

**Executive Committee Meeting
Phone Meeting**

**Thursday, February 11, 2016
10:00 a.m.**

MINUTES

MEMBERS PRESENT: Eric Jackson, Wendy Brandon, Greg Beliveau, Leland Madsen, Richard Sweat, and Jody Sweet

MEMBERS ABSENT: Robert Brown, Debbie Clements and Eric Ushkowitz

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

GUESTS PRESENT: Ron Goss, Shellonda Rucker, Rick Sutliff/Henkels & McCoy and Richard Semancik/Eckerd Youth Alternatives

Agenda Item	Topic	Action Item / Follow Up Item
1	<p>Welcome Mr. Jackson called the meeting to order at 10:02 am and welcomed those in attendance.</p>	
2	<p>Roll Call / Establishment of Quorum Ms. Kasal reported that there was a quorum present.</p>	
3	<p>Public Comment Mr. Sutliff, Director of Henkels & McCoy (H&M) Training Services, summarized that H&M has over 30 years' experience working with the Department of Labor and has been heavily involved with WIA. Mr. Sutliff stated that its recommendation of reassigning H&M's contract to Eckerd Youth Alternatives was investigated and determined to be the best fit to continue providing youth services.</p> <p>Mr. Semancik with Eckerd Youth Alternatives stated that the organization can move the CSCF contract forward from H&M and continue providing the youth services.</p>	
4	<p>Discussion of Youth Contract Ms. Nabors referred to the action item memo (attachment) in the meeting packet and stated that on 2/4/16 CSCF received a letter from H&M and Eckerd Youth Alternatives, officially notifying CSCF of the change in ownership, effective 4/1/16. Ms. Nabors stated, as required, the Executive Committee is needed for its oversight and decision on the status of the contract. Per existing contractual language, CSCF has the ability to reassign or terminate the contract for convenience. H&M, per contract clause, cannot transfer or subcontract without written approval of CSCF. Ms. Nabors stated Eckerd Youth Alternatives was not procured through CSCF's procurement</p>	<p>After further discussion, Mr. Jackson made a motion to approve staff recommendation to exercise the termination clause with Henkels & McCoy effective 3/31/16 and transfer applicable direct services to CSCF staff effective 4/1/16. Ms. Sweet seconded, motion passed.</p> <p><i>Ms. Nabors to prepare a memo out to the full Board of the Executive Committee's</i></p>

	<p>process. As CSCF transitions its plans and design under WIOA this spring and summer, Eckerd Youth Alternatives would have the opportunity for consideration with CSCF's new procurement under WIOA.</p> <p>Ms. Nabors stated, as the youth served under the H&M contract are paramount to CSCF's performance, and that given H&M's transition of youth services to another organization, staff is recommending to terminate the contract for convenience, and working with H&M to transfer services to direct oversight by CSCF. CSCF will utilize its staffing contractor to employ necessary youth staff to continue case management and employment services to all enrolled and follow up youth.</p>	<p><i>action at today's meeting.</i></p>
5	<p>Other Business None offered.</p>	
6	<p>Adjournment There being no other business, the meeting was adjourned at 10:26 a.m.</p>	

Respectfully submitted,

Kaz Kasal
Executive Coordinator