



**Central Florida Chapter
Associated Builders and Contractors, Inc.
Board of Directors Meeting
May 10, 2021**

Connect | Educate | Advocate

AGENDA

Location: ABC, 651 Danville Drive, Suite 200, Orlando, FL 32825
Michael Parks, Chairman, presiding

Upcoming Events:

- Builders' Breakfast with Orlando Health 5/12 (Sold Out!)
- Design & Building Industry Mixer at Ember 5/20
- ABC on Tap at Ace Café 5/27
- National ABC LegCon JAX 6/4
- Community Connections 6/9
- Top Golf 6/9
- ABC On Tap 6/23

Call to Order

Parks

3:30 PM

Welcome and Pledge of Allegiance

Guest Speakers: Pamela Nabors | President and Chief Executive Officer, CareerSource Central Florida
Steven Nguyen, Vice President, Innovation & Technology
Enterprise Risk Assessment

Action Items:

1. Approval of Minutes
2. Approval of Most Recent Financials

Bastin

Membership Report

C. Wert

New Members & Retention for 2021

Committee Report

**NEXGEN Task Force
ABC/UCF Student Chapter**

**Harris
Marshall**

Leadership Reports

Chair

Parks

Vice Chairs

Prospective Member reception; Hostile Workplace - Women.....Evans

Construction Materials.....Velasco

PAC fundraiser results

Success in Tallahassee (06/09/21) ABC Florida Virtual Briefing

July Planning conference; National Legislative ConferenceT. Wert

President & CEO

Wylie

New Business

Board Meeting Adjourns

4:30 p.m.

->Plan to stay: New Member Presentations & Reception

4:35 p.m.

CFC ABC Board Webpage for documents: <https://www.abccentralflorida.com/bod/>

Next Board Meeting: June 14, 2021, 3:30 PM

Location: ABC, 651 Danville Drive, Suite 200, Orlando, FL 32825

CFC Associated Builders and Contractors, Inc.
651 Danville Drive, Suite 200, Orlando, FL 32825
www.abccentralflorida.com
Main 407.628.2070

President & CEO Mark Wylie
mwyllie@abccentralflorida.org
Direct 407.398.1272 – Cell/Text 407.616.8899

Key Contacts
Vice President & Chief Operating Officer Nancy Wray:
nwray@abccentralflorida.org
Direct 407.398.1276 – Cell/Text 407.616.4477

Finance Manager Fran Conway:
fconway@abccentralflorida.org
Direct 407.398.1270

**CENTRAL FLORIDA CHAPTER
ASSOCIATED BUILDERS AND CONTRACTORS
BOARD OF DIRECTORS
MEETING MINUTES**



Location:

651 Danville Drive, Suite 200, Orlando, FL 32825

April 12, 2021

PRESIDING: Chair Michael Parks, Hoar Construction, LLC

BOARD MEMBERS PRESENT

| | | |
|-------------------|------------------------|--|
| Jason Albu | Director | Albu & Associates, Inc. |
| Ray Bastin | Treasurer | Withum |
| Charles Bracco | Director | Modern Plumbing Industries, Inc |
| Roy Burkett | Chair-elect | S. I. Goldman Company, Inc. |
| Chris Evans | Vice Chair & Secretary | Brasfield & Gorrie, LLC |
| Juan Garcia | Director | PCL Construction Services, Inc. |
| Ben Goodin | Immediate Past Chair | Baker Concrete Construction, Inc. |
| Roxana Hernandez | Director | Turner Construction Co. |
| Julie Holmes | Director | JK2 Scenic |
| C. L. Janeski | Director | Tri-City Electrical Contractors |
| Michael Jordan | Director | Universal Forming, Inc. |
| Earl Lomas | Director | Terry's Electric, Inc. |
| Andrew Marshall | Director | Balfour Beatty |
| Michael Parks | Chair | Hoar Construction, LLC |
| Debbie Rodriguez | Director | Quality Labor Management, LLC |
| Jonathan Sheppard | Director | Austin Commercial, LP |
| Noble Thomas Sr. | Director | Bright Future Electric, LLC |
| Chad Tinetti | Director | Tavistock Development |
| Carlos Velasco | Vice Chair | Acousti Engineering Company of Florida |
| Matt Walton | Director | MiGre Engineers, LLC |
| Thomas P. Wert | Vice Chair | Dean Mead Attorneys at Law |

