



Executive Committee Phone Meeting

**Thursday, October 25, 2018
4:00 p.m.**

MINUTES

MEMBERS PRESENT: Debbie Clements, Eric Jackson, Leland Madsen, Eric Ushkowitz, Larry Walter and Mark Wylie

MEMBERS ABSENT: Greg Beliveau, Kathleen Plinske and Jody Wood

STAFF PRESENT: Pam Nabors, Leo Alvarez and Kaz Kasal

GUESTS PRESENT Heather Ramos, Truong Nguyen / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	<p>Welcome Ms. Clements, Committee Chair, called the meeting to order at 4:03 p.m.</p>	
2	<p>Roll Call / Establishment of Quorum Ms. Kasal, Executive Coordinator, reported a quorum present.</p>	
3	<p>Public Comment None offered.</p>	
4	<p>Action Item <u>Lease Improvement for Lake Sumter State College Build-Out</u></p> <ul style="list-style-type: none"> • Reviewed action item memo on staff’s request to increase budget by \$50,000 for build-out cost for the new Lake County Office (attachment). <ul style="list-style-type: none"> ○ Committee discussed CSCF’s compliance during procurement process. Mr. Alvarez, Chief Financial Officer, affirmed: <ul style="list-style-type: none"> – CSCF’s audit firm Taylor, Hall, Miller, Parker; and attorney GrayRobinson have reviewed full procurement process and confirmed CSCF’s compliance to federal requirements and internal policies. – Department of Economic Opportunity provided prior approval and has been kept informed/current during whole process. 	<p>Mr. Walter made a motion to increase the budget for buildout cost not to exceed \$200,000 and to contract with Interstruct Commercial Construction for the build-out of the Lake Sumter State College Foundation Building. Mr. Jackson seconded; motion passed unanimously.</p> <p><i>Staff to forward to Executive Committee results of CSCF’s attorney’s review and architect’s review.</i></p>
8	<p>Adjournment There being no other business, the meeting was adjourned at 4:44 p.m.</p>	

Respectfully submitted,

Kaz Kasal
Executive Coordinator