

## Executive Committee Conference Call Meeting

Tuesday, April 22, 2014

9:45 a.m.

### MINUTES

**MEMBERS PRESENT:** Wendy Brandon, Robert Brown, Debbie Clements, Eric Jackson, Leland Madsen, and Sanford Shugart

**MEMBERS ABSENT:** Greg Beliveau, William Merck and Eric Ushkowitz

**STAFF PRESENT:** Pam Nabors, Kevin Neal, Leo Alvarez and Kaz Kasal

### WELCOME & CHAIR'S REMARKS

#### Call To Order

Ms. Brandon called the meeting to order at 9:50 am 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

None offered.

### APPROVAL OF MINUTES FROM PREVIOUS MEETING 2/18/14)

After further review of minutes, Mr. Brown made a motion to approve the minutes from the 2/18/14 Executive Committee Meeting. Mr. Madsen seconded, motion passed.

### INFORMATION/DISCUSSION ITEMS:

#### 1. NAWB Forum Update

Ms. Brandon stated that she and Ms. Nabors attended the NAWB Forum from 3/29/14 thru 4/1/14. It was a very enlightening forum and a great opportunity to learn from other workforce boards across the country on what they are doing and how they are partnering with other stakeholders. Ms. Brandon also stated that both she and Ms. Nabors were honored to be invited (along with a handful of other workforce boards) to meet with USDOL Labor Secretary Thomas Perez and his staff to discuss best practices that support business and job seekers in the system, and how to more effectively serve the long term unemployed. Ms. Brandon stated that when the full board meets next week, she will provide further details on the forum and meeting with Labor Secretary Perez.

#### 2. All-Staff Training - 5/15/14

Ms. Nabors referenced the draft agenda of the upcoming all-staff training which occurs on 5/15/14 for ½ day. This will be the 2<sup>nd</sup> annual all-staff training. The training event last year was very successful. Ms. Nabors extended her thanks to Dr. Shugart for hosting/sponsoring this event at his location.

#### 3. All Committees - Updates

#### Audit Committee

Mr. Alvarez stated that the A-133 Audit for fiscal year ending 6/30/13 has been filed. The Audit Committee will be meeting in August 2014 for planning stages for the next audit, year ending 6/30/14. Cherry, Bekaert will be here for about 10 days to do some preliminary work over internal controls before year end. Mr. Alvarez also stated that the 990 report/annual tax return draft is due 5/15/14 – he asked how the committee they would like the draft delivered to them. Mr. Brown replied that Mr. Alvarez can email the draft report to Finance, Audit and Executive Committees for their review and comments. Then the Governance Committee will meet on 5/14/14 to review the report and any comments from committee members.

#### Community Engagement Committee

Ms. Nabors stated that the Community Engagement Committee met on 3/18/14 and discussed the framework for the Ambassador Program. A credit-card sized card is being developed which will contain with key messaging of CareerSource Central Florida services, with a focus on business services. These cards will serve as a quick reference tool for committee members and select staff when speaking about CareerSource Central Florida at events and meetings. The committee also reviewed and discussed event vetting strategies to determine deployment of assets, so we are using our resources most effectively and ensuring our involvement aligns to the organization's mission.

#### Finance Committee

Mr. Alvarez stated that the Finance Committee met earlier this morning and reviewed budget to actual numbers and preliminary revenue numbers for the 14-15 program year. Both the Finance and Program Committees plan to hold a Budget Workshop on 5/27/14 to review program priorities and budget allocations. Mr. Alvarez indicated that a calendar invite will be going out on this budget workshop and the Executive Committee will be included in this invitation. After the 5/27/14 Budget Workshop, the Finance Committee will meet on 6/3/14 to finalize the budget and on 6/6/14 the budget will be emailed out the Consortium and Board to allow two weeks for review before the Consortium and Board meet jointly on 6/20/14 to approve the budget.

Mr. Alvarez stated that the committee approved for staff to issue RFQ's on banking services and retirement programs in order to look at the market for competitive rates and see what value added services are out there.

