



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

Respectfully submitted,

Kaz Kasal
Executive Board Coordinator