



# WORKFORCE CENTRAL FLORIDA

## Governance Committee

### Meeting Agenda

Wednesday, May 8, 2013

2:00 p.m. – 3:30 p.m.

Heart of Florida United Way

1940 Traylor Boulevard

Orlando, FL 32804

Universal Conference Room (right off lobby)

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

**Welcome & Chair's Remarks** .....Robert Brown

- Introductions
- Roll Call/Establishment of Quorum
- Public Comment

**Approval of Minutes from Previous Meeting (2/6/13)** .....Robert Brown

#### Information/Discussion Items

- Slate of Officers
- 2013-14 Calendar
- Fall Retreat
- Board Leadership – Long Term Succession Plan

**Open Discussion** .....All

**Next Steps** .....Robert Brown

**Chairman's Closing Remarks** .....Robert Brown

#### Upcoming Meetings:

**TBD**

DRAFT

**Governance Committee Meeting**

Heart of Florida United Way  
1940 Traylor Blvd.  
Orlando, FL 32802-0112  
Wednesday, February 6, 2013  
1:00 p.m.

**MINUTES**

**MEMBERS PRESENT:** Robert Brown, Greg Beliveau (via phone), Kevin Shaughnessy (via phone), and Rick Walsh

**MEMBERS ABSENT:** Eric Jackson

**STAFF PRESENT:** Pam Nabors and Kaz Kasal

**WELCOME & CHAIR'S REMARKS**

Welcome

Mr. Brown called the meeting to order at 1:03pm and welcomed those in attendance.

Roll Call/Establishment of Quorum

Ms. Kasal reported that there was a quorum present.

Public Comment

None Offered.

**APPROVAL OF MINUTES FROM PREVIOUS MEETING (11/29/12)**

After review, Mr. Shaughnessy made a motion to approve minutes from 11/29/12 Governance Committee Meeting. Mr. Walsh seconded, motion passed.

**ROLE OF GOVERNANCE COMMITTEE MEETING (revision)**

Ms. Nabors reviewed the revisions, referring to the "WCF Board Governance Committee Description & Duties" in the meeting packet. Mr. Walsh commented that the revisions reflected the discussion from the 11/29/12 Governance Committee meeting. Mr. Beliveau concurred. Mr. Shaughnessy provided a few non-substantive edits to be made.

Mr. Beliveau made a motion that the Governance Committee bring to the WCF board for their approval the recommendation to adopt the "WCF Board Governance Committee Description & Duties" (to include Mr. Shaughnessy's edits). Mr. Walsh seconded, motion passed.

**COMMITTEE WORK**

Board By-Laws – Proposed amendments

Mr. Brown reviewed proposed amendments on the draft of the By-laws. With regard to “Section 6 – Committees,” Mr. Walsh suggested a Community Engagement Committee be created and become a standing committee. This committee would be very helpful to provide layout and benchmarks in areas of marketing, outreach, media, public relations – Mr. Walsh stated the importance of connecting WCF to the community. Also he added that the Program Committee should be included as a standing committee. Mr. Shaughnessy concurred and asked Ms. Nabors to create descriptions for both of these committees to be included in this section of the By-laws. Mr. Shaughnessy indicated he has a few more non-substantive changes and will send these to Ms. Nabors and Ms. Kasal.

Mr. Walsh made a motion to bring to the WCF Board the draft By-laws, with amendments, for their review and provide 30 day notice for board approval in April 2016. Mr. Beliveau seconded, motion passed.

Remedy for the two Business seats exceeding the State minimum threshold

Ms. Nabors stated that last week she and Mr. Katheder met with Deputy Chief Rachel Cone and Department of Economic Opportunity (DEO) staff in Tallahassee, FL. The purpose of these meetings was to see if the restrictions and high-risk designation could be lifted.

