

Executive Committee Meeting

September 21, 2022



9/21/22 EXECUTIVE COMMITTEE MEETING DETAILS

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of
Minutes

Information /
Discussion /
Action Items

Other Business

Adjournment

What: Executive Committee Meeting

When: Wednesday, September 21, 2022
3:00 p.m. – 4:00 p.m.

Where: Virtual via Zoom:

Link: <https://careersourcecf.zoom.us/j/85988781641?pwd=ROJPZWloRCtOMTRWMctuVTdoZWtiQT09>

Dial In: 1 (929) 205-6099 / Meeting ID: 859 8878 1641
Passcode: 510086

9/21/22 EXECUTIVE COMMITTEE MEETING AGENDA

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Agenda Item2	Topic	Presenter	Action Item
1.	Welcome	Jody Wood	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment		
4.	Approval of Minutes	Jody Wood	
	A. <u>7/21/22 Executive Committee Meeting</u>		X
5.	Information / Discussion / Action Items		
	A. Chair's Report	Jody Wood	
	B. President's Report	Pam Nabors	
	C. Committee Reports:		
	1) Audit (<i>met on 9/7/22</i>)	Sheri Olson	
	2) Career Services (<i>met on 9/15/22</i>)	Andrew Albu	
	3) Community Engagement (<i>met on 8/24/22</i>)	David Sprinkle	
	4) Facilities Ad Hoc (<i>no meeting scheduled</i>)	Matt Walton	
	5) Finance (<i>meeting on 10/19/22</i>)	Eric Ushkowitz	
	6) Governance (<i>met on 8/10/22</i>)	Richard Sweat	
	7) Revenue Diversity & New Markets (<i>met on 8/17/22</i>)	Eric Jackson	
	D. <u>9/29/22 Board Meeting Agenda</u>		
6.	Other Business		
7.	Adjournment		

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WELCOME



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ROLL CALL



Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

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PUBLIC COMMENT



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APPROVAL OF MINUTES





**Draft
Executive Committee Meeting**

Thursday, July 21, 2022, 2:00 p.m.

MINUTES

MEMBERS PRESENT: Jody Wood, Jeff Hayward, Sheri Olson, David Sprinkle, Richard Sweat

MEMBERS ABSENT: Andrew Abu, Eric Jackson, Eric Ushkowitz and Matt Walton

STAFF PRESENT: Pam Nabors, Leo Alvarez, Dyana Burke, Lorri Shaban, Sean Masherella, and Kaz Kasal

GUEST PRESENT: Heather Ramos / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Ms. Wood, CSCF Chair, called the meeting to order at 2:04 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 – 6/16/22 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 6/16/22 Executive Committee meeting. Mr. Sweat seconded; motion passed unanimously.
5	Information/Discussion / Action Items <u>Chair's Report</u> Ms. Wood reviewed the committee structure for FY 2022-2023 (attachment) noting changes in yellow that she approved. <u>President's Report</u> Ms. Nabors, CEO, reviewed the following: <ul style="list-style-type: none"> • Reviewed item regarding an apprenticeship training provider, Bee2Bee Network Apprenticeship, not meeting the requirements as per the MOU (Memorandum of Understanding) between CSCF and Bee2Bee. DEO (Department of Economic Opportunity) is aware of this issue. • Reviewed action memo on Executive & Merit Incentive for FY 2022-2023 and CSCF's Incentive Compensation Policy (attachment). 	Mr. Hayward made a motion to move to Board's Consent Agenda the recommendation from CSCF's corporate attorney, GrayRobinson, to allow CSCF to cancel MOU with Bee2Bee Network Apprenticeship. Mr. Sweat seconded; motion passed unanimously. Mr. Sweat moved to approve recommendation to allow CSCF's President/CEO the authority to issue merit and incentive compensation to her executive staff (as listed in memo), based on the parameters set by CSCF's policies and procedures. Ms.



	<p><u>President & CEO Performance Review</u></p> <ul style="list-style-type: none"> • Reviewed President & CEO's FY 2022-2023 Goals (attachment). • At this point, all CSCF staff left the meeting, except Ms. Burke, VP of HR and following was reviewed: <ul style="list-style-type: none"> ○ Committee reviewed the President & CEO's FY 2021-2022 performance appraisal completed by Ms. Wood, which also included Ms. Nabors' self-evaluation. Ms. Wood noted some formatting issues that needed to be realigned. Ms. Burke stated she would provide a revised version to Ms. Wood for use in meeting with Ms. Nabors tomorrow morning. Note: formatting changes only, content remained the same. <ul style="list-style-type: none"> - Committee concurred no additional comments were needed and it accurately reflected Ms. Nabors' performance. - Committee discussed merit award and Ms. Burke shared historical data. ○ Committee discussed President & CEO's incentive award and Ms. Burke shared historical data. 	<p>Olson seconded; motion passed unanimously.</p> <p>Mr. Hayward made a motion to award Ms. Nabors a 5% merit increase. Ms. Olson seconded; motion passed unanimously.</p> <p>Mr. Sweat made a motion to award Ms. Nabors a 10% incentive award. Mr. Sprinkle seconded; motion passed unanimously.</p>
6	<p>Other Business None offered.</p>	
7	<p>Adjournment Meeting adjourned at 2:58 pm.</p>	

Respectfully submitted,
Kaz Kasal, Executive Coordinator

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INFORMATION / DISCUSSION / ACTION ITEMS



9/29/22 BOARD OF DIRECTORS MEETING AGENDA

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Agenda Item	Topic	Presenter	Action Item
1.	Welcome - Pledge of Allegiance - Host Welcome - New Board Members Welcome	Jody Wood	
2.	CSCF Spotlight Story	Mimi Coenen	
3.	Roll Call / Establishment of Quorum	Kaz Kasal	
4.	Public Comment		
5.	Consent Agenda A. 1) 6/23/22 Board Meeting Draft Minutes B. Committee Actions 1) Affirmation of MOU Cancellation (Executive)	Jody Wood	X
6.	Information / Discussion / Action Items A. Chair's Report B. President's Report 1) Finance Report C. Committee Reports 1) Executive (met on 7/21/22 & 9/21/22) a) Info Item: CSCF Incentive Compensation Policy/Executive Merit & Incentive Approvals 2) Audit (met on 9/7/22 with Finance) 3) Career Services (met on 9/15/22) 4) Community Engagement (meeting on 8/25/22) 5) Facilities Ad Hoc (no meetings scheduled) 6) Finance (meeting on 10/19/22) 7) Governance (met on 8/10/22) 8) Revenue Diversity & New Markets (met on 8/17/22)	Jody Wood Pam Nabors Eric Ushkowitz Jody Wood Sheri Olson Andrew Albu David Sprinkle Matt Walton Eric Ushkowitz Richard Sweat Eric Jackson	

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▶ **Adjournment**

ADJOURNMENT



THANK YOU!



RETURN TO AGENDA