



Executive Committee Conference Call Meeting Agenda

Tuesday, September 17, 2013
9:00 a.m. - 10:30 a.m.

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

Welcome & Chair's Remarks Thomas Katheder

- Roll Call/Establishment of Quorum
- Public Comment

Approval of Minutes from Previous Meeting (7/30/13)

Information/Discussion Items

1. Update on Board/Committee Assignments
2. Update on Youth Procurement
3. Review of Board Agenda
4. All Committees - Updates

- Audit Committee..... Eric Ushkowitz
- Community Engagement Committee Kevin Shaughnessy
- Executive Committee Thomas Katheder
- Finance Committee Bill Merck
- Governance Committee..... Bob Brown
- Program Committee..... Dr. Sanford Shugart
- Youth Committee Debbie Clements

5. Discussion on Executive Compensation

Chairman's Closing Remarks..... Thomas Katheder

Upcoming Meetings:

- Board of Directors Orientation: 9:00am, September 24, 2013 at JobVantage Office, 4360 E. Colonial Dr., Orlando, FL
(Orientation is for new members and any current members who would like to attend)
- Board of Directors Meeting: 10:30am, September 24, 2013 at JobVantage Office, 4360 E. Colonial Dr., Orlando, FL
- Executive Committee Meeting: 9:00am, November 5, 2013 at WCF Admin Office, 707 Mendham Blvd., Suite 250, Orlando, FL

DRAFT

Executive Committee Meeting
Workforce Central Florida
Tuesday, July 30, 2013
10:00 a.m.

MINUTES

MEMBERS PRESENT: Thomas Katheder, Greg Beliveau, Wendy Brandon (via phone), Debbie Clements, Eric Jackson, Leland Madsen (via phone), William Merck, Dr. Sanford Shugart, and Eric Ushkowitz

MEMBERS ABSENT: Robert Brown

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

WELCOME & CHAIR'S REMARKS

Call To Order

Mr. Katheder called the meeting to order at 10:00am 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 (6/11/13)

After review of minutes, Mr. Ushkowitz made a motion to approve the Minutes from the 6/11/13 Executive Committee Meeting. Ms. Clements seconded, motion passed.

INFORMATION/DISCUSSION ITEMS:

1. TANF Budget Impacts

Ms. Nabors stated that there was an 11% (\$77,000) reduction in TANF funds in this region. As TANF program is staff driven, this resulted lateral transfers of 5 staff to other departments; and layoffs of 10 staff, which re-employment assistance is being provided to these affected staff.

2. Committee Assignments

Mr. Katheder stated that he would like the existing chairs of each committee to continue in this capacity, unless they choose not to continue to serve as chair. Mr. Katheder also reviewed a listing of current board members and which are involved on committees. He commented that many board members are not on a committee and discussion ensued on how board members could be encouraged to join committees. Mr. Katheder stated he will write a memo of encouragement to the board members explaining the benefits of committee involvement. Small overviews will be provided to new committee members by staff, per each committee – i.e. Mr. Alvarez to meet with each new Finance Committee

member, and also a general orientation overview will be provided on 9/24/13 prior to board meeting.

With regard to the new Community Outreach and Engagement Committee, Mr. Katheder asked Mr. Shaughnessy to chair this committee. The purpose of this committee is to tell the stories about WCF and what this organization does: the programs/services offered and the involvement with community stakeholders, aligning resources strategically through partnerships. The committee reviewed the proposed membership list of this new committee, which all of the individuals listed have agreed to serve and have backgrounds either in marketing and/or community, political involvement. Ms. Nabors added that all of these members are not looking to contract with WCF.

3. Statewide Branding Initiative

Ms. Nabors referenced the "CareerSource Florida - Unified Brand Charter" document in today's meeting packet. It has been decided at the state level that "CareerSource Florida" will be the unified brand name to be used by all regions in Florida's workforce system. "CareerSource Florida" will be the top line and the 2nd line will be the region/geographical description part of the branding. Regional workforce boards need to submit their 2nd line requests by 9/1/13. Ms. Nabors stated that a domain was purchased for the name "CareerSource Central Florida". The committee also viewed a video with regard to the new branding/logo.

After further discussion, Mr. Merck made a motion to approve "CareerSource Central Florida" as branding name for this region. Dr. Shugart seconded, motion passed.

