

Executive Committee Conference Call Meeting

Tuesday, November 5, 2013

9:00 a.m.

MINUTES

MEMBERS PRESENT: Wendy Brandon, Greg Beliveau, Debbie Clements, Eric Jackson, Leland Madsen, William Merck, and Dr. Sanford Shugart,

MEMBERS ABSENT: Robert Brown and Eric Ushkowitz

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

WELCOME & CHAIR'S REMARKS

Call To Order

Ms. Brandon called the meeting to order at 9:00am 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 (9/17/13)

After review of minutes, Mr. Merck made a motion to approve the Minutes from the 9/17/13 Executive Committee Meeting. Mr. Madsen seconded, motion passed.

INFORMATION/DISCUSSION ITEMS:

1. Update on Seminole Location

Ms. Nabors stated that Mr. Katheder worked with Mr. Alvarez on finalizing the Seminole lease, which is now signed and terms agreed to. Mr. Alvarez reviewed his memo in the meeting packet which provides an update on WCF's Seminole County facility (located at 1229 W. Airport Blvd. in Sanford, FL). Mr. Alvarez stated that Mr. Katheder provided tremendous help with the negotiation and legal review of the final lease contract before it was sent to the landlord. Mr. Jackson asked if this is a gross or net lease. Mr. Alvarez replied this is a net lease and factored in operation costs are \$2.00 per square foot. Ms. Nabors added that this facility is tentatively schedule to open on 2/2/14 and it is located close to SunRail.

2. Debrief on WCF Board Retreat

Ms. Brandon thanked Dr. Shugart for hosting this event at his facility and for sponsoring the refreshments served at the break. Also thanks to Ms. Clements and Mr. Jackson for sponsoring the post-retreat reception. Based on the board's input at this retreat the main themes seem to center around being more business focused and being a backbone organization for the community – collaborating to ensure business needs are met. Mr. Beliveau commented that the retreat was great and he came out of it

recharged and reinvigorated. He concurred with Ms. Brandon that re-focus on businesses and training to address specific needs is where the focus should be – Lake County is re-charged. But where do we go from here? Mr. Jackson concurred with Ms. Brandon and Mr. Beliveau – more focus on business clientele should drive workforce discussion. Ms. Nabors stated that she spoke with Mr. Brown yesterday and at the 11/20/13 Governance Committee meeting there will be further review on retreat and identify the salient priorities and distill down to 3 or 4. Also Mr. Brewer will be attending the 12/12/13 Board/Consortium joint meeting to help wrap this up. Identifying timeframe and metrics will be the next step. The committee concurred this is a good strategy moving forward. Ms. Brandon asked the committee to please review the notes in readiness for the December meeting.

ACTION ITEMS:

➤ Furniture Vendor

WCF sent out a request for quotes on 9/30/13 for the procurement and installation of furniture. Five proposals were received with quotes on new, used and refurbished furniture. One of the vendors has refurbished furniture that is in great shape and their price is far less than originally anticipated, including lease cost, project construction cost and furniture costs. Ms. Brandon asked if the Finance Committee reviewed the quotes from furniture vendors. Mr. Alvarez replied that the quotes were not yet received at the time of the last Finance Committee meeting.

Mr. Jackson made a motion for staff to continue negotiations and select furniture vendor. Mr. Beliveau seconded, motion passed.

➤ Network Backbone – Redesign

Mr. Merck stated that this action item has to do with WCF's connectivity services. WCF's current vendor, Time Warner Telecom (TWTC) has serviced WCF for 6 years – their service level has been good with no real complaints. With this vendor's contract set to expire, it was time to do a price comparison analysis. Based on a 4 month period of research, analysis and cost comparison between three prominent service providers, WCF determined that TWTC provided the greatest overall value for the lowest cost while providing a greater increase in service over a 36 month contractual term. The Finance Committee reviewed the analysis and approved WCF renewing contract with TWTC for network backbone redesign and service contract and to bring this forward to the Executive Committee.

Mr. Merck made a motion to approve WCF renewing contract with TWTC for network backbone redesign and service contract, effective immediately. Ms. Clements seconded, motion passed.

Ms. Nabors commended Mr. Abdurrahman for the hard work he put in reviewing and analyzing this procurement.

CHAIR'S CLOSING REMARKS

Ms. Brandon stated that she met with the Board Chairs from the other Regional Workforce Boards last week at WFI's function with Dwayne Ingram. This was the first time the group met without the Executive Directors. This was an opportunity to network and get to know each other and review the work accomplished in each other's regions. Governor Scott spent an hour with the group. He extended his thanks for the work done to

increase jobs in Florida and his vision for more placements. The Governor provided recognition awards to the top three regions from the Daily Report. Tomorrow Ms. Brandon stated she will be attending the quarterly WFI workforce chairs' meeting. Ms. Nabors and others on her team will also be attending the various meetings over the next 3 days. Main topics to be discussed will be the new branding and the Project Connect issues. Ms. Brandon asked Ms. Nabors to publicize the next 3 or 4 WFI quarterly meetings. Ms. Brandon commented that these meetings are good for board members to attend – meeting and learning what is done at other Regional Workforce Boards open our thinking and helps us to be more collaborative. Mr. Jackson concurred – he used to attend these meetings and they gave him a good global perspective of what is going on around the state.

Ms. Brandon thanked those who attended the meeting.

There being no other business, the meeting was adjourned at 9:41 a.m.

Respectfully submitted,

Kaz Kasal
Sr. Administrative Assistant