

**Executive Committee Meeting / Board Education Session**  
707 Mendham Blvd., Suite 250  
Orlando, FL 32825

**November 6, 2014**  
**10:00 a.m.**

**MINUTES**

**MEMBERS PRESENT:** Wendy Brandon, Greg Beliveau, Robert Brown, Eric Jackson, Leland Madsen, and Eric Ushkowitz

**MEMBERS ABSENT:** Debbie Clements, William Merck and Sanford Shugart

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

**GUEST BOARD MEMBERS PRESENT:** Paul Bough, David Brier, Leslie Hielema, Jack Plettinck and Mark Wylie

**GUESTS PRESENT:** Rochelle Daniels/CareerSource Broward

**1. WELCOME**

Ms. Brandon called the meeting to order at 10:00 a.m. and welcomed those in attendance.

A. Roll Call/Establishment of Quorum

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

B. Public Comment

None offered.

**2. APPROVAL OF MINUTES FROM PREVIOUS MEETING (9/15/14)**

**After review, Mr. Brown made a motion to approve the minutes from the 9/15/14 Executive Committee Meeting. Mr. Madsen seconded, motion passed.**

**3. INFORMATION/DISCUSSION ITEMS:**

A. Chair's Remarks

Ms. Brandon thanked those board members who were able to attend today's meeting. The education portion of today's meeting will cover WIOA (Workforce Innovation and Opportunity Act), in particular as it pertains to the governance of this board. This information will be helpful as the Board provides their input and ideas to guide staff in the planning for WIOA.

B. Executive Committee Charter

Ms. Brandon referenced the draft Executive Committee Charter in the meeting packet and asked the committee for any revisions. Mr. Jackson suggested that "member of the Board" be added under the "Skills/Expertise" section. Mr. Brown suggested that "and the full Board" be added to the second bullet ("Agenda and minutes") under the "Structure" section.

**Mr. Beliveau made a motion to approve the "Executive Committee Charter" to include the**

**above suggested revisions. Mr. Madsen seconded, motion passed.**

C. Facilities Update – South Orlando Office

Mr. Alvarez referenced the memo on “Facilities Update” in the meeting packet and reviewed the background and factors attributing to the staff recommendation to allow a two year lease extension the South Orange County office which includes the flexibility to terminate the lease after year one. The committee further discussed parking options at this location.

**After review, Mr. Brown made a motion to approve a two year lease extension of the South Orange office, with 1 year option to term. Mr. Beliveau seconded, motion passed.**

D. Workforce Innovation and Opportunity Act (WIOA)

Ms. Nabors introduced Rochelle Daniels from CareerSource Broward who is a legislative expert. Ms. Nabors stated that Ms. Daniels will provide an overall review of the implications of WIOA and as it pertains to the governance of this board.

Ms. Daniels greeted the Board members and referred to Powerpoint handout in the meeting packet entitled “The Workforce Innovation and Opportunity Act Ref. H.R. 803.” Ms. Daniels reviewed the highlights/implications of WIOA; the state’s role, responsibilities and functions; the local area designation and regionalism; local board makeup and responsibilities; changes in programs, especially youth; eligible training providers; and new performance measures.

4. ADJOURN

Ms. Brandon thanked those who attended the meeting.

There being no other business, the meeting was adjourned at 12.20pm

Respectfully submitted,

Kaz Kasal  
Administrative Supervisor