

**NOTICE OF THE MEETING
OF THE BOARD OF DIRECTORS
CENTER FOR BUSINESS EXCELLENCE
329 BILL FRANCE BLVD.
DAYTONA BEACH, FL 32114**

10:30 A.M. – 12:00 Noon

January 20, 2012

AGENDA

The Board members are reminded of conflict of interest provisions. In the event of a conflict, please refrain from voting, declare the nature of the conflict and be sure to complete the proper form for recording with the minutes.

- I. **10:30 a.m. – 10:35 a.m. Welcome and Introductions**
 - 1. Acknowledge guests from the General Public

- II. **10:35 a.m. – 10:50 a.m. Presentation of the Partner in Workforce Excellence Award - Ms. Lisa Hamilton**
Executive Director of the Volusia/Flagler Homeless Coalition Page 1

- III. **10:50 a.m. – 10:55 a.m. Consent Agenda**
 - 1. Minutes
Board of Directors Meeting – November 15, 2011 Page 2
Approval of the Minutes

- IV. **10:55 a.m. – 11:15 a.m. Committee Reports**
 - 1. Finance Committee
 - 2. Services Committee
 - 3. Development Committee
 - 4. Youth Committee

- V. **11:15 a.m. – 11:20 a.m. Revised Budget Approval Page 8**

- VI. **11:20 a.m. – 11:30 a.m. President’s Comments:**
 - 1. Daily Placement Report
 - 2. Monster.com
 - 3. Legislative Update
 - 4. UCP Report
 - i. Youth Committee Minutes
November 30, 2011 Page 9
 - ii. Executive Committee Minutes
December 2, 2011 Under Separate Cover
 - 5. Appeal Process Policy incorporated into RFP

- VII. **11:30 a.m. – 11:40 a.m. Board Member Comments**

- VIII. **11:40 a.m. – 11:50 a.m. Agenda Items and/or Comments from General Public**

- IX. **Adjournment**

The Next Meeting of the Board of Directors is scheduled on March 20, 2012



PRESS RELEASE

December 15, 2011

Contact:

Lou Paris

Center for Business Excellence

(386) 323-7088

louparis@cbe-fvc.org

Lisa Hamilton is awarded first annual statewide Barbara K. Griffin Workforce Excellence Award

Daytona Beach FL -- Lisa Hamilton, Executive Director for the Volusia-Flagler County Coalition for the Homeless, received the 2011 statewide Barbara K. Griffin Workforce Excellence Award. This award is presented by the Florida Workforce Development Association to recognize the workforce development professional or system partner who best exemplifies excellence through exceptional performance. There were a total of 16 nominations this year.

Hamilton, a results driven innovator, oversees a continuum of services to homeless families and individuals in Flagler and Volusia Counties. Most notably Hamilton is the person in charge of implementing IDignity DeLand. IDignity was created to help the disadvantaged in Central Florida overcome the difficulties of obtaining the personal identification that is crucial to enabling them to become self-sufficient. The need for such a program was recognized by members of five downtown DeLand churches who were unable to find a resource that provided such a service.

Hamilton is active in the community and participates in parent organizations supporting public schools and Girl Scouts of Citrus Council. She and her husband, Dr. David Hill, Associate Professor of Political Science at Stetson University, live in DeLand with their daughter, Emily.

Ms. Hamilton holds a degree in Sociology with highest honors from the University of Florida.

**MINUTES OF THE ANNUAL MEETING
OF THE
WORKFORCE DEVELOPMENT BOARD
CENTER FOR BUSINESS EXCELLENCE**

November 15, 2011

The Annual Meeting of the Board of Directors of the Workforce Development Board Center for Business Excellence, was called to order at 9:00 a.m., on the 15th day of November, 2011 at the Administrative Office of the organization located at 329 Bill France Blvd., in the City of Daytona Beach, in the State of Florida, pursuant to written notice fixing said time and place; the same being filed and attached to these minutes.

