

**Executive Committee Meeting**  
707 Mendham Blvd., Suite 250, Orlando, FL 32825

**February 4, 2015**  
**2:00 p.m.**

**MINUTES**

**MEMBERS PRESENT:** Wendy Brandon, Greg Beliveau, Debbie Clements, Leland Madsen, William Merck and Eric Ushkowitz

**MEMBERS ABSENT:** Robert Brown, Eric Jackson and Sanford Shugart

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

**GUESTS PRESENT:** Dalton Hall/Taylor, Lombardi, Hall, Wydra

**1. WELCOME**

Ms. Brandon called the meeting to order at 2:04 p.m. and welcomed those in attendance.

A. Roll Call/Establishment of Quorum

Ms. Kasal commenced with roll call and reported that there was a quorum present.

B. Public Comment

None offered.

**2. INFORMATION/DISCUSSION ITEMS:**

A. Chair's Remarks

Ms. Brandon asked Mr. Alvarez to provide a review and staff recommendation on the furniture vendor selection.

B. Approval of Furniture Vendor Selection for Admin Office

Mr. Alvarez referred to the memo in the meeting packet with regard to the furniture vendor selection and provided a review of the procurement process and timeline. Mr. Alvarez stated that based on review of the received proposals, staff is recommending Empire Office as the vendor of choice, with Common Sense identified as the back-up vendor should circumstances warrant the need for an alternate vendor. Empire Office offers the greatest opportunity to meet CareerSource Central Florida's critical delivery schedule. Additionally, Empire Office earned high praise for its build-out at the Orlando Public Library Melrose Center.

**Mr. Ushkowitz made a motion to approve selection of Empire Office as the vendor for staff to move forward with negotiations. Mr. Merck seconded; motion passed.**

**3. ADJOURN**

Ms. Brandon thanked those who attended the meeting.

There being no other business, the meeting was adjourned at 9.30 am

Respectfully submitted,

Kaz Kasal  
Administrative Supervisor