BOARD MEMBERS ABSENT

| | | |
|---------------|----------|------------------|
| Bryan Boykin | Director | DPR Construction |
| David Schultz | Director | CEMEX |
| Scott Scruby | Director | Sunbelt Rentals |

BOARD MEMBERS ON ZOOM

| | | |
|--------------|----------|---------------|
| John Smalley | Director | Hensel Phelps |
|--------------|----------|---------------|

GENERAL COUNSEL PRESENT

| | | |
|------------------|-----------------|---------------------|
| Michael C. Sasso | General Counsel | Sasso & Sasso, P.A. |
|------------------|-----------------|---------------------|

ABC STAFF PRESENT

| | |
|----------------|------------------------------|
| Taylor Dupree | Chapter Services Coordinator |
| Catherine Wert | Membership Director |
| Nancy Wray | Vice President & COO |
| Mark Wylie | President & CEO |

GUESTS PRESENT

| | | |
|----------------|-----------------|---------------------------|
| John Gase | Partner | Carr, Riggs & Ingram, LLC |
| Heather Mosier | Manager | Carr, Riggs & Ingram, LLC |
| Josh Goehring | Service Manager | Bright Futures Electric |

CALL TO ORDER

- **PARKS** called the board meeting to order at 3:34PM with the Pledge of Allegiance.

AUDITOR'S REPORT

- GASE went over the financial statements for 2020. There about a \$47K profit for the year, which is positive considering the pandemic last year.
 - Audit came back with a clean opinion.
 - Cash was up about \$28K from the previous year.
 - Association has about \$1.3 million in available assets

ACTION ITEMS

1. MINUTES

- All minutes can be reviewed at <http://www.abccentralflorida.com/bod/>.
- **A motion was made and seconded to approve the minutes from the March meeting. The motion passed.**

2. FINANCIALS

- BASTIN gave a review of the March Financials.
- **A motion was made and seconded to approve the March financials. The motion passed.**

MEMBERSHIP REPORT

- **WERT** closed March with 361 member companies having renewed, 22 dropped member companies so far, and 88.6% of invoiced renewals paid (Goal was 87%).
 - Contractor members were at 62.2% of the membership.
 - List of companies to still renew, dropped member list, and 2021 prospect list were distributed.
 - 32 new members for 2021 so far.

NEW MEMBER COMPANIES

- | | |
|--|---------------|
| • Ahern Rentals | Category 2 |
| • Barrier One Concrete Admixtures | Category 2 |
| • Campbell Plumbing & Mechanical Contractors Southeast, Inc. | Category 6 |
| • Cepra Landscape, LLC | Category 9 |
| • Crown Roofing & Waterproofing LLC | Category 11 |
| • Duct Dynasty Clean Air Corporation, LLC | Category 6 |
| • Environmental Holdings Group | Category 10.1 |
| • G2RF Services, LLC | Category 6 |
| • Glass Systems, Inc. | Category 7 |
| • LOYAL Waterproofing Construction, Inc. | Category 6 |
| • M&S Pool Services LLC | Category 6 |
| • Millennium Torque & Tensioning, Inc. | Category 6 |
| • Real Floors Commercial, inc. | Category 6 |
| • Siteline360 | Category 2 |
| • Sky Builders USA LLC | Category 9 |

- Zio Group, LLC

Category 7

COMMITTEE REPORT – LEGISLATIVE/PAC

- **WERT** gave a report as the Legislative Committee Chair. Went over summary of what has been going on in Tallahassee from Carol Bowen.
 - Two bills that ABC Lobbyists are opposing during the session, HB1131 University Construction Management and one covering Lien Law changes.
 - **WYLIE** ABC is pushing HB53, deals with requirements to mandate local hire/apprenticeship programs.
 - Construction Defect Bill is dead for now.
- **WERT** PAC Fundraiser is scheduled for May 5, 2021 at Dubsdread. Signup sheet passed around for sponsorship sign ups.
- **WERT** State Convention is July 22-24, 2021 at La Playa resort in Naples, FL.
- **WERT** handed out PAC badges, there is 100% board participation this year.

