



BOARD OF DIRECTORS MEETING

CareerSource Central Florida | 10/17/24

CareerSourceCentralFlorida.com

ISHMENT
BEGINS WITH A DREAM.



10/17/24 BOARD OF DIRECTORS MEETING DETAILS

Meeting Details

Meeting Agenda

Roll Call

Welcome

Public Comment

Spotlight Story

Board Recognition

Consent Agenda

Information/
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What: CSCF Board of Directors Meeting

When: Thursday, October 17, 2024
3:00 p.m. – 3:45 p.m.

Where: Virtual via Zoom:

Link: <https://careersourcecf.zoom.us/j/87197801201?pwd=AEW8bPIZbjCskfeLOPdKPBeybeB3WI.1>

Dial In: 1 (929) 205-6099 / Meeting ID: 871 9780 1201 / Passcode: 006879

10/17/24 BOARD OF DIRECTORS MEETING AGENDA

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Agenda Item #"	Topic	Presenter	Action Item
1.	Welcome - Spotlight Story	Sheri Olson	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment	Sheri Olson	
4.	Recognition of Board Service / Departing Board Members	Sheri Olson	
5.	<u>Consent Agenda</u> A. <u>6/26/24 Board Meeting – Minutes</u> B. <u>Draft Local Workforce Plan 1/1/2025 - 12/31/2028</u> C. <u>Budget Adjustment (Finance)</u> D. <u>Career Services Committee Charter (Career Services)</u>		X
6.	Information / Discussion / Action Items A. <u>Chair’s Report</u> B. <u>President’s Report</u> C. <u>Finance Report</u> D. <u>Committee Reports</u> 1) Executive (met on 9/18/24) 2) Audit (met of 9/3/24 w/ Finance) 3) Career Services (met on 9/12/24) a) <u>MOU with Ironworkers Local Union 808 Joint Apprenticeship Trust</u>	Sheri Olson Pamela Nabors Eric Ushkowitz Sheri Olson Matt Walton Andrew Albu	X

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6.	D. Committee Reports <i>(continued)</i> 4) Community Engagement Committee (met on 8/29/24) 5) Facilities Ad Hoc <i>(met on 8/28/24)</i> 6) Finance <i>(met on 9/3/24 w/Audit)</i> 7) Governance <i>(met on 8/21/24)</i> 8) Revenue Diversity & New Markets <i>(met 10/1/24)</i>	David Sprinkle Matt Walton Eric Ushkowitz Sheri Olson John Gill	
7	Other Business		
8.	Adjournment		

Upcoming Meetings:

11/6/24	Governance	3:00 p.m. – 4:30 p.m.
11/14/24	Career Services	3:00 p.m. – 4:30 p.m.
11/21/24	Community Engagement	3:00 p.m. – 4:30 p.m.
December	Audit & Finance	TBD
12/5/24	Executive	2:00 p.m. - 3:30 p.m.
12/9/24	Consortium	10:00 a.m. – 10:30 a.m.
12/11/24	Board	9:00 a.m. – 10:30 a.m.



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ROLL CALL / ESTABLISHMENT OF QUORUM



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WELCOME



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PUBLIC COMMENT



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CSCF SPOTLIGHT STORY





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BOARD RECOGNITION



OUTSTANDING SERVICE RECOGNITION



KEIRA DES ANGES
CAREERSOURCE CENTRAL FLORIDA
BOARD OF DIRECTORS
2/22/18 - 7/12/24



OUTSTANDING SERVICE RECOGNITION



DR. HEATHER BIGARD
CAREERSOURCE CENTRAL FLORIDA
BOARD OF DIRECTORS
12/11/23 - 8/30/24



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CONSENT AGENDA

- [6/26/24 Board Minutes](#)
- [Draft Local Workforce Plan \(1/1/2025 thru 12/31/2028\)](#)
- [Budget Adjustment \(*Finance*\)](#)
- [Career Services Charter \(*Career Services*\)](#)

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INFORMATION / DISCUSSION / ACTION ITEMS



CHAIR'S REPORT



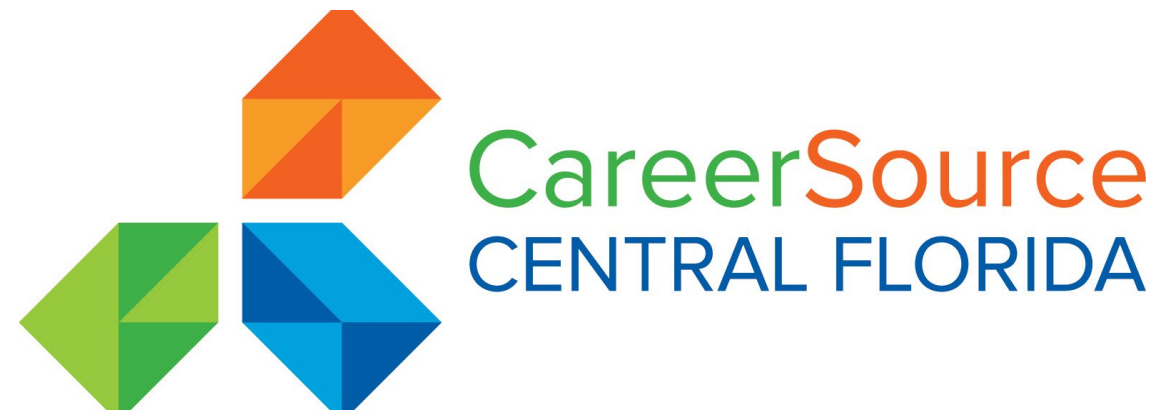


PRESIDENT'S REPORT

OCTOBER 2024

Agenda Item 6B





CSCF WORKFORCE CHAMPIONS

- Amulyasai Bangaru is the **recipient of the 2024 Lighthouse Award**. This is someone who works behind the scenes and who everyone can rely on.
- Marcel Cicero won **CSCF's Workforce Champion for 2024**. This award recognizes an individual for their extraordinary innovation that impacts programs, customers, or professionals.

Congratulations!



CSCF PURPLE STAR RECOGNITION

CareerSource Central Florida is a Purple Star Workforce Development Board recipient.

CSCF shows exemplary commitment to military families and is one of five boards from across the state with this honor.



Orlando[®]
The City's Magazine

ORLANDO MAGAZINE 50 MOST POWERFUL & FACES OF ORLANDO

CSCF was recognized in Orlando Magazine's Faces of Orlando and 50 Most Powerful edition.

Along with President & CEO Pam Nabors, many CSCF board members were also featured.

Congratulations: Nicole Martz, Tanisha Nunn Gary, Dr. Vazquez, Wendy Brandon, Jeff Hayward, Catherine McManus, and Mayor Demings.

