

**Joint Meeting of Consortium and Board
Courtyard Marriott
730 N. Magnolia Ave., Orlando, FL 32801**

**Thursday, January 28, 2016
9:00 a.m.**

MINUTES

- CONSORTIUM MEMBERS PRESENT:** Teresa Jacobs, Brandon Arrington, Garry Breeden, Leslie Campione, and Lee Constantine
- CONSORTIUM MEMBERS ABSENT:** None
- BOARD MEMBERS PRESENT:** Eric Jackson, Greg Beliveau, Diana Bolivar, Paul Bough, Robert Brown, Debbie Clements, John Davis, Nicole Guillet, Leslie Hielema, Leland Madsen, Brian Michaels, Sheri Olson, Kathleen Plinske, Jody Sweet, Eric Ushkowitz, and Larry Walter
- BOARD MEMBERS ABSENT:** Wendy Brandon, Steven Brooks, Melanie Cornell, William D’Aiuto, Jack Plettinck, Joseph, Sarnovsky, Richard Sweat, Chuck Todd, and Mark Wylie
- STAFF PRESENT:** Pam Nabors, Mimi Coenen, Leo Alvarez, Ann Beecham, Nilda Blanco, Tonya Elliott-Moore, Steven Nguyen, Robert Quinlan, Katherine Vega, Darlene Davis, Crystal Gayden, Christine Jolliff and Kaz Kasal
- GUESTS PRESENT:** Pat Sciarappa/Florida Sterling Council; Neil Hamilton/Orlando EDC; Shelley Lauten/triSect; John Pittman/UCF; Jim Sullivan/Central Florida JATC; Andrew Mai/Osceola County; Robin King/CareerSource Flagler Volusia; Lisa Rice/CareerSource Brevard; Heather Ramos/GrayRobinson; and Stuart Cody/Cody Vocational Transitions

Agenda Item	Topic	Action Item / Follow Up Item
Business Matters of Consortium and Board		
1	<p>Welcome Mayor Jacobs and Mr. Jackson called the meeting to order at 9:08 am and welcomed those in attendance.</p>	
2	<p>Economic Update from Orlando EDC Mr. Hamilton, Director, Business Intelligence, with Orlando Economic Development Commission (EDC) greeted the attendees and provided a PowerPoint presentation entitled “Orlando: Ten Years After the Boom” (attachment). Mr. Hamilton reviewed Orlando’s economic climate to include job growth and labor market data over the past ten years. Mr. Hamilton stated that “Orlando Insight” will be out next month. This publication generated by the Orlando Economic Forum reviews current economic conditions and regional issues in the 4-county area (Orange, Osceola,</p>	

	Seminole and Lake).	
3	Roll Call / Establishment of Quorum Ms. Kasal reported that there was a quorum present in both the Consortium and the Board.	
4	Public Comment None Offered.	
5	Approval of Minutes 6/17/15 Joint Meeting of the Consortium and Board 12/10/15 Board Meeting	A motion was made by Commissioner Constantine and seconded by Commissioner Campione to approve minutes from the 6/17/15 Joint Meeting of the Consortium and Board. Motion carried unanimously. A motion was made by Mr. Brown and seconded by Mr. Beliveau to approve minutes from the 12/10/15 Board Meeting. Motion carried unanimously.
6	Finalization and Approval of the Signed 5-County Interlocal Agreement	A motion was made by Mayor Jacobs and seconded by Commissioner Campione to finalize and approve the fully executed 5-county (Orange, Osceola, Lake, Seminole and Sumter) Interlocal Agreement. Motion carried unanimously.
7	Board of Directors – Appointments Mr. Pittman, UCF and Mr. Sullivan, Central Florida JATC introduced themselves. After Consortium vote of approval, Mayor Jacobs welcomed Mr. Pittman and Mr. Sullivan as new members to the CareerSource Central Florida Board of Directors.	A motion was made by Commissioner Campione and Commissioner Arrington to approve the two appointments to the CareerSource Central Florida Board of Directors as follows: John Pittman for the Education and Training Provider-Institution of Higher Education (ETPC) seat and Jim Sullivan for the Workforce-Labor Organization (WOLO)/ Workforce-Joint labor-management Apprenticeship Program (WOJ) seat. Motion carried unanimously.
8	Adjournment of the Consortium Mayor Jacobs adjourned the meeting of the Consortium at 9:25am.	
Business Matters of the Board		
1	Chair’s Report Mr. Jackson stated since the inception of this new board over 4 years ago, half of its members still remain. Mr. Jackson extended his thanks to the Board for its oversight and to Ms. Nabors for her leadership moving CSCF from	

