



Executive Committee Meeting

Thursday, April 16, 2020, 9:00 a.m.

MINUTES

MEMBERS PRESENT: Mark Wylie, Paul Bough, Jeff Hayward, Eric Jackson, Sheri Olson, Kathleen Plinske, Richard Sweat, Eric Ushkowitz and Jody Wood

MEMBERS ABSENT: Larry Walter

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

GUEST PRESENT Thomas Wilkes/GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Wylie, CSCF Chair, called the meeting to order at 9:03 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 – 2/13/20 Executive Committee Meetings</u> <ul style="list-style-type: none"> • Reviewed minutes (attachment). 	Mr. Hayward made a motion to approve the draft minutes from the 2/13/20 Executive Committee meeting. Ms. Olson seconded; motion passed unanimously.
5	Information <u>President's Report</u> <ul style="list-style-type: none"> • Provided updates on CSCF's virtual service delivery and actions taken to support those individuals and businesses impacted by COVID-19 Coronavirus. • Proposed new Subgrantee Agreement between DEO and Local Workforce Development Board (CSCF) has been circulated to the five counties in this Region as well as CSCF's accounting/monitoring firm for review. Comments due next week. • Direct Service Provider Extension Request (attachment) • CSCF will be submitting request to Department of Economic Opportunity (DEO) to renew its 3-year contract (7/1/20 thru 6/30/23) with DEO to provide direct services, with a continuation to operate the same model. This request will be presented at the 6/25/20 Consortium & Board Meeting for formal approval. • Mr. Wilkes stated further clarification was provided to Attorney General (AG) of Florida to CSCF's initial request to AG for an advisory opinion on whether there is an exemption from public-records and sunshine laws regarding records and meetings pertaining to cybersecurity. Should receive response from AG within 90 days. 	<i>Ms. Nabors to reach out to other regional workforce boards (RWBs) for their support on CSCF's request to AG; Mr. Ushkowitz to reach out to counties.</i>



	<p><u>Committee Reports:</u></p> <p><u>Revenue Diversity Ad Hoc</u></p> <ul style="list-style-type: none"> Scheduled to meet on 6/10/20. <p><u>Career Services</u></p> <ul style="list-style-type: none"> Ms. Coenen, COO, reported the Committee met on 3/19/20. Committee reviewed training investment and enrollments. Also reviewed and concurred with staff's proposed methodology to enhance CSCF's ability to evaluate training performance. Committee approved forwarding to Board proposed new training providers to be included on CSCF's eligible training provider matrix (attachment). <p><u>Community Engagement</u></p> <ul style="list-style-type: none"> Scheduled to meet on 5/11/20. <p><u>Audit</u></p> <ul style="list-style-type: none"> No further updates. Next meeting to be scheduled in the new fiscal year. <p><u>Finance Committee</u></p> <ul style="list-style-type: none"> Mr. Alvarez, CFO, on behalf of Mr. Ushkowitz, Finance Committee Chair, reported the Finance Committee met on 4/8/20 and reviewed financials and preliminary budget projections for new fiscal year. Committee also approved forwarding to Board recommendation to renew Cigna as the benefits carrier for CSCF (attachment). <p><u>Governance</u></p> <ul style="list-style-type: none"> Scheduled to meet on 5/6/20. <p><u>2/20/20 Board Meeting Agenda</u></p> <ul style="list-style-type: none"> Reviewed draft 4/30/20 Board Meeting Agenda. Retreat portion will be postponed until after 7/1/20. 	
6	<p>Other Business</p> <p>Committee provided updates on COVID-19 challenges faced within their own companies and organizations. Ms. Nabors asked Committee to reach for on any support CSCF could provide.</p>	
7	<p>Adjournment</p> <p>Meeting adjourned at 10:19 a.m.</p>	

Respectfully submitted,

Kaz Kasal
Executive Coordinator