



DRAFT
Facilities Ad Hoc Committee Virtual Meeting
Thursday, September 2, 2021
10:00 a.m.

MINUTES

MEMBERS PRESENT: Matt Walton, Andrew Abu, and Paul Bough

MEMBERS ABSENT: Jim Sullivan

STAFF PRESENT: Leo Alvarez, Lance Willingham and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Walton, Committee Chair, called meeting to order at 10:00 a.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal reported a quorum present.	
3	Public Comment None offered.	
4	Approval of Minutes <ul style="list-style-type: none"> • Reviewed draft minutes from 6/1/21 Facilities Ad Hoc Committee Meeting. 	Mr. Abu made a motion to approve the minutes from the 6/1/21 Facilities Ad Hoc Committee Meeting. Mr. Bough seconded; motion passed unanimously.
5	Information and Discussion <u>CSCF's Seminole County Office – Remodeling Update</u> <ul style="list-style-type: none"> • Reviewed updates on Seminole County Office's remodeling, which is now complete and 100% operational (attachment). <u>CSCF's Southeast Orange County: Lease Renewal & Refresh Update</u> <ul style="list-style-type: none"> • Reviewed finalized lease renewal and refresh details (attachment). <u>CSCF's Admin Office: Space Adjustment</u> <ul style="list-style-type: none"> • Reviewed CSCF's Admin Office's space adjustment details and projected timeline to completion (attachment). 	
6	<u>Other Business</u> None offered.	
7	Adjournment Meeting adjourned at 10:26 a.m.	

Respectfully submitted,

Kaz Kasal
 Executive Coordinator