

Finance and Career Services Committees Budget Workshop

CareerSource Central Florida Office
390 N Orange Ave., Suite 700
Orlando, FL 32801
Thursday, May 24, 2018
2:00 p.m.

NOTES

MEMBERS PRESENT: Michael Armbruster, Paul Bough, Glen Casel, Dorathy Nevitt, Kathleen Plinske, Theodore Pobst, Jim Sullivan, Richard Sweat, Al Trombetta, Eric Ushkowitz, Larry Walter and Mark Wylie

MEMBERS ABSENT: Wendy Brandon, William D’Aiuto, Nicole Guillet, John Pittman and Chuck Todd

STAFF PRESENT: Pam Nabors, Mimi Coenen, Leo Alvarez, Ann Beecham, Lisa Burby, Steven Nguyen, Bradley Collor, Nilda Blanco, and Kaz Kasal

GUESTS PRESENT: John Gyllin / CSCF Board Member; Matt Walton / MiGre Engineers

Welcome

Ms. Nabors, President & CEO called the meeting to order at 2:00 pm and welcomed those in attendance. Ms. Nabors stated the purpose of this workshop is to provide an interactive format for the Finance and Career Service Committees to review program budget lines and program priorities to make sure they strategically aligned to initiatives and service delivery, and provide any comments and questions.

Roll Call

Ms. Kasal commenced with roll call.

Public Comment

None Offered.

FY 2018 -2019 Draft Annual Budget

Ms. Nabors referred the PowerPoint entitled “Annual Budget FY 2018-2019” (attachment) and reviewed the two strategic priority goals as defined from the 4/12/18 Board Retreat, Part II: 1) analyze business environment and 2) engage talent pool. Ms. Nabors presented the strategies that staff have developed to achieve each of these goals.

Proposed Budget Draft

Mr. Alvarez, Chief Financial Officer, stated the total available funds for FY 18-19 is \$31.2M, which is overall a 2% increase from last year’s budget. Mr. Alvarez also reviewed the percentage breakdowns by funding source allocations and projected expenditures, as well as unrestricted revenue to include Ticket To Work projected revenue and other revenue.

Staffing, General & Administrative

Ms. Beecham, Chief Talent Officer, reviewed staffing by service delivery and general & administrative, and components of focus for staffing development.

Outreach Communications & Community Relations

Ms. Burby, VP of Strategic Communications, reviewed the outreach budget allocations as divided in the following categories: digital strategy, outreach campaigns, brand awareness and enhance value proposition. The budget is similar to except adding the category of enhance value proposition, which will

provide opportunities to more effectively distribute messaging to businesses and career seekers, improve internal communications and conduct “niche” customer research. Under digital category, efforts will begin (on a small scale) to towards having one customer management platform to better track CSCF’s service delivery activities overall by having data in one location.

Facilities and G&A Professional Contracted Services

Mr. Alvarez, Chief Financial Officer reviewed the budget breakdown on facilities and related costs. Mr. Alvarez also reviewed the leases by office, of which four will be expiring soon, so will be reviewing and planning on lease cost strategies. The G&A professional contracted services are in line/similar to last year’s expenditures.

Information Technology (IT)

Mr. Nguyen, IT Director, reviewed IT budget breakdown by capital investment and operations & maintenance, as well as strategies planned for “best-in-class” technology solutions and upgrades to increase efficiencies, ease of use, as well as create virtual communication platforms for staff and customer use.

Service Delivery Strategy

Ms. Coenen, Chief Operating Officer, reviewed the service delivery budget by service delivery (training), customer support and incentives and contracted service delivery. Ms. Blanco reviewed each of the high growth industries by expected growth as an industry, projected job growth, average wage per hour as well as specific in-demand careers within each industry.

Training Priority Criteria

Ms. Coenen reviewed the three proposed investment strategy models for prioritizing specific occupation training within targeted sectors: 1) Equitable, 2) Impact and 3) Targeted Investment and asked the committees for input on which investment strategy they preferred. After review and discussion, the Finance and Career Services Committees concurred that the Impact Model would be a good starting strategy, provided there is the ability to move to another strategy, if needed, based on quarterly reviews.

Mr. Alvarez stated that the next steps will include the following:

- 6/6/18: Finance Committee meeting to finalize the draft budget
- 6/7/18: Draft budget to Board and Consortium for review.
- 6/21/18: Budget presented to Consortium for approval.
- 6/21/18: Budget presented to Board for approval.

Adjournment

There being no other business, the Finance and Career Services’ Budget Workshop was adjourned at 4:15 p.m.

Respectfully submitted,
Kaz Kasal, Executive Coordinator