



Board of Directors Meeting

Thursday, September 30, 2021, 9:00 a.m.

MINUTES

MEMBERS PRESENT: Jody Wood, Andrew Albu, Steve Ball, Paul Bough, Wendy Brandon, Glen Casel, Kari Conley, Keira des Anges, Wendy Ford, John Gill, Nicole Guillet, John Gyllin, Mark Havard, Shawn Hindle, Eric Jackson, Sheri Olson, Renee Quintanilla, Joseph Richardson, Stella Siracuza, David Sprinkle, Jim Sullivan, Richard Sweat, DeAnna Thomas, Al Trombetta, and Matt Walton

MEMBERS ABSENT: Jeff Hayward, Brooke Morris, Brian Orr, Manuel Rascon, Eric Ushkowitz, Sharron Washington and Christopher Wilson

STAFF PRESENT: Pam Nabors, Mimi Coenen, Leo Alvarez, Lisa Burby, Dyana Burke, Steven Nguyen, Nilda Blanco, Lesley Harris, Angel Ramos, Maura King, Cliff Marvin, Sean Masherella, Vanessa Nogueira, and Kaz Kasal

GUESTS PRESENT: Commissioner Gary Search / Sumter County; Casandra Matej, Rob Humphreys / Visit Orlando; Karen Revels / Junior Achievement; Heather Ramos, Chris Carmody / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	<p>Welcome</p> <ul style="list-style-type: none"> • Ms. Wood, Board Chair, called meeting to order at 9:01 am and welcomed attendees. • Dr. Richardson, Vice President of Student Affairs, Valencia College and CSCF Board Member, provided an overview of Valencia College. 	
2	<p>CSCF Spotlight Story</p> <ul style="list-style-type: none"> • Reviewed video from WFTV Channel 9 News on a youth's successful experience participating in CSCF's 2021 Summer Youth Program through partnership with Embrace Families. 	
3	<p>Awards Recognition</p> <ul style="list-style-type: none"> • Congratulated Mr. Alexis Echeverria who received the "2021 Workforce Professional Champion Award" at the Annual Workforce Development Summit earlier this month. 	
4	<p>Board Recognition</p> <ul style="list-style-type: none"> • Recognized Mr. Jim Sullivan for his service on the CSCF Board which concludes today, 9/30/21. 	
5	<p>Roll Call / Establishment of Quorum</p> <ul style="list-style-type: none"> • Ms. Kasal, Executive Coordinator, reported a quorum present. 	
6	<p>Public Comment</p> <ul style="list-style-type: none"> • None offered. 	
7	<p>Consent Agenda</p> <ul style="list-style-type: none"> • Ms. Wood asked the Board if any item on consent agenda, as listed below (attachments), should be moved off for further discussion: <ul style="list-style-type: none"> – Draft Minutes of 6/24/21 Board Meeting – Governance Committee Charter – Policies: <ul style="list-style-type: none"> ○ Priority of Service for Veterans and Eligible Spouses ○ Staffing Requirements – Jobs for Veterans' State Grant ○ Common Exit 	<p>Mr. Havard made a motion to approve all items on the consent agenda. Mr. Walton seconded; motion passed unanimously.</p>

