

## Executive Committee Meeting

Thursday, June 17, 2021, 9:00 a.m.

### MINUTES

**MEMBERS PRESENT:** Mark Wylie, Paul Bough, Eric Jackson, Sheri Olson, Richard Sweat, Eric Ushkowitz, Larry Walter, Matt Walton and Jody Wood

**MEMBERS ABSENT:** Jeff Hayward and Kathleen Plinske

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

**GUEST PRESENT:** Tom Wilkes / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Mr. Wylie, CSCF Chair, called the meeting to order at 9:01 a.m.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	<b>Public Comment</b> None offered.	
4	<b><u>Approval of Minutes – 4/15/21 Executive Committee Meeting</u></b> <ul style="list-style-type: none"> <li>Reviewed minutes (attachment).</li> </ul>	<b>Mr. Walter made a motion to approve the draft minutes from the 4/15/21 Executive Committee meeting. Mr. Walton seconded; motion passed unanimously.</b>
5	<b>Information/Discussion /Action Items</b>  <b><u>President’s Report</u></b> Ms. Nabors provided update on CSCF scorecard, current activities and legislative update.  <b><u>CSCF Policies</u></b> Support Services <ul style="list-style-type: none"> <li>Reviewed Support Service and Incentive policy’s revisions, as required by the Department of Economic Opportunity (attachment).</li> </ul> <b><u>Committee Reports</u></b> <u>Audit</u> Mr. Walter, Audit Committee Chair stated no new updates.  <u>Career Services</u> Paul Bough, Career Services Committee Co-Chair, reported on the following: <ul style="list-style-type: none"> <li>Met on 6/11/21.</li> <li>Reviewed and approved to forward to Board: <ul style="list-style-type: none"> <li>New training providers to Eligible Training Providers’ list</li> <li>Added training programs to Eligible Training Providers’ list</li> </ul> </li> </ul>	<b>Mr. Ushkowitz made a motion to approve and forward to Board for final approval the revisions of the Support Service and Incentive Policy. Mr. Walton seconded; motion passed unanimously.</b>

	<ul style="list-style-type: none"> <li>– Youth Navigator – for staff to negotiate with four top scoring organizations.</li> <li>• <u>One Stop Operator Contract</u> As staff needed to further review top three applicants, the Career Services Committee deferred staff to forward final recommendation of One Stop Operator to Executive Committee.  Based on review and interview process, CSCF is recommending CareerTeam to become its One Stop Operator.</li> <li>• <u>Community Engagement</u> Ms. Wood, Community Engagement Committee Chair, reported on the following: <ul style="list-style-type: none"> <li>• Met on 5/17/21.</li> <li>• Reviewed strategic communications updates.</li> <li>• Reviewed Summer Youth marketing campaign.</li> <li>• Reviewed budget this year and next year – expecting flat budget for FY 2021-2022.</li> <li>• Discussed community engagement survey: questions, distribution options and strategies.</li> <li>• Discussed ways to make “About Us” webpage more engaging and visual.</li> </ul> </li> <li>• <u>Facilities Ad Hoc Committee</u> Mr. Walton, Facilities Committee Chair, reported on the following: <ul style="list-style-type: none"> <li>• Met on 6/1/21.</li> <li>• Reviewed Southeast Orange County Office lease and recommendation forwarded to Finance Committee.</li> </ul> </li> <li>• <u>Finance Committee</u> Mr. Ushkowitz, Finance Committee Co-Chair, reported on the following: <ul style="list-style-type: none"> <li>• Met on 6/8/21.</li> <li>• Reviewed financials through 4/30/21.</li> <li>• Approved FY 2021-2022 Draft Budget. Forwarding to Board for final approval.</li> <li>• Approved staff to continue negotiations to extend Southeast Orange County office’s lease for additional 2 years with 5-year option. Forwarding to Board for final approval.</li> <li>• Approved increasing employer match on CSCF’s retirement plan from 6% to 8%. Forwarding to Board for final approval.</li> </ul> </li> </ul>	<p><b>Mr. Bough made a motion to approve and forward to Board for final approval for CareerTeam to be the CSCF One-Stop Operator for the 2021-2022 Program Year. Mr. Jackson seconded; motion passed unanimously.</b></p>
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6	<b>Other Business</b> None offered.	
7	<b>Adjournment</b> Meeting adjourned at 9:48 am.	

Respectfully submitted,  
Kaz Kasal, Executive Coordinator