

**Executive Committee Meeting**

**Wednesday, December 7, 2016**

**2:30 p.m.**

**MINUTES**

**MEMBERS PRESENT:** Eric Jackson, Robert Brown, Debbie Clements, Leland Madsen, Richard Sweat and Eric Ushkowitz

**MEMBERS ABSENT:** Greg Beliveau, Wendy Brandon, Joseph Sarnovsky and Jody Sweet

**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	<b>Welcome</b> Mr. Jackson called the meeting to order at 2:31 pm and welcomed those in attendance.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal reported that there was a quorum present.	
3	<b>Public Comment</b> None offered.	
4	<b>Approval of Minutes</b> The Executive Committee reviewed the draft minutes from the 9/21/16 and 11/2/16 Executive Committee meetings (attachment).	<b>Mr. Brown made a motion to approve the minutes from the 9/21/16 and 11/2/16 Executive Committee meetings. Mr. Jackson seconded, motion passed.</b>
5	<b>Information/Discussion Items</b>	
	<b>Chair's Remarks</b> Mr. Jackson stated the National Association of Workforce Boards (NAWB) "The Forum 2017" is occurring on March 25-28, 2017 in Washington D.C. and invited committee members to notify Pam if they would like to attend.	
	<b>President's Update</b> Ms. Coenen, on behalf of Ms. Nabors, provided the following updates: <ul style="list-style-type: none"> <li>• CSCF has been awarded the following grants: <ul style="list-style-type: none"> <li>– TechHire – this grant will help individuals prepare for and assist to attain well-paying tech jobs, and expand local tech sectors.</li> <li>– Youth Build – CSCF will work in collaboration with Valencia College.</li> <li>– America's Promise - CareerSource Brevard will be the lead partner with this grant.</li> </ul> </li> <li>• Transition of CSCF retirement account is complete. Staff has attended overview sessions and individual sessions will follow in January 2017.</li> <li>• Direct placements year-to-date through November 2017 are at 1,401. Although slightly below YTD goal, it is 41% higher over same period last year.</li> </ul>	

	<p>Mr. Wilkes, CSCF's Attorney, provided a litigation update with the Mendham lease.</p>	
	<p><b>President's Updated Contract</b>          The Committee reviewed the modifications of the President's contract (attachment).</p> <p>With regard to alignment of salary, the Chair inquired of the Committee to consider adjusting the CEO salary to align with Labor Market Information. The Committee discussed and concurred on a 5% increase to the base salary.</p>	<p><b>Ms. Clements made a motion to approve President's contract, as modified. Mr. Madsen seconded, motion passed.</b></p> <p><b>Mr. Jackson made a motion to align the CEO base salary to current labor market data by increasing it 5%. Mr. Madsen seconded, motion passed.</b></p>
	<p><b>Committee Updates</b></p> <p><u>Audit Committee</u>          Mr. Alvarez stated that the Audit Committee will be meeting jointly with Finance Committee on 2/7/17 to accept the draft audit report prepared by Cherry Bekaert. Also, DEO will be conducting an in-house fiscal monitoring in January 2017.</p> <p><u>Finance Committee</u>          Mr. Alvarez stated the Finance Committee met on 11/8/16 and reviewed fiscal report through first quarter (7/1/16 thru 9/30/16), with expenditures close to target at 22%. The Committee also reviewed the timeline of the office moves and the new office (located in the Airport Business Center) is expected to open early January 2017.</p> <p>Additionally, Mr. Alvarez provided an update of current procurements and stated that OneDigital was selected as CSCF's healthcare broker.</p> <p><u>Governance Committee</u>          Mr. Brown stated that the Governance Committee met on 11/9/16. The Committee reviewed Board and non-Board member characteristics. Ms. Lauten provided strategic plan update and status of current Board engagement. Mr. Brown also stated Mr. Madsen has agreed to accept the nomination of Secretary for the CSCF Board and the proposed nomination will be presented for vote at next week's Board meeting.</p> <p><u>Career Services</u>          Mr. Sweat stated that the Career Services Committee will meet on 12/8/16.</p>	
	<p><b>9/28/16 Board Agenda</b>          The Committee reviewed the Agenda. Ms. Coenen stated that the following individuals will present at the Board Meeting:</p> <ul style="list-style-type: none"> <li>- Ms. South, ESI, will define role of CSCF operator for Board review and vote.</li> <li>- Ms. Lauten will provide an update on Board participation.</li> </ul>	

	<ul style="list-style-type: none"><li>– Mr. Havard will conduct a tour of Hyatt Regency Orlando to showcase occupations in the hospitality industry, as part of HGI spotlight.</li></ul>	
	<p><b>Other Business</b> Mr. Jackson expressed his appreciation to Ms. Lauten for her commitment to the Board. Mr. Jackson stated that Ms. Lauten has recently accepted a new position; however she has agreed to remain on task overseeing Board participation activities and facilitating the Board Retreat in April 2017.</p>	
6	<p><b>Adjournment</b> There being no other business, the meeting was adjourned at 3:02 p.m.</p>	

Respectfully submitted,

Kaz Kasal  
Executive Coordinator