

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

**September 15, 2014**  
**1:30 p.m.**

**MINUTES**

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

**MEMBERS ABSENT:** Robert Brown

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

**1. WELCOME**

Mr. Jackson called the meeting to order at 1:35 p.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. Introduction of new Operating Officer/Director of Operations, Mimi Coenen

Ms. Nabors introduced Mimi Coenen, the new Operating Officer/Director of Operations. Ms. Nabors stated that Ms. Coenen comes to CareerSource Central Florida with 20 years' experience with workforce development. Working at West Palm and Broward County regional workforce boards, Ms. Coenen brings comprehensive experience from every aspect of operations. Ms. Coenen greeted the committee stating that she looks forward to the challenges and appreciates the support she has received.

C. Public Comment

None offered.

**2. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS**

A. Addendum to 6/13/14 Minutes

B. 7/31/14 Minutes

**After further review, Ms. Clements made a motion to approve the addendum to the 6/13/14 minutes and the 7/31/14 minutes. Mr. Jackson seconded, motion passed.**

**3. INFORMATION/DISCUSSION ITEMS:**

A. Chair's Remarks

Ms. Brandon stated she received feedback from the Board and met with Ms. Nabors to discuss her evaluation and her increase. The committee concurred with this increase and that it be retroactively effective 7/1/14.

Ms. Brandon stated that she has been working with Ms. Nabors and Ms. Beecham/HR

Director on the new performance evaluation tool that CareerSource Central Florida is implementing organization-wide for all positions. Next year, the Executive Committee will utilize this tool vs. verbal feedback to evaluate Ms. Nabors' performance.

**B. Committee Updates**

1) Audit Committee

Mr. Ushkowitz stated that the Audit Committee met jointly with the Finance Committee on 8/12/14 and reviewed A-133 audit plan for year-end testing which is currently in process. Also the Department of Economic Opportunity (DEO) just submitted its annual report (7/1/13 thru 6/30/14) and reported no findings, no non-compliance issues and one observation with regard to the travel policy. Mr. Alvarez further stated that the observation has to do with state policy requiring a city-to-city map and reconciling with Google or Mapquest. Staff has responded back to DEO that this additional step, though possible, adds a significant layer of administration and does not improve accuracy.

2) Community Engagement Committee

Ms. Nabors stated that the Community Engagement will be meeting on 10/26/14. The Ambassador Program will be discussed at the upcoming Board meeting.

3) Finance Committee

Mr. Merck asked Mr. Alvarez to review the admin office recommendation. Mr. Alvarez referred to the memo regarding admin office facilities update in the meeting packet (agenda item 3B(3)). The major reasons for moving to an alternate location are: lease cost savings by downsizing in space and attaining a more competitively priced lease. Based on market research analysis, two facilities (Bank of America Center and Landmark Two) are being considered, both located in downtown Orlando. With the financial difference being immaterial between the two locations, staff is recommending the Bank of America Center which meets all facility and location needs. Also this location is within close proximity to Orange County and City of Orlando administrative complexes, as well as being centrally located to the region as a whole. The move will result in significant cost savings, as well as shorter commutes for community partners, boards, committees and staff.

**After further review and discussion, Dr. Shugart made a motion to forward to Board for review and approval the recommendation to finalize negotiations with The Bank of America Center for CareerSource Central Florida's new administrative offices. Mr. Jackson seconded, motion passed.**

4) Governance Committee

Mr. Jackson stated that the Governance Committee met on 8/20/14 and reviewed the governance work plan, Board Retreat, Board Continuing Education/Orientation Agenda, and implication of WIOA on governance. The committee also discussed the possibility of having an Enterprise Risk Committee and concurred to have an expert on enterprise risk provide a presentation at an upcoming Executive Committee meeting for further review.

5) Program Committee

Dr. Shugart stated that the Program Committee met on 9/12/14 and approved to move forward to Board's review/approval 1) two training providers and 2) two policies, which have been strengthened and streamlined.

6) Youth Committee

Ms. Clements stated that 1,100 youth are enrolled in the program and 516 youth participated in summer employment of which \$600,000 was expended in youth wages. Staff is finalizing 9-month contract extensions with four youth providers, which will align all contracts to the same contract year. At the next meeting scheduled on 9/17/14, the committee will discuss procurement (\$500,000) for specialized youth programs for out-of-school youth (specifically in Parramore & Lake/Sumter areas) and foster youth aging out of care.

C. 9/26/14 Board of Directors Agenda

Ms. Nabors referred to the draft 9/26/14 Board agenda in the meeting packet. Ms. Nabors stated that Mr. Chris Hart, President of CareerSource Florida, will be present and comment on Workforce Innovation and Opportunity Act (WIOA) and state readiness for early implementation. Ms. Brandon added that Mr. Higgs and Mr. Yandell with Pagosa Solutions will present the results of the service delivery evaluation at the Board meeting. This is the same information which was provided by Linda South at the 6/13/14 Executive Committee meeting. This information will help prepare the Board for the 10/16/14 Board Retreat.

4. **OTHER BUSINESS**

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

Ms. Nabors stated both Mr. Jackson and Mr. Ushkowitz will be in attendance at this summit. This summit provides an opportunity to collaborate across regional lines and present to businesses on the comprehensive CareerSource services available to them. The Talent Gap Survey results will be officially launched at this summit. Board members from the Executive Committees from Volusia/Flagler, Brevard and Central Florida workforce boards will meet jointly to discuss regional priorities and economic opportunities. Ms. Nabors encouraged the committee to attend if they are able. A reminder notice will be re-sent.

The Future of Florida Forum with the Florida Workforce Alliance is occurring 9/29/14 thru 10/1/14 and the Board is by encouraged to attend. Ms. Nabors will send out information/agenda on this to the committee to see who can attend.

5. **ADJOURN**

Ms. Brandon thanked those who attended the meeting.

There being no other business, the meeting was adjourned at 2.23pm

Respectfully submitted,

Kaz Kasal  
Administrative Supervisor