



## **Executive Committee Conference Call Meeting Agenda**

Thursday, May 16, 2013  
2:00 p.m. – 3:00 p.m.

Conference Call-in phone number: (866) 576-7975 / Participant Access Code: 299848

**Welcome & Chair's Remarks** ..... Kevin Shaughnessy

- Roll Call/Establishment of Quorum
- Public Comment

**Approval of Minutes from Previous Meeting (4/9/13)**

**Information/Discussion Items**

**1. Governance Committee Report**

- Board Roster
- Slate of Officers
- Strategic Retreat – Fall (Oct?)
- Board Calendar – 2013/2014

**2. 2013-2014 Budget Discussion**

**3. WCF Facility Lease Updates**

**4. Procurements**

- Action Item:
  - Multifunctional Devices (Copier)
- Other Procurements – Update

**5. DEO Matters**

**6. Review 6-20-13 Joint Consortium/Board Agenda**

**7. Executive Evaluation**

**Chairman's Closing Remarks** ..... Kevin Shaughnessy

**Upcoming Meetings:**

Joint Meeting of Workforce Investment Consortium & WCF Board of Directors:  
Thursday, June 20, 2013, 8:30am / Goodwill Industries of Central Florida, 7531 S. Orange Blossom Trail, Orlando, FL

DRAFT

Executive Committee Meeting  
Conference Call  
Tuesday, April 9, 2013  
9:00 a.m.

MINUTES

MEMBERS PRESENT: Kevin Shaughnessy, Wendy Brandon, Robert Brown, Thomas Katheder, Leland Madsen, William F. Merck II, Dr. Sanford Shugart, and Rick Walsh

MEMBERS ABSENT: Greg Beliveau, Debbie Clements, Eric Jackson and Eric Ushkowitz

STAFF PRESENT: Pam Nabors, Kevin Neal, Leo Alvarez and Kaz Kasal

WELCOME & CHAIR'S REMARKS

Call To Order

Mr. Shaughnessy called the meeting to order at 9:03am and welcomed those in attendance.

Roll Call/Establishment of Quorum

Ms. Kasal commenced with roll call and reported that there was a quorum present.

Public Comment

None offered.

APPROVAL OF MINUTES FROM PREVIOUS MEETING (3/22/13)

After review of minutes, Mr. Katheder made a motion to approve the Minutes from the 3/22/13 Executive Committee Meeting. Mr. Brown seconded, motion passed.

INFORMATION/DISCUSSION ITEMS:

Mr. Shaughnessy stated that USDOL has agreed to the settlement agreement, which will come out of unused administration costs. A press release went out regarding this matter and a decent article from Jim Stratton was published on 4/4/13. The final step will be the removal of the high risk designation. 4/30/13 will mark the 6 month point since the Board approved the new auditing and financial procedures, which was one of the conditions to be met before high risk designation could be lifted. Ms. Nabors added that the other condition is the successful completion of DEO's annual financial monitoring, which is scheduled to occur in the last week of May 2013. Mr. Shaughnessy asked if this monitoring could be moved up or could a conditional release from the designation be granted prior to May. Ms. Nabors replied that WCF did request that the monitoring visit be pushed up to an earlier date, but DEO has indicated their schedule is tight and also they need to make sure all the technical requirements from the Governor's September 2011 letter are met. Ms. Nabors added that WCF is in good shape for the financial monitoring and it is anticipated that the high risk designation will be lifted prior to the joint meeting of the Consortium and Board in June 2013. Mr. Shaughnessy asked Ms. Nabors to recirculate the Governor's September 2011 letter to the committee for a

review and make sure that Governor's conditions are in line with what DEO is indicating.

## COMMITTEE REPORTS

### Program Committee

Dr. Shugart stated that the committee is working with staff on two projects:

- 1) Draft review of metrics (Dashboard) – which are the local metrics for all programs and operations.
- 2) New approval process for providers, which will be at a higher level (additional standards, certification and eligibility) than what the law currently requires. This will help to improve the quality of providers for our customers.

