

**Executive Committee Meeting
CareerSource Central Florida
390 N. Orange Ave., Suite 700. Orlando, FL, 32801**

**Thursday, July 30, 2015
9:00 a.m.**

MINUTES

MEMBERS PRESENT: Eric Jackson, Wendy Brandon, Robert Brown, Richard Sweat and Eric Ushkowitz

MEMBERS ABSENT: Greg Beliveau, Leland Madsen, William Merck and Jody Sweet

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

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Jackson called the meeting to order at 9:01 am and welcomed those in attendance.	
2	Roll Call / Establishment of Quorum Ms. Kasal reported that there was a quorum present.	
3	Public Comment None Offered.	
4	Approval of Minutes A. 6/11/15 Executive Committee Meeting	After review, Mr. Brown made a motion to approve minutes from the 6/11/15 Executive Committee Meeting. Mr. Ushkowitz seconded; motion passed.
5	Information/Discussion/Action Items	
	A. <u>Chair's Remarks</u> Mr. Jackson stated that the Board Retreat is scheduled for 10/14/15 from 1:00pm to 5:00pm. Location is under negotiation. triSect will facilitate this year's Retreat. Ms. Nabors added that focus groups will be meeting over the summer and early fall in readiness for a strategic discussion on WIOA policies at the Retreat.	
	B. <u>President's Operations/Finance Goals Update</u> Ms. Nabors stated that the organization is in the process of reorganizing job functions related to service delivery in the career centers, in efforts to better align skills to new requirements in WIOA. Ms. Nabors provided a timeline and summary on the process, which will conclude in August. Mr. Jackson stated he attended the reorganization launch meeting and	

	<p>provided an encouraging message to the staff of the Board's support in this process to the betterment of the organization.</p> <p>Mr. Alvarez provided an update regarding litigation with the former landlord of the previous CSCF administration office and Ms. Beecham provided status on the two EEOC claims.</p>	
	<p>C. <u>President's 2015-2016 Proposed Goals</u> Ms. Nabors referenced her proposed performance goals for 2015-2016 in the meeting packet and reviewed each goal with the Committee. With regard to the goal on completing a Sterling Challenge draft assessment, Mr. Sweat advised using outside expertise to provide guidance with the draft assessment. After review of all proposed goals, the committee concurred that the first goal regarding the creation and execution of CSCF Board strategic planning efforts being the workforce backbone and strategic initiatives on WIOA implementation as too vague and needs to be more measurable. Also, an internal goal should be added on building a culture in the organization creating a good work environment.</p>	<p><i>Ms. Nabors will refine the first goal and add a culture organization goal. Ms. Nabors will bring these revisions to next Executive Committee meeting in September.</i></p>
	<p>D. <u>Drug Free Workplace</u> Ms. Beecham referenced the memo regarding drug-free workplace policy in the meeting packet. Staff is recommending the Executive Committee approve CareerSource Central Florida taking the necessary steps to become a Florida Drug-Free Workplace, which includes commitments to drug testing of all new hires and those injured on the job. Additionally, a 5% reduction in workers' comp premiums will be realized by becoming a Drug-Free Workplace.</p>	<p>After discussion, Mr. Ushkowitz made a motion to approve that CareerSource Central Florida take the necessary steps to become Florida Drug-Free Workplace. Ms. Clements seconded; motion passed.</p>
	<p>E. <u>Committee Updates</u></p> <ol style="list-style-type: none"> 1) Audit Committee Mr. Ushkowitz stated there is no new business to report. The Joint Meeting of the Audit & Finance Committee is scheduled for 9/9/15. 2) Community Engagement Committee Ms. Nabors stated that Mr. Shaughnessy and Ms. Sweet will be co-chairing this Committee. There are no further updates to report. Next meeting is scheduled for 8/17/15. 	

	<p>3) Finance Committee Mr. Alvarez stated that year-end results will be reviewed at the next meeting, which occurs on 9/9/15 as Mr. Ushkowitz previously stated.</p> <p>4) Governance Committee Mr. Brown stated that the next meeting is scheduled for 8/26/15. There is no new business to report.</p> <p>5) Program Review Committee Mr. Sweat stated that will be chairing this Committee. There is no new business to report.</p> <p>6) Youth Committee Ms. Nabors stated that although there is no longer requirement for a Youth Committee under WIOA, Ms. Clements will continue to lead the focus in more of a youth advisory structure.</p>	
	<p>F. <u>CEO's Annual Review and Salary Discussion</u> The Committee reviewed Ms. Nabors' performance goals, soft skills and competencies goals. The Committee also discussed Ms. Nabors' compensation versus leaders of other areas of similar size and determined that she was somewhere in the middle. Based on further review and discussion, the Committee concurred that Ms. Nabors should receive a full merit increase and incentive package based on her performance. The Committee also concurred that more clearly defined goals, with criteria for exceeding goals, will make the evaluation process easier in the future.</p>	
6	Other Business	
7	<p>Adjournment There being no other business, the meeting was adjourned at 10:45 a.m.</p>	

Respectfully submitted,

 Kaz Kasal
 Administrative Supervisor