Mr. John Wanamaker Chaired the meeting and Ms. Ann Lesizza served as Recording Secretary. Mr. Wanamaker requested introductions in lieu of calling the role and the Recording Secretary noted each person present.

The following members were present:

Ms. Gwen Azama-Edwards, President-A-E Enterprises, Inc.
Ms. Kim Booker, Attorney at Law-Booker & Associates, P. A.
Ms. Denise Breneman, Owner-ProFinders
Mr. M. Joseph Brumenschenkel, Owner/CEO-MJB Business Services
Ms. Mary Bruno, Associate Vice President-Daytona State College
Mr. Paul Clare, Hudson Technologies, Inc., Retired*
Mr. Bob Coleman, QRT
Mr. Robert Davis, President-Hotel & Lodging Association
Mr. Rick Dawson, President – Tel-Tron Technologies Corporation
Mr. David Dougherty, CPA-Taxes & Financial Services
Mr. Phil Ehlinger, Director-Volusia County Department of Economic Development
Mr. Brad Giles, President – Giles Electric, Inc.
Mr. Andy Kelly, Councilman-Volusia County Council
Mr. Ray Salazar, President-United Way of Volusia-Flagler Counties, Inc.
Dr. Margaret Smith, Superintendent – Volusia County Schools
Mr. Andrew Spar, President-Volusia County Teachers Association
Bishop Derek T. Triplett, Pastor-Hope Fellowship Church
Mr. John Wanamaker, CCIM – Coldwell Banker Commercial AI Group
Ms. Amy Wheeler, Owner-Petals of Palm Coast
Mr. Reginald Williams, Administrator-Department of Children and Families
Mr. Stephen Williams, Business Manager-IBEW Local Union 756

The following guests were also present:

Mr. Rick Fraser, President – Center for Business Excellence
Ms. Robin King, Vice President – Center for Business Excellence
Mr. William A. Clark, CPA – Clark and Associates
Ms. Ann Lesizza, Director of Administration – Center for Business Excellence
Mr. Lou Paris, Communications Manager-Center for Business Excellence

Ms. Sue Hale, Director of Finance – Center for Business Excellence
Mr. Charles Howell, Director of Information Systems – Center for Business Excellence
Ms. Lori Stone, Director of Business Services Operations & Communications –
Center for Business Excellence
Ms. Arva Campbell, One-Stop Manager – Center for Business Excellence
Ms. Jeanne Rademacher, Manager – Training Initiatives Inc.
Ms. Christine Sikora, Youth Services Coordinator – Center for Business Excellence*
Mr. Joe Hancock, One-Stop Manager-Center for Business Excellence
Ms. Nancy Mills, Projects and Planning Analyst-Center for Business Excellence
Mr. Ted Young, Business Services Manager-Center for Business Excellence
Ms. Phyllis Heath, Vocational Rehabilitation
Dr. Carol Eaton, President – Daytona State College
Mr. Parker Mynchenberg, Board Member – UCP of Central Florida
Ms. Liz Francati, Chair of the Board – UCP of Central Florida
Mr. Craig A. Byrd, President – UCP of Central Florida
Ms. Kelly Johanessen, Vice President – UCP of Central Florida
Mr. Aubrey Long, Vice President – Bethune Cookman College
*Present via Conference Call

Mr. Wanamaker called the meeting to order and acknowledged the representatives from United Cerebral Palsy of East Central Florida. Mr. Wanamaker advised that Mr. Byrd, President of UCP had requested an opportunity to address the Board regarding the recent decision to cancel the youth contract.

Mr. Byrd addressed the Board members. Mr. Byrd stressed the importance of their partnership with the CBE and stated that they have been assisting in-school youth with disabilities. He stated that they have had a partnership for more than ten years and have impacted hundreds of youth with disabilities. Mr. Byrd reported on the corrective action plan that was implemented in November. Mr. Byrd discussed the specifics of the program problems. Next, Mr. Parker Mynchenberg addressed the Board and discussed the past history with our organization and stressed the importance of the program.

