

EXECUTIVE COMMITTEE VIRTUAL MEETING

Thursday, September 17, 2020

MEETING DETAILS

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information / Discussion / Action Items

Other Business

Adjournment

What: Executive Committee Virtual Meeting

When: Thursday, September 17, 2020
9:00 a.m. – 10:30 a.m.

Where: Virtual: Zoom Meeting:

Link: <https://careersourcecf.zoom.us/j/91379723626?pwd=UWRiSEozd3BhUk9tRjA0THZmdlhWQT09>

Dial In: **1 (929) 205-6099 / Meeting ID: 913 7972 3626**

Passcode: 766767

9/17/20 EXECUTIVE COMMITTEE VIRTUAL MEETING AGENDA

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Agenda Item

Topic

Presenter

Action Item

- | | | | |
|----|---|----------------------|---|
| 1. | Welcome | Mark Wylie | |
| 2. | Roll Call / Establishment of Quorum | Kaz Kasal | |
| 3. | Public Comment | | |
| 4. | Approval of Minutes | Mark Wylie | |
| | A. <u>8/13/20 Executive Committee Meeting</u> | | X |
| 5. | Information / Discussion / Action Items | | |
| | A. Chair's Report | Mark Wylie | |
| | 1) <u>Executive Committee Charter – Annual Review</u> | | |
| | B. President's Report | Pam Nabors | |
| | C. Committee Reports | | |
| | 1) Audit (<i>meeting on 10/13/20</i>) | Larry Walter | |
| | 2) Career Services (<i>met on 9/10/20</i>) | Dr. Kathleen Plinske | |
| | 3) Community Engagement (<i>met on 8/31/20</i>) | Jody Wood | |
| | 4) Facilities Ad Hoc (<i>no updates</i>) | Matt Walton | |
| | 5) Finance (<i>meeting on 10/13/20</i>) | Eric Ushkowitz | |
| | 6) Governance (<i>meeting on 10/7/20</i>) | Richard Sweat | |
| | 7) Revenue Diversity Ad Hoc (<i>met on 8/12/20</i>) | Eric Jackson | |
| | D. <u>9/24/20 Board Meeting Agenda</u> | Mark Wylie | |
| 6. | Other Business | | |
| 7. | Adjournment | | |

UPCOMING MEETINGS

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Executive Committee Meeting	12/10/20	9:00 a.m. – 10:30 a.m.
Consortium-Board Virtual Meeting	12/17/20	9:00 a.m. - 11:00 a.m.

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WELCOME

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ROLL CALL / ESTABLISHMENT OF QUORUM

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► **Public Comment**

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PUBLIC COMMENT

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APPROVAL OF MINUTES



**Draft
Executive Committee Meeting**

Thursday, August 13, 2020, 3:00 p.m.

MINUTES

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

MEMBERS ABSENT: Richard Sweat

STAFF PRESENT: Dyana Burke and Kaz Kasal

GUEST PRESENT: Thomas Wilkes / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Wylie, CSCF Chair, called the meeting to order at 3:01 p.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 – 7/30/20 Executive Committee Meetings</u> <ul style="list-style-type: none"> Reviewed minutes (attachment) and noted “June” should be changed to “July” in the title section of the minutes. 	Mr. Walter made a motion to approve the draft minutes, with noted change, from the 7/30/20 Executive Committee meeting. Mr. Hayward seconded; motion passed unanimously.
5	Information/Discussion /Action Items <u>CEO’s Annual Review</u> <ul style="list-style-type: none"> Reviewed requested data (attachment) on CEO compensation increases with Florida workforce boards similar in size to CSCF. Based on this information, the competitive market assessment conducted by Compensation Resources, and Ms. Nabors FY 19-20 overall performance score of 5, the Committee concurred Ms. Nabors would be in line for a merit increase. Reviewed Ms. Nabors’ 2020-21 performance goals (attachment) 	Mr. Walton made a motion to award Ms. Nabors a 4% merit increase based on CSCF merit increase scale being applied to all employees. Mr. Ushkowitz seconded; motion passed unanimously. Dr. Plinske made a motion to postpone an incentive award to be discussed again in January 2021. Ms. Wood seconded; motion passed unanimously.
6	Other Business None offered.	
7	Adjournment Meeting adjourned at 3:24 pm.	

