



ISHMENT
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EXECUTIVE COMMITTEE VIRTUAL MEETING

CareerSource Central Florida | 2/20/25

CareerSourceCentralFlorida.com



2/20/25 EXECUTIVE COMMITTEE VIRTUAL MEETING DETAILS

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information/
Discussion/
Action Items

Other Business

Adjournment

What: Executive Committee Virtual Meeting

When: Thursday, February 20, 2025
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/89464877978?pwd=1hvxK9fkC13ExDvTfARxGnW3tp28JY.1>

Dial In: 1 (929) 205-6099 / Meeting ID: 894 6487 7978 / Passcode: 185595

2/20/25 EXECUTIVE COMMITTEE MEETING DETAILS

	Agenda Item #	Topic	Presenter	Action Item
Meeting Details	1.	Welcome	Richard Sweat	
Meeting Agenda	2.	Roll Call / Establishment of Quorum	Kaz Kasal	
Welcome	3.	Public Comment		
Roll Call	4.	Approval of Minutes A. 12/5/24 Executive Committee Meeting	Richard Sweat	X
Public Comment	5.	Action Items / Information / Discussion		
Approval of Minutes		A. Action Item: 1) Banking Services Recommendation 2) 2025 Summer Youth Contracts for Approval	Leo Alvarez	X
Information/ Discussion/ Action Items		B. Chair's Report C. President's Report D. Committee Reports	Richard Sweat Pam Nabors	X
Other Business		1) Executive (<i>met on 12/5/24 & 2/20/25</i>) 2) Audit (<i>met on 1/15/25 with Finance</i>) 3) Finance (<i>met on 1/15/25 with Audit</i>) 4) Career Services (<i>met on 11/14/24 & 2/13/25</i>) 5) Community Engagement (<i>met on 11/21/24 & 2/12/25</i>) 6) Facilities Ad Hoc (<i>meeting on 3/7/25</i>) 7) Governance (<i>met on 2/5/25</i>) 8) Revenue Diversity & New Markets (<i>met on 1/29/25</i>)	Richard Sweat Matt Walton Eric Ushkowitz Andrew Albu David Sprinkle Matt Walton Sheri Olson John Gill	
Adjournment		E. 2/27/25 Board Meeting Agenda		
	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

Thursday, December 5, 2024, 2:00 p.m.

MINUTES

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

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Sweat, CSCF Board Chair, called the meeting to order at 2:00 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 – 9/18/24 and 11/22/24 Executive Committee Meetings <ul style="list-style-type: none"> Reviewed minutes from the 9/18/24 and 11/22/24 Executive Committee meetings (attachment). 	Ms. Olson made a motion to approve the draft minutes from the 9/18/24 and 11/22/24 Executive Committee meetings. Mr. Sprinkle seconded; motion passed unanimously.
5	Information / Discussion / Action Items <u>President's Report</u> <ul style="list-style-type: none"> Ms. Nabors, CEO, provided below highlights: <ul style="list-style-type: none"> CSCF returned \$1.9M funds to Orange County, FL CSCF receives \$500,000 from JPMorganChase to go towards career awareness and training in the semiconductor manufacturing industry. JPMorganChase expanding in Seminole County: a corporate center with 300 jobs that CSCF is assisting to fill. Received \$250,000 from Osceola County's Community Action Board. Revenue diversity is close to 25% of budget; annual goal is 30%. <u>Committee Reports</u> Committee reports to be deferred to next Executive Committee meeting.	



	12/11/24 Board Meeting Agenda: - Reviewed agenda for upcoming Board Meeting (attachment).	
6	Other Business <ul style="list-style-type: none">• CareerSource Palm Beach County is helping CSCF to attain workforce data in real time.	
7	Adjournment Meeting adjourned at 2:37 p.m.	

Respectfully submitted,
Kaz Kasal, Executive Coordinator

DRAFT



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INFORMATION / DISCUSSION / ACTION ITEMS



ACTION ITEMS



Action Item

To: Executive Committee
From: Leo Alvarez
Subject: Banking Services RFP Review Team Results and Recommendation
RFP Number FIN-BS-PY25
Date: 2/20/2025

Purpose:

The purpose of this memo is to provide a recommendation to CareerSource Central Florida's Executive Committee of the Board for banking services. Based on the responses received, the Review Team is requesting that staff move forward to complete negotiations with the selected firm.

