

EXECUTIVE COMMITTEE MEETING

Thursday, February 18, 2021

MEETING DETAILS

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information / Discussion / Action Items

Other Business

Adjournment

What: Executive Committee Virtual Meeting

When: Thursday, February 18, 2021
2:00 p.m. – 3:30 p.m.

Where: Virtual Meeting via Zoom

Link: <https://careersourcecf.zoom.us/j/96741118718?pwd=Qk55QWZBbGFmWlI2WHhIV1BZTzBCdz09>

Dial In: 1 (929) 205-6099

Meeting ID: 967 4111 8718 / Password: 865574

2/18/21 EXECUTIVE COMMITTEE VIRTUAL MEETING AGENDA

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Agenda Item	Topic	Presenter	Action Item
1.	Welcome	Mark Wylie	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment		
4.	Approval of Minutes	Mark Wylie	
	A. 12/10/20 Executive Committee Meeting		X
5.	Information / Discussion / Action Items		
	A. Chair's Report	Mark Wylie	
	B. President's Report	Pam Nabors	
	C. Committee Reports		
	1) Audit (<i>met on 2/9/21</i>)	Larry Walter	
	2) Career Services (<i>met on 1/28/21</i>)	Dr. Kathleen Plinske	
	3) Community Engagement (<i>met on 1/12/21</i>)	Jody Wood	
	4) Facilities Ad Hoc (<i>no meeting currently scheduled</i>)	Matt Walton	
	5) Finance (<i>met on 2/9/21</i>)	Eric Ushkowitz	
	6) Governance (<i>met on 1/20/21</i>)	Richard Sweat	
	7) Revenue Diversity Ad Hoc (<i>meeting on 3/10/21</i>)	Eric Jackson	
	D. 2/25/21 Board Meeting Agenda	Mark Wylie	
6.	Other Business		
7.	Adjournment		

UPCOMING MEETINGS

Meeting Details

Meeting Agenda

Welcome

Executive Committee Meeting

4/15/21

3:00 p.m. – 4:30 p.m.

Roll Call

Board Meeting & Retreat

4/23/21

9:00 a.m. - 12:00 p.m.

Public Comment

Approval of
Minutes

Information /
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Action Items

Other Business

Adjournment

Meeting Details

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► Welcome

Roll Call

Public Comment

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WELCOME

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ROLL CALL / ESTABLISHMENT OF QUORUM

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► **Public Comment**

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PUBLIC COMMENT

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APPROVAL OF MINUTES



**Draft
Executive Committee Meeting**

Thursday, December 10, 2020, 9:00 a.m.

MINUTES

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

MEMBERS ABSENT: Paul Bough and Eric Jackson

STAFF PRESENT: Pam Nabors, Mimi Coenen, 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 9:00 a.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	Public Comment A member of the public, Mr. Mohamed Chaoudi, provided his comments.	
4	Action Items <u>Approval of Minutes – 9/17/20 Executive Committee Meetings</u> <ul style="list-style-type: none"> Reviewed minutes (attachment). 	Dr. Plinske made a motion to approve the draft minutes from the 9/17/20 Executive Committee meeting. Mr. Hayward seconded; motion passed unanimously.
5	Information/Discussion /Action Items <u>Chair's Report:</u> <u>President's Report</u> <ul style="list-style-type: none"> Reviewed "Help Is Here" activities to date; closure and expended date is 12/30/20. "Help Is Here" will transition to "Help Is Here Central Florida" - utilizing emergency grant funds from DEO and broaden outreach to all counties in CSCF's region. Reviewed Opioid grant updates. <u>Purchase of Equity & Inclusion Training Program – Valencia Peace and Justice Institute</u> <ul style="list-style-type: none"> Reviewed action memo (attached) on staff's procurement and evaluation summary on quotes received for diversity and inclusion training. Based on evaluation of programs offerings, staff recommend Valencia College. 	Mr. Hayward made a motion to forward for Board's two-thirds' approval 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.



Committee Reports

Audit

Mr. Walter, Audit Committee Chair, reported on the following:

- 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.

Career Services

Dr. Plinske, Career Services Committee Chair, reported on the following:

- Met on 11/19/20.
- Reviewed scorecard performance through 1st quarter.
- Reviewed HH activities to date.
- Discussed how to connect with businesses to understand and best support their current and long term needs.

