



**Draft  
Executive Committee Meeting**

**Thursday, December 10, 2020, 9:00 a.m.**

**MINUTES**

- MEMBERS PRESENT:** Mark Wylie, Jeff Hayward, Sheri Olson, Kathleen Plinske, Richard Sweat, Eric Ushkowitz, Larry Walter, Matt Walton and Jody Wood
- MEMBERS ABSENT:** Paul Bough and Eric Jackson
- STAFF PRESENT:** Pam Nabors, Mimi Coenen, Leo Alvarez, and Kaz Kasal
- GUEST PRESENT:** Thomas Wilkes / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Mr. Wylie, CSCF Chair, called the meeting to order at 9:00 a.m.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	<b>Public Comment</b> A member of the public, Mr. Mohamed Chaoudi, provided his comments.	
4	<b>Action Items</b> <b><u>Approval of Minutes – 9/17/20 Executive Committee Meetings</u></b> <ul style="list-style-type: none"> <li>• Reviewed minutes (attachment).</li> </ul>	<b>Dr. Plinske made a motion to approve the draft minutes from the 9/17/20 Executive Committee meeting. Mr. Hayward seconded; motion passed unanimously.</b>
5	<b>Information/Discussion /Action Items</b> <b><u>Chair’s Report:</u></b>  <b><u>President’s Report</u></b> <ul style="list-style-type: none"> <li>• Reviewed “Help Is Here” activities to date; closure and expended date is 12/30/20.</li> <li>• “Help Is Here” will transition to “Help Is Here Central Florida” - utilizing emergency grant funds from DEO and broaden outreach to all counties in CSCF’s region.</li> <li>• Reviewed Opioid grant updates.</li> </ul> <b><u>Purchase of Equity &amp; Inclusion Training Program – Valencia Peace and Justice Institute</u></b> <ul style="list-style-type: none"> <li>• Reviewed action memo (attached) on staff’s procurement and evaluation summary on quotes received for diversity and inclusion training. Based on evaluation of programs offerings, staff recommend Valencia College.</li> </ul>	<b>Mr. Hayward made a motion to forward for Board’s two-thirds’ approval to allow staff to contract with Valencia College to deliver the customized diversity and inclusion training. Mr. Walton seconded, with Dr. Plinske abstaining; motion passed unanimously.</b>

**Committee Reports**

Audit

Mr. Walter, Audit Committee Chair, reported on the following:

- Met jointly with Finance Committee on 10/13/20.
- Reviewed Charter – concurred no changes needed at this time.
- Reviewed conduct of the audit, objective and plan.
- Audit results will be reviewed at Audit & Finance Committees' meeting on 2/9/21.

Career Services

Dr. Plinske, Career Services Committee Chair, reported on the following:

- Met on 11/19/20.
- Reviewed scorecard performance through 1<sup>st</sup> quarter.
- Reviewed HIH activities to date.
- Discussed how to connect with businesses to understand and best support their current and long term needs.

Community Engagement

Ms. Wood, Community Engagement Committee Chair, reported next meeting is scheduled for 1/12/21.

Facilities Ad Hoc Committee

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

- Met on 10/1/20.
- Reviewed CSCF Seminole County's office current lease terms, market rates and renewal options.
- Concurred renewing lease most viable option and recommended Finance Committee approve staff to continue lease negotiations with landlord.

Finance Committee

Mr. Ushkowitz, Finance Committee Co-Chair, reported on the following:

- Met jointly with Audit Committee on 10/13/20.
- Reviewed financials through 8/31/20.
- Reviewed Charter – concurred no changes needed at this time.
- Approved for staff to continue lease negotiations with landlord for 5-year renewal and forward to Board for final approval.

Governance

Mr. Sweat, Governance Committee Chair reported on the following:

- Met on 10/7/20.
- Reviewed Charter – made one minor adjustment; concurred no other changes needed.

	<ul style="list-style-type: none"> <li>• Reviewed Board’s current composition and discussed the gaps and ways to promote for greater diversion and equity.</li> <li>• Reviewed and concurred with adjustments to description section of the Board Engagement Metrics.</li> </ul> <p><u>Revenue Diversity Ad Hoc</u> Leo Alvarez, on behalf of Mr. Jackson, Revenue Diversity Ad Hoc Committee Chair reported following:</p> <ul style="list-style-type: none"> <li>• Met on 11/12/20.</li> <li>• Reviewed Ticket To Work activities to date.</li> <li>• Exceeding all targets, except business investment; a focus on strategies to further business involvement and strengthen relationships should help generate revenue.</li> <li>• Reviewed “Career Passport” – an initiative Mr. Sweat is spearheading and sponsoring to develop a platform and app where students/job seekers, schools and employers can connect with each other.</li> </ul> <p><u>12/17/20 Board Meeting Agenda</u></p> <ul style="list-style-type: none"> <li>• Reviewed agenda for 12/17/20 Board Meeting</li> </ul>	
6	<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>• None offered.</li> </ul>	
7	<p><b>Adjournment</b> Meeting adjourned at 9:37 am.</p>	

Respectfully submitted,

Kaz Kasal  
Executive Coordinator