



## Executive Committee Meeting

CareerSource Central Florida  
390 N. Orange Ave., Suite 700, Orlando, FL 32801

Tuesday, December 5, 2017 / 9:00 a.m. – 10:30 a.m.

**Conference Call-in phone number: (866) 576-7975 / Participant Access Code: 299848**

***Strategic Goals developed by the Board:***

- *CareerSource Central Florida will become business focused in all efforts*
- *CareerSource Central Florida will identify ways to measure progress and Return On Investment (ROI)*
- *CareerSource Central Florida will become the workforce intelligence organization for workforce development in Central Florida*

Agenda Item	TOPIC	Action Item	Info Item	Presenter
1	Welcome			Debbie Clements
2	Roll Call / Establishment of Quorum			Kaz Kasal
3	Public Comment			
4	Approval of Minutes A. 10/24/17 Executive Committee Meeting	X		Debbie Clements
5	<b>Information/Discussion/Action Items</b>			
	A. Chair's Remarks		X	Debbie Clements
	B. President's Update		X	Pam Nabors
	C. Committee Reports 1) Audit 2) Community Engagement 3) Finance 4) Governance 5) Career Services 6) Revenue Diversity Ad Hoc		X	Committee Chairs Eric Ushkowitz Jody Sweet Joseph Sarnovsky Mark Wylie Kathleen Plinske/Richard Sweat Eric Jackson
	D. Board Meeting Agenda & Info Session Agenda		X	Pam Nabors
6	Other Business 1) Retreat Follow-up			
7	Adjournment			

**Upcoming Meetings:**

- Board Meeting/Board Information Session : 9:00 am to 12:00 pm, Thursday, 12/14/17 / Lynx Office, 455 N. Garland Ave., Orlando, FL 32801
- Executive Committee, 2/13/18, 9:00 am to 10:30 am / CSCF Admin, 390 N. Orange Ave., Orlando, FL 32801

**DRAFT**  
**Executive Committee Meeting**

**Wednesday, October 24, 2017**  
**1:00 p.m.**

**MINUTES**

**MEMBERS PRESENT:** Debbie Clements, Greg Beliveau, Eric Jackson, Kathleen Plinske, Richard Sweat, Jody Sweet, Eric Ushkowitz and Mark Wylie

**MEMBERS ABSENT:** Leland Madsen and Joseph Sarnovsky

**STAFF PRESENT:** Pam Nabors, Leo Alvarez, Ann Beecham and Kaz Kasal

**GUESTS PRESENT:** Thomas Wilkes / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	<p><b>Welcome</b>            Ms. Clements, Board Chair, called the meeting to order at 1:03 p.m. and welcomed those in attendance.</p>	
2	<p><b>Roll Call / Establishment of Quorum</b>            Ms. Kasal, Executive Coordinator, reported that there was a quorum present.</p>	
3	<p><b>Public Comment</b>            None offered.</p>	
4	<p><b>Approval of Minutes</b>            The Committee reviewed the minutes from the 9/6/17 Executive Committee meeting.</p>	<p><b>A motion was made by Mr. Jackson and seconded by Mr. Wylie to approve the minutes from the 9/6/17 meeting. Motion passed unanimously.</b></p>
5	<p><b>Information/Discussion/Action Item</b>  <u>Chair's Remarks</u>            Ms. Clements extended her thanks to Ms. Nabors and staff for their efforts in supporting the workforce needs related to individuals and businesses affected by Hurricane Irma and evacuees from Puerto Rico and Virgin Islands affected by Hurricane Maria who have relocated to Central Florida.</p> <p><u>President's Update</u>            Ms. Nabors, President/CEO of CSCF, stated that CSCF has been providing support through "Project Restore" a program that provides temporary jobs to individuals to help non-profit organizations involved in restoration efforts for those affected by Irma. CSCF is also continuing to provide services and information to the evacuees from Puerto Rico and Virgin Islands, and there has been an increase in foot traffic in the Southeast and Osceola centers.</p> <p>Mr. Thomas Wilkes of GrayRobinson, CSCF's corporate attorney, provided a litigation update on the Mendham lease. Mr. Wilkes provided an overview and current status of the litigation, a few options for the Executive Committee's review moving forward along with GrayRobinson's recommendation. The Committee reviewed litigation status and current options.</p>	<p><b>Mr. Jackson made a motion to approve moving to Board for approval of a \$20,000 settlement recommendation. Motion passed unanimously</b></p>

