



## **Executive Committee Meeting Agenda**

**Monday, September 15, 2014  
1:30 p.m. – 3:00 p.m.**

CareerSource Central Florida Administration Office  
707 Mendham Blvd., Suite 250, Orlando, FL 32825

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

### **Strategic Goals developed by the Board:**

- *CareerSource Central Florida will become business focused in all efforts*
- *CareerSource Central Florida will identify ways to measure progress and Return On Investment (ROI)*
- *CareerSource Central Florida will become the backbone organization for workforce development in Central Florida*

**1. Welcome..... Wendy Brandon**

- A. Roll Call/Establishment of Quorum
- B. Introduction of new Operating Officer/Director of Operations, Mimi Coenen
- C. Public Comment

**2. Approval of Minutes from Previous Meetings**

- A. Addendum to 6/13/14 Minutes
- B. 7/31/14 Minutes

**3. Information/Discussion/Action Items:**

A. Chair's Remarks..... Wendy Brandon

B. Committee Updates

- 1) Audit Committee
- 2) Community Engagement Committee
- 3) Finance Committee
  - Facilities Plan Update
    - **Action Item: Admin Office Recommendation**
- 4) Governance Committee
- 5) Program Committee
- 6) Youth Committee

C. 9/26/14 Board of Directors Agenda

**4. Other Business**

- 9/24/14 Tri-Regional Business Summit – Joint CareerSource Executive Committees (Port Canaveral)

**5. Adjourn**

**Upcoming Meetings:**

- Board Meeting: September 26, 2014, 9:00am - CareerSource Central Florida Admin Office
- Board Orientation: September 26, 2014, 10:30am - CareerSource Central Florida Admin Office
- Executive Committee Meeting: November 6, 2014 9:00am - CareerSource Central Florida Admin Office

## Addendum to 6/13/14 Executive Committee Meeting Minutes

### Annual Executive Evaluation:

The committee reviewed the terms of Ms. Nabors contract and discussed her performance, which overall is very positive. The committee determined that they would need additional information to make a recommendation about an increase in pay or what portion of the bonus was earned. Ms. Brandon agreed to work with Ms. Beecham, CareerSource Central Florida's Human Resource Director, to attain the following information for the committee: compensation history since Ms. Nabors joined CareerSource Central Florida in July 2012, and information on executive compensation from five other like-size regions. Ms. Brandon will work with Ms. Nabors to get a written update on the progress of her 2013-2014 goals.

DRAFT

Executive Committee Meeting  
707 Mendham Blvd., Suite 250  
Orlando, FL 32825

Thursday, July 31, 2014  
9:00 a.m.

**MINUTES**

**MEMBERS PRESENT:** Wendy Brandon, Greg Beliveau, Debbie Clements, Eric Jackson, Leland Madsen, William Merck

**MEMBERS ABSENT:** Robert Brown, Sanford Shugart and Eric Ushkowitz

**STAFF PRESENT:** Pam Nabors, Leo Alvarez, Ann Beecham, and Kaz Kasal

WELCOME & CHAIR'S REMARKS

Call To Order

Ms. Brandon called the meeting to order at 9:00 a.m. 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 6/13/14)

After further review of minutes, Mr. Merck made a motion to approve the minutes from the 6/13/14 Executive Committee Meeting. Ms. Clements seconded, motion passed.

Ms. Brandon stated she will provide an addendum to the minutes for committee review and approval at the next meeting.

INFORMATION/DISCUSSION ITEMS:

1. Chair's Remarks

Update on Operational Realignment

Ms. Nabors stated that Mr. Neal will be transitioning out as of 8/22/14 and the Operations Officer position has been posted. Candidate interviews are scheduled for tomorrow, 8/1/14. The goal is to identify a candidate before the end of August 2014. Also, Dr. Shugart will be supporting the interview process.

September Executive Committee Activities

**AGENDA ITEM 2B**

Ms. Brandon advised that an Executive Committee will need to be scheduled prior to the 9/26/14 Board Meeting. There will be action items for the committee to review/approve at this meeting to include Board Agenda and facilities' matters. Ms. Kasal will survey the committee for dates.