Mr. Shaughnessy suggested that when the board adopts new metrics and provider approval process, we should get with Ms. Elliott for a press release as this will enhance our credibility and transparency to the community. Dr. Shugart concurred. Mr. Shaughnessy thanked Dr. Shugart for the tremendous work he has done on the Program Committee

### Finance Committee

Mr. Merck stated that the committee is working on the following:

- Preparing the budget for next 2-year cycle and making sure we are on target and meeting timelines needing approval.
- Reviewing the fees employees are paying on the 403(b) program. Mr. Moyer from the Audit Committee stated that WCF employees are paying a lot more on fees vs. Orange County. UBS, WCF's 403(b) plan consultant, has been asked to provide further analysis on fee structure and the committee will contrast with Orange County. Mr. Shaughnessy added that Mr. Moyer is the Deputy Comptroller of Orange County, who is one of the reps from the counties on the Audit Committee. Mr. Shaughnessy commented that this is an example of the great engagement that the counties are providing on the Audit Committee.
- Discussing fiduciary responsibilities for the 403(b) program.

### Governance Committee

Mr. Brown stated that amended By-laws were circulated to the full board on 3/22/13. The full board will review/adopt these By-laws at the June 2013 meeting (or prior if a Board Meeting is scheduled in May 2013).

Mr. Brown stated that he has met with Ms. Nabors regarding the slate of officers for next program year. He will be scheduling a Governance Committee in the near future for committee discussion to gain concurrence on slate of officers, which will be brought forward to full board for review/approval in June 2013.

### Legal Committee

Mr. Katheder provided the following updates:

- The \$75,000 settlement has been officially signed with C.G. Commercial. This has been paid and fully settled.

- Legal fees claimed by WCF's former attorney – this is still under review for resolution.
- Eaves claim - still under review for resolution.

#### Youth Committee

Ms. Nabors provided the following updates:

RFP (Request for Proposals) has been released for year-round youth services provider. WCF held an open Bidders Conference on 4/5/13 at the Heart of Florida United Way in Orlando, FL. Proposals are due to WCF by noon on 5/3/13.

#### Audit Committee

Mr. Alvarez stated that the A-133 Audit Report was submitted on 3/29/13, which met the deadline of 3/31/13. This was a very good report with an unqualified opinion which is the highest rating that can be attained. There were no questioned costs, and no material weaknesses were identified - all of the 17 findings from the prior year have been resolved. Ms. Nabors commended Mr. Alvarez and his team for the exemplary work they did – it was very difficult to do this look-back and make the deadline, but they accomplished this and provided very detailed documentation. Mr. Shaughnessy also extended his appreciation to Mr. Alvarez for his yeoman's work.

#### REVIEW 4-16-13 BOARD AGENDA

Ms. Nabors stated that WCF received notification from DEO last week that DEO is coming to the 4/16/13 Board Meeting to provide a presentation on statewide performance measures. Ms. Scott, one DEO's senior staff in administration who will be providing the presentation, will underscore the work of the new administration in resolving the previous issues. The presentation should last about 10-15 minutes. Mr. Shaughnessy indicated to add this presentation to the Board Agenda. Mr. Shaughnessy asked Ms. Nabors to coordinate a meeting prior to the Board Meeting for both he and Ms. Nabors to meet with Ms. Scott. Mr. Shaughnessy advised that the manufacturing presentation facilitated by Mr. Sweat is very important, as manufacturing is a huge priority in our region. This presentation will take about 20 minutes, plus time for questions and answers. Mr. Shaughnessy asked that a brief overview update, along with 5-year facility lease memo, be provided to the board and staff recommendation on one-year lease renewal for East Orange and South Orange County JobVantage offices. Mr. Katheder asked Mr. Alvarez to please forward the space plan memo so he can further review and provide any additional input.

#### CHAIR'S CLOSING REMARKS

Mr. Shaughnessy thanked all those who called in to today's meeting.

There being no other business, the meeting was adjourned at 9:46 a.m.

