

#### **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, Yaralise 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	<ul> <li>Welcome</li> <li>Ms. Olson, Board Vice Chair on behalf of Board Chair, Richard Sweat, called meeting to order at 9:00 am and welcomed attendees.</li> <li>Roll Call: Ms. Kasal, Executive Board Coordinator, reported a quorum present.</li> </ul>	
2	<ul> <li>Tourism Impact on Central Florida Workforce</li> <li>Ms. Nabors, President &amp; CEO, thanked UCF Rosen College of Hospitality Management for hosting today's meeting and introduced Dr. Cynthia Mejia, Interim Dean &amp; Associate Professor and Dr. Alan Fyall, Associate Dean, Acadamic Affairs.</li> <li>Dr. Mejia welcomed attendees and provided an overview of the college and its programs.</li> <li>Ms. Blanco, Senior VP of Workforce Operations provided data overview on Central Florida's workforce levels and impacts in tourism and hospitality, both pre &amp; post pandemic (attachment) to include below key takaways in this region: <ul> <li>Number of jobs increased by 10% despite pandemic</li> <li>Job growth is 2 times that of national average</li> <li>Hospitality and tourism makes up 40% of Central Florida's workforce.</li> <li>Above average wages in comparison to nation.</li> <li>Education partners help to elevate the ecosystem of employment.</li> </ul> </li> </ul>	



- A panel discussion commenced with Ms. Nabors, Dr. Mejia, Dr. Fyall, and Ms. Blanco and following feedback was provided:
  - 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:
    - Ability to work with people
    - o Emotional intelligence
    - Problem solving
    - Managerial skills
  - The hospitality ecosystem in our region needs to be a unified front.
    - 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):
    - Market to middle schools, high schools and parents. Show the upward mobility and competitive pay in a variety of careers.
    - o Include programs at the high schools, such as culinary.
    - Increased partnerships to provide more internships at businesses.
    - o 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:
  - 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.

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3	Public Comment	
	None offered.	
4	Consent Agenda	
	<ul> <li>Ms. Olson asked the Board if any item on consent agenda, as listed below (attachments), should be moved off for further discussion:         <ul> <li>Draft Minutes of 12/15/23 Board Meeting</li> <li>Committee Actions:</li></ul></li></ul>	Mr. Schaefer made a motion to approve all items on the consent agenda. Mr. Sprinkle seconded; motion passed unanimously.
5	Information / Discussion / Action Items	-
	President's Report	
	Ms. Nabors, President/CEO, provided following highlights from the President's Report (attachment).  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:  Ms. Yolanda Green, Businesss 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:  Ms. Thomas, Board Member and Executive Director of Lake Technical College, introduced Mr. Jose Rodriguez, who partipated 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

#### <u>Audit</u>

- 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.



- 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).

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.

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

#### Community Engagement

 Mr. Sprinkle, Community Engagement Committee Chair, stated Committee will be scheduling their next meeting in March / April timeframe.

#### Facilities Ad Hoc

• Mr. Walton, Facilities Ad Hoc Committee Chair, stated Committee is scheduled to meet on 4/4/24 at West Orange Career Center.

#### Governance

- Ms. Olson, Governance Committee Chair, stated the Committee met on 2/14/24 and reviewed:
  - 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).



	<ul> <li>Participate: on track towards annual goal</li> <li>Demonstrate: at 90% (exceeding annual goal of 80%)</li> </ul>	
	<ul> <li>Contribute: at 50% (annual goal 70%)</li> </ul>	
	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).	
	Revenue Diversity and New Markets	
	Mr. Gill, Revenue Diversity & New Markets Committee Chair,	
	stated the Committee will meet on 3/28/24.	
	Stated the Committee will most on 6/26/24.	
6	Insight	
	Update: Federal WIOA Legislation	
	Reviewed "A Stronger Workforce for America Act" bill summary	
	(attachment) and possible impacts for CSCF. More discussion to	
	occur at April Retreat.	
	Posults of the Engagement Survey	
	<ul> <li>Results of the Engagement Survey</li> <li>Reviewed the results of the 4-question survey taken by three</li> </ul>	
	groups: Board, executive leadership and staff (attachment).	
	- Question 1: Who is CSCF's primary customer:	
	<ul> <li>All three groups aligned with their response: businesses,</li> </ul>	
	career seekers and community	
	<ul> <li>Question 2: What does CSCF do for these customers:</li> </ul>	
	<ul> <li>Opportunity to define this better, especially response of</li> </ul>	
	"provide services"	
	<ul> <li>Question 3: Who funds CSCF for these customers:</li> </ul>	
	<ul> <li>All three groups understand funds come from government</li> </ul>	
	Question 4: What specific metrics are most important for	
	CSCF's success:	
	<ul> <li>Trained and placed</li> </ul>	
	Next steps: Board to formulate more strategic discussions at April	
	Retreat.	
7	Other Business	
	None offered.	
8	Adjournment	
	Meeting adjourned at 10:43 am.	

