

**Executive Committee Meeting
Phone Meeting**

**Thursday, January 14, 2016
9:00 a.m.**

MINUTES

MEMBERS PRESENT: Eric Jackson, Robert Brown, Debbie Clements, Jody Sweet and Eric Ushkowitz

MEMBERS ABSENT: Greg Beliveau, Wendy Brandon, Leland Madsen, and Richard Sweet

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

GUESTS PRESENT: Thomas Wilkes/GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Jackson called the meeting to order at 9:01 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 The Executive Committee reviewed the minutes from the 12/3/15 Executive Committee Meeting.	Mr. Brown made a motion to approve minutes from the 12/3/15 Executive Committee Meeting. Mr. Ushkowitz seconded; motion passed.
5	Information/Discussion/Action Items	
	A. Chair's Remarks Mr. Jackson expressed his anticipation for great outcomes as CSCF moves forward with its strategic planning, with the guidance of Board input and the hired consultant.	
	B. President's Update Ms. Nabors stated CSCF is working diligently to assist applicable Supplemental Nutrition Assistance Program (SNAP) participants with the new mandate requiring them to engage in work-related activities as a contingency to receiving continued support. Also Business Services is busy working with businesses on their open positions. 1) Finance	

	<p>Mr. Alvarez stated they are currently wrapping up the A-133 audit which will be presented next Tuesday, 1/19/16, at the Audit and Finance Committees' joint meeting. Results indicate no issues. Also DEO has been conducting on-site monitoring which will conclude today. A clean monitoring report is expected.</p> <p>2) Operations Ms. Nabors stated that Ms. Coenen has asked Mr. Powell to step down and CSCF is currently in the process of searching for a new Director of Operations and Youth.</p> <p>Ms. Nabors also provided a litigation update regarding the previous landlord of the former CSCF administration office.</p>	
	<p>C. <u>Committee Updates</u></p> <p>1) Audit Committee Mr. Ushkowitz stated, as Mr. Alvarez previously mentioned, that a draft audit will be presented at the Audit and Finance Committees' joint meeting on 1/19/16.</p> <p>2) Community Engagement Committee Ms. Nabors stated that the Community Engagement Committee is scheduled to meeting on 2/29/16. Ms. Nabors extended her thanks to Ms. Sweet and her staff for working with the operations staff on the Disney approach to concierge service.</p> <p>3) Finance Committee Mr. Alvarez stated there will be an action item at the upcoming Board meeting on change in retirement fund. Mr. Alvarez also provided a facilities update on current renovations at the West Orange office and consolidation plans of the East and South Orange offices which will result in a significant cost savings. This reduction in footprint will not reduce services as CSCF is partnering and aligning services with Goodwill of Central Florida to deploy CSCF staff at their Job Connections sites and vice versa. Lastly, Mr. Alvarez stated that staff has put the current health insurance broker on notice of CSCF's intention to post a Request For Quotes (RFQ) to explore other</p>	

	<p>options.</p> <p>4) Governance Committee Ms. Nabors stated that 2 nominations of new Board members will be presented to Consortium for vote at the upcoming Consortium/Board joint meeting. One is a nominee from UCF to replace Mr. Merck and the other is the 2nd labor seat to replace Mr. Brier.</p> <p>5) Career Services Committee The Career Services Committee met on 1/8/16 and the Committee provided their input on identifying strategic goals and setting metrics as it relates to program services.</p>	
	<p>D. 1/28/16 Consortium/Board Agenda Ms. Nabors provided the following comments on the 1/28/16 Consortium/Board Agenda:</p> <ul style="list-style-type: none"> • The Interlocal Agreement, which has been updated to align with WIOA, was received and approved from all 5 counties. At the 1/28/16 meeting, the Consortium is scheduled to finalize and approve the Interlocal Agreement. • In lieu of “Mission Moment” Mr. Neil Hamilton with Orlando EDC will present on Central Florida’s economy over the past 10 years. • Prior to 1/28/16, in readiness for Ms. Lauten’s report on “Follow-up Retreat Discussion,” a survey will be sent to the Board for additional input on ranking priorities and action steps. 	
6	<p>Other Business None offered.</p>	
7	<p>Adjournment There being no other business, the meeting was adjourned at 9:25 a.m.</p>	

Respectfully submitted,

Kaz Kasal
 Executive Coordinator