

**Executive Committee Meeting  
Conference Call  
Thursday, May 16, 2013  
2:00 p.m.**

**MINUTES**

**MEMBERS PRESENT:** Kevin Shaughnessy, Greg Beliveau, Wendy Brandon, Robert Brown, Debbie Clements, Eric Jackson, Thomas Katheder, Lelan Madsen, William F. Merck II, Eric Ushkowitz and Rick Walsh

**MEMBERS ABSENT:** Dr. Sanford Shugart

**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 2:00pm 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 (4/9/13)**

After review of minutes, Mr. Walsh made a motion to approve the Minutes from the 4/9/13 Executive Committee Meeting. Mr. Jackson seconded, motion passed.

**INFORMATION/DISCUSSION ITEMS:**

1. Governance Committee Report

– Board Roster

Ms. Nabors reviewed the "Proposed Board Roster and Committee Assignment" document. Due to Florida legislation changes, there is a 16 private sector seat limit. The proposed seat counts per county are as follows:

- Lake County – reduce from 3 to 2 seats
- Orange County – reduce from 10 to 8 seats
- Osceola County – keep at 2 seats
- Seminole County – reduce from 4 to 3 seats
- Sumter County – keep at 2 seats

Pam added that Osceola County needs to provide an additional appointment and Lake and Seminole County Commissioners are still reviewing the seats in their respective counties. She will be working with Mr. Ushkowitz to finalize the Board Roster in readiness for the joint meeting of the Consortium and Board next month.

– Slate of Officers

Mr. Brown stated that below is the proposed slate of officers as recommended by the Governance Committee. All of these individuals have agreed to serve in the capacity as indicated, if they are nominated and elected:

Position	Nomination
Chair	Thomas Katheder
Vice Chair	Wendy Brandon
Treasurer	Bill Merck
Secretary	Greg Beliveau

Ms. Brown added that Ms. Brandon has agreed to serve as Vice Chair with the understanding that this will not put her in line to be Chair in 2014.

**After review, Mr. Walsh made a motion to forward the Governance Committee recommendations on the above slate of officers to the full board for approval. Mr. Beliveau seconded, motion passed.**

– Strategic Retreat – Fall/(Oct?)

Mr. Brown stated that the Governance Committee discussed having a strategic planning retreat for the board in early October 2013. At this retreat, the board will: work on laying out a strategic vision for the region, review priority of services to targeted populations, understand the impact of sequestration and constraints of the federal budget – what to maintain, what to move forward on, aligning to growth, and new & emerging sectors. Mr. Jackson had suggested including a socializing element at this event as an opportunity for all board members to get to know each other. Mr. Brown indicated that the Governance Committee concurred that Mark Brewer should be the facilitator at this event and Mr. Brewer has agreed to this. Mr. Katheder advised that in order to make for an effective facilitation of this event, it is important to plan early and that board members should forward their thoughts and ideas about the event to Ms. Nabors and Mr. Neal. Ms. Nabors added that over the summer she will be meeting with Mr. Brewer on preliminary coordination and will share with him any ideas from board members. The Governance Committee will also be meeting this summer for further planning discussions for this event. Mr. Shaughnessy advised Ms. Nabors to send a “save the date” to the board members on this strategic retreat as far in as advance as possible.

Mr. Brown stated that the Governance Committee also had discussions on the board leadership and the long term succession plan, and the next steps will involve: developing job descriptions for officers; laying out the responsibilities of each committee; appointing/reappointing committee chairs (via new board chair); providing a board orientation in conjunction with September 2013 board meeting; and reviewing board members’ skill sets and interest in board leadership. Mr. Walsh advised it will be important to develop a very organized template for succession planning and contingency in the case of unexpected events. Mr. Walsh indicated he will email to Ms. Nabors a sample copy of an adopted succession plan.