Ms. Liz Francati, Chair of the Board of UCP addressed the Board and expressed concern regarding a replacement to serve the youth currently being served. Ms. Francati stated that statements reflected in the Youth Services Committee Meeting indicated that UCP was charging full-time 100% of a staff member to the CBE program. Ms. Francati stated that was not correct and that there was supporting documentation in their Appeal indicating that over the course of the contract the maximum amount charged was 58%. Ms. Francati requested that the minutes be corrected to change the information.

Mr. Fraser explained that today was the Appeal hearing and that the decision would not be made today. Ms. Breneman stated that an Executive Committee meeting was scheduled for December 2nd to review the Appeal. Ms. Breneman requested that the matter be sent back to the Youth Committee and that the Youth Committee report to the Executive Committee with specific details on how the decision was made, what was presented in the Appeal, and based on information presented by the Youth Committee, the Executive Committee would respond to the Appeal. Mr. Fraser advised that the Youth Committee was scheduled to meet on November 30th.

Mr. Wanamaker called the Board's attention to the Consent Agenda. Mr. Fraser explained that these were basically routine reports and informational items. Mr. Fraser asked Ms. King if there were any specific items under the training vendors that needed to be addressed. Ms. King reported that we have entered into an agreement with UCF for training services.

1. Upon motion duly made, seconded and unanimously carried, the Consent Agenda items were approved as presented

Next, Mr. Wanamaker reported on the statewide Regional Workforce Board Chairs meeting. He stated that their meeting focused on the Governor's plan. Mr. Wanamaker serves on the Collaboration for Global Talent Committee; a group trying to focus on the talent within the State. Mr. Fraser reported that Mr. Wanamaker is the only Regional Workforce Board Chair to be appointed to the State's Collaboration for Global Talent Committee.

Ms. Denise Breneman reported to the Board that the Finance Committee met on November 2nd to review the Annual Audit. Copies of the Draft Annual Audit had been emailed to the Board members prior to the meeting. Ms. Breneman requested that Mr. William Clark review the Audit. Mr. Clark addressed the Board and reported that the Audit for 2010-2011 was unqualified. Mr. Clark used a PowerPoint presentation to discuss the highlights of the Audit. He explained the dual role of the audit; the financial side and the compliance side. Mr. Clark explained that when they begin the audit they review procedures and they are required to look at risks. He discussed areas he is required to review, such as conflicts of interest with contractors; a major potential for a violation. Another area where there is potential risk is with gas cards and gift cards. He stated that from an audit standpoint those cards need to be treated as cash. Mr. Clark stated last year that they had made a comment regarding the tracking of the gas cards and they were very pleased with the way the gas cards were being treated. This year the auditors indicated that an area that needed more control was the tracking of the gift cards. A comment regarding gift cards was made on the audit. The corrective action plan has been implemented.

1. After discussion, upon motion duly made, seconded and unanimously carried, the Board approved the 2010-2011 Annual Audit as presented.

Mr. Clark reported that the 990 Tax Return was complete and required approval of the full Board.

2. Additionally, after discussion, upon motion duly made, seconded and unanimously carried, the Board approved the 990 Form as presented.

Next, the Chair called on Lou Paris to present the Annual Report to the Board members. Copies of the Annual Report were distributed at the meeting. Mr. Paris stated that over the past few years the Annual Report focused on our customers, the people that we work with on a daily basis. This year we have six stories to help demonstrate our services. He highlighted the unemployment status over the past year in each region. He reported on the very slight improvements. Last year, we provided services to more than 45,000 individuals and this year the number was a little over 30,000. Mr. Paris continued to review the numbers reported.

2. After discussion, upon motion duly made, seconded and unanimously carried, the Board of Directors approved the 2010-2011 Annual Report as presented.

