



**Draft
Executive Committee Meeting**

Thursday, June 13, 2024, 9:00 a.m.

MINUTES

MEMBERS PRESENT: Richard Sweat, Andrew Albu, John Gill, Jeff Hayward, Sheri Olson, David Sprinkle, Eric Ushkowitz and Matt Walton

MEMBERS ABSENT: None

STAFF PRESENT: Pam Nabors, Leo Alvarez, Emily Kruszewski, Marcela DeFaria, Sean Masherella, James Bloodworth and Kaz Kasal

GUESTS PRESENT: Heather Ramos

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Ms. Olson, CSCF Vice Chair, called the meeting to order at 9:05 a.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 – 4/11/24 Executive Committee Meeting</u> <ul style="list-style-type: none"> • Reviewed minutes (attachment). 	Mr. Walton made a motion to approve the draft minutes from the 4/11/24 Executive Committee meeting. Mr. Sprinkle seconded; motion passed unanimously.
5	Information / Discussion / Action Items <u>President’s Report</u> <ul style="list-style-type: none"> • Ms. Nabors, CEO, provided below highlights: <ul style="list-style-type: none"> – Florida Commerce will be meeting on 6/18/24 and one of the items up for vote are additional resources for CSCF; an update will be provided at the 6/26/24 Board Meeting. – Staff adjustments and changes to occur due to programs ramping down and sunseting. – Revenue Diversity: exceeded annual \$3M goal for PY 23-24 by attaining \$3.7M. New goal for PY 24-25 is \$6M, and \$10M for PY 25-26. – Additional highlights to be provided at 6/26/24 Board Meeting. 	

Strategic Change RFP

Reviewed action memo on RFPs (Request For Proposals) for strategic organizational transformation consulting services (attachment), which summarizes the procurement process and the Review Teams’s evaluation of the 10 proposals received. Ms. Olson, who was part of the Review Team, commented the RFP review and evaluation process was very comprehensive.

Based on their evaluations, the Review Team recommends the selection of Curium Solutions and Walk With You, LLC.

Committee Reports

Audit

Mr. Walton, Audit Committee Chair, stated the FY 2022-2023 990 Report draft was reviewed by Audit and Executive Committees. Then, once approved, forwarded to Board as an info item.

Career Services

Ms. Nabors, on behalf of Mr. Albu, Career Services Committee Chair, stated Career Services Committee met on 5/9/24 and 5/23/24:

- On 5/9/24,
 - o Reviewed program updates.
 - o Reviewed scorecard through 3rd quarter.
 - o Reviewed data, trends and projections on region’s industry needs and scope of workers, as well as discussed training investment priorities, sector strategies and strategic solutions.

- On 5/23/24,
 - o Approved for Board’s final approval two action items:
 - 1) To allow CSCF staff to negotiate with highest ranking proposer, Thomas P. Miller & Associates, LLC., as One Stop Operator.
 - 2) To approve CSCF’s continued designation as Direct Services Provider.
 - o Received highlights from Education & Industry Consortium.

Community Engagement

Mr. Sprinkle, Community Engagement Committee Chair, stated committee met on 4/2/24 and 5/2/24:

- On 4/2/24, reviewed social media performance and had strategic discussion on public affairs.

Mr. Hayward made a motion to forward for Board’s final approval that CSCF staff be allowed to enter into contract negotiations with Curium Solutions and Walk With You, LLC at a combined total amount not to exceed \$200,000 for fiscal year 2024-2025. Mr. Ushkowitz seconded; motion passed unanimously.

- On 5/2/24,
 - o Welcomed new committee members.
 - o Received an update on government affairs.
 - o Discussed the handling of CSCF's adjustments with decrease in next year's funding.
 - o Reviewed timeline and phases of the CSCF website refresh.
 - o Mr. Sprinkle encouraged Board to review CSCF website and provide any input to Ms. Kruszewski, VP of Strategic Communications

Facilities Ad Hoc

Mr. Walton, Facilities Ad Hoc Committee Chair, stated Committee met on 4/4/24 at West Orange Career Center:

- Toured the Center
- Reviewed lease schedules of all CSCF locations
- Reviewed lease renewal options for Southeast Orange and Osceola career centers and approved, which Board also approved at its 4/26/24 meeting, to extend lease for 2 years for both Southeast Orange and Osceola career centers.
- Committee to continue reviewing options and work out a game plan in conjunction with the other locations to determine how much overall space is needed.

Finance Committee

Mr. Ushkowitz, Finance Committee Chair, reported the Committee met on 4/10/24 and 6/5/24.

- On 4/10/24,
 - o Reviewed financials thru 2/29/24
 - o Approved, which then Board approved at its 4/26/24 meeting, following five action items:
 - 1) The audit results on retirement plan, which was a clean report, no issues;
 - 2) Adding transfer of funds flexibility between WIOA Adult & Dislocated Worker.
 - 3) Moving Budget Adjustment of \$3M in training investments from FY 23-24 to FY 24-25
 - 4) Procurement Policy modification to increase the simplified acquisition threshold to \$250,000 (from \$150,000)
 - o Approved adding "Top Hat" plan benefit to retirement plan; for Board's approval at its 6/26/24 meeting.
 - o Reviewed FY 24-25 Budget timeline and projections.
 - o Reviewed the FY 24-25 health insurance plan renewal status.

	<ul style="list-style-type: none"> - On 6/5/24, <ul style="list-style-type: none"> o Reviewed financials through 4/30/24 o Approved draft FY 2024-2025 Budget o Approved additional benefits in CSCF's Retirement Plan to include emergency savings account and increased auto-escalation. <p><u>Governance</u> Ms. Olson, Governance Committee Chair, stated Committee met on 5/8/24 and:</p> <ul style="list-style-type: none"> - Reviewed Board Engagement through 3/31/24, - Reviewed proposed Board Roster for FY 2024-2025 - Approved a proposed Slate of Officers which will be brought to the Board next week for approval. <p><u>Revenue Diversity and New Markets</u> Mr. Gill, Revenue Diversity and New Markets Committee Chair, stated the Committee has not met since the last Board Meeting.</p> <p><u>6/26/24 Board Meeting Agenda:</u></p> <ul style="list-style-type: none"> • Reviewed agenda for upcoming Board Meeting (attachment) <p><u>President & CEO Performance Review:</u> Committee reviewed President & CEO's FY 2023-2024 performance appraisal completed by Mr. Sweat, which also included Ms. Nabors' self-evaluation. Mr. Sweat scored exceeds expectations in all goals and overall performance.</p> <p>The Committee concurred with Mr. Sweat's appraisal and noted that Ms. Nabors has consistently exceeded performance goals year over year. The Committee also concurred that both merit of 3% and incentive pay for Executive Team should be included back in the budget.</p>	<p>Mr. Hayward made a motion for Board's final approval to not forego Executive Team's merit of 3% and incentive pay, but to include in the FY 2024-2025 Budget's compensation line item and assumption page. Mr. Gill seconded; motion passed unanimously.</p>
6	<p>Other Business</p> <ul style="list-style-type: none"> • Committee discussed establishing succession management process which the Committee will oversee. 	
7	<p>Adjournment Meeting adjourned at 10:04 am</p>	

Respectfully submitted,
Kaz Kasal, Executive Coordinator