Respectfully submitted,

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Kaz Kasal  
Sr. Administrative Assistant

**PROPOSED BOARD ROSTER and COMMITTEE ASSIGNMENT**

Private Sector	Seat #	Name	Effective Date of Appointment	Term Ends	Committee Assignment
<b>L.AKE – 2 (instead of 3) seats:</b>					
	001	Robert Thompson, Senior Vice President/Chief Marketing Officer, Old Florida Bank and Chair of South Lake Chamber (keep Mr. Thompson or attain representative from South Lake Hospital?) Catherine Hanson, Broker/Owner, Catherine Real Estate, Inc. will be stepping down	12-13-12 10-5-2011	6/30/15 6/30/15	Finance Committee Secretary, Executive Committee, Program Committee, and Governance Committee
	002	Greg Beliveau, President/Owner, LPG Urban and Regional Planners	10-5-2011	6/30/13	Executive Committee and Governance Committee
<b>ORANGE – 8 (instead of 10)</b>					
		Richard Walsh, President, Knob Hill Companies (eliminate seat, but remain on as ex-officio, non-voting)	9/29/2011	6/30/14	Executive Committee and Governance Committee
	003	Thomas Katheder, Esquire	10-5-2011	6/30/13	Vice Chair, Executive Committee and Chair -Legal Services Committee
	004	Paul Bough, Senior Project Manager, URS Corporation (effective 1/1/13)	1-1-13	6/30/13	Executive Committee and Program Committee
		Kevin Shaughnessy, Partner, Baker & Hostetter, LLC (eliminate seat but remain on as ex-officio, non-voting)	10-5-2011	6/30/15	Chair, Chair-Executive Committee, Legal Svs. Committee and Governance Committee
	005	Eric Jackson, Partner, Total Roof Services Corp.	10-5-2011	6/30/14	Executive Committee and Governance Committee
	006	Deborah Clements, Community Relations Manager, Progress Energy	10-5-2011	6/30/15	Chair-Youth Committee
	007	Dr. Robert Spooney	10-21-2011	6/30/15	Youth Committee
	008	Diana Bolivar, Vice President, Hispanic Chamber of Commerce of Metro Orlando	5/3/12	6/30/14	
	009	Dr. Angela Adams, Executive Director, Central Florida Pharmacy Council	5/3/12	6/30/15	Program Committee
	010	Leticia Diaz, Dean and Professor of Law, Barry University	5/3/12	6/30/13	
<b>OSCEOLA – 2 seats:</b>					
	011	Larry Walter, President, Hanson, Walter & Associates, Inc.	12-13-12	6/30/15	Program Committee
	012	Vacant – Need Tourism/Hospitality Nomination		6/30/13	

Private Sector	Seat #	Name	Effective Date of Appointment	Term Ends	Committee Assignment
<b>SEMINOLE – 3 (instead of 4):</b>					
	013	Wendy Brandon, CEO, Central FL Regional Hospital	9/29/2011	6/30/14	Executive Committee and Program Committee
	014	Melanie Cornell, Principal, HKS Architects, Inc.	10-5-2011	6/30/15	Finance Committee
	015	Mark Wylie, President/CEO, Central Florida Chapter Associated Builders and Contractors, Inc.	10-5-2011	6/30/13	Finance Committee
	016	Richard Sweat, President, .decimal	10-5-2011	6/30/13	Program Committee and Audit Committee
<b>SUMTER – 2 (instead of 1)</b>					
	017	Leland Madsen, Administrator, Bedrock Resources, Inc.	10-21-2011	6/30/13	Executive Committee
	018	Chuck Todd, Circle C Farms	5/3/12	6/30/15	

