



Executive Committee Meeting

CareerSource Central Florida
390 N. Orange Ave., Suite 700, Orlando, FL 32801

Tuesday, July 16, 2019 / 2:00 p.m. – 3:00 p.m.

Conference Call-in phone number: (877) 309-2073 / Participant Access Code: 740-464-677

Strategic Goals developed by the Board:

- *CareerSource Central Florida will become business focused in all efforts*
- *CareerSource Central Florida will identify ways to measure progress and Return On Investment (ROI)*
- *CareerSource Central Florida will become the workforce intelligence organization for workforce development in Central Florida*

Agenda Item	TOPIC	Action Item	Info Item	Presenter
1	Welcome			Mark Wylie
2	Roll Call / Establishment of Quorum			Kaz Kasal
3	Public Comment			
4	Approval of Minutes A. 6/11/19 Executive Committee Meeting	X		Mark Wylie
4	CEO's Annual Review	X		Mark Wylie
5	Adjournment			

Upcoming Meetings:

- Executive Committee Meeting, 9/26/19, 9:00 am to 10:30am / CSCF Admin Office, 390 N. Orange Ave., Suite 700, Orlando, FL 32801

DRAFT
Executive Committee Meeting

Tuesday, June 11, 2019
9:00 a.m.

MINUTES

MEMBERS PRESENT: Debbie Clements, Eric Jackson Leland Madsen, Eric Ushkowitz, Larry Walter, Jody Wood and Mark Wylie

MEMBERS ABSENT: Greg Beliveau, Kathleen Plinske, and Richard Sweat

STAFF PRESENT: Pam Nabors, Mimi Coenen, Leo Alvarez, Kristine Concepcion and Crystal Lee

GUEST PRESENT Heather Ramos/GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Wylie, CSCF Board Chair, called the meeting to order at 9:00 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 – 4/16/19 Executive Committee Meetings</u> <ul style="list-style-type: none"> Reviewed minutes. 	Mr. Walter made a motion to approve the minutes from the 4/16/19 Executive Committee Meetings. Mr. Ushkowitz seconded; motion passed unanimously.
5	Information <u>Chair's Report</u> <ul style="list-style-type: none"> Ms. Clements announced her retirement and completion of her service on the Board as of 6/30/19. Ms. Clements commented on the Board's great engagement at its Board Retreat. She also encouraged the Board to continue its momentum with CSCF engagement activities. <u>President's Report</u> <ul style="list-style-type: none"> Provided an overall summary of the All-Staff Meeting; Ms. Trnka was master of ceremonies, and Mr. Sweat was one of the key speakers, who also presented a donation of \$15,000 towards the Youth program. Provided an overview of CSCF's performance. 	

Committee Reports

Revenue Diversity Ad Hoc

Mr. Jackson, Revenue Diversity Ad Hoc Committee Chair, reported on the following:

- Met on 6/3/19.
- Reviewed marketing materials for Youth summer program and marketing for year-round program.
- 90% on target with Ticket to Work program.
- Reviewed status of summer youth program.

Career Services

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

- Committee met with Finance to review budget priorities at the 5/21/19 budget workshop.

Community Engagement

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

- Met on 5/13/19.
- Reviewed status on projects and year to date performance on outreach, internal and external communication.
- Reviewed priorities for next year.

Audit

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

Finance

Mr. Ushkowitz, Finance Committee Chair, reported on the following:

- Met on 6/6/19.
- Approved draft budget for fiscal year 2019-2020.
- Reviewed updates on CSCF's retirement plan.

Governance

Mr. Wylie, Governance Committee Chair, reported out the following:

- Met on 5/8/19.
- Reviewed CSCF's HR Department updates.
- Reviewed Board engagement updates.
- Reviewed 2019-2020 Board Roster and status on nominations of new board members.

	<ul style="list-style-type: none"> Approved submission to Board on slate of officer recommendations. <u>6/20/19 Board Meeting Agenda</u> <ul style="list-style-type: none"> Reviewed and concurred with agenda. <u>Executive Committee Meeting Dates</u> <ul style="list-style-type: none"> Reviewed meeting dates for next fiscal year. 	
6	Other Business <u>Waiver of Article 9 (IX) "Conduct of Business" – Item #2 – requirement to meet in September</u> <ul style="list-style-type: none"> Reviewed proposal to move first Board meeting of 19-20 fiscal year to 10/3/19. This is due to scheduling conflicts in September with Board Chair and President/CEO. 	Mr. Ushkowitz made a motion to waive the section in Bylaw, as discussed, requiring the Board to meet in September. Mr. Wylie seconded; motion passed unanimously.
7	Adjournment Meeting adjourned at 9:41 a.m.	

Respectfully submitted,

Kaz Kasal
Executive Coordinator