

WORKFORCE ALLIANCE BOARD OF DIRECTORS MEETING

THURSDAY, February 18, 2010 9:30 AM

Attending: Roger Amidon; Mel Coleman (telephonic); Max Davis; Amy Dean (telephonic); Tana Ebbole; George Elmore; Michael Faby; Patrick Franklin; Dr. Dennis Gallon; Rodger Hudspeth II; Dr. Art Johnson; Randy Johnson, Sr.; Ken Kirby; Dwight Mattingly; Troy McLellan; Steven Parrish; Christopher Perez (telephonic); Ed Sabin; Dr. Melody Sanger; LaFaye Sharp; Kelly Smallridge; Charlene Szabo (telephonic); David Talley; Jamie Titcomb; Gary Vonk; and Mary Watford.

Staff: Kathryn Schmidt; Steve Craig; Jackie Halderman; Rick Hemming; Gerry Genovese; Don Scantlan; Denny Abbott (webcam); Doug Saenz; Maria Heredia; Mimi Coenen; Don Scantlan; Peter Pignataro; Matt Neisz; Rich Medel; Vicky Jackson; Mary Mullen Butler; Suzanne Rodrigues; and Holly Finch.

Guests: Leo Noble and Salvatore Manuele

- I. WELCOME, FLAG SALUTE, INVOCATION AND SELF INTRODUCTIONS** – Randy Johnson
- II. CONSENT AGENDA**-Approved with revisions requested by Kathryn Schmidt to include the addition of items:
 - VI. c.** Approval of the Updated Training Provider and Course Study document.
 - VIII. b.** Review of the By-Laws by the Executive Committee**CONSENT AGENDA-Approved**
 - a.** Summary of Board of Directors Meeting – December 17, 2009.
 - b.** Approved (revised) Training Provider/Course Study document.
 - c.** Florida Workforce Development Association Proposed Policy – Allowable Food & Beverage Expenditures, February 2010
- III. CHAIRMAN’S REPORT** – Randy Johnson welcomed the new board members and asked for each person to introduce themselves. He also commended the staff and board members who assisted with board orientation. Jamie Titcomb recommended board orientation as a refresher for current and long-term board members.
- IV. COMMITTEE REPORTS**
 - a.** Financial Planning Committee-Ed Sabin said the committee reviewed the current budget and discussed the plans for the “Florida Back to Work” program. The Finance Committee recommended to the Board of Directors that a committee be formed to review current policies and procedures. The Board of Directors approved the recommendation by the Finance Committee. Steve Parrish, David Talley, Jamie Titcomb, Gary Vonk and David Baker were appointed to the new committee.
 - b.** Business Outreach Committee – Randy Johnson commended the Workforce Alliance staff for an outstanding Workforce Leadership Forum and encouraged board members to participate in the Workforce Summit, Friday, May 7.
 - c.** Legislative Committee –Steve Parrish said the Workforce Investment Act (WIA) reauthorization continues to be on hold. Randy Johnson, Dave Talley and he will attend the National Association of Workforce Boards conference in Washington D.C. Vern Crawford will be setting up appointments to meet with representatives to promote workforce interests.
 - d.** Chair’s Oversight Committee – Randy Johnson said that the committee will be renamed the “Executive Committee” and an additional two members at large will be added. David Baker will be presenting further details
 - e.** Consortium Meeting-Kathryn Schmidt reported that County Commissioner Burt Aaronson attended the meeting. She said the meeting covered the role of the Consortium, including the appointment of mandatory board members and the approval

of the Service Plan.

