



Executive Committee Meeting

Wednesday, September 18, 2019, 2:00 p.m.

MINUTES

- MEMBERS PRESENT:** Mark Wylie, Paul Bough, Jeff Hayward, Sheri Olson, Kathleen Plinske, Eric Ushkowitz, Larry Walter and Jody Wood
- MEMBERS ABSENT:** Eric Jackson and Richard Sweat
- STAFF PRESENT:** Pam Nabors, Mimi Coenen 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 2:03 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 – 7/16/19 Executive Committee Meetings</u> <ul style="list-style-type: none"> Reviewed minutes (attachment) and Committee concurred to include who made the motion and seconded the action to approve CEO compensation (based on PY 18-19 performance). <u>Executive Committee Charter</u> <ul style="list-style-type: none"> Reviewed Charter (attachment) which has been reformatted for consistency. Committee concurred to revise 2nd bullet under “Responsibilities” section to read: “Review and present to the full Board for approval procurements for contracts equal to or in excess of \$150,000.” <u>Revenue Diversity Strategy (GrayRobinson)</u> <ul style="list-style-type: none"> Reviewed action item (attachment) on staff’s recommendation, endorsed by the Revenue Diversity Ad Hoc Committee, to engage GrayRobinson to provide governmental consulting and business development services in support of the revenue diversity strategy. 	<p>Mr. Hayward made a motion to approve the draft minutes, to include edits as discussed, from the 7/16/19 Executive Committee Meeting. Mr. Bough seconded; motion passed unanimously.</p> <p>Mr. Bough made a motion to approve the revised Charter as presented and to include edits as discussed. Mr. Hayward seconded; motion passed unanimously.</p> <p>Mr. Walter made a motion to approve staff to engage GrayRobinson in a one-year contract to provide governmental consulting and business development services at a cost not to exceed \$27,000, utilizing non-federal appropriated funds. Mr. Hayward seconded; motion passed unanimously.</p>

	<p><u>Approval of Vendor Selection to Fulfill Duke Energy Grant</u></p> <ul style="list-style-type: none"> Reviewed action item (attachment) on staff's recommendation to approve vendor, Valencia College, to deliver preparation course for individuals seeking a career as a utility lineman, to help them pass the industry required Construction and Skills Trade (CAST) exam. 	<p>Mr. Walter made a motion to approve Valencia College to deliver Construction and Skills Trade (CAST) preparation training, funded by Duke Energy grant award. Mr. Hayward seconded, with Dr. Plinske abstaining; motion passed unanimously.</p>
5	<p>Information <u>Chair's Report</u></p> <ul style="list-style-type: none"> Attended the Florida Workforce Chairs Alliance meeting on 9/12/19 and provided information on several CSCF best practices, including board engagement. Board Orientation Session occurred on 8/29/19. Bryan Kalos, new Board Member, hosted the session. <p><u>President's Report</u></p> <ul style="list-style-type: none"> CSCF scorecard on track in the 1st quarter. Reviewed a potential legal matter with regard to a former employee. 	
6	<p>Committee Reports <u>Revenue Diversity Ad Hoc</u></p> <ul style="list-style-type: none"> On behalf of Mr. Jackson, Committee Chair, Ms. Nabors reported Committee met on 8/13/19 and reviewed Ticket To Work performance and strategies, and Summer Youth program results. Also discussed revenue diversity strategies and goals for PY 2019-2020. <p><u>Career Services</u></p> <ul style="list-style-type: none"> Dr. Plinske, Career Services Committee Chair, reported the Committee met on 8/22/19. Committee reviewed Charter and scorecard results for PY 18-19, 2019 Summer Youth program, and enhancements for Summer Youth 2020. Committee voted to forward to Board approval of additional training programs for inclusion on Eligible Training Provider List. <p><u>Community Engagement</u></p> <ul style="list-style-type: none"> Ms. Jody Wood, Community Engagement Chair, reported the Committee met on 8/26/19 and reviewed the Charter, PY 18-19 accomplishments, and strategic roadmap of projects, goals and timelines for PY 19-20. 	



	<p><u>Audit</u></p> <ul style="list-style-type: none"> Mr. Walter, Audit Committee Chair, reported the Committee met on 9/17/19. The Committee reviewed the Charter and audit planning for FY 18-19 which will be performed by auditors Grau & Associates. The Committee also reviewed the DEO Monitoring Report for FY 18-19 which resulted in CSCF receiving a clean audit with no findings. <p><u>Finance Committees</u></p> <ul style="list-style-type: none"> Mr. Ushkowitz, Finance Committee Chair, stated the Finance Committee is scheduled to meet on 10/8/19. <p><u>Governance</u></p> <ul style="list-style-type: none"> Mr. Wylie, Governance Committee Chair, reported the Committee met on 8/14/19 and reviewed its Charter, which set forth the template to revamp for all committee charters to clarify purpose and include metrics. The Committee also reviewed current board composition and discussed re-analyzing risks across the organization and reformatting the risk matrix. 	
7	<p>Other Business None offered.</p>	
8	<p>Adjournment Meeting adjourned at 2:56 p.m.</p>	

Respectfully submitted,

Kaz Kasal
Executive Coordinator