



Executive Committee Meeting

Thursday, June 15, 2023, 9:00 a.m.

MINUTES

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

MEMBERS ABSENT: Andrew Albu, Jeff Hayward and Eric Jackson

STAFF PRESENT: Pam Nabors, Leo Alvarez, Dyana Burke, Nilda Blanco, Steven Nguyen, Emily Kruszewski, Fabi Diaz, Sean Masherella and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	<p>Welcome Ms. Wood, CSCF Chair, called the meeting to order at 9:03 a.m.</p>	
2	<p>Roll Call / Establishment of Quorum Ms. Kasal, Executive Coordinator, reported a quorum present.</p>	
3	<p>Public Comment None offered.</p>	
4	<p><u>Approval of Minutes – 4/20/23 Executive Committee Meeting</u></p> <ul style="list-style-type: none"> • Reviewed minutes (attachment). 	<p>Mr. Ushkowitz made a motion to approve the draft minutes from the 4/20/23 Executive Committee meeting. Mr. Walton seconded; motion passed unanimously.</p>
5	<p>Information / Discussion / Action Items</p> <p><u>Chair’s Report</u> Ms. Wood announced her retirement, and also leaving the CSCF Board at the end of the month.</p> <p><u>President’s Report</u> Ms. Nabors, CEO, reviewed some highlights from her President’s Report that she will report out at 6/22/23 Board Meeting:</p> <ul style="list-style-type: none"> • Thanked Ms. Wood for her amazing service as Board Chair these last two years, and for her leadership as a Board Member for over nine years. • Tadar Muhammad is CSCF’s new COO. • CSCF is leading the State in the “Get There Faster” initiative • Scorecard will be reviewed through 6/10/23; full scorecard to be reviewed at September 2023 board meeting. <p><u>Action Items</u></p> <p><u>Executive Compensation</u></p> <ul style="list-style-type: none"> • Reviewed memo (attachment) on FY 2023-2024 Executive Compensation, Merit & Incentive which consists of two action items: <ol style="list-style-type: none"> 1. Allowing President/CEO authority to issue merit and incentive compensation to executive staff as listed in the memo. 	<p>Mr. Sweat made a motion to approve for CSCF’s President/CEO to issue merit and incentive compensation to executive staff for FY 2022-2023, as presented, based on</p>

2. Recommending an 8% adjustment (increase) to executive staff's pay grades, based on the analysis of a third-party compensation consultant, Compensation Resources. This adjustment will align salaries to current market rates.

Committee Reports

Audit

Ms. Olson, Audit Committee Chair, stated no reports.

Career Services

Ms. Blanco, VP of Service Delivery, on behalf of Mr. Albu, Career Services Committee Chair, stated Career Services Committee met on 3/23/23 and 5/25/23:

- On 3/23/23, Committee reviewed program updates and scorecard through 2nd quarter. Committee also approved apprenticeships to be added to CSCF's Eligible Training Provide List (ETPL).
- On 5/25/23, Committee approved new training providers to the ETPL, and also approved the local apprenticeship policy, with a minor adjustment.

Community Engagement

Mr. Sprinkle, Community Engagement Committee Chair, stated Committee met on 6/8/23 at West Orange Career Center to review the Center's branding. The Committee toured the Center and provided a lot of constructive feedback. The Committee has also been assigned to review and provide feedback on CSCF's website via mobile and from computer.

Facilities Ad Hoc

Mr. Walton, Facilities Ad Hoc Committee Chair, stated no reports.

Finance Committee

Mr. Ushkowitz, Finance Committee Chair, reported the Committee met on 4/12/23 and 6/7/23.

- On 4/12/23, Committee reviewed CSCF's retirement plan updates, health insurance plan renewal status, and audit results, which was a clean report, no issues. The Committee also approved to add transfer of funds flexibility between WIOA Adult & Dislocated Worker.
- On 6/7/23, Committee approved draft FY 2023-2024 Budget and also approved some adjustments to CSCF's Retirement Plan to help enhance its value.

CSCF's merit structure and incentive compensation policy. Mr. Walton seconded; motion passed unanimously.

Mr. Sweat made a motion to approve recommendation to adjust executive compensation, as presented. Ms. Olson seconded; motion passed unanimously.

	<p><u>Governance</u> Mr. Sweat, Governance Committee Chair, stated Committee met on 5/10/23 and reviewed Board Engagement through 3/31/23, proposed Board Roster for FY 2023-2023, and an Enterprise Risk update. The Committee also approved a proposed Slate of Officers which will be brought to the Board next week for approval.</p> <p><u>Revenue Diversity and New Markets</u> Mr. Alvarez, CFO, on behalf of Eric Jackson, Revenue Diversity and New Markets Committee Chair, stated the Committee met on 3/30/23 and reviewed year-to-date results, and also organization discussion to include roadmap and strategic objectives.</p> <p><u>6/22/23 Board Meeting Agenda:</u></p> <ul style="list-style-type: none"> Reviewed agenda for upcoming Board Meeting (attachment). Board will be meeting jointly with Consortium. <p><u>President & CEO Performance Review:</u></p> <ul style="list-style-type: none"> At this point, all CSCF staff left the meeting, except Ms. Burke, VP of HR and following was reviewed: <ul style="list-style-type: none"> Committee reviewed the President & CEO's FY 2022-2023 performance appraisal completed by Ms. Wood, which also included Ms. Nabors' self-evaluation. Committee concurred no additional comments were needed and it accurately reflected Ms. Nabors' performance. Committee discussed merit award and Ms. Burke shared historical and current comp data. Committee agreed on merit increase amount consistent with CSCF's merit guidelines. Committee discussed President & CEO's incentive award and Ms. Burke shared historical and current comp data. Committee agreed on award amount consistent with CSCF's incentive guidelines. 	<p><i>Staff to present on Enterprise Risk at the September Board Meeting.</i></p> <p>Mr. Sweat made a motion to award Ms. Nabors a 5% merit increase and a 10% incentive award. Ms. Olson seconded; motion passed unanimously.</p>
6	<p>Other Business None offered.</p>	
7	<p>Adjournment Meeting adjourned at 10:30 a.m.</p>	

Respectfully submitted,
Kaz Kasal, Executive Coordinator