Ms. Nabors stated that this regional workforce board will receive \$75,000 for the brand conversion and incentives will also be awarded to those regions that conduct early implementation. The transition to the new office in Seminole County will provide an opportunity to attain these incentives. Ms. Clements asked what the costs will be for rebranding. Ms. Nabors replied it is estimated the cost will be \$100,000 to \$300,000 per region to rebrand. There will be money in the regular budget that can be utilized for these efforts. Dr. Shugart asked what the deadline is for the conversion. Ms. Nabors replied by 6/30/14. Mr. Jackson asked how this will affect "Employ Florida Marketplace" branding? Ms. Nabors replied that this will also be changed to the "CareerSource" brand. Mr. Leland asked how this will affect the partnerships with Sumter county. Ms. Nabors replied that any partnerships that involve the workforce system will reflect the new brand.

4. Legal Items

Mr. Katheder stated that he and Mr. Alvarez are continuing their negotiations with the Seminole County lease. The projected date for the center to be open is November 2013. Mr. Katheder also provided updates with regard to payment situation with WCF's former counsel Mr. Sell.

5. Youth Procurement Update

Ms. Nabors stated that Henkels & McCoy (H&M), the provider who was awarded the WIA Year-round Youth Services contract, has begun with their program implementation and outreach. On August 5 and 6, 2013, WCF will be conducting a two-day workshop for providers on WIA Youth Program/Fiscal Overview and technical assistance for providers. This workshop is in readiness for the 2nd round of procurement (\$3.2M) for partnership with community-based organizations for additional youth services. The RFP (Request For Proposals) will be available online on 8/7/13.

6. Board Retreat

Ms. Nabors stated that the date for the WCF Board Retreat has been set for 10/10/13 from 1:00pm to 5:00pm at the Collaborative Design Center, Valencia College-West Campus. Mr. Mark Brewer will be the overall facilitator for this event. The retreat's focus will be to identify areas where board should move/focus and address future challenges. Mr. Rick Weddle will also provide a presentation on the region's economic/environment climate. Three of the committee members offered to sponsor the refreshments.

7. Pam's 2013-2014 Goals

The committee reviewed and discussed Ms. Nabors' 2013-2014 goals which consisted of: 1) strategic vision and goals for business and job seeker communities; 2) community engagement and outreach plan in place and aligned to new unified branding; 3) youth programs operating with funding fully obligated and youth enrollment targets met; 4) clean audit and compliance reviews for 2013-2014; and 5) WCF staff professional development plan executed to improve service delivery/customer satisfaction goals exceeded.

Mr. Katheder stated that the board's involvement should move toward middle ground now, in between the close scrutiny/oversight (due to outstanding issues) and high level oversight. Performance development plans should be reviewed by Executive Committee and board where appropriate. Dr. Shugart added, with regard to Pam's #1 goal - the Program Review Committee will be working on developing/refining metrics for Dashboard and will be mindful of the metrics that involve Ms. Nabors goals for her evaluation. Ms. Brandon asked for the professional development timeline. Ms. Nabors replied by 6/30/14.

CHAIR'S CLOSING REMARKS

Mr. Katheder stated that the next Executive Committee Meeting will occur at 9:00am on 9/17/13 at WCF Admin office. The next WCF Board Meeting will occur at 10:30am on 9/24/13 at JobVantage, East Orange location. Prior to the board meeting will be an orientation for new and any existing board members who would like to attend. Mr. Katheder indicated that the WCF's attorney, Mr. Wilkes will be present at the orientation and will provide information on Florida Sunshine Law, conflict of interest, and board ethics.

Mr. Katheder stated that Mr. Shaughnessy, Ms. Nabors and Ms. Elliott will be meeting with Orlando Sentinel's editorial board to review the 2012-13 program year, accomplishments, highlights and the vision of WCF moving forward. They will also be prepared for any questions the editorial board will ask. This meeting should go well and it is hoped that this will be covered on the editorial page or news article.

Mr. Katheder announced to the committee that he has accepted a position in Arizona and will be relocating there later this year. He added that he did not anticipate this position would be offered to him in May; otherwise he would not have agreed to serve as Chair on WCF Board. Ms. Nabors stated that she will review this pending change with Mr. Brown, Chair of Governance Committee. The Governance Committee will be meeting on 8/14/13 and will review, discuss and provide a nomination for a new Chair.

There being no other business, the meeting was adjourned at 11:22 a.m.