Big Wins & Big Shout Outs

Thank you to the partners who are supporting financially CSCF's revenue goal of 6 million this program year! These partners are helping people find meaningful careers and businesses thrive in our region.

Disney
JPMorgan Chase
AdventHealth

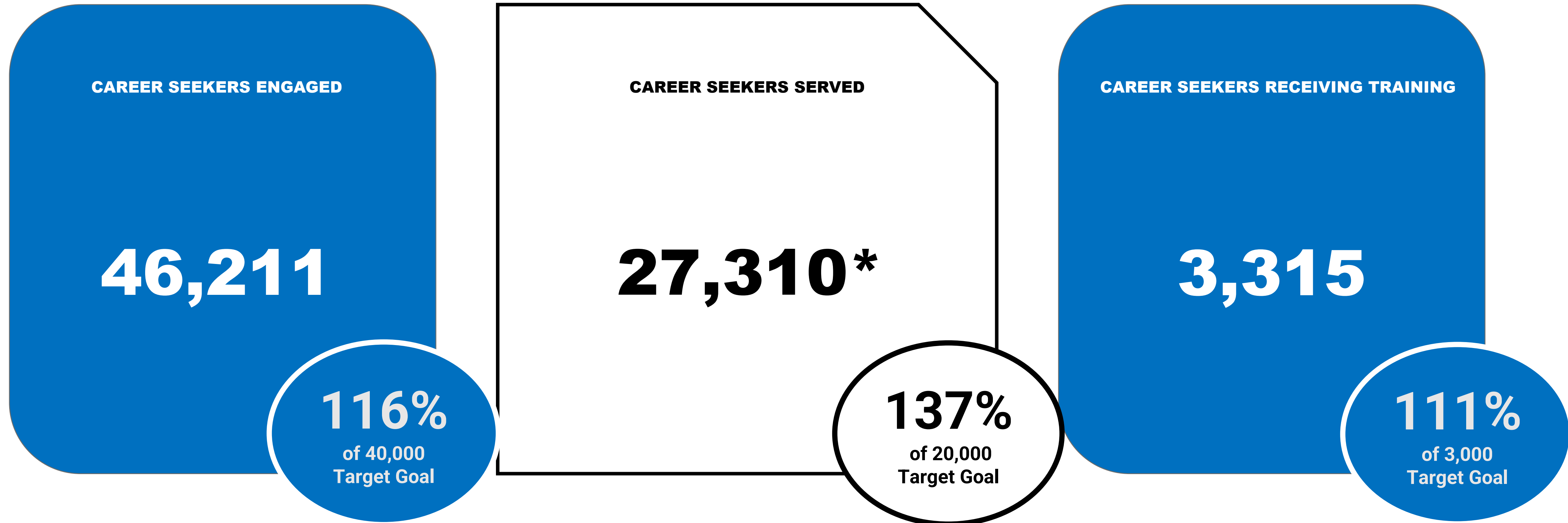


A LOOK BACK

CSCF PY 23-24 SCORECARD



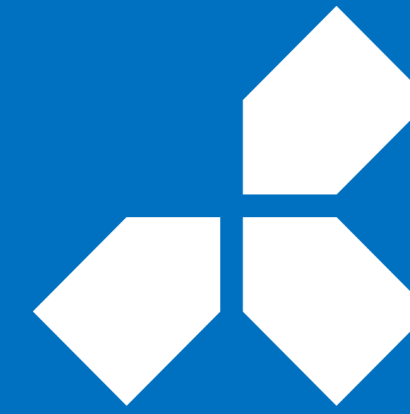
SCORECARD



Date Range – 7/1/2023 – 06/30/2024 (As Of This PY)
Data Source: Employ Florida SQL Server, OSST SQL Server, CRM, LUO, QLess

6,473 **108%**
of 6,000 Target
Goal

INDIVIDUALS PLACED IN EMPLOYMENT



CareerSource
CENTRAL FLORIDA

CAREER SEEKER AVERAGE WAGE

>\$18.00

Average Wage
Target Goal

\$19.28

SCORECARD

**BUSINESS
RELATIONSHIPS**

4,078

102%

Percent of
4,000 Target
Goal

INDIVIDUALS HIRED VS INTERVIEWED



BUSINESS RELATIONSHIPS

2021 - 2022

3,516

2022 - 2023

3,200

2023 - 2024

4,078



OUR STRATEGIC PRIORITIES



Diversify revenue streams to create resiliency.



Identify and deliver talent solutions for businesses and individuals leading to success.



Deliver career solutions to Central Florida residents to ignite their potential.



Optimize workforce innovations to maximize organizational value.

PY 2024-2025 PERFORMANCE TARGETS

PRIORITIES	TARGET
CLIENTS	25,000
TRAINED	3,000
HIRED	6,000
WAGE	\$18.00
BUSINESS RELATIONSHIPS	4,000





LEVEL UP ORANGE IMPACT

CURRENT PROGRAM STATUS | JULY 2024

OBJECTIVES	GOAL	ACTUAL	TARGET
Outreach to Orange County residents	8,000	26,043	
Provide workforce services and access to career, training and employment information	2,500	2,754	
80% engaged in workforce serves to complete programming	2,000	1,790	on track 89%
80% of participating residents to become employed	1,600	1,665	
50% to earn hourly wages of \$15 per hour or more	800	1,335 median wage \$17	



LEVEL UP ORANGE SUCCESS HIGHLIGHT

Makayla, LUO participant with the Mayor Jerry Demings County Career Showcase, developed a passion for the Parks & Recreation Department.

She now has a job with the County as a Service Maintenance Worker making \$15.61 an hour.



SUMMER YOUTH PROGRAM SIZZLE

VIDEO WILL BE PLAYED AT MEETING



PAM SPEAKS POWER OF PARTNERSHIPS IN ATLANTA

Spoke at Region 3 State Administrator's meeting with the Department of Labor on reimagining the workforce systems and how partnerships make a difference.

