

## Executive Committee Conference Call Meeting

Thursday, December 5, 2013

9:00 a.m.

### MINUTES

**MEMBERS PRESENT:** Wendy Brandon, Robert Brown, Debbie Clements, Eric Jackson, Leland Madsen and Dr. Sanford Shugart,

**MEMBERS ABSENT:** Greg Beliveau, William Merck and Eric Ushkowitz

**STAFF PRESENT:** Pam Nabors, Leo Alvarez, Kameel Abdurrahman, Nilda Blanco 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 (11/5/13)

Ms. Brandon stated that the adjournment time should be corrected to 9:41am (instead of 10:41AM).

**After further review of minutes, Dr. Shugart made a motion to approve the minutes from the 11/5/13 Executive Committee Meeting, with the inclusion of Ms. Brandon's noted correction. Mr. Brown seconded, motion passed.**

### INFORMATION/DISCUSSION ITEMS:

#### 1. Review of Board Roster

Ms. Nabors stated that there are two vacant seats on the WCF Board: 1) a private sector seat (Orange County) and 2) a public sector seat (private sector non-profit training institution). Ms. Nabors indicated that Orange County has identified a vice president with Disney for the private sector seat and Metro Orlando EDC has identified Leslie Hielema with Florida Institute of Technology for the public sector seat. These candidates will be brought forward for the Consortium's review and approval at their joint meeting with the Board on 2/27/14.

#### 2. Action Items

##### ➤ Public Records Requests Policy

Ms. Nabors stated that staff has created this draft policy to provide procedures/protocol for handling public requests. Ms. Blanco added that staff has been challenged in responding to public requests, so this policy will provide staff guidance by having a formal process for handling public requests in an efficient and timely way, while making sure to safeguard confidentiality of

participant information. During the creation of the policy, staff consulted with DEO and referenced Florida public records laws, Workforce Investment Act (WIA) guidelines and other statutes. Mr. Tom Wilkes with GrayRobinson, WCF's attorney, also reviewed the policy. Mr. Jackson asked if requests will be handled in a centralized way. Ms. Blanco responded that all requests will be handled through Mr. Lenahan, Specialized Services Coordinator, who will receive, respond, track and follow-up on all requests. Mr. Brown advised that the letter should be rewritten to make it more customer-friendly; WCF is now one of the most transparent organizations in the community and we need to be sure to maintain this and respond to requests in an accommodating and facilitative fashion. Ms. Blanco responded that staff will revise letter to make it more customer-friendly. Dr. Shugart concurred that this document does belong in board policy and recommended adding a preamble to the policy about the public access to public records through a customer-friendly process which is easy and affordable while protecting the confidentiality WCF customers.

**Dr. Shugart made a motion to make the above committee recommendations to draft policy/letter and bring revised draft forward to Board for review and approval. Mr. Jackson seconded, motion passed.**

Ms. Brandon asked about how other regional workforce boards (RWBs) comply with public requests. Ms. Blanco replied that staff also reviewed other RWB policies, many of which simply mirror state language. Ms. Brandon stated at the quarterly Workforce Florida meeting she attended last month the importance of working together and collaborating with regional peers was discussed. Ms. Nabors replied that once this policy is approved by Board, she will bring this forward and share with the Florida Workforce Development Association.

➤ **RFQ Status – Work Readiness and Short-Term Training**

Ms. Nabors indicated that as part of the design for the 13-14 program year, the Program Review committee approved the use of funds (\$500,000) to provide targeted work readiness training and short-term training. Staff issued requests for qualifications in the fall. With regard to work readiness, WCF received 9 proposals but they were all similar to what WCF already offers. WCF will rework the RFQ with more description of what WCF needs and reissue in December 2013. With regard to the 5 proposals received for short-term training, staff is making the following recommendations:

- 1) Executive Committee review and accept the recommendations to contract with BFA Environmental Consultants, Global Networks, Homer Builders Institute and Paxen. The recommendations of these providers are based on:
  - Training programs addressing skills needed for opportunities listed on the region's targets occupation list;
  - Ability to engage unemployed individuals in skills that match employer needs to assist the individual in return to work;
  - Cost of training is below or at the maximum cost threshold of \$2,000 per participant;
  - Placement and/or completion rates were competitive.
- 2) Present recommendations to the Board to allow staff to negotiate unit price contracts to establish selected services for WIA participants.