Ms. Denise Breneman addressed the Board and reported that the Development Committee and the Services Committee held a joint meeting to discuss training funds and the possible shortfall of up to \$1,200,000. Much of the funds that have been spent are for training for customers continuing from last year. Additionally, business training agreements are at a high rate. Following their meeting, the Finance Committee met and reviewed the training budget. Ms. Breneman explained that we have "carry forward" funds for future needs. When funds are allocated for the program year, we are allowed to set aside up to 50% of certain funds to assist with funding cuts for the coming year. She explained that we do not have a process in place to tap into that carry forward. The Finance Committee is recommending to the Board that a process be implemented to use a certain amount of carry forward funds if necessary.

Ms. Robin King addressed the Board members and advised that they had approved the budget in June for the 2011-2012 program year for \$11,400,000. Ms. King reported that subsequent to the Finance Committee meeting on November 2nd, additional funds had been received that increased the revenue to \$12,200,000. Of that, only 50% of the Workforce Investment funds are set aside. Some of the \$12,200,000 is carry forward from the previous year. Currently, there is about \$2,700,000 in that carry forward reserve. Ms. King called attention to the revised budget that had been handed out prior to the meeting that includes the increased allocations. Ms. King reviewed the budget modification recommendations. She explained that the spending in business services was at 91%, classroom training funds was obligated at 74% and we are only five months into the program year. Staff was requesting the Committees to consider the use of the reserve funds rather than turn people away. Ms. King explained that staff had requested that they be allowed to use up to 30% of the reserves, if needed without coming back to the Board.

3. After discussion, upon motion duly made seconded and unanimously carried, the Board approved the use of "carry forward" funds up to a maximum amount of 30%.

Next, Mr. Fraser addressed the Board and reminded the members that at the last Board meeting, Mr. Doug Baxter, the President of the Flagler Chamber of Commerce, presented the Business Survey that we assisted with. Mr. Fraser advised that we did a similar survey for the City of Ormond Beach and he introduced Mr. Joe Mannarino, Ormond Beach Economic Development Director. Mr. Mannarino

addressed the Board and provided an overview of the survey. This survey addressed the issue of whether the businesses were planning expansion, moves, closures, etc. The survey indicated that 90% of those surveyed were not experiencing significant issues. Mr. Mannarino continued to describe the results of the survey and responded to questions from the Board.

Next, Mr. Ken Weibling, insurance agent, reported, via conference call on the Directors and Officers coverage. Mr. Fraser explained that at the last Board meeting the members expressed concern, resulting from the negative stories around the state involving Board members, regarding the proper insurance coverages. A brief summary had been distributed to the Board members. Mr. Weibling explained that the Directors and Officers policy has a \$2,000,000 liability, a \$2,000,000 limit on employment practices liability, a \$1,000,000 limit on fiduciary liability and a \$2,000,000 aggregate on all of those parts. He continued to highlight each of the coverages and stated that the policy carries a Bell Endorsement and is with Philadelphia Insurance Companies; a A++ carrier.

Mr. Fraser called attention to page 27 of the Agenda package and discussed the policy on contracting with Board members. He advised that this policy had come from Workforce Florida, Inc. At the last meeting of the Board we adopted the policy that came from Workforce Florida as our regional policy regarding contracting. Mr. Fraser explained that the policy allows for the regional board implement specific exemptions to the policy. Ms. Lesizza explained that the Board members, at their last meeting, had requested a more defined explanation of the exemptions to the Contracting Policy. She reported that pages 27 and 28 tried to explain the exemption in more detail. Additionally, a list of each member with their nominating organization and their role on the Board was provided. The members discussed the policy and stated that the policy should be adopted as the regional policy with the exceptions.

4. After discussion, upon motion duly made and seconded, the Board unanimously approved that the Workforce Florida, Inc Contracting Policy, prohibiting contracts with Board members be adopted as the Workforce Development Board Center for Business Excellence Policy with the exemptions (a, b, c and d,) incorporated.

Next, Ms. Breneman, as Chair of the Nominating Committee, presented the recommendation from the Nominating Committee for the slate of officers for the coming year.

