CareerSource
CENTRAL FLORIDA

EXECUTIVE COMMITTEE VIRTUAL MEETING

CareerSource Central Florida | 12/4/25

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12/4/25 EXECUTIVE COMMITTEE VIRTUAL MEETING DETAILS

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- Meeting Agenda
- Welcome
- Roll Call
- Public Comment
- Approval of Minutes
- Action / Information/ Discussion Items
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- Adjournment

What: Executive Committee Meeting

When: Thursday, December 4, 2025
2:00 p.m. to 3:30 p.m.

Where: Virtual Only via Zoom

Zoom Link: https://careersourcecf.zoom.us/j/81895367856?pwd=V9A6FQT7ZvP8orcaqdeUaxE9arp5du.1

Dial In: 1 (929) 205-6099 / Meeting ID: 818 9536 7856 / Passcode: 633856

12/4/25 EXECUTIVE COMMITTEE VIRTUAL MEETING DETAILS

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Agenda Item #"	Topic	Presenter	Action Item
1.	Welcome	Sheri Olson	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment		
4.	Approval of Minutes A. 9/17/25 Executive Committee Meeting	Sheri Olson	X
5.	Action / Information / Discussion Items A. Action Item 1) West Oaks Mall Office Lease Renewal B. Chair's Report C. President's Report D. Committee Reports: 1) Audit *(meeting on 1/14/26 w/Finance)* 2) Facilities Ad Hoc *(no meeting scheduled)* 3) Career Services *(met on 11/20/25)* 4) Community Engagement *(met on 11/13/25)* 5) Finance *(meeting on 1/14/26 w/Audit)* 6) Governance *(meeting on 1/15/26)* 7) Revenue Diversity & New Markets *(met on 10/21/25)* E. 12/11/25 Board Meeting Agenda	 Leo Alvarez Sheri Olson Pam Nabors Committee Chairs: Matt Walton Matt Walton Andrew Albu Linsey LeWinter Eric Ushkowitz David