

## Executive Committee Meeting

WCF Admin  
707 Mendham Blvd., Suite 250  
Orlando, FL 32825  
Tuesday, December 4, 2012  
9:00 a.m.

### MINUTES

**MEMBERS PRESENT:** Kevin Shaughnessy, Eric Jackson, Thomas Katheder, Leland Madsen (via phone), William F. Merck II, Dr. Sanford Shugart (via phone), and Rick Walsh (via phone)

**MEMBERS ABSENT:** Greg Beliveau, Wendy Brandon, Eric Ushkowitz and Thomas Yochum

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

#### CALL TO ORDER

Mr. Shaughnessy called the meeting to order at 9:00am and welcomed those in attendance.

#### 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 (9/20/12)

After review of minutes, Mr. Shaughnessy made a motion to approve the Minutes from the 9/20/12 Executive Committee Meeting. Mr. Katheder seconded, motion passed.

#### INFORMATION/DISCUSSION ITEMS:

##### Youth Committee

Ms. Nabors stated that the Youth Committee had its first meeting on 11/13/12. The committee consists of a few board members, but mostly non-board members. Ms. Clements chairs and Mr. Mean co-chairs this committee. The committee will be reviewing reports, analyzing data and reviewing best practices to determine ways to utilize funds most effectively, as they set the framework for a year-round program for youth. They will also identify partners that do supportive activities. Ms. Shaughnessy added that the year-round program will be benefitting at-risk youth. The next meetings will occur in January, February and April 2013.

##### Governance Committee

Ms. Nabors stated that the Governance Committee had its first meeting on 11/29/12. Mr. Ron Painter, Executive Director of the National Association of Workforce Boards (NAWB), was present at the meeting via Skype. He provided an overview of the role of the workforce board from a national perspective and also

discussed governance issues and resources they provide to workforce boards. The committee also reviewed the by-laws and will be identifying areas for revision. The committee concurred that all the committees should be the driver doing the work of the board on a tactical level - vetting issues and providing to the board their recommendations. The full board should function on a strategic level.

Mr. Shaughnessy added that the committee also reviewed the board roster and the remaining vacant seats, which need to be filled by 12/15/12. There has been difficulty filling the two private sector seats in Osceola County. He will be working with Ms. Nabors to make sure Osceola County appoints two individuals from the private sector to these seats. Mr. Walsh indicated that Mr. Frank Attkisson is Osceola County's new chair and to reach out to him. With regard to the vacant seat for Community Service Block Grant, employment and training programs - Ms. Nabors indicated she spoke with Mr. Lynch/DEO and he stated that if we cannot identify anyone to fill this seat, then it is not required to fill it. With regard to Steve Clelland, President of Orlando Firefighters, he is a potential representative for the vacant Labor seat, Mr. Katheder disclosed that he has worked with Mike Clelland, brother of Steve Clelland. Mr. Walsh advised that the board offer other names to build up a pool of potential board members so we have a good pipeline to draw from.

#### Program Committee

Dr. Shugart reported that the process of developing the strategic plan has been completed. The Program Committee will be meeting today to review the strategic plan and there should be no problems with going forward to the board for approval.

#### Audit Committee

Ms. Nabors stated that the audit firm, Cherry, Bekaert & Holland, is working on the audit and it is going well. They should have a draft report completed by month end or early January 2013.

Mr. Shaughnessy asked for a status on the 403(b) audits. Ms. Nabors replied that this is now overseen by the Finance Committee. The 2011 403(b) audit has been filed. The 2009 and 2010 403(b) audits have not been filed yet, but WCF staff is working with Mr. Ashendorf, an attorney specializing in 403(b) audit filings, to finalize the audits and file them. Ms. Nabors added that WCF's plan administrator for the 403(b) will be meeting with the Finance Committee to provide a presentation on the committee's oversight role.

#### Finance Committee

Mr. Merck reported that WCF received six proposals from the Request for Qualifications (RFQ) that went out for Certified Public Accounting Services & Technical Support. The evaluation team reviewed the proposals and are recommending Taylor, Lombardi, Hall & Wydra, PA to be selected for contract negotiations; and that Clifton, Larson, Allen serve as a back-up for special projects and/or additional services if deemed necessary. Ms. Nabors added that both firms have extensive WIA experience in this state. This service is needed to help support the finance department in evaluating financial systems and practices to create efficiencies, as well as provide technical support and training with federal grants.

**Mr. Merck made a motion to approve selection of Taylor, Lombardi, Hall & Wydra for contract negotiations for Certified Public Accounting Services & Technical Support, and Clifton, Larson, Allen LLP for contract negotiations for special projects and/or additional services, if deemed necessary. Mr. Jackson seconded, motion approved.**

Mr. Walsh disclosed that he is involved with several organizations that use Clifton, Larson, Allen for their audits.

#### Update on Space Plan

Ms. Nabors stated that she and Mr. Neal are in the process of evaluating all nine leases in the region from a program delivery and prudent fiscal perspective. Mr. Katheder has been very helpful advising on efficiencies and effective services practices. The first focus will be the locations with leases expiring next fall. These locations are not efficiently meeting the needs of the customers coming in to access services. Mr. Neal added that the current structure of the one-stops was the prior management's decision of smaller sites when unemployment was at a record low. Then, after downsizing, unemployment rapidly increased and now there is not enough space to support the current high volume of traffic coming in to the centers to access services. In Seminole County, WCF staff is recommending consolidation to a larger location and close the Special Projects Office (SPO) and in Orange County the focus should be on east and west Orange County and close the office by the Florida Mall. Also there is a need in south Lake County and Sumter County where WCF currently is not providing on-site services. Ms. Cornell's firm has been volunteering their time to assist with the space planning.

Mr. Merck commented that the East Colonial office is a good location as the library is in the same plaza to help with the overflow. Ms. Nabors commented that the west Orange location is also a good location – there is ample parking and the Department of Children and Families is next door. The Osceola office is a good location. Mr. Shaughnessy stated that the space planning challenges will be brought forth to the consortium meeting next week – and our need to reach populations in the most need, without expanding WCF's footprint through partnerships with community organizations to create cost efficiencies. Mr. Katheder added that the one-stop locations are not Class A, but Class B or lower, the net effect on revenues is neutral or most likely save money. Mr. Shaughnessy stated that disclosures will be made to potential landlords. We will be posting a public notice on this when we go to look for real estate. Ms. Nabors stated the DEO will be provided a layout on our intended process and requires that WCF publicly notice the space need.

The committee reviewed the draft Agenda for the 12/13/12 WCF Consortium and WCF Board of Directors' Joint Meeting and preparations for the joint meeting next week.

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

Mr. Shaughnessy thanked all those who attended today's meeting.

There being no other business, the meeting was adjourned at 10:28 a.m.

Respectfully submitted,

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Kaz Kasal  
Sr. Administrative Assistant