Mr. John Wanamaker	Chair
Ms. Denise Breneman	Vice Chair
Mr. Reginald Williams	Secretary

There were no additional nominations being made from the floor.

5. Upon motion duly made, seconded and unanimously carried, the slate of officers, as presented, were elected to serve for the 2011-2012 year.

Mr. Fraser addressed the Board and reported that there were several Board members that had indicated that they needed to resign from the Board. Mr. Bob Williams, formerly of Daytona State College, has accepted a position with Halifax Health as business director and his new responsibilities will not give him the time needed. Mr. Dennis Lilly, with Vision HR, has indicated that his schedule will not permit him to attend the meetings.

Mr. Fraser discussed the activity at the State level. There is much discussion and speculation regarding what changes might be coming. There will be legislation presented in January regarding workforce boards. There are talking points currently that discuss establishing a cap on the regional workforce board membership based on the Workforce Investment Act as well as state Statute 445. Also they are discussion that appointing additional members to the Board will require that the chief elected official seek approval of the Governor. The requirement of the regional Workforce Board Chair and President/CEO to serve at the pleasure of the Governor. Additionally, would require the Chief Elected official to approve the workforce board's budget and that each regional workforce board submit its annual budget to Workforce Florida, Inc. for approval, two weeks after the approval of the chief elected official. Would require Workforce Florida, Inc. to evaluate the means to establish a single statewide system brand for Florida. Mr. Fraser indicated that this was still in discussion.

Mr. Brad Giles addressed the Board and advised that the Local Preference ordinance will be coming before the County Council. Mr. Giles briefly reviewed the ordinance. The ordinance will require that contractors and subcontractors post their jobs with us.

Mr. Fraser reported that he will be providing quarterly updates before the Volusia County Council and the Flagler Board of Commissioners on exactly what we are doing and answer any questions they might have on our activity.

There being no further business to come before the meeting, it was adjourned.

Recording Secretary

**Center for Business Excellence
2011-2012 Revised Revenue Budget**

<u>Funding Source</u>	<u>Approved 11-12 Budget</u>	<u>Revised 11-12 Budget</u>	<u>Difference</u>
11 Welfare Transition Program	2,278,353	2,278,353	-
11 WIA Adult	664,686	726,044	61,358
11 WIA Dislocated Worker	848,968	948,193	99,225
11 Supplemental Dislocated Worker	364,444	182,222	(182,222)
11 WIA Youth	997,410	997,410	-
09 WIA Emergency Reserve	184,897	184,897	-
11 Food Stamps	309,983	309,983	-
11 Unemployment Compensation	137,999	137,999	-
11 Local Veterans	68,819	68,819	-
11 Disabled Veterans	68,819	68,819	-
11 Wagner-Peyser	598,881	479,325	(119,556)
10 Adult	195,000	152,595	(42,405)
10 Dislocated Worker	1,850,000	1,978,773	128,773
10 Youth	350,000	366,904	16,904
10 Wagner-Peyser Incentives	29,943	29,943	-
10 WIA Incentives	31,250	31,250	-
WTP Carryforward		284,940	284,940
WP Carryforward		328,834	328,834
Totals	8,979,452	9,555,302	575,850

**MINUTES OF THE
WORKFORCE DEVELOPMENT BOARD
CENTER FOR BUSINESS EXCELLENCE
YOUTH COMMITTEE
November 30, 2011**

A meeting of the Workforce Development Board Center for Business Excellence Youth Committee was called to order at the Administrative Office of the organization located at 329 Bill France Blvd., in the City of Daytona Beach, in the State of Florida, at 3:00 p.m. on the 30th day of November 2011, pursuant to written Notice fixing said time and place; the same being filed and attached to these minutes.

Mr. Ray Salazar Chaired the meeting and Ms. Jennifer Gosling served as Recording Secretary. Mr. Salazar requested introductions in lieu of calling the role and the Recording Secretary noted each person present.