<p>8</p>	<p>Information / Discussion</p> <p><u>Chair's Report:</u></p> <ul style="list-style-type: none"> Ms. Wood relayed highlights from the Florida Workforce Chairs' Alliance meeting she attended earlier in month. Ms. Wood encouraged Board Members to continue engaging in CSCF activities and periodically review their website for updates. <p><u>President's Report</u></p> <ul style="list-style-type: none"> Ms. Nabors, President/CEO, provided highlights from the President's Report (attachment). <u>Finance Report</u> <ul style="list-style-type: none"> Mr. Alvarez, CFO, reviewed year-end financials for 2020-2021 (attachment). <p><u>Committee Reports</u></p> <p><u>Executive:</u></p> <ul style="list-style-type: none"> Ms. Wood, Executive Committee Chair, reported the Committee met three times: <ul style="list-style-type: none"> 7/29/21: Committee met to review new fiscal year's committee structure and approve amended Board & Committee meeting schedule. 9/13/21: Committee met and a portion of the meeting was closed in a private attorney-client session to review a pending litigation case. 9/23/21: Committee met and: <ul style="list-style-type: none"> Approved forwarding to Board the policies, which were placed under Consent, which Board has approval. Approval forwarding to Board the procurement for telecom services wide area network. At today's Board Meeting, Ms. Wood relayed an update on proposed litigation settlement for Board approval. 	<p>Mr. Albu made a motion to approve for staff to continue negotiations with top two vendors (Summit and Lumen) to identify best system fit and contractual terms, with cost not to exceed the budget of \$102,000 annually and \$306,000 over three years. Mr. Sullivan seconded; motion passed unanimously.</p> <p>Mr. Gill made a motion to move forward with negotiations of proposed litigation settlement. Mr. Sprinkle seconded; motion passed unanimously.</p>
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Audit

Ms. Olson, Audit Committee Chair, stated no new updates. Next meeting scheduled jointly with Finance Committee on 10/5/21.

Career Services

Mr. Albu, Career Services Committee Chair, reported on the following:

- Met on 8/26/21
- Reviewed:
 - Charter and concurred good as is.
 - Processes, metrics and strategies by division: Business Services, Career Services and Youth Services.
 - Scorecard for July 2021.
 - Summer Youth 2021 – overview and outcomes.
 - Legislative updates.

Community Engagement:

Mr. Sprinkle, Community Engagement Committee Chair, reported on the following:

- Met on 9/16/21.
- Reviewed current Charter and requested staff to streamline and simplify language in Charter.
- Dr. Piccolo, with UCF (University of Central Florida), attended and reviewed recommendations on community engagement survey.

Facilities Ad Hoc Committee

Mr. Walton, Facilities Committee Chair, reported on the following:

- Met on 9/2/21.
- Reviewed updates on Seminole, Southeast Orange and Admin office (attachments).

Finance Committee

- Mr. Alvarez, on behalf of Mr. Ushkowitz, Finance Committee Chair, stated no new updates. Next meeting scheduled jointly with Audit Committee on 10/5/21.

Governance

Mr. Sweat, Governance Committee Chair, reported on the following:

- Met on 8/11/21.
- Reviewed:
 - Charter and included a metric, which Board approved under Consent Agenda earlier in meeting.
 - Current Board demographics and upcoming vacancies.
 - Board Engagement results for FY 2020-2021. Committee concurred to keep metrics as is for FY 2021-2022.



	<p><u>Revenue Diversity Ad Hoc</u> Mr. Jackson, Revenue Diversity Ad Hoc Committee Chair, reported on the following.</p> <ul style="list-style-type: none"> • Met on 8/15/21. • Reviewed FY 2020-2021 results and goals for FY 2021-2021. • Discussed possible organizational structures for the new venture. • Revenue Diversity is now a standing committee – in process of developing a charter. 	
9	<p>Insight <u>Legislative Updates</u> Mr. Chris Carmody, Shareholder, GrayRobinson, provided a presentation on “Florida Legislative Session – Wrap Up” with highlights from this past session (attachment).</p> <p><u>Tourism and Talent Needs</u> Ms. Casandra Matej, President/CEO, Visit Orlando, presented an overview of Visit Orlando, which is the official tourism arm for Central Florida. Ms. Matej underscored how vitally important tourism is to Central Florida’s economy, and reviewed Visit Orlando’s three-year strategic plan towards full recovery (attachment).</p>	
10	<p>Other Business None offered.</p>	
7	<p>Adjournment Meeting adjourned at 10:45 am.</p>	

Respectfully submitted,

Kaz Kasal
Executive Coordinator