## 2. Committee Updates

### Audit Committee

Mr. Alvarez stated that a joint meeting of the Audit and Finance Committees is scheduled for 8/12/14. At this meeting, CareerSource Central Florida's auditing firm, Cherry, Bekaert, will present a report on their interim work performed on the A-133 audit and discuss plans for the new audit scheduled to start on 9/1/14.

### Community Engagement Committee

Ms. Nabors stated that the Community Engagement Committee met on 7/15/14. The committee discussed crises communication and the development an overall risk strategy plan to encompass effective internal/external response to any type of risk that CareerSource Central Florida could face. The Governance Committee will further review this and consider changing the Community Engagement Committee to an Enterprise Risk Committee. The Community Engagement Committee also reviewed external/internal 14-15 goals of community outreach, brand awareness and work plan.

### Finance Committee

Mr. Merck stated that the financials for fiscal year ending 6/30/14 will also be reviewed at the 8/12/14 joint meeting of the Audit and Finance Committees. Mr. Merck stated that coordination will continue between Finance and Program Committees to financially align budget to program goals. CareerSource Central Florida is heading in the right direction by keeping expenses aligned with revenues and the continuing with administration efficiencies, such as reduction in lease costs. Mr. Alvarez provided an update with the administration office move – three locations have been identified in the downtown area and rates/build cost proposals will be reviewed/analyzed. Based on preliminary review, there will be a savings on lease cost with this administration office move.

### Governance Committee

Ms. Nabors stated the Governance Committee will be meeting on 8/20/14 – in addition to discussing a risk communication plan, as previously mentioned, the committee will also be reviewing the draft agenda of the Board Retreat. Ms. Nabors met with Mr. Brewer, who will be the main facilitator again at the Retreat.

### Program Review Committee

Ms. Nabors stated that she met with Dr. Shugart and the next Program Review Committee meeting is scheduled for 9/12/14. This program year the committee will be focused on reshaping committee work plan, reviewing programs/services activities and metrics, and developing strategies as CareerSource Central Florida moves forward with the implementation of the new legislation of the Workforce Innovation and Opportunity Act. The new Operations Officer will be in attendance at the 9/12/14 meeting.

### Youth Committee

Ms. Clements stated that negotiations of new contracts are underway with the youth providers so all

contracts will be aligned to the same annual program year. The new legislation/WIOA will have a big impact with the Youth program – 90% of funding will go towards out-of-school youth, which is a more challenging/harder to serve population. Ms. Nabors added that this year a portion of the budget will be reserved to provide a pilot program to target this population, in preparation for WIOA. The committee concurred that it would be important to figure out revenue diversification strategies to support the current in-school programming, since federal funds will be reduced and so as not to lose momentum with this successful programming.

3. Workforce Innovation and Opportunity Act (WIOA) & Implications

Referring to the handout in the meeting packet on WIOA, Ms. Nabors provided an overview this new legislation, which the President signed into law on 7/22/14 and will become effective on 7/1/15. This new legislation is a confirmation that the workforce system is an important component of America's competitiveness. WIOA will streamline service delivery for the job seeker and focus more emphasis on meeting the talent needs of businesses, which is already a goal that the Board has adopted. Discussion of WIOA will be incorporated into the Board Retreat agenda. Ms. Brandon stated that WIOA will also be part of the education section of the Board meeting's agenda in September.

4. Other Business

9/24/14 – Tri-Regional Business Summit – Joint CareerSource Executive Committees (Port Canaveral)

Ms. Nabors referred to the flyer in the meeting packet on the Tri-Regional Business Summit. The Talent Gap Survey results will be officially launched at this summit. Members from the Executive Committees from Volusia/Flagler, Brevard and Central Florida workforce boards will be on a panel to discuss Talent Gap Study results. Ms. Nabors will provide further updates on the schedule and times when she receives and Ms. Kasal will follow up with Executive Committee members to confirm who can attend.

Board Retreat

Ms. Nabors stated that a majority of the Board will be able to attend the 10/16/14 Board Retreat. This year the Retreat will be held at a Second Harvest Food Bank. Ms. Nabors will poll the Board for sponsorship of refreshments.