Human Resources Update

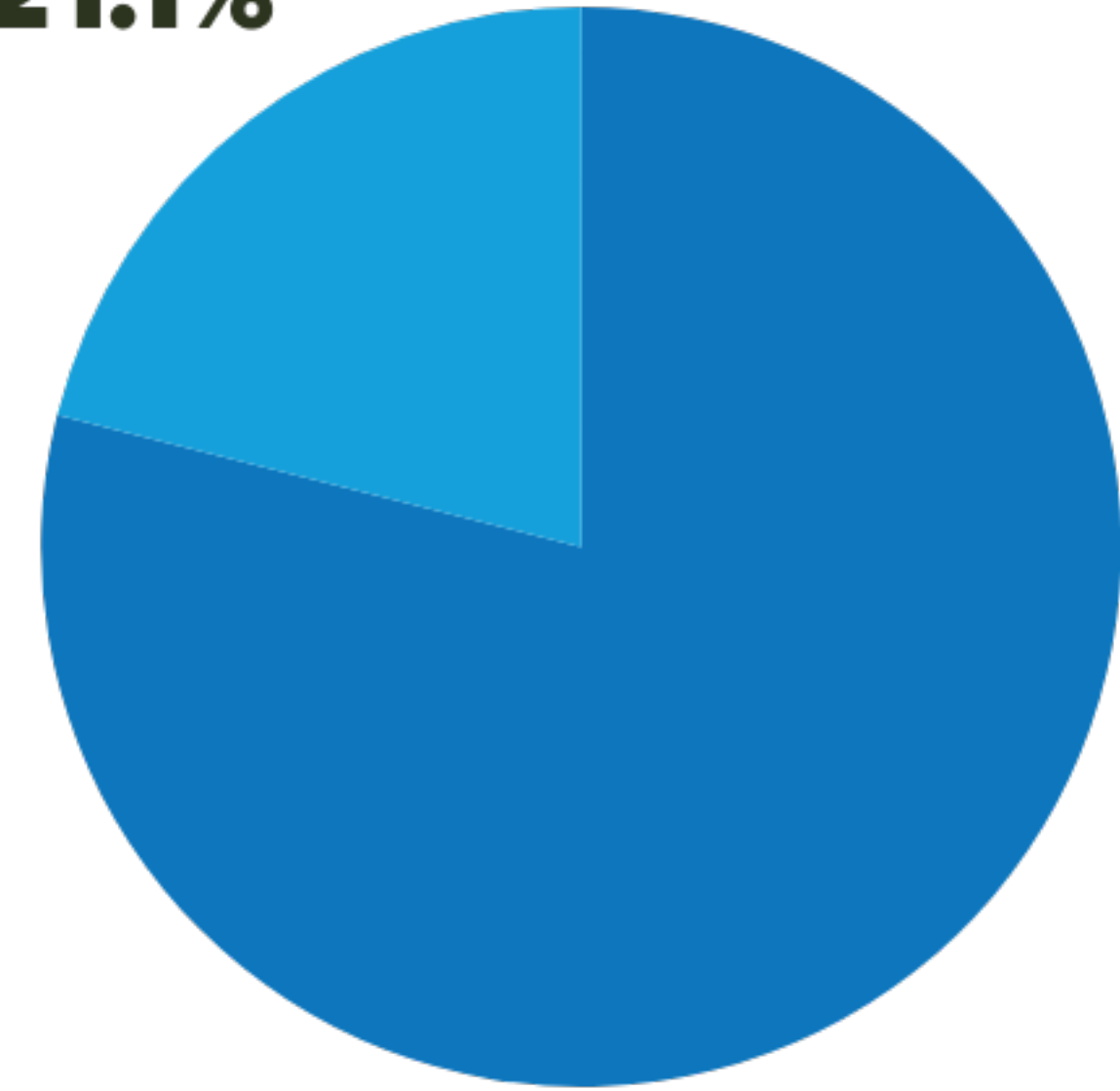
End of PY23-24

FTE Count: 200

Current PY24-25

FTE Count: 185

Support: 39
21.1%



78.9%
Operations: 146

TOTAL: 185

Key HR Initiatives for PY 24-25

Key Take Aways

Compensation Study: In 2024, CSCF launched a compensation study with Astron Solutions to review competitiveness of pay practices.

New Benefits Program: CSCF transitioned to Gehring Group and negotiated a 5.3% renewal increase (down from 35% original quote) to stay with Florida Blue.

Current Initiatives

Employee Engagement Strategy: CSCF is developing an employee engagement plan to address the recent employee satisfaction survey from spring of 2024.

Key takeaways include:

- 83% participation rate
- Received a 94% favorable rate (65% industry standard)
- CSCF to focus on elevating change management, recognition, communication and ethics

