

**Executive Committee Meeting
Phone Meeting**

**Thursday, June 16, 2016
9:00 a.m.**

MINUTES

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

MEMBERS ABSENT: Robert Brown and Jody Sweet

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

GUESTS PRESENT: Heather Ramos/GrayRobinson

| Agenda Item | Topic | Action Item / Follow Up Item |
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| 1 | Welcome Mr. Jackson called the meeting to order at 9:14 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 4/14/16 and 5/19/16 Executive Committee meetings. | Dr. Sarnovksy made a motion to approve the minutes from the 4/14/16 and 5/19/16 Executive Committee meetings. Mr. Beliveau seconded, motion passed. |
| 5 | Information/Discussion Items | |
| | Chair's Remarks Mr. Jackson stated he attended the CSCF All-Staff meeting last Friday 6/10/16. The event was well attended with over 250 in attendance and staff was very engaged. | |
| | President's Update Ms. Nabors stated that CSCF is responding to those affected by the Orlando shooting tragedy by providing re-employment services. Key representatives have been assigned at the Career Centers to coordinate these services. This information has been posted on the CSCF website, as well as a link to Heart of Florida United Way for additional support services. Management also visited each of the Career Centers early in the week to check on staff. CSCF will continue to be both an internal and external partner in support to the community. Ms. Nabors stated the theme of this year's All-Staff Meeting was "Outrageous Trust" and Mr. Roy Reid was the keynote speaker | |

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| | <p>providing an overview of the tenants of trust in relationships. Peer-recognized EDGE (Engager, Deliverer, Giver and Evaluator) awards were received by four staff from each office. The All-Staff Meeting was well received and staff will continue to foster a culture a trust and improved performance.</p> <p>Ms. Nabors also reviewed the SHRM preliminary survey results. Feedback on opportunities for improvement include: communication, recognition and safety. With regard to safety, management is facilitating safety presentations at each center on emergency management training.</p> | |
| | <p>Committee Updates</p> <p><u>Audit Committee</u> Mr. Ushkowitz stated there is nothing new to report but asked Mr. Alvarez to provide the schedule on the upcoming audit. Mr. Alvarez stated that the interim work with Cherry, Bekaert is scheduled in July 2016. The Audit Committee will be meeting jointly with the Finance Committee in September 2016 to review preliminary planning in readiness for the full audit targeted for end of September or beginning of October. Mr. Alvarez also stated Cherry, Bekaert will be presenting at next week's Consortium/Board Joint Meeting to review the audit schedule from past 4 years and the 990 report.</p> <p><u>Community Engagement</u> Ms. Nabors stated the Community Engagement Committee met on 5/16/16 and reviewed the current outreach and social media activities. The Committee also reviewed and discussed the strategies and metrics of the outreach operational goal (Goal #1), as well as approved the 16-17 outreach budget.</p> <p><u>Finance Committee</u> Dr. Sarnovsky stated that the Finance Committee met on 6/7/16 and reviewed the budget year-to-date and following action and info items (attachments):</p> <ul style="list-style-type: none"> • RFQ – Fiscal & Programmatic Monitoring The Finance Committee approved to move to Executive Committee's review and approval the selection of Taylor, Lombardi, Hall & Wydra (TLH&W) to provide fiscal and programmatic monitoring. The review team consisted of two staff and Board Member Mark Wylie. TLH&W scored the highest of the 3 responders and the review team concurred that TLH&W's proposal best meets the specifications outlined within CSCF's RFQ. The firm's qualifications reflect a history of financial and programmatic monitoring experience with workforce boards and is a subject matter expert in workforce development. | <p>Mr. Sarnovsky made a motion to grant authorization for CSCF to enter into final negotiations with TLH&W for award of contract for an engagement to provide monitoring and technical assistance services at a total cost not to exceed \$160,000. Ms. Clements seconded; motion passed.</p> |

- RFP – Computer & Hardware Replacement
The Finance Committee approved to move to Executive Committee’s review and approval the selection of CDW-G for computer hardware replacement. The review team consisted of 4 staff and Board Member John Pittman and CDW-G emerged with the highest score. The review team concurred that CDW-G’s proposal best meets the technical specifications of CSCF while offering a great computer hardware solution at an extremely competitive price.
- RFP – Retirement Plan Vendor
The Finance Committee approved to move to Board for review and approval the selection of Principal Financial Group as CSCF’s 403b retirement plan record keeper. The review team, consisting of the CSCF Officers and Chepenik Financial, interviewed the top 3 RFP responders on 6/6/16. Based on the interviews, the review team recommends Principal Financial Group; while not the cheapest, this vendor offers cutting technical tools that would best benefit staff in their retirement planning. Mr. Alvarez stated that Mr. Chepenik will present at next week’s Consortium/Board Meeting and review the primary factors of this selection.
- Facilities – Office Consolidation
Dr. Sarnovksy stated that the Finance Committee reviewed and discussed staff’s cost analysis and recommendation to consolidate the current South and East Orange offices into one location, of which proposed location is on South Semoran Boulevard. The benefits include: less space, and less cost per square foot and a savings of \$1M over a 5 year period. The Finance Committee approved to move to Board for their review and approval to grant CSCF authority to finalize negotiations with the Airport Business Center of the South Semoran Boulevard office. Mr. Alvarez provided an overview of the next steps, which will include CSCF’s attorney overseeing leasing process and negotiations, pending Board’s approval next week.

Governance Committee

Ms. Nabors stated that the Governance Committee met on 5/4/16 and proposed slate of officers will be presented for Board’s review and approval at next week’s meeting. Ms. Nabors also stated that Mr. Brooks notified her of his resignation from DeVry University. Under new WIOA and state legislation it is now only required to have representation from one training provider (either for profit or non-profit). As CSCF Board already has representation from Florida Technical Institute (Ms.

Mr. Sarnovsky made a motion to grant authorization for CSCF to enter into final negotiations with CDW-G to acquire up to 350 PC systems with total cost not to exceed \$370,000. Mr. Jackson seconded; motion passed.

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| | <p>Hielema), we can sunset Mr. Brooks' seat.</p> <p><u>Career Services</u> Mr. Sweat stated that the Career Services Committee met twice: 5/10/16 and joint with Finance Committee on 5/19/16 for the budget workshop. The Committee continues to refine the metrics to measure performance goals. The basic areas include: job placement, training opportunities, High Growth Industries (HGI) and youth services.</p> | |
| | <p>6/23/16 Board Agenda The Committee reviewed and concurred with the draft Board Agenda.</p> | |
| | <p>Executive Committee Meeting – proposed dates for FY 16-17 The Committee concurred with the proposed dates for 16-17 with the exception to change to first meeting date to 8/3/16.</p> | |
| | <p>Other Business None offered.</p> | |
| | <p>Chair's Closing Remarks Mr. Jackson thanked those who attended today's meeting.</p> | |
| 6 | <p>Adjournment There being no other business, the meeting was adjourned at 9:51 a.m.</p> | |

Respectfully submitted,

Kaz Kasal
 Executive Coordinator