



**DRAFT**  
**Board of Directors Meeting**

**Thursday, December 12, 2019, 9:00 a.m.**

**MINUTES**

- MEMBERS PRESENT:** Mark Wylie, Orlando Alancastro, Andrew Albu, Paul Bough, Diane Culpepper, Keira des Anges, Wendy Ford, John Gill, Nicole Guillet, John Gyllin, Jeff Hayward, Eric Jackson, Sheri Olson, Kathleen Plinske, David Sprinkle, Jim Sullivan, Richard Sweat, Jane Trnka, Eric Ushkowitz, Larry Walter, Matt Walton, Sharron Washington and Jody Wood
- MEMBERS ABSENT:** Steve Ball, Wendy Brandon, Glen Casel, Mark Havard, Bryan Orr, Al Trombetta, Daniel Turlington and Christopher Wilson
- STAFF PRESENT:** Pam Nabors, Mimi Coenen, Leo Alvarez, Lisa Burby, Dyana Burke, Bradley Collor, Nilda Blanco, Sean Masherella, Michelle Tincher, Carla Sosa and Kaz Kasal
- GUESTS PRESENT:** Debra Walcott / CSCF Participant; Virginia Patterson / CSCF Career Counselor; Dr. David Brill / Orlando Economic Partnership; Thomas Wilkes / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> <ul style="list-style-type: none"> <li>• Mr. Wylie, Board Chair, called meeting to order at 9:04 am and welcomed attendees.</li> <li>• Announced Mr. Christopher Wilson, Sand Mine Manager with Cemex as new Board Member filling the other Sumter County Business Seat.</li> </ul>	
2	<b>Roll Call / Establishment of Quorum</b> <ul style="list-style-type: none"> <li>• Ms. Kasal reported a quorum present.</li> </ul>	
3	<b>Public Comment</b> <ul style="list-style-type: none"> <li>• None offered.</li> </ul>	
4	<b>Consent Agenda</b> <ul style="list-style-type: none"> <li>• Mr. Wylie asked Board if any item on consent agenda, as listed below, should be moved off for further discussion:               <ul style="list-style-type: none"> <li>• Draft Minutes of 10/3/19 Board Meeting</li> <li>• Committee Actions:                   <ol style="list-style-type: none"> <li>1. FY 2019-20 Budget Adjustment                       <ol style="list-style-type: none"> <li>a) Updated Training Investment Strategy</li> <li>b) National Emergency Grant Additional Funding</li> </ol> </li> <li>2. Computer Equipment RFQ</li> <li>3. Finance Committee Charter</li> </ol> </li> </ul> </li> </ul>	<b>Mr. Walter made a motion to approve all items on the consent agenda. Mr. Jackson seconded; motion passed unanimously.</b>
5	<b>Information</b> <u>CSCF Spotlight Story</u> Ms. Debra Walcott, a CSCF participant, relayed her success story from training and attaining certification as a heavy equipment operator with Valencia College, to gaining	

employment at Jr. Davis Construction Company. Ms. Walcott thanked the CSCF team to include Ms. Patterson, CSCF Career Services Consultant, and Valencia College for their guidance and positive impact in her livelihood.

Chair's Report

- Thanked Ms. Sharron Washington and Ms. Wendy Ford for participating in a board engagement activity. Both job shadowed a Business Accounts Consultant.
- Encouraged the Board to partake in Board engagement activities of which they can sign-up at this meeting or upcoming Board Source Newsletter.

President's Report

Ms. Nabors provided highlights from the President's Report (attachment) and additional comments:

- Apopka Mayor Bryan Nelson won 2019 Youth Employer of the Year Award from the National Association for Workforce Professionals.
- Visited Tallahassee with GrayRobinson on 11/12/19 for "meet and greets" with various legislators, as well as Ken Lawson, Executive Director of Department of Economic Opportunity.
- Visited Sumter County with Mr. Wylie to discuss a customized strategy for Sumter County.

Committee Reports

Executive:

- Mr. Wylie, Executive Committee Chair, stated Committee met on 12/5/19, and forwarding following action item for Board review and approval:

**Approval to increase the allowance for buildout costs relating to the relocation of CSCF's Orange Office**

- Reviewed a comprehensive overview (attachment) on the cost analysis and savings over time per location. Also reviewed other relocation factors such as strategic, security and alignment with other services
- The Committee also discussed forming an ad hoc committee for future lease negotiations and competitive bidding process.

**Mr. Hayward made a motion to approve increasing the facility buildout allowance for the new West Orange County office not to exceed \$750,000. Mr. Walter seconded; motion passed unanimously.**

Revenue Diversity Ad Hoc:

- Mr. Jackson, Committee Chair, reported the Committee met on 11/20/19 and reviewed year-to-date progress, which is on track. Committee also discussed effectively outreaching to businesses. Mr. Jackson appealed to the Board for their assistance outreaching to businesses as well as how they can participate and invest. Ms. Burby added that outreach materials are being developed.

Audit:

- Mr. Walter, Audit Committee Chair, reported the Committee will meet jointly with the Finance Committee on 2/11/20 to review the audit results.

Community Engagement:

- Ms. Jody Wood, Community Engagement Chair, reported the Committee met on 11/18/19 and reviewed current status of PY 19-20 projects, goals and timelines. Committee also reviewed presentation from Integrated Insights previewing quantitative research results of CSCF's niche market. Will share further with Board once customer satisfaction component is completed. Revenue diversity strategies were also discussed.

Finance:

- Mr. Ushkowitz, Finance Committee Chair, reported the Finance Committee met on 10/8/19 and reviewed financials. The Committee also approved following (which Board approved earlier in the meeting under Consent Agenda): 1) Charter updates, 2) FY 19-20 budget revisions and 3) Computer Equipment RFQ recommendation.

Governance:

- Mr. Sweat, Governance Committee Chair, reported the Committee met on 11/20/19 and discussed Board engagement metrics and reviewed proposed modifications of enterprise risk management strategy and a high level presentation will be provided to the Board at an upcoming meeting.



	<p><b>Career Services:</b></p> <ul style="list-style-type: none"> <li>• Dr. Plinske, Career Services Committee Chair, reported the Committee met on 10/31/19. Committee reviewed scorecard results for 1st quarter, PY 19-20 and youth program performance for PY 18-19 and 1st quarter, PY 19-20. Committee also reviewed and approved proposed modification of budget to include Career Pathing allocation, which Board has approved under the Consent Agenda earlier in this meeting.</li> </ul> <p><u>Finance Report</u></p> <ul style="list-style-type: none"> <li>• Mr. Alvarez, Chief Financial Officer, reviewed financials through 10/31/19.</li> </ul>	
6	<p><b>Insight</b></p> <p><u>Broad-Based Prosperity</u></p> <ul style="list-style-type: none"> <li>• Dr. Dale Brill, Senior Vice President, Orlando Economic Opportunity, provided a presentation entitled “Economic Foresight: Destinations and Starting Places” (attachment). Reviewed national population and labor force trends, as well as local trends and “prosperity scorecard.” Dr. Brill emphasized the importance of collective impact to effectively move the needle to increase prosperity in the region.</li> </ul>	
7	<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>• None offered.</li> </ul>	
8	<p><b>Adjournment</b></p> <ul style="list-style-type: none"> <li>• Meeting adjourned at 10:43 am.</li> </ul>	

Respectfully submitted,

Kaz Kasal  
Executive Coordinator