



**What:** **Executive Committee Meeting**  
**When:** Thursday, December 5, 2019  
 9:00 a.m. – 10:30 a.m.  
**Where:** CareerSource Central Florida, 390 N. Orange Ave., Suite 700, Orlando, FL  
 GoToMeeting (remote attendees):  
 ➤ <https://global.gotomeeting.com/join/132100685>  
 ➤ 1 (877) 568 4106 or 1 (646) 749-3129 /  
**Access Code: 132-100-685**

Agenda Item	Topic	Presenter	Action Item
1.	Welcome	Mark Wylie	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment		
4.	Action Items	Mark Wylie	
	A. Approval of Minutes –		
	1) <a href="#">9/18/19 Executive Committee Meeting</a>		X
	B. <a href="#">CSCF West Orange Office Update</a>		X
5.	Information		
	A. Chair’s Report	Mark Wylie	
	B. President’s Report	Pam Nabors	
	C. Committee Reports	Committee Chairs	
	1) Revenue Diversity Ad Hoc	Eric Jackson	
	2) Career Services	Dr. Kathleen Plinske	
	3) Community Engagement	Jody Wood	
	4) Audit	Larry Walter	
	5) Finance	Eric Ushkowitz	
	6) Governance	Richard Sweat	
	D. <a href="#">12/12/19 Board Meeting Agenda</a>	Mark Wylie	
6.	Other Business	Mark Wylie	
7.	Adjournment		

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**Upcoming Meetings:**

- **Board Meeting** 12/12/19 9:00 a.m. - 11:00 a.m.  
 Location: Valencia College – Osceola Campus  
 1800 Denn John Lane  
 Building 1 / Room 219B  
 Kissimmee, FL 34744
  
- **Executive Committee** 2/13/20 9:00 a.m. - 10:30 a.m.  
 Location: CSCF Admin Office



## Executive Committee Meeting

Wednesday, September 18, 2019, 2:00 p.m.

### MINUTES

**MEMBERS PRESENT:** Mark Wylie, Paul Bough, Jeff Hayward, Sheri Olson, Kathleen Plinske, Eric Ushkowitz, Larry Walter and Jody Wood

**MEMBERS ABSENT:** Eric Jackson and Richard Sweat

**STAFF PRESENT:** Pam Nabors, Mimi Coenen and Kaz Kasal

**GUEST PRESENT** Thomas Wilkes/GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Mr. Wylie, CSCF Chair, called the meeting to order at 2:03 p.m.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	<b>Public Comment</b> None offered.	
4	<p><b>Action Items</b></p> <p><b><u>Approval of Minutes – 7/16/19 Executive Committee Meetings</u></b></p> <ul style="list-style-type: none"> <li>Reviewed minutes (attachment) and Committee concurred to include who made the motion and seconded the action to approve CEO compensation (based on PY 18-19 performance).</li> </ul> <p><b><u>Executive Committee Charter</u></b></p> <ul style="list-style-type: none"> <li>Reviewed Charter (attachment) which has been reformatted for consistency. Committee concurred to revise 2<sup>nd</sup> bullet under “Responsibilities” section to read: “Review and present to the full Board for approval procurements for contracts equal to or in excess of \$150,000.”</li> </ul> <p><b><u>Revenue Diversity Strategy (GrayRobinson)</u></b></p> <ul style="list-style-type: none"> <li>Reviewed action item (attachment) on staff’s recommendation, endorsed by the Revenue Diversity Ad Hoc Committee, to engage GrayRobinson to provide governmental consulting and business development services in support of the revenue diversity strategy.</li> </ul>	<p><b>Mr. Hayward made a motion to approve the draft minutes, to include edits as discussed, from the 7/16/19 Executive Committee Meeting. Mr. Bough seconded; motion passed unanimously.</b></p> <p><b>Mr. Bough made a motion to approve the revised Charter as presented and to include edits as discussed. Mr. Hayward seconded; motion passed unanimously.</b></p> <p><b>Mr. Walter made a motion to approve staff to engage GrayRobinson in a one-year contract to provide governmental consulting and business development services at a cost not to exceed \$27,000, utilizing non-federal appropriated funds. Mr. Hayward seconded; motion passed unanimously.</b></p>