5. Executive Performance Evaluation

Ms. Brandon provided information to the committee on Ms. Nabors' compensation history and comparative data of five other executive leaders from the following regions: Tampa Bay, 1<sup>st</sup> Coast, Pinellas, Southwest Florida, Flagler/Volusia and Treasure Coast (Research Coast). This comparative data is based on their most current 990 information. The committee then reviewed Ms. Nabors' progress toward 2013-2014 goals and from that determined to award Ms. Nabors a 3% increase on base rate and the full bonus amount of \$15,000. Ms. Brandon will be meeting with Ms. Nabors on 8/7/14 to review her performance and to discuss the change in compensation. Ms. Brandon also reviewed the feedback the committee provided at the previous meeting and sought additional feedback to include in Ms. Nabors' performance review.

In preparation for Ms. Nabors' 2014-2015 incentive compensation goals, Ms. Brandon will seek out examples of goals from other regions and research having minimum midpoint and maximum percentile goals– i.e. once a specific goal is achieved a certain percent level of the bonus is attained. This will be discussed further at the next meeting. Ms. Brandon will also research the bonus structure of other CareerSource Central Florida leaders. Ms. Brandon will also work with Ms. Nabors to revise her draft of

2014-2015 goals to be more specific and measurable.

**CHAIR'S CLOSING REMARKS**

Ms. Brandon thanked those who attended the meeting.

There being no other business, the meeting was adjourned at 10:40am

Respectfully submitted,

Kaz Kasal  
Administrative Supervisor



## **ACTION ITEM #1**

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**To: Executive Committee**

**From: Leo Alvarez**

**Subject: CareerSource Central Florida – Admin Office Facilities Update**

**Date: September 15, 2014**

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**Purpose:**

To provide a facilities update of CareerSource Central Florida's administrative office and seek committee approval to allow staff to engage in final negotiations with site recommended by staff.

**Background:**

Last year CareerSource Central Florida began work on a five year facilities plan to decrease facility rental costs and create greater efficiencies. Over the last year, two special projects offices were closed, lease terms were renegotiated for the Leesburg, and the West Colonial Offices, and the consolidation of two offices in Seminole County into one.

Next on the agenda has been the evaluation of our administrative office, which is by far our most expensive location at a current base rate of \$24.50 per square foot and a total annual cost in excess of \$650,000 dollars. We currently have nearly 15 months left on our lease, which expires on December 31, 2015. Per review of the early termination clause, if we were to vacate the space during calendar year 2014, CareerSource Central Florida would be required to pay \$80,000 in early termination fees. If we were to vacate On January 1, 2015 or anytime thereafter there is no early termination fee and are only required to provide a 90 day notice. Staff is targeting a facility move in date of March 1, 2015.

