



**Draft
Executive Committee Meeting**

Thursday, February 22, 2024, 2:00 p.m.

MINUTES

- MEMBERS PRESENT:** Richard Sweat, Andrew Abu, John Gill, Jeff Hayward, Sheri Olson, David Sprinkle, Eric Ushkowitz and Matt Walton
- MEMBERS ABSENT:** None
- STAFF PRESENT:** Pam Nabors, Tadar Muhammad, Leo Alvarez, Dyana Burke, Emily Kruszewski, Steven Nguyen, 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 2:01 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 – 12/7/23 Executive Committee Meeting</u> <ul style="list-style-type: none"> • Reviewed minutes (attachment). 	Ms. Olson made a motion to approve the draft minutes from the 12/7/23 Executive Committee meeting. Mr. Walton seconded; motion passed unanimously.
5	Information/Discussion / Action Items <u>Chair’s Report</u> Mr. Sweat will be attending NAWB in March 2024 along with a few other board members. <u>President’s Report</u> Ms. Nabors, President/CEO reviewed the following: <ul style="list-style-type: none"> • Ms. Dyana Burke, Senior VP of Human Resources, will become Chief of Staff. Ms. Grace Daleccio will head up Human Resources Department as Senior Director of Human Resources. • Central Florida wins inaugural National Science Foundation (NSF) Regional Innovation Engines Award of \$15M for next two years to support semiconductor advanced packaging industry. CSCF will be a part of this collaboration. • CSCF partnered with Central Florida Hotel & Lodging Association (CFHLA) to host the first “State of the Hospitality & Tourism Summit” with over 250 in attendance to learn latest data trends and discuss solutions for workforce challenges. • Central Florida Education-Industry Collaborative occurring on 3/19/24 to help broaden and deepen connections, as 	

well as attain intel on emerging industries so education programming can better align with industry needs.

- CSCF working with Orange County on additional ARPA funds.
- Committee concurred Community Engagement Committee to be tasked to enhance communication strategies with government entities.
- Committee concurred for board members to support CSCF with government relations.
- Reviewed briefing on “A Stronger Workforce for America Act” and possible impacts for CSCF. More discussion at February Board Meeting and April Retreat.

Committee Reports

Audit

- Mr. Walton, Audit Committee Chair, stated Audit Committee met with Finance Committee on 1/10/24 and reviewed:
 - Results of the 2 CFR 200 Audit Report: clean, unmodified opinion on financial statements; no findings on compliance and no significant deficiencies or material weaknesses.
 - Committee approved to move to Board for acceptance and approval.
 - Florida Commerce Monitoring Results (FY 2022-2023): Programs: 0 findings on disallowed costs, 5 programmatic findings - all minor errors, and Financials: 0 findings, 0 noncompliance and 1 observation which has been addressed.

Finance

- Mr. Ushkowitz, Finance Committee Chair, stated Finance Committee met with Audit Committee on 1/10/24 and reviewed:
 - Mid-year financials (7/1/23 thru 12/31/23)
 - Retirement 403b Audit Report for year ending 6/30/23 – no issues or findings
 - New Benefits Broker effective 4/1/24

Career Services

- Mr. Albu, Career Services Committee Chair, stated Career Services Committee met on 1/15/24 and reviewed following:
 - Scorecard through 2nd quarter (7/1/23 thru 12/31/23)
 - Federal performance update 4th quarter of PY 2022-2023 and 1st quarter of PY 2023-2024, actual vs. goal.
 - FloridaCommerce monitoring results for PY 2022-2023, as noted in above Audit report out.

	<ul style="list-style-type: none"> - Training investments update for PY 23-24, and discussed strategies for best investment impact. - 2024 Summer Youth Employment Program, which will increase in enrollments from last year. - Grant updates. - Committee also approved for Board’s final approval the renewal of program provider vendors for Explore track and Engage track of previous program year. <p><u>Community Engagement</u></p> <ul style="list-style-type: none"> • Mr. Sprinkle, Community Engagement Committee Chair, stated Committee will be scheduling a meeting soon. <p><u>Facilities Ad Hoc</u></p> <ul style="list-style-type: none"> • Mr. Walton, Facilities Ad Hoc Committee Chair, stated Committee is scheduled to meet on 4/4/24 at West Orange Career Center. <p><u>Governance</u></p> <ul style="list-style-type: none"> • Ms. Olson, Governance Committee Chair, stated the Committee met on 2/14/24 and reviewed: <ul style="list-style-type: none"> - Board Demographics: CSCF Board vs. regional comparison by gender, ethnicity, race, age and veteran. All categories trending in right direction towards aligning to region. - Board Seats: those whose seats expire on 6/30/24 have all agreed to renew and any vacancies being reviewed for candidates. - Board Engagement: mid-year (7/1/23 thru 12/31/23). <ul style="list-style-type: none"> o Participate: on track towards annual goal o Demonstrate: at 90% (<i>exceeding annual goal of 80%</i>) o Contribute: at 50% (<i>annual goal 70%</i>) - Enterprise Risk Update (7/1/23 thru 12/31/23): reviewed methodology, pareto chart and updates on CSCF’s current top five risks, and steps taken to mitigate risks. <p><u>Revenue Diversity and New Markets</u></p> <p>Mr. Gill, Revenue Diversity & New Markets Committee Chair, stated the Committee will meet on 3/28/24.</p> <p><u>2/29/24 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</p>	



Meeting adjourned at 3:07 pm.	
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Respectfully submitted,
Kaz Kasal, Executive Board Coordinator