

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

December 4, 2014
10:00 a.m.

MINUTES

MEMBERS PRESENT: Wendy Brandon, Robert Brown, Debbie Clements, Leland Madsen, and Eric Ushkowitz

MEMBERS ABSENT: Greg Beliveau, Eric Jackson, William Merck and Sanford Shugart

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

1. WELCOME

Ms. Brandon called the meeting to order at 10:05 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 (11/6/14)

After review, Mr. Brown made a motion to approve the minutes from the 11/6/14 Executive Committee Meeting. Mr. Madsen seconded; motion passed.

3. INFORMATION/DISCUSSION ITEMS:

A. Chair's Remarks

Ms. Brandon asked the committee if 1/15/15 Executive Committee meeting could be moved to 1/14/15 at the same time of 9:00am. The committee concurred and Ms. Brandon asked Ms. Kasal to communicate the change to the rest of the committee.

B. President/CEO's Goals

Ms. Brandon referenced the draft document entitled "President/CEO Goals 2014-2015" and reviewed the two sections: 1) "Measureable Objectives" which lists Ms. Nabors' three organizational objectives and corresponding performance indicator categories and 2) "Soft Skills / Competencies" which describe leadership skills and attributes, and the levels of each competency. This format is in line with CareerSource Central Florida's overall performance management system and provides more measurable and strategic goals. Ms. Nabors noted a correction to be made under "Goal #1" under "Work Products" performance indicator: "Direct project plan and implement administrative office move by March 1, 2015 - this should be changed to 4/1/15 based on lease negotiations.

Ms. Clements made a motion to approve “President/CEO’s Goals” to include Ms. Nabors above noted correction. Mr. Ushkowitz seconded; motion passed.

C. Committee Updates

1. Audit Committee

Mr. Ushkowitz stated that there are no updates to report.

2. Community Engagement Committee

Ms. Nabors stated that the Community Engagement Committee met on 11/18/14 and reviewed outreach activities for the first quarter of FY 14-15. The committee also reviewed and discussed strategies to effectively quantify and evaluate event outreach requests to ensure return on investment (ROI) is being realized.

3. Finance Committee

Mr. Alvarez referenced the document entitled “CareerSource Central Florida Proposed Retirement Plan Changes” and stated the intent is to better align with similar size organizations as well as standard practice. Ms. Nabors added that both the ERISA attorney and retirement plan broker recommended changes in two key areas:

- 1) Adding a vesting schedule on CareerSource Central Florida contributions to individual plans
- 2) Setting parameters/criteria for employee loans

Ms. Clements made a motion to approve the proposed retirement plan changes effective 1/1/15. Mr. Ushkowitz second; motion passed.

4. Governance Committee

a) Enterprise Risk Management (ERM) Draft Policy

Mr. Brown referenced the “Enterprise Risk Management” draft policy in the meeting packet and commended the staff for the great and thorough job compiling information from different sources into this policy. Mr. Brown stated that the Governance Committee reviewed and had no additional edits to this draft policy.

Mr. Brown made a motion to approve moving this draft policy to full board for approval. Mr. Madsen seconded; motion passed.

b) Board Retreat Notes

Ms. Nabors referenced the “Retreat Summary and Strategic Business Engagement Plan Outline” –which is a condensed and goal-categorized version of the Board’s feedback from the 10/16/14 Board Retreat. The next step will be for staff to use this outline as framework to build-out and craft the business engagement/strategic plan, which will be brought to the board in early 2015. Staff will also hold public commentary as part of the draft strategic plan process.

5. Program Committee

Ms. Nabors stated that the Program Committee will meet tomorrow, 12/5/14, and will

review four training provider requests. Also there will be discussion over the next two meetings with regard to enhancing protocols for training providers regarding performance measurement in preparation to align with the Workforce Innovation and Opportunity Act (WIOA).

6. Youth Committee

Ms. Clements stated that the Youth Committee met on 11/19/14 and discussed the \$500,000 in unobligated funds to be used to offer services to enhance existing programs to help out-of-school youth in critically needed areas: Parramore District; Lake/Sumter and foster youth. This focus aligns also with the new WIOA legislation which has a significant focus on out-of-school youth. The youth summit was also discussed and staff is looking at an opportunity to partner with Florida Juvenile Justice Association on their upcoming 2015 Adolescent Conference in Orlando and facilitate a post-conference on Youth Employment & Training. Lastly, all contract negotiations are finished and contracts have been renewed/extended through this program year.

D. 12/11/14 Board of Directors Agenda

Ms. Brandon asked that "President/CEO's Goals" be added under "Chair's Remarks" section. Ms. Nabors stated that Ms. Lois Scott with the Department of Economic Opportunity (DEO) will be in attendance to present on regional performance. Ms. Brandon asked Ms. Kasal to remind/emphasize to the Board that the location of the meeting will be at the downtown Orlando Public Library.

4. ADJOURN

Ms. Brandon thanked those who attended the meeting.

There being no other business, the meeting was adjourned at 10.43 am

Respectfully submitted,

Kaz Kasal
Administrative Supervisor