

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

**Friday, June 13, 2014**  
**2:30 p.m.**

**MINUTES**

**MEMBERS PRESENT:** Wendy Brandon, Greg Beliveau, Robert Brown, Leland Madsen, William Merck, Sanford Shugart and Eric Ushkowitz

**MEMBERS ABSENT:** Debbie Clements and Eric Jackson

**STAFF PRESENT:** Pam Nabors, Kevin Neal, Ann Beecham, Nilda Blanco and Kaz Kasal

**GUEST PRESENT:** Linda South, Pegosa Solutions

**WELCOME & CHAIR'S REMARKS**

**Call To Order**

Ms. Brandon called the meeting to order at 2:30 p.m. 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 4/22/14)**

**After further review of minutes, Mr. Merck made a motion to approve the minutes from the 4/22/14 Executive Committee Meeting. Mr. Brown seconded, motion passed.**

**INFORMATION/DISCUSSION ITEMS:**

1. **Chair's Remarks**

Ms. Brandon stated that she attended the open house of CareerSource Central Florida's new Seminole County office, which is now located at 1209 Airport Blvd., Sanford, FL. The event was well received.

2. **Results of Service Delivery Evaluation**

Ms. Nabors stated that CareerSource Central Florida is currently operating as a direct service provider/"one-stop operator" which is limited to a three year term and this term ends 6/30/14. In order to determine continuance as a one-stop operator vs. outsourcing this function, CareerSource Central Florida engaged Pagosa Solutions, a third party workforce expert, to assist in the analysis of program operations. Ms. Nabors introduced Ms. Linda South with Pagosa Solutions who has an extensive background in workforce development. Ms. South greeted the committee and provided an overview of her study. Based on this analysis, Ms. South stated that CareerSource Central Florida, based on the laws and expectations of the state, is justified to continue providing in-house service delivery. Ms. South also

provided some best practices to include the Board moving toward a more comprehensive strategic plan which is more responsive to the needs of the region. Dr. Shugart commented that it will be important to include a focus on how to move the unemployed upward into sustainable jobs. Mr. Beliveau concurred. Dr. Shugart further commented that keeping service delivery in-house should be short-term decision for now. The strategic plan will necessitate further review down the road on in-house vs. outsource of service delivery. Ms. Brandon stated that the Board will review/discuss the results of the study and have further strategic conversation at Board meeting in September and Board Retreat in the fall.

**Mr. Brown made a motion to move to Board for review and approval the authorization for President/CEO of CareerSource Central Florida to submit a request to the Department of Economic Opportunity and CareerSource Florida for a two-year extension of the designation as a direct service provider, beginning July 2014 thru June 30, 2016. The Board will re-evaluate its service delivery model in 2016 to determine if improved performance and great cost efficiencies have been realized. Mr. Merck seconded, motion passed.**

Ms. Brandon asked Ms. South if she would be available to present the results of her study at the Board meeting in September. Ms. South replied that either she or one of her associates at Pegosa Solutions would be able to present.

### 3. Committees – Updates

#### Audit Committee

Ms. Nabors stated that Cherry, Bekaert will be here next week to conduct preliminary work on the FY 13-14 audit.

#### Community Engagement Committee

Ms. Nabors referred to the draft of the ambassador business card – this tool will serve as a quick reference guide that contains simple, key messaging on what CareerSource Central Florida does. Committee members and select staff can use this card when speaking about CareerSource Central Florida at events and meetings. This card has been vetted by the Community Engagement Committee. Mr. Brown commented that the card should include CareerSource Central Florida's website. Ms. Nabors replied that this will be added and staff will move forward to print the cards for usage

#### Finance Committee

Mr. Merck stated that the Finance and Program Committee attended a workshop on 5/27/14 to have an in-depth review and discussion on the FY 14-15 proposed budget. The Finance Committee then met on 6/3/14 to review/discuss the status/performance of CareerSource Central Florida's 403(b) plan. The committee also approved to move to Board the FY 14-15 proposed budget. Ms. Nabors added that this week she met with staff from Mayor Jacobs' office for a line-by-line review/discussion of the FY 14-15 Budget.

**Mr. Brown made a motion to move to Board for review and approval the FY 14-15 proposed budget. Mr. Madsen seconded, motion passed.**

#### Governance Committee

Mr. Brown stated that the Governance Committee met on 6/5/14. The committee reviewed

board demographics/characteristics, proposed Slate of Officers, results from the board evaluation survey and plans for the Board Retreat in the fall. Mr. Brown will provide a review of these topics/materials at next week's Board/Consortium meeting

#### Program Committee

Dr. Shugart stated, as Mr. Merck mentioned, that the Program Review Committee met jointly with the Finance Committee on 5/27/14 to review/discuss in detail the FY 14-15 proposed budget.

#### Youth Committee

Ms. Nabors stated that Youth Committee met on 5/7/14 to review status youth program enrollments and performance. Ms. Nabors referenced "Action Item 2" in the meeting packet which consists of below recommendations which the Youth Committee approved:

1. Renew Henkels & McCoy contract for one year beginning July 1, 2014 to June 30, 2015.
2. Extend the remaining 4 youth providers: Children's Home Society, Covenant House Florida, Goodwill Industries and ResCare contracts for a 9 month period beginning October 1, 2014 to June 30, 2015.
3. Authorize staff to negotiate with the youth contractors within the approved youth budget.

**Mr. Madsen made a motion to move to Board for review and approval the above recommendations as approved by the Youth Committee. Mr. Brown seconded motion passed.**

#### 4. Review of Board Agenda

The committee reviewed the draft Board Agenda. Ms. Brandon stated that Ms. Nabors' "President's Report" will now include a snapshot of CareerSource Central Florida's performance, which will consist of operations and finance progress reports compared to budget. Ms. Nabors added that Mr. Wilkes will be providing a brief overview on Form 1 filing requirements.

Ms. Brandon stated that there will be ongoing education sessions of CareerSource Central Florida's budget and programs incorporated at each board meeting.

#### **OTHER BUSINESS**

Ms. Nabors stated that she will have Ms. Kasal send out a poll to the Executive Committee to determine their availability for a joint meeting with the Executive Committees from Brevard and Volusia workforce boards on September 24, 2014. The purpose of this joint meeting is to have a discussion on cross-regional collaboration. This meeting would take place at the Tri-Region Business Summit located at Port Canaveral in Brevard County. Ms. Kasal will also send out a poll to survey for dates for the next Executive Committee meeting.

#### **CHAIR'S CLOSING REMARKS**

##### Annual Executive Evaluation:

The committee reviewed the terms of Ms. Nabors contract and discussed her performance, which overall is very positive. The committee determined that they would need additional information to make a recommendation about an increase in pay or what portion of the bonus was earned. Ms. Brandon agreed to work with Ms. Beecham, CareerSource Central Florida's Human Resource Director, to attain the following information for the committee: compensation history since Ms. Nabors joined CareerSource Central Florida in July 2012, and information on executive compensation from five other like-size regions. Ms. Brandon will work with Ms. Nabors to get a written update on the progress of her 2013-2014 goals.

Ms. Brandon thanked those who attended the meeting.

There being no other business, the meeting was adjourned at 4:30 p.m.

Respectfully submitted,

Kaz Kasal  
Sr. Administrative Assistant