Background:

A request for proposal (RFP) was developed to obtain the banking services of a financial institution to support its operations. CSCF manages a diverse range of funding sources and administrative functions, requiring robust and reliable banking services. These include, but are not limited to, the management of operating accounts, payroll processing, disbursements, investments, and other essential financial services. The RFP was released via the company website for a 45-day duration beginning December 17, 2024, with a bid closing date of January 31, 2025, in conjunction with inviting eight (8) financial institutions to participate in the RFP. The RFP was based on specifications developed by CareerSource Central Florida's Finance, Procurement, and Operations teams.

The banking institutions that were invited to respond were the following: Bank of America, TD Bank, City National Bank, Addition Financial Credit Union, Fairwinds Credit Union, JP Morgan Chase Bank, Truist Bank, and Valley Bank.

CSCF received a total of three proposals. The Review Team evaluated the submitted proposals and then convened to discuss their findings. Each team member assigned individual scores to each proposer and ranked the three proposals as follows:

1. JP Morgan Chase
2. Truist Bank
3. Valley National

Action:

The Review Team is making a recommendation to the Executive Committee granting staff approval, to negotiate with the highest-evaluated proposer, JP Morgan Chase Bank.



ACTION ITEM

To: Executive Committee
 From: Leo Alvarez, Chief Financial Officer
 Subject: 2025 Summer Youth Explore & Engage Programs Contract Renewal Budget
 Date: February 20, 2025

A request for proposal (RFP) was completed in 2023 in efforts to leverage partnerships within CareerSource Central Florida's five-county local operating area (Sumter, Lake, Orange, Osceola, and Seminole), for participation in its 2023 Summer Youth Program.

A budget of \$700K for the Explore Program & \$700K for the Engage Program was approved.

For the 2025 Summer Youth Program, CareerSource Central Florida is requesting to renew the contracts with the following partners: 1) Valencia College, 2) Collegiate Pathways Inc. (Tech Sassy Girlz), 3) Lake Technical College, 4) Christ the King Episcopal Church, Inc. (Christ the King) 5) My True Prosperity), 6) The School District of Osceola County (Osceola Technical College), 7) District Board of Trustees of Seminole State College of Florida (Seminole State College), and 8) School Board of Orange County (Orange Technical College).

Please see the contract budget for each below:

EXPLORE PROGRAM

Vendor Name	Program	#of Classes	#of Students per Class	Total # of Students	Cost Per Class	Cost per Student	2025 Total Cost
Valencia College	Explore	8	17	136	\$27,200	\$1,600	\$217,600
Osceola Technical College	Explore	1	30	30	\$36,000	\$1,200	\$36,000
Orange Technical College	Explore	4	25	100	\$34,100	\$1,364	\$136,400
Seminole State College	Explore	1	24	24	\$33,240	\$1,385	\$33,240
Lake Technical College	Explore	1	24	24	\$30,792	\$1,283	\$30,792
						TOTAL	\$454,032



ENGAGE PROGRAM

Vendor Name	Program	#of Classes	#of Students per Class	Total # of Students	Cost Per Class	Cost per Student	2025 Total Cost
Tech Sassy Girlz	Engage	2	25	50	\$38,500	\$1,540	\$77,000
Osceola Technical College	Engage	2	15	30	\$20,250	\$1,350	\$40,500
My True Prosperity	Engage	3	15	45	\$19,170	\$1,278	\$57,510
Christ the King	Engage	6	12-15 – depending on program	84	\$24,219	\$1,730	\$145,314
Seminole State	Engage	1	20	20	\$33,240	\$1,662	\$33,240
Lake Technical College	Engage	1	18	18	\$28,602	\$1,589	\$28,602
Valencia College	Engage	8	16 to 20 – depending on program	150	\$33,750	\$1,800	\$270,000
						TOTAL	\$652,166

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. The action must be approved by a two-third vote of the Board. The following serve as members of the CSCF Board and will need to abstain from voting on the recommendation action(s).

