

## Executive Committee Meeting

Tuesday, April 3, 2018  
9:00 a.m.

### MINUTES

**MEMBERS PRESENT:** Debbie Clements, Greg Beliveau, Eric Jackson, Leland Madsen, Eric Ushkowitz, Jody Wood and Mark Wylie

**MEMBERS ABSENT:** Kathleen Plinske and Richard Sweat

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

**GUESTS PRESENT:** Heather Ramos / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Ms. Clements, Board Chair, called the meeting to order at 9:32 a.m. and welcomed those in attendance.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal, Executive Coordinator, reported that there was a quorum present.	
3	<b>Public Comment</b> None offered.	
4	<b>Approval of Minutes</b> The Committee reviewed the minutes from the 2/13/18 Executive Committee meeting.	<b>A motion was made by Mr. Ushkowitz and seconded by Mr. Wylie to approve the minutes from the 2/13/18 meeting. Motion passed unanimously.</b>
5	<b>Information/Discussion/Action Item</b> <u>President's Update</u> Ms. Nabors, President/CEO of CSCF, provided the following updates:  With regard to the litigation case concerning a former CSCF employee - this individual accepted the settlement offer and CSCF will move forward with payment via CSCF's D&O insurance.  CSCF issued a Request For Quotes (RFQ) in search for organizations that can provide career preparation services for Hurricane Maria evacuees. Board member Ms. Jane Trnka has agreed to be part of the review team that will evaluate and score the proposals received.  CSCF is taking steps to make sure locations are secure for Board and committee meetings.  <u>Committee Reports</u> Audit Committee: Mr. Ushkowitz stated that there were no Committee updates.	

	<p><b>Community Engagement Committee:</b>                  Ms. Wood stated that there were no Committee updates. Ms. Nabors introduced Ms. Lisa Burby, the new V.P. of Strategic Communications. Ms. Burby will be supporting the Community Engagement Committee going forward.</p> <p><b>Finance Committee:</b>                  Mr. Ushkowitz stated that the Finance Committee is scheduled to meet on 4/5/18. The Committee will review FY 17-18 financials through 2/28/18 and status of potential space at Lake Sumter State College for CSCF's Lake county office (current lease expires 7/31/18).</p> <p><b>Governance Committee:</b>                  Mr. Wylie stated the Governance Committee met on 3/7/18. The Committee reviewed amended Bylaws and approved to forward to Board for vote. The Committee also reviewed the status of each Board seat expiring 6/30/18 and received an Enterprise Risk update from Mr. Alvarez.</p> <p><b>Career Service Committee:</b>                  Ms. Coenen stated the Career Services Committee met on 3/22/18. The Committee reviewed the performance metrics through 2/28/18. The Committee also reviewed Labor Market Information (LMI) data and discussed training options and specific occupations within targeted industries. Also, the Committee had further discussion on how to attain feedback from the employer community.</p> <p><b>Revenue Diversity Ad Hoc:</b>                  Mr. Jackson, Committee Chair, stated the Revenue Diversity Ad Hoc Committee met on 4/2/18. The Committee reviewed the business case statements for Ticket To Work (TTW) and Youth Services. The Committee voted to finalize and move forward to Board TTW business case statement. The Youth Services business case statement will require further review.</p> <p><u><b>Board Meeting Agenda</b></u>                  Ms. Nabors reviewed the 4/12/18 Board Meeting agenda and stated there will be a couple of action items (amended Bylaws and an RFQ recommendation) on the agenda that will require two-thirds of full Board to be in attendance in order to vote. Ms. Nabors also stated that Ms. Gert Garman will be facilitating the Board Retreat again – Part II, which immediately follows the Board Meeting.</p>	
	<p><b>Other Business</b>                  None offered.</p>	
8	<p><b>Adjournment</b>                  There being no other business, the meeting was adjourned at 9:47 a.m.</p>	

Respectfully submitted,

Kaz Kasal  
 Executive Coordinator