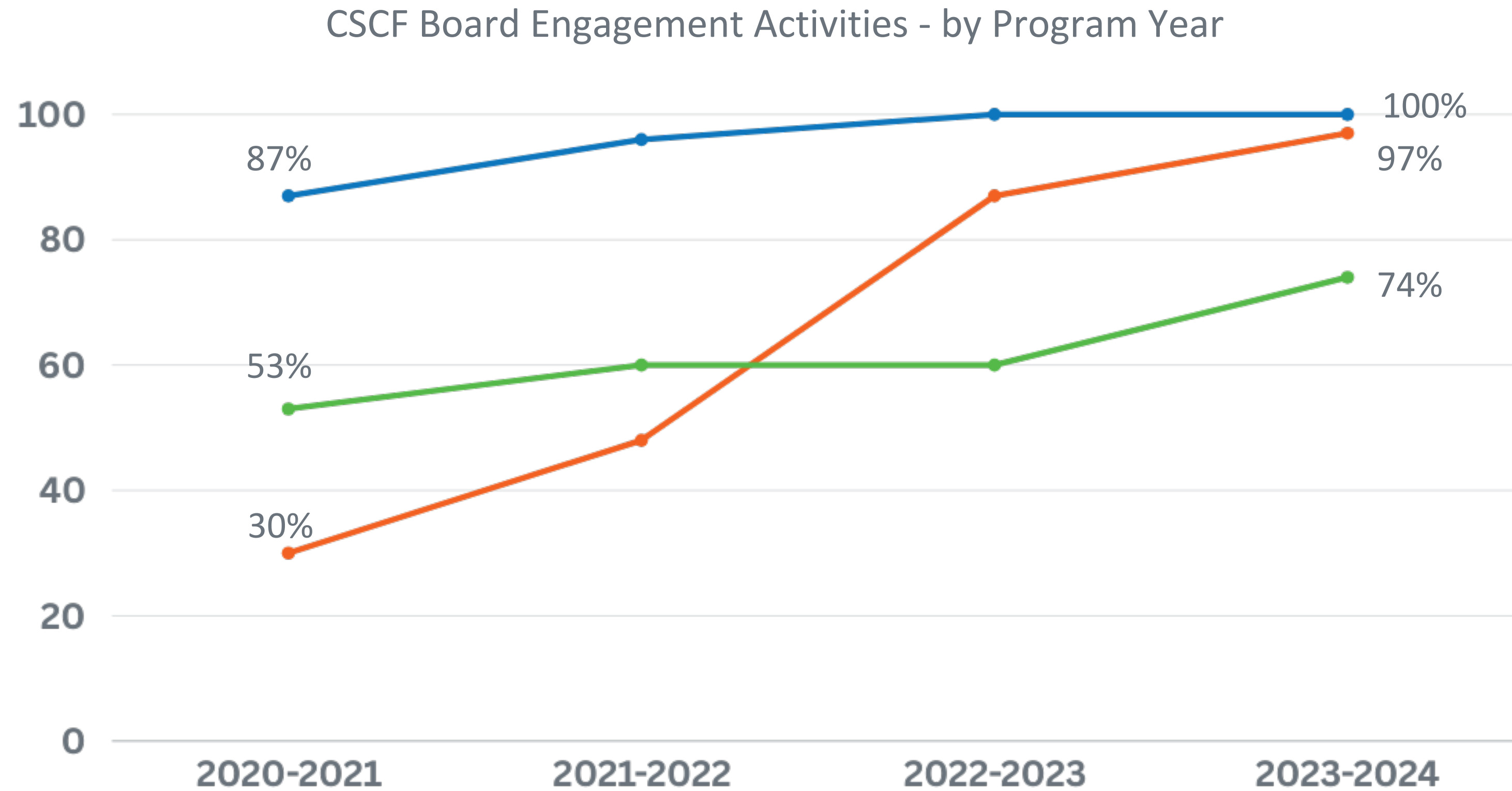


BOARD ENGAGEMENT PY 23-24

CSCF board members have exceeded the board participation goals in every category – demonstrate, contribute, and participate.

THANK YOU for all you do!

YOY Trends



- Demonstrate 80% of Board Attain: 1 Active/ year
- Contribute 70% of Board Attain: 1 Contribution/year
- Participate 90% of Board Attain: 24 hours/year



2024 – 2025 ANNUAL BOARD MEMBER ORIENTATION



Taylor | Hall | Miller | Parker | P.A.

THMP Workforce Academy has published its newly revised and updated **Board Member Orientation** courses for the 2024-25 program year.

This can count towards a CSCF board member's annual training requirement.



THANK YOU



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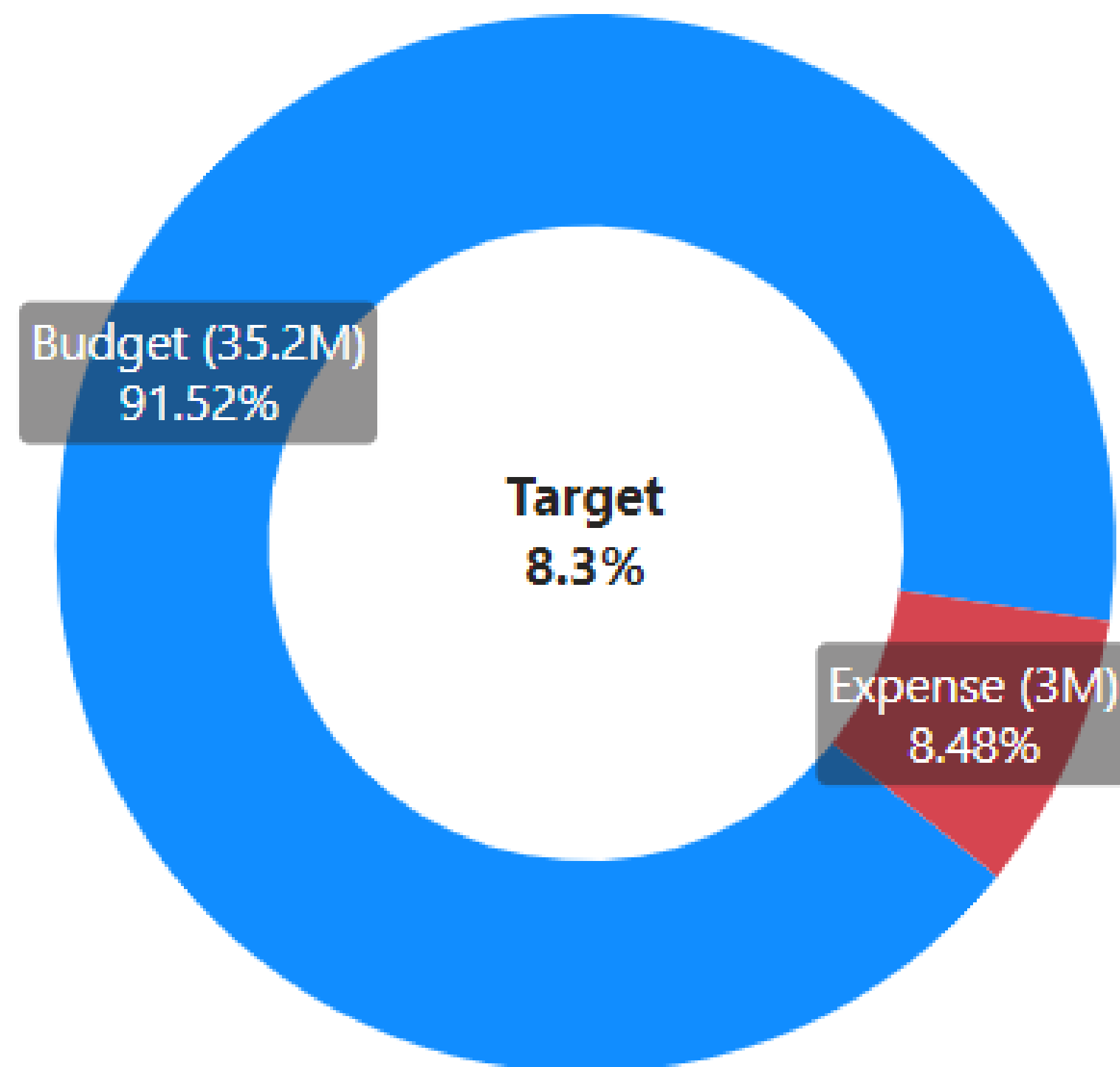