Community Engagement

Ms. Wood, Community Engagement Committee Chair, reported next meeting is scheduled for 1/12/21.

Facilities Ad Hoc Committee

Mr. Walton, Facilities Committee Chair, reported on the following:

- 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.

Finance Committee

Mr. Ushkowitz, Finance Committee Co-Chair, reported on the following:

- 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.

Governance

Mr. Sweat, Governance Committee Chair reported on the following:

- Met on 10/7/20.
- Reviewed Charter – made one minor adjustment; concurred no other changes needed.



	<ul style="list-style-type: none"> Reviewed Board's current composition and discussed the gaps and ways to promote for greater diversion and equity. Reviewed and concurred with adjustments to description section of the Board Engagement Metrics. <p><u>Revenue Diversity Ad Hoc</u> Leo Alvarez, 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 Ticket To Work activities to date. Exceeding all targets, except business investment; a focus on strategies to further business involvement and strengthen relationships should help generate revenue. 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><u>12/17/20 Board Meeting Agenda</u></p> <ul style="list-style-type: none"> Reviewed agenda for 12/17/20 Board Meeting 	
6	<p>Other Business</p> <ul style="list-style-type: none"> None offered. 	
7	<p>Adjournment Meeting adjourned at 9:37 am.</p>	

Respectfully submitted,

Kaz Kasal
 Executive Coordinator

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Public Comment

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Other Business

Adjournment

INFORMATION / DISCUSSION / ACTION ITEMS

2/25/21 CSCF BOARD VIRTUAL MEETING AGENDA

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Consent Agenda

Information / Discussion / Action Items

Insight

Other Business

Adjournment

Agenda Item	Topic	Presenter	Action Item
1.	Welcome	Mark Wylie	
2.	CSCF Spotlight Story		
3.	Roll Call / Establishment of Quorum	Kaz Kasal	
4.	Public Comment		
5.	Consent Agenda	Mark Wylie	X
	A. 12/17/20 Board Meeting Draft Minutes		
	B. Committee Action(s)		
	1) Acceptance of 2 CFR-200 Audit Report (Audit)		
	2) DEO Monitoring Results: FY 2019-2020 (Audit)		
6.	Information / Discussion / Action Items		
	A. Chair's Report	Mark Wylie	
	B. President's Report	Pam Nabors	
	1) Finance Report	Eric Ushkowitz	
	C. Sunshine Law Presentation	Thomas Wilkes	
	D. Committee Reports		
	1) Executive (<i>met on 2/18/21</i>)	Mark Wylie	
	2) Audit (<i>met on 2/9/21</i>)	Larry Walter	
	3) Career Services (<i>met on 1/28/21</i>)	Dr. Kathleen Plinske	
	4) Community Engagement (<i>met on 1/12/21</i>)	Jody Wood	
	5) Facilities Ad Hoc (<i>no meeting currently scheduled</i>)	Matt Walton	
	6) Finance (<i>met on 2/9/21</i>)	Eric Ushkowitz	
	a. Budget Adjustment		X
	7) Governance (<i>meeting on 1/20/21</i>)		
	a. Board Engagement (7/1/20 thru 12/31/20)	Richard Sweat	
	8) Revenue Diversity Ad Hoc (<i>meeting on 3/10/21</i>)	Eric Jackson	

2/25/21 CSCF BOARD VIRTUAL MEETING AGENDA (CONTINUED)

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Agenda Item	Topic	Presenter	Action Item
7.	Insight Central Florida Educational and Economic Challenges & Solutions: Present & Future	Dr. Sanford Shugart President, Valencia College	
8.	Other Business		
9.	Adjournment		
<u>Upcoming Meetings:</u>			
Board Meeting & Retreat		4/23/21	9:00 a.m. - 12:00 p.m.
Committee Meetings (Virtual Meetings):			
- Revenue Diversity		3/10/21	2:00 p.m. – 3:30 p.m.
- Career Services Committee		3/25/21	3:00 p.m. – 4:30 p.m.
- Finance Committee		4/13/21	2:30 p.m. – 4:00 p.m.
- Executive Committee		4/15/21	3:00 p.m. - 4:30 p.m.

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OTHER BUSINESS

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▶ **Adjournment**

ADJOURNMENT

THANK YOU!