LEADERSHIP REPORTS

CHAIR

- **PARKS** Board Crawfish Dinner is Thursday, April 15, 2021 at Ben Goodin's house.

VICE CHAIRS

- **EVANS** reported on the Hostile Workplace panel from March 25, 2021. Well attended and good discussion, the group is going to get together to plan the next part of the program, planning to do a 4–6-part program. National may also tap someone from the panels to join a panel for a program with them.

PRESIDENT'S REPORT

- **WYLIE** Iberia bank account has been closed and about \$300K has been moved to Tyson Smith's Raymond James to be placed into broker-assisted certificates of deposit insured by the FDIC.

NEW BUSINESS

- **SHEPPEARD** brought up prospective member event happening in September to see if any board members would like to participate.
- **WYLIE** winner of the ABC Student Competition is being announced at 5pm on April 13, 2021. (Afternote: They placed 3rd)
- **RODRIGUEZ** iBuild invitational is April 24, 2021.
- **HOLMES** brought up the Young Professionals Shop Hop on April 7 and how they want to plan a few more this year. Over 30 people attended.
- **PARKS** relayed Tim Bernardi's request to refer people who might want to be an EIC judge.

NEXT MEETING

- May 10, 2021 at 3:30 PM followed by a New Member Reception at 4:30pm

ADJOURNMENT

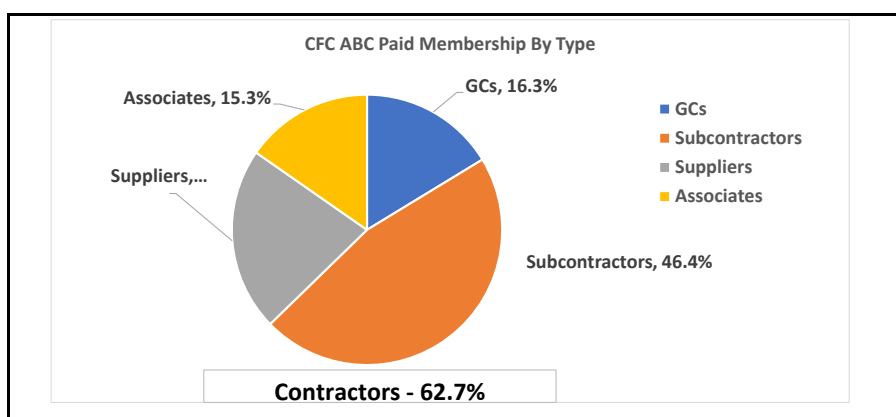
- **PARKS** adjourned the meeting at 4:33 PM.

**Central Florida Chapter
Associated Builders & Contractors, Inc.
Membership Report
as of April 30, 2021**

Membership by Company

| | |
|---|-------------------|
| Member Companies | |
| Companies as of YE 2020: | 424 |
| 2021 Renewed: | 369 87.03% |
| Dropped: | 46 |
| Unpaid: | 9 |
| Percentage of Budgeted New Members (70) | |
| Renewals: | 369 |
| New Members for 2021: | 37 52.86% |
| Total Paid 2021 Membership: | 406 |

