



**DRAFT**  
**Facilities Ad Hoc Committee Meeting**  
**Thursday, August 28, 2024, 11:00 a.m.**  
**MINUTES**

**MEMBERS PRESENT:** Matt Walton, Andrew Albu and Dr. Molly Kostenbauder

**STAFF PRESENT:** Leo Alvarez, Lance Willingham, Sean Masherella, Vince Bruno and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> <ul style="list-style-type: none"> <li>• Mr. Walton, Committee Chair, called the meeting to order at 11:09 a.m.</li> <li>• Mr. Walton welcomed Dr. Molly Kostenbauder, who is a new member serving on this Committee.</li> </ul>	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal reported a quorum present.	
3	<b>Public Comment</b> None offered.	
4	<b>Approval of Minutes</b> <ul style="list-style-type: none"> <li>• Reviewed draft minutes from 4/4/24 Facilities Ad Hoc Committee Meeting.</li> </ul>	<b>Mr. Albu made a motion to approve the minutes from the 4/4/24 Facilities Ad Hoc Committee Meeting. Dr. Kostenbauder seconded; motion passed unanimously.</b>
5	<b>Information and Discussion</b> <u>Review Facility Lease Schedule</u> <ul style="list-style-type: none"> <li>• Reviewed lease schedule of all CSCF locations (attachment).</li> </ul> <u>Preliminary Discussion of Two-Year Space Plan</u> <ul style="list-style-type: none"> <li>• Reviewed the overall objective to optimize space, reduce overhead costs and strategically utilize technology while not reducing service delivery (attachment).</li> </ul> <u>Space Options by County</u> <ul style="list-style-type: none"> <li>• Discussed each current CSCF location regarding lease renewal or other possible options.</li> </ul>	<i>Staff to schedule next meeting to occur in about six months.</i>
6	<u>Other Business</u> None offered.	
7	<b>Adjournment</b> Meeting adjourned at 12:09 p.m.	

Respectfully submitted,

Kaz Kasal  
 Executive Board Coordinator