



**DRAFT
Executive Committee Meeting**

Thursday, February 20, 2025, 2:00 p.m.

MINUTES

MEMBERS PRESENT: Richard Sweat, Andrew Abu, John Gill, Jeff Hayward, Sheri Olson, Eric Ushkowitz, and Matt Walton

MEMBERS ABSENT: David Sprinkle

STAFF PRESENT: Pam Nabors, Tadar Muhammad, Leo Alvarez, Dyana Burke, Emily Kruszewski, Sean Masherella and Kaz Kasal

GUESTS PRESENT: Heather Ramos / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Sweat, CSCF Chair, called the meeting to order at 2:02 p.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	Public Comment None offered.	
4	<u>Approval of Minutes – 12/5/24 Executive Committee Meeting</u> <ul style="list-style-type: none"> • Reviewed minutes (attachment). 	Mr. Walton made a motion to approve the draft minutes from the 12/5/24 Executive Committee meeting. Mr. Gill seconded; motion passed unanimously.
5	Information / Discussion / Action Items <u>Action Items:</u> <ul style="list-style-type: none"> • Reviewed action memo on Banking Services Recommendation (attachment). Mr. Alvarez, CFO, explained with CSCF now handling a diverse range of funding sources, it necessitated the need for more robust and reliable banking services. Mr. Alvarez reviewed action memo which outlined the request for proposals process and timeline. A review team, which included board member Matt Walton, evaluated and ranked proposals received. 	Ms. Olson made a motion to forward for Board’s final approval to: <ol style="list-style-type: none"> 1) Renew contracts with program provider vendors, as listed on memo under “Explore Program” chart with budget not to exceed \$455,000. 2) Renew contracts with program provider vendors, as listed on memo under “Engage Program” chart with budget not to exceed \$653,000.

- Reviewed action memo on “2025 Summer Youth Explore & Engage Programs Contract Renewal Budget” (attachment), with request to renew contracts with vendors as listed on the memo. This action will need to be approved by two-thirds vote of Board, a quorum having been established.

President’s Report

- Ms. Nabors, CEO provided below highlights:
 - Presented CSCF’s proposed Value Proposition: *“We deliver personalized career support and skill development to bridge success between people and business.”*
 - Committee input:
 - Liked the personalized approach and “bridge success” on helping both career seekers and businesses.
 - CSCF continues to receive A+ rating
 - Programs/Partnerships update:
 - High School Career Express – kicked off spring program
 - Gearing up for Summer Youth 2025
 - Partnering with City of Altamonte Springs with Innovation Global Lab
 - CFHLA – 2nd annual event 2/6/25; Nilda presented on workforce outlook for hospitality & tourism
 - Education & Industry Consortium – ongoing innovation discussions
 - Chris Carmody to provide legislative updates at Board meeting

Committee Reports

Audit

Mr. Walton, Audit Committee Chair, stated the Committee met jointly with the Finance Committee on 1/15/25. The Committee approved the below, which will be forwarded to Board’s Consent Agenda for final approval:

- Acceptance of 2 CFR 200 Audit Report be performed by auditors Cherry Bekaert (clean audit, no findings on compliance, no significant deficiencies or materials weaknesses)
- Acceptance of 403(b) Retirement Plan Audit Report
- Acceptance of Florida Commerce’s financial monitoring results

Career Services

Mr. Albu, Career Services Committee Chair, stated Career Services Committee met on 11/14/24 and 2/13/25.

Mr. Walton seconded; motion passed unanimously.

At 11/14/24 meeting:

- Reviewed scorecard through 1st quarter vs. 1st quarter previous year.
- Reviewed Level Up Orange goal vs. actual.
- Discussed the challenges keeping the Temporary Assistance for Needy Families (TANF) participants engaged and understanding importance of gainful employment.
- Reviewed workforce operations updates.
- Received an update on Education & Industry Consortium.

At 2/13/25 meeting:

- Reviewed scorecard through 2nd quarter (7/1/24 thru 12/31/24.)
- Reviewed and provided input on proposed CSCF Value Proposition.
- Discussed: *“How do we get larger companies to support and help with workforce issues?”* and suggested ways CSCF can more proactive and better engage.
- Received legislative updates.
- Reviewed new “4-E” Service Delivery Model.
- Reviewed workforce operations and strategic initiatives updates.

Community Engagement

Ms. Kruszewski, on behalf of Mr. Sprinkle, Community Engagement Committee Chair, stated committee met on 11/21/24 and 2/12/25.

At 11/21/24 meeting:

- Received government affairs update.
- Reviewed updates on CSCF website refresh.
- Survey sent to Committee for their feedback on the development of the website.
- Reviewed importance of unified voice for CSCF messaging the resonates with customers.

At 2/12/25 meeting:

- Received government affairs update
- Reviewed and provided input on proposed CSCF Value Proposition.
- Reviewed strategies and goals on CSCF’s “Unified and Integrated Communications Plan.”
- Reviewed “Highlights & Horizons” internal monthly communication to staff.
- Reminded Committee to take survey on website refresh.

Facilities Ad Hoc

Mr. Walton, Facilities Ad Hoc Committee Chair, stated Committee will meet on 3/7/25.

Finance Committee

Mr. Ushkowitz, Finance Committee Chair, reported the Committee met jointly with the Audit Committee on 1/15/25. The Committee reviewed update on CSCF's Retirement Plan and financials through 2nd quarter (7/1/24 thru 12/31/24). The Committee also approved the below, which will be forwarded to Board's Consent Agenda for final approval:

- Retirement Plan Recommendation – ability to set performance and company-wide goals in Top Hat Plan.
- Transfer of Authority of WIOA Adult/DW Funding.

Governance

Ms. Olson, Governance Committee Chair, stated Committee met on 2/5/25 and reviewed:

- Proposed revisions to the Bylaws. These proposed revisions will be brought forth under Governance Committee report-out. Two-thirds board need to approve, a quorum having been established.
- Board Demographics: from historical to current, all categories are moving in the right direction.
- Board Engagement results through 2nd Quarter: Participation: 56% on track toward annual goal of 24 hours, Demonstration: 100% have engaged in at least one activity; Contribute: 47% through 12/31/24; however it is now 57% to date.
- Received Enterprise Risk update.

Revenue Diversity and New Markets

Mr. Gill, Revenue Diversity and New Markets Committee Chair, stated the Committee met on 1/29/25 and reviewed:

- Mid-Year results (7/1/24 thru 12/31/24) – currently at 84% of annual goal of \$6M.
- Committee advised CSCF to make sure board understands annual contribution goal is by CSCF PY vs. calendar year.
- Reviewed Development Plan to strategically diversify revenue and ensure long-term financial stability via three buckets: 1) public funding; 2) private funding and 3) revenue-generating
- Reviewed strategic investment policy update.

2/27/25 Board Meeting Agenda:

- Reviewed agenda for upcoming Board Meeting (attachment)



6	Other Business <ul style="list-style-type: none">• None offered	
7	Adjournment Meeting adjourned at 3:13 pm	

Respectfully submitted,
Kaz Kasal, Executive Coordinator