

## Executive Committee Meeting

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

### MINUTES

**MEMBERS PRESENT:** Richard Sweat, Andrew Albu, John Gill, Jeff Hayward, Sheri Olson, 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	<b>Welcome</b> Mr. Sweat, CSCF Chair, called the meeting to order at 2:00 p.m.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	<b>Public Comment</b> None offered.	
4	<b><u>Approval of Minutes – 9/19/23 Executive Committee Meeting</u></b> <ul style="list-style-type: none"> <li>Reviewed minutes (attachment).</li> </ul>	<b>Mr. Hayward made a motion to approve the draft minutes from the 9/19/23 Executive Committee meeting. Ms. Olson seconded; motion passed unanimously.</b>
5	<b>Information/Discussion / Action Items</b> <b><u>Chair's Report</u></b> Mr. Sweat reviewed the following: <ul style="list-style-type: none"> <li>A brainstorming activity around CSCF's value proposition is planned for 12/15/23 Board Meeting during the "Insight" portion of the agenda.</li> </ul> <b><u>President's Report</u></b> Ms. Nabors, President/CEO reviewed the following: <ul style="list-style-type: none"> <li>Reviewed an incident involving security breach which CSCF has addressed.</li> <li>Health Insurance Broker Update:               <ul style="list-style-type: none"> <li>Notification to non-renew sent to CSCF's current broker.</li> <li>Recommendation of new broker will be reviewed for Board vote at its 2/29/24 meeting.</li> </ul> </li> <li>Education &amp; Industry Consortiums Recommendation:               <ul style="list-style-type: none"> <li>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.</li> <li>The Consortium to meet quarterly with the goal to attain intel on emerging industries so education programming can better align with industry needs.</li> </ul> </li> </ul>	

- 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 1<sup>st</sup> 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 1<sup>st</sup> 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 &amp; 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 1<sup>st</sup> 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><b><u>12/15/23 Board Meeting Agenda</u></b></p> <ul style="list-style-type: none"> <li>Reviewed agenda for upcoming Board Meeting</li> </ul>	
6	<p><b>Other Business</b> None offered.</p>	
7	<p><b>Adjournment</b> Meeting adjourned at 3:15 pm.</p>	

Respectfully submitted,  
Kaz Kasal, Executive Board Coordinator