Explore Program

- Joseph Battista, Valencia College
- Dr. Molly Kostenbauder, Seminole State College
- Dr. Maria Vazquez, Orange County Public Schools
- DeAnna Thomas, Lake Technical College

Engage Program

- Joseph Battista, Valencia College
- Dr. Molly Kostenbauder, Seminole State College
- DeAnna Thomas, Lake Technical College

ACTIONS:

1. Staff recommends the CSCF Executive Committee approve to renew contracts with program provider vendors, as listed above "Explore Program" chart, with budget not to exceed \$455,000.
2. Staff recommends the CSCF Executive Committee approve to renew contracts with program provider vendors, as listed above "Engage Program" chart, with budget not to exceed \$653,000.



CHAIR'S REPORT



PRESIDENT'S REPORT



CAREERSOURCE CENTRAL FLORIDA VALUE PROPOSITION

“WE DELIVER PERSONALIZED CAREER
SUPPORT AND SKILL DEVELOPMENT TO
BRIDGE SUCCESS BETWEEN PEOPLE
AND BUSINESS.”



REPORTS BY COMMITTEE CHAIR

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

2/27/25 BOARD OF DIRECTORS MEETING AGENDA **DRAFT**

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Agenda Item #"	Topic	Presenter	Agenda Item 5E)	Action Item
1.	Welcome <ul style="list-style-type: none"> - Pledge of Allegiance - Roll Call / Establishment of Quorum - Host Welcome 	Richard Sweat		
2.	Spotlight Story			
3.	Panel Discussion:	Amanda Clavijo / Osceola County Jay Galbraith / BRIDG Tawny Olore / NSF Jeremiah Swartz/Jayden G. / NeoCity _____/Skywater		
4.	Public Comment	Richard Sweat		
5.	<u>Consent Agenda</u> <ul style="list-style-type: none"> A. <u>12/11/24 Board Meeting – Minutes</u> B. <u>Acceptance of 2CFR 200 Audit Report (Audit)</u> C. <u>403(b) Retirement Audit Results (Audit)</u> D. <u>Retirement Plan Recommendations (Finance)</u> E. <u>Transfer Authority of WIOA Adult/DW Funding (Finance)</u> F. <u>FY 2024 Florida Commerce Monitoring</u> G. <u>Banking Recommendation for Reserve Account (Finance)</u> 	Richard Sweat		X
6.	Information / Discussion / Action Items <ul style="list-style-type: none"> A. <u>Chair’s Report</u> B. <u>President’s Report</u> C. <u>Finance Report</u> D. <u>Committee Reports</u> <ul style="list-style-type: none"> 1) Executive (met on 12/5/24 & 2/20/25) <ul style="list-style-type: none"> a) 2025 Summer Youth Contracts for Approval 2) Audit (met on 1/15/25 with Finance) 	Richard Sweat Pamela Nabors Eric Ushkowitz Richard Sweat Matt Walton		X

2/27/25 BOARD OF DIRECTORS MEETING AGENDA - **DRAFT**

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Agenda Item #	Topic	Presenter	Action Item
6.	Information / Discussion <i>(continued)</i> 3) Finance <i>(met on 1/15/25 with Audit)</i> 4) Career Services <i>(met on 11/14/24 & 2/13/25)</i> 5) Community Engagement <i>(met on 11/21/25 & 2/12/25)</i> 6) Facilities Ad Hoc <i>(met 2/10/25)</i> 7) Governance <i>(met on 2/5/25)</i> a) Bylaws – Proposed Updates b) Board Engagement thru 12/31/24 8) Revenue Diversity & New Markets <i>(met on 1/29/25)</i>	Eric Ushkowitz Andrew Albu David Sprinkle Matt Walton Sheri Olson John Gill	X
7.	Insight A. State Legislative Update	Chris Carmody	
9.	Other Business		
10.	Adjournment		

Upcoming Meetings:

3/7/25	Facilities Ad Hoc	8:30 a.m. – 9:30 a.m.
4/8/25	Executive	2:00 p.m. – 3:30 p.m.
4/9/25	Finance	2:30 p.m. – 4:00 p.m.
4/15/25	Board & Retreat	8:00 a.m. – 2:00 p.m.

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ADJOURNMENT



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