

**Executive Committee Meeting  
Conference Call  
Tuesday, April 9, 2013  
9:00 a.m.**

**MINUTES**

**MEMBERS PRESENT:** Kevin Shaughnessy, Wendy Brandon, Robert Brown, Thomas Katheder, Leland Madsen, William F. Merck II, Dr. Sanford Shugart, and Rick Walsh

**MEMBERS ABSENT:** Greg Beliveau, Debbie Clements, Eric Jackson and Eric Ushkowitz

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

**WELCOME & CHAIR'S REMARKS**

**Call To Order**

Mr. Shaughnessy called the meeting to order at 9:03am 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 (3/22/13)**

After review of minutes, Mr. Katheder made a motion to approve the Minutes from the 3/22/13 Executive Committee Meeting. Mr. Brown seconded, motion passed.

**INFORMATION/DISCUSSION ITEMS:**

Mr. Shaughnessy stated that USDOL has agreed to the settlement agreement, which will come out of unused administration costs. A press release went out regarding this matter and a decent article from Jim Stratton was published on 4/4/13. The final step will be the removal of the high risk designation. 4/30/13 will mark the 6 month point since the Board approved the new auditing and financial procedures, which was one of the conditions to be met before high risk designation could be lifted. Ms. Nabors added that the other condition is the successful completion of DEO's annual financial monitoring, which is scheduled to occur in the last week of May 2013. Mr. Shaughnessy asked if this monitoring could be moved up or could a conditional release from the designation be granted prior to May. Ms. Nabors replied that WCF did request that the monitoring visit be pushed up to an earlier date, but DEO has indicated their schedule is tight and also they need to make sure all the technical requirements from the Governor's September 2011 letter are met. Ms. Nabors added that WCF is in good shape for the financial monitoring and it is anticipated that the high risk designation will be lifted prior to the joint meeting of the Consortium and Board in June 2013. Mr. Shaughnessy asked Ms. Nabors to recirculate the Governor's September 2011 letter to the committee for a review and make sure that Governor's conditions are in line with what DEO is indicating.

## COMMITTEE REPORTS

### Program Committee

Dr. Shugart stated that the committee is working with staff on two projects:

- 1) Draft review of metrics (Dashboard) – which are the local metrics for all programs and operations.
- 2) New approval process for providers, which will be at a higher level (additional standards, certification and eligibility) than what the law currently requires. This will help to improve the quality of providers for our customers.

Mr. Shaughnessy suggested that when the board adopts new metrics and provider approval process, we should get with Ms. Elliott for a press release as this will enhance our credibility and transparency to the community. Dr. Shugart concurred. Mr. Shaughnessy thanked Dr. Shugart for the tremendous work he has done on the Program Committee

### Finance Committee

Mr. Merck stated that the committee is working on the following:

- Preparing the budget for next 2-year cycle and making sure we are on target and meeting timelines needing approval.
- Reviewing the fees employees are paying on the 403(b) program. Mr. Moye from the Audit Committee stated that WCF employees are paying a lot more on fees vs. Orange County. UBS, WCF's 403(b) plan consultant, has been asked to provide further analysis on fee structure and the committee will contrast with Orange County. Mr. Shaughnessy added that Mr. Moye is the Deputy Comptroller of Orange County, who is one of the reps from the counties on the Audit Committee. Mr. Shaughnessy commented that this is an example of the great engagement that the counties are providing on the Audit Committee.
- Discussing fiduciary responsibilities for the 403(b) program.

### Governance Committee

Mr. Brown stated that amended By-laws were circulated to the full board on 3/22/13. The full board will review/adopt these By-laws at the June 2013 meeting (or prior if a Board Meeting is scheduled in May 2013).

Mr. Brown stated that he has met with Ms. Nabors regarding the slate of officers for next program year. He will be scheduling a Governance Committee in the near future for committee discussion to gain concurrence on slate of officers, which will be brought forward to full board for review/approval in June 2013.

### Legal Committee

Mr. Katheder provided the following updates:

- The \$75,000 settlement has been officially signed with C.G. Commercial. This has been paid and fully settled.
- Legal fees claimed by WCF's former attorney – this is still under review for resolution.

- Eaves claim - still under review for resolution.

#### Youth Committee

Ms. Nabors provided the following updates:

RFP (Request for Proposals) has been released for year-round youth services provider. WCF held an open Bidders Conference on 4/5/13 at the Heart of Florida United Way in Orlando, FL. Proposals are due to WCF by noon on 5/3/13.

#### Audit Committee

Mr. Alvarez stated that the A-133 Audit Report was submitted on 3/29/13, which met the deadline of 3/31/13. This was a very good report with an unqualified opinion which is the highest rating that can be attained. There were no questioned costs, and no material weaknesses were identified - all of the 17 findings from the prior year have been resolved. Ms. Nabors commended Mr. Alvarez and his team for the exemplary work they did - it was very difficult to do this look-back and make the deadline, but they accomplished this and provided very detailed documentation. Mr. Shaughnessy also extended his appreciation to Mr. Alvarez for his yeoman's work.

#### REVIEW 4-16-13 BOARD AGENDA

Ms. Nabors stated that WCF received notification from DEO last week that DEO is coming to the 4/16/13 Board Meeting to provide a presentation on statewide performance measures. Ms. Scott, one DEO's senior staff in administration who will be providing the presentation, will underscore the work of the new administration in resolving the previous issues. The presentation should last about 10-15 minutes. Mr. Shaughnessy indicated to add this presentation to the Board Agenda. Mr. Shaughnessy asked Ms. Nabors to coordinate a meeting prior to the Board Meeting for both he and Ms. Nabors to meet with Ms. Scott. Mr. Shaughnessy advised that the manufacturing presentation facilitated by Mr. Sweat is very important, as manufacturing is a huge priority in our region. This presentation will take about 20 minutes, plus time for questions and answers. Mr. Shaughnessy asked that a brief overview update, along with 5-year facility lease memo, be provided to the board and staff recommendation on one-year lease renewal for East Orange and South Orange County JobVantage offices. Mr. Katheder asked Mr. Alvarez to please forward the space plan memo so he can further review and provide any additional input.

#### CHAIR'S CLOSING REMARKS

Mr. Shaughnessy thanked all those who called in to today's meeting.

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

Respectfully submitted,

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Kaz Kasal  
Sr. Administrative Assistant