

**Executive Committee Meeting  
CareerSource Central Florida  
390 N. Orange Ave., Suite 700. Orlando, FL, 32801**

**Thursday, December 3, 2015, 10:30 a.m.**

**MINUTES**

**MEMBERS PRESENT:** Eric Jackson, Greg Beliveau, Robert Brown, Debbie Clements, Leland Madsen, Richard Sweat and Eric Ushkowitz

**MEMBERS ABSENT:** Wendy Brandon and Jody Sweet

**STAFF PRESENT:** Pam Nabors, Mimi Coenen and Kaz Kasal

**GUESTS PRESENT:** Thomas Wilkes/GrayRobinson, Marcia Spencer, Henkels & McCoy

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Mr. Jackson called the meeting to order at 9:00 am and welcomed those in attendance.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal reported that there was a quorum present.	
3	<b>Public Comment</b> None Offered.	
4	<b>Approval of Minutes</b> A. The Executive Committee reviewed the minutes from the 9/10/15 Executive Committee Meeting.	<b>Mr. Madsen made a motion to approve minutes from the 9/10/15 Executive Committee Meeting. Mr. Beliveau seconded; motion passed.</b>
5	<b>Information/Discussion/Action Items</b>	
	A. Chair's Remarks 1) Retreat Debrief Mr. Jackson referenced the summaries on 10/14/15 Board Retreat in the meeting packet and reviewed the three key areas which the Board concurred would help move CareerSource Central Florida forward as a backbone organization. Mr. Jackson also reviewed the next steps that the Board identified in a list of actions for staff and Board to take.  Mr. Jackson also provided an overview of the 10/29/16 Tri-Regional Business Summit and commented that it was a great event which was well attended by business and community leaders. The Summit was followed by the 2 <sup>nd</sup> annual joint Executive Committees from CareerSource Central Florida, CareerSource Flagler Volusia and CareerSource Brevard.	
	B. President's Update Ms. Nabors stated that Mayor Jacobs conducted a	

	<p>follow up discussion on the Manchester Bidwell model and it was decided that components (vs. full replication) of the model could be incorporated locally. Mr. Jackson added that the development of a master calendar of who is doing what training and where would be part of the framework, which also aligns with CSCF being a “backbone” organization”</p> <p>1) Finance Ms. Nabors stated the Finance Committee met on 11/3/15 and reviewed first quarter expenditures, 403 (b) audit of which there were no findings or non-compliance issues, and a presentation from CSCF’s retirement broker Chepenik Financial. Ms. Nabors added that participation in the retirement plan increased 12% over last year.</p> <p>2) Operations Ms. Nabors provided a briefing on legal matters to include a litigation update regarding the previous landlord of the former CSCF administration office and an HR-related issue of which staff is working with the D&amp;O insurance attorney.</p> <p>Ms. Nabors stated that the Finance and Operations Reports will be included in the Board packet.</p>	
	<p>C. <u>Committee Updates</u></p> <p>1) Audit Committee Mr. Ushkowitz stated that there is no new business to report. A joint meeting of Audit &amp; Finance is scheduled in January 2016.</p> <p>2) Community Engagement Committee Ms. Nabors stated that the Community Engagement Committee met on 11/16/15 and reviewed data analytics and Ms. Brady attended to provide a status update on the Crises Communication Plan. There are no action items at this time.</p> <p>3) Finance Committee Ms. Nabors stated that Mr. William Merck submitted his resignation from this Board effective 12/1/15. Mr. Merck will be recognized at next week’s Board Meeting for his valuable service and guidance to the Board and as Chair of the Finance Committee.</p> <p>4) Governance Committee Mr. Brown stated there will be two action items: 1) revisions to the Bylaws will be put to a vote at next week’s Board meeting, since the notification requirements have</p>	

	<p>now been filled, and 2) nomination of Dr. Joseph Sarnovsky to replace Mr. Merck as Treasurer on the CSCF Board. Dr. Sarnovsky has agreed to serve in this role after February 2016 and will also serve as Chair of the Finance Committee. Ms. Nabors is working on soliciting another Board member to serve as Co-Chair of the Finance Committee.</p> <p>5) Program Review Committee        Mr. Sweat stated that the Program Review Committee met on 11/19/15. The Committee discussed setting up a Youth Advisory subcommittee to the Program Review Committee of which Mr. Bough accepted to head up. Ms. Clements stated she will continue to be involved in Youth conversations.</p>	
	<p>D. 12/10/15 Board Agenda        The Committee reviewed the draft Board Agenda. Ms. Nabors stated that Ms. Glenda Hood will provide a debrief on the 10/14/15 Board Retreat and next steps. Also, under the Board Education section, Chepenik Financial will provide a fiduciary review and a high level overview of the retirement plan.</p>	
6	<p><b>Other Business</b>        None offered.</p>	
7	<p><b>Adjournment</b>        There being no other business, the meeting was adjourned at 11:06 a.m.</p>	

Respectfully submitted,

Kaz Kasal  
 Executive Coordinator