

## Board of Directors Meeting

JobVantage  
4360 East Colonial Drive  
Orlando, FL 32803  
Tuesday, September 24, 2013  
9:30 a.m.

### MINUTES

**BOARD MEMBERS PRESENT:** Thomas Katheder (via phone), Diana Bolivar, Paul Bough, Wendy Brandon, Robert Brown, Deborah Clements, William D'Aiuto, Eric Jackson, Leland Madsen (via phone), William Merck, Brian Michaels, Tirso Moreno, Sheri Olson, Taylor Pancake (via phone), Jack Plettinck (via phone), Dr. Joseph Sarnovsky, Jovanna Sayan, Dr. Robert Spooner, Chuck Todd, Eric Ushkowitz (via phone), Larry Walter, and Mark Wylie

**MEMBERS ABSENT:** Dr. Angela Adams, Greg Beliveau, Steve Clelland, Melanie Cornell, Lorna Garrow, Dr. Sanford Shugart, and Richard Sweat

**STAFF PRESENT:** Pamela Nabors, Kevin Neal, Leo Alvarez, Kameel Abdurrahman, Homer Boone, Anika Holmes, Sherry Voss, Nilda Blanco, Chad Kunerth, Jason Lietz, Suzan Awad, and Kaz Kasal

**GUESTS PRESENT:** Mark Brewer/Community Foundation of Central Florida and Brad Swanson/Florida Chamber of Commerce

### WELCOME & CHAIR'S REMARKS

Mr. Katheder called the meeting to order at 10:40 a.m. and welcomed those in attendance. He introduced the new board members Sheri Olson, South Lake Hospital and Jovanna Sayan, Full Sail University and thanked them for serving on the board.

### Roll Call/Establishment of Quorum

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

### Approval of Minutes from 6/20/13 Joint Meeting of the Consortium and Board of Directors

**After reviewing the minutes from the June 20, 2013 Joint Meeting of the Consortium and Board of Directors, Mr. Walter made a motion to approve the minutes. Mr. Michaels seconded and motion passed.**

### Public Comment

None offered.

### SETTING THE STAGE FOR WCF RETREAT

Ms. Nabors introduced Mr. Brewer, President/CEO of Community Foundation of Central Florida, who will be the facilitator for the 10/10/13 WCF Board Retreat. Mr. Brewer greeted the board and provided a brief overview of the strategic planning activities that board members will be participating in at the board retreat. He encouraged all to attend. Mr. Katheder thanked Mr. Swanson for attending today's meeting and providing

this briefing.

### **PRESENTATION – SIX PILLARS – 20-YEAR STRATEGIC PLAN / TALENT SUPPLY AND EDUCATION**

Ms. Nabors introduced Brad Swanson, Vice President of Strategic & Corporate Partnerships, Florida Chamber of Commerce. Mr. Swanson greeted the board and provided a Powerpoint presentation on the Six Pillars – 20-Year Strategic Plan which involves a focus and strategic plan for a better future for Florida. He also discussed the development of the Florida Scorecard (which can be accessed at [www.TheFloridaScorecard.com](http://www.TheFloridaScorecard.com)) – this is a set of metrics of where we are and where we are going to be, and the three key areas that comprise the vision of Florida: 1) vibrant communities, 2) high-wage jobs and 3) global competitiveness. Mr. Katheder thanked Mr. Swanson for coming and providing this presentation.

### **COMMITTEE REPORTS**

#### Audit Committee

Mr. Ushkowitz reported that the Audit Committee met on 9/19/13 to review DEO annual financial monitoring and a presentation from Cherry, Bekaert. Cherry, Bekaert is currently conducting A-133 audit for Program Year 2012-13. A report draft is expected by 10/31/13. The next Audit Committee meeting will be a joint meeting with the Finance Committee in January 2014.

#### Community Engagement Committee

Ms. Nabors stated that the first meeting of the Community Engagement Committee will be next week on 10/1/13. This committee was formed to focus on ways to more strategically outreach in the community. The committee will also provide support as WCF regionally rebrands to CareerSource Central Florida, which is part of the statewide branding of CareerSource Florida.

#### Executive Committee

Mr. Katheder reported that the Executive Committee met on 9/17/13 and reviewed board/committee assignments and youth procurement (round 2). Mr. Katheder also announced that he will be stepping down as Chair in October 2013, and Ms. Brandon will serve as Chair for the remainder of the program year.

#### Finance Committee

Mr. Merck stated that the next Finance Committee meeting will occur on 10/15/13, when the committee will review the WCF budget for the first quarter (July '13 thru Sep '13). Currently, the budget is slightly underspent but should get on track once work experience and youth program activities start ramping up. Two new members have volunteered to serve on the Finance Committee: Taylor Pancake and Chuck Todd – the committee welcomes them and an orientation will be provided to them.

#### Governance Committee

Mr. Brown reported that the Governance Committee met on 9/17/13. The Governance Committee is pleased that Ms. Brandon has agreed to serve as chair for the remainder of the year. As Ms. Brandon has stated that she will not continue as Chair in the following program year, the Governance Committee will be working on a slate of officers this fall and spring, as well as other procedural matters.

