

**Executive Committee Meeting**

**Wednesday, February 8, 2017  
9:00 a.m.**

**MINUTES**

**MEMBERS PRESENT:** Eric Jackson, Greg Beliveau, Wendy Brandon, Robert Brown, Debbie Clements, Leland Madsen, Jody Sweet and Eric Ushkowitz

**MEMBERS ABSENT:** Joseph Sarnovsky and Richard Sweat

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

**GUESTS PRESENT:** Heather Ramos/GrayRobinson, Shelley Lauten/Consultant

Agenda Item	Topic	Action Item / Follow Up Item
1	<p><b>Welcome</b> Mr. Jackson, Committee Chair, called the meeting to order at 9:02 a.m. and welcomed those in attendance.</p>	
2	<p><b>Roll Call / Establishment of Quorum</b> Ms. Kasal, CSCF 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 Executive Committee reviewed the draft minutes from the 12/7/16 Executive Committee meeting (attachment).</p>	<p><b>Mr. Jackson made a motion to approve the minutes from the 12/7/16 Executive Committee meeting. Mr. Ushkowitz seconded, motion passed.</b></p>
5	<p><b>Information/Discussion Items</b></p>	
	<p><b>Chair's Remarks</b> Mr. Jackson stated the National Association of Workforce Boards (NAWB) "The Forum 2017" is occurring on March 25-28, 2017 in Washington D.C. in which he, and CSCF Board Members Mr. Bough and Ms. Brandon are attending.</p>	
	<p><b>President's Update</b> Ms. Nabors, CSCF CEO. provided the following updates:</p> <ul style="list-style-type: none"> <li>• The CareerSource Florida Board appointed Ms. Michelle Dennard as President of CareerSource Florida (CSF), replacing Mr. Chris Hart. Ms. Michelle Dennard was CSF's Vice President of Policy.</li> <li>• CSCF's Southeast Orange Office opened in early January. CSCF is planning an open house for the Southeast Orange Office in partnership with the East Orange Chamber.</li> <li>• Sumter County's Commissioner Al Butler will be replacing Commissioner Garry Breeden on the Workforce Investment Consortium. Ms. Nabors met with Commissioner Butler and Mr. Bradley Arnold in December.</li> </ul>	

	<p>Ms. Ramos, CSCF’s Attorney, provided a litigation update on the Mendham lease.</p>	
	<p><b>Committee Updates</b></p> <p><u>Career Services</u>                  Ms. Brandon, Career Services Committee’s Vice Chair, referenced the two action items (attachment) in the meeting packet: 1) Employed Worker Training Grant for Seminole County Fire Department (a unit of Seminole County Government) and 2) Youth Navigator RFQ recommendations. Ms. Brandon stated that as both action items involve two CSCF Board Members (Ms. Nicole Guillet with Seminole County Government and Mr. Glen Casel with Community Based Care of Central Florida respectively), a two-thirds Board quorum is required in order to vote on these action items, so attendance is very important at the upcoming Board meeting. Ms. Coenen, CSCF COO, provided an overview of the action items.</p> <p><u>Audit Committee</u>                  Mr. Alvarez, CSCF CFO, stated that the Audit Committee met jointly with Finance Committee on 2/7/17 and accepted the draft FY 15-16 audit report prepared by Cherry Bekaert, CSCF’s independent auditor. Mr. Alvarez stated that Cherry Bekaert has issued an unmodified opinion with no findings.</p> <p><u>Finance Committee</u>                  Mr. Alvarez stated, as mentioned above, the Finance Committee met jointly with the Audit Committee on 2/7/17. The Committee reviewed fiscal report through the second quarter (7/1/16 thru 12/31/16). The Committee also received an update on CSCF’s retirement plan and as well as a preview of renegotiations with the healthcare benefits.</p>	
	<p><b>2/15/17 Consortium-Board Joint Meeting Agenda</b>                  The Committee reviewed the 2/15/17 Consortium-Board Joint Meeting Agenda. Ms. Nabors referenced the following agenda items:</p> <ul style="list-style-type: none"> <li>– Consortium action item “Appointment of Regional Workforce Board” – Consortium to vote on appointment of Ms. Jane Trnka, Executive Director of the Career Resource Center, Rollins Crummer Graduate of Business, to the private, non-profit education seat (replacing Ms. Leslie Hielema).</li> <li>– Board agenda item “HGI Spotlight: Construction” – CSCF Board Members Mr. Wylie and Mr. Sullivan will present.</li> </ul>	
	<p><b>Other Business</b>                  Mr. Jackson stated the Regional Executive Committees’ joint meeting will occur on 2/28/17 at the Career Source Flagler Volusia office and encouraged the Committee to</p>	

	attend.	
6	<b>Adjournment</b> There being no other business, the meeting was adjourned at 9:20 a.m.	

Respectfully submitted,

Kaz Kasal  
Executive Coordinator