



**Executive Committee Meeting**

**Thursday, June 18, 2020, 9:00 a.m.**

**MINUTES**

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

**MEMBERS ABSENT:** Jeff Hayward and Eric Ushkowitz

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

**GUEST PRESENT** Thomas Wilkes, Heather Ramos/GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Mr. Wylie, CSCF Chair, called the meeting to order at 9:05 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>Action Items</b> <b><u>Approval of Minutes – 4/16/20 Executive Committee Meetings</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 4/16/20 Executive Committee meeting. Dr. Plinske seconded; motion passed unanimously.</b>
5	<b>Information</b> <u>Chair’s Report</u> <ul style="list-style-type: none"> <li>• Ms. Ramos, GrayRobinson (CSCF Attorney), informed that reply from Attorney General of Florida was “non-responsive”; they will not issue an advisory opinion on CSCF’s cybersecurity exemption inquiry.               <ul style="list-style-type: none"> <li>○ Committee concurred that next step is for GrayRobinson to go to legislature with same inquiry.</li> </ul> </li> <li>• Mr. Wylie reminded Committee to file Form 1 Financial Disclosure, if they haven’t done so.</li> </ul> <u>President’s Report</u>  <u>Approval of New Training Providers/Programs</u> <ul style="list-style-type: none"> <li>• Reviewed action memo (attached) on new training providers and programs that will provide more options for career seekers to advance skills and earn credentials that align with in demand jobs.</li> </ul>	<i>Staff to have GrayRobinson go to State legislature at its next session to ask for an exemption from public-records and sunshine laws regarding records and meetings pertaining to cybersecurity.</i>  <b>Mr. Walter made a motion to forward for Board’s approval proposed new training providers and correlating programs, as presented, for inclusion on CSCF’s Eligible Training Provider. Mr. Bough seconded; motion passed unanimously.</b>

Approval of Summer Youth Explorer Program

- Reviewed action memo (attachment) on recommended vendor selections for 2020 Summer Youth Explorer Program.

Compliance Action Items:

- 1) Draft Unified Strategic Plan for 2020-2024
  - Reviewed action memo (attachment) for approval of CSCF's Draft Unified Strategic Plan for 2020-2024, which has been posted for public comment on CSCF's website since February 2020.
- 2) Direct Provider of Workforce Services Extension Request for 2020-2023
  - Reviewed action memo (attachment) for approval of CSCF's continued designation as a direct services provider for 2020-2023.

CSCF Activities Update

- Service delivery nearly doubled from last year; serving 45,000 last year vs. 80,000 this year with the same amount of staff. Service delivery increased sharply since mid-March, with COVID-19 pandemic.
- Osceola County career center will begin services on 6/24/20.
- Discussions continue with Orange County on CARES Act funding; potential \$7M for training and employment activities for Orange County residents.
- \$1.5M NEG (National Emergency Grant) funds received for internships.
- Lease renewal for Admin office pending for Board approval.
- On track for submission of Sterling Award application.

Committee Reports:

**Mr. Bough made a motion to forward for Board's approval proposed vendor selections, as presented, for the 2020 Summer Youth Explorer Program. Mr. Sweat seconded, with Dr. Plinske abstaining; motion passed unanimously.**

**Mr. Walter made a motion to forward for Board's approval of CSCF's Local Strategic Plan for period beginning 7/1/20 through 6/30/24. Ms. Olson seconded; motion passed unanimously.**

**Mr. Jackson made a motion to forward for Board's approval of CSCF's continued designation as a direct service provider of basic and individualized career services for period beginning 7/1/20 through 6/30/23, as submitted to DEO and CareerSource Florida. Mr. Sweat seconded; motion passed unanimously.**

Audit

Mr. Walter, Audit Committee Chair, reported there was no meeting, so no new updates.

Career Services

Dr. Plinske, Career Services Committee Chair, reported on the following:

- Career Services Committee attended 6/9/20 Finance Committee to review draft Budget for 20-21.

Community Engagement

Ms. Wood, Community Engagement Committee Chair, reported on following:

- Met on 5/11/20.
- Reviewed communication response timeline to COVID-19 crisis.
- Ms. Brady, Sara Brady Public Relations, reviewed her support to CSCF, providing proactive strategies with media engagement and clarification messaging to differentiate CSCF services vs. DEO.

Facilities Ad Hoc Committee

Mr. Alvarez, CFO, reported on the following:

- Met on 4/1/20 and 6/2/20.
- Reviewed lease and renewal options for CSCFs Admin office location.
- Committee concurred renewing lease is most viable option; lease is still below market vs. other locations, and office move would put a strain on CSCF's service delivery during ongoing COVID-19 crisis.
- Committee forwarded recommendation to renew admin lease to Finance Committee.

Finance Committee

Mr. Alvarez, CFO, on behalf of Mr. Ushkowitz, Finance Committee Chair, reported on the following:

- Met on 6/9/20.
- Reviewed financials through 4/30/20.
- Approved draft budget for FY 20-21.
- Approved lease renewal of CSCF Admin office.

Governance

Mr. Sweat, Governance Committee Chair reported on the following:

- Met on 5/6/20.
- Concurred to defer review of Bylaws to next FY

	<ul style="list-style-type: none"> <li>• Approval of Board Engagement Metrics:             <ul style="list-style-type: none"> <li>– Governance Committee recommends for Board approval proposed Board Engagement Metrics (attachment) which includes now includes a contribution component.                 <ul style="list-style-type: none"> <li>○ Also reviewed a checklist (attachment) of board engagement activities that board members would submit to staff monthly.</li> </ul> </li> </ul> </li> </ul> <p><u>Revenue Diversity Ad Hoc</u></p> <ul style="list-style-type: none"> <li>• Scheduled to meet on 6/10/20.</li> <li>• Reviewed year-to-date revenue diversity activities; exceeded all targets except private funding.</li> <li>• Reviewed projected revenue diversity targets for FY 20-21.</li> <li>• Scheduling a meeting in August or September to review year-end results and progress of new FY targets.</li> </ul> <p><u>6/25/20 Board Meeting Agenda</u></p> <ul style="list-style-type: none"> <li>• Reviewed draft 6/25/20 Board Meeting Agenda.</li> </ul>	<p><b>Mr. Sweat made a motion to forward for Board’s approval proposed Board Engagement Metrics, as presented. Mr. Jackson seconded; motion passed unanimously.</b></p>
6	<p><b>Other Business</b> None offered.</p>	
7	<p><b>Adjournment</b> Meeting adjourned at 10:00 a.m.</p>	

Respectfully submitted,

Kaz Kasal  
Executive Coordinator