

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

**Thursday, September 10, 2015
9:00 a.m.**

MINUTES

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

MEMBERS ABSENT: William Merck

STAFF PRESENT: Pam Nabors, Ann Beecham and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Jackson called the meeting to order at 9:00 am and welcomed those in attendance.	
2	Roll Call / Establishment of Quorum Ms. Kasal reported that there was a quorum present.	
3	Public Comment None Offered.	
4	Approval of Minutes A. 7/30/15 Executive Committee Meeting Mr. Jackson noted an edit to be made within Agenda Item 5A changing "TriSector" to "TriSect"	After review, Mr. Brown made a motion to approve minutes, including the noted change, from the 7/30/15 Executive Committee Meeting. Mr. Sweat seconded; motion passed.
5	Information/Discussion/Action Items	
	A. Chair's Remarks Board Retreat Agenda Mr. Jackson stated that the Board Retreat is scheduled for 10/14/15 will be held at National Entrepreneur Center. triSect Consulting will be facilitating the Retreat as well as the focus group sessions occurring this month. Feedback gained from these sessions will be reviewed and strategically discussed at the Retreat. Also, Mr. Rick Weddle with Metro Orlando EDC will speak at the Retreat on economic development updates, branding and benchmarks with like cities. The Committee concurred to invite Jacob Stuart to speak on education and bringing all the players together.	<i>Prior to Board Retreat, staff to provide previous minutes from last year's retreat and a summary draft report from the focus group sessions. Ms. Nabors will further discuss Board Retreat preparations with Ms. Lauten/trisect Consulting to include refresher from last three years, assessment of landscape in this region and CSCF's role of taking ownership as a facilitator and convener.</i>

	<p>B. President’s Update 2015-2016 Goals – Update Ms. Nabors reviewed updates to her goals to include further refinement of the first goal and second goals to include specific measurables, adding a national benchmark goal, and a culture organization goal. Additionally, the Committee concurred with Ms. Beecham’s suggestion to include under Ms. Nabors’ third goal to demonstrate improved program and finance processes in order to ensure a continued clean audit and satisfactory compliance. The Committee concurred with the President’s updated 2015–2016 goals.</p> <p>Operations Ms. Nabors provided a briefing on legal matters to include a litigation update regarding the previous landlord of the former CSCF administration office.</p> <p>Ms. Nabors stated that significant reorganization occurred over the summer. Ms. Beecham and the HR Department were acknowledged for their effort in interviewing/assessing 168 staff. The Committee concurred that this was a needed process for the continuous improvement of the organization.</p>	<p>Mr. Brown made a motion to approve President’s 2015–2016 Goals. Ms. Clements seconded; motion passed.</p> <p><i>Ms. Nabors will input her updated goals in the performance management system and Ms. Beecham will provide log-in information to Mr. Jackson.</i></p> <p><i>Ms. Kasal to forward the Public Comment policy to Committee Chairs.</i></p>
	<p>C. <u>Committee Updates</u></p> <p>1) Audit Committee Mr. Ushkowitz stated that the Audit Committee met jointly with the Finance Committee yesterday (9/9/15). Auditors Cherry, Bekaert provided a presentation on their audit preparations for the A-133 audit and have started their work this week - a draft report is expected at the end of October. DEO’s annual financial monitoring report was reviewed – this is the second year with no findings. There was one observation related to state travel policy on tracking mileage.</p> <p>2) Community Engagement Committee Ms. Nabors stated that the Community Engagement Committee met on 8/17/15 and reviewed updates on outreach and social media and also reviewed business engagement strategies.</p> <p>3) Finance Committee Mr. Alvarez stated the Finance Committee met jointly with the Audit Committee yesterday</p>	

	<p>(9/9/15) and reviewed a retirement plan presentation by the organization’s new retirement plan consultants Chepenik Financial and discussed strategies moving forward.</p> <p>4) Governance Committee Mr. Brown stated that the Governance Committee met on 8/26/15 and reviewed Board composition, Enterprise Risk updates, and revisions to the Bylaws of which the Board will be put on notice of the revised Bylaws at next week’s meeting. The Committee also discussed preparations and strategic planning for the Board Retreat.</p> <p>5) Program Review Committee Mr. Sweat stated that the Program Review Committee met on 8/20/15 and approved to move to Board the following action items: two training providers that have nationally recognized registered apprenticeships; priority of funding guidelines to maintain current 200% of local Lower Living Standards Income Level and negotiated WIOA performance measures. The Program Review Committee will be further reviewing training provider apprenticeships to make sure CareerSource CF is using funds in most effective way.</p>	
	<p>D. 9/17/15 Board Agenda</p> <p>1) Board Education section Ms. Nabors stated that under the Board Education section she and Mr. Shaughnessy will provide a presentation on the Manchester Bidwell Tour as a model for local Board to review on crafting more efficient and effective partnerships. DEO will also be at the meeting to present on last year’s performance metrics.</p>	
6	<p>Other Business Mr. Brown stated that Mission United, the Heart of Florida United Way and CareerSource Central Florida partnership, has helped and made a difference to 1,435 veterans and their families. Ms. Nabors added that CSCF’s internal goal is to increase veteran services and employment outcomes by 20% from last year’s actual enrollments and placements.</p>	
7	<p>Adjournment There being no other business, the meeting was adjourned at 10:03 a.m.</p>	

Respectfully submitted,

Kaz Kasal

Executive Coordinator