



Executive Committee Meeting

Thursday, December 7, 2023, 2:00 p.m.

MINUTES

- MEMBERS PRESENT:** Richard Sweat, Andrew Albu, John Gill, Jeff Hayward, Sheri Olson, David Sprinkle, Eric Ushkowitz and Matt Walton
- MEMBERS ABSENT:** David Sprinkle and Eric Ushkowitz
- STAFF PRESENT:** Pam Nabors, Leo Alvarez, Emily Kruszewski, Maria DeFaria, Sean Masherella, and Kaz Kasal
- GUEST PRESENT:** Heather Ramos / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Sweat, CSCF Chair, called the meeting to order at 2:00 p.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	Public Comment None offered.	
4	<u>Approval of Minutes – 9/19/23 Executive Committee Meeting</u> <ul style="list-style-type: none"> • Reviewed minutes (attachment). 	Mr. Hayward made a motion to approve the draft minutes from the 9/19/23 Executive Committee meeting. Ms. Olson seconded; motion passed unanimously.
5	Information/Discussion / Action Items <u>Chair’s Report</u> Mr. Sweat reviewed the following: <ul style="list-style-type: none"> • A brainstorming activity around CSCF’s value proposition is planned for 12/15/23 Board Meeting during the “Insight” portion of the agenda. <u>President’s Report</u> Ms. Nabors, President/CEO reviewed the following: <ul style="list-style-type: none"> • Reviewed an incident involving security breach which CSCF has addressed. • Health Insurance Broker Update: <ul style="list-style-type: none"> – Notification to non-renew sent to CSCF’s current broker. – Recommendation of new broker will be reviewed for Board vote at its 2/29/24 meeting. • Education & Industry Consortiums Recommendation: <ul style="list-style-type: none"> – Reviewed state’s new policy requiring each workforce development board to create a consortium consisting of key individuals from education and industry that would be appointed by the Board Chair. – The Consortium to meet quarterly with the goal to attain intel on emerging industries so education programming can better align with industry needs. 	

- Regional Planning Area Strategic Recommendation
 - Reviewed state’s new policy requiring one region’s planning approach concurrent with another adjacent region to improve alignment and efficiencies with shared labor markets.
 - Committee concurred that CSCF should have regional planning with Brevard/Volusia/Flagler region, instead of Polk County, as recommended by CareerSource Florida. Committee concurred CSCF has a more shared labor market, industry clusters and commuter patterns with Brevard/Volusia/Flagler region.

- All-Staff occurred on 11/3/23.

Committee Reports

Audit

Mr. Walton, Audit Committee Chair, stated audit is 95% complete and Committee will review results of audit on 1/10/24.

Career Services

Mr. Albu, Career Services Committee Chair, stated Career Services Committee met on 11/16/23 and reviewed: scorecard for 1st quarter. Committee also approved following action items for Board final approval:

- Training Investment Priorities – prioritize remaining training funds via a ranking system based on where CSCF had most success and other key impactful criteria
- MOU (Memorandum of Understanding) between CSCF and Central Florida Electrical Joint Apprenticeship Training Committee
- New Training Providers: Trinity Global College, Technical Institute of Florida and Devry University and recommended programs.

Community Engagement

Ms. Kruszewski, VP of Strategic Communications, on behalf of Mr. Sprinkle, Community Engagement Committee Chair, stated Committee met on 10/27/23. Committee reviewed marketing and media outreach results for PY 22-23, as well as its Charter, concurring no changes needed. Committee also reviewed and provided input on CSCF’s “Mission Video,” social media personas, CSCF website, and Board Member toolkit.

Facilities Ad Hoc

Mr. Walton, Facilities Ad Hoc Committee Chair, stated Committee met on 10/24/23 and reviewed lease renewal for Lake-Sumter Career Center and market data on four other

	<p>properties. The comparison data showed current location is lowest cost. Committee approved, for Board final approval, to renew with Lake-Sumter State College five, 1-year lease renewals at 3% escalation, reduce square footage by 1,000, and accept rate of \$17 per square foot. The year-to-year renewal option provides CSCF flexibility.</p> <p><u>Finance Committee</u> Mr. Alvarez, CFO, on behalf of Mr. Ushkowitz, Finance Committee Chair, reported the Committee met on 10/18/23 and reviewed financials through 1st quarter (7/1/23 thru 9/30/23), as well as its Charter concurring no changes needed. Committee also reviewed benefits broker services, as updated earlier in this meeting.</p> <p><u>Governance</u> Ms. Olson, Governance Committee Chair, stated the Committee will meeting on 1/17/24.</p> <p><u>Revenue Diversity and New Markets</u> Mr. Gill, Revenue Diversity & New Markets Committee Chair, stated the Committee met on 10/10/23 and reviewed FY 22-23 final results by fund source, as well as 1st Quarter for FY 23-24. Committee reviewed Charter, concurring no changes needed. Committee also discussed FY 23-24 goals and revenue generating strategies.</p> <p><u>12/15/23 Board Meeting Agenda</u></p> <ul style="list-style-type: none"> Reviewed agenda for upcoming Board Meeting 	
6	<p>Other Business None offered.</p>	
7	<p>Adjournment Meeting adjourned at 3:15 pm.</p>	

Respectfully submitted,
Kaz Kasal, Executive Board Coordinator