

**Executive Committee Meeting**

**Wednesday, September 6, 2017  
9:00 a.m.**

**MINUTES**

**MEMBERS PRESENT:** Eric Jackson, Leland Madsen, Richard Sweat, Eric Ushkowitz and Mark Wylie

**MEMBERS ABSENT:** Greg Beliveau, Debbie Clements, Kathleen Plinske, Joseph Sarnovsky and Jody Sweet

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

Agenda Item	Topic	Action Item / Follow Up Item
1	<p><b>Welcome</b> Mr. Wylie, Board Vice Chair, acting on behalf of the Committee Chair, called the meeting to order at 9:06 p.m. and welcomed those in attendance. Mr. Wylie noted attendance is light due to the imminent arrival of Hurricane Irma.</p>	
2	<p><b>Roll Call / Establishment of Quorum</b> Ms. Kasal, Executive Coordinator, reported that there was a quorum present.</p>	
3	<p><b>Public Comment</b> None offered.</p>	
4	<p><b>Approval of Minutes</b> The Committee reviewed the minutes from the 6/21/17 and 7/17/17 Executive Committee meetings.</p>	<p><b>A motion was made by Mr. Jackson and seconded by Mr. Madsen to approve the minutes from the 6/21/17 and 7/17/17 Executive Committee meetings. Motion passed unanimously.</b></p>
5	<p><b>Information/Discussion/Action Item</b></p> <p><u>Executive Committee Charter</u> Ms. Nabors, President/CEO of CSCF, referred to the Executive Committee Charter (attachment) and stated that each committee reviews their respective charters on an annual basis, at the beginning of each fiscal year. The Committee concurred that there are no needed changes to the Charter at this time.</p> <p><u>President's 2017-2018 Proposed Goals</u> Ms. Nabors referred to her 2017-2018 proposed goals (attachment). Ms. Nabors stated she reviewed and discussed these goals with Ms. Clements, Board Chair. Each goal is measurable, to meet or exceed expectations. After review and discussion, the Committee concurred that Goal #4 be updated to include meeting or exceeding the targets for positive youth outcome measures.</p> <p><u>Board Legislative Messaging</u> Ms. Nabors referred to the "Legislative Strategy" document (attachment) which provides a snapshot of CSCF's performance data from FY 16-17 and vignettes of high profile</p>	<p><b>A motion was made by Mr. Jackson and seconded by Mr. Sweat to approve the President's Goals with the inclusion of update to Goal #4, as discussed. Motion passed unanimously.</b></p> <p><i>Ms. Nabors to provide legislative messaging information as part of her President's Report at the Board</i></p>

<p>projects. This information serves as key talking points when outreaching to legislators to advocate CSCF's positive workforce development impact on the Central Florida Community and its economy. The Committee asked Ms. Nabors to provide this as part of her President's Report at the Board Meeting.</p> <p><u>Committee Reports</u></p> <p><b>Audit Committee:</b> Mr. Alvarez, Chief Financial Officer of CSCF, stated that the audit firm Grau &amp; Associates began their preliminary work last month and will conduct field work starting Monday, 9/11/17. The Audit Committee will meet jointly with the Finance Committee on 9/8/17.</p> <p><b>Community Engagement Committee:</b> Ms. Nabors stated the Community Engagement Committee will meet on 9/26/17.</p> <p><b>Finance Committee:</b> Mr. Alvarez stated, as previously mentioned, the Finance Committee will meet jointly with the Audit Committee on 9/8/17.</p> <p><b>Governance Committee:</b> Ms. Nabors stated the Governance Committee met on 8/16/17 and reviewed the Committee's charter, Board Member characteristics, the Board's evaluation process and received an Enterprise Risk update. The Committee also discussed the format of having two Board Retreats this fiscal year in the fall and spring. The Committee concurred to review the Bylaws at their next meeting, as it has been a few years since the last review.</p> <p><b>Revenue Diversity Ad Hoc:</b> Mr. Jackson, Revenue Diversity Committee Chair, stated the Committee met on 8/24/17 and discussed funding source areas to consider and opportunities with each. Mr. Jackson stated that attaining alternate funding options will make CSCF more viable in the long term and help with continuity and the fluctuations of state funds. Ms. Nabors added it will be important to focus on what CSCF does best and narrow down to 1 or 2 key areas where CSCF can make great impact.</p> <p><u>Board Meeting Agenda &amp; Schedule 17-18</u> Ms. Nabors referred to the Board Agenda (attachment) and noted that Mr. Tim Giuliani, President of Orlando Economic Partnership (OEP), will speak on OEP's merger status and its vision going forward. Also, Mr. James Finch, with Department of Economic Opportunity, will provide a presentation on CSCF's performance and what has changed with Workforce Innovation and Opportunity Act (WIOA). The Committee also reviewed the 17-18 Schedule of Board and Committee</p>	<p><i>Meeting.</i></p>
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	meetings (attachment).	
	<b>Other Business</b> None offered.	
8	<b>Adjournment</b> There being no other business, the meeting was adjourned at 9:41 a.m.	

Respectfully submitted,

Kaz Kasal  
Executive Coordinator