Respectfully submitted,

Kaz Kasal
Sr. Administrative Assistant

WCF Board of Directors
Committee Assignments

Last Name	First Name	Executive Committee Total: 10 Private: 6 Public: 4	Finance Committee Total: 6 Private: 3 Public: 3	Audit Committee Total: 3 Private: 1 Public: 2	Program Review Committee Total: 11 Private: 6 Public: 5	Governance Committee Total: 5 Private: 4 Public: 1	Youth Committee Total: 5 Private: 2 Public: 3	Community Engagement Committee Total: 4 Private: 3 Public: 1
Adams	Angela				X			
Beliveau	Greg	X			X	X		
Bolivar	Diana							X
Bough	Paul				X			
Brandon	Wendy	X			X			
Brown	Robert	X				X (Chair)		X
Clelland	Steve				X			
Clements	Debbie	X					X	
Cornell	Melanie		X					
D'Aiuto	William						X	
Vacant (Orange)	Vacant (Orange)							
Garrow	Lorna							
Jackson	Eric	X				X		
Katherder	Thomas	X (Chair)				X		
Madsen	Leland	X				X		
Merck	William	X	X (Chair)					
Michaels	Brian				X		X	
Moreno	Tirso				X			
Olson	Sheri							
Pancake	Taylor		X					
Plettinck	Jack						X	
Sarnovsky	Joseph		X	X				
Sayan	Jovanna							
Shaughnessy*	Kevin							X (Chair)
Shugart	Sanford	X			X (Chair)			
Spooney	Robert			X			X	
Sweat	Richard			X				
Todd	Chuck		X					
Ushkowitz	Eric	X		X (Chair)	X			
Walsh*	Richard					X		X
Walter	Larry				X			
Wylie	Mark		X					

Green: Private / Blue: Public / *: Ex-Officio Member



WORKFORCE CENTRAL FLORIDA

MEMORANDUM

TO: EXECUTIVE COMMITTEE
FROM: DEBBIE CLEMENTS, CHAIR - YOUTH COMMITTEE CHAIR
PAM NABORS, PRESIDENT/CEO
SUBJECT: YOUTH RFP 2013
DATE: 9/16/2013

In June 2013, the WCF Youth Committee, through the Executive Committee, issued a second Request for Proposal (RFP) for year-round Workforce Investment Act Youth Services. An RFP was issued on (DATE) and bidders were asked to submit proposals to WCF no later than noon on September 6, 2013. WCF received eight proposals: Arbor/ResCare, CBC of Florida (ISY and OSY), Children's Home Society, Covenant House, Goodwill Industries, KRA, Urban League of Central Florida.

A committee of six reviewers comprised of Board Members and community subject matter experts convened on September 16, 2013 to review and score the proposals. The Committee scored and ranked the 8 proposals based upon the evaluation criteria stated in the RFP.

Based upon this process, the Review Committee offers the following recommendation for ACTION:

1. The Committee recommends WCF staff enter into negotiations with the following providers in order of scoring and rank (see attachment) to provide additional youth services throughout region:
 - Covenant House for out of school youth services (avg. score 98.8);
 - Arbor E&T d/b/a ResCare for out of school youth services (avg. score 94.8);
 - Children's Home Society for in-school youth services (avg. score 85.1); and
 - Goodwill industries for in-school youth services (avg. score 82)
2. The Committee recommends staff explore options with the selected providers to serve youth in Lake and Sumter counties, since services in these counties were not specifically described by the proposers listed.

Proposer	Number of			Out-of-School Youth	Proposal Amount	Countries to be Served	Avg. Score -
	Youth to Served	In-School Youth	Youth				
Arbor E & T d/b/a ResCare	250			X	\$886,517	Orange, Osceola, Seminole	94.8*
Children's Home Society	175	X			\$821,605	Orange County (Evans Community High School)	85.1*
Community Initiatives (Community Based Care of Central Florida)	55	X			\$308,879	Orange, Osceola, Seminole	78.6
Community Initiatives (Community Based Care of Central Florida)	35			X	\$378,379	Orange, Osceola, Seminole	75.3
Covenant House	100			X	\$416,311	Orange, Osceola, Seminole	98.8*
Goodwill Industries	200	X			\$828,020	Orange, Osceola	82*
KRA Corporation	350			X	\$1,431,232.28	Seminole, but can also serve Lake, Orange, Osceola, Sumter	71.5
Urban League of Central Florida	100			X	\$355,166.13	Lake, Orange, Osceola, Seminole, Sumter / Primary office in Orange	76.6