



**Draft
Executive Committee Meeting**

Thursday, July 21, 2022, 2:00 p.m.

MINUTES

- MEMBERS PRESENT:** Jody Wood, Jeff Hayward, Sheri Olson, David Sprinkle, Richard Sweat
- MEMBERS ABSENT:** Andrew Abu, Eric Jackson, Eric Ushkowitz and Matt Walton
- STAFF PRESENT:** Pam Nabors, Leo Alvarez, Dyana Burke, Lorri Shaban, Sean Masherella, and Kaz Kasal
- GUEST PRESENT:** Heather Ramos / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Ms. Wood, CSCF Chair, called the meeting to order at 2:04 p.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	Public Comment None offered.	
4	<u>Approval of Minutes – 6/16/22 Executive Committee Meeting</u> <ul style="list-style-type: none"> • Reviewed minutes (attachment). 	Mr. Hayward made a motion to approve the draft minutes from the 6/16/22 Executive Committee meeting. Mr. Sweat seconded; motion passed unanimously.
5	Information/Discussion / Action Items <u>Chair’s Report</u> Ms. Wood reviewed the committee structure for FY 2022-2023 (attachment) noting changes in yellow that she approved. <u>President’s Report</u> Ms. Nabors, CEO, reviewed the following: <ul style="list-style-type: none"> • Relayed legal item regarding an apprenticeship training provider, Bee2Bee Network Apprenticeship, not meeting the requirements as per the MOU (Memorandum of Understanding) between CSCF and Bee2Bee. DEO (Department of Economic Opportunity) is aware of this issue. • Reviewed action memo on Executive & Merit Incentive for FY 2022-2023 and CSCF’s Incentive Compensation Policy (attachment). 	Mr. Hayward made a motion to move to Board’s Consent Agenda the recommendation from CSCF’s corporate attorney, GrayRobinson, to allow CSCF to cancel MOU with Bee2Bee Network Apprenticeship. Mr. Sweat seconded; motion passed unanimously. Mr. Sweat made a motion to move to Board for final approval, recommendation to allow CSCF’s President/CEO the authority to issue merit and incentive compensation to her executive staff (as listed in memo), based on the parameters set by CSCF’s

	<p><u>President & CEO Performance Review</u></p> <ul style="list-style-type: none"> • Reviewed President & CEO’s FY 2022-2023 Goals (attachment). • 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 2021-2022 performance appraisal completed by Ms. Wood, which also included Ms. Nabors’ self-evaluation. Ms. Wood pointed out several of her comments in the manager’s section were not aligned with the right goal. Ms. Burke stated she would fix and send a new version to Ms. Wood for use in meeting with Ms. Nabors tomorrow morning. <ul style="list-style-type: none"> – Committee concurred no edits were needed and it accurately reflected Ms. Nabors’ performance. – Committee discussed merit award and Ms. Burke shared historical data. ○ Committee discussed President & CEO’s incentive award and Ms. Burke shared historical data. 	<p>policies and procedures. Ms. Olson seconded; motion passed unanimously.</p> <p>Mr. Hayward made a motion to award Ms. Nabors a 5% merit increase. Ms. Olson seconded; motion passed unanimously.</p> <p>Mr. Sweat made a motion to award Ms. Nabors a 10% incentive award. Mr. Sprinkle seconded; motion passed unanimously.</p>
6	<p>Other Business None offered.</p>	
7	<p>Adjournment Meeting adjourned at 2:58 pm.</p>	

Respectfully submitted,
Kaz Kasal, Executive Coordinator