Mr. Alvarez stated that the Finance Committee also reviewed/approved three action items to be moved forward for Board approval: 1) renewal of employee benefit plans, 2) staff to re-negotiate leases at the West Orange and Osceola offices and research alternative locations for admin office and 3) raise Executive Committee approval threshold from \$50,000 to \$100,000. With regard to this third action item, Mr. Alvarez further explained that raising the threshold would free the administrative burden of having to wait until the Executive Committee meets to approve small purchases (defined as purchases of \$50,000 to \$99,999), as this holds up purchasing, thus operations. The Finance Committee reviewed and recommended: 1) raising approval threshold for the Executive Committee to \$100,000 and 2) provide a "small purchases" report to the Executive Committee for their review on a quarterly basis.

Mr. Alvarez indicated that the Finance Committee also reviewed and concurred with staff on the need to de-obligate \$750,000 of 2012 youth funds back to the state. A few months prior, Ms.

Nabors, Mr. Neal and Mr. Jackson spoke with CareerSource Florida to seek an extension to carry-over these funds; however, CareerSource Florida advised to try to identify strategies to spend the funds, but to de-obligate the funds if not able to spend. Hence, staff worked with the youth providers to increase work experience activities and the number of youth participants which helped to expend some of the funds; however, after further analysis it was determined \$750,000 would still be unspent and should be de-obligated back to the state now. The Finance Committee concurred that this would be the most prudent course of action. Mr. Jackson commended Ms. Nabors and staff figuring out ways not to de-obligate the full \$1M – some of these funds were spent through the increase in youth participants and work experience activities. Ms. Nabors added that youth providers are on track with their youth goals and there are sufficient 13-14 funds.

**Mr. Brown made a motion concurring with Finance Committee on above recommendation. Mr. Jackson seconded, motion passed.**

#### Governance Committee

Mr. Brown stated that the action item for the board to approve and adopt the revised bylaws is on the agenda for next week's board meeting. Mr. Brown asked Ms. Nabors the status of board member responses to the Board Evaluation Survey. Ms. Nabors replied that 16 out of 30 responses were received. Mr. Brown asked staff to re-send out a second request to the Board to please respond to survey. Ms. Nabors stated that there will be a question and answer session at 8:30am, just prior to the board meeting – Ms. Ramos with GrayRobinson will be there to answer any questions on Sunshine Law/public records – as part of a mid-year review. Mr. Wilkes with GrayRobinson will be providing a briefing on Sunshine Law/public records at the Florida Workforce Chairs Alliances next month here in Orlando.

#### Program Committee

Dr. Shugart stated that the Program Review Committee met on 4/21/14. The committee reviewed and approved to send to the Board for approval the following policies: Training Provider Approval/Retention – made adjustments to streamline processes; Individual Training Accounts – developed boiler plate; and Regional Targeted Occupations List - to ensure training dollars are directed to programs linked to employment opportunities in this workforce region. The committee also approved to send to the Board for approval the following training provider: Universal Technical Institute, which provides automotive technology training. Dr. Shugart indicated that the committee also reviewed the performance metrics, which are getting more useful – key trends include number of job seekers and activities declining as unemployment rate declines; however, intensive services are up and placements are up from intensive services. Also training activities have increased – placements from training take time to be registered depending on length of training.

- Youth Committee

Ms. Clements stated that currently about 570 youth are enrolled and there are more in the pipeline. 2,000+ youth are being identified/referred to the five training providers – youth will be put into summer activities and then continue on with year round activities.

#### 4. Review of Board Agenda

Ms. Brandon stated that there will be two presentations at next week's Board Meeting. Mr. Dalton Hall, with Taylor Lombardi Hall, Wydra will be introduced. Mr. Hall was part of the presentation that Ms. Nabors

made at the NAWB Forum – Ms. Nabors and Mr. Hall talked about the turnaround of this organization and how Mr. Hall's firm, working closely with the finance department, continues to provide consultation, monitoring and technical assistance to enhance internal controls and streamline processes for CareerSource Central Florida. This firm has provided assistance to other regions as well that have been under the state's watch. The other presentation will be conducted by Ms. Pat Gehant, Project Director/Talent Gap Analysis who will provide an overview on the talent skills gap survey results. There were just under 300 responders and the 2<sup>nd</sup> phase of the focus groups have been meeting the last two weeks.

**CHAIR'S CLOSING REMARKS**

Ms. Brandon thanked those who attended the meeting.

There being no other business, the meeting was adjourned at 10:50 a.m.

Respectfully submitted,

Kaz Kasal  
Sr. Administrative Assistant