



## Board of Directors Meeting

Thursday, February 25, 2021, 9:00 a.m.

### MINUTES

**MEMBERS PRESENT:** Mark Wylie, Andrew Albu, Steve Ball, Paul Bough, Kari Conley, Diane Culpepper, Keira des Anges, Wendy Ford, John Gill, Nicole Guillet, John Gyllin, Jeff Hayward, Eric Jackson, Sheri Olson, Bryan Orr Kathleen Plinske, Stella Siracuzza, David Sprinkle, Jim Sullivan, Al Trombetta, Eric Ushkowitz, Larry Walter, Matt Walton, Christopher Wilson, and Jody Wood

**MEMBERS ABSENT:** Wendy Brandon, Glen Casel, Mark Havard, Brooke Morris, Richard Sweat, Jane Trnka and Sharron Washington

**STAFF PRESENT:** Pam Nabors, Mimi Coenen, Leo Alvarez, Lisa Burby, Dyana Burke, Steven Nguyen, Nilda Blanco, Maura King, Cliff Marvin, Lesley Harris, Jason Lietz, Maria Miranda, Sean Masherella, Paul Worrell, Carla Sosa, and Kaz Kasal

**GUESTS PRESENT:** Margarita Hernandez / CSCF Participant; Sanford Shugart / Valencia College; Heather Ramos / GrayRobinson; Dionne Geiger, Victoria Dune-Chari, Amielee Farrell, Brian Deal, Michael Johnson, Rachel Carranza / Sterling Examiners

Agenda Item	Topic	Action Item / Follow Up Item
1	<p><b>Welcome</b></p> <ul style="list-style-type: none"> <li>Mr. Wylie, Board Chair, called meeting to order at 9:00 am and welcomed attendees.</li> </ul>	
2	<p><b>CSCF Spotlight Story</b></p> <ul style="list-style-type: none"> <li>Ms. Margarita Hernandez, CSCF Participant, thanked CSCF for helping her enroll in the PMP (project management) training course at Florida Tech. Ms. Hernandez has also recently received some job leads.</li> </ul>	
2	<p><b>Roll Call / Establishment of Quorum</b></p> <ul style="list-style-type: none"> <li>Ms. Kasal, Executive Coordinator, reported a quorum present.</li> </ul>	
3	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>A member of the public, Mr. Mohamed Chaoudi, provided his comments.</li> </ul>	
4	<p><b>Consent Agenda</b></p> <ul style="list-style-type: none"> <li>Mr. Wylie asked the Board if any item on consent agenda, as listed below, should be moved off for further discussion:               <ul style="list-style-type: none"> <li>Draft Minutes of 12/17/20 Board Meeting</li> <li>Acceptance of 2 CFR-200 Audit Report FY 2019-2020</li> <li>DEO Monitoring Results: FY 2019-2020</li> </ul> </li> </ul>	<p><b>Mr. Hayward made a motion to approve all items on the consent agenda. Mr. Ushkowitz seconded; motion passed unanimously.</b></p>
5	<p><b>Information / Discussion</b></p> <p><u>Chair's Report</u></p> <ul style="list-style-type: none"> <li>CSCF Annual Reports mailed to Board last week.</li> <li>Connected a construction business to CSCF Seminole County Center, and another construction business to CSCF West Orange Center.</li> <li>Encouraged Board to refer businesses to CSCF.</li> </ul>	

President's Report

- Ms. Nabors, President/CEO, provided highlights from the President's Report (attachment) to include review of:
  - Scorecard 7/1/20 thru 12/31/20
  - Help Is Here activities to date.
  - Sterling timeline and next steps.
  - Summer Youth Program current activities and program plan.
  - Opioid grant updates – newly hired Ms. Maura King to oversee project.
  - State activities.
  
- Finance Report
  - Mr. Alvarez, CFO, reviewed financials through 12/31/20 (attachment), trending on target at 52.1% expended.

GrayRobinson Presentation

- Ms. Ramos, GrayRobinson, presented on Sunshine Law, Public Records Law, and Code of Ethics (attachment).

Committee Reports

Executive:

- Mr. Wylie, Executive Committee Chair, stated Committee met on 2/18/21, reviewed CSCF updates and 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 1<sup>st</sup> 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 3<sup>rd</sup> & 4<sup>th</sup> 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.
- Referenced budget adjustment of additional revenue totaling \$9.5M (attachment). Finance Committee approved to forward for Board for final approval.

Governance

Ms. Nabors, on behalf for Mr. Sweat, Governance Committee Chair, reported on the following:

- Met on 1/20/21.
- Reviewed Board Engagement activities 7/1/20 thru 12/31/20 (attachment).
- 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.

Revenue Diversity Ad Hoc

Mr. Jackson, Revenue Diversity Ad Hoc Committee Chair, stated the Committee is scheduled to meet on 3/10/21.

**Mr. Walton made a motion to approve budget adjustment, as presented. Mr. Hayward seconded; motion passed unanimously.**

6	<p><b>Insight</b> Dr. Sanford Shugart, President of Valencia College, presented on Central Florida’s educational and economic challenges and solutions:</p> <p>Challenges: Central Florida has a large, contingent workforce. Working in these low-paying, hourly jobs without benefits or assurances of continued employment exacerbates their circumstances in many ways to include:</p> <ul style="list-style-type: none"> <li>• Lack of financial resources</li> <li>• Food and housing insecurities</li> <li>• Work interruptions</li> <li>• Needing to have 2 – 3 jobs just to sustain a family</li> </ul> <p>Solutions: Community stakeholders need to unify and collaborate to make sure the contingent workforce is inclusive to prosperity pathways by providing durable employment with sustainable income and benefits, as well as job growth:</p> <ul style="list-style-type: none"> <li>• Invest in a knowledge workforce; provide short-term trainings in high-value fields; work with industries to unbundle skills.</li> <li>• More intention to make sure opportunities to short-term trainings are accessible and affordable.</li> <li>• Provide access to high-level broadband for all.</li> <li>• Never use “talent pipeline” terminology.</li> </ul>	
7	<p><b>Adjournment</b> Meeting adjourned at 10:50 am.</p>	

Respectfully submitted,

Kaz Kasal  
Executive Coordinator