Executive Committee Meeting

Wednesday, August 3, 2016
9:00 a.m.

MINUTES

MEMBERS PRESENT: Eric Jackson, Diana Bolivar, Robert Brown, Leland Madsen, Joseph Sarnovsky, Richard Sweat, Jody Sweet and Eric Ushkowitz

MEMBERS ABSENT: Greg Beliveau, Wendy Brandon and Debbie Clements

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

Agenda Item	Topic	Action Item / *Follow Up Item*
1	**Welcome** Mr. Jackson called the meeting to order at 9:12 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 6/16/16 Executive Committee meeting.	**Ms. Bolivar made a motion to approve the minutes from the 6/16/16 Executive Committee meeting. Mr. Ushkowitz seconded, motion passed.**
5	**Information/Discussion Items**	
	Chair's Remarks Mr. Jackson commented how he enjoyed attending the all-staff meeting in June and observed the event was like a family reunion; staff greeted each other warmly and seemed were very connected.	
	President's Update Ms. Nabors provided the following updates: • CSCF ended the year well both financially and operationally in both meeting and exceeding goals, as well as surpassing all State goals. • Within the last month staff has received safety training on active shooter and emergency situations. • "The Source" is up and running – this is the staff's Intranet and a great source for reference and internal organizational communication. • Ms. Nabors completed her one-on-one meetings with approximately 175 staff and then provided her reflections from these meetings in a "Summer Message" to all staff. Ms. Nabors received great	

ideas from staff and was also able to immediately address and implement any needed changes to improve service delivery. During the next quarter Ms. Nabors will revisit with staff in a town hall format at each location.

- A staff engagement committee has been formed to work on recognition, safety and management matters.

- CSCF continues to move forward being recognized and valued as a "business resource" -
  - Assisted ADP and Florida Hospital providing qualified candidates, which many were hired.
  - In-kind investor with Metro Orlando EDC – provides the opportunity sit at the table with business leaders.
  - Carved significant partnerships with key community organizations such as Goodwill, Hispanic Chamber of Metro Orlando and YMCA.

President's Proposed Goals
The Committee reviewed Ms. Nabors' proposed goals for FY 16-17 (attachment). A vote regarding the goals was tabled pending recommended modifications.

A. Committee Updates

Audit Committee
Mr. Ushkowitz stated that the Audit Committee will meet jointly with the Finance Committee on 9/13/16 to review preliminary planning for the full audit targeted for end of September/beginning October. Mr. Alvarez stated that Cherry, Bekaert came last month to perform interim work and will be back in September and attend joint meeting.

Community Engagement
Ms. Nabors stated the Community Engagement Committee will be meeting on 8/29/16.

Finance Committee
Dr. Sarnovsky stated, as Mr. Ushkowitz mentioned, the Finance Committee will be meeting jointly with Audit Committee on 9/13/16. Mr. Alvarez added that the Board approved Principal Financial Group as CSCF's 403b retirement plan record keeper. Chepenik Financial, CSCF's retirement plan broker, will be here next week to discuss the rollout of the plan and the education piece for staff in the first quarter. The Finance Committee will review progress on this. The Committee also reviewed and

	discussed health benefits broker and legal matters regarding previous landlord of former admin office. <u>Governance Committee</u> Mr. Brown stated that the Governance Committee will meet on 8/24/16. <u>Career Services</u> Mr. Sweat stated that the Career Services Committee will meet on 8/18/16.	
	Executive Committee Charter The Committee reviewed the Executive Committee Charter (attachment) and the revision to modify first bullet under "Responsibilities" section from "Review/approve to move to full board contracts over $100,000 to $150,000." This change to $150,000 was approved by the Board on 6/17/15 and the Charter should reflect this modification.	**Dr. Sarnovsky made a motion to approve the revision as indicated in the Executive Committee Charter. Mr. Jackson seconded; motion passed.**
	CEO's Annual Review & Salary Discussion With the Chief Administrative Officer's (CAO) assistance, the Executive Committee used the online performance management system to complete the CEO's annual review for FY15-16. The review resulted in a rating of 3.10 out of 4; Ms. Nabors met or exceeded all goals. In accordance with the current Employment Agreement between Pam Nabors and CSCF, the Committee approved $15k incentive compensation based on the achievement of these goals. A decision regarding a merit increase was tabled pending a review of the current Agreement.	
	Other Business None offered.	
	Chair's Closing Remarks Mr. Jackson thanked those who attended today's meeting.	
6	**Adjournment** There being no other business, the meeting was adjourned at 11:15 a.m.	

Respectfully submitted,

Kaz Kasal
Executive Coordinator