

Executive Committee Conference Call Meeting

Thursday, April 16, 2015

9:00 a.m.

MINUTES

MEMBERS PRESENT: Wendy Brandon, Greg Beliveau, Robert Brown, Debbie Clements, Leland Madsen, William Merck and Eric Ushkowitz

MEMBERS ABSENT: Eric Jackson

STAFF PRESENT: Pam Nabors, Leo Alvarez and Kaz Kasal

1. Welcome

Ms. Brandon called the meeting to order at 9:02 a.m. and welcomed those in attendance.

2. Roll Call/Establishment of Quorum

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

3. Public Comment

None offered.

4. Approval of Minutes

- A. 1/14/15 Executive Committee Meeting
- B. 2/4/15 Executive Committee Phone Meeting

Mr. Brown made a motion to approve the minutes from the 1/14/15 and 2/4/15 Executive Committee meetings. Mr. Beliveau seconded, motion passed.

5. Information/Discussion/Action Items

A. Chair's Remarks

Ms. Brandon stated that she attended the NAWB conference last month, along with Mr. Jackson, Ms. Nabors and Ms. Coenen – the conference was very informative and included WIOA discussion.

B. Updated on Administration Move

Mr. Alvarez reviewed the status of the administration office move and indicated the tentative move-in date is scheduled for 4/27/15. Mr. Alvarez stated that CareerSource Central Florida's attorney is handling the Mendham leasehold improvement issue with the landlord.

C. Committee Updates

1) Audit Committee

Mr. Ushkowitz stated that the Audit Committee met jointly with the Finance Committee on 2/4/15 and reviewed/accepted the CareerSource Central Florida

2013-14 A-133 Audit. There were no findings or material weaknesses and good control over grant programs and compliance. Also DEO commenced with their monitoring the week of 1/26/15 and there were no findings or areas of non-compliance. The DEO monitoring report will be included in the Board meeting packet next week

2) Community Engagement Committee

Ms. Nabors stated that the Community Engagement Committee met on 3/17/15. Metro Orlando EDC provided a presentation on “Orlando. You don’ know the half of it” campaign and the Committee discussed how Orlando EDC’s outreach branding can effectively align with CareerSource Central Florida’s message points. The Committee also discussed business engagement plan moving forward.

3) Finance Committee

Mr. Alvarez stated that based on the proposals received from the on banking and financial institution solicitation, the review team ranked CNL as top choice. CNL, which is CareerSource Central Florida’s current bank, offered the largest number of value-added services. Mr. Alvarez further stated that CNL Bank has been providing good services.

Mr. Brown made a motion to forward to the Board the recommendation to maintain the banking relationship with CNL Bank. Dr. Shugart seconded; motion passed.

Mr. Alvarez stated that based on the proposals received from the retirement broker solicitation the review team ranked Chepenick Financial as top choice. Chepenik Financial offered a fixed rate contract fee lower than current broker. The firm also has the capability to handle our size portfolio and offered insight on possible directions to go in the future.

Mr. Beliveau made a motion to forward to the Board the recommendation to approve Chepenick Financial as the institution of choice. Ms. Clements seconded; motion passed.

4) Governance Committee

Mr. Brown stated that the Governance Committee is scheduled to meet on 5/13/15. An action item to approve the Public Comment Policy will be presented at next week’s Board meeting.

5) Program Committee

Dr. Shugart stated that two action items will be coming to the Board next week – one is approval of an apprenticeship program and the other is an approval for EWT grant for .decimal. Ms. Nabors added as these action items involve Board Members, it require 2/3 Board vote. Dr. Shugart stated that the Committee and staff are also reviewing how to apply appropriate evaluation standards with training programs which are much longer, but earlier employment is realized.

6) Youth Committee

Ms. Nabors stated that contract negotiations on short term training contracts have been finalized. Also the Committee is reviewing strategies for the upcoming transition year in readiness of WIOA's significant changes in programs dealing with Youth. Ms. Nabors also stated that CareerSource Central Florida will be providing a post conference/summit on Youth Employment & Training at the upcoming "2015 Adolescent Conference" which Florida Juvenile Justice Association is hosting in Orlando in May 2015.

D. 4/23/15 Board of Directors Agenda

The Committee reviewed and approved the draft 4/23/15 Board of Directors Agenda.

6. Other Business

Mr. Alvarez stated that 990 filing will be due mid-May – information will be emailed to Audit, Finance and Governance Committees in early May. Mr. Merck advised staff to use "read receipt" when sending out the email.

Mr. Beliveau announced there will be a career development forum held on 5/22/15 which will involve CareerSource Central Florida's Lake County office, City of Leesburg and local schools – this is a pilot program offered to middle school and high schools in Leesburg to get students engaged in career development.

Ms. Nabors announced that Ms. Annmarie O'Brien, Career Coach with the Valencia Manufacturing project, is being recognized as Career Developer of the year by NAWB. A special recognition to Ms. O'Brien will occur at the 1/25/15 Joint Meeting of Consortium and Board.

7. Upcoming Meetings

Next meeting is scheduled for 6/18/15.

8. Chair's Closing Remarks

Ms. Brandon thanked those who attended the meeting.

9. Adjournment

There being no other business, the meeting was adjourned at 9.36 am

Respectfully submitted,

Kaz Kasal
Administrative Supervisor