

**Executive Committee Meeting**

**Wednesday, September 21, 2016  
9:00 a.m.**

**MINUTES**

**MEMBERS PRESENT:** Eric Jackson, Greg Beliveau, Robert Brown, Debbie Clements, Leland Madsen, Joseph Sarnovsky, Richard Sweat, Jody Sweet and Eric Ushkowitz

**MEMBERS ABSENT:** Diana Bolivar and Wendy Brandon

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

**GUESTS PRESENT:** Thomas Wilkes/GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	<p><b>Welcome</b> Ms. Clements called the meeting to order at 9:04 am and welcomed those in attendance.</p>	
2	<p><b>Roll Call / Establishment of Quorum</b> Ms. Kasal reported that there was a quorum present.</p>	
3	<p><b>Public Comment</b> None offered.</p>	
4	<p><b>Approval of Minutes</b> The Executive Committee reviewed the draft minutes from the 8/3/16 Executive Committee meeting (attachment).</p>	<p><b>Dr. Sarnvosky made a motion to approve the minutes from the 8/3/16 Executive Committee meeting. Mr. Brown seconded, motion passed.</b></p>
5	<p><b>Information/Discussion Items</b></p>	
	<p><b>Chair's Remarks</b> Ms. Clements indicated that the annual Joint Executive Board Members' lunch meeting is scheduled immediately following the Regional Business Summit on 10/5/16 at the Daytona Speedway. Both the meeting and the event provide the opportunity for ongoing discussion of aligning service delivery across regions. Mr. Shaughnessy is on the Summit agenda to discuss the new overtime rule. A request was made for executive board members to attend if able. This information will also be provided at next week's Board meeting.</p>	
	<p><b>President's Update</b> Ms. Nabors provided the following updates:</p> <ul style="list-style-type: none"> <li>The first CSCF Board meeting of the new fiscal year is scheduled for 9/28/16 which will include the rollout of the consent agenda process that allows more time for the Board to focus and discuss regional needs for talent focus. It was explained that the process allows the Board to move an item from the consent agenda to an action item if they choose - the Chair will pose this question to the Board at the beginning of the consent agenda section.</li> </ul>	

	<ul style="list-style-type: none"> <li>Mr. Wilkes, CSCF's Attorney, provided an update on the legal matters with the Mendham lease.</li> </ul>	
	<p><b>President's 16-17 Proposed Goals – Modified</b>          The Committee reviewed the modifications of the President's 16-17 proposed goals (attachment). These modifications were based on Committee discussion at the last meeting.</p>	<p><b>Mr. Beliveau made a motion to approve President's 16-17 proposed goals, as modified. Mr. Brown seconded, motion passed.</b></p>
	<p><b>Committee Updates</b></p> <p><u>Audit Committee</u>          Mr. Ushkowitz stated that the Audit Committee met jointly with the Finance Committee on 9/13/16 to review the process of the audit plan. The draft audit report should be completed by end of October. This will be CSCF's first year off of high-risk, with 3 years of no findings. Mr. Ushkowitz also stated that the Department of Economic Opportunity's (DEO) monitoring report indicated no findings.</p> <p><u>Community Engagement</u>          Ms. Nabors stated that the Committee met on 8/29/16 and Mr. Shaughnessy announced he would step down as Chair of the Community Engagement Committee and Ms. Sweet will take over as Chair. The Committee reviewed 15-16 outreach activities focused on engagement with the business community. There was also good discussion on engagement with events and outreach that will help move the needle to increase business awareness and build CSCF's trust and reputation.</p> <p><u>Finance Committee</u>          Dr. Sarnovsky stated, as Mr. Ushkowitz mentioned, the Finance Committee met with the Audit Committee on 9/13/16. The Committee reviewed the lease details and timeline of the new office location at the Airport Business Center. The Committee also reviewed the financials which are on track. There was also significant discussion on changes to the retirement plan program which the Committee approved to move these changes to the Board for approval. These changes should help increase participation and retirement levels, with no significant costs incurred for CSCF.</p> <p><u>Governance Committee</u>          Mr. Brown stated that the Governance Committee met on 8/24/16. Mr. Gill was introduced as a new member. The Committee reviewed and concurred with the Sterling profile. The Committee also reviewed the Board Member characteristics. Mr. Alvarez provided Enterprise Risk updates.</p> <p><u>Career Services</u>          Mr. Sweat stated that the Career Services Committee met on 8/18/16 and Ms. Hielema led the discussion on high growth industry training and the need to take a deeper</p>	

	<p>dive with employers by having in-depth interviews to learn what specific skill sets are needed.</p>	
	<p><b>9/28/16 Board Agenda</b>          The Committee reviewed the Agenda. Ms. Nabors stated that the following individuals will present at the Board Meeting:</p> <ul style="list-style-type: none"> <li>– Ms. Scott with DEO will present on WIOA performance measures from last year, which CSCF has met or exceeded all goals.</li> <li>– Dr. Vernet with UCF will present on the regional landscape of student completions.</li> <li>– Ms. Lauten will provide an update on Board participation.</li> </ul> <p>The annual Board information/orientation session will immediately follow the meeting and all members are encouraged to attend.</p>	
	<p><b>Other Business</b>  <u>Committee Discussion on Executive Compensation</u>          A summary of Ms. Nabors' annual performance review was agreed upon. Mr. Jackson discussed the current employment agreement and its relevance to Ms. Nabors' goals and performance.</p> <p>The Committee agreed to convene by phone to discuss a salary adjustment based on labor market data that the Chief Administrative Officer will provide to the Committee by 9/22/16.</p>	<p><b>Mr. Brown made a motion to approve merit increase of 5% based on performance and consider this new base in market analysis and a salary adjustment at a later date. The increase would be retro 7/1/16. Mr. Beliveau seconded; motion passed.</b></p>
	<p><b>Other Business</b>          None offered.</p>	
6	<p><b>Adjournment</b>          There being no other business, the meeting was adjourned at 10:03 a.m.</p>	

Respectfully submitted,

Kaz Kasal  
 Executive Coordinator