

**Draft  
Executive Committee Meeting**

**Tuesday, September 18, 2018  
9:00 a.m.**

**MINUTES**

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

**MEMBERS ABSENT:** Richard Sweat. Eric Jackson

**STAFF PRESENT:** Pam Nabors, Mimi Coenen, Leo Alvarez and Kaz Kasal

**GUEST PRESENT** Thomas Wilkes/GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Ms. Clements, Committee Chair, called the meeting to order at 9:00 a.m.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal , Executive Coordinator, reported a quorum present.	
3	<b>Public Comment</b> None offered.	
4	<p><b>Action Items</b></p> <p><u>Approval of Minutes -7/17/18 and 7/30/18 Executive Committee Meetings</u></p> <p><b>One-Stop Operator Recommendations</b></p> <ul style="list-style-type: none"> <li>• Reviewed memo on One-Stop Operator RFQ (attachment) <ul style="list-style-type: none"> <li>○ Review team comprised of Board Member Jim Sullivan and CSCF staff evaluated and scored proposals received.</li> <li>○ Review team concurred to recommend LDW Group LLC.</li> </ul> </li> </ul>	<p><b>Dr. Plinske made a motion to approve the draft minutes from the 7/17/18 and 7/30/18 Executive Committee Meeting. Mr. Wylie seconded; motion passed.</b></p> <p><b>Dr. Plinske made a motion to move recommendation of LDW Group, LLC to Board for final review and approval. Mr. Wylie seconded; motion passed.</b></p>
5	<p><b>Information</b></p> <p><u>Charter Review</u></p> <ul style="list-style-type: none"> <li>• Reviewed Charter and proposed revisions as noted (attachment).</li> </ul> <p><u>Chair's Report</u></p> <p>Ms. Clements will encourage Board to engage in CSCF activities to bring more meaning to work of CSCF. A contact will be provided at next week's Board meeting to sign up for activities.</p>	<p><b>Mr. Walter made a motion to approve the proposed changes as noted on the Charter. Mr. Beliveau seconded; motion passed unanimously.</b></p>

	<p><u>President's Report</u></p> <ul style="list-style-type: none"> <li>• Board Meeting Structure</li> <li>• Insight       <ul style="list-style-type: none"> <li>○ Each Board meeting will feature an HGI – examine what are the employer needs, wage challenges and job types and training needed. The 9/27/18 Board Meeting will feature Hospitality and Culinary positions.</li> </ul> </li> </ul> <p><u>Quarterly President's Report / Board Newsletter</u></p> <ul style="list-style-type: none"> <li>• Board receive newsletter starting in October 2018</li> </ul> <p><u>HR Updates / Lease Updates</u></p> <ul style="list-style-type: none"> <li>• CSCF procured an HR consultant to review HR processes and provide recommendations.</li> <li>• CSCF Lake County office to relocate to Lake-Sumter State College's Foundation building – projected move-in date: 2/1/19.</li> <li>• CSCF Osceola County office to relocate to Valencia College-Osceola campus – projected move-in date 1/1/20.</li> <li>• Opportunities to co-locate within Seminole State College under review.</li> </ul> <p><u>Board Meeting Agenda / Information Session for 9/27/18</u></p> <ul style="list-style-type: none"> <li>• Reviewed Board Meeting agenda.</li> </ul>	
6	<p><b>Committee Reports</b></p> <p><u>Governance</u>        Mr. Wylie, Committee Chair, reported Committee met on 8/29/18 and reviewed:</p> <ul style="list-style-type: none"> <li>• Charter – no changes recommended</li> <li>• Sumter Seat – Sumter County approved Mr. Craig Ducharme for CSCF's Sumter Business seat– appointment to be affirmed at 12/13/18 Consortium meeting</li> <li>• Board Characteristics – Committee confirmed areas in need: femlie, 35 &amp; under, agriculture</li> <li>• Enterprise Risk review</li> <li>• 2017- vs. 2014 Board Self-evaluation survey results to be reviewed at 9/27/18 Board meeting.</li> </ul> <p><u>Career Services</u>        Dr. Plinske, Committee Chair, reported Committee met on 9/13/18 and reviewed:</p> <ul style="list-style-type: none"> <li>• Charter – approved proposed changes</li> </ul>	

	<ul style="list-style-type: none"> <li>• Mr. Stanakis, Jobs Partnership of Florida presented on his organization and how they can better partner with CSCF.</li> <li>• In depth changes to scorecard – tracking training and job placements per HGI based on targeted investments.</li> <li>• Reviewed CSCF’s culinary training and job attainment activities 2015 to 2018 - need to determine what training and which employers provide higher wages.</li> </ul> <p><u>Community Engagement</u>          Ms. Wood, Committee Chair, reported Committee met on 9/17/18 and reviewed:</p> <ul style="list-style-type: none"> <li>• Charter – approved proposed and additional Committee recommended changes.</li> <li>• Ms. Burby introduced two new staff: Ms. Kristine Concepcion, Sr. Manager of Corporate Communications and Mr. Anthony Adams, Sr. Manager of Marketing Outreach</li> <li>• Edelman provided updated on the Master Narrative – project to be completed end October / early November. Committee to meet and review results in November.</li> </ul> <p><u>Audit</u>          Scheduled to meet on 9/20/18</p>	
7	<p><b>Other Business</b>          None offered.</p>	
8	<p><b>Adjournment</b>          There being no other business, the meeting was adjourned at 9:42 a.m.</p>	

Respectfully submitted,  
 Kaz Kasal  
 Executive Coordinator