FINANCE REPORT

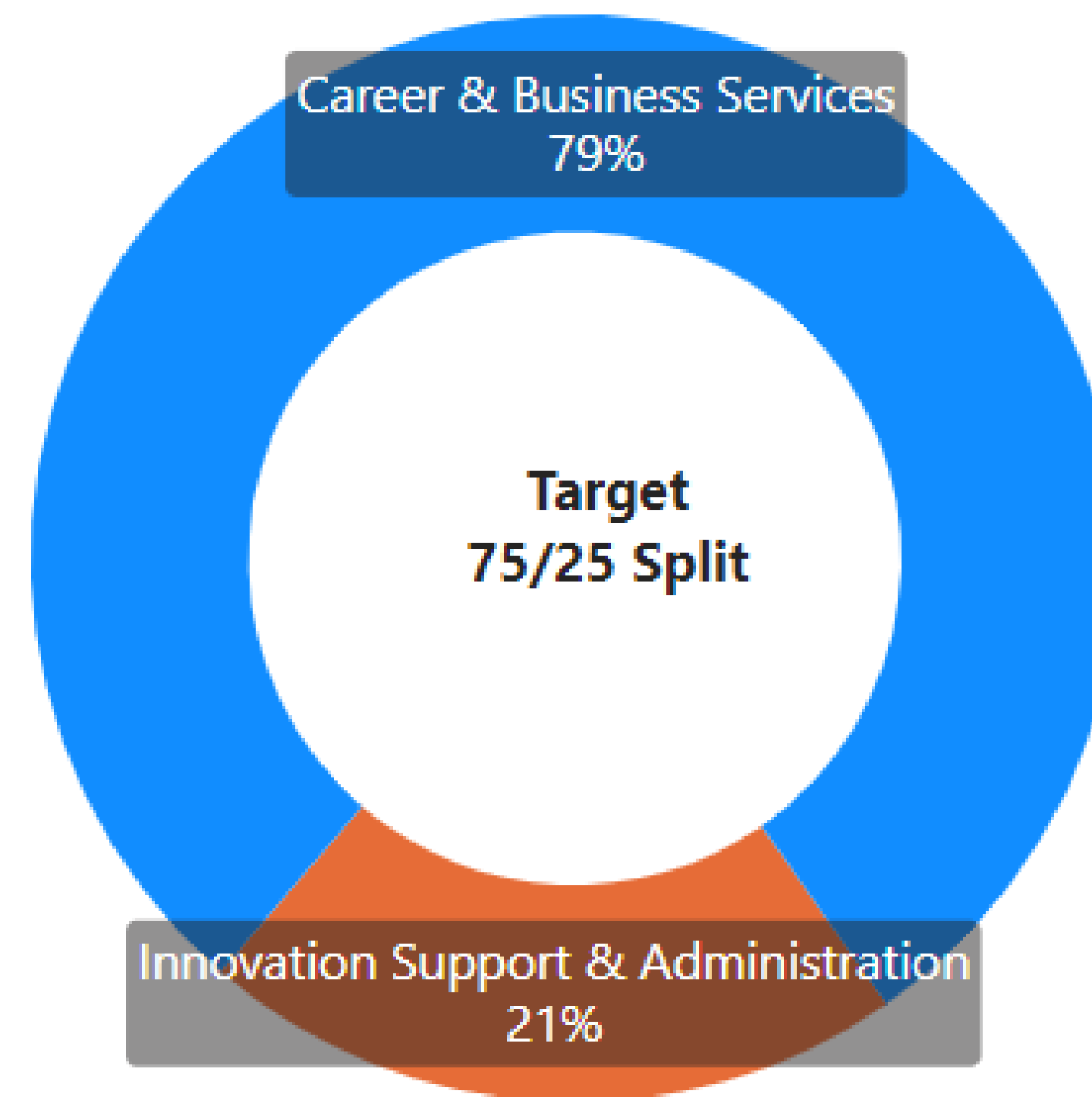
JULY 2024

BUDGET VS ACTUAL

Budget to Actual Expenses



Budget Operations/Support



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REPORTS BY COMMITTEE CHAIR

Executive

Sheri Olson

Audit

Matt Walton

Career Services

Andrew Albu

Community Engagement

David Sprinkle

Facilities Ad Hoc

Matt Walton

Finance

Eric Ushkowitz

Governance

Sheri Olson

Revenue Diversity & New Markets

John Gill

Agenda Item 6D 3) a)



To: CareerSource Central Florida Board of Directors
From: Career Services Committee
Subject: Approval of MOU between CSCF and Ironworkers Local Union 808 Joint Apprenticeship Trust Fund, Inc (Ironworkers Local Union 808)
Date: September 26, 2024

PURPOSE:

To recommend the approval of a Memorandum of Understanding between CareerSource Central Florida and the Ironworkers Local Union 808 to support training of apprentices who qualify for workforce funds.

BACKGROUND:

- The Ironworkers Local Union 808 Joint Apprenticeship Trust Fund supports the talent development needs for structural steel and iron workers in the region
- CSCF partners with the Ironworkers Union, based on funding availability, to support tools in year two and three for up to 46 apprentices.
- CSCF has established an MOU with the Ironworkers Local Union that outlines this partnership.
- The Ironworkers Local Union 808 is on the CSCF Board of Directors, and the agreement is hereby presented to the committee for consideration and approval, and the presented to the Board of Directors.

Per CSCF's procurement guidelines and Florida Commerce requirements, the CSCF Board of Directors must review financial agreements involving a member of the Board of Directors and/or their organization that could benefit financially from the agreement. This action, approved by the Career Services Committee on September 12, 2024, must be approved by a two-thirds vote of the Board. Richard Watford, Director of Local Ironworkers 808, serves as a member of the CSCF Board, and will need to abstain from voting on the recommended action.

RECOMMENDED ACTION:

The Career Services Committee recommends the CSCF Board of Directors approve an agreement between CareerSource Central Florida (CSCF) and the Ironworkers Local Union 808 Joint Apprenticeship Trust Fund to support up to 46 apprentices based on the funding availability and program requirements.

Approved:

Career Services Committee – 9/12/24

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OTHER BUSINESS



REMINDER:

NEXT BOARD MEETING SCHEDULED FOR:

WEDNESDAY, DECEMBER 11, 2024

AT

4ROOTS FARM

UPDATED CALENDAR INVITE HAS BEEN SENT OUT



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ADJOURNMENT



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or in person by appointment, in your place of business or at one of our Career Centers.



THANK YOU

Phone: 800.757.4598

Website: www.CareerSourceCentralFlorida.com



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APPENDIX



DRAFT
Board of Directors Meeting
Wednesday, June 26, 2024 9:00 a.m.
MINUTES

- MEMBERS PRESENT:** Richard Sweat, Joe Battista, Heather Bigard, Gui Cunha, Keira des Anges, Shawn Hindle, Wendy Ford, Tanisha Nunn Gary, John Gill, Kristin Gray, Jeff Hayward, Molly Kostenbauder, Ben Larry, Lindsey LeWinter, Nicole Martz, Snak Nakagawa, Sheri Olson, Gaby Ortigoni, Chris Pascal, Stella Siracuza, David Sprinkle, DeAnna Thomas, Eric Ushkowitz, and Matt Walton
- MEMBERS ABSENT:** Andrew Albu, Wendy Brandon, Sean Donnelly, Casey Ferguson, Mark Havard, Amy Santorelli, Jonathan Schaefer, Michelle Sperzel, Maria Vazquez and Richard Watford
- STAFF PRESENT:** Pam Nabors, Tadar Muhammad, Leo Alvarez, Dyana Burke, Nilda Blanco, Emily Kruszewski, Marcela DeFaria, Gina Ronokarijo, Janee Olds, Sean Masherella, James Bloodworth, Vanessa Nogueira, and Kaz Kasal
- GUESTS PRESENT:** Heather Ramos / GrayRobinson; Catherine Steck McManus / Habitat for Humanity – Greater Orlando and Osceola County; Kristin Williams / Rollins College, Crummer Graduate School of Business; Melissa Lopez / Parent of CSCF Participants