Public Sector Seats Required per DEO (see letter dated July 2011)	Seat #	Name	Effective Date of Appointment	Term Ends	Committee Assignment
Education	001	Sanford Shugart, President/CEO, Valencia College	10-5-2011	6/30/15	Executive Committee and Chair-Program Committee
Education, adult education and post-secondary	002	William F. Merck II, VP for Administration and Finance and Chief Financial Officer, University of Central Florida	10-5-2011	6/30/14	Treasurer, Executive Committee, Chair-Finance Committee and Legal Services Committee
DCF	003	William D' Aiuto, Central Regional Managing Director, DCF	12-13-12	6/30/13	
Vocational Rehab	004	Brian Michaels, District Administrator, Division of Blind Services, Dept. of Education (Division of Blind Services serves individuals with disabilities)	10-21-2011	6/30/14	Program Committee and Youth Committee
Private Sector Non-Profit Training Institution		(Leticia Diaz is fulfilling these requirements representing Barry University)		6/30/13	
Private Sector For-Profit Training Institution	005	Jovanna Sayan, Director of Philanthropy, Full Sail (received recommendation from Mr. Heavener, Co-Chair/CEO of Full Sail addressed to Mayor Jacobs endorsing Ms. Sayan to be on WCF Board)	7/1/13	6/30/16	
Senior Community Service Employment programs	006	Lorna Garrow, Employment & Training Coordinator, Experience Works, Inc.	10-21-2011	6/30/14	
Economic Development	007	Eric Ushkowitz, Economic Development Administrator, Orange County Government	10-5-2011	6/30/15	Chair – Audit Committee, Executive Committee and Program Committee
Economic Development	008	Taylor C. Pancake, Vice-Chairman, Seminole County Port Authority and Senior Counsel, Foley & Lardner	12-13-12	6/30/14	
Labor	009	Jack Plettinck, International Union of Painters & Allied Trades (IUPAT)	10-21-2011	6/30/15	Youth Committee
Labor	010	Steve Clelland, President of Orlando Fire Fighters (Eric Ushkowitz is fulfilling these requirements representing Orange County Government)	12-13-12	6/30/14	
CSBG, employment and training programs				6/30/15	
CBO	011	Tirso Moreno, General Coordinator, Farmworker Association of Florida	10-5-2011	6/30/14	
CBO	012	Bob Brown, President/CEO, Heart of Florida United Way (United Way funds programs to veterans)	10-5-2011	6/30/14	Chair – Governance Committee
Migrant and Seasonal Farmworker	013	Joseph A. Sarnovsky, Vice President & CFO, Seminole State College	10-5-2011	6/30/15	Finance Committee and Audit Committee



**WORKFORCE**  
**CENTRAL FLORIDA**

**OFFICER NOMINATIONS**

<b>Position</b>	<b>Nomination</b>
Chair	Thomas Katheder
Vice Chair	Wendy Brandon
Treasurer	Bill Merck
Secretary	Greg Beliveau



## Workforce Central Florida PROPOSED Board, Consortium and Committee Meeting Dates 2013 -2014

Board, Executive & Consortium	Jul 2013	Aug 2013	Sep 2013	Oct 2013	Nov 2013	Dec 2013	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014	Jun 2014
WCF Board of Directors	X	X	9/24	X	X	See Joint Consortium/Board	X	2/25	X	4/29	X	See Joint Consortium/Board
Executive	X	X	9/17	X	X	12/5	X	2/18	X	4/22	X	6/12
Joint Consortium/Board	X	X	X	X	X	12/12	X	X	X	X	X	6/19
Meetings will be posted on website 1 week prior to date; materials will be distributed to Board members 1 week prior to meeting												
Committee Meeting Dates												
Finance	X	X	X	10/15	X	X	1/21	X	X	4/22	X	6/3
Audit	X	X	9/10	X	X	X	1/21	X	X	X	X	X
Program Review	X	8/30	9/27	10/25	11/22	X	1/31	2/28	3/28	4/25	5/30	X
Legal	X	X	X	X	X	X	X	X	X	X	X	X
Governance	X	8/14	9/18	X	11/20	X	X	2/12	X	X	5/14	X
Youth	X	8/7	X	10/2	11/6	X	1/8	X	3/5	4/2	X	6/4
Community Outreach	X	X	X	X	X	X	X	X	X	X	X	X
Meetings will be posted on website 1 week prior to date; materials will be distributed to committee members 1 week prior to meeting												
WCF Board Consortium Meeting Times and Locations												
WCF Board of Directors meetings will be held at alternate locations throughout the Region; 9:00 - 10:30 am (last Tuesday of month)												
All Committees Meetings will held at WCF Admininstration, 707 Mendham Blvd, Orlando, FL 32825 (except Youth to meet at alternate locations)												
Joint Consortium Board Meetings are held bi-annually in December and June, 9:00 - 11:00 am and meet at alternate locations throughout the Region												
Executive - 9:00 - 10:30 am (one week prior to Board or Joint Consortium-Board, and as needed)												
Finance - 9:00 - 10:30 am (meets quarterly - Oct, Jan, Apr & Jun)												
Audit - 9:00 - 10:30 am (meets in Sep and jointly with Finance in Jan)												
Program Review - 8:30 am to 10:00 am last Friday of the month except for June, July, December												
Legal - as needed												
Governance - 2:00pm to 3:30pm (mid-month on Wed except Jul, Oct, Dec, Jan, Mar, Apr & Jun)												
Youth - 2:30 - 4:30 pm (1st Wed of Month, except Jul, Sep, Dec, Feb & May)												
Communication Outreach - TBD												



