



Executive Committee Meeting

Thursday, February 17, 2022, 9:00 a.m.

MINUTES

MEMBERS PRESENT: Jody Wood, Andrew Albu, Jeff Hayward, Eric Jackson, Sheri Olson, David Sprinkle, Eric Ushkowitz, and Matt Walton

MEMBERS ABSENT: Richard Sweat

STAFF PRESENT: Pam Nabors, Mimi Coenen, Leo Alvarez, Becca Bides, Lorri Shaban, Steven Nguyen, Sean Masherella, and Kaz Kasal

GUEST PRESENT: Thomas Wilkes / GrayRobinson; Secily Wilson / Public

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Ms. Wood, CSCF Chair, called the meeting to order at 2:01 p.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	Public Comment None offered.	
4	<u>Approval of Minutes – 12/9/21 Executive Committee Meeting</u> <ul style="list-style-type: none"> • Reviewed minutes (attachment). 	Mr. Hayward made a motion to approve the draft minutes from the 12/9/21 Executive Committee meeting. Mr. Walton seconded; motion passed unanimously.
5	Information/Discussion / Action Items <u>Chair’s Report</u> Ms. Wood relayed: <ul style="list-style-type: none"> • Working on agenda for Retreat scheduled on 4/28/22. This is an in-person event for rich dialogue. • Shout-out to CSCF for providing job readiness resources to partners of Disney employees moving to Florida campus. • Attending the NAWB (National Association of Workforce Boards) Forum scheduled for April. <u>President’s Report</u> Ms. Nabors, CEO, reviewed following highlights: <ul style="list-style-type: none"> • Reviewed results of DEO Fiscal Monitoring of previous program year (2020-2021) – clean monitoring and only 5 clerical findings • Reviewed DEO policy “Central Florida Workforce Development Board Governance – Policy # WIOA 18” (attachment). 	Mr. Walton made a motion to move policy, as presented, to Board for approval under Consent Agenda. Mr. Jackson seconded; motion passed unanimously.

Approval of 3rd Year Renewals for Related Party Summer Contracts

- Reviewed action memo (attachment) recommending Executive Committee’s approval of vendor selection of Accelerate Program. As two CSCF Board Members work for Orange Tech and Valencia College respectively, which are included in the vendor selection, CSCF and DEO require that the contracts with a board member be approved by two-thirds vote of the board, a quorum having been established.

- Reviewed action memo (attachment) recommending Executive Committee’s approval of vendor selection of Explorer Program. As three CSCF Board Members work for Orange Tech, Valencia College and Lake Tech respectively, which are included in the vendor selection, CSCF and DEO require that the contracts with a board member be approved by two-thirds vote of the Board, a quorum having been established.

Committee Reports

Audit

Ms. Olson, Audit Committee Chair, reported on the following:

- Met on 2/8/22 with Finance Committee
- Reviewed:
 - Audit results from Grau & Associates for year ending 6/30/21: clean audit, no findings
 - DEO Monitoring results, clean audit
 - Audit Services procurement results, with recommendation for Board to approve Cherry Bekaert CPAs & Advisors.

Career Services

Mr. Albu, Career Services Committee Chair, reported on the following:

- Met on 1/27/22
- Reviewed:
 - Scorecard thru 2nd quarter (7/1/21 thru 12/31/21).
 - Summer Youth Program 2022: timeline and goals
 - Insight on hidden talent pipeline and opportunities to better connect and match jobs with this population
 - ITA cap to \$7,000 (from \$5,000) – effective 1/1/22.

Mr. Walton made a motion to move to Board proposed contract execution of the training providers, as presented, with a budget not to exceed \$500,000 – for two-thirds Board vote, a quorum having been established. Mr. Jackson seconded; motion passed unanimously.

Ms. Olson made a motion to move to Board proposed contract execution of the training providers, as presented - for two-thirds Board vote, a quorum having been established. Mr. Albu seconded; motion passed unanimously.

	<p><u>Community Engagement</u> Mr. Sprinkle, Community Engagement Committee Chair, stated Committee is scheduled to meet on 3/10/22. Results from the community engagement survey will be reviewed and brought to Board in April.</p> <p><u>Finance Committee</u> Mr. Ushkowitz, Finance Committee Chair, reported on the following:</p> <ul style="list-style-type: none"> • Met on 2/8/22 with Audit Committee. • Reviewed financials through 12/31/21. • MFD Copier Replacement procurement results, with recommendation for Board to approve Sissine's. • Laptop/Docking Station Replacement results, with recommendation for Board to negotiate with HI and CDW-G. • Retirement plan results – clean report, no issues. • Budget Adjustment, with recommendation for Board to approve additional funding from \$42M to \$45M • Transfer of WIOA Adult/DW Funding, with recommendation for Board to approve add transfer of funds flexibility between WIOA Adult and Dislocated Worker. <p><u>Governance</u> Ms. Nabors, CEO, on behalf of Richard Sweat, Governance Committee Chair, reported on the following:</p> <ul style="list-style-type: none"> • Met on 2/3/22. • Reviewed Board composition and demographics. • Most Board demographics reflect the demographics of the Region. • Discussed how to better report the metrics. • Reviewed challenges and outreach strategies for Board retention. • Reviewed update on enterprise risks and strategies moving forward. <p><u>Revenue Diversity</u> Mr. Jackson, Revenue Diversity Ad Hoc Committee Chair, stated Committee is scheduled to meet on 3/21/22.</p> <p><u>2/24/22 Board Meeting Agenda (attachment)</u></p> <ul style="list-style-type: none"> • Reviewed agenda for 2/24/22 Board Meeting. <ul style="list-style-type: none"> – Richard Chapa, Disney, will tee up Strategic Retreat. – Enhanced Board Orientation requirements. 	
6	<p>Other Business None offered.</p>	
7	<p>Adjournment Meeting adjourned at 10:34 am.</p>	



Respectfully submitted,
Kaz Kasal, Executive Coordinator