



ACHIEVEMENT
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EXECUTIVE COMMITTEE VIRTUAL MEETING

CareerSource Central Florida | 12/5/24
CareerSourceCentralFlorida.com



12/5/24 EXECUTIVE COMMITTEE VIRTUAL MEETING DETAILS

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information/
Discussion/
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What: Executive Committee Virtual Meeting

When: Thursday, December 5, 2024
2:00 p.m. – 3:30 p.m.

Where: CSCF Administration Office
390 N. Orange Ave., Suite 700 (7th Floor)
Orlando, FL 32801

or

Virtual Option via Zoom:

Link: <https://careersourcecf.zoom.us/j/86511258499?pwd=ddFyhEZa4idPygb22WDQnikgqYgmca.1>

Dial In: 1 (929) 205-6099 / Meeting ID: 865 1125 8499 / Passcode: 381608

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Agenda Item #"	Topic	Presenter	Action Item
1.	Welcome	Richard Sweat	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment		
4.	Approval of Minutes A. 9/18/24 Executive Committee Meeting B. 11/22/24 Executive Committee Meeting	Richard Sweat	X
5.	Information / Discussion / Action Items A. Chair's Report B. President's Report C. Committee Reports: 1) Audit (<i>meeting on 1/15/25 w/Finance</i>) 2) Career Services (<i>met on 11/14/24</i>) 3) Community Engagement (<i>met on 11/21/24</i>) 4) Facilities Ad Hoc (<i>meeting on 2/10/25</i>) 5) Finance (<i>meeting on 1/15/25 w/Audit</i>) 6) Governance (<i>meeting on 2/6/25</i>) 7) Revenue Diversity & New Markets (<i>meeting on 1/29/25</i>) D. 12/11/24 Board Meeting Agenda	Committee Discussion	
6.	Other Business		
7.	Adjournment		



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WELCOME



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ROLL CALL / ESTABLISHMENT OF QUORUM



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PUBLIC COMMENT



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APPROVAL OF MINUTES



Draft
Executive Committee Meeting

Wednesday, September 18, 2024, 9:00 a.m.

MINUTES

MEMBERS PRESENT: Richard Sweat, Andrew Albu, Sheri Olson, David Sprinkle, and Matt Walton

MEMBERS ABSENT: John Gill, Jeff Hayward and Eric Ushkowitz

STAFF PRESENT: Tadar Muhammad, Leo Alvarez, Vince Bruno and Kaz Kasal

GUESTS PRESENT: Heather Ramos / ~~Gray Robinson~~

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Sweat, CSCF Vice Chair, called the meeting to order at 3:02 p.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	Public Comment None offered.	
4	Approval of Minutes – 6/13/24 Executive Committee Meeting <ul style="list-style-type: none"> Reviewed minutes (attachment). 	Mr. Walton made a motion to approve the draft minutes from the 6/13/24 Executive Committee meeting. Ms. Olson seconded; <u>motion</u> passed unanimously.
5	Information / Discussion / Action Items Chair's Report <ul style="list-style-type: none"> Executive Committee Charter – Annual Review <ul style="list-style-type: none"> <u>Committee</u> concurred no changes at this time. PY 2024-2025 Committee Structure <ul style="list-style-type: none"> Reviewed current Committee Chairs and current membership of each Committee. President's Report <ul style="list-style-type: none"> Mr. Muhammad, COO, on behalf of Ms. Nabors, CEO, provided below highlights: <ul style="list-style-type: none"> September is Workforce Development Month. Annual Summitt occurred last week. CSCF staff, Amulyasai Bangaru and Marcel Cicero received awards for outstanding work. Revenue diversity – great start this program year; receiving contributions from some major companies. CSCF exceeded all goals last program year. Continuing right sizing the organization with workforce planning. Dr. Lasandrini will provide <u>training</u> session at next week's Board Meeting. 	



