



**Draft  
Executive Committee Meeting**

**Thursday, December 8, 2022, 3:00 p.m.**

**MINUTES**

**MEMBERS PRESENT:** Jody Wood, Andrew Albu, Jeff Hayward, Eric Jackson, David Sprinkle, Richard Sweat, Eric Ushkowitz and Matt Walton

**MEMBERS ABSENT:** Sheri Olson

**STAFF PRESENT:** Pam Nabors, Leo Alvarez, Nilda Blanco, Steven Nguyen, Lorri Shaban, Emily Kruszewski, Andrea Wasser-Brawner, Sean Masherella and Kaz Kasal

**GUEST PRESENT:** Daniel Entwistle / Curium; Heather Ramos / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Ms. Wood, CSCF Chair, called the meeting to order at 3:00 p.m.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	<b>Public Comment</b> None offered.	
4	<b><u>Approval of Minutes – 9/21/22 Executive Committee Meeting</u></b> <ul style="list-style-type: none"> <li>• Reviewed minutes (attachment).</li> </ul>	<b>Mr. Jackson made a motion to approve the draft minutes from the 9/21/22 Executive Committee meeting. Mr. Walton seconded; motion passed unanimously.</b>
5	<b>Information / Discussion / Action Items</b> <b><u>Chair’s Report</u></b> Ms. Wood commended Board and CSCF staff for championing change readiness as organization moves forward setting a roadmap and putting right strategies in place while continuing to provide great service delivery.  <b><u>President’s Report</u></b> Ms. Nabors, CEO, reviewed the following: <ul style="list-style-type: none"> <li>• Thanks to Ms. Wood for sponsoring CSCF Executive Leadership meeting.</li> <li>• CSCF’s FORTE Initiative was recognized for two top HR awards.</li> <li>• National Emergency Grant provided funds for CSCF to support those impacted by Hurricane Ian and continued support those facing challenges from COVID-19.</li> <li>• Level Up Orange updates.</li> </ul> <b><u>Change Assessment Report</u></b> Mr. Daniel Entwistle, Director & US Co-Founder, Curium, presented an executive summary and findings on CSCF’s readiness for change and a diagnostic health check using Curium’s “CODE” (Connect,	

Organize, Drive and Explore” approach. Also reviewed initial team priorities and next steps (attachment). Staff to continue grouping these priorities based on interdependencies and rank them. This work will be reviewed at the Board Retreat in the Spring to make sure there is good alignment with the change management process.

**Action Items**

Executive Committee Charter

- Reviewed Charter (attachment) and concurred no changes needed at this time.

Level Up Orange Education & Training Tools Management

Consultant RFP

- Reviewed action memo on solicitation and evaluation process on an RFP (Request for Proposals) for a management consultant to support learning sciences initiative as part of Level Up Orange grant. The review committee on this RFP, which included Board Member Dr. Vazquez, recommends that staff be granted the approval to negotiate with the top proposer Quantum Improvements Consulting LLC (attachment).

**Mr. Jackson made a motion for Board’s final approval to allow CSCF staff to begin negotiations with the top proposer, Quantum Improvements Consulting LLC not to exceed a budget of \$300K. Mr. Walton seconded, motion passed unanimously.**

**Committee Reports**

Audit

Ms. Olson, Audit Committee Chair, stated no reports. Committee will meet jointly with Finance Committee on 1/18/23.

Career Services

Mr. Albu, Career Services Committee Chair, stated Career Services Committee met on 11/17/22 and reviewed scorecard for 1<sup>st</sup> quarter (7/1/22 thru 9/30/22) and Level Up Orange updates. Committee reviewed and approved for Board’s final approval: 1) top scoring proposers for Explorer and Engage programs for Summer Youth 2023 program and 2) new training provider recommendations. Also, Committee discussed concierge service and what that looks like.

Community Engagement

Mr. Sprinkle, Community Engagement Committee Chair, stated no reports. Committee will meet on 2/2/23.

Facilities Ad Hoc

Mr. Walton, Facilities Ad Hoc Committee Chair, stated Committee met on 11/16/22 and reviewed current lease terms on CSCF offices. Committee to tour the next two offices up for renewal: Lake and Southeast Orange. Looking to include additional members to this Committee.

	<p><u>Finance Committee</u> Mr. Ushkowitz, Finance Committee Chair, reported the Committee met on 10/19/22 and reviewed Financials for 1<sup>st</sup> quarter (7/1/22 thru 9/30/22) and comparison of current year vs. previous year. Committee approved for Board's final approval: 1) FY 2022-2023 budget adjustment and 2) a minor tweak on CSCFs Accounting Policy regarding check signature authority. Committee also reviewed updates on CSCF's retirement plan.</p> <p><u>Governance</u> Mr. Sweat, Governance Committee Chair, stated there were no reports. Committee will meet on 1/11/23.</p> <p><u>Revenue Diversity and New Markets</u> Mr. Jackson, Revenue Diversity and New Markets Committee Chair, stated the Committee met on 11/30/22 and reviewed year-to-date results, in progress activities and strategies to increase Ticket-To-Work revenue and caseloads. Committee also reviewed fundraising strategies, and progress on Career Passport project with next steps pending further review.</p> <p><b><u>12/15/22 Board Meeting Agenda:</u></b></p> <ul style="list-style-type: none"> <li>Reviewed agenda for upcoming Board Meeting. Board will be meeting jointly with Consortium.</li> </ul>	
6	<p><b>Other Business</b> None offered.</p>	
7	<p><b>Adjournment</b> Meeting adjourned at 3:15 pm.</p>	

Respectfully submitted,  
Kaz Kasal, Executive Coordinator