– Board Calendar – 2013/2014

Mr. Brown referred to the “Proposed Board, Consortium and Committee Meeting Date 2013-2014” calendar - this is a first draft with proposed dates for board, committee and consortium meetings. The committees can decide on further changes when chairs are appointed.

2. 2013-2014 Budget Discussion

Mr. Alvarez referred to the memo entitled: "WCF – FY 2013-14 Budget Timeline" which provides a timeline for WCF's fiscal year 2013-2014 budget approval and is as follows:

- 5/31/13 – Program Committee meeting to establish program priorities
- 6/3/13 – Finance Committee meeting to finalize budget
- 6/7/13 – Draft budget to Board of Directors and Consortium for review (revised to 6/6/13)
- 6/20/13 – Budget presented to Board of Directors and Consortium for approval

Mr. Shaughnessy requested that staff provide the draft budget to Board and Consortium on 6/6/13 – this will give a full two weeks in advance for review. Additionally, staff needs to send the draft budget to Audit Committee on 6/6/13, so county comptrollers/deputy comptrollers can review this in a timely manner as well.

Mr. Katheder asked about the status on the lifting of high risk designation. Ms. Nabors replied that WCF has to wait until completion of the DEO monitoring which is occurring next week – no significant findings are expected. Both Ms. Nabors and Mr. Alvarez stated that they are reasonably optimistic that the high risk designation will be lifted prior to the 6/20/13 Joint Meeting of the Consortium and Board of Directors.

Ms. Nabors also discussed with the committee the expected program cuts in the 13-14 Budget, due to the sequestration and an improved economy. The largest expected reduction will be in TANF funds, which is due to shortfall at the state level in overall block grant. This translates to a projected 22% reduction of TANF funds in our region. WCF will need to determine how this cut will affect services and identify efficiencies.

### 3. WCF Lease Plan Updates

Mr. Alvarez referred to the memo entitled: "WCF – 5-Year Lease Plan Update" which provides an update on the facility lease renewal. As discussed at the last board meeting, staff recommends to extend the lease at the 4360 East Colonial Drive location (11,000 square feet); and allow the lease to expire at the 4608 East Colonial Drive location (3,000 square feet) location, which will be a savings of \$40,000 annually. With regard to the lease extension at the larger location, the landlord is firm on "no short-term renewal" – with the significant renovations taking place both at Fashion Square Mall and the strip mall, where WCF's office is located, the demand for area retail space has increased – so this leaves WCF with very little leverage to negotiate a short-term lease. However, the current lease includes an option to renew for three years, with 3% annual escalations in rent and a termination option that allows WCF the ability to provide a 12-month notice of cancelation with no early termination fees. This lease language will allow WCF the flexibility it needs going into next year without incurring large renovation costs. As funds decrease, the primary focus is to: consolidate centers, provide more comprehensive services at centers, and lower costs. Mr. Alvarez stated that Mr. Katheder has been working very closely with staff regarding these negotiations. Ms. Nabors added that the E. Colonial location is in an optimal location: it is very heavily traversed area and there is a bus stop right in front. This extension will also allow flexibility to review the space plan over the next year.

**Mr. Walsh made a motion to approve signing the 3-year lease at the 4360 East Colonial Drive location, and allowing the lease at the 4608 East Colonial Drive location to expire, and consolidate into one location. Mr. Beliveau seconded, motion passed.**

Mr. Alvarez stated that with regard to Seminole County where there are currently two offices and the plan to also consolidate into one location - staff is working on the RFPs and have narrowed down to 3 locations. Staff will compile this information and send to the Executive Committee for review. Mr. Alvarez requested that the Executive Committee plan for a conference call meeting during the week of

5/27/13 to discuss this information. Mr. Shaughnessy advised Mr. Alvarez that he needs to provide a summary memo of the information to the committee a week in advance. Mr. Alvarez affirmed that he will do this and will work with Mr. Katheder preparing this information.

