

# 7/29/21 EXECUTIVE COMMITTEE VIRTUAL MEETING AGENDA

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information / Discussion / Action Items

Other Business

Adjournment

Agenda Item	Topic	Presenter	Action Item
1.	Welcome	Jody Wood	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment		
4.	Approval of Minutes A. <a href="#">6/17/21 Executive Committee Meeting</a>	Jody Wood	X
5.	Information / Discussion / Action Items A. Chair's Report <a href="#">1) Proposed Committee Structure</a> B. President's Report C. Committee Reports ( <i>deferred to 9/23/21 Executive Committee meeting</i> )	Jody Wood Pam Nabors	
6.	Other Business	Jody Wood	
7.	Adjournment	Jody Wood	



**Draft  
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>  <b><u>Audit</u></b> Mr. Walter, Audit Committee Chair stated no new updates.  <b><u>Career Services</u></b> 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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<ul style="list-style-type: none"><li>• <u>CSCF Vehicles</u> Finance Committee deferred CSCF Vehicles action memo to Executive Committee</li></ul> <p>Staff provided current status of CSCF vehicles and the potential to trade (attachment).</p> <p><u>Governance</u> Ms. Nabors, on behalf for Mr. Sweat, Governance Committee Chair, reported on the following:</p> <ul style="list-style-type: none"><li>• Met on 5/17/21.</li><li>• Reviewed Bylaws and approved proposed amendments to be forwarded to Board for approval.</li><li>• Reviewed proposed Board Roster and status of seat renewals and replacements.</li><li>• Approved forwarding proposed Slate of Officers to Board for final approval.</li><li>• Reviewed Board Engagement through 3<sup>rd</sup> quarter (7/1/20 thru 3/31/21).</li></ul> <p><u>Revenue Diversity Ad Hoc</u> Mr. Jackson, Revenue Diversity Ad Hoc Committee Chair, reported on the following.</p> <ul style="list-style-type: none"><li>• Met on 6/2/21.</li><li>• Reviewed Year-to-date progress.</li><li>• Reviewed strategies and goals for Year 3.</li><li>• Mr. Sweat provided status on Career Passport initiative and shared a demo video that provided an overview of the Career Passport app.</li></ul> <p><b><u>6/24/21 Board Meeting Agenda</u></b></p> <ul style="list-style-type: none"><li>• Reviewed agenda for 6/24/21 Board Meeting.</li></ul> <p><b><u>President and CEO Performance Review</u></b></p> <ul style="list-style-type: none"><li>• Reviewed President &amp; CEO's 2021-2022 Goals (attachment).</li><li>• Reviewed and discussed CEO Annual Performance for FY 2020-2021 (attachment). The Committee evaluated and concurred on overall score of 5 for Ms. Nabors' outstanding performance during FY 20-21. Based on this overall performance score of 5, the Committee concurred for Ms. Nabors to receive a merit increase of 5% and incentive payment of 10%, which is in line with CSCF policies and guidelines.</li></ul>	<p><b>Mr. Ushkowitz made a motion to approve staff to move forward with consolidating its remaining two vehicles by trading in and purchasing a new one, as presented, and forward to Board for final approval. Ms. Olson seconded; motion passed unanimously.</b></p> <p><b>Mr. Walton made a motion to approve Ms. Nabors' overall performance score of 5 for FY 2020-2021 and approve Ms. Nabors receive a merit increase of 5% and incentive payment of 10%. 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