



Consortium & Board of Directors Joint Meeting

Thursday, December 17, 2020, 9:00 a.m.

MINUTES

CONSORTIUM MEMBERS

PRESENT:

Commissioner Leslie Campione, Commissioner Lee Constantine, Mayor Jerry Demings, and Commissioner Gary Search

CONSORTIUM MEMBERS

ABSENT:

Commissioner Peggy Choudhry

BOARD MEMBERS PRESENT:

Mark Wylie, Andrew Albu, Steve Ball, Paul Bough, Glen Casel, Diane Culpepper, Keira des Anges, John Gill, Nicole Guillet, John Gyllin, Mark Havard, Jeff Hayward, Brooke Morris, Sheri Olson, Bryan Orr Kathleen Plinske, David Sprinkle, Jim Sullivan, Richard Sweat, Jane Trnka, Al Trombetta, Eric Ushkowitz, Larry Walter, Matt Walton, Sharron Washington, and Jody Wood

BOARD MEMBERS ABSENT:

Wendy Brandon, Wendy Ford, Eric Jackson, and Christopher Wilson

STAFF PRESENT:

Pam Nabors, Mimi Coenen, Leo Alvarez, Lisa Burby, Dyana Burke, Steven Nguyen, Nilda Blanco, Cliff Marvin, Carla Sosa, Kierstyn Bishop and Kaz Kasal

GUESTS PRESENT:

McKenzie Frazer / CSCF Participant; Chris Carmody, Thomas Wilkes / GrayRobinson

Consortium-Board Meeting		
Agenda Item	Topic	Action Item / Follow Up Item
1	<p>Welcome</p> <ul style="list-style-type: none"> Commissioner Campione, Consortium Chair, called meeting to order at 9:03 am and welcomed attendees. Commissioner Campione recognized Commissioners Arrington, Butler and Constantine for their service on the Consortium. Commissioner Campione welcomed the following successors on the Consortium: Commissioners Peggy Choudhry and Gary Search; and noted Commissioner Andria Herr will be joining the Consortium in 2021, at its next meeting. Ms. Annmarie O'Brien reviewed CSCF's recent veteran events. 	
2	<p>CSCF Spotlight Story</p> <ul style="list-style-type: none"> Ms. McKenzie Frazer, CSCF Participant via CARES Act Funds/"Help Is Here" program, thanked CSCF for helping her attain a paid internship with Central Florida Community Arts where she gained many skills working on a myriad of projects. 	
3	<p>Roll Call / Establishment of Quorum</p> <ul style="list-style-type: none"> Ms. Kasal, Executive Coordinator, reported a quorum present on the Consortium and over two-thirds quorum on CSCF Board. 	
4	<p>Public Comment</p> <ul style="list-style-type: none"> A member of the public, Mr. Mohamed Chaoudi, provided his comments. 	

Consortium-Board Meeting (continued)		
Agenda Item	Topic	Action Item / Follow Up Item
5	Approval of Minutes – 6/25/20 Consortium Meeting <ul style="list-style-type: none"> Reviewed draft minutes from 6/25/20 Consortium Meeting (attachment). 	Commissioner Constantine made a motion to approve minutes from the 6/25/20 Consortium meeting. Commissioner Search seconded; motion passed unanimously.
6	Approval of Board Appointments <ul style="list-style-type: none"> Reviewed appointments of CSCF Board (attachment) 	Commissioner Constantine made a motion to approve appointments to CSCF Board, as presented. Mayor Demings seconded; motion passed unanimously.
7	Adjournment of Consortium <ul style="list-style-type: none"> Consortium adjourned at 9:25 am. 	
8	Consent Agenda <ul style="list-style-type: none"> Mr. Wylie asked the Board if any item on consent agenda, as listed below, should be moved off for further discussion: <ul style="list-style-type: none"> Draft Minutes of 9/24/20 Board Meeting 	Mr. Hayward made a motion to approve all items on the consent agenda. Mr. Walter seconded; motion passed unanimously.
9	Information / Discussion <u>Chair's Report</u> <ul style="list-style-type: none"> Mr. Wylie thanked the Consortium for approving the following appointments to CSCF Board: <ul style="list-style-type: none"> Kari Conley, Government & Community Relations Manager, Duke Energy Stella Siracuza, CFO, Tomato Express, Inc. Manuel Rascon, Human Resources Assistant Director / Business Partner, AdventHealth, Kissimmee <u>President's Report</u> <ul style="list-style-type: none"> Ms. Nabors, President/CEO, provided highlights from the President's Report (attachment) to include: <ul style="list-style-type: none"> Revenue diversity streams to date Scorecard through 9/30/20, 1st quarter "Help Is Here" activities to date Sterling update: review of Sterling management framework, timeline of CSCF transformation, and next steps. 	