Agenda Item	Topic	Action Item / Follow Up Item
1.	<p>Welcome</p> <ul style="list-style-type: none"> • Mr. Sweat, Board Chair, called meeting to order at 9:00 am and welcomed attendees. • Mr. Sweat thanked Seminole State College / Oviedo Campus for hosting today's meeting. Dr. Georgia Lorenz, President, Seminole State College, provided an overview of the college and its programs. <p>CSCF Spotlight Story</p> <ul style="list-style-type: none"> • Ms. Kruszewski, VP of Strategic Communications, introduced Ms. Melissa Lopez. • Ms. Lopez relayed her thanks to CSCF for the great experiences her son and daughter have been receiving with the High School Express initiative and Summer Youth program. These programs have provided great benefits for her children by learning about different jobs and building their confidence and independence, which included being provided their own bank accounts. 	
2.	<p>Roll Call / Establishment of Quorum</p> <p>Ms. Kasal, Executive Board Coordinator, reported a quorum present.</p>	
3.	<p>Public Comment</p> <ul style="list-style-type: none"> • None offered. 	



4.	<p>Recognition of Board Service – Departing Board Member</p> <ul style="list-style-type: none"> The Board recognized Ms. Renee Quintanilla, Director-Student Services, Crummer Graduate School of Business at Rollins College, for her service on the CSCF Board, which concluded on 3/29/24. Her recognition award will be mailed to her. 	
6	<p>Consent Agenda</p> <ul style="list-style-type: none"> Mr. Sweat asked the Board if any items on consent agenda, as listed below (attachments), should be moved off for further discussion: <ul style="list-style-type: none"> Draft Minutes of 4/26/24 Board Meeting Proposed 2024-2025 Board Meeting Schedule Strategic Change RFP (Executive) Retirement Plan Recommendations (Finance) Approval of Request for Subsequent Local Workforce Development Area Designation Approval of Request for CSCF to be Direct Provider of Workforce Services 	<p>Mr. Hayward made a motion to approve all items on the consent agenda. Mr. Walton seconded; motion passed unanimously.</p>
7	<p>Information / Discussion / Action Items</p> <p><u>Chair's Report:</u></p> <ul style="list-style-type: none"> Mr. Sweat reminded the Board to submit their annual Form 1 and 4th Quarter Survey, if they have not done so already. <p><u>President's Report (attachment)</u></p> <ul style="list-style-type: none"> Ms. Nabors, President/CEO, provided following highlights from the President's Report (attachment). <ul style="list-style-type: none"> CSCF received A+ for 2nd quarter performance results and consistently rank in top 4 performance regions. CareerSource Florida establishes Purple Star Recognition which recognizes workforce boards that show exemplary commitment to military families; CSCF is one of five boards receiving a Purple Star. Congratulated Ms. Janee Olds, Director of Workforce Special Projects, who received Orlando Business Journal's "40 under 40" award. Congratulated Ms. Martiza Pinto, Career Services Consultant, who was presented "Associate of the Month" award from Florida Commerce. Reviewed: <ul style="list-style-type: none"> CSCF's Scorecard thru 3rd quarter: 7/1/2023 thru 3/31/2024 Launch of Summer Youth Program Level Up Orange program updates 	



	<ul style="list-style-type: none"> ○ Revenue Diversity – exceeded annual \$3M goal by attaining \$5.9M. ○ Current status of “Stronger Workforce for America Act.” <p>Mr. Sweat asked staff to provide Board talking points from the business perspective, so Board can help advocate the importance of workforce boards having local control.</p> <p><u>Finance Report</u></p> <ul style="list-style-type: none"> ● Mr. Alvarez, CFO, reviewed highlights through 3rd quarter, 7/1/23 – 3/31/24 (attachment). On track through 3rd quarter with expenditures overall at 75.6%; expecting to close the year on track. <p><u>Committee Reports</u></p> <p><u>Executive:</u></p> <ul style="list-style-type: none"> ● Mr. Sweat, Executive Committee Chair, reported Committee met on 6/13/24 and reviewed: <ul style="list-style-type: none"> - Action memo summarizing the evaluations on proposals received for strategic organizational transformation consulting services. Committee approved, and Board provided final approval under this meeting’s consent agenda, for staff to enter into contract negotiations with Curium Solutions and Walk With You LLC for FY 2024-2025. - President & CEO Performance Review – Committee concurred Ms. Nabors exceeded expectations in all goals and overall performance. It was also noted that Ms. Nabors has consistently exceeded her performance goals year over year. - Updates from Chair, President, and Committees, and today’s Board agenda <p><u>Audit</u></p> <ul style="list-style-type: none"> ● Mr. Walton, Audit Committee Chair, stated the FY 2022-2023 990 Report draft was reviewed by Audit and Executive Committees. Then, once approved, forwarded to Board as an info item. <p><u>Career Services</u></p> <ul style="list-style-type: none"> ● Ms. Blanco, on behalf of Mr. Albu, Career Services Committee Chair, stated Career Services Committee met on 5/9/24 and 5/23/24: <ul style="list-style-type: none"> - On 5/9/24, <ul style="list-style-type: none"> ○ Reviewed program updates. ○ Reviewed scorecard through 3rd quarter. 	<p><i>Staff to provide talking points to Boards so they can advocate for workforce boards having local control</i></p>
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	<ul style="list-style-type: none"> o Reviewed data, trends and projections on region's industry needs and scope of workers, as well as discussed training investment priorities, sector strategies and strategic solutions. - On 5/23/24: <ul style="list-style-type: none"> o Approved for Board's final approval two action items: <ol style="list-style-type: none"> 1) To allow CSCF staff to negotiate with highest ranking proposer, Thomas P. Miller & Associates, LLC., as One Stop Operator. 2) To approve CSCF's continued designation as Direct Services Provider, which the Board provided final approval under this meeting's consent agenda. o Reviewed highlights from Education & Industry Consortium. <u>Community Engagement</u> <ul style="list-style-type: none"> • Mr. Sprinkle, Community Engagement Committee Chair, stated committee met on 4/2/24 and 5/2/24: <ul style="list-style-type: none"> - On 4/2/24, reviewed social media performance and had strategic discussion on public affairs. - On 5/2/24: <ul style="list-style-type: none"> o Welcomed new committee members. o Received an update on government affairs. o Discussed the handling of CSCF's adjustments with decrease in next year's funding. o Reviewed timeline and phases of the CSCF website refresh. o Mr. Sprinkle encouraged Board to review CSCF website and provide any input to Ms. Kruszewski, VP of Strategic Communications 	<p>Mr. Nakagawa made a motion to approve for CSCF staff to negotiate with highest ranking proposer, Thomas P. Miller & Associates, LLC for a contract within the \$65,000 to \$75,000, and no more than \$80,000. Mr. Walton seconded; motion passed unanimously.</p>
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Facilities Ad Hoc