## MEMORANDUM

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**To: Executive Committee**

**From: Leo Alvarez**

**Subject: Workforce Central Florida – Fiscal Year 2013-14 Budget Timeline**

**Date: May 16, 2013**

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**Purpose:**

The purpose of this Memo is to provide a timeline for WCF's fiscal year 2013-2014 budget approval.

**Background:**

WCF's Finance Committee, Program Committee and leadership team are working diligently to provide you with this year's detailed budget, so that it can be presented and approved by the Consortium and the Board of Directors on June 20, 2013. The following budget timeline has been established:

- **May 30, 2013** Program Committee meeting to establish program priorities
- **June 03, 2013** Finance Committee meeting to finalize budget
- **June 07, 2013** Draft budget to Board of Directors and Consortium for review
- **June 20, 2013** Budget presented to Board of Directors and Consortium for approval

Throughout the process, if anyone has any questions, or would like to review the budget prior to the June 20<sup>th</sup> meeting, please feel free to contact me at (407) 531-1222 ext.2051.



## MEMORANDUM

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**To: Executive Committee**

**From: Leo Alvarez**

**Subject: Workforce Central Florida – Five-Year Facility Lease Plan Update**

**Date: May 16, 2013**

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**Purpose:**

The purpose of this Memo is to update you on the renewal of our facility lease on East Colonial Drive.

**Background:**

WCF signed two separate three-year leases commencing on July 16, 2010, comprising a total of about 14,000 square feet, for its east Orange County locations near the Fashion Square Mall. The lease for this location is scheduled to expire on October 31, 2013. During our Board of Directors meeting on April 16, staff recommended that we extend the term of the 11,000-square-foot location in east Orange County lease for one year, and allow our lease of the smaller 3,000-square-foot location to expire.

**Status Update:**

Since the Board meeting, we've learned through WCF's broker that the landlord is firm on "no short-term renewal." According to our broker, because of significant renovations taking place both at Fashion Square Mall and the strip mall where WCF's office is located, demand for area retail space has increased, leaving WCF with very little leverage to negotiate a short-term lease.

However, WCF has some options to deal with this hurdle. Our current lease includes an option to renew for three years, with 3% annual escalations in rent. Additionally, WCF has a termination option that would allow us to cancel for any reason with 12-months' notice, with no early termination fees. Together, the renewal option and the termination clause in our contract essentially allow WCF to extend the lease for one year as originally intended. Exercising the renewal option allows WCF the flexibility it needs going into next year without incurring large renovation costs, which, as we explained at our last Board meeting, was our key goal. Moreover, given the increased demand it's quite possible that the landlord would have insisted on more than a three-percent escalation if we had been able to negotiate a one-year extension as originally planned. Lastly, with the release of the 3,000-square-foot special project space, WCF will realize an annual savings of roughly \$40,000.

In addition to working with our internal staff, we've been consulting closely with our vice chair, Thomas Katheder, who is also a real-estate attorney.



## **Action Item**

### **Approval to Negotiate – Multifunctional Devices**

**Background:** As part of the essential work conducted by Workforce Central Florida, multifunctional devices (MFD) (scan/copy/fax/print) that include a finishing option as well as related accessories, service and supplies are necessary. Three years ago, WCF procured these devices and selected North American Office Solutions. The current agreement with NAOS expires June 30, 2013. WCF currently has 24 MFDs that are being utilized at its career centers and administrative offices.

Workforce Boards are allowed to utilize existing state procurements to identify goods and services that are needed. Staff has researched the state vendor list for MFD providers, and has identified that WCF's current provider is on the approved list. Staff is satisfied with NAOS' performance and the quality of the equipment it provides. Staff is interested in engaging in negotiations with NAOS with the objective of decreasing current cost on lease, per page cost (BW and Color) and maintenance. On the current 3 year lease WCF has spent approximately \$250,000 (Maintenance +17K, Usage +150K, and Lease payments +84K).