#### Program Committee

Mr. Neal reported that the Program Committee met on 8/27/13 and approved that the following two action

items be forwarded to the Board for their review and approval.

➤ Eligible Training Providers:

- Center for Professional Training & Development (for Basic Computer Specialist program)
- DeVry University - Orlando & Orlando North campuses (for following programs: Accounting, Electronics and Computer Technology, Health Information Technology, Network Systems Administration, Web Graphic Design)
- Future Media Concepts (for following programs: 3D Design, Adobe Video and Sound Editing, Apple Mac IT, Apple Video and Sound Editing, Application Development, Avid Video and Sound Editing, Web Design and Development)
- ITT Technical Institute (Computer and Electronics Engineering Technology, Computer Drafting and Design, Criminology and Forensic Technology, Drafting and Design Technology, Electrical Engineering Technology, Information Technology – Computer Network Systems, Network Systems Administration, Nursing)
- USA CDL Driving School (CDL 160 Hour Tractor-Trail Driver program)
- Wood Hygienic Institute (Message Therapy and Colon Therapy)

Mr. D'Auito asked how much in training funds are provided to participants. Mr. Neal replied that \$5,000 to \$7,000 are provided, depending on the program. The participant pays the difference via other loans or sources. Ms. Nabors added that WCF provides financial counseling to customers. Mr. Wylie commented that some of the programs completion rates were low. Mr. Neal replied that customers drop out for various reasons – some programs are set-up so they do not have to finish program to get a job. Mr. Michaels commented that some programs are open-based where a student can enroll at certain sections. Ms. Nabors indicated that per Dr. Shugart more regional strategies on eligibility criteria will be reviewed by the Program Committee.

**Mr. Walter made a motion to accept above listed training providers and their respective programs to be included as approved training providers in Region 12. Dr. Sarnovsky seconded, motion passed.**

➤ WIA Income based Preference

Mr. Neal stated that this action item would amend WCF's 5-year plan to allow the President/CEO to make a determination of whether funds are limited, and if not, substitute an income-based preference for the priority of service. The income-based preference would be equivalent to 200 percent of the Lower Living Standard Income Level. Mr. Walter added that one concern that the Program Committee questioned if opening this up to more people was this just making it easier for staff. Staff did show that they have been outreaching, but there has not been enough available people, so staff proposed expanding the eligibility criteria to get more people into the program. Ms. Brandon added that opening this up will also provide opportunities to those who are underemployed, not just unemployed. Mr. D'Aiuto asked how many additional people who were previously denied would now be eligible. Ms. Nabors indicated that they can pull this information. Mr. Neal indicated that every month the data/funds are reviewed, so if funds become limited, the CEO can revert back to priority of service – pending approval of this action item.

**Mr. Brown made a motion to amend WCF's 5-year plan to allow the President/CEO to make a determination if funds are not limited to substitute income-based preference for the priority of service, and revert back if funds become limited. Mr. D'Aiuto seconded, motion passed.**

#### Youth Committee

Ms. Clements reported that the Youth Committee met on 8/7/13 and one of the items that was reviewed was the timeline on the WIA youth procurement (round 2). The RFP for year-round WIA youth services was posted on 8/7/13 and WCF received eight proposals. This time more local providers responded which probably resulted from the technical assistance workshops that WCF provided in early August 2013. Ms. Clements stated that the Review Committee met on 9/16/13 to discuss, review and score the eight proposals. Based on their evaluation, the Review Committee is recommending the following:

- WCF staff enter into negotiations with the following providers in order of scoring and rank to provide additional youth services throughout the region:
  - Covenant House for out-of-school youth services (average score 98.8)
  - Arbor E&T d/b/a ResCare for out-of-school youth services (average score 94.8)
  - Children's Home Society for in-school youth services (average score 85.1)
  - Goodwill Industries for in-school youth services (average score 82)
- 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.

**Mr. Walter made a motion to approve the above recommendations. Mr. Brown seconded, with Mr. Jackson abstaining, motion passed.**

The board expressed concerns that Lake and Sumter counties would go underserved. Ms. Clements replied that H&M are good at partnering with local providers and should be able to help link with them via MOUs to become subcontractors to serve in these counties.

#### **PRESIDENT'S REPORT**

Ms. Nabors referred to her report in the meeting packet and provided the following highlights:

- Governor Scott officially lifted WCF's high risk grantee designation on 7/3/13. Thanks to the board for all their hard work – this board has been a tremendous help, which resulted in the lifting of this high risk designation.
- Board Orientation was conducted this morning 9/24/13.
- Ms. Nabors also reported out on current internal WCF processes and systems, as well as programs and performance outcomes.

#### **CHAIR'S CLOSING REMARKS**

Mr. Katheder encouraged all board members to attend the upcoming Board Retreat on 10/10/13. Also in readiness for the retreat, he asked the board to think about the following:

- As WCF is a 501(c)3, other sources of funding are not prohibited; donations are allowed just like any other organization in this category, such as United Way.
- Need to find ways to improve connecting employers and employees with less friction.

Mr. Katheder thanked those in attendance at today's meeting.

There being no further business, the meeting adjourned at 12:00pm.

Respectfully submitted,

Kaz Kasal  
Sr. Administrative Assistant