



**DRAFT  
Executive Committee Meeting**

**Tuesday, January 29, 2019  
9:00 a.m.**

**MINUTES**

**MEMBERS PRESENT:** Debbie Clements, Greg Beliveau, Leland Madsen, Kathleen Plinske, Eric Ushkowitz, Larry Walter, Jody Wood and Mark Wylie

**MEMBERS ABSENT:** Eric Jackson and Richard Sweat

**STAFF PRESENT:** Pam Nabors, Mimi Coenen, Leo Alvarez, Lisa Burby and Kaz Kasal

**GUEST PRESENT** Thomas Wilkes/GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Ms. Clements, CSCF Chair, called the meeting to order at 9:01 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	<p><b>Action Items</b></p> <p><u>Approval of Minutes – 1/9/19 Executive Committee Meeting</u></p> <ul style="list-style-type: none"> <li>• Reviewed minutes.</li> </ul> <p><b>Approval of Staffing RFQ</b></p> <ul style="list-style-type: none"> <li>• Reviewed action item memo (attachment) to review results of CSCF's temporary staffing and payroll company solicitation.</li> </ul>	<p><b>Mr. Wylie made a motion to approve the draft minutes from the 1/9/19 Executive Committee Meeting. Mr. Ushkowitz seconded; motion passed unanimously.</b></p> <p><b>Mr. Walter made a motion to recommend, for Board final approval, for staff to begin negotiations with Manpower who ranked number one. Mr. Wylie seconded; motion passed unanimously.</b></p>
5	<p><b>Information</b></p> <p><u>Chair's Report</u></p> <ul style="list-style-type: none"> <li>• Pam's Goals Reviewed status of President &amp; CEO's goals (attachment).</li> </ul> <p><u>President's Report</u></p> <ul style="list-style-type: none"> <li>• Facility Updates               <ul style="list-style-type: none"> <li>- Reviewed CSCF's lease updates for Osceola, Lake-Sumter West Orange and Seminole offices.</li> </ul> </li> <li>• Board Meeting Agenda for 2/7/19</li> </ul>	



	- Reviewed agenda.	.
6	<p><b>Committee Reports</b></p> <p><u>Revenue Diversity Ad Hoc</u> Mr. Alvarez, CFO, stated that the committee will be scheduling a meeting end of February.</p> <p><u>Career Services</u> Dr. Plinske, Career Services Committee Chair, reported the Committee met on 1/24/19 and reviewed results of scorecard through 12/31/18. The Committee also reviewed the enhanced 2019 summer youth program.</p> <p><u>Community Engagement</u> Ms. Wood, Community Engagement Committee Chair, reported the Committee met on 1/14/19. The Committee mid-year results on internal and external communication activities as well as revised master narrative.</p> <p><u>Audit and Finance Committees</u> Mr. Walter, Audit Committee Chair, and Mr. Ushkowitz, Finance Committee Chair, stated the Committees will meet jointly on 1/31/19.</p> <p><u>Governance</u> Mr. Wylie, Governance Committee Chair, reported the Committee will meet in March.</p>	
7	<p><b>Other Business</b></p> <p>None offered.</p>	
8	<p><b>Adjournment</b></p> <p>Meeting adjourned at 10:05 a.m.</p>	

Respectfully submitted,

Kaz Kasal  
Executive Coordinator