



**DRAFT
Executive Committee Meeting**

Thursday, December 5, 2019, 9:00 a.m.

MINUTES

MEMBERS PRESENT: Mark Wylie, Paul Bough, Jeff Hayward, Eric Jackson, Sheri Olson, Kathleen Plinske, Richard Sweat, Eric Ushkowitz, Larry Walter and Jody Wood

STAFF PRESENT: Pam Nabors, Leo Alvarez and Kaz Kasal

GUEST PRESENT Thomas Wilkes/GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Wylie, CSCF Chair, called the meeting to order at 9:04 p.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	Public Comment None offered.	
4	Action Items <u>Approval of Minutes – 9/18/19 Executive Committee Meetings</u> <ul style="list-style-type: none"> • Reviewed minutes (attachment). <u>CSCF West Orange Office Update</u> <ul style="list-style-type: none"> • Reviewed action item (attachment) on staff's request to increase buildout cost for West Orange County relocation. <p>The Committee provided the following input in readiness for 12/12/19 Board meeting:</p> <ul style="list-style-type: none"> ○ Provide more detail on the cost analysis (to include review of cost savings per location). ○ Include other factors of consideration – i.e. strategic, security, alignment with other services. <p>The Committee also discussed having procedures in place as well as forming an ad hoc committee for future lease negotiations and competitive bidding process.</p>	<p>Mr. Hayward made a motion to approve the draft minutes from the 9/18/19 Executive Committee meeting. Mr. Sweat seconded; motion passed unanimously.</p> <p>Mr. Walter made a motion to forward for Board's approval to increase allowance on buildout costs for CSCF West Orange Office, to include additional detail as discussed. Mr. Jackson seconded; motion passed unanimously.</p> <p><i>Mr. Alvarez to prepare a detailed cost analysis, as discussed, and reviewed with Mr. Wylie.</i></p>
5	Information <u>Chair's Report</u> <ul style="list-style-type: none"> • On 12/5/19 Workforce Investment Consortium approved appointment of Mr. Christopher Wilson, Cemex USA. He will be introduced at the 12/12/19 Board Meeting. 	

President's Report

- CSCF performance is on track.
- Provided legal review.
- Apopka Mayor Bryan Nelson won 2019 Youth Employer of the Year Award from the National Association for Workforce Professionals.
- Westgate Grant Honored CSCF a \$10K Grant for Fostering Futures Summer Youth Employment program.
- 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:

Revenue Diversity Ad Hoc

- Mr. Jackson, Committee Chair, reported Committee met on 11/20/19 and reviewed year-to-date progress; overall, 30% of goal met for FY 19-20. Committee also discussed effectively outreaching to businesses, to include Board's assistance outreaching to businesses on how they can participate and invest. Received an update from Ms. Nabors on her Tallahassee visit, as previously discussed.

Career Services

- 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 has been placed under the Consent Agenda for Board approval at its 12/12/19 meeting.

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. Revenue diversity strategies were also discussed.



	<p><u>Audit</u></p> <ul style="list-style-type: none"> Mr. Walter, Audit Committee Chair, stated next Audit Committee meeting will be a joint meeting with the Finance Committee on 2/11/20 to review the audit results. <p><u>Finance Committee</u></p> <ul style="list-style-type: none"> Mr. Ushkowitz, Finance Committee Chair, reported the Finance Committee met on 10/8/19. The Committee reviewed financials and approved the following: 1) Charter updates, 2) FY 19-20 budget revisions and 3) Computer Equipment RFQ recommendation. These items have been placed under the Consent Agenda for Board approval at its 12/12/19 meeting. <p><u>Governance</u></p> <ul style="list-style-type: none"> 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. <p><u>12/12/19 Board Meeting Agenda</u></p> <ul style="list-style-type: none"> Reviewed draft 12/12/19 Board Meeting Agenda. 	
6	<p>Other Business None offered.</p>	
7	<p>Adjournment Meeting adjourned at 10:03 a.m.</p>	

Respectfully submitted,

Kaz Kasal
Executive Coordinator