The following members of the Youth Committee were personally present:

Mr. Joseph Brumenschenkel, Owner – MJB Business Services
Ms. Anastasia Field, Career Specialist – Case Management, Inc.
Mr. Joyours Pete Gamble, Executive Director – Daytona Beach Housing Authority
The Honorable Andy Kelly, Councilman, District 1 – Volusia County Council
Mr. Ray Salazar, President – United Way of Volusia-Flagler Counties, Inc.
Mr. Andrew Spar, President – Volusia County Teachers Association

The following guests were also present:

Ms. Beth Abernathy, Board Member – United Cerebral Palsy of East Central Florida
Ms. Micky Beauregard, Associate Vice President – United Cerebral Palsy of East Central Florida
Mr. Ed Best, Board Member – United Cerebral Palsy of East Central Florida
Ms. Brenda Brown, Owner – SaSo Training Solutions, Inc.
Mr. Craig Byrd, President/CEO – United Cerebral Palsy of East Central Florida
Ms. Liz Francotti, Board Chair – United Cerebral Palsy of East Central Florida
Mr. Rick Fraser, President – Center for Business Excellence
Mr. Todd Harrison – Paxen Corporation
Ms. Kelly Johansen, Vice President of Operations – United Cerebral Palsy of East Central Florida
Ms. Robin King, Vice President – Center for Business Excellence
Ms. Debra Knight, Assistant Chief Probation Officer, C-7 – Department of Juvenile Justice
Ms. Juanita McNeil, Board Member – United Cerebral Palsy of East Central Florida
Mr. Brian Miller – Paxen Corporation
Mr. Parker Mychenberg, Board Member – United Cerebral Palsy of East Central Florida
Ms. Sylvia Roulhac – Paxen Corporation
Ms. Christine Sikora, Youth Services Coordinator – Center for Business Excellence
Ms. Liz Taylor, Specialist Career, Technical & Community Education- Volusia County Schools
Mr. Mac Thomas – Henkels & McCoy, Inc.
Mr. John Wanamaker, CCIM – Coldwell Banker Commercial AI Group via Conference Call
Ms. Jennifer Gosling, Administrative Assistant, Center for Business Excellence

Mr. Ray Salazar called the meeting to order. Ms. King introduced Ms. Anastasia Field, a new Youth Committee member. Ms. Field is an employee of the Center for Business Excellence (CBE), but she will be serving on the Committee in the capacity of a parent whose child has used CBE youth services.

The Chair moved the United Cerebral Palsy of East Central Florida (UCPECF) appeal to the first item on the agenda. He explained that the Youth Committee would review the appeal letter, look at any new

information that was not presented at the last meeting, and make a recommendation to the Executive Committee at the December 2, 2011 meeting. Copies of the October 31st appeal letter signed by the UCPECF Board Chair, Ms. Liz Francotti, and supporting documents were provided to the Committee for review. Mr. Salazar asked Ms. Robin King to provide more information on this matter.

The Committee was provided a brief history of the working relationship between the CBE and the UCPECF. Ms. King explained that UCPECF has been a training provider for the past ten years and has successfully served in-school youth with disabilities in Flagler and Volusia Counties. Over the last couple of years, the benchmarks for success have changed. Youth that remain in school are no longer counted as a successful outcome. In order for a youth to count, they must receive a diploma and gainful employment.

Ms. King asked Ms. Christine Sikora to review the Year-End Results 2010-2011 spreadsheet that was provided to the Committee. Ms. Sikora outlined the successful outcomes for all of the youth contracts. The reported outcome of 0% was shown for UCPECF, but the spreadsheet also reflected an increase of 6% after additional files were closed.

Ms. King advised that CBE staff reviewed the letter of appeal in depth. On page two of the letter, it stated that the minutes for the May 25th Youth Committee were inaccurate on three points. The first point the letter outlined was that the UCPECF WIA In-School Outcome Rate was 52.6% which is 90% of their assigned goal; not the 0% stated at the last meeting. Ms. King advised that the successful outcome of 0% prior to the closure of additional files remained accurate. She explained that UCPECF obtained the figure of 52.6% from the CBE Annual Report, but that percentage was the overall Outcome Rate for all youth providers.