Ms. Nabors noted that these recommendations are coming to the Executive Committee, as the Program Committee was not able to meet. Dr. Shugart added that the Program Committee had a deep discussion

late spring and early summer this year – the committee is aware and the process is robust.

**Dr. Shugart made a motion to approve the above staff recommendations and bring forward to Board for review and approval. Mr. Brown seconded, motion passed.**

3. All Committees – Updates

- Audit and Finances Committees

Mr. Alvarez indicated that there were no updates for either committee – there will be a joint meeting of the Audit and Finance Committees on 1/21/14 where they will accept the 2013 A-133 Audit.

- Community Outreach and Engagement Committee

Ms. Nabors referenced the draft charter in today's meeting packet. The committee worked up this charter. Mr. Brown added this is a living document and as this committee moves forward they may come back with revisions to the charter. Also, as WCF strives to become recognized as a backbone organization and workforce development leader in the community, this committee will be important for oversight on messaging and outreach.

**Ms. Clements made a motion to bring forward the charter of the Community Outreach Engagement Committee to the Board for approval. Mr. Brown seconded, motion passed.**

- Executive Committee

Per today's discussion.

- Governance Committee

Mr. Brown stated that the committee met on 11/20/13. He referenced the draft charter in today's meeting packet for committee's review.

**Dr. Shugart made a motion to bring forward the charter of the Governance Committee to the Board for approval. Mr. Jackson seconded, motion passed.**

- Program Committee

Dr. Shugart stated at the committee's last meeting, a public workshop was held to listen to training providers in the community as the committee looks to strengthen and streamline the application and approval process.

Staff is continuing to make progress revising metrics. The committee will bring forward these revised metrics to Executive Committee and Board in February.

- Youth Committee

Ms. Clements stated that the Youth Committee met last month and contract providers gave status updates on their programs. Also Henkels & McCoy brought in two participants to speak on their experiences with the program – both had testimonials of positive impact. All contracts are finalized but one, which will be finalized by December. Ms. Clements advised that WCF may be in jeopardy of not expending all youth funds by 6/30/14 – this is due to the time it has taken for finalizing contracts and getting programs up and running. Ms. Nabors indicated she spoke with Mr. Hart, President at Workforce Florida, Inc. (WFI) about getting an extension for full expenditure through the 1<sup>st</sup> quarter of the next program year to expend any possible remaining funds. Mr.

Hart referred for Mr. Alvarez to speak with their finance person Mr. Finnell. Additionally, identified strategies with 4 of the 5 contractors who are willing to provide additional work opportunities and youth participants to the program in the spring – so extension may not be needed.

4. Review of Board Agenda

Ms. Nabors stated that Mr. Brewer will be presenting at the board meeting next week. Also presenting will be Evolve, the company who handles all outreach for SunRail – they will review status of SunRail and discuss partnership opportunities with businesses and jobs. There will also be a “Mission Moment” where youth participants will come in to share their experiences in the youth program. Ms. Brandon asked if Ms. Nabors will discuss CareerSource Central Florida rebranding. Ms. Nabors replied that they will add this to the agenda for next week’s board meeting and provide an update on the rebranding implementation plan. Also, at the 2/27/14 joint meeting with the Consortium, there will be reps from IDEAS to discuss the rollout.

**CHAIR’S CLOSING REMARKS**

Ms. Brandon stated that at the quarterly state board meeting she attended last month, there was an impressive presentation about the CareerSource transition and the hour educational video for staff. This video will help staff with the enculturation of the rebranding and how important their role/impact will be for the success of this rebranding. Ms. Brandon asked that a link be provided to the Board so they can also view the video. Also the Community Engagement Committee will be helping to plan the enculturation training process, which should start by the end of this month.

Ms. Nabors stated that the Workforce Professional Development Summit is occurring this week at the Hilton Orlando off of International Drive. Approximately 800 workforce professionals from around the state are in attendance at this annual summit. There will be an overview of the enculturation process occurring at the summit.

Ms. Brandon thanked those who attended the meeting.

There being no other business, the meeting was adjourned at 9:45 a.m.

Respectfully submitted,

Kaz Kasal  
Sr. Administrative Assistant