



**Executive Committee Meeting**

**Thursday, February 16, 2023, 2:00 p.m.**

**MINUTES**

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

**MEMBERS ABSENT:** Richard Sweat

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

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. Nogueira, Executive Assistant reported a quorum present.	
3	<b>Public Comment</b> None offered.	
4	<b><u>Approval of Minutes – 12/8/22 Executive Committee Meeting</u></b> <ul style="list-style-type: none"> <li>• Reviewed minutes (attachment).</li> </ul>	<b>Mr. Hayward made a motion to approve the draft minutes from the 12/8/22 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 CSCF staff for the success of the Workforce Summit on 2/7/23 at Valencia College.  <b><u>President’s Report</u></b> Ms. Nabors, CEO, reviewed the following: <ul style="list-style-type: none"> <li>• #1 position in region- Ranking A. Goal is to maintain momentum to keep A</li> <li>• FORTE event 3/7/23 at Amway Center</li> <li>• CSCF is partnered with Dress for Success to be located in West Orange Center.</li> <li>• USMC WDC: April 2023 Annual Meeting in Orlando. Invite will be sent to Board.</li> <li>• Board Retreat scheduled for 4/24/23.</li> <li>• Region changes: No impact/changes to our region. Consolidation proposals from 24 to 21, 19 or 16.</li> <li>• No further follow up to grievance that came forward in December.</li> <li>• CSF new CEO: Adrienne Johnston</li> </ul>	

**Committee Reports**

Audit

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

- Met on 1/18/23 jointly with Finance Committee
- Reviewed final audit report from Cherry Bekaert, CSCF independent auditor. No financial findings/deficiencies
- Reviewed DEO Monitoring results: no findings under financials; only a few findings under programs which have been internally corrected.

Career Services

Mr. Abu, Career Services Committee Chair, stated Career Services Committee will meet end of March.

Community Engagement

Mr. Sprinkle, Community Engagement Committee Chair, stated the following:

- Met on 2/2/23
- Reviewed outreach activities to date and discussed strategies.
- Reviewed customer satisfaction survey results committee concurred for increased customer engagement

Facilities Ad Hoc

Mr. Walton, Facilities Ad Hoc Committee Chair, stated the following:

- Toured Lake Center
- Plans to visit another Career Center

Finance Committee

Mr. Ushkowitz, Finance Committee Chair, had to leave the meeting early. Leo Alvarez reported the following on his behalf:

- Met on 1/18/23, jointly with Audit Committee
- Reviewed mid-year financials: on track at 49.2%
- Approved budget adjustment from \$45M to \$46.5M
- Reviewed 1-3 year strategy of HR benefits

Governance

Mr. Sweat, Governance Committee Chair, was not present for the meeting. Mrs. Nabors reported the following on his behalf:

- Met on 1/11/23
- Reviewed proposed revisions to the bylaws update
- Reviewed Board engagement metrics: on track.



	<p><u>Revenue Diversity and New Markets</u> Mr. Jackson, Revenue Diversity and New Markets Committee Chair, stated no new reports.</p> <p><b><u>12/15/22 Board Meeting Agenda:</u></b></p> <ul style="list-style-type: none"> <li>• Reviewed Board Agenda (Attachment)</li> <li>• Tour of Jewett Center to follow Board Meeting</li> </ul>	
6	<p><b>Other Business</b> None offered.</p>	
7	<p><b>Adjournment</b> Meeting adjourned at 2:45 pm.</p>	

Respectfully submitted,  
Vanessa Nogueira, Executive Assistant