance Center in response to the Orlando shooting tragedy. Ms. Nabors added that CSCF will continue to provide support to the community. Ms. Clements thanked Mr. Sweat and CSCF Leadership for participating in the Sterling Explorer through Florida Sterling Council. CSCF efforts were recognized with the "Sterling Strong" award received at the Sterling Gala on 6/3/16. The award was displayed at today's meeting for attendees to view. Mr. Sweat added that CSCF should be very proud to receive this award; this is no small	
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	<p>undertaking. Mr. Sweat provided a handout of previous Sterling Award recipients.</p>	
<p>2</p>	<p>Board Education:</p> <p>Audit Schedule and 990 Report Presentation Mr. Ron Conrad with Cherry Bekaert, provided an overview (attachment) of CSCF audit results they conducted for the years ended June 30, 2012 through 2015. Ms. Alisa Train, Cherry Bekaert, provided an overview (attachment) of 2014 990. Ms. Train explained that organizations exempt from tax are required to report their activities to the IRS each year.</p> <p>Board Metrics for 16-17 Ms. Shelley Lauten with triSect referred to the handout regarding revised Board performance metrics (attachment) and stated a survey was sent out to Board. Some feedback was received and further modifications have been made (in red on handout) which the Board reviewed and discussed. Ms. Lauten reviewed the three Board performance goals and the corresponding activity and impact measures.</p> <p>Ms. Lauten stated that FY 16-17 will be an information gathering year, which will be reviewed at the Board Retreat next spring. Ms. Lauten further commented that the Board should be proud of their commitment by holding themselves accountable with these performance metrics; this focus on action and impact is a standard of excellence to the betterment CSCF's support toward the community it serves.</p>	<p>A motion was made by Mr. Ushkowitz and seconded by Mr. Sweat to adopt the Board performance metric, including changes as discussed in today's meeting. Motion carried unanimously.</p>
<p>3</p>	<p>President's Report Ms. Nabors provided highlights from the "President/CEO Report" (attachment) to include the following:</p> <ul style="list-style-type: none"> - CSCF's Continuity of Operations Plan (COOP) is completed. - Staff is receiving emergency management training over the next couple of weeks. - Thanks to Mr. Quinlan and his team for their targeted recruitment efforts of getting the right candidates into the right jobs. YTD direct placements have already exceeded the PY 15-16 goal by 20.5%. <p><u>Finance</u> Mr. Alvarez referenced the report entitled "Budget vs. Actual Report - as of 4/30/16" (attachment). Mr. Alvarez</p>	

	<p>additionally stated that as of May, 84% of the budget has been expended. CSCF is trending behind with training obligations, but carry-in adjustments have been made to expend in FY 16-17. Also, as of May, CSCF is exceeding both the ITA goal which is over 60%, and admin cost target goal of 6.3%.</p> <p><u>Operations</u></p> <p>Ms. Coenen referenced the report entitled “Operations Report” (attachment) and reviewed direct placements, spending in High Growth Industry (HGI) and youth performance. As Ms. Nabors previously mentioned, job orders being filled is exceeding goal – thanks to Mr. Quinlan and Mr. Collor with their teams’ work with prescreening candidates and collaboration. With regard to HGI, the construction sector is on the increase. Under youth performance, a lot more activities will be occurring in June.</p>	
4	<p>Committee Reports</p> <p>A. Audit Mr. Ushkowitz stated there is nothing new to report, other than the Cherry Bekaert presentation provided earlier in the meeting.</p> <p>B. Community Engagement Ms. Elliot-Moore stated the Community Engagement Committee met on 5/16/16 and reviewed the current outreach and social media activities. The Committee also reviewed and discussed the strategies and metrics of the outreach operational goal (Goal #1), as well as approved the 16-17 outreach budget.</p> <p>C. Executive Ms. Clements stated the Executive Committee met on 6/16/16 and approved authorization for CSCF to enter into final negotiations with Taylor, Lombardi, Hall and Wydra for award of contract to provide monitoring and technical assistance services. The Committee also approved authorization for CSCF to enter into final negotiations with CDW-G to acquire up to 350 PC systems.</p> <p>D. Finance Dr. Sarnovsky stated the Finance Committee met on 6/7/16 and approved to move to Board for review and approval the selection of Principal Financial Group as CSCF’s 403b retirement plan record keeper. The Committee concurred that Principal Financial Group, while not the cheapest, offered cutting edge tools that would best benefit staff in their retirement planning. Dr. Sarnovsky asked Mr. Chepenik of Chepenik</p>	<p>A motion was made by Dr. Sarnovsky and seconded by Ms. Brandon to approve the selection of Principal Financial Group as CSCF’s 403b retirement plan record keeper. Motion carried unanimously.</p>

	<p>Financial to review the primary factors of this selection. Mr. Chepenik provided a PowerPoint (attachment) and reviewed the procurement process and the benefits that CSCF and staff will gain in administrative efficiency, participant experience, and plan sponsor experience to include changing match strategies for better outcomes. Dr. Sarnovsky stated that the Finance Committee will monitor the new provider and check CSCF satisfaction.</p> <p>E. Facilities – Office Consolidation Dr. Sarnovsky stated that the Finance Committee reviewed and discussed staff’s cost analysis and recommendation to consolidate the current South and East Orange offices into one location, of which the proposed location is on South Semoran Boulevard. The benefits include: less cost per square foot and a savings of \$1M over a 5 year period. The Finance Committee approved to move to Board for their review and approval to grant CSCF authority for finalize negotiations with the Airport Business Center of the South Semoran Boulevard office. Mr. Alvarez provided an overview of the next steps, which will include CSCF’s attorney overseeing leasing process and negotiations, pending Board’s approval.</p> <p>F. Governance Ms. Clements stated the Governance Committee met on 5/4/16 and recommended the following slate of officers for Board approval:</p> <ul style="list-style-type: none"> ➤ Chair: Eric Jackson ➤ Vice Chair: Debbie Clements ➤ Treasurer: Joseph Sarnovsky ➤ Secretary: Diana Bolivar <p>G. Career Services Mr. Sweat stated that the Career Services Committee met twice: 5/10/16 and jointly with Finance Committee on 5/19/16 for the budget workshop. The Committee continues to refine the metrics to measure performance goals. The major areas of focus include: job placement, training opportunities, High Growth Industries (HGI) and youth services.</p> <p>Mr. Sweat extended his thanks for CSCF’s participation at Seminole County Public Schools’ Oviedo High School event.</p>	<p>A motion was made by Mr. Todd and seconded by Mr. Walter to authorize CSCF to finalize negotiations with the Airport Business Center of the South Semoran Boulevard office. Motion carried unanimously.</p> <p>A motion was made by Mr. Walter and seconded by Ms. Guillet to approve the slate of officers, as presented in today’s meeting. Motion carried unanimously.</p>
5	<p>Other Business Ms. Clements reminded the Board to file their financial disclosure (Form 1) by 7/1/16. Ms. Clements also referred to the flyer regarding the Regional Business Forum</p>	

	occurring on 10/5/16 and the Regional Committees' meeting which immediately follows the Forum and the asked the Board to save the date for these events.	
7	Adjournment There being no other business, the meeting was adjourned at 3:50 pm	

Respectfully submitted,

Kaz Kasal
Executive Coordinator