V. OVERVIEW OF THE CARVER MODEL – Leo Noble

Leo Noble said he had a two hour VHS tape if any board member wishes to view the full presentation by John Carver on Board Governance. Randy Johnson asked board members to refer to Section 2 in the board manual if they are unfamiliar with the Carver Model. Leo Noble recommended three actions by the board:

1. Allow the President and CEO to sign checks up to \$20,000 instead of the original \$250,000 limit. *(As of March 5, 2009 the Workforce Alliance Procurement Policy and Procedures manual was modified to reflect the updated policy approved by the board to require a signature from a board member for all checks over \$20,000.)*
2. Establishment of an Executive Committee consisting of the Chair, Vice-Chair and two executives at large. The committee would report to the full board of directors and would only take action between regular board meetings if authorized or emergency attention was needed. The Finance Committee will be notified of all changes to the budget. At their discretion, the Finance Committee will present such changes to the Board of Directors.
3. Require all changes to the budget and the strategic plan be approved by the board of directors or the executive committee.

Leo Noble recommended these changes be added to the by-laws. He also reminded the board members of their responsibility to be familiar with and fully understand the Carver Model. He also reminded Board Members that all communications and tasks need to be funneled through the CEO. Kathryn Schmidt thanked Leo Noble for his presentation and said she appreciates the recommendations. Mel Coleman asked for the board to discuss the revision to the by-laws when Legal Counsel could be present before taking any action. The board voted unanimously to approve the recommendations.

VI. PRESIDENT/CEO REPORT

- a. Kathryn Schmidt asked the board to note the inclusion of the Florida Workforce Development Association Proposed Policy – Allowable Food & Beverage Expenditures, February 2010 in their agenda package. She asked if there were any questions. Jamie Titcomb asked if the allowable costs applied to travel because the costs are far below what is reasonable in many major cities. Kathryn Schmidt confirmed the costs are limits for local board/staff/or community partner meetings and events.
- b. Florida Back to Work – Kathryn Schmidt provided an overview of Florida Back to Work. Randy Johnson said 107 employers have posted over 1,000 new jobs. Eligibility requirements include: income totaling 200% below the federal poverty level; adults with a child 18 or under in the household; or a person 19 years old and who is attending school. Workforce Alliance applied for a total of 28 million in funding from the state and we are waiting for the notification from the state. Rick Hemming said we are ready to issue contracts with employers as soon as funds are available. Dwight Mattingly asked if applications are available for job seekers and Kathryn said the applications are available, staff are also reviewing current job seekers in our programs. Mel Coleman asked if we have staff prepared to implement the program. Ed Sabin asked if a plan is in place to implement the program.

Kathryn said a plan is in place, staff is trained and she thanked Rick Hemming and Don Scantlan for their efforts to prepare for the program implementation. She also thanked the Business Services team for negotiating with employers to develop the necessary contracts to bring jobs to Palm Beach County.

Each Back to Work Proposal submitted by board members was voted upon individually with conflict of interest forms respectively signed by Dr. Sanger; Dr. Gallon; David Talley; Ken Kirby; Comm. Priscilla Taylor; Patrick Franklin (Ed Gruvman/Marvin Tanck/Tom Lynch/Jorge Sanchez were not present.) All contracts were approved by the board by unanimous vote.

- c. Belle Glade Initiatives – Denny Abbott provided an update on the various projects underway in the Glades. He also reported on the economic development role of Workforce Alliance in promoting local business growth which leads to job development.
- VII. TRENDS REPORT** – Peter Pignataro provided a report on the population of the western communities and compared unemployment rates to the rest of the county and the state. Roger Amidon commended staff on a detailed trend report provided at his request on the hospitality industry in Palm Beach County.
- VIII. LEGAL COUNSEL** – On behalf of David Baker, Kathryn Schmidt asked Rich Medel to report on the move to the Boca location. He said the Professional Placement Network move will be complete by March 1. Kathryn Schmidt said the full move of the career center is scheduled for September or October.
- IX. COMMENTS** – Randy Johnson complimented the board on the meaningful discussion at the meeting. Steve Parrish encouraged board members to be more involved and join a committee.
- X. INDIVIDUAL TRAINING ACCOUNT PRESENTATION – (Postponed)**
- XI. ADJOURNMENT – Next Meeting, Thursday, April 15 at 12:00 PM**

April Meeting to include:

- Individual Training Account Presentation by Mimi Coenen
- Presentation on the Resource Room
- Presentation by Business Services
- Presentation by Workforce Florida