

Executive Committee Meeting

WCF Admin
707 Mendham Blvd., Suite 250
Orlando, FL 32825
Thursday, September 20, 2012
11:00 a.m.

MINUTES

MEMBERS PRESENT: Kevin Shaughnessy, Greg Beliveau (via phone), Eric Jackson, Thomas Katheder, Leland Madsen, William F. Merck II (via phone), Dr. Sanford Shugart, and Rick Walsh (via phone)

MEMBERS ABSENT: Wendy Brandon and Thomas Yochum

STAFF PRESENT: Pam Nabors, Kevin Neal and Kaz Kasal

CALL TO ORDER

Mr. Shaughnessy called the meeting to order at 11:04am and welcomed those in attendance.

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 (7/20/12)

After review of minutes, Dr. Shugart made a motion to approve the Minutes from the 7/20/12 Executive Committee Meeting. Mr. Katheder seconded, motion passed.

PRESIDENT'S REPORT

Ms. Nabors reported that over the last 60 days she has focused on four areas:

- 1) Met with board members one-on-one to discuss WCF in general terms and strategic plan process input. By next week she will have met all board members.
- 2) Commenced with an internal review of WCF processes and systems. Currently updating the financial procurement contracting procedures – DEO is currently reviewing, then the Finance Committee will weigh in.
- 3) Hiring key positions:
 - CFO – temporary alternative to be discussed at today's meeting
 - Compliance Director - interviews are underway
 - HR Director – posting still currently out
 - Communications Director – identified a candidate to hire, pending background check
- 4) Evaluating program service delivery and reviewing the centers.

Have been meeting with Mr. Shaughnessy to discuss ways to move forward.

Looking to consolidate leases within the next calendar year – working with Mr. Katheder on this.

Promoted Ms. Hinton to Director of Programs and Mr. Boone to Director of Customer Service – to oversee programs and service delivery.

Met with managers and staff at all locations.

Working with Dr. Shugart, held two forums this month for general public, key stakeholders and businesses for their input on the five-year strategic plan. Received very good feedback at both forums.

Working to put together the compliance plan so ready for submittal to DEO by month-end.

Mr. Shaughnessy added that he, Ms. Nabors and Mr. Neal attended the workforce state meetings in Pensacola, Florida. Mr. Shaughnessy stated he attended the workforce board chair meeting with the chairs from the other 23 workforce boards to discuss workforce issues. He also met with Mr. Deutsch and the Inspector General, Joe Maleszewski to discuss the resolution of the remaining outstanding issues. Their response was that they are committed to resolving these issues, but were concerned that it might be delayed until after the presidential election.

Mr. Shaughnessy reported that four candidates were interviewed for the CFO position. There were two offers made and both declined. Mr. Shaughnessy commented that the CFO is a critical position and he has been discussing with Ms. Nabors that on an interim basis a consultant from a CPA could be hired. Ms. Nabors reported that the Audit Committee was in favor of this alternative; they felt this was a good interim strategy, but not for long term. Mr. Shaughnessy concurred this would only be in the interim and asked for input from other in the Executive Committee. The Executive Committee also concurred this was a good strategy in the interim. Once WCF's track record is more positive and reputation is gained back, the CFO position might be more appealing and attract a larger pool of qualified candidates. Mr. Shaughnessy asked Ms. Nabors to leave to CFO posting open.

Governance Committee

Mr. Shaughnessy stated they are looking to create a Governance Committee to review bylaws and ensure we are properly following procedures. This committee will also focus on the growth and development of the board, as well as attracting individuals from private and public center to serve on this board. The Executive Committee concurred with establishing a Governance Committee.

Mr. Jackson, Mr. Walsh and Mr. Beliveau volunteered to serve on this committee. Mr. Shaughnessy will review the board list and appoint others to serve on this committee.

Program and Strategic planning matters

Dr. Shugart reported that staff prepared and facilitated two forums: one for key stakeholders, job seekers and general public, and the other for businesses. Good feedback was received from both forums on job seekers' experiences and ways to partner. This input will be part of the shaping of the draft plan. At the board meeting next week, the board will be asked to approve the draft plan and then it will be submitted to the State. As the plan will still be in draft mode when received back from the State, we will continue to solicit further input from the community.

Dr. Shugart stated that with the current high unemployment rate there is a big shift in themes: shift from long term to a short term, broader array of jobs; shift to additional ITAs with more client choice; shift to more partnering with businesses and community organizations.