Committee Reports

## Audit Committee:

Mr. Ushkowitz, Committee Chair, stated that the Audit Committee met jointly with the Finance Committee on 10/9/17 and received an overview of the upcoming audit process from CSCF's new audit firm, Grau & Associates. Mr. Alvarez added a draft audit report is expected by 10/31/17. The Audit Committee is scheduled to meet on 11/18/17 to review the final results and financial statements. CSCF received the DEO's monitoring report for FY 16-17, which resulted in a clean audit with zero findings and no issues of non-compliance or observations.

## Community Engagement Committee:

Ms. Sweet stated the Community Engagement Committee met on 9/26/17 and reviewed the committee charter, outreach performance for FY 16-17; she also discussed hurricane outreach efforts. She reported that the Committee also had robust discussion on ways to continue with more intentional promotion in order to optimize public outreach efforts with compelling metrics and success stories in order to best showcase the value and relevance of CSCF.

## Finance Committee:

Mr. Alvarez stated, as previously mentioned, the Finance Committee met jointly with the Audit Committee on 10/9/17 and reviewed the committee charter, and the FY16-17 year-end financials, which reflected expenditures to be in line with the budget. The committee also reviewed the financials for July and August of FY 17-18 and the wrap-up of the five-year facilities plan which resulted \$1M in savings with office consolidations and the administrative offices move to its currently location. Mr. Alvarez reported that the new five-year facilities plan is currently underway and was presented to the committee.

## Governance Committee:

Mr. Wylie stated the Governance Committee met on 8/16/17 and reviewed the Committee's charter, Board Member characteristics, the Board's evaluation process and received an Enterprise Risk update. The Committee also discussed the format of having two Board Retreats in FY 17-18, one scheduled for 11/3/2017 and other in the spring. The Committee concurred to review the Bylaws at their next meeting, as it has been a few years since the last review. Ms. Nabors stated that about half of the Board has responded to the "CSCF Board Member Self-Evaluation" survey which was sent out to the Board on 10/18/17 and a reminder will be sent out to get more responses.

## Career Service Committee:

Dr. Plinske stated the Career Services Committee met on 10/4/17 and reviewed the Committee's charter and CSCF's

	<p>program performance for FY 16-17. The Committee reviewed and discussed the training matrix for FY 17-18, which significantly reduced in size due to: 1) aligning more training providers to High Growth Industry (HGI) programs – short term vs. long term programs, and 2) training providers that did not meet performance threshold criteria of 75% completed and 75% placed were removed. The Committee also reviewed proposed revised metric recommendations for FY 17-18 (attachment) as highlighted in red and any new metrics noted. The Committee approved to move these revised metrics to Board for review and approval. Ms. Clements recommended staff add notation about providing more quality business relationships as explanation for reduced goal with “Number of Businesses using CSCF Services.”</p> <p><u>Revenue Diversity Ad Hoc:</u> Mr. Jackson, Revenue Diversity Committee Chair, stated the Committee is scheduled to meet on 11/20/17 and will provide an update at the Board meeting in December.</p> <p><u>Board Meeting Agenda &amp; Retreat Agenda</u> The Committee reviewed the Board Meeting agenda and Board Retreat agenda.</p>	
	<p><b>Other Business</b> None offered.</p>	
8	<p><b>Adjournment</b> There being no other business, the meeting was adjourned at 1:56 p.m.</p>	

Respectfully submitted,

Kaz Kasal  
Executive Coordinator

