

## Executive Committee Meeting

Tuesday, February 13, 2018  
9:00 a.m.

### MINUTES

**MEMBERS PRESENT:** Debbie Clements, Greg Beliveau, Eric Jackson, Leland Madsen, Kathleen Plinske, Jody Sweet, and Mark Wylie

**MEMBERS ABSENT:** Richard Sweat and Eric Ushkowitz

**STAFF PRESENT:** Pam Nabors, Ann Beecham and Kaz Kasal

**GUESTS PRESENT:** Tom Wilkes / GrayRobinson, Jeff Goodz /

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Ms. Clements, Board Chair, called the meeting to order at 9:03 a.m. and welcomed those in attendance.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal, Executive Coordinator, reported that there was a quorum present.	
3	<b>Public Comment</b> None offered.	
4	<b>Approval of Minutes</b> The Committee reviewed the minutes from the 12/5/17 Executive Committee meeting.	A motion was made by Dr. Plinske and seconded by Mr. Jackson to approve the minutes from the 12/5/17 meeting. Motion passed unanimously.
5	<b>Information/Discussion/Action Item</b> <u>President's Update</u> Ms. Nabors, President/CEO of CSCF, introduced Mr. Jeff Goodz, CSCF's attorney for a claim of alleged discrimination brought against CSCF by a former employee. Ms. Nabors stated she discussed the case with Ms. Clements and provided the Committee an overview of the litigation and proposed settlement offer. Ms. Nabors stated the settlement amount would be covered through CSCF's D&O insurance. The Committee further discussed the case and voted on the settlement option proposal.  Ms. Nabors relayed she will be attending CareerSource Florida meetings in Tallahassee on February 13 and 14, 2018. A portion of the meetings will address the CareerSource Pinellas and CareerSource Tampa Bay allegations. Ms. Nabors stated legislature is in session; legislators are considering salary caps to workforce board staff based on the CareerSource Pinellas and CareerSource Tampa Bay allegations. The Florida Workforce Development Association (FWDA) is preparing alternate language to inform the legislature that the workforce boards are already subject to the Federal Executive Level II cap per WIOA guidance.  <u>Committee Reports</u> Audit Committee:	A motion was made by Mr. Madsen and seconded by Mr. Beliveau to approve settlement at a cap of \$35,000 plus mediator fees. Motion passed unanimously.

Ms. Nabors stated that there were no updates.

**Community Engagement Committee:**

Ms. Sweet, Committee Chair, stated the Community Engagement Committee met on 1/22/18. At the meeting, Ms. Nabors shared the vision for the new role of V.P. of Strategic Communications. The Committee also reviewed CSCF's Hurricanes Irma and Maria outreach activities, as well as overall outreach performance metrics from 1<sup>st</sup> and 2<sup>nd</sup> quarters of FY 17-18.

**Finance Committee:**

Ms. Nabors stated that the Finance Committee is scheduled to meet on 2/15/18. The Committee will review FY 17-18 financials through 1<sup>st</sup> two quarters and status of potential space at Lake Sumter State College for CSCF's Lake county office (current lease expires 7/31/18).

**Governance Committee:**

Ms. Nabors stated that stated the Governance Committee met on 1/9/18. The Committee reviewed and discussed proposed modifications to the Bylaws. The Committee also reviewed results from the December 2017 CSCF Board Self-Evaluation survey. Overall, the majority of the Board are very satisfied or satisfied with all areas mentioned on the survey. The Committee is addressing "dissatisfied" and "very dissatisfied" feedback areas, which include ways to increase Board engagement. The Committee reviewed nominations of the candidates replacing Dr. Sarnovsky, Mr. Michaels and Ms. Cornell. The Committee voted to forward to the Board the recommendation to appoint Mr. Ushkowitz to Treasurer (vacated by Dr. Sarnovsky) for the remainder of this fiscal year.

**Career Service Committee:**

Dr. Plinske stated the Career Services Committee met on 1/25/18. The Committee reviewed the performance metrics through 12/31/17. To date, CSCF is under-expended in training, but adjustments are being made to meet projected year-end goals. The Committee also reviewed data by targeted industry related to training completers, specific jobs/average wages attained within each industry, and strategies to increase the median wage. Also, the Committee discussed how to better engage industries and attain their feedback on who they would hire with what training and credentials.

The Committee reviewed the Youth Navigator RFQ results. This RFQ was issued for additional Youth Navigators in order to further expand outreach to targeted youth populations, as long as total costs did not exceed \$350,000 annually. Based on the results, the Career Services Committee concurred to recommend the top three scoring organizations.

**A motion was made by Dr. Plinske to forward to the Executive Committee the recommendation to approve and allow contract negotiations to begin with Center for Independent Living, Impower and Central Florida Urban League. Mr. Beliveau seconded, motion passed unanimously.**

	<p><u>Revenue Diversity Ad Hoc:</u> Mr. Jackson, Committee Chair, stated the Revenue Diversity Ad Hoc Committee met on 1/17/18 and reviewed updates and recommendations of revenue opportunities. The Committee concurred on two revenue options which they are planning to present at the next Board meeting.</p> <p><u>Board Meeting Agenda &amp; Retreat Agenda</u> Ms. Nabors reviewed the 2/22/18 Consortium-Board joint agenda and the Board Retreat agenda (attachment). Ms. Nabors extended her thanks to Ms. Plinske for hosting the Meeting and Retreat at Valencia College's Osceola campus.</p>	
	<p><b>Other Business</b> None offered.</p>	
8	<p><b>Adjournment</b> There being no other business, the meeting was adjourned at 9:57 a.m.</p>	

Respectfully submitted,

Kaz Kasal  
Executive Coordinator