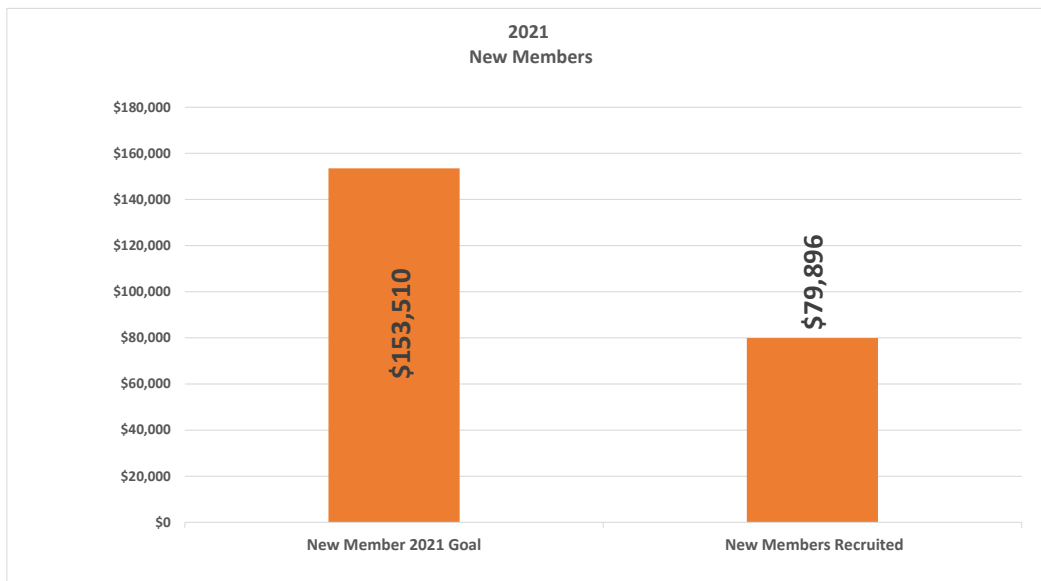
Membership by Type



March 2021 New Members

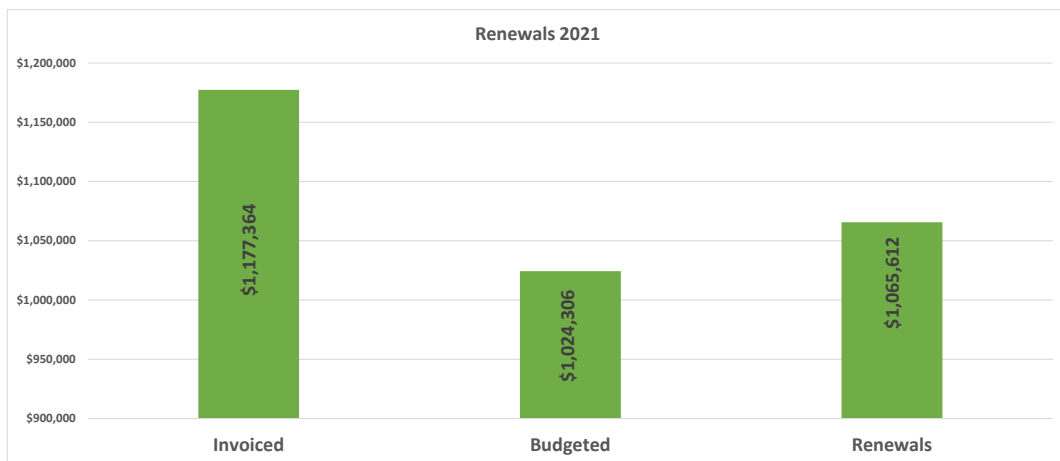
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New Members for 2021



Renewed Members for 2021

| | |
|-------------------------|----------------|
| Renewal Invoices: | \$1,177,363.62 |
| Paid as of Month End: | \$1,065,611.57 |
| Percentage of Invoiced: | 90.5% |



Membership Director
 Catherine Wert
cwert@abccentralfloida.org
 D. 407.398.1278
 C. 407.209.5604
ABCCentralfloida.com

ENTERPRISE RISK MANAGEMENT

FMEA UPDATE

WHAT IS ENTERPRISE RISK MANAGEMENT?

- **Enterprise risk management (ERM)** includes the methods and processes used by organizations to manage risks and seize opportunities related to the achievement of their objectives.
- An **Enterprise Risk** differs from an operational risk in that:
 - It has the potential to negatively or positively affect CareerSource Central Florida's ability to achieve one or more strategic goals set forth by the Board of Directors
 - It cannot be effectively managed operationally by a single department or several departments working together due to lack of authority or resources.
 - FMEA is a process designed to identify potential failure modes and to rate the severity of their effects.