Respectfully submitted,

Kaz Kasal Executive Board Coordinator

LAST NAME—FIRST NAME—MIDDLE NAME Battista, Joseph		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Central Florida / Board of Directors		
MAILING ADDRESS P.O. Box 3028		WHICH I SERVE IS A U	JNIT OF:	HORITY OR COMMITTEE ON
CITY Orlando	соинту Orange	NAME OF POLITICALS	SUBDIVISION:	☑ OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED 2/29/2024		MY POSITION IS:	□ ELECTIVE	☑ APPOINTIVE

#### WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

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#### **ELECTED OFFICERS:**

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and* 

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

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DISCL	LOSURE OF LOCAL OFFICER'S INTEREST	
<sub>I,</sub> Joseph Battista	, hereby disclose that on February 29, 2	24 :
(a) A measure came or will come before my inured to my special private gain or I inured to the special gain or loss of r inured to the special gain or loss of r	y agency which (check one or more)	; ;
whom I am retained; or inured to the special gain or loss of is the parent subsidiary, or sibling or	rganization or subsidiary of a principal which has retained me.	
The Board of Directors voted to app	e nature of my conflicting interest in the measure is as follows:  prove "2024 Summer Youth Contracts - Explore Program" [Agenda Item 5D 4  Professional, and Continuing Education of Valencia College, I would not benefacia College, could benefit.	
	violate confidentiality or privilege pursuant to law or rules governing attorneys, a pub he disclosure requirements of this section by disclosing the nature of the interest in su onflict.	
2/29/24	Court & Cottesta	
Date Filed	Signature Suga & Pattita	

LAST NAME—FIRST NAME—MIDDLE NAME Thomas, DeAnna		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Central Florida / Board of Directors		
MAILING ADDRESS 2001 Kurt Street		THE BOARD, COUNC WHICH I SERVE IS A		HORITY OR COMMITTEE ON
CITY	COUNTY	□ CITY	COUNTY	☑ OTHER LOCAL AGENCY
ustis Lake		NAME OF POLITICAL	SUBDIVISION:	
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DISCLOSURE OF LOCAL OFFICER'S INTEREST					
DeAnna Thomas , hereb	by disclose that on February 29 24				
(a) A measure came or will come before my agency which (compared to my special private gain or loss; inured to the special gain or loss of my business association in the special gain or loss of my relative, inured to the special gain or loss of Lake Technical whom I am retained; or					
is the parent subsidiary, or sibling organization or subsidiary, or sibling organization or subsidiary.  (b) The measure before my agency and the nature of my control of the provided to approve "2024 Sure 4) a)]. As Executive Director of Lake Technical Control of Technical College, could benefit.					
If disclosure of specific information would violate confidention who is also an attorney, may comply with the disclosure required as to provide the public with notice of the conflict.	ality or privilege pursuant to law or rules governing attorneys, a public officer, uirements of this section by disclosing the nature of the interest in such a way				
04/26/24	Deanne D. Illomas				
Date Filed	Signature				

LAST NAME—FIRST NAME—MIDDLE NAME		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE		
Vazquez, Maria		CareerSource Central Florida / Board of Directors	CareerSource Central Florida / Board of Directors		
MAILING ADDRESS 445 W. Amelia Street		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:			
	COUNTY COTHER LOCAL AGENCY				
CITY Orlando	Orange	NAME OF POLITICAL SUBDIVISION:			
DATE ON WHICH VOTE OCCURRED 2/29/2024		MY POSITION IS:			

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DISCLOSURE OF LOCAL OFFICER'S INTEREST					
<sub>I,</sub> Dr. Maria Vazquez	, hereby disclose that on February 29	, 20 24 :			
(a) A measure came or will come before	e 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 siblin	g 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:				
	approve "2024 Summer Youth Contracts - Explore Program" [Agenda Ite ge County Public Schools (OCPS), I would not benefit personally but my	em 5D 4)			
	uld violate confidentiality or privilege pursuant to law or rules governing attorneys the disclosure requirements of this section by disclosing the nature of the interne conflict.				
2/29/24	Dharu J. Uz				
Date Filed	Signature				

LAST NAME—FIRST NAME—MIDDLE NAME Battista, Joseph		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Central Florida / Board of Directors		
MAILING ADDRESS P.O. Box 3028		WHICH I SERVE IS A U	JNIT OF:	HORITY OR COMMITTEE ON
CITY Orlando	соинту Orange	NAME OF POLITICALS	SUBDIVISION:	☑ OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED 2/29/2024		MY POSITION IS:	□ ELECTIVE	☑ APPOINTIVE

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IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

• You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

- · 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.

Γ	DISCLOSURE OF LOCAL OFFICER'S INTEREST	
<sub>I,</sub> Joseph Battista	, hereby disclose that on February 29	20 24 :
(a) A measure came or will come be inured to my special private go inured to the special gain or le inured to the special gain or le inured to the special gain or le whom I am retained; or inured to the special gain or le is the parent subsidiary, or site (b) The measure before my agency in inured to the special gain or le is the parent subsidiary.	fore my agency which (check one or more) ain or loss; ass of my business associate, ass of my relative, ass of	; ; , by , which
a)]. As Vice President for Glo	to approve "2024 Summer Youth Contracts - Engage Program" [Agenda Item 5D abal, Professional, and Continuing Education of Valencia College, I would not benew lalencia College, could benefit.	
	would violate confidentiality or privilege pursuant to law or rules governing attorneys, a pub with the disclosure requirements of this section by disclosing the nature of the interest in so f the conflict.	
2/29/24	Signature Sattuta	
Date Filed	Signature	