- Mr. Walton, Facilities Ad Hoc Committee Chair, stated Committee met on 4/4/24 at West Orange Career Center:
 - Toured the Center
 - Reviewed lease schedules of all CSCF locations
 - Reviewed lease renewal options for Southeast Orange and Osceola career centers and approved, which Board also approved at its 4/26/24 meeting, to extend lease for 2 years for both Southeast Orange and Osceola career centers.
 - Committee to continue reviewing options and work out a game plan in conjunction with the other locations to determine how much overall space is needed.
 - Mr. Walton encouraged Board to request joining Facilities Ad Hoc Committee, if they are interested.

Finance Committee

- Mr. Ushkowitz, Finance Committee Chair, reported the Committee met on 4/10/24 and 6/5/24.
 - On 4/10/24:
 - o Reviewed financials thru 2/29/24
 - o Approved, which then Board approved at its 4/26/24 meeting, following five action items:
 - 1) The audit results on retirement plan, which was a clean report, no issues;
 - 2) Adding transfer of funds flexibility between WIOA Adult & Dislocated Worker.
 - 3) Moving Budget Adjustment of \$3M in training investments from FY 23-24 to FY 24-25
 - 4) Procurement Policy modification to increase the simplified acquisition threshold to \$250,000 (from \$150,000)
 - o Approved adding "Top Hat" plan benefit to retirement plan; which Board provided final approval under "Consent Agenda at this meeting.
 - o Reviewed FY 24-25 Budget timeline and projections.
 - o Reviewed the FY 24-25 health insurance plan renewal status.
 - On 6/5/24:
 - o Reviewed financials through 4/30/24



<ul style="list-style-type: none"> o Approved, for Board's final approval, the draft FY 2024-2025 Budget <p>Board also concurred to allow staff to ask State to adjust its WIOA (Adult & Dislocated Workers) training mandate from 50% to 40%.</p> <ul style="list-style-type: none"> o Approved additional benefits in CSCF's Retirement Plan to include emergency savings account and increased auto-escalation, which Board provided final approval under this meeting's Consent Agenda. <p><u>Governance</u></p> <ul style="list-style-type: none"> • Ms. Olson, Governance Committee Chair, stated Committee met on 5/8/24 and: <ul style="list-style-type: none"> - Reviewed Board Engagement through 3/31/24. - Reviewed proposed Board Roster for FY 2024-2025. - Approved a proposed Slate of Officers for Board's final approval (attachment). <ul style="list-style-type: none"> - Chair: Richard Sweat - Vice Chair: Sheri Olson - Treasurer: Eric Ushkowitz - Secretary: Jeff Hayward • Ms. DeFaria, VP of Development, thanked those Board Members who made various contributions in FY 2023-2024, and those who have not, to consider contributing by 6/30/24 to increase Board's engagement goals by year-end. <p><u>Revenue Diversity and New Markets</u></p> <ul style="list-style-type: none"> • Mr. Gill, Revenue Diversity and New Markets Committee Chair, stated the Committee has not met since the last Board Meeting, but commended Board and staff for exceeding the \$3M annual target to nearly \$6M this year. Mr. Gill also encouraged the Board to: 1) bring introductions for financial support to Ms. 	<p>Mr. Walton made a motion to approve the 2024-2025 Budget. Mr. Hayward seconded; motion passed unanimously.</p> <p>Ms. LeWinter made a motion to approve for staff to ask the State to adjust its WIOA (<i>Adult & Dislocated Workers</i>) training mandate from 50% to 40%. Ms. Martz seconded; motion passed unanimously.</p> <p>Mr. Gill made a motion to approve Slate of Officers, as presented. Mr. Sprinkle seconded; motion passed unanimously.</p>
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	DeFaria – banks especially have CRA (Community Re-Investment Act) funds that they need to spend, and 2) make their own contribution (of any amount) if they have not.	
8	<p>Insight</p> <p><u>Career Solutions Update (attachment)</u></p> <ul style="list-style-type: none"> • Ms. Nabors and Mr. Alvarez provided an overview on the formation of Career Solutions, it's Mission, Vision and Value Proposition, which is to create impact and add value with youth in this region: 1) expanding reach to middle and early high school students, 2) ensure more youth have access to meaningful career exploration, and 3) increase capacity to deliver more youth experiences. • Reviewed revenue goals current and future. • Reviewed pilot projects: 1) additional youth to partake in Summer Youth program and 2) additional youth to partake in High School Career Express <p><u>Strategic Goals – PY 2024-2025 (attachment)</u> Ms. Nabors reviewed the four stratetic objectives with its key results for 2024-2025:</p> <ol style="list-style-type: none"> 1) Diversify revenue streams to create resiliency. 2) Identify and deliver talent solutions for businesses that address labor market defmands. 3) Deliver career solutions to Central Florida residents to ignite potential. 4) Optimize workforce innovations to maximize organization value. 	<p><i>Staff will provide an updated target at September board meeting.</i></p>
9	<p>Other Business None offered.</p>	
10	<p>Adjournment Meeting adjourned at 10:36 am.</p>	

Respectfully submitted,

Kaz Kasal
Executive Board Coordinator

**ACTION ITEM****Agenda Item 5B**

TO: CareerSource Central Florida Board of Directors
 FROM: Executive Committee
 DATE: September 26, 2024
 RE: Approval of CSCF Strategic Plan 2025-2028

PURPOSE:

The purpose of this memo is to request approval of CareerSource Central Florida's Strategic Plan for 2025-2028 as required by CareerSource Florida and Florida Commerce.

BACKGROUND ACTION ITEM

As mandated by the Workforce Innovation and Opportunity Act (WIOA), CareerSource Central Florida is required to develop and submit a comprehensive Local Plan for the 2025-2028 planning period. The law also requires local boards to regularly revisit and recalibrate plan strategies in response to changing economic conditions and workforce needs. This plan outlines our strategic vision for workforce development, detailing our goals, strategies, and priorities to address the evolving needs of our local workforce and economy.