Ms. Nabors stated a notification was received from Ms. McNaughton, indicating that our region is two business board members over the required minimum. After discussing this issue with Mr. Hart, WFI, he encouraged that the WCF Consortium Chair put in a request for gubernatorial approval to add the two additional WCF business board members. Mr. Walsh stated that he did not support singling out to board members to go through the gubernatorial appointment process. Ms. Nabors commented it would not reflect well to have key board members step down before the high-risk designation is lifted. She suggested a letter to be sent to DEO and Mr. Hart, WFI, proposing that our region would correct this issue by June 2013, when an adjustment could be made via board member resignations and/or not renewing expiring board business seats. Additionally, Ms. Nabors stated that consortium agreement dictates the number of board seats in each county; this agreement will need to be amended with two less business board members. Mr. Shaughnessy indicated he will review this matter with Mayor Jacobs for her concurrence. Ms. Nabors stated she will draft a letter addressed to DEO and Mr. Hart, WFI for Mr. Shaughnessy’s signature.

Board Recruitment Process – samples from other regions

Ms. Nabors reviewed samples of board recruitment processes from other regions. Mr. Walsh advised that our qualifications should not be too specific, WCF needs to have flexibility on this process. Mr. Brown concurred – the committee should utilize the main qualifications, consider individual talents, and also make sure that key industry sectors are represented that reflect this region.

OPEN DISCUSSION

Mr. Shaughnessy stated at the next board meeting he will ask the board for additional volunteers to serve on committees and also discuss the slate of officers for 7/1/13. Ms. Nabors added that the board also needs to discuss strategic vision – contingency budgets, policy decisions and alignment of resources. Mr. Brown stated this would be a discussion in the fall. Mr. Walsh added that the Governance Committee should work on: succession plan, provide a board evaluation instrument to collect before 7/1/13 to help with orientation process, a budget, contingency plan, and board recruitment.

**NEXT STEPS/UPCOMING MEETINGS**

Mr. Brown stated he will work with Ms. Nabors on what has been discussed today and prepare for upcoming board meeting. Ms. Kasal will provide a survey out for dates for next Governance Committee.

**CHAIRMAN'S CLOSING REMARKS**

Mr. Brown thanked those that attended today's meeting.

There being no other business, the meeting was adjourned at 2:03 p.m.

Respectfully submitted,

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Kaz Kasal  
Sr. Administrative Assistant



# **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	X	X	2/25	X	4/29	X	See Joint Consortium/Board
Executive	X	X	9/17		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												
<b>Committee Meeting Dates</b>												
Finance	X	X	X	10/16	X	X	X	2/12	3/11	4/23	X	X
Audit	7/23	X	9/20	X	11/5	X	1/14	X	3/11	X	TBD	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
Communication 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												
<b>WCF Board Consortium Meeting Times and Locations</b>												
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 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												
<b>Executive - 9:00 - 10:30 am (one week prior to Board or Joint Consortium-Board, and as needed)</b>												
Finance - 9:00 - 10:30 am ????												
Audit - 9:00 - 11:00 am ????												
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												

**PROPOSED BOARD ROSTER and COMMITTEE ASSIGNMENT**

Private Sector	Seat #	Name	Effective Date of Appointment	Term Ends	Committee Assignment
	LAKE – 2 (instead of 3) seats:				
	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?)	12-13-12	6/30/15	
		Catherine Hanson, Broker/Owner, Catherine Real Estate, Inc. will be stepping down	10-5-2011	6/30/15	Finance Committee
	002	Greg Beliveau, President/Owner, LPG Urban and Regional Planners	10-5-2011	6/30/13	Secretary, Executive Committee, Program Committee, and Governance Committee
	ORANGE – 8 (instead of 10)				
		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& Hostetler, 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	
	OSCEOLA – 2 seats:				
	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 Pletinck, International Union of Painters & Allied Trades (IUPAT)	10-21-2011	6/30/15	Youth Committee
Labor	010	Steve Clelland, President of Orlando Fire Fighters	12-13-12	6/30/14	
CSBG, employment and training programs		(Eric Ushkowitz is fulfilling these requirements representing Orange County Government)		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. Samovsky, Vice President & CFO, Seminole State College	10-5-2011	6/30/15	Finance Committee and Audit Committee