

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

**Thursday, July 31, 2014**  
**9:00 a.m.**

**MINUTES**

**MEMBERS PRESENT:** Wendy Brandon, Greg Beliveau, Debbie Clements, Eric Jackson, Leland Madsen, William Merck

**MEMBERS ABSENT:** Robert Brown, Sanford Shugart and Eric Ushkowitz

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

**WELCOME & CHAIR'S REMARKS**

**Call To Order**

Ms. Brandon called the meeting to order at 9:00 a.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 6/13/14)**

**After further review of minutes, Mr. Merck made a motion to approve the minutes from the 6/13/14 Executive Committee Meeting. Ms. Clements seconded, motion passed.**

Ms. Brandon stated she will provide an addendum to the minutes for committee review and approval at the next meeting.

**INFORMATION/DISCUSSION ITEMS:**

1. **Chair's Remarks**

**Update on Operational Realignment**

Ms. Nabors stated that Mr. Neal will be transitioning out as of 8/22/14 and the Operations Officer position has been posted. Candidate interviews are scheduled for tomorrow, 8/1/14. The goal is to identify a candidate before the end of August 2014. Also, Dr. Shugart will be supporting the interview process.

**September Executive Committee Activities**

Ms. Brandon advised that an Executive Committee will need to be scheduled prior to the 9/26/14 Board Meeting. There will be action items for the committee to review/approve at this meeting to include Board Agenda and facilities' matters. Ms. Kasal will survey the committee for dates.

## 2. Committee Updates

### Audit Committee

Mr. Alvarez stated that a joint meeting of the Audit and Finance Committees is scheduled for 8/12/14. At this meeting, CareerSource Central Florida's auditing firm, Cherry, Bekaert, will present a report on their interim work performed on the A-133 audit and discuss plans for the new audit scheduled to start on 9/1/14.

### Community Engagement Committee

Ms. Nabors stated that the Community Engagement Committee met on 7/15/14. The committee discussed crises communication and the development an overall risk strategy plan to encompass effective internal/external response to any type of risk that CareerSource Central Florida could face. The Governance Committee will further review this and consider changing the Community Engagement Committee to an Enterprise Risk Committee. The Community Engagement Committee also reviewed external/internal 14-15 goals of community outreach, brand awareness and work plan.

### Finance Committee

Mr. Merck stated that the financials for fiscal year ending 6/30/14 will also be reviewed at the 8/12/14 joint meeting of the Audit and Finance Committees. Mr. Merck stated that coordination will continue between Finance and Program Committees to financially align budget to program goals. CareerSource Central Florida is heading in the right direction by keeping expenses aligned with revenues and the continuing with administration efficiencies, such as reduction in lease costs. Mr. Alvarez provided an update with the administration office move – three locations have been identified in the downtown area and rates/build cost proposals will be reviewed/analyzed. Based on preliminary review, there will be a savings on lease cost with this administration office move.

### Governance Committee

Ms. Nabors stated the Governance Committee will be meeting on 8/20/14 – in addition to discussing a risk communication plan, as previously mentioned, the committee will also be reviewing the draft agenda of the Board Retreat. Ms. Nabors met with Mr. Brewer, who will be the main facilitator again at the Retreat.

### Program Review Committee

Ms. Nabors stated that she met with Dr. Shugart and the next Program Review Committee meeting is scheduled for 9/12/14. This program year the committee will be focused on reshaping committee work plan, reviewing programs/services activities and metrics, and developing strategies as CareerSource Central Florida moves forward with the implementation of the new legislation of the Workforce Innovation and Opportunity Act. The new Operations Officer will be in attendance at the 9/12/14 meeting.

### Youth Committee

Ms. Clements stated that negotiations of new contracts are underway with the youth providers so all contracts will be aligned to the same annual program year. The new legislation/WIOA will have a big impact with the Youth program – 90% of funding will go towards out-of-school youth, which is a more challenging/harder to serve population. Ms. Nabors added that this year a portion of the budget will be reserved to provide a pilot program to target this population, in preparation for WIOA.

The committee concurred that it would be important to figure out revenue diversification strategies to support the current in-school programming, since federal funds will be reduced and so as not to lose momentum with this successful programming.

3. Workforce Innovation and Opportunity Act (WIOA) & Implications

Referring to the handout in the meeting packet on WIOA, Ms. Nabors provided an overview this new legislation, which the President signed into law on 7/22/14 and will become effective on 7/1/15. This new legislation is a confirmation that the workforce system is an important component of America's competitiveness. WIOA will streamline service delivery for the job seeker and focus more emphasis on meeting the talent needs of businesses, which is already a goal that the Board has adopted. Discussion of WIOA will be incorporated into the Board Retreat agenda. Ms. Brandon stated that WIOA will also be part of the education section of the Board meeting's agenda in September.

4. Other Business

9/24/14 – Tri-Regional Business Summit – Joint CareerSource Executive Committees (Port Canaveral)

Ms. Nabors referred to the flyer in the meeting packet on the Tri-Regional Business Summit. The Talent Gap Survey results will be officially launched at this summit. Members from the Executive Committees from Volusia/Flagler, Brevard and Central Florida workforce boards will be on a panel to discuss Talent Gap Study results. Ms. Nabors will provide further updates on the schedule and times when she receives and Ms. Kasal will follow up with Executive Committee members to confirm who can attend.

Board Retreat

Ms. Nabors stated that a majority of the Board will be able to attend the 10/16/14 Board Retreat. This year the Retreat will be held a Second Harvest Food Bank. Ms. Nabors will poll the Board for sponsorship of refreshments.

5. Executive Performance Evaluation

Ms. Brandon provided information to the committee on Ms. Nabors' compensation history and comparative data of five other executive leaders from the following regions: Tampa Bay, 1<sup>st</sup> Coast, Pinellas, Southwest Florida, Flagler/Volusia and Treasure Coast (Research Coast). This comparative data is based on their most current 990 information. The committee then reviewed Ms. Nabors' progress toward 2013-2014 goals and from that determined to award Ms. Nabors a 3% increase on base rate and the full bonus amount of \$15,000. Ms. Brandon will be meeting with Ms. Nabors on 8/7/14 to review her performance and to discuss the change in compensation. Ms. Brandon also reviewed the feedback the committee provided at the previous meeting and sought additional feedback to include in Ms. Nabors' performance review.

In preparation for Ms. Nabors' 2014-2015 incentive compensation goals, Ms. Brandon will seek out examples of goals from other regions and research having minimum midpoint and maximum percentile goals– i.e. once a specific goal is achieved a certain percent level of the bonus is attained. This will be discussed further at the next meeting. Ms. Brandon will also research the bonus structure of other CareerSource Central Florida leaders. Ms. Brandon will also work with Ms. Nabors to revise her draft of 2014-2015 goals to be more specific and measurable.

**CHAIR'S CLOSING REMARKS**

Ms. Brandon thanked those who attended the meeting.

There being no other business, the meeting was adjourned at 10:40am

Respectfully submitted,

Kaz Kasal  
Administrative Supervisor