



Board of Directors Meeting

Thursday, February 29, 2024 9:00 a.m.

MINUTES

MEMBERS PRESENT: Sheri Olson, Richard Sweat, Andrew Albu, Joe Battista, Heather Bigard, Gui Cunha, Keira des Anges, Sean Donnelly, Casey Ferguson, Wendy Ford, Tanisha Nunn Gary, John Gill, Kristin Gray, Mark Havard, Jeff Hayward, Shawn Hindle, Ben Larry, Lindsey LeWinter, Nicole Martz, Snak Nakagawa, Gaby Ortigoni, Renee Quintanilla, Amy Santorelli, Jonathan Schaefer, Stella Siracuza, Michelle Sperzel, David Sprinkle, DeAnna Thomas, Eric Ushkowitz, Maria Vazquez, Matt Walton and Richard Watford

MEMBERS ABSENT: Wendy Brandon, Molly Kostenbauder and Chris Pascal

STAFF PRESENT: Pam Nabors, Leo Alvarez, Dyana Burke, Steven Nguyen, Nilda Blanco, Emily Kruszewski, Marcela DeFaria, Janee Olds, Yolanda Green, Yalalise Colon, Amulyasai Bangaru, Jamie Santos, Sean Masherella, Vanessa Nogueira, and Kaz Kasal

GUESTS PRESENT: Dr. Cynthia Mejia, Dr. Alan Fyall, Vanessa Gonzalez / UCF Rosen College of Hospitality Management; Julia Rodriguez / Evermore Orlando Resort; Jose Rodriguez / CSCF Participant; Holly Burkeet, Harold Linginfelter / Lake Technical College; Heather Ramos / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	<p>Welcome</p> <ul style="list-style-type: none"> • Ms. Olson, Board Vice Chair on behalf of Board Chair, Richard Sweat, called meeting to order at 9:00 am and welcomed attendees. • Roll Call: Ms. Kasal, Executive Board Coordinator, reported a quorum present. 	
2	<p>Tourism Impact on Central Florida Workforce</p> <ul style="list-style-type: none"> • Ms. Nabors, President & CEO, thanked UCF Rosen College of Hospitality Management for hosting today’s meeting and introduced Dr. Cynthia Mejia, Interim Dean & Associate Professor and Dr. Alan Fyall, Associate Dean, Academic Affairs. • Dr. Mejia welcomed attendees and provided an overview of the college and its programs. • Ms. Blanco, Senior VP of Workforce Operations provided data overview on Central Florida’s workforce levels and impacts in tourism and hospitality, both pre & post pandemic (attachment) to include below key takaways in this region: <ul style="list-style-type: none"> – Number of jobs increased by 10% despite pandemic – Job growth is 2 times that of national average – Hospitality and tourism makes up 40% of Central Florida’s workforce. – Above average wages in comparison to nation. – Education partners help to elevate the ecosystem of employment. 	

	<ul style="list-style-type: none"> • A panel discussion commenced with Ms. Nabors, Dr. Mejia, Dr. Fyall, and Ms. Blanco and following feedback was provided: <ul style="list-style-type: none"> - The “40%” that makes up this region’s hospitality and tourism workforce is very important as this spreads out and includes so many other industries and trades – i.e. delivery, maintenance, inspection. - The critical needs and/or occupations that are in need today are soft skills development: <ul style="list-style-type: none"> ○ Ability to work with people ○ Emotional intelligence ○ Problem solving ○ Managerial skills - The hospitality ecosystem in our region needs to be a unified front. <ul style="list-style-type: none"> ○ More collaboration between training providers vs. being in silos – working together is crucial in order to market and recruit more individuals to the hospitality and tourism industry. i.e. 75% of UCF Rosen Hospitality Management students come from Valencia College. - In order to continue elevating this industry and ensuring a stable workforce for the future, we should (and continue): <ul style="list-style-type: none"> ○ Market to middle schools, high schools and parents. Show the upward mobility and competitive pay in a variety of careers. ○ Include programs at the high schools, such as culinary. ○ Increased partnerships to provide more internships at businesses. ○ Provide continued support and mentorship system. ○ Support workers with language barrier issues – employers and training providers to partner with sources that provide language classes – need to increase this. • Hospitality Success Story: <ul style="list-style-type: none"> - Ms. Julia Rodriguez, Director of Human Resources, Evermore Orlando Resort, relayed the success story of Ms. Amanda Cruz who started as an intern at their hotel. Impressed with Amanda’s exceptional dedication and performance, Evermore hired her full-time as HR Assistant. Currently, Amanda has advanced further in her career as HR Coordinator with another organization. - 	
--	--	--