#### 4. Procurements

- **Action Item:**

- Multifunctional Devices (Copier)

Mr. Alvarez stated that the 3-year lease with North American Office Solutions (NOAS) on multifunctional devices (copiers) is set to expire on 6/30/13. WCF currently has 24 multifunctional devices. Staff is seeking approval to select NAOS as the vendor for multifunctional devices based on current performance and the use of the state procurement as this is the most prudent use of staff resources. Staff is also seeking approval to negotiate rates with NAOS and if negotiations are not in the best interest of WCF to move to negotiate with another state procured vendor.

After further review and discussion, the committee concurred to table this action item and that staff should issue an RFQ to allow the state providers to submit bids. Since this vendor was selected by the prior board, it is important that WCF continues to be transparent for other vendors to bid – this will also allow for the opportunity to attain better pricing. Due to the tight timeframe and short turnaround time, Mr. Katheder volunteered his services and oversight in the procurement process.

Mr. Shaughnessy advised that, henceforward, staff need to provide more notice to the committee for action items such as this – at least 90 to 100 days' advance notice.

- **Other Procurements - Update**

Ms. Clements reported that the evaluation team for the Youth RFP 2013 met on Monday, 5/13/13 to review and score the 5 proposals received. The team has narrowed down and invited the top 3 scorers to provide presentations and additional information when they meet on 5/20/13. The team wants to make sure to select a contract that offers the best outcomes and meets all other requirements. The evaluation team should have a recommendation to advance to full board at the June 2013 joint Board and Consortium meeting. Ms. Clements added that a lot of work went into reviewing and evaluating these proposals and she extended her thanks to all that served on this evaluation team. Mr. Shaughnessy also added his thanks and appreciation to the evaluation team for all their work.

#### 5. DEO Matters

As mentioned earlier, Ms. Nabors indicated that after the DEO financial monitoring, which occurs next week, it is anticipated that high risk designation will be lifted by June 2013.

Ms. Nabors stated that Mr. Panuccio, DEO Executive Director, visited the JobVantage East Orange location and the "Paychecks for Patriots" event last week. This was a very positive meeting and Mr. Panuccio expressed his pride on all of the positive changes with WCF.

#### 6. Review of 6/20/13 Joint Consortium/Board Agenda

Mr. Shaughnessy asked that Board Retreat be added to the agenda.

Mr. Shaughnessy noted that Mr. Brown had concerns regarding the short notice for the Board to review the 990 Form sent out on Monday. Mr. Shaughnessy stated that the form was reviewed by Legal Services Committee last week. He suggested as a good practice that more time be built in to review in the future. The board does not approve the 990 form, but just needs to receive a copy. However an

approval process can be built in if the Governance Committee would like to review the document. Ms. Nabors concurred, adding that board should understand the elements of the 990 form and this process can be improved to be more timely and with greater transparency.

3.04pm staff signed off call for Executive Evaluation

7. Executive Evaluation

The Executive Committee met in executive session, in the absence of staff, to discuss the performance of Ms. Nabors and to make a decision on whether she would be entitled to any bonus under her contract. The Executive Committee's evaluation of Ms. Nabors was uniformly positive. Among many other positive traits discussed, the Board appreciated her high energy level, the depth of knowledge she has of the work force industry, her efforts to change the culture at WCF and to improve the image of WCF in the community, and her outreach in general to the community. The Board also noted that she had accomplished all of the goals set forth in her contract, and had definitely moved the agency forward by hiring a new executive team and bringing a more professional, business approach to the provision of workforce services to WCF's customers in Central Florida.

The Board also suggested that as she moved forward that Ms. Nabors raise the performance expectations of her executive team, that she ensure that the Board receives early notice of all items requiring Board action and establish appropriate processes, and that she not be shy about implementing additional changes that she believes will be necessary to improve the organization. Finally, the Executive Committee, upon motion and a second, unanimously recommended that Ms. Nabors receive a \$15,000 bonus.

**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 3:22 p.m.

Respectfully submitted,

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Kaz Kasal  
Sr. Administrative Assistant