



**Executive Committee Meeting**

**Thursday, September 17, 2020, 9:00 a.m.**

**MINUTES**

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

**MEMBERS ABSENT:** Jeff Hayward

**STAFF PRESENT:** Pam Nabors, Mimi Coenen, Leo Alvarez, Dyana Burke and Kaz Kasal

**GUEST PRESENT:** Thomas Wilkes / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Mr. Wylie, CSCF Chair, called the meeting to order at 9:02 a.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>Action Items</b> <b><u>Approval of Minutes – 8/13/20 Executive Committee Meetings</u></b> <ul style="list-style-type: none"> <li>• Reviewed minutes (attachment).</li> </ul>	<b>Mr. Walter made a motion to approve the draft minutes from the 8/13/20 Executive Committee meeting. Mr. Walton seconded; motion passed unanimously.</b>
5	<b>Information/Discussion /Action Items</b> <b><u>Chair’s Report:</u></b> <ul style="list-style-type: none"> <li>• Mr. Wylie relayed he toured the West Orange Office and encouraged the Committee to take a tour.</li> </ul> <u>Executive Committee Charter – Annual Review</u> <ul style="list-style-type: none"> <li>• Reviewed Charter and concurred no changes needed at this time.</li> </ul> <b><u>President’s Report</u></b> <ul style="list-style-type: none"> <li>• Reviewed scorecard highlights to date.</li> <li>• CSCF recently hired Audrey Hardin in the position of Director of Business Services.</li> <li>• Still seeing significant layoffs.</li> <li>• Reviewed “Help Is Here” activities to date.</li> <li>• State awarded \$5M Opioid grant; CSCF expects to receive close to \$3M.</li> <li>• Mr. Dane Eagle is new Executive Director of Department of Economic Opportunity.</li> </ul>	

**Committee Reports**

Audit

Mr. Walter, Audit Committee Chair, reported Committee will meeting jointly with Finance Committee 10/13/20.

Career Services

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

- Met on 9/10/20
- Reviewed Charter – concurred no changes needed.
- Reviewed results from Summer Youth 2020 program – great outcome despite COVID-19.
- Ms. Danielle Permenter with Orlando.org presented on “Upskill Orlando” – a grant initiative focused on skills-based hiring vs. credentials.

Community Engagement

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

- Met on 8/31/20.
- Reviewed FY 19-20 Strategic Communications outcomes and road map for first half of FY 20-21.
- Reviewed CSCF niche customer vs. pandemic customer.
- Reviewed “Help Is Here” campaign activities and strategies.
- Deferring Charter review to next meeting.

Facilities Ad Hoc Committee

Mr. Walton, Facilities Committee Chair, stated a meeting will be scheduled in early October to review renewal options for CSCF’s Seminole County office.

Finance Committee

Mr. Ushkowitz, Finance Committee Chair, reported Committee will meeting jointly with Audit Committee 10/13/20.

Governance

Mr. Sweat, Governance Committee Chair reported Committee will be meeting on 10/7/20.

Revenue Diversity Ad Hoc

Mr. Jackson, Revenue Diversity Ad Hoc Committee Chair reported following:

- Met on 8/12/20.
- Reviewed FY 19-20 year-end results.
- Reviewed FY 20-21 year-to-date results and strategies.
- Will provide updated numbers at upcoming Board meeting.

**9/24/20 Board Meeting Agenda**

	<ul style="list-style-type: none"> <li>Review agenda for 9/24/20 Board Meeting</li> </ul>	
6	<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>Submitted letter of intent for Sterling Application. Overview of highlights of Sterling Application will be provided at 12/17/20 Board meeting.</li> <li>Executive Committee Meetings – will survey Committee about changing the time of the upcoming meetings.</li> </ul>	
7	<p><b>Adjournment</b> Meeting adjourned at 9:45 am.</p>	

Respectfully submitted,

Kaz Kasal  
Executive Coordinator