



Executive Committee Meeting

Thursday, December 9, 2021, 9:00 a.m.

MINUTES

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

MEMBERS ABSENT: Andrew Albu

STAFF PRESENT: Pam Nabors, Leo Alvarez, 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 9:00 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 – 9/23/21 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 9/23/21 Executive Committee meeting. Mr. Sprinkle seconded; motion passed unanimously.
5	Information/Discussion / Action Items <u>Chair’s Report</u> Ms. Wood relayed: <ul style="list-style-type: none"> • Planning underway for Board Retreat scheduled in April 2022. • Two new executive CSCF Staff: Becca Bides, VP Strategic Communications and Lorri Shaban, VP Strategic Partnership to be introduced to Board. <u>President’s Report</u> Ms. Nabors, CEO, reviewed following highlights: <ul style="list-style-type: none"> • Status of incoming funds and grants. • Thanks to Ms. Wood for donating Disney leadership resources to CSCF staff. • April 2022 Board Retreat will focus on strategic planning for next 3 to 5 year business cycle. • Thanks to Mr. Sweat for his work on the Career Passport project. 	

Committee Reports

Audit

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

- Met on 10/5/21
- Reviewed:
 - Charter and concurred good as is.
 - Audit planning for FY 21-22.

Career Services

Ms. Coenen, on behalf of Mr. Albu, Career Services Committee Chair, reported on the following:

- Met on 11/18/21
- Reviewed:
 - Scorecard for 1st quarter (7/1/21 thru 9/30/21).
 - Performance and training activities in previous fiscal year (7/1/20 thru 6/30/21).
 - New programs for ETPL list.
 - Approved for Board’s final approval:
 - New training providers (Gwinnett Institute and Med Tech Institute).
 - Two policies and one process.

Community Engagement

Mr. Sprinkle, Community Engagement Committee Chair, reported on the following:

- Met on 11/4/21.
- Welcomed Becca Bides, VP Strategic Communications.
- Revised Charter, streamlined and easier to understand.
- Survey: research updates and timelines. Test survey and launch in January.

Finance Committee

Mr. Ushkowitz, Finance Committee Chair, reported on the following:

- Met jointly with Audit Committee on 10/5/21.
- Reviewed financials through 8/31/21.
- Approved for Board’s final approval a few fund adjustment’s on CSCF’s Retirement Plan.

Governance

Mr. Sweat, Governance Committee Chair, stated Committee will meet on 1/12/22.

Revenue Diversity

Mr. Jackson, Revenue Diversity Ad Hoc Committee Chair, reported on the following.

	<ul style="list-style-type: none"> • Met on 12/7/21. • Working on Charter, as this is Committee is now a standing committee. • Reviewed FY 2021-2022 year-to-date results; on track meeting or exceeding goals. • Discussed possible organizational structures for the new venture. <p><u>12/16/21 Board Meeting Agenda</u></p> <ul style="list-style-type: none"> • Reviewed agenda for 12/16/21 Board Meeting. 	
6	<p>Other Business None offered.</p>	
7	<p>Adjournment Meeting adjourned at 10:34 am.</p>	

Respectfully submitted,
Kaz Kasal, Executive Coordinator