- Ms. Nabors spoke at Region 3 State Administrator’s meeting with Department of Labor on reimagining the workforce system and how partnerships make a difference.
- Exceeded Board Engagement goals in all three categories, with Contribution at its highest at 74%

- Draft Local Workforce Plan (1/1/2025 – 12/31/2028)
Reviewed the Workforce Plan (attachment)

Committee Reports

Audit

Mr. Walton, Audit Committee Chair, stated the Committee met jointly with the Finance Committee on 9/3/24. The Committee reviewed its charter, as well as audit planning to be performed by auditors Cherry Bekaert.

Career Services

Mr. Albu, Career Services Committee Chair, stated Career Services Committee met on 9/12/24 and:

- Approved, for Board’s final approval, an MOU with Ironworkers Local Union 808 Joint Apprenticeship Trust.
- Reviewed:
 - o Committee’s charter
 - o Year-end scorecard for PY 2023-2024
 - o PY 2024-2025 Performance Targets
 - o Grant updates
 - o Updates on Education & Industry Consortium.

Community Engagement

Mr. Sprinkle, Community Engagement Committee Chair, stated committee met on 8/29/24 and reviewed:

- Committee charter
- PY 2023-2024 year-end recap
- National Science Foundation update
- Timeline on website refresh, with audit survey coming for Committee’s further feedback
- Committee discussed messaging strategies with youth population.

Facilities Ad Hoc

Mr. Walton, Facilities Ad Hoc Committee Chair, stated Committee met on 8/28/24 at Seminole Career Center and:

- Reviewed lease schedules of all CSCF locations

Mr. Walton made a motion to forward for Board’s final approval, the approval of CSCF’s Local Plan for fiscal year 2024-2025, beginning 1/1/25 thru 12/31/28. Mr. Sprinkle seconded; motion passed unanimously.

Agenda Item 4B



	<ul style="list-style-type: none"> - Discussed the two-year space optimization plan to reduce overhead costs and strategically utilize technology while not reducing service delivery. <p><u>Finance Committee</u> Mr. Ushkowitz, Finance Committee Chair, reported the Committee met jointly with the Audit Committee on 9/3/24 and reviewed:</p> <ul style="list-style-type: none"> - Committee charter - Financials thru July 2024 - Facilities update - Approved, for Board's final approval, the budget adjustment increase of \$4.7M. <p><u>Governance</u> Ms. Olson, Governance Committee Chair, stated Committee met on 8/21/24 and reviewed:</p> <ul style="list-style-type: none"> - Committee charter. - PY 2023-2024 Board Engagement Metrics, which exceeded goals including 74% in Contribution category. - Enterprise Risk update. <p><u>Revenue Diversity and New Markets</u> Mr. Alvarez, CFO, on behalf of John Gill, Revenue Diversity and New Markets Committee Chair, stated the Committee will meet on 10/1/24.</p> <p><u>9/26/24 Board Meeting Agenda:</u></p> <ul style="list-style-type: none"> - Reviewed agenda for upcoming Board Meeting (attachment) 	
6	<p>Other Business</p> <ul style="list-style-type: none"> • None offered 	
7	<p>Adjournment Meeting adjourned at 4:02 pm</p>	

