

**Executive Committee Meeting**

**Wednesday, April 19, 2017  
9:00 a.m.**

**MINUTES**

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

**MEMBERS ABSENT:** Greg Beliveau

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

**GUESTS PRESENT:** Heather Ramos/GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	<p><b>Welcome</b> Dr. Sarnovsky, on behalf of the Committee Chair, called the meeting to order at 9:04 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 2/8/17 Executive Committee meeting (attachment).</p>	<p><b>Mr. Brown made a motion to approve the minutes from the 2/8/17 Executive Committee meeting. Mr. Madsen seconded, motion carried unanimously.</b></p>
5	<p><b>Information/Discussion Items</b></p>	
	<p><b>Chair's Remarks</b> <u>Revenue Diversification</u> Mr. Jackson, Committee Chair, stated that the Governance Committee discussed revenue diversification at their last meeting and the importance of pursuing other grants and private dollars, especially with the anticipated decrease in State funding. The Governance Committee concurred that the Executive Committee should lead the discussion on revenue diversification in the budget. Mr. Jackson stated he will announce assigning revenue diversification strategies to the Executive Committee in his Chair's Report at the 4/26/17 Board Meeting.</p>	
6	<p><b>President's Update</b> Ms. Nabors provided the following updates:  <u>Legislative Update</u> Workforce boards across the country responded to the U.S. Conference of Mayors' survey and provided input about the effectiveness and impact of workforce services within their communities. This</p>	

	<p>input, including portions of CSCF’s survey response and a testimonial from a Sumter County manufacturer, were part of an impact report sent to U.S. Congress members prior to the start of the budget hearings.</p> <p><u>Health Insurance Provider</u></p> <p>Ms. Beecham referred to the employee healthcare benefits memo (attachment) and stated that on 4/11/17 OneDigital, CSCF’s new healthcare broker, presented insurance quotes from five carriers. Due to the decrease in plan usage costs, CSCF’s current carrier Cigna quoted a 6.5% decrease to current healthcare premiums. Additionally, Cigna is providing an increase in wellness incentives, which is a result of CSCF’s very robust and successful wellness program.</p> <p><u>Other Items</u></p> <p>Ms. Ramos, CSCF’s Attorney, provided a litigation update on the Mendham lease.</p> <p>Ms. Nabors stated that CSCF’s D&amp;O attorney sent a letter to Mayor Jacobs, Commissioner Arrington, and DEO indicating that everything was addressed and complied with on a public records complaint. Ms. Nabors stated CSCF has an established process in place for public records requests.</p>	<p><b>Mr. Jackson made a motion to approve renewing current plan with Cigna for FY 2017-2018. Mr. Madsen seconded, motion passed unanimously.</b></p>
	<p><b>Committee Updates</b></p> <p><u>Finance Committee</u></p> <p>Dr. Sarnovsky stated the Finance Committee met 4/7/17. The Committee reviewed the fiscal report through 2/28/17. The Committee also reviewed and approved moving a recommendation to the Board to approve selection of Grau &amp; Associates, LLP for contracting to provide financial and compliance auditing services.</p> <p><u>Governance Committee</u></p> <p>Mr. Brown stated the Governance Committee met on 3/1/17 and reviewed the Board’s composition, proposed Board roster and slate of officers for upcoming fiscal year. Proposed Board roster and slate of officers will be presented at the 6/28/17 Consortium-Board meeting. The Committee also discussed the preparations for the Board Retreat and received an update on Enterprise Risk Committee’s reassessment of top risks facing CSCF.</p> <p><u>Career Services Committee</u></p> <p>Mr. Sweat stated the Career Services Committee met on 3/23/17. The Committee reviewed CSCF’s program performance through 2/28/17 and proposed targets for PY 17-18. The Committee also provided input on the placement goal and attracting talent.</p>	

	<p><u>Community Engagement Committee</u>          Ms. Sweet stated the Community Engagement Committee met on 2/27/17 and reviewed the board engagement process with Ms. Lauten. Professor Wang with UCF provided results of the follow up study on the business community's awareness of CSCF. Also, Edelman, a global communications marketing firm, presented their independent review on CSCF's current communication and outreach efforts.</p>	
	<p><b>4/26/17 Board Meeting/Retreat Agendas</b>          The Committee reviewed the 4/26/17 Board Meeting Agenda (attachment).           Ms. Nabors stated that Mr. Tony Carvajal, with Florida Chamber Foundation, will be the guest speaker at the Retreat and present on "Florida 2030" reviewing the future talent needs for Florida and Central Florida. The Board will also review findings from the Board engagement activities and discuss current Board metrics for modification.</p>	
	<p><b>Other Business</b>          Board Action Item: One Stop Operator RFP          Ms. Nabors referred to the memo on the One Stop Operator RFQ (attachment) and asked Ms. Nabors to provide an overview. Ms. Nabors stated that in December 2016, the Board approved for CSCF to continue providing business services and voted to adopt the local definition of One Stop Operator as a consultant or contractor whose function will be to coordinate the service delivery of all one stop required partners. Subsequently in March 2017, staff released an RFQ for one stop operator and two proposals were received. Based on the Review Team's discussion and ratings, Education Solutions International, LLC (ESI) earned the highest score and best met specifications outlined in the RFQ. The Executive Committee concurred to bring the recommendation of selecting ESI to the full Board for vote.</p>	<p><b>Mr. Jackson made a motion to approve moving to the Board for review and approval the selection of Education Solutions International, LLC (ESI) for contracting to provide One Stop Operator services at a rate not to exceed \$85,000 annually. The engagement would be for one year with an option to renew for up to five years. Mr. Brown seconded, motion passed unanimously.</b></p>
	<p><b>Adjournment</b>          There being no other business, the meeting was adjourned at 9:53 a.m.</p>	

Respectfully submitted,

Kaz Kasal  
 Executive Coordinator