Respectfully submitted,

Kaz Kasal
Executive Coordinator

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INFORMATION / DISCUSSION / ACTION ITEMS



Executive Committee Charter

Purpose:

The Executive Committee reports to the Board of Directors, and is authorized to exercise full authority of the Board of Directors:

1. In the management of the Board's business between meetings of the Board of Directors, except where full board has authority as required by state or federal statute.

Responsibilities:

- Provide support and oversight to the President in overall governance of CareerSource Central Florida.
- Evaluate executive performance and recommend compensation.
- Review and present to the full Board for approval procurements for contracts equal to or in excess of \$150,000.
- Review and approve the full Board meeting agendas.

Skills/Expertise:

- Member of the Board.
- Interest in Board leadership.
- Previous service leading a CareerSource Central Florida committee desired.
- Willingness to engage monthly with CareerSource Central Florida activities.

Structure:

- The Executive Committee will have a minimum of five members, consisting of the officers and the chairs of the standing committees, and additional members to ensure that there is representation across the five counties.
- Agenda and minutes are kept and published on the CareerSource Central Florida website and supplied to committee in written form via email one week prior to meetings.
- The Chair of the Board appoints other members of the Committee who are not committee chairs or officers.
- The Chair of the Board of Directors serves as the Chair of the Executive Committee and may choose to appoint another member of the Executive Committee to serve in such capacity.

9/24/20 CSCF BOARD VIRTUAL MEETING AGENDA- DRAFT

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Agenda Item	Topic	Presenter	Action Item
1.	Welcome	Mark Wylie	
2.	CSCF Spotlight Story		
3.	Roll Call / Establishment of Quorum	Kaz Kasal	
4.	Public Comment		
5.	Consent Agenda	Mark Wylie	X
	A. 8/20/20 Board Meeting Draft Minutes		
	B. Possible Charter Updates		
6.	Information / Discussion / Action Items		
	A. Chair's Report	Mark Wylie	
	B. President's Report	Pam Nabors	
	1) Finance Report	Eric Ushkowitz	
	C. Committee Reports		
	1) Executive Committee <i>(met on 9/17/20)</i>	Mark Wylie	
	2) Audit <i>(meeting on 10/13/20)</i>	Larry Walter	
	3) Career Services <i>(met on 9/10/20)</i>	Dr. Kathleen Plinske	
	4) Community Engagement <i>(met on 8/31/20)</i>	Jody Wood	
	5) Facilities Ad Hoc	Matt Walton	
	6) Finance <i>(meeting on 10/13/20)</i>	Eric Ushkowitz	
	7) Governance <i>(meeting on 10/7/20)</i>	Richard Sweat	
	8) Revenue Diversity Ad Hoc <i>(met on 8/12/20)</i>	Eric Jackson	

9/24/20 CSCF BOARD VIRTUAL MEETING AGENDA (CONTINUED) **DRAFT**

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Agenda Item	Topic	Presenter	Action Item
7.	Insight Representative Rene “Coach P” Plasencia Presentation	Representative Rene “Coach P” Plasencia Florida House of Representatives	
8.	Other Business		
9.	Adjournment	Mark Wylie	

Upcoming Meetings:

Consortium & Board Virtual Meeting 12/17/20 9:00 a.m. - 11:00 A.m.

Committee Meetings:

- Governance Committee	10/7/20	3:00 p.m. - 4:30 p.m.
- Audit & Finance Committees	10/13/20	2:30 p.m. – 4:00 p.m.
- Revenue Diversity	11/4/20	3:00 p.m. – 4:30 p.m.
- Career Services Committee	11/19/20	3:00 p.m. – 4:30 p.m.
- Executive Committee	12/10/20	9:00 a.m. - 10:30 a.m.

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OTHER BUSINESS

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▶ **Adjournment**

ADJOURNMENT

THANK YOU!

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