The second point mentioned in the letter was that the minutes reflected that UCPECF was being paid for 100% of a staff member's salary and not using the staff member 100% in the YES program. Attached to the letter was supporting documents showing that the CBE was never billed for more than 75% of that staff member's time. Ms. Sikora apologized and explained that this was a calculation error on her part.

The last bullet point in the appeal letter brought into question the motion approving the partial contract. The minutes stated, "The provider must maintain complete transparency and reporting practices allowing CBE the capacity to determine the source of this unexpected outcome." The letter expressed concern that this statement inferred that UCPECF had not been transparent in prior dealings. Ms. King clarified that the CBE has had no issues with transparency, and explained that it was a directive received from the Youth Committee to find the root cause of the derailment of a successful program. It was discovered that the main cause was due to the changes in how success is defined and measured.

The Committee reviewed the appeal and timeline of events. A question was raised on what consequences the CBE could face if performance is not met. Ms. King advised that the State would investigate, and it would be within their power to take over any programs deemed unsuccessful. The Committee expressed deep concern over removing funding for a targeted population. Ms. King advised that the Department of Labor (DOL) has made it increasingly difficult to serve in-school youth with Workforce Investment Act (WIA) funds. She advised that there may be other ways to serve in-school youth with disabilities, but it would require a new program with a different funding source to successfully serve them. The Committee asked if there was a waiver from the DOL that could be obtained for hard to serve youth. Ms. King advised that she would look into it further.

The Chair requested a motion to deny the appeal dated October 31, 2011 and reaffirm the original decision to not renew the UCPECF contract.

1. After discussion, upon motion duly made, seconded and unanimously carried, the appeal was denied.

The next item on the agenda was the structure and design of the Youth programs for the 2011-2012 fiscal year. In previous Youth meetings, the possibility of bringing youth programs in-house had been discussed. Ms. King advised that staff has researched what other Boards are doing across the state. Based on the information gathered, staff are proposing to move forward with parts of this idea based on several projected benefits. A presentation was shown to the Committee outlining the benefits and structure of in-house services.

Ms. King advised that CBE would provide a strong foundation including quality incentives, work experience, a learning management system, and support services. The second benefit would be more quality oversight. Eligibility determinations, contract reviews, file reviews, and technical assistance would be sent to the CBE Quality Assurance team which currently oversees the One-Stop services. Staff are also looking at a paid work experience program in which CBE is the employer, and to increase incentives for youth for successful outcomes. Ms. King advised that the exact amount of incentives will depend on budgetary constraints and the proposals received from providers.

Next, the Committee discussed the upcoming Request for Proposal (RFP) schedule. CBE will be going out to bid next spring. Ms. King advised that sometime in mid-January, the Youth Committee will meet to go over a draft of the RFP. The Board of Directors will meet on January 17, 2012. The RFP should be published in early February and the bidder's workshop will be held later in the month. Proposals should be received in mid-March, and the Youth Committee will review the proposals by the end of March.

The next item on the agenda was an overview of the December Pilot Program. Ms. Christine Sikora advised that the CBE was looking into doing a paid work experience program. The pilot program would be for two weeks in December, and the youth must be actively enrolled in a youth program. There are currently twenty-five youth being interviewed and matched with businesses. There are a total of eleven businesses involved in the pilot program; all of whom were referred through the CBE Business Services Division. All management, including payroll, will be done in house. The providers' sole responsibility will be the employability development of the youth.

The last item on the agenda was a look at the strategic goals. The Committee Matrix was provided to all in attendance. Ms. King advised that the Committee should continue to identify and engage collaborative partners and bring them to the table. An example was given that should a Youth Advisory Board be created, the Chair of the Advisory Board may also serve on the Youth Committee.

There being no further business to come before the Committee, the meeting was adjourned.

Recording Secretary