



**Draft
Executive Committee Meeting**

Thursday, June 30, 2020, 9:00 a.m.

MINUTES

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

MEMBERS ABSENT: Jeff Hayward

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

GUEST PRESENT: Heather Ramos/GrayRobinson; Ashley Schachter/Baker Hostetler

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Wylie, CSCF Chair, called the meeting to order at 11:04 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 – 6/18/20 Executive Committee Meetings</u> <ul style="list-style-type: none"> • Reviewed minutes (attachment). 	Mr. Walter made a motion to approve the draft minutes from the 6/18/20 Executive Committee meeting. Ms. Olson seconded; motion passed unanimously.
5	Information <u>Chair’s Report</u> <ul style="list-style-type: none"> • Reviewed committee structure updates with committee chairs and memberships per committee. <u>President’s Report</u> <u>FY 20-21 Budget Adjustment – Orange County \$7M Grant</u> <ul style="list-style-type: none"> – Reviewed action item (attachment) on budget adjustment of an additional \$7M grant from Orange County in CARES Act monies. CSCF will utilize this funding to provide a range of career development services to 4,000 Orange County residents impacted by COVID-19. – Ms. Ramos, GrayRobinson (CSCF’s attorney), commented that Mr. Ushkowitz, Orange County Government and Ms. Plinske, Valencia College, have the option to abstain but it is not required, since CSCF is receiving a grant from Orange County and not contracting out from either party. 	Mr. Walter made a motion to forward for Board’s approval of budget adjustment to include \$7M grant CSCF received from Orange County, FL Government in CARES Act monies. Mr. Walton seconded; motion passed unanimously.

	<ul style="list-style-type: none"> • Staff will be working with the other counties in CSCF’s five-county region to explore additional opportunities to support its respective residents. • As per DEO requirements, FY 20-21 Calendar of Board meetings will be on 8/20/20 Board Meeting’s consent agenda. • Ms. Ashley Schachter, BakerHostetler (CSCF’s attorney) provided a legal update. <p><u>Committee Reports:</u></p> <ul style="list-style-type: none"> • Mr. Wylie stated committee reports will be deferred to the following meeting on 9/17/20. <p><u>8/20/20 Board Meeting Agenda</u></p> <ul style="list-style-type: none"> • Reviewed draft 8/20/20 Board Meeting Agenda. <p><u>CEO’s Annual Review</u></p> <ul style="list-style-type: none"> • Reviewed CEO’s annual performance / competencies for FY 19-20 (attachment). • Ms. Burke relayed that CSCF partnered with Compensation Resources to conduct a competitive market study of all CSCF jobs, including the CEO’s job. Compared to like organizations, their analysis showed Ms. Nabors’ total compensation is within salary range. • Committee provided following input: <ul style="list-style-type: none"> – Concurred with overall score of 5.0. – Committee asked staff to provide further information to help further evaluate and inform their recommendation. <p>The Committee will meet in a couple of weeks to review requested feedback and finalize their recommendation.</p>	<p><i>Ms. Burke to obtain feedback for further information requested by committee.</i></p>
6	<p>Other Business None offered.</p>	
7	<p>Adjournment Meeting adjourned at 12:37 pm.</p>	

Respectfully submitted,

Kaz Kasal
Executive Coordinator