

Executive Committee Conference Call Meeting

Monday, February 18, 2014

9:30 a.m.

MINUTES

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

MEMBERS ABSENT: Dr. Sanford Shugart

STAFF PRESENT: Pam Nabors, Kevin Neal, Leo Alvarez, Kameel Abdurrahman, Nilda Blanco, Tonya Elliott, Sherry Voss and Kaz Kasal

WELCOME & CHAIR'S REMARKS

Call To Order

Ms. Brandon called the meeting to order at 9:33am 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

Ms. Tina Kuga, Mr. Jamie Thomson and Robert Phillips with Willis greeted the committee. They stated they came today to learn more about CareerSource Central Florida.

APPROVAL OF MINUTES FROM PREVIOUS MEETING (12/5/13)

After further review of minutes, Mr. Brown made a motion to approve the minutes from the 12/5/13 Executive Committee Meeting. Ms. Clements seconded, motion passed.

INFORMATION/DISCUSSION ITEMS:

1. Executive Committee Support of CareerSource Central Florida Goals

As stated at the Governance Committee meeting last week, Ms. Brandon is requesting staff place these strategic goals at the top part of the agenda under the meeting location/time details. This way the board members can refer/be reminded of these goals to make sure the committee work they are doing ties back into these goals.

2. Review of Board Roster

Ms. Nabors stated that there are two vacant seats on the CareerSource Central Florida Board: 1) a private sector seat (Orange County) and 2) a public sector seat (private sector non-profit training institution). Ms. Nabors indicated that Orange County has identified Jody Sweet, Vice President of Recruiting/Talent Management & Diversity with Disney for the private sector seat and Metro Orlando EDC has identified Leslie Hielema, Vice President with Florida Institute of Technology for the public sector seat. These candidates will be brought forward for the Consortium's review and approval at their joint meeting with the Board on 2/27/14.

3. Action Items

➤ Payroll Services

Mr. Alvarez referred to the “Request for Qualifications – Payroll Services” document in the meeting packet. As recommended by the Finance Committee, an RFQ (request for qualifications) for payroll services was issued on 11/25/13 and 5 proposals were received. A review team evaluated and scored the proposals based on experience and capability, cost and value added services. In order to make a more informed decision, the top two ranked respondents were invited to a 2nd round to present with a focus primarily on payroll process and cost structure, integration with our current accounting and value added services. Based on this 2nd round, the review team unanimously ranked ADP over Paychex, preferring ADP’s customer service approach and integration of their system to ours. The Finance Committee, at last week’s meeting, reviewed and approved staff’s recommendation to hire ADP as the new third party administrator.

Mr. Merck made a motion to forward to board for review and approval the staff recommendation to hire ADP to provide 3rd party payroll services. Mr. Madsen seconded, motion passed.

➤ Broker Services

Ms. Nabors referred to the “Request for Qualifications – Broker Services” document in the meeting packet. Ms. Nabors stated that the evaluation for broker services followed the same extensive process as with the evaluation for payroll services. Six proposals were received and the review team evaluated and scored the proposals based on experience and qualifications, past performance and references, cost and value added services. The top 3 ranked respondents were asked to provide a presentation and further discussion on their services, benefit plan options and potential cost cutting measures. The review team narrowed it down to the top two: Willis and Brown & Brown. At the direction of the Finance Committee, Ms. Nabors stated she completed a final review of these two firms. Based on comparability of pricing structure, organizational approach, and versatility of options to support health benefits and insurance needs, staff is recommending selection of Willis as the broker for liability insurance and employee health and welfare plans for CareerSource Central Florida.

Mr. Beliveau made a motion to forward to board for review and approval the staff recommendation to select Willis as broker for liability insurance and employee health and welfare plans for CareerSource Central Florida. Mr. Jackson seconded, with Mr. Merck abstaining, motion passed.

➤ UCF Supervisory Training

Mr. Alvarez stated that the Human Resource Department made a recommendation to offer program management training and management leadership training to the CareerSource Central Florida’s management and supervisory group. For procurement purposes, staff obtained seven quotes. Mr. Alvarez referred to the chart in the meeting packet showing a breakdown of program description/length, cost, format and trainer per each training institution’s quote. Based on review of this information, University of Central Florida (UCF) was selected; the program features 12, 4-hour modules with an emphasis on development, expanding and refining management skills and leadership. Mr. Alvarez stated, as required by CareerSource Florida and procurement policy, any contract that is a company/organization of a board member requires 2/3 vote of approval from board. Mr. Merck is Chief Financial Officer for UCF and serves on the Finance Committee.

Mr. Brown made a motion to move this item forward to the board for review and approval. Mr. Beliveau seconded, with Mr. abstaining, motion passed.

4. All Committees – Updates

Audit Committee

Mr. Ushkowitz reported on below items that were covered in last week's Joint Meeting of Audit and Finance Committees:

A-133 Audit - Cherry, Bekaert presented CareerSource Central Florida's 2012-13 A-133 audit results. Based on their audit for fiscal year, ending on 6/30/13, the organization's financial statements are fairly stated and are issuing an unmodified opinion, which is the highest level a CPA is allowed to give. One material weakness in internal control over financial reporting was reported as a result of audit entries – mostly related to the previous year look-back analysis. No findings on internal control over compliance were reported. There is good control over grant programs and compliance – 80% of the programs were tested; no instances of non-compliance with laws, regulations, contracts or grants were reported. An unmodified opinion was given on compliance with grant requirements.

