

Executive Committee Meeting

Wednesday, June 21, 2017

9:00 a.m.

MINUTES

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

MEMBERS ABSENT: Jody Sweet and Eric Ushkowitz

STAFF PRESENT: Pamela Nabors, Mimi Coenen, Leo Alvarez, and Janet Saunders

GUESTS PRESENT: Tom Wilkes / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Jackson, Committee Chair, called the meeting to order at 9:01 a.m. and welcomed those in attendance.	
2	Roll Call / Establishment of Quorum Ms. Saunders, CSCF Executive Assistant, 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 4/19/17 Executive Committee meeting (attachment).	A motion was made by Mr. Brown and seconded by Mr. Jackson to approve the minutes from the 4/19/17 Executive Committee meeting. Motion passed unanimously.
5	Information/Discussion Items	
	A. Chair's Remarks <u>Revenue Diversification</u> Mr. Jackson stated he is looking forward to the Executive Committee's new role in its oversight and strategic planning in the area of revenue diversification.	
	B. President's Update Ms. Nabors, CSCF President/CEO, provided the following updates: <u>Budget</u> The Finance Committee approved the draft budget at their 6/12/17 meeting. The Consortium will vote on the budget, Board appointments and other compliance business on 6/21/17, prior to the CSCF board meeting on 6/28/17. <u>US Conference Of Mayors</u> Ms. Nabors will attend the Annual US Conference of Mayors Workforce Development Committee from June 23 - 26. The discussion will focus on the positive impact the workforce system has on local economics and getting	

	<p>workers into jobs.</p> <p><u>Update on Mendham lease</u></p> <p>Tom Wilkes, CSCF’s Attorney, provided a litigation update on the Mendham lease.</p> <p><u>Staff Update</u></p> <p>Due to budget cuts, 15 staff members have been separated. All individuals received special packages for out placement services. CSCF had an All Staff Meeting since and the decision to make these cuts were heard and received.</p> <p>All-Staff meeting occurred on 6/9/17. Board Members Ms. Clements and Ms. Trnka attended.</p> <p>CSCF is closing the year exceeding many of the targeted goals.</p>	
	<p>C. Committee Updates</p> <p><u>Finance Committee</u></p> <p>Dr. Sarnovsky stated the Finance Committee met 6/12/17. The Committee reviewed the positive progress on CSCF’s retirement plan and approved the FY 17-18 draft budget. The Committee reviewed the financials through 4/30/17 and all is on track. The Finance Committee reviewed the meeting schedule for the upcoming FY.</p> <p><u>Governance Committee</u></p> <p>Mr. Brown stated the Governance Committee met on 5/11/17. The Committee discussed and reviewed the composition of the Board; Board roster to include three new board members and reappointments who all agreed to serve another term. Governance Committee approved to move to Board the proposed slate of officers for next fiscal year as follows: Chair – Debbie Clements; Vice Chair, Mark Wylie; Treasurer – Joseph Sarnovsky; Secretary – Leland Madsen.</p> <p><u>Career Services Committee</u></p> <p>Mr. Sweat stated the Career Services Committee met jointly with Finance Committee on 5/25/17 in a budget workshop format to review and discuss draft budget by line item. Although there is a decrease in the budget, service delivery will remain at the same level.</p> <p><u>Community Engagement Committee</u></p> <p>Ms. Coenen, CSCF Chief Operating Officer, stated the Community Engagement Committee met on 5/11/17 and reviewed and concurred with the outreach budget for 2017-2018. The Committee also discussed the Mission Statement being changed during the Retreat and reviewed the progress of the Contact Center which a full update will be provided at the 6/28/17 Board meeting.</p> <p>The Audit Committee will meet in the fall.</p>	
	<p>D. 6/28/17 Board Meeting/Retreat Agendas</p> <p>Ms. Nabors informed that the Board Meeting will be held at the Guidewell Innovation Center in Lake Nona. The agenda</p>	

	will include a guided tour of the facility, Retirement Plan Overview, approval of budget and new mission statement, vote on slate of officers, and an update on the Contact Center.	
6	<p><i>Other Business</i></p> <p><i>Executive Committee Meeting – Proposed Dates for FY 17-18</i> <i>The Committee reviewed the Executive Committee meeting dates for FY 17-18.</i></p> <p><i>Revenue Diversity Strategy</i> <i>Mr. Alvarez, CSCF Chief Financial Officer, referred to the Revenue Diversity Strategy document (attached) and the below items were discussed...</i></p> <ul style="list-style-type: none"> • <i>Grants – CSCF has applied for a few that align with the CSCF Mission.</i> • <i>Consulting – Team met with Mark Brewer. Mr. Brewer will provide assistance to promote using private money to resolve issues. Evaluate B corporation organization.</i> • <i>Social Enterprise – using private dollars to resolve issues.</i> • <i>Identify a compelling vision – articulate that vision and how it might have a compelling outcome to investors. Key is to change the language – how can we help.</i> • <i>The Executive Committee concurred to have Mr. Brewer attend the next Committee meeting</i> 	
7	<p><i>Chair’s Closing Remarks</i> <i>Mr. Jackson stated this was his last meeting as Committee Chair for the year.</i></p>	
8	<p><i>Adjournment</i> <i>There being no other business, the meeting was adjourned at 9:50 a.m.</i></p>	

Respectfully submitted,

Janet Saunders
 Executive Assistant