



Executive Committee Meeting

Thursday, September 23, 2021, 9:00 a.m.

MINUTES

MEMBERS PRESENT: Jody Wood, Andrew Albu, Jeff Hayward, Eric Jackson, David Sprinkle, Richard Sweat, Eric Ushkowitz, and Matt Walton

MEMBERS ABSENT: Sheri Olson

STAFF PRESENT: Pam Nabors, Mimi Coenen, Leo Alvarez, Steven Nguyen, Paul Worrell, Sean Masherella and Kaz Kasal

GUEST PRESENT: Heather Ramos / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	<p>Welcome Ms. Wood, CSCF Chair, called the meeting to order at 9:03 a.m.</p>	
2	<p>Roll Call / Establishment of Quorum Ms. Kasal, Executive Coordinator, reported a quorum present.</p>	
3	<p>Public Comment None offered.</p>	
4	<p><u>Approval of Minutes – 9/13/21 Executive Committee Meeting</u></p> <ul style="list-style-type: none"> Reviewed minutes (attachment). 	<p>Mr. Walton made a motion to approve the draft minutes from the 9/13/21 Executive Committee meeting. Mr. Albu seconded; motion passed unanimously.</p>
5	<p>Information/Discussion / Action Items</p> <p><u>Chair’s Report</u> Ms. Wood relayed highlights from her attendance to the Florida Workforce Chairs’ Alliance last week, which was part of the annual Workforce Professional Development Summit.</p> <p><u>President’s Report</u> Ms. Nabors, CEO, provided an overview of last week’s annual Workforce Professional Development Summit and her attendance to Florida Workforce Development Association meeting. Ms. Nabors also provided updates on CSCF activities and staffing. Currently monitoring influx of RA (Reemployment Assistance) customers in the career centers and challenges with ID.me – may need to attain DEO temp staff to support these claimants’ issues.</p> <p><u>Action Item</u> <u>Telecom Services Land/Internet Procurement:</u> Mr. Alvarez, CFO, provided an overview of the procurement process and timeline on an RFP (Request For Proposals) for telecom services/wide area network (attachment). The Review Team, consisting of internal staff and Board Member Matt Walton, evaluated and scored the seven proposals received – as well as interviewed highest proposers. The Review Team recommends staff further explore the Summit and Lumen offerings.</p>	<p>Mr. Jackson made a motion to allow staff to continue negotiations with top two vendors (Summit and Lumen) to identify best system fit and contractual terms, with cost not to exceed the budget of \$102,000 annually and \$306,000 over 3 years. The motion will</p>

Committee Reports

Audit

Ms. Olson, Audit Committee Chair stated no new updates. Next meeting scheduled jointly with Finance Committee for 10/5/21.

Career Services

Mr. Albu, Career Services Committee Chair, reported on the following:

- Met on 8/26/21
- Reviewed:
 - Charter and concurred good as is.
 - Processes, metrics and strategies by division: Business Services, Career Services and Youth Services.
 - Scorecard for July 2021.
 - Summer Youth 2021 – overview and outcomes.
 - Legislative updates.
- **Updated Policies – Request to move to Board:**
Reviewed and approved to forward to Executive and Board the following updated policies (attachment):
 - Priority of Service for Veterans and Eligible Spouses
 - Staffing requirements – Jobs for Veterans State Grant
 - Common Exit Policy

Community Engagement

Mr. Sprinkle, Community Engagement Committee Chair, reported on the following:

- Met on 9/16/21.
- Reviewed current Charter and requested staff to streamline and simplify language in Charter, concisely specifying purpose and role of this Committee.
- Dr. Piccolo, with UCF (University of Central Florida), attended and reviewed recommendations on community engagement survey, which UCF will develop for CSCF to result in actionable items.

Facilities Ad Hoc Committee

Mr. Walton, Facilities Committee Chair, reported on the following:

- Met on 9/2/21.
- Reviewed updates on following Career Centers:
 - Seminole County: remodeling update
 - Southeast Orange County: lease renewal and refresh update
 - Admin Office: space adjustments.
 -

Finance Committee

move to the Board for final approval. Mr. Walton seconded; motion passed unanimously.

Mr. Albu made a motion to move to Board for final approval the policies, as presented. Mr. Hayward seconded; motion passed unanimously.

	<p>Mr. Ushkowitz, Finance Committee Chair stated no new updates. Next meeting scheduled jointly with Audit Committee for 10/5/21.</p> <p><u>Governance</u> Mr. Sweat, Governance Committee Chair, reported on the following:</p> <ul style="list-style-type: none"> • Met on 8/11/21. • Reviewed: <ul style="list-style-type: none"> – Charter and included a metric for Organizational/Enterprise Risk. The edited Charter (redlined) will be included under consent agenda for Board’s approval in the 9/30/21 Board meeting packet. – Current Board demographics and upcoming vacancies. – Board Engagement results for FY 2020-2021. Committee concurred to keep metrics as is for FY 2021-2022, but recommended adding two more activities under “Participation” category: “attending individual meetings with CSCF Staff” and “attending workforce development related meetings/events.” <p><u>Revenue Diversity</u> Mr. Jackson, Revenue Diversity Ad Hoc Committee Chair, reported on the following.</p> <ul style="list-style-type: none"> • Met on 8/15/21. • Reviewed FY 2020-2021 results and goals for FY 2021-2021. • Discussed possible organizational structures for the new venture. • Revenue Diversity is now a standing committee – in process of developing a charter. <p><u>9/30/21 Board Meeting Agenda</u></p> <ul style="list-style-type: none"> • Reviewed agenda for 9/30/21 Board Meeting. The Board Orientation session immediately follows the meeting. <p>Committee concurred recommending staff to send a reminder to full Board that attending Orientation session is a great refresher and it counts towards engagement activities.</p>	
6	<p>Other Business CSCF All-Staff is occurring on 9/30/21.</p>	
7	<p>Adjournment Meeting adjourned at 9:55 am.</p>	

Respectfully submitted,
Kaz Kasal, Executive Coordinator