3	Public Comment <ul style="list-style-type: none"> • None offered. 	
4	Consent Agenda <ul style="list-style-type: none"> • Ms. Olson asked the Board if any item on consent agenda, as listed below (attachments), should be moved off for further discussion: <ul style="list-style-type: none"> – Draft Minutes of 12/15/23 Board Meeting – Committee Actions: <ul style="list-style-type: none"> ○ Acceptance of 2CFR 200 Audit Report (<i>Audit</i>) 	Mr. Schaefer made a motion to approve all items on the consent agenda. Mr. Sprinkle seconded; motion passed unanimously.
5	Information / Discussion / Action Items <u>President’s Report</u> <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’s Scorecard: 7/1/2023 thru 12/31/2023 – Level Up Orange Update – Central Florida wins inaugural National Science Foundation (NSF) Regional Innovation Engines Award of \$15M for next two years to support semiconductor advanced packaging industry. CSCF will be a part of this collaboration. – Central Florida Education-Industry Collaborative occurring on 3/19/24 to help broaden and deepen connections, as well as attain intel on emerging industries so education programming can better align with industry needs. – CSCF partnered with Aeras Technologies to repurpose used technology and donate to individuals in need. – Recognized: <ul style="list-style-type: none"> ○ Ms. Yolanda Green, Business Engagement Representative for being named “Ambassador of the Year” by the Leesburg Chamber of Commerce. ○ Ms. Janee Olds, Director of Special Projects for being named in Orlando Business Journal’s “40 Under 40 list of people to watch. ○ Lake County CSCF Center voted Best Employment Staffing in 2024 by South Lake Chamber of Commerce. – Summer Youth 2024 activities update – Summer Youth Success Story: <ul style="list-style-type: none"> ○ Ms. Thomas, Board Member and Executive Director of Lake Technical College, introduced Mr. Jose Rodriguez, who participated in last year’s summer youth Explorer Program to learn about different career training options at the college. Jose was especially interested in the CNC Production program and decided to enroll. Hence, Jose graduated from the program in December 2023. Both Lake Technical staff Ms. Holly Burkett and Mr. Linginfelter praised Jose, noting his dedication to learn and can-do attitude. 	

Finance Report

- Mr. Alvarez, CFO, reviewed highlights through first quarter, 7/1/23 – 12/31/23 (attachment).

Committee Reports

Executive:

- Ms. Olson, Board Vice Chair, on behalf of Richard Sweat, Executive Committee Chair, reported Committee met on 2/22/24 and received updates from President and Committees as well as reviewed 2/29/24 Board agenda

Audit

- Mr. Walton, Audit Committee Chair, stated Audit Committee met with Finance Committee on 1/10/24 and reviewed:
 - Results of the 2 CFR 200 Audit Report:
 - Clean, unmodified opinion on financial statements; no findings on compliance, and no significant deficiencies or material weaknesses.
 - Committee approved to forward to Board, which Board has approved 2 CFR 200 Audit Report today under Consent Agenda section.
 - Results of Florida Commerce Monitoring for FY 2022-2023:
 - Programs: 0 findings on disallowed costs, 5 programmatic findings - all minor errors.
 - Financials: 0 findings, 0 noncompliance and 1 observation which has been addressed.

Finance

- Mr. Ushkowitz, Finance Committee Chair, stated Finance Committee met with Audit Committee on 1/10/24 and reviewed:
 - Mid-year financials (7/1/23 thru 12/31/23)
 - Retirement 403b Audit Report for year ending 6/2023 – no issues or findings
 - New Benefits Broker effective 4/1/24

Career Services

- Mr. Albu, Career Services Committee Chair, stated Career Services Committee met on 2/15/24 and reviewed following:
 - Scorecard through 2nd quarter (7/1/23 thru 12/31/23)
 - Federal performance update 4th quarter of PY 2022-2023 and 1st quarter of PY 2023-2024, actual vs. goal.
 - FloridaCommerce monitoring results for PY 2022-2023, as noted in above Audit report out.
 - Training investments update for PY 23-24, and discussed strategies for best investment impact.

	<ul style="list-style-type: none"> - 2024 Summer Youth Employment Program, which will increase in enrollments from last year. - Grant updates. • Committee also approved for Board’s final approval the renewal of program provider vendors for Explore track and Engage track of previous program year. Mr. Albu reviewed action memo to Board, which requires two-thirds approval, a quorum being established (attachment). <p><u>Community Engagement</u></p> <ul style="list-style-type: none"> • Mr. Sprinkle, Community Engagement Committee Chair, stated Committee will be scheduling their next meeting in March / April timeframe. <p><u>Facilities Ad Hoc</u></p> <ul style="list-style-type: none"> • Mr. Walton, Facilities Ad Hoc Committee Chair, stated Committee is scheduled to meet on 4/4/24 at West Orange Career Center. <p><u>Governance</u></p> <ul style="list-style-type: none"> • Ms. Olson, Governance Committee Chair, stated the Committee met on 2/14/24 and reviewed: <ul style="list-style-type: none"> - Board Demographics: CSCF Board vs. regional comparison by gender, ethnicity, race, age and veteran. All categories trending in right direction towards aligning to region. - Board Seats: those whose seats expire on 6/30/24 have all agreed to renew and any vacancies being reviewed for candidates. - Board Engagement: mid-year (7/1/23 thru 12/31/23). 	<p>Mr. Gill made a motion to approve renewal of contracts with program provider vendors, as listed on “Explore Program” chart of action memo, with budget not to exceed \$485,000. Mr. Nakagawa seconded, with Mr. Battista, Ms. Thomas and Dr. Vazquez abstaining; motion passed.</p> <p>Mr. Walton made a motion to approve, for Board’s final approval, renewal of contracts with program provider vendors, as listed on “Engage Program” chart of action memo, with budget not to exceed \$448,000. Mr. Sprinkle seconded, with Mr. Battista abstaining; motion passed</p>
--	---	--