DEO Fiscal Monitoring - Department of Economic Opportunity (DEO) has changed the way they perform their monitoring – on a quarterly basis they monitor online via a portal with selected items for testing and a Q&A (questions and answers) session with questions/issues. On an annual basis DEO will monitor on-site. Based on the DEO report received for the 1st quarter results covering program year period 7/1/13 thru 9/30/13, there were no findings, areas of non-compliance, or observations identified on the report.

Audit Charter – A draft charter which was developed using the roles and responsibility language reflected in the Bylaws, and will be brought forward to board next week for review and approval.

Community Engagement Committee

Ms. Nabors stated that the Community Engagement Committee met in January 2014 – they reviewed the rebranding process and there will be rebranding presentation provided by Lorri Shaban with TW Squared at the joint meeting next week. The committee is also working to identify and craft criteria to help shape strategies for organization's events process for community stakeholders, job seekers and employers.

Finance Committee

Mr. Merck reported on below items that were covered in last week's Joint Meeting of Audit and Finance Committees:

Mid-Year Financial Results – The Finance Committee discussed the Budget vs. Actual Report as of December 2013 in the meeting packet and reviewed expenditures per line item.

Staff Compensation & Classification Study – A compensation and classification study had not been done in over 5-6 years. Compensation Consultants (HRCC) was contracted to conduct a

compensation study comparing to similar organizations and determining if we were competitively in line with like organizations. The compensation study began in July 2013. Based on the analysis, the preliminary results are: changes in job titles of less than 30 staff; FLSA status changes of less than 10 staff; updated job descriptions and starting pay rates with some financial impact of less than \$20,000.

Finance Charter – A draft charter which was developed using the roles and responsibility language reflected in the Bylaws, and will be brought forward to board next week for review and approval.

Governance Committee

Mr. Brown stated that the committee met last on 2/12/14. The committee reviewed board member seats and discussed slate of officers. The committee also discussed the board evaluation process – at the joint meeting next week an announcement will be made regarding the self-assessment survey, which each board member will fill out. This survey will launch in March 2014. Bylaws were reviewed and minor non-substantive changes were made to include rebranding to CareerSource Central Florida. The draft bylaws will be provided in the 2/27/14 Board/Consortium meeting packet and a 30-day notice will be made at this meeting, which will allow the board to vote for approval at their next meeting in April 2014.

Program Committee

Mr. Neal stated that the Program Review Committee met on 1/31/14. The committee reviewed and discussed training provider approval/retention policy, local dashboard and federal measurements. Staff also provided an update on the evaluation of CareerSource Central Florida's current status as a one-stop operator - an independent review by Pagosa Solutions, Inc. will commence to evaluate the organization's effectiveness as a one-stop operator. The Program Review Committee will have a follow up meeting this Friday to review and approve ITA policy, training provider approval/retention policy and program review committee charter.

- Youth Committee

Ms. Clements stated that the Youth Committee met on 1/8/14. At the meeting, The Coalition for the Homeless provided a presentation on homeless youth in Central Florida. The committee also discussed the current under spending of WIA youth dollars and staff's recommendation to modify negotiated contracts of three youth providers to: increase the number of youth to be served, direct participant cost of work experience placement and taxes and additional staff cost for youth to staff ratio.

Mr. Brown made a motion to forward to board for review and approval of above recommendations. Mr. Ushkowitz seconded, motion passed.

Ms. Nabors added that she and Mr. Neal are hoping to meet with Department of Economic Opportunity and CareerSource Florida to discuss a 6 month extension of the funds. Mr. Beliveau stated that Lake County has a huge homeless youth population – one of the highest in the staff. He asked for information on those youth providers servicing Lake County. Ms. Blanco replied that Henkel's & McCoy and ResCare service Lake County and she will forward information on them to Mr. Beliveau. Ms. Brandon commented that the proposed contract increases between youth providers vary significantly. Ms. Clements replied that out-of-school costs are higher due to more

intensive services being provided. She will provide youth cost per each program - in-school vs. out-of-school to show the comparisons more clearly.

5. Review of Board Agenda

Ms. Nabors reviewed the draft agenda in readiness for next week's Joint Meeting of the Consortium and Board. With regard to the "Mission Moment" – a couple of employers will come in and talk about the services they received from CareerSource Central Florida. Lorri Shaban with TW Squared will be presenting on the rebranding of CareerSource Central Florida.

CHAIR'S CLOSING REMARKS

Ms. Brandon commented that last week's open house/brand unveilings at the CareerSource Central Florida offices went well and there was good media coverage – staff did a great job coordinating these events. CareerSource Central Florida name badges will be provided to the Consortium and Board members. Ms. Brandon will be encouraging members to wear these badges when out in the community as an opportunity to discuss CareerSource Central Florida. Ms. Brandon extended her thanks to Mr. Jackson for traveling to Tallahassee and representing the board at the state board meetings this week.

Ms. Clements extended her thanks to Ms. Anika Holmes, Business Service Manager, for attending and speaking at the Kissimmee/Osceola Chamber of Commerce board meeting. Several employers shared their favorable experiences with services they received from CareerSource Central Florida.

Ms. Brandon thanked those who attended the meeting.

There being no other business, the meeting was adjourned at 10:24 a.m.

Respectfully submitted,

Kaz Kasal
Sr. Administrative Assistant