

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

**January 14, 2015**  
**9:00 a.m.**

**MINUTES**

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

**MEMBERS ABSENT:** Eric Jackson, Leland Madsen and William Merck

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

**GUESTS PRESENT:** Tom Wilkes, Heather Ramos/GrayRobinson

**1. WELCOME**

Ms. Brandon called the meeting to order at 9:00 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 (12/4/14)**

**After review, Mr. Brown made a motion to approve the minutes from the 12/4/14 Executive Committee Meeting. Dr. Shugart seconded; motion passed.**

**3. INFORMATION/DISCUSSION ITEMS:**

A. Chair's Remarks

Ms. Brandon stated she had no updates to report.

B. Committee Updates

1. Audit Committee

Mr. Ushkowitz stated that the Joint Meeting of the Audit and Finance Committees is scheduled for 2/4/14 at 2:00pm. Mr. Ushkowitz stated he had no further updates to report.

2. Community Engagement Committee

Ms. Nabors stated that the Community Engagement Committee met on 1/13/15 and reviewed outreach activities to date.

3. Finance Committee

a) Termination of Lease at Mendham Location

Mr. Alvarez referenced the memo in the meeting packet and stated the administration office lease will be expiring on 12/31/15. Per legal review

performed by GrayRobinson of the early termination clause contained in the facility lease document, there is no early termination penalty fee if the lease is terminated during its final year of contract. The only requirement necessary to satisfactorily terminate the lease is to provide a 90 day notice prior to date of vacancy. Staff is seeking approval from the Executive Committee to authorize the President/CEO to terminate the lease effective 4/30/15.

**After review and discussion, Mr. Brown made a motion to authorize and direct the President/CEO (i) to terminate the leases at the Mendham Boulevard properties at such time and effective an such date or dates as she determines, in her judgment, to be necessary and useful to carry out properly and cost-effectively the relocation of the CareerSource offices to the new location and (ii) to take all other actions necessary or useful to complete the relocation of the CareerSource offices. Mr. Beliveau seconded; motion passed.**

b) Furniture Vendor for Admin Office

Mr. Alvarez referenced the memo in the meeting packet with regard to the furniture procurement timeline. Mr. Alvarez stated that staff has been working with Parkway Properties designated architect HKS Orlando, of which Ms. Cornell and her associates at HKS have been providing their technical expertise pro bono on workspace layout, design and furniture needs for the new administration office. CareerSource Central Florida plans to utilize all of its current office furniture and will only purchase open workstations, which will more effectively and efficiently utilize space. Due to the very tight timeline, staff recommends this information item be presented during the 1/22/15 Board Meeting as an action item for the Board to grant the Executive Committee authority to review and approve the furniture vendor selection. Staff suggested the Executive Committee could meet via phone during the first week in February to make this approval. The Committee concurred with the procurement process and timeline and agreed to schedule a phone meeting for 2/4/15 at 2:00pm, just prior to the Joint Meeting of Audit and Finance Committees.

4. Governance Committee

a) Updated Board Roster – Appointment

Mr. Brown referenced the proposed CareerSource Central Board Roster noting the proposed nomination by Mayor Jacobs of Mr. Steven Brooks with DeVry University to fill the “Private Sector For-Profit Training Institution” seat on the Board.

Ms. Nabors stated that Ms. Lorna Garrow resigned from Experience Works in December 2014 and thus the “Senior Community Service Employment Program” seat she held on the Board is now vacant. Ms. Nabors stated that she is currently seeking feedback from the State’s Senior Community Employment Program (SCSEP) as well as Ms. Deb Fadool with AARP to determine how to proceed forward with this seat. Part of the consideration is to determine if this seat would continue under WIOA. In readiness for next week’s Consortium/Board Meeting, Ms. Brandon asked staff to update the proposed Board Roster to reflect the vacancy of this seat.

5. Program Committee

Dr. Shugart stated that there are no action items to move to Board at next week's meeting. Ms. Coenen stated that the committee has continued to discuss and work on programmatic strategies/deliverables to improve operations.

6. Youth Committee

Ms. Clements stated that the Youth Committee will be meeting this afternoon to review youth program performance and discuss transition plan under WIOA as the focus shifts from in-school youth to out-of-school youth.

a) Youth Short-Term Training RFQ

Ms. Coenen stated that staff is currently reviewing 20+ responses received from the RFQ on Youth Services – Short Term Training which targets out-of-school youth in critically needed areas: Parramore District; Lake/Sumter counties and foster youth. Ms. Nabors stated that staff will formulate a recommendation based on their evaluations and discuss with Ms. Clements prior to the Board meeting next week.

C. 1/22/15 Joint Meeting of Consortium and Board of Directors Agenda

The committee reviewed agenda for the 1/22/15 Joint Meeting of the Consortium/Board. With regard to the "Mission Moment" Ms. Coenen stated staff have a veteran success story confirmed. Ms. Kasal stated that at the meeting she will provide individual Board Membership Forms for board members' to review and provide any updates.

4. **Other Business**

Ms. Nabors announced that they have identified the candidate to fill the Professional & Business Services Director. His name is Robert Quinlan who has over 20 years' experience in business development and engagement in the Central Florida region. Also Ike Powell has been identified to fill the position of Director of Strategic Operations. Mr. Powell's years of experience in the private sector and workforce operations will make him a valuable asset. Both Mr. Quinlan and Mr. Powell will start in February 2015.

5. **ADJOURN**

Ms. Brandon thanked those who attended the meeting.

There being no other business, the meeting was adjourned at 9.30 am

Respectfully submitted,

Kaz Kasal  
Administrative Supervisor