	<p>crisis mode to stabilization, and now towards top tier achievement.</p> <p>Mr. Jackson reported that the 10/29/16 Tri-Regional Business Summit was well attended by businesses and community leaders. The Summit was followed by the 2nd annual joint Executive Committees from the three regions (CareerSource Central Florida, CareerSource Flagler/Volusia and CareerSource Brevard). These three regions have been working together as a larger region on initiatives and strategies with a focus on growth sector industries. Mr. Jackson introduced Ms. Lisa Rice, President of CareerSource Brevard and Ms. Robin King, President/CEO of CareerSource Flagler Volusia. Mr. Jackson encouraged the Board to think strategically on how to introduce their business leader contacts to Ms. Nabors and her leadership team.</p>	
2	<p>Board Education: Follow-up retreat Discussion</p> <p>Ms. Lauten greeted the attendees and provided a PowerPoint presentation entitled: “CSCF – Strategies Priorities and Actions” (attachment), which is based on recent survey results from the Board. Ms. Lauten stated that on the survey, the Board was asked to rank the priorities and actions in order of importance for the Board Strategic Plan. The Board discussed the importance of validating business needs through formal interview/survey process with high growth industry (HGI) sectors. Once business needs are validated, the Board can then most effectively communicate the “right product” and raise CSCF’s profile when they outreach to the HGI business community. The Board also discussed consolidating efforts with like organizations in the community to avoid duplication, find gaps, broaden impact and ensure funds are most effectively spent.</p>	<p>A motion was made by Ms. Hielema and seconded by Mr. Beliveau to approve moving forward with the CSCF Board of Directors strategic priorities and actions as presented and discussed in today’s meeting. Motion carried unanimously.</p>
3	<p>President’s Report</p> <p>Ms. Nabors provided highlights from the “President/CEO Report” (attachment). Ms. Nabors also introduced Ms. Pat Sciarappa, Organizational Development Director with Florida Sterling Council who is providing consultation and continuous improvement training to CSCF on performance excellence and quality management.</p> <p><u>Finance</u></p> <p>Mr. Alvarez referenced the report entitled “Budget vs. Actual Report – as of 12/31/15” (attachment) and stated that 39% of the budget has been expended. The 10% underspent is primarily due to underperformance in</p>	

	<p>programs (Youth, scholarships and internships). However, staff is refocusing their efforts to increase enrollments and internships and it is expected that the 50% ITA target goal will be met by the end of the program year. The Admin cost target of 7% continues to do well as current costs are at 6.1%</p> <p><u>Operations</u></p> <p>Ms. Coenen referenced the report entitled “Operations Performance Report – Second Quarter 2015” (attachment) and reviewed performance metrics and percent attainment of annual goal. Ms. Coenen further stated that open enrollment has been extended through May 2016 in order to increase enrollments. With regard to business services, the “concierge” style service which includes prescreening talent for business is resulting in more placements. Other areas of increased focus are: internships, OJTs and apprenticeships.</p> <p>Ms. Nabors stated that during her attendance at the US Mayors’ Conference last week, she learned that the entire workforce system across the nation is behind in obligating expenses. This is primarily due to the institution of the new WIOA legislation, which is creating lags in expenditures. Ms. Nabors stated that CSCF will catch up and get back on track with expenses during the third quarter.</p>	
4	<p>Committee Reports</p> <p>A. Audit Mr. Ushkowitz stated the Audit Committee met jointly with the Finance Committee on 1/19/16 and reviewed the results of the A-133 audit for Program Year 2014-15, which were clean and contained no findings. An unmodified opinion is being issued. CSCF is now officially in the low risk category. There were two management letter comments, one on IT Access and Control and the other on pre-penalty notices.</p> <p>B. Community Engagement Ms. Nabors stated that the Community Engagement Committee will be meeting on 2/29/16. A report update will be provided at the next Board meeting.</p> <p>C. Executive Mr. Jackson stated the Executive Committee met on 1/14/16; however there were no action items to be brought to Board.</p> <p>D. Finance Mr. Alvarez stated, as Mr. Ushkowitz reported, that the Finance Committee met jointly with the Audit</p>	<p>A motion was made by Mr. Brown and seconded by Ms. Hielema to approve the</p>

	<p>Committee on 1/19/16. Mr. Alvarez referred to the “Retirement Plan Update” action item memo (attachment). As presented at the last Board meeting, CSCF’s retirement broker Chepenik Financial is recommending fund adjustments be made, as listed on this memo, to provide staff with a “safer” more balanced portfolio.</p> <p>E. Governance Mr. Brown stated that the Governance Committee will be meeting on 3/4/16. A report update will be provided at the next Board meeting.</p> <p>F. Career Services Ms. Coenen, who is reporting on behalf of Mr. Sweat, stated that the Career Services Committee met on 1/8/16 and the Committee provided their input on identifying strategic goals and setting metrics as they relate to program services. Ms. Coenen thanked board member Jody Sweet and staff for sharing/educating CSCF staff on Disney’s “concierge” style service.</p>	<p>recommended plan changes to CSCF’s retirement account as detailed in the referenced memo. Motion carried unanimously.</p>
<p>5</p>	<p>Other Business</p> <p>Ms. Nabors referred to the flyer in the back of the meeting packet entitled “The Corridor – Career Expo/Fact Sheet” which advertises the upcoming “Career Expo 2016” occurring February 24 thru 26, 2016 at the Orange County Convention Center and the Hyatt Regency Orlando. The event brings together career center directors from top universities throughout the nation and local high tech businesses. The local high tech businesses will have the opportunity to visit each university booth to discuss employment opportunities and hiring needs. The main goal is to attract the top talent. Ms. Nabors encouraged the Board to attend and/or forward this information to businesses that would benefit by attending.</p> <p>Mr. Jackson stated that NAWB conference is occurring in March – the WIOA implementation process will be reviewed. If interested in attending, please let Pam know.</p> <p>Ms. Nabors stated that next week she will be attending “CareerSource Day” at the State capital, which allows for the opportunity to talk to legislators across the State on the two workforce bills. Ms. Elliott-Moore will forward the summarized details on the two workforce bills being presented to the Florida House and Senate, as well as the talking points for the legislative visits.</p> <p>Ms. Beecham stated that an open Request for Quotes</p>	

	<p>(RFQ) for benefits/health broker has been posted.</p> <p>Mr. Brown stated that CSCF has been a terrific partner with Heart of Florida United Way on the "Mission United" effort.</p> <p>Mr. Jackson thanked the Board for all their efforts. Board strategies are being refined and there is continued focus towards being the "best in the State."</p>	
7	<p>Adjournment</p> <p>There being no other business, the meeting was adjourned at 10:21 a.m.</p>	

Respectfully submitted,

Kaz Kasal
Executive Coordinator