ERM GOALS

- Incorporate a consistent and objective approach to emergency management by incorporating a risk management component into the culture and strategic planning processes for CareerSource Central Florida.
- Apply a consistent approach to risk management that supports CareerSource Central Florida's governance responsibilities for innovation and responsible risk-taking, policy development, programs and objectives.
- Manage a transparent approach to risk through open and meaningful, communication, and monitoring of all key risks that balances the cost of managing risk with the anticipated benefit.

ASSESSING CURRENT ENTERPRISE RISK MANAGEMENT STRATEGY

- Previous Risk Matrix
 - Subjective review
 - No incident, benchmark, or trend data
 - Very broad risks
 - Inability to make data-driven decisions or focus on the right things first

Risk Exposure Matrix:

| | | | | | | | |
|---------------------------------|--------------------|-----------|---------------|---------------|-------------|------------------------|--|
| Consequence (Impact) | Extreme 5 | | | | | | |
| | Major 4 | 1 | 4 | 10 | | 9 | |
| | Moderate 3 | 7 | 6 | 3,5 | 2, 5,10 | | |
| | Minor 2 | | | 8 | | | |
| | Insignificant 1 | | | | | | |
| | | Rare 1 | Unlikely 2 | Moderate 3 | Likely 4 | Almost Certain 5 | |
| | | | | | | | Level 4 Level 3 Level 2 Level 1 |

Probability
(Likelihood)

| <u>Top 10 Risks Facing CSCF Today:</u> | |
|--|--|
| 1. A breach of sensitive and confidential data/info. | 6. Operational system failure |
| 2. Lawsuit/Claims | 7. Fiscal mismanagement/audit findings |
| 3. Natural/Environmental disasters | 8. Operational compliance findings |

Baseline Data > Six Sigma FMEA Tool > Pareto “Top 3 Risks” Chart



UNDERSTANDING THE DATA

WHAT IS A RISK PRIORITY NUMBER?

- **What is FMEA?** Failure Modes and Effects Analysis (FMEA) is a systematic, proactive method of evaluating a process. An FMEA identifies the opportunities for failure, or "failure modes," in each step of the process. Each failure mode gets a numeric score that quantifies (a) likelihood that the failure will occur, (b) likelihood that the failure will *not be* detected, and (c) the amount of harm or damage the failure mode may cause to a person or to equipment.
- **Risk Priority Number (RPN)** is the product of the above three scores for that failure mode. The sum of the RPNs for the failure modes is the overall RPN for the process.

BASELINE DASHBOARD: DISCOVERY AND BASELINE DEVELOPMENT

- Evaluation of Top 10 risks resulted in 16 risk subcategories
 - Industry Benchmark and CSCF Measure
 - **Defined objective:** Establish benchmark risk data

| Measurement | Departmental Owner | Risk Owner | Industry Benchmark | Source | CSCF Goal | CSCF Occurrences |
|----------------------------------|------------------------|-------------------|---------------------------------|---|------------|------------------|
| Audit findings | Operations | Alexis Acheverria | | CSCF | < 15 | 11 |
| Hurricane, Tornado, Fire | Facilities | Lance Willingham | FL- 9 | Link | < 6 | 1 |
| Covid, SARS, etc | Facilities | Lance Willingham | 1 | | <1 | 1 |
| Office 365 Security & Compliance | Information Technology | Paul Worrell | 67% cyber attack last 12 months | Link | < 1 | 0 |
| Solar Winds LEM | Information Technology | Paul Worrell | 58% data breach last 12 months | Link | < 1 | 0 |
| Phishprone Rate | Information Technology | Paul Worrell | Non Profit < 39% | Link | < 20% | 2% |
| Sophos | Information Technology | Paul Worrell | No Benchmark | N/A | <20, <1 | 0 |
| Lumen Network Uptime | Information Technology | Paul Worrell | 95 - 99% Uptime | Link | > 95% | 99% |
| Negative Sentiment | Communications | Lisa Jacobsen | 10% | Based on # PY 2019-2020 social media complaints | <7% | <7% |
| # of Claims | Human Resources | Nakisha Louis | \$37,000 | Link | < \$37,000 | 0 |
| # of Litigation Threats | Human Resources | Nakisha Louis | 5 | EEOC Formal Charge or Attorney Notice | < 4 | 2 |
| Police Reports | Human Resources | Nakisha Louis | 3 | Incident Reports | < 3 | 0 |
| Employment Rate | Human Resources | Nakisha Louis | FL - 6.5% | DEO | 4% | 8.0% |
| SHRM results | Human Resources | Nakisha Louis | 72% | SHRM Survey | > 80% | 80% |
| DEO | Information Technology | Sheril Capelton | 5 | Employ Florida | <7 | 3 |
| # of Lawsuits | Finance | Carol Sierra | 2 | CSCF | < 2 | 0 |
| Financial Audit findings | Finance | Carol Sierra | 5 | CSCF | 3 | 0 |
| Year End Reports | Finance | Carol Sierra | 5% reduction | CSCF | > 5% | 5% |