Mr. Shaughnessy added the following:

- 1) Partnering needs to have greater focus – Manpower, a temporary placement agency, was present at the business forum and they discussed strategies which they are willing to share and partner with us.
- 2) Youth Council – Mr. Shaughnessy has appointed 12 members with a very good diversity of vocation, child services, programs, etc.– he still needs to locate a parent to serve on this council. The listing of Youth Council members will be presented to the board for approval next week.

Mr. Shaughnessy advised that WCF staff are too compartmentalized and need to be cross-trained – so any staff can take an issue and work with it to the end. Staff also need to be more motivated to quickly serve our customers.

Audit Committee Report

Mr. Alvarez reported that the Audit Committee met this morning. They reviewed and discussed the evaluation results on the RFP for auditing services. There were six proposals and the Audit Committee concurred with the evaluating team to bring to full board for approval the recommendation to contract with Cherry Bekaert & Holland, LLP to provide auditing services for the A-133 audit. This firm had the lowest fee and experience working on large workforce boards, similar to our size.

Ms. Nabors reported that they received a letter from DEO stating that they have accepted the 2010 Preventative Correction Action Plan. With regard to the 2011 plan – DEO had several questions and staff will be responding back to them by tomorrow, 9/21/12. It is anticipated that the 2011 plan will be resolved and accepted by month-end.

Mr. Katheder stated that a one year anniversary story needs to be worked up, consisting of 6 to 10 bullets on the difference made between the old and new board. We need to be proactive and push this message out. Dr. Shugart suggested that we go back to the issues that the media brought forth and show what has been done to address and positively resolve these issues. Mr. Shaughnessy stated he will work on the story with Ms. Nabors and Mr. Neal and review with Executive Committee.

403(b)

Cross, Fernandez & Riley brought to the Board's attention the issue with the 2009 audit and the IRS requirement that 403(b) plans need to be audited. The former plan administrator was not set up to respond to the new requirements. In 2010, WCF switched to One America. Currently, audits '09, '10 and '11 are needing to be filed with USDOL / IRS. The plan is to file all three audits in October 2012. WCF has engaged an ERISA attorney, Jeffrey Ashendorf with Ford & Harrison, who understands the late filing processes.

Ms. Nabors stated that there is no committee or subcommittee overseeing the 403(b) plan – usually there is a committee that oversees plans and makes sure of proper reporting. Also there is no expertise on this internally.

Mr. Merck agreed to add the oversight of the 403(b) plan to the Finance Committee and will add it to the agenda for the next meeting. The Executive Committee concurred with this arrangement. Mr. Katheder advised that standard CGO & E&O policies cover this type of risk – so the committee is not exposed.

Review of Board Agenda

Mr. Shaughnessy advised to add the 403(b) issue to the Agenda so full board can review.

Mr. Shaughnessy added an action item on the Agenda for board's approval on his appointees to Youth Council.

ACTION ITEM

Approval of proposed calendar of board and committee meetings

Ms. Nabors reviewed a proposed calendar draft of board and committee meetings. This was based on the survey went out the board members, which 2/3 responded. The most popular day and time was Tuesday mornings. On the draft calendar, six board meetings are proposed per program year, with Board and Consortium meeting back-to-back in December and January. All committee meetings will be held at WCF Administration office. Next March or April, another draft calendar will come out for the board to approve for PY 13-14.

Mr. Shaughnessy advised that the Executive Committee meetings should be held one week in advance of Board meeting, and Board meeting packets should be sent out to all board members one week prior to Board meeting. Other Executive Committee meetings can be held as needed and if a short meeting then this will be conducted via phone. The Executive Committee concurred with this and decided on a 9:00 am to 10:30 am timeframe for their regularly scheduled meetings.

Mr. Jackson asked if this could be sent via Outlook as well. Ms. Nabors concurred. Mr. Shaughnessy added this will also be posted on the website.

Mr. Walsh commented that at the Business Forum there were not many employers providing feedback. Dr. Shugart concurred and that one of five key strategic goals in the plan focuses on a deeper evaluation from the customer experience perspective - from both the job seeker and businesses.

Ms. Nabors stated that components of the plan are up on the WCF website for review. Mr. Katheder asked that the board receive an email with the link to the plan.

CHAIR'S CLOSING REMARKS

Mr. Shaughnessy thanked all those who attended today's meeting.

There being no other business, the meeting was adjourned at 12:13 p.m.

Upcoming Meetings:

December 4, 2012 9:00 am to 10:30 am

Respectfully submitted,

Kaz Kasal
Sr. Administrative Assistant