



**DRAFT
Executive Committee Meeting**

Thursday, February 13, 2020, 9:00 a.m.

MINUTES

MEMBERS PRESENT: Mark Wylie, Paul Bough, Jeff Hayward, Sheri Olson, Kathleen Plinske, Richard Sweat, Larry Walter and Jody Wood

MEMBERS ABSENT: Eric Jackson and Eric Ushkowitz

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

GUEST PRESENT Thomas Wilkes/GrayRobinson; Kevin Shaughnessy/Baker Hostetler

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Wylie, CSCF 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	Action Items <u>Approval of Minutes – 12/5/19 Executive Committee Meetings</u> <ul style="list-style-type: none"> Reviewed minutes (attachment). 	Mr. Walter made a motion to approve the draft minutes from the 12/5/19 Executive Committee meeting. Mr. Sweat seconded; motion passed unanimously.
5	Information <u>Chair's Report</u> <ul style="list-style-type: none"> Attended the "Summer Youth Appreciation Event" on 1/29/20. It was a great event and six board members attended. Revised President/CEO Contract and Job Description (attachment). Committee reviewed changes clarifying CEO's compensation and benefits. <u>President's Report</u> <ul style="list-style-type: none"> DEO introducing legislation through Florida's House and Senate to clarify oversight of workforce board statute. Ms. Nabors and Mr. Wylie will be attending workforce meetings in Tallahassee next week. Ms. Nabors attended a roundtable event on 2/11/20 with local businesses and USDOL Secretary Eugene Scalia to share information on trades and non-trade apprenticeships. DEO monitoring this week for both fiscal and programmatic – monitoring is going well. 	Mr. Walter made a motion to approve revisions to President/CEO contract as presented and forward to Board under Consent Agenda. Mr. Hayward seconded; motion passed unanimously.

Committee Reports:

Revenue Diversity Ad Hoc

- Scheduled to meet on 3/31/20.

Career Services

- Dr. Plinske, Career Services Committee Chair, reported the Committee met on 1/31/20. Committee reviewed scorecard results for 2nd quarter as well as performance by high growth industry training sector and youth program performance. Committee to review performance by training provider at its next meeting.
- Mr. Bough, Career Services Committee Co-Chair, reviewed procurement process on training courses for “Accelerate Track” for the 2020 Summer Youth program. Staff currently negotiating costs with vendors and will bring recommendations to Board for approval, not to exceed \$600,000. As three of the CSCF Board Members work for three of the training vendors, a two-thirds attendance of total Board is required for vote.

Community Engagement

- Ms. Jody Wood, Community Engagement Chair, reported the Committee met on 2/3/20 and received an update on the strategic communication plan. Committee also reviewed newly launched CSCF website and discussed revenue diversity strategies.
- Reviewed Unified Strategic Plan timeline – draft to be posted on CSCF website on 2/14/20 for public comment.

Audit

- Mr. Walter, Audit Committee Chair, stated Audit Committee met jointly with Finance Committee on 2/11/20 to review the audit results, which were clean with no findings. The Audit Committee accepted the 2 CFR 200 Audit Report, and approved moving it forward to Consent Agenda for Board approval.

Finance Committee

- Mr. Alvarez, CFO, on behalf of Mr. Ushkowitz, Finance Committee Chair, reported the Finance Committee met joint with Audit Committee on 2/11/20. The Committee reviewed financials and approved the following: 1) procurement policy revisions, and 2) furniture vendor for West Orange Career Center. These items will be forwarded to Board for final approval.



	<ul style="list-style-type: none"> Mr. Walter added that both Audit and Finance Committees concurred of forming a facilities ad hoc committee, as needed, to guide staff with facility / real estate negotiations or other matters beyond staff's scope of expertise. <p><u>Governance</u></p> <ul style="list-style-type: none"> Mr. Sweat, Governance Committee Chair, reported the Committee met on 1/15/20 and discussed Board engagement metrics, Bylaws – which Ms. Nabors and Mr. Ball will further review, and Enterprise Risk updates. Mr. Wilkes, CSCF's attorney, stated the Florida law is ambiguous on whether it exempts from the Sunshine and public records law those meetings and records of an "agency" (like CSCF) that pertain to protection of its computers, data and networks from cyber-attacks. <p><u>2/20/20 Board Meeting Agenda</u></p> <ul style="list-style-type: none"> Reviewed draft 2/20/20 Board Meeting Agenda. 	<p>Mr. Sweat made a motion to request the Attorney General of Florida to issue an advisory opinion to clarify whether there is an exemption from public-records and sunshine laws regarding records and meetings pertaining to cybersecurity. Mr. Hayward seconded; motion passed unanimously.</p>
6	<p>Other Business None offered.</p>	
7	<p>Adjournment Meeting adjourned at 10:12 a.m.</p>	

Respectfully submitted,

Kaz Kasal
Executive Coordinator