Defined objective: Calculate Risk Priority Number (RPN) and %Reduction in RPN

| Risk Factor | Potential Risk Mode | Potential Risk Effects | SEVERITY (1 - 10) | Potential Causes | OCCURRENCE (1 - 10) | Current Controls | DETECTION (1 - 10) | RPN (Initial) | Action Recommended | Responsibility | Actions Taken | SEVERITY (1 - 10) | OCCURRENCE (1 - 10) | DETECTION (1 - 10) | RPN (Revised) | %Reduction in RPN |
|--|-------------------------------------|--|-------------------|---|---------------------|---|--------------------|---------------|---|---|--|-------------------|---------------------|--------------------|---------------|-------------------|
| What is the risk factor under investigation? | In what ways could this risk occur? | What is the impact on the customer if this risk is not prevented or corrected? | | What causes the risk to go wrong? (how could it occur?) | | What controls exist that either prevent or detect the risk? | | | What are the recommended actions for reducing the occurrence of the risk or improving detection? | Who is responsible for making sure the actions are completed? | What actions were completed (and when) with respect to the Risk Priority Number? | | | | | |
| Natural Disasters | Infectious Disease- Pandemic | Inability to provide needed services to our customer base. | 10 | Pandemic declared by WHO or CDC | 5 | CDC, WHO, Health screenings, Infectious disease plan, OC Govt | 4 | 200 | Develop Infectious Disease Preparedness and Response Plan, Social Distance Ambassadors, Weekly Covid Reporting, CDC and local monitoring assignment, proposing incentives for vaccination, load balancing and occupancy | Lance Willingham- Facilities Manager | | | | | 0 | 0% |
| Data Breach | Phishprone Rate | Email virus stopping network and business functionality | 10 | Unblocked and accessed malicious emails, | 4 | Spam filter, Sophos, Symantec Antivirus, Cybersecurity Awareness Training, and Phishing Campaigns | 5 | 200 | Cybersecurity awareness training LMS, testing/gamification, remedial training/ communication, increased spam filtering controls, Sophos endpoint portection (layered), increased phishing campaigns, "Tech Talks", external monitoring 24/7 | Steven Nguyen- VPIT | | | | | 0 | 0% |
| Data Breach | Compromised User Accounts | Exposure of Personally Identifiable Information (PII) and Identity Theft | 10 | Poor password management or social engineering | 4 | Office 365 Security & Compliance Center, SolarWinds Log Event Manager | 4 | 160 | Cybersecurity awareness training LMS, testing/gamification, remedial training/ communication, increased spam filtering controls, Sophos endpoint portection (layered), | Steven Nguyen- VPIT | | | | | 0 | 0% |