	<ul style="list-style-type: none"> ○ Participate: on track towards annual goal ○ Demonstrate: at 90% (<i>exceeding annual goal of 80%</i>) ○ Contribute: at 50% (<i>annual goal 70%</i>) - Recognized those Board Members who have contributed thus far this program year, either monetarily or in-kind (attachment). - Enterprise Risk Update (7/1/23 thru 12/31/23): reviewed methodology, pareto chart and updates on CSCF's current top five risks, and steps taken to mitigate risks (attachment). <p><u>Revenue Diversity and New Markets</u></p> <ul style="list-style-type: none"> ● Mr. Gill, Revenue Diversity & New Markets Committee Chair, stated the Committee will meet on 3/28/24. 	
6	<p>Insight</p> <p><u>Update: Federal WIOA Legislation</u></p> <ul style="list-style-type: none"> ● Reviewed “A Stronger Workforce for America Act” bill summary (attachment) and possible impacts for CSCF. More discussion to occur at April Retreat. <p><u>Results of the Engagement Survey</u></p> <ul style="list-style-type: none"> ● Reviewed the results of the 4-question survey taken by three groups: Board, executive leadership and staff (attachment). <ul style="list-style-type: none"> - Question 1: Who is CSCF's primary customer: <ul style="list-style-type: none"> ○ All three groups aligned with their response: businesses, career seekers and community - Question 2: What does CSCF do for these customers: <ul style="list-style-type: none"> ○ Opportunity to define this better, especially response of “provide services” - Question 3: Who funds CSCF for these customers: <ul style="list-style-type: none"> ○ All three groups understand funds come from government - Question 4: What specific metrics are most important for CSCF's success: <ul style="list-style-type: none"> ○ Trained and placed ● Next steps: Board to formulate more strategic discussions at April Retreat. 	
7	<p>Other Business None offered.</p>	
8	<p>Adjournment Meeting adjourned at 10:43 am.</p>	

Respectfully submitted,

Kaz Kasal
Executive Board Coordinator

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Joseph Battista, hereby disclose that on February 29, 20 24 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____ ;
- inured to the special gain or loss of my relative, _____ ;
- inured to the special gain or loss of Valencia College, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

The Board of Directors voted to approve "2024 Summer Youth Contracts - Explore Program" [Agenda Item 5D 4 a)]. As Vice President for Global, Professional, and Continuing Education of Valencia College, I would not benefit personally but my employer, Valencia College, could benefit.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

2/29/24
Date Filed

Joseph R. Battista
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, DeAnna Thomas, hereby disclose that on February 29, 20 24 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of Lake Technical College, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

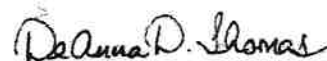
(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

The Board of Directors voted to approve "2024 Summer Youth Contracts - Explore Program" [Agenda Item 5D 4) a)]. As Executive Director of Lake Technical College, I would not benefit personally but my employer, Lake Technical College, could benefit.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

04/26/24

Date Filed



Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Dr. Maria Vazquez, hereby disclose that on February 29, 20 24 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____ ;
- inured to the special gain or loss of my relative, _____ ;
- inured to the special gain or loss of Orange County Public Schools/Orange Technical College, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

The Board of Directors voted to approve "2024 Summer Youth Contracts - Explore Program" [Agenda Item 5D 4) a)]. As Superintendent of Orange County Public Schools (OCPS), I would not benefit personally but my employer, OCPS, could benefit.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

2/29/24

Date Filed


Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Joseph Battista, hereby disclose that on February 29, 20 24 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____ ;
- inured to the special gain or loss of my relative, _____ ;
- inured to the special gain or loss of Valencia College, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

The Board of Directors voted to approve "2024 Summer Youth Contracts - Engage Program" [Agenda Item 5D 4 a)]. As Vice President for Global, Professional, and Continuing Education of Valencia College, I would not benefit personally but my employer, Valencia College, could benefit.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

2/29/24
Date Filed

Joseph Battista
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.