

## Executive Committee Conference Call Meeting

Tuesday, September 17, 2013

9:00 a.m.

### MINUTES

**MEMBERS PRESENT:** Thomas Katheder, Wendy Brandon, Robert Brown, Debbie Clements, Eric Jackson, Leland Madsen, and William Merck

**MEMBERS ABSENT:** Greg Beliveau, Dr. Sanford Shugart and Eric Ushkowitz

**STAFF PRESENT:** Pam Nabors, Kevin Neal, Leo Alvarez, Nilda Blanco and Kaz Kasal

### WELCOME & CHAIR'S REMARKS

#### Call To Order

Mr. Katheder 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 (7/30/13)

After review of minutes, Mr. Brown made a motion to approve the Minutes from the 7/30/13 Executive Committee Meeting. Ms. Brandon seconded, motion passed.

### INFORMATION/DISCUSSION ITEMS:

#### 1. Update on Board/Committee Assignments

Ms. Nabors stated that her outreach to all board members is almost complete. All but three board members are on at least one committee. Mr. Todd and Mr. Pancake have both volunteered to serve on the Finance Committee. Ms. Nabors also announced that Ms. Brandon has agreed to serve as Board Chair for the remainder of the year, once Mr. Katheder steps down which will occur in October 2013. Mr. Katheder asked if any other committees were short on members. Ms. Nabors replied that the Audit and Governance Committees could use additional members.

#### 2. Update on Youth Procurement

Ms. Clements reported that the Review Committee met on 9/16/13 to discuss, review and score the eight proposals WCF received for year-round Workforce Investment Act Youth Services. Based on their evaluations, the Review Committee is recommending the following:

- WCF staff enter into negotiations with the following providers in order of scoring and rank to provide additional youth services throughout the region:
  - Covenant House for out-of-school youth services (average score 98.8)

- Arbor E&T d/b/a ResCare for out-of-school youth services (average score 94.8)
  - Children’s Home Society for in-school youth services (average score 85.1)
  - Goodwill Industries for in-school youth services (average score 82)
- Staff explore options with the selected providers to serve youth in Lake and Sumter counties, since services in these counties were not specifically described by the proposers listed.

Mr. Jackson stated he needed to exclude/recuse himself from discussion and voting on this action item, as he volunteers on the state board for Children’s Home Society.

**Mr. Brown made a motion to move the above recommendations by the Review Committee to full board for review and approval. Ms. Brandon seconded, with Mr. Jackson abstaining, motion passed.**

3. Review of Board Agenda

Ms. Nabors stated that the Board Orientation and Board meetings will occur next week on 9/24/13. At the Board Meeting there will be two presenters: Mark Brewer, who will provide a brief overview of what to expect at the upcoming Board Retreat, and a member from the Florida Chamber Foundation who will present on “Six Pillars 20-Year Strategic Plan / Talent Supply & Education.” There will be action items from Program and Youth Committees.

4. All Committees - Updates

Audit Committee

Mr. Alvarez stated that WCF is currently going through their year-end A-133 audit, performed by Cherry Bekaert. The Audit Committee will be meeting this Thursday, 9/19/13 to review Cherry, Bekaert’s report on interim work performed and audit plan for year-end testing. Mr. Katheder asked if they have found any exceptions. Mr. Alvarez replied he has asked the audit manager to provide him any audit issues at the end of each day and no issues have been brought forth so far.

Community Engagement Committee

Ms. Nabors indicated that the first Community Engagement Committee meeting will be held on 10/1/13.

Mr. Shaughnessy will be serving as chair on this committee. The committee also consists of board members: Diana Bolivar, Robert Brown, Rick Walsh, as well as members from public relations and marketing firms in the community. Mr. Katheder commented that the Community Engagement Committee will be very helpful in achieving our goal to reach out to employers in a much deeper way.

Finance Committee

Mr. Merck stated the Finance Committee will be meeting next month to review 1<sup>st</sup> quarter budget activities. Currently, the budget is slightly underspent but should get on track once work experience and youth program activities start ramping up. With the new members, Mr. Pancake and Mr. Todd coming on board, a budget refresher and orientation on funding sources will also be reviewed in the meeting.

Governance Committee

Mr. Brown stated that the Governance Committee met earlier this morning to discuss the upcoming Board Orientation meeting and Board Retreat. The committee was delighted to find out that Ms. Brandon had agreed to serve as Board Chair for the remainder of this year. The committee will be working on a slate of officers in this fall and spring, in readiness for the following program year.

Program Committee

Mr. Neal stated that the Program Committee last met on 8/27/13. They reviewed and approved to forward to board two action items: 1) Approval of the six eligible training providers and 2) Approval of the WIA Adult Income-based Preference. Staff is recommending an amendment to WCF's 5-year plan to allow the President/CEO to make a determination of whether training funds are limited and priority of service (equivalent to 70% of Lower Living Standard Income Level - LLSIL) should be applied. If funds are not limited, an income-based preference (equivalent to 200 percent of the LLSIL) would be substituted for the priority of service. Ms. Brandon commented that by raising the eligibility threshold to 200 percent (versus 70 percent) funds would be available to the underemployed. Mr. Katheder concurred with this amendment.

Youth Committee

Ms. Clements indicated she had nothing further to add than what she discussed earlier in the meeting.

Discussion of Executive Compensation

Ms. Nabors presented a suggested alignment of Mr. Neal's bonus structure for program year 13-14. Mr. Neal's bonus would be tied directly to the operation goals set forth by Workforce Florida, Inc. Goals for current year are: 1) Adult Common Measures: 80% or higher; 2) Business Penetration Measure: to double the number of businesses receiving level 1 services from previous year; and 3) Unified Brand Implementation: incentives for early implementation.

Mr. Merck asked if this is all or nothing, or tier-based - on performance against the goal. Mr. Katheder replied tier-based achievement.

**Mr. Jackson made a motion to approve the above bonus structure for Mr. Neal. Mr. Merck seconded, motion passed.**

**CHAIR'S CLOSING REMARKS**

Mr. Katheder thanked those who attended the meeting.

There being no other business, the meeting was adjourned at 9:46 a.m.

Respectfully submitted,

Kaz Kasal  
Sr. Administrative Assistant