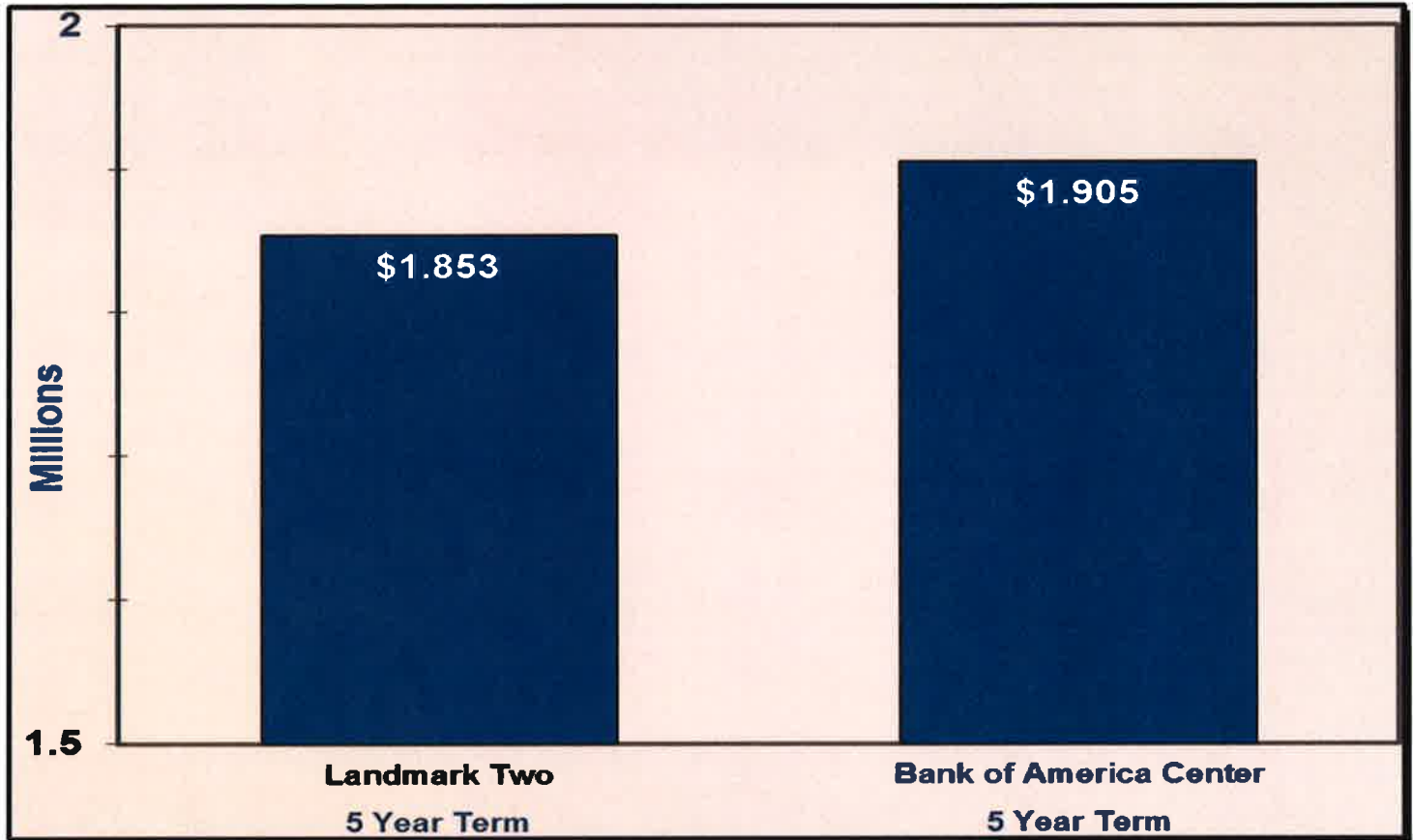
Over the last couple of months staff began the search for a new administrative facility to increase the organization's overall cost-effectiveness. After touring over a dozen prime office locations within a five mile radius of the downtown area the team settled on downtown Orlando as it offers us the opportunity to have a firm presence within the core of our region and within good reach of many of the regions core business community. It also moves our administrative offices to a central location to better serve all five of the counties within the region. Internal studies have determined that if properly designed administrative operations can be achieved within a 15,000 square foot location. This is an 8,800 square foot reduction over our current facility. Based on current market research, facility tours, and potential space designs selections have been narrowed to the following facility recommendations:

- Bank of America Center: 390 N. Orange Avenue, Suite 700
- Landmark Center Two: 225 E. Robinson Street, Suite 570

The top two locations were asked to submit proposals based on our desired space requirements. Based on the approval from the Finance Committee back on August 12<sup>th</sup>, we've continued to negotiate further with the two locations. Below is a snap shot financial analysis of the two locations:

**AGENDA ITEM 3B(3)**

**FACILITY COST ANALYSIS**



		Landmark Two 3/1/2015 5 Year Term			Bank of America Center 3/1/2015 5 Year Term			
Year	Year	Square Footage	Cost PSF	Aggregate Cost	Square Footage	Cost PSF	Aggregate Cost	
Jan-15	1	14,763	\$18.59	\$274,394	14,932	\$14.21	\$212,218	
Jan-16	2	14,763	\$25.23	\$372,478	14,932	\$26.73	\$399,140	
Jan-17	3	14,763	\$26.22	\$387,020	14,932	\$27.78	\$414,800	
Jan-18	4	14,763	\$27.23	\$402,000	14,932	\$28.86	\$430,929	
Jan-19	5	14,763	\$28.28	\$417,428	14,932	\$29.97	\$447,543	
<b>60-MONTH TERM TOTAL</b>				<b>\$1,853,320</b>	<b>60-MONTH TERM TOTAL</b>			
					<b>\$1,904,630</b>			

