



Executive Committee Meeting

Thursday, February 18, 2021, 2:00 p.m.

MINUTES

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

MEMBERS ABSENT: Richard Sweat

STAFF PRESENT: Pam Nabors, Lisa Burby, Carla Sosa, and Kaz Kasal

GUEST PRESENT: Heather Ramos / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Wylie, CSCF Chair, called the meeting to order at 2:01 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 – 12/10/20 Executive Committee Meetings</u> <ul style="list-style-type: none"> • Reviewed minutes (attachment). 	Mr. Walter made a motion to approve the draft minutes from the 12/10/20 Executive Committee meeting. Mr. Walton seconded; motion passed unanimously.
5	Information/Discussion /Action Items <u>Chair’s Report:</u> <ul style="list-style-type: none"> • Congratulated Dr. Plinkse on her upcoming role as President of Valencia College. <u>President’s Report</u> <ul style="list-style-type: none"> • Thanked Mr. Wylie for his continued business engagement support by connecting another construction business to CSCF. • CSCF is partnering with Lockheed Martin and Tesla to provide recruiting support. • Reviewed State activities. • Reviewed legal update. • Reviewed “Help Is Here” wrap-up and current “Help Is Here Central Florida” extension, with NEG funds, to all 5 counties. • Reviewed Opioid grant updates – newly hired Ms. Maura King to oversee the project. • Board training next week – recording will be provided to all Board members. • Staff Town Halls currently underway. 	

Committee Reports

Audit

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

- Met jointly with Finance Committee on 2/9/21.
- Reviewed and accepted the Audit results for FY 2019-2020 - clean audit, no findings. Approved to forward for Board approval.
- Reviewed DEO's FY 2019-2020 Monitoring results for both program and fiscal - there were no findings and two small observations. Approved to forward for Board approval.

Career Services

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

- Met on 1/28/21.
- Reviewed scorecard performance through 1st half of FY (7/1/20 – 12/31/20).
- Reviewed youth engagement challenges and opportunities.
- Reviewed business service strategies to enhance services and increase job placements.
- Discussed how to best align CSCF services to unique needs seen in the community.

Community Engagement

Ms. Wood, Community Engagement Committee Chair, reported on the following:

- Met on 1/12/21.
- Reviewed results of HIH campaign.
- Reviewed priorities for 3rd & 4th quarters.
- Reviewed charter, no changes at this point.
- Discussed ways to network in the business community to promote CSCF, as well as building relationships and engagement.

Facilities Ad Hoc Committee

Mr. Walton, Facilities Committee Chair, relayed updates on Seminole County lease. Southeast Orange's lease will expire September 2021 and the Committee will be scheduling a meeting to review lease prior to that time.

Finance Committee

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

- Met jointly with Audit Committee on 2/9/21.
- Reviewed financials through 12/31/20.
- Reviewed Retirement Plan updates.
- Reviewed and concurred to forward for Board approval budget adjustment of additional revenue totaling \$9.5M.

	<p><u>Governance</u> Ms. Nabors, on behalf for Mr. Sweat, Governance Committee Chair, reported on the following:</p> <ul style="list-style-type: none"> • Met on 1/20/21. • Reviewed Board Engagement activities 7/1/20 thru 12/31/20. • Reviewed new process for calculating enterprise assessment and priorities. • Revising Bylaws to align with DEO's new subagreement to be reviewed at next Committee meeting. <p><u>Revenue Diversity Ad Hoc</u> Mr. Jackson, Revenue Diversity Ad Hoc Committee Chair, informed the next meeting will be scheduled on 3/10/21.</p> <p><u>2/25/21 Board Meeting Agenda</u></p> <ul style="list-style-type: none"> • Reviewed agenda for 2/21/21 Board Meeting. 	
6	<p>Other Business</p> <ul style="list-style-type: none"> • Committee provided updates of their organizations during ongoing pandemic environment. 	
7	<p>Adjournment Meeting adjourned at 2:51 pm.</p>	

Respectfully submitted,

Kaz Kasal
Executive Coordinator