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#### **NEEDED ACTION**

1. Approval to authorize staff to select NAOS as the vendor for multifunctional devices based on current performance and the use of the state procurement as this is the most prudent use of staff resources.
2. Approval to authorize staff to negotiate rates with NAOS, and in the event that negotiations are not in the best interest of WCF, move to negotiate with another state procured vendor.



# WORKFORCE CENTRAL FLORIDA

## MEMORANDUM

**TO:** EXECUTIVE COMMITTEE  
**FROM:** PAM NABORS, PRESIDENT&CEO  
**SUBJECT:** YOUTH RFP 2013  
**DATE:** 5/9/2013

In March 2013, the WCF Youth Committee, through the Executive Committee, issued a Request for Proposal for year-round Workforce Investment Act Youth Services. An RFP was issued and bidders were asked to submit proposals to WCF no later than noon on May 3, 2013. Staff received five proposals for review:

Name of Respondent	Proposal Amount	Services for In- School Youth	Services for Out of School Youth	Counties to be Served
Arbor d/b/a ResCare Workforce Services	\$1,983,908	\$897,336.00	\$1,086,572.00	All 5 counties
Community Based Care of Central Florida Inc.	\$2,000,000	\$503,956.00	\$1,496,044.00	All 5 counties
Henkels & McCoy	\$1,519,450	\$336,800.00	\$201,100.00	All 5 counties
Kaiser Group d/b/a Dyanmic Workforce Solutions	\$1,498,676.00	0	\$1,498,676.00	All 5 counties
Olive Branch Community Development	\$225,000.00	\$225,000.00	0	Orange, Seminole

A committee of five reviewers will convene on May 13, 2013 at 9 a.m. at WCF's Administrative Offices to review and score the proposals. At the workshop, committee members will look to forward a recommendation to the Executive Committee and the Board of Directors for final approvals.



Joint Meeting of the  
Workforce Investment Consortium  
&  
Workforce Central Florida Board of Directors

Meeting Agenda

Thursday, June 20, 2013

8:30 am to 10:00 am

Goodwill Industries of Central Florida, Inc.

7531 South Orange Blossom Trail, Orlando, FL 32809

Conference Call-in phone number: (866) 576-7975 /Participant access code: 299848

1. Welcome .....Mayor Jacobs/Kevin Shaughnessy
2. Public Comment
3. Approval of Minutes
  - 12/13/12 Joint Meeting of WCF Board & Consortium (Joint) Action
  - 4/16/13 Board of Directors Meeting (WCF Board) Action
4. Appointment of 2013-2014 WCF Board of Directors
  - Consortium Action
5. Approval of the 2013-2014 Budget
  - Consortium Action
  - WCF Board Action
6. President's Report .....Pam Nabors
7. Status of DEO/USDOL – Audit and Other Matters.....Kevin Shaughnessy
8. Committee Reports
  - Audit Committee.....Eric Ushkowitz
  - Executive Committee.....Kevin Shaughnessy
    - 2013-2014 Board Calendar
    - Facilities Plan
  - Finance Committee .....Bill Merck
    - Budget
  - Governance Committee.....Bob Brown
    - Officer Elections Action
  - Legal Service Committee.....Thomas Katheder
  - Program Committee .....Dr. Sanford Shugart
  - Youth Committee.....Debbie Clements
    - Youth Procurement Action
9. Other Business
10. Adjourn

In accordance with Florida Statutes, Chapter 286.0105, any person wishing to appeal a decision made by the Central Florida Area Workforce Investment Consortium with respect to any matter considered at such a meeting or hearing, will need a record of proceedings. For such purposes he or she may need to ensure that a verbatim record of the proceedings is made, which may include the testimony and evidence upon which the appeal is based.

In accordance with the Americans with Disabilities Act (ADA), if any person with a disability as defined by the ADA needs special accommodation to participate in this proceeding, then not later than two business days prior to the proceeding, he or she should contact Kaz Kasal at Workforce Central Florida at (407) 531-1222