	<p><b><u>Approval of Vendor Selection to Fulfill Duke Energy Grant</u></b></p> <ul style="list-style-type: none"> <li>Reviewed action item (attachment) on staff's recommendation to approve vendor, Valencia College, to deliver preparation course for individuals seeking a career as a utility lineman, to help them pass the industry required Construction and Skills Trade (CAST) exam.</li> </ul>	<p><b>Mr. Walter made a motion to approve Valencia College to deliver Construction and Skills Trade (CAST) preparation training, funded by Duke Energy grant award. Mr. Hayward seconded, with Dr. Plinske abstaining; motion passed unanimously.</b></p>
5	<p><b>Information</b> <b><u>Chair's Report</u></b></p> <ul style="list-style-type: none"> <li>Attended the Florida Workforce Chairs Alliance meeting on 9/12/19 and provided information on several CSCF best practices, including board engagement.</li> <li>Board Orientation Session occurred on 8/29/19. Bryan Kalos, new Board Member, hosted the session.</li> </ul> <p><b><u>President's Report</u></b></p> <ul style="list-style-type: none"> <li>CSCF scorecard on track in the 1st quarter.</li> <li>Reviewed a potential legal matter with regard to a former employee.</li> </ul>	
6	<p><b>Committee Reports</b> <b><u>Revenue Diversity Ad Hoc</u></b></p> <ul style="list-style-type: none"> <li>On behalf of Mr. Jackson, Committee Chair, Ms. Nabors reported Committee met on 8/13/19 and reviewed Ticket To Work performance and strategies, and Summer Youth program results. Also discussed revenue diversity strategies and goals for PY 2019-2020.</li> </ul> <p><b><u>Career Services</u></b></p> <ul style="list-style-type: none"> <li>Dr. Plinske, Career Services Committee Chair, reported the Committee met on 8/22/19. Committee reviewed Charter and scorecard results for PY 18-19, 2019 Summer Youth program, and enhancements for Summer Youth 2020. Committee voted to forward to Board approval of additional training programs for inclusion on Eligible Training Provider List.</li> </ul> <p><b><u>Community Engagement</u></b></p> <ul style="list-style-type: none"> <li>Ms. Jody Wood, Community Engagement Chair, reported the Committee met on 8/26/19 and reviewed the Charter, PY 18-19 accomplishments, and strategic roadmap of projects, goals and timelines for PY 19-20.</li> </ul>	



	<p><u>Audit</u></p> <ul style="list-style-type: none"> <li>Mr. Walter, Audit Committee Chair, reported the Committee met on 9/17/19. The Committee reviewed the Charter and audit planning for FY 18-19 which will be performed by auditors Grau &amp; Associates. The Committee also reviewed the DEO Monitoring Report for FY 18-19 which resulted in CSCF receiving a clean audit with no findings.</li> </ul> <p><u>Finance Committees</u></p> <ul style="list-style-type: none"> <li>Mr. Ushkowitz, Finance Committee Chair, stated the Finance Committee is scheduled to meet on 10/8/19.</li> </ul> <p><u>Governance</u></p> <ul style="list-style-type: none"> <li>Mr. Wylie, Governance Committee Chair, reported the Committee met on 8/14/19 and reviewed its Charter, which set forth the template to revamp for all committee charters to clarify purpose and include metrics. The Committee also reviewed current board composition and discussed re-analyzing risks across the organization and reformatting the risk matrix.</li> </ul>	
7	<p><b>Other Business</b> None offered.</p>	
8	<p><b>Adjournment</b> Meeting adjourned at 2:56 p.m.</p>	

Respectfully submitted,

Kaz Kasal  
Executive Coordinator



To: Executive Committee  
 From: Leo Alvarez  
 Subject: CareerSource Central Florida - Facilities  
 Date: December 5, 2019

**Purpose:**

To gain approval from the Executive Committee to increase the allowance for buildout cost relating to the relocation of CareerSource Central Florida's office in West Orange County.