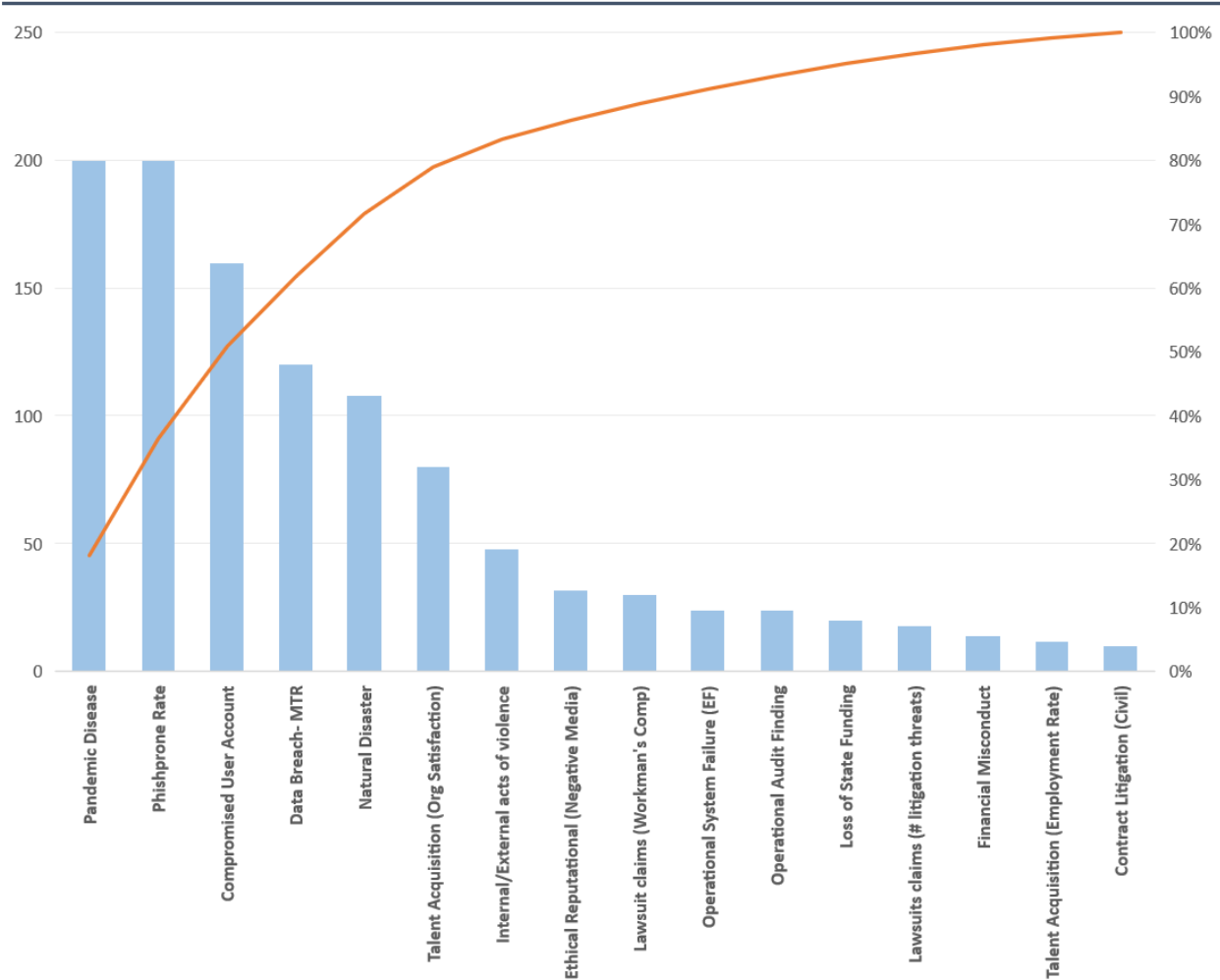
ACCOUNTABILITY AND GOVERNANCE



- ✓ Define CSCF risk measures, scales, and scores
- ✓ Develop the baseline of overall risk occurrences
- ✓ Convert baseline spreadsheet to a living data dashboard
- ✓ Translate the baseline data in FMEA tool and calculate Risk Priority Numbers on a quarterly basis
- ✓ Visualize the data in a Pareto chart of top 3 CSCF risks for Governance Committee review

GOVERNANCE COMMITTEE RESPONSIBILITIES

CSCF TOP RISKS ANALYSIS



- Review Pareto Chart information of the top 3 Enterprise Risks
- Review the mitigation action items provided for each risk
- Review new measures for % Reduction in Risk Priority Number
- Approve allocation of resources to appropriate risks as needed
- **Defined objective:** Reduction in top 3 CSCF Risk Priority Numbers over time