

**Executive Committee Meeting
Phone Meeting**

**Thursday, April 14, 2016
9:30 a.m.**

MINUTES

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

MEMBERS ABSENT: None

STAFF PRESENT: Pam Nabors, 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 9:31 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 draft minutes from the 1/14/16 and 2/11/16 Executive Committee meetings.	Mr. Brown made a motion to approve the minutes from the 1/14/16 and 2/11/16 Executive Committee meetings. Mr. Jackson seconded, motion passed.
5	Information/Discussion Items	
	A. Chair's Remarks Mr. Jackson stated that in March he, Ms. Clements and Ms. Nabors attended the NAWB in Washington D.C. and also presented a workshop which was so well received, that Mr. Jackson was asked to present at the NAWDP conference in May.	
	B. President's Update Ms. Nabors reminded the Committee about the upcoming two public meetings for feedback on the strategic plan. These meeting are next week and public notices have been posted on the CSCF website. Ms. Nabors encouraged the Committee to attend. Ms. Nabors stated that the Tech Hire grant was not submitted properly, so it was not reviewed. Staff is working to identify what went wrong in the process so grant applications are submitted appropriately henceforward.	
	C. Committee Updates <u>Audit Committee</u>	

Mr. Ushkowitz stated that there is nothing to report at this time.

Community Engagement

Ms. Nabors stated the Community Engagement Committee met on 2/29/16 and reviewed the outreach and social media activities. Ms. Sara Brady will be providing a presentation of the Crisis Communication Plan overview at the 4/21/16 Board Meeting.

Finance Committee

Dr. Sarnovsky stated that the Finance Committee met on 4/5/16 and reviewed the budget year-to-date, facility updates, timeline for 16-17 budget and an action item on health benefits of which the Finance Committee approved for staff (HR Department) to research benefits plan options but not to exceed 10% of current costs. Mr. Jackson stated that a phone meeting of the Executive Committee will be scheduled once staff have reviewed and prepared their recommendation.

Governance Committee

Mr. Brown referred to the Consent Agenda documentation in the meeting packet (attachment) and stated that consent agendas are used to quickly review and provide one vote on routine documentation, allowing more time for issues requiring discussion. Mr. Jackson added that if the Board approves this agenda format, this would be effective 7/1/16.

Ms. Nabors stated, at the request of the Governance Committee, staff is working with Ms. Shelley Lauten of triSect to create metrics for the Board's strategic goals. Ms. Lauten will be sending a survey to the Board for commentary on the metrics

Career Services

Mr. Sweat stated that the Career Services Committee met on 4/7/16 and had a very comprehensive discussion on goals for job placements. The upcoming meeting will focus on Youth goals of which Mr. Bough will lead the discussion and the following meeting on training in High Growth Industries (HGI) of which Ms. Hielema will lead the discussion. The Committee will continue to formulate, refine and organize goals.

Ms. Nabors referred to the action item memo regarding youth contract extensions (attachment) and provided an overview of the current youth contracts and the Committee recommendation to provide staff the authority to negotiate

Mr. Brown made a motion to move forward for Board's review and approval the use of consent agenda format. Ms. Clements seconded; motion passed.

Mr. Sweat made a motion for the Executive Committee to give staff the authority to negotiate new contracts with ResCare and Covenant House to include

	new contracts with ResCare and Covenant House.	allocating up to \$500,000 for one year effective 7/1/16. If an additional \$500,000 in funding is needed, staff will bring another action to the Executive Committee for approval. Staff will reallocate any remaining funds as part of next year's budget to the new program design. Mr. Jackson seconded; motion passed.
	D. 4/21/16 Board Agenda The Committee reviewed and concurred with the draft Board Agenda.	
	Other Business None offered.	
	Chair's Closing Remarks As mentioned by Ms. Nabors earlier in the meeting, Mr. Jackson encouraged the Committee to attend one of the public meetings next week on the strategic plan input.	
6	Adjournment There being no other business, the meeting was adjourned at 9:55 a.m.	

Respectfully submitted,

Kaz Kasal
 Executive Coordinator