The Local Plan for 2025-2028 has been carefully crafted in alignment with federal and state guidelines, incorporating input from key stakeholders, including employers, community organizations, education providers, and workforce partners. The plan outlines the Board's key priorities, which include diversifying revenue streams, delivering innovative talent solutions, and implementing focused talent acquisition strategies for high-growth industries. The plan includes specific objectives to:

- Develop a team of skilled "CareerSourcers" capable of providing relevant and impactful talent solutions.
- Create value and build strong relationships with customers; and
- Foster deep loyalty and enhance customer satisfaction.

Additionally, the Local Plan for 2025-2028 details CSCF's operational strategies to:

- Support identified populations, such as youth, individuals with unique abilities, and low-income families.
- Collaborate with education providers, community organizations, businesses, and economic development entities.
- Maintain and exceed program performance goals; and
- Deliver effective and comprehensive workforce services.

The full document can be found on CSCF's website:

[LWDB-12-Local-Plan-2025-2028 \(careersourcecentralflorida.com\)](https://careersourcecentralflorida.com/LWDB-12-Local-Plan-2025-2028)

REQUIREMENTS:

Florida Commerce mandates that the Local Plan be reviewed and affirmed by both the Local Chief Elected Officials (Consortium) and the CareerSource Central Florida Board of Directors. Additionally, Florida Commerce requires that the Local Plan be posted for public comment for a minimum of 30 days.

In compliance with these requirements, the Local Plan is currently available on the CareerSource Central Florida website throughout the month of September to ensure an opportunity for public review and feedback.

RECOMMENDED ACTION:

The Executive Committee recommends the CSCF Board to approve CSCF's Local Strategic Plan for 2025-2028, beginning January 1, 2025 through December 31, 2028.

Approved:

Executive Committee: 9/18/24

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BUDGET ADJUSTMENT

Agenda Item 5C

	FOR REFERENCE				
	<u>PY Revenue</u>	<u>Original Revenue</u>	<u>Adjusted Revenue</u>	<u>DIFF</u>	
Carry In Funds (Reserves)	16,960,163	11,000,000	12,606,994		
New Funding	30,039,920	31,500,000	36,911,433		
Award Total - Available Funds	47,000,083	42,500,000	49,518,427		
LESS planned Carryover	(10,525,083)	(11,980,000)	(14,283,427)		
Total Available Funds Budgeted	36,475,000	30,520,000	35,235,000	\$ 4,715,000	15.4%
Expenditure Category	<u>PY Budget</u>	<u>Original Budget</u>	<u>Proposed Revised Budget</u>		
Salaries/Benefits	\$ 19,001,000	\$ 16,000,000	\$ 16,350,000	350,000	
Training Investment	\$ 11,180,000	\$ 9,500,000	\$ 13,830,000	\$ 4,330,000	
Professional Services	\$ 1,170,000	\$ 900,000	\$ 900,000	\$ -	
Outreach	\$ 638,000	\$ 355,000	\$ 390,000	\$ 35,000	
Infrastructure/Maintenance & Related Cost	\$ 2,620,000	\$ 2,445,000	\$ 2,445,000	\$ -	
IT Cost/Network Expenses	\$ 1,432,000	\$ 1,000,000	\$ 1,000,000	\$ -	
Staff Development & Capacity Building	\$ 434,000	\$ 320,000	\$ 320,000	\$ -	
EXPENDITURES	\$ 36,475,000	\$ 30,520,000	\$ 35,235,000	\$ 4,715,000	15.4%



Career Services Committee Charter

Purpose:

The Career Services Committee reports to the Board of Directors and is responsible for leveraging their leadership and business expertise to assist CareerSource Central Florida (CSCF) in achieving its strategic objectives and overseeing the organization's operations plan. These objectives include identifying and creating strategies that deliver career solutions for Central Florida residents, igniting their potential, and providing businesses with talent solutions that address labor market demands.

Responsibilities:

- **Review and discuss progress towards achieving customer service design, delivery, and satisfaction goals.**
 - **Metric:** Conduct review of customer service design, delivery, and satisfaction goals for *each meeting*. Provide insights and recommendations based on progress towards annual strategic objectives and key results.
- **Review and discuss progress towards young adult program goals.**
 - **Metric:** Conduct review of defined targets for young adult programs for *each meeting*. Provide insights and recommendations based on progress towards annual strategic objectives, key results, and investment targets.
- **Review and discuss updates from Education and Industry Consortium.**
 - **Metric:** Conduct review and share consortium updates for *each meeting*. Provide insights and recommendations based on progress towards required objectives.
- **Review and discuss investments of all non-Florida Commerce, state and federal funded grants and program initiatives, to ensure attainment of sponsored objectives and performance expectations.**
 - **Metric:** Conduct a *quarterly* review of all named initiatives that are outside traditional Florida Commerce-funded program and services. Provide insights and recommendations based on progress towards required objectives, budget and timelines.
- **Evaluate and recommend providers who offer training scholarships aligned with targeted sectors.**
 - **Metric:** Conduct analysis *semi-annually* to ensure the training matrix reflects programs that are needed and accessible across the region.
- **Review local performance metrics and discuss to ensure attainment of annual investment and training objectives.**
 - **Metric:** Conduct *annual* review on training performance/investments. Provide insights and recommendations based on progress towards annual strategic objectives, key results and given budget.
- **Review and recommend the operational budget that supports the Board's annual strategic objectives in delivering programs and services.**
 - **Metric:** Measured *annually* by 75% of committee members attending and approving the budget during the combined CSC and Finance committee workshop held every May.



Career Services Committee Charter

Skills/Expertise:

- Willingness to attend or participate in the majority of Committee meetings.
- Have proven background or working knowledge of targeted high growth industries.
- Prior experience as a board member desired.
- Prior experience in service delivery or oversight of program performance desired.

Structure:

- Membership of the Committee consists of Board members and community subject matter experts; the Board Chair appoints all Committee members.
- The Committee Chair is appointed by the Board Chair and is responsible to report on the Committee activities at the full Board meeting.
- The Career Services Committee meets 5 times a year (4 meetings alone and 1 combined meeting with the Finance committee for an annual program review and budget workshop that typically occur in September, November, February, April and May but subject to change.)
- Agenda and minutes are kept and published on the CareerSource Central Florida website and supplied to committee members via email one week prior to meetings.

Draft Agenda Template:

- Welcome
- Roll Call / Establishment of Quorum
- Public Comment
- Approval of Minutes
- Information / Discussion / Action Items
 - Workforce Operations Review
 - Career/Business Services
 - Young Adult Services
 - Strategic Initiatives Review
 - Sector Strategies
 - Education & Industry Consortium
- Other Business
- Adjournment

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