**Background:**

- CareerSource Central Florida proposed the relocation of its current West Orange County office into the West Oaks Mall, which the Executive Committee approved. CSCF staff then negotiated and executed a lease with West Oaks Mall FL, LLC. The parameters of the lease are 12,000sq ft. \$15.00 per sq. ft. (Modified Gross); annual escalation is 2.5%. The tenant improvements are being paid by the landlord in amortized as additional rental cost.
- The original budget for tenant improvements was \$480,000. This number was based on historical pricing from previous CSCF buildouts. Both buildouts occurred over three years ago and the cost of labor and materials have increased substantially.
- The current bid is \$744,473, which exceeds the original budget by approximately \$265,000. This is after a reduction of roughly \$100,000 by the architect based on changes to the original space plan, and roughly \$70,000 of cost paid by the landlord.
- The original financial analysis comparing the current facility cost against the new facility estimated a cost savings of \$200,000 over the five year lease. The impact of the additional buildout cost will add \$65K to the current lease cost over the current five year lease term.
- The additional annual amortized cost for the excess buildout cost could be \$15,000 per year, if CSCF enters into a 6 year lease instead of a 5 year lease.
- At the end of year 6, CSCF's will begin to realize a cost savings. Once the buildout cost have been realize, the rental would decrease to \$17.40 per sq. ft. starting at year seven.

**Action Item:**

Staff is seeking Executive Committee approval to increase the facility buildout allowance for the new West Orange County office at the West Oaks Mall not to exceed \$750,000.



**What:** Board of Directors Meeting  
**When:** Thursday, December 12, 2019, 9:00 a.m. – 11:00 a.m.  
**Where:** Valencia College–Osceola Campus/1800 Denn John Road, Kissimmee, FL  
 Building 1 / Room 219B  
**Virtual:** GoToMeeting (remote attendees):  
 ➤ <https://global.gotomeeting.com/join/>  
 ➤ **or / Access Code:**

Agenda Item	Topic	Presenter	Action Item
1.	Welcome	Mark Wylie	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment		
4.	Consent Agenda	Mark Wylie	X
	A. <a href="#">10/3/19 Minutes</a>		
	B. Finance Committee Actions:		
	1) <a href="#">Computer Equipment RFQ</a>		
	2) <a href="#">FY 2019-20 Budget Adjustment</a>		
	3) <a href="#">Finance Committee Charter</a>		
5.	Information / Action Items		
	A. Spotlight Story	Mimi Coenen	
	B. Chair's Report	Mark Wylie	
	C. <a href="#">President's Report</a>	Pamela Nabors	
	D. Committee Reports		
	1) Executive	Mark Wylie	
	a) <a href="#">CSCF West Orange Office Update</a>		
	2) Revenue Diversity Ad Hoc	Eric Jackson	
	3) Audit	Larry Walter	
	4) Community Engagement	Jody Wood	
	5) Finance	Eric Ushkowitz	
	6) Governance	Richard Sweat	
	7) Career Services	Dr. Kathleen Plinske	
	E. <a href="#">Finance Report</a>		
		Eric Ushkowitz	
6.	Insight		
	A. Broad-Based Prosperity	Dale Brill Sr. VP, Research & The Foundation for Orlando's Future Orlando Economic Partnership	

7. Other Business

8. Adjournment

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**Upcoming Meetings:**

- |  |         |                         |
|--|---------|-------------------------|
| ➤ <b>Board</b><br>Location: TBD                            | 2/20/20 | 11:00 a.m. - 12:30 p.m. |
| ➤ <b>Committee Meetings</b><br>Location: CSCF Admin Office |         |                         |
| • <b>Governance Committee</b>                              | 1/15/20 | 2:00 p.m. - 3:30 p.m.   |
| • <b>Career Services Committee</b>                         | 1/23/20 | 3:00 p.m. - 4:30 p.m.   |
| • <b>Community Engagement Committee</b>                    | 2/3/20  | 3:00 p.m. - 4:30 p.m.   |
| • <b>Audit &amp; Finance Committees</b>                    | 2/11/20 | 11:30 a.m. – 1:00 p.m.  |
| • <b>Executive Committee</b>                               | 2/13/19 | 9:00 a.m. - 10:30 a.m.  |

RETURN TO AGENDA