The rates shown above are an all-inclusive rate that includes the base rate per square foot, operating cost, and parking. The landlord is providing a "Turn-Key" build out based on an allowance of \$22 per square foot, or \$330K (\$22@15K sq. ft.). Based on the financial analysis we are currently looking at a difference of \$51K over a five year period between the two locations. With the financial difference between the two buildings being immaterial, the preference between the two buildings is the Bank of America Building. This building is centrally located in the heart of downtown Orlando and is within close proximity to the Orange County and City of Orlando administrative complexes and provides immediate access to Interstate 4 and the 408 East-West Expressway as well as shorter commutes to many of our community partners and boards and committees the CSCF team serve on. Other features that make CSCF team work productivity



easier include, two onsite food venues (and others within walking distance), a fitness center (to encourage wellness participation), and an attached five level parking garage for easy staff access to the building. Another important plus for employee safety is the inclusion of 24 hour security on the property. The close proximity travel to frequently seen community partners and key leaders from the Bank of America Building is ideal.

**Recommendation:** For the above reasons staff is recommending moving forward to finalize negotiations with The Bank of America Center for CareerSource Central Florida's new administrative offices. Final recommendation will be presented to the full Board for approval at the September 26, 2014 meeting.



## Board of Directors

### Meeting Agenda

Friday, September 26, 2014 / 9:00 am to 10:30 am

Location: TBD

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

#### Strategic Goals developed by the Board:

- CareerSource Central Florida will become business focused in all efforts
- CareerSource Central Florida will identify ways to measure progress and Return On Investment (ROI)
- CareerSource Central Florida will become the backbone organization for workforce development in Central Florida

Mission Moment ..... Business Services Spotlight

1. Roll Call / Establishment of Quorum / Introductions of new Board Members
2. Public Comment
3. Approval of Minutes
  - 6/20/14 Joint Meeting of Consortium/Board *Action*
4. Chair's Report..... Wendy Brandon, Board Chair
5. Results of Service Delivery Evaluation ..... Pat Higgs, Pagosa Solutions
6. Board Education – Workforce Innovation and Opportunity Act..... Pam Nabors, President/CEO
7. President's Report..... Pam Nabors, President/CEO
  - a. Finance
  - b. Operations
8. Committee Reports
  - A. Audit Committee..... Eric Ushkowitz, Committee Chair
  - B. Community Engagement Committee ..... Kevin Shaughnessy, Committee Chair
  - C. Executive Committee ..... Wendy Brandon, Board Chair
    - Facilities Plan Update
    - Admin Office Recommendation..... *Action*
  - D. Finance Committee..... Bill Merck, Committee Chair
  - E. Program Committee ..... Dr. Sanford Shugart, Committee Chair
    - Eligible Training Providers:
      - Med-Tech Institute ..... *Action*  
(Automotive, Diesel & Racing Mechanics and Industrial Welding)
      - Pro-Nails & Beauty School (Massage Therapy)..... *Action*
  - F. Youth Committee ..... Debbie Clements, Committee Chair
  - G. Governance Committee ..... Bob Brown, Committee Chair
9. Other Business
10. Chair's Closing Remarks
11. Adjourn

#### Upcoming Meetings:

- Board of Directors Retreat, Thursday, 10/16/14, 1:00pm to 5:00pm – Second Harvest, 411 Mercy Drive, Orlando, FL
- Executive Committee Meeting, Thursday, 11/6/14, 9:00am to 10:30am – CareerSource Central Florida Admin Office
- Board of Directors Meeting, Thursday, 12/11/14, 9:00am to 10:30am – Location: TBD