Respectfully submitted,
Kaz Kasal, Executive Coordinator



Draft
Executive Committee Meeting
 Friday, November 22, 2024, 11:00 a.m.
MINUTES

- MEMBERS PRESENT:** Richard Sweat, Andrew Albu, Sheri Olson, David Sprinkle, Eric Ushkowitz, and Matt Walton
- MEMBERS ABSENT:** John Gill and Jeff Hayward
- STAFF PRESENT:** Tadar Muhammad, Leo Alvarez, Dyana Burke, Nilda Blando, Steven Nguyen, Emily Kruszewski, Sean Masherella and Kaz Kasal
- GUESTS PRESENT:** Thomas Wilkes; Heather Ramos / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Sweat, CareerSource Central Florida (CSCF) Board Chair, called the meeting to order at 11:00 a.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	Public Comment None offered.	
4	Action Item <ul style="list-style-type: none"> • Mr. Sweat stated that CSCF entered into an agreement with Orange County Supervisor of Elections (SOE) in September 2024. CSCF understood the SOE office to have met all their protocols when the agreement was provided. In this agreement, Orange County Supervisor of Elections provided \$1.9M for CSCF to expand three of its programs: <ul style="list-style-type: none"> ○ The Public Sectors Pathway program ○ The High-Growth Industry Training for Orange County Residents, and ○ High School Career Express Expansion • CSCF Leadership recommends termination of the above referenced agreement and return the funds to Orange County Comptroller, Phil Diamond, who serves as the custodian and auditor of all Orange County funds. 	Mr. Walton made a motion to approve: <ul style="list-style-type: none"> • Terminate the agreement, effective immediately; • Direct Management to notify the Supervisor of Elections of the termination; • Refund the sum of \$1,900,000 to the Orange County Comptroller; and • Authorize staff in its discretion to terminate other existing agreements, if any, with the Supervisor of Elections. Mr. Sprinkle seconded; motion passed unanimously.
7	Adjournment Meeting adjourned at 11:04 a.m.	

Respectfully submitted,
 Kaz Kasal, Executive Coordinator

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INFORMATION / DISCUSSION / ACTION ITEMS



12/11/24 DRAFT BOARD MEETING AGENDA

12/11/24 BOARD OF DIRECTORS MEETING AGENDA **DRAFT**

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1.	Welcome <ul style="list-style-type: none"> - Pledge of Allegiance - New Board Member - Host Welcome - Spotlight Story 	Richard Sweat	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment	Richard Sweat	
4.	Consent Agenda A. 10/17/24 Board Meeting – Minutes		X
5.	Information / Discussion / Action Items <ul style="list-style-type: none"> A. Chair's Report B. President's Report C. Finance Report D. Committee Reports <ul style="list-style-type: none"> 1) Executive (<i>met on 12/5/24</i>) 2) Audit (<i>no report / meeting on 1/15/25 w/Finance</i>) 3) Career Services (<i>met on 11/14/24</i>) 4) Community Engagement Committee (<i>no report / meeting on 3/13/25</i>) 5) Facilities Ad Hoc (<i>no report / meeting on 2/2025</i>) 6) Finance (<i>no report / meeting on 1/15/25 w/Audit</i>) 7) Governance (<i>no report / meeting on 2/5/25</i>) 8) Revenue Diversity & New Markets (<i>no report / meeting on 1/29/25</i>) E. CareerSource Central Florida – 2023-2024 Annual Performance 	Richard Sweat Pamela Nabors Eric Ushkowitz Richard Sweat Matt Walton Andrew Albu David Sprinkle Matt Walton Eric Ushkowitz Sheri Olson John Gill Florida Commerce	

12/11/24 BOARD OF DIRECTORS MEETING AGENDA

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Agenda Item #	Topic	Presenter	Action Item
6.	Insight A. Ethics Training	Dr. Jason Lesandrini Principal/Founder The Ethics Architect	
7	Other Business		
8.	Adjournment		

Upcoming Meetings:

1/15/25	Audit & Finance	2:30 p.m. – 4:00 p.m.
1/29/25	Rev Diversity & New Mkts	3:00 p.m. – 4:30 p.m.
2/6/25	Governance	3:00 p.m. – 4:30 p.m.
2/10/25	Facilities Ad Hoc	10:00 a.m. – 11:00 a.m.
2/13/25	Career Services	3:00 p.m. – 4:30 p.m.
2/20/25	Executive	2:00 p.m. - 3:30 p.m.
2/27/25	Board	9:00 a.m. – 10:30 a.m.

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▶ **Adjournment**

ADJOURNMENT



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