Board Meeting

Agenda Item	Topic	Action Item / Follow Up Item
	<ul style="list-style-type: none"> • <u>Finance Report</u> <ul style="list-style-type: none"> – Mr. Alvarez, CFO, reviewed financials through 9/30/20, 1st quarter, trending on target at 22% expended. <p><u>Committee Reports</u></p> <p><u>Executive:</u> Mr. Wylie, Executive Committee Chair, reported on the following:</p> <ul style="list-style-type: none"> • Met on 12/10/20. • Reviewed CSCF updates and committee reports. • Approved to forward to Board action item to select Valencia College to provide customized diversity and inclusion training to CSCF’s staff (attachment). This action item requires two-thirds vote of the CSCF Board, which has already been established earlier in this meeting. <p><u>Audit</u> Mr. Walter, Audit Committee Chair, reported on the following:</p> <ul style="list-style-type: none"> • 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. <p><u>Career Services</u> Dr. Plinske, Career Services Committee Chair, reported on the following:</p> <ul style="list-style-type: none"> • Met on 11/19/20. • Reviewed performance scorecard for 1st quarter. • Reviewed HIH activities to date. • Discussed how to connect with businesses to understand and best support their current and long term needs. <p><u>Community Engagement</u> Ms. Wood, Community Engagement Committee Chair, reported the next meeting is scheduled for 1/12/21.</p> <p><u>Facilities Ad Hoc Committee</u> Mr. Walton, Facilities Committee Chair, reported on the following:</p> <ul style="list-style-type: none"> • 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. 	<p>Mr. Gill made a motion to approve 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.</p>

	<p><u>Finance Committee</u> Mr. Ushkowitz, Finance Committee Co-Chair, reported on the following:</p> <ul style="list-style-type: none"> • 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 (attachment). <p><u>Governance</u> Mr. Sweat, Governance Committee Chair reported on the following:</p> <ul style="list-style-type: none"> • Met on 10/7/20. • Reviewed Charter – made one minor adjustment; concurred no other changes needed. • Reviewed Board’s current composition and discussed gaps and ways to promote for greater diversion and equity. • Reviewed and concurred with adjustments to description section of the Board Engagement Metrics (attachment). <p><u>Revenue Diversity Ad Hoc</u> Ms. Nabors, on behalf of Mr. Jackson, Revenue Diversity Ad Hoc Committee Chair, reported following:</p> <ul style="list-style-type: none"> • Met on 11/12/20. • 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. 	<p>Mr. Walter made a motion to approve for staff to continue CSCF’s Seminole County office’s lease negotiations for a 5-year renewal, prior to the June 30, 2021 renewal. Mr. Sullivan seconded, with Dr. Gyllin abstaining; motion passed unanimously.</p>
10	<p>Insight <u>Legislative Update</u></p> <ul style="list-style-type: none"> • Chris Carmody with GrayRobinson provided a legislative update (attachment). • 	
11	<p>Other Business</p> <ul style="list-style-type: none"> • During 2nd half of fiscal year, Board will partake in on-line training, as required by DEO. Stay tuned for further information. 	
12	<p>Adjournment Meeting adjourned at 10:46 am.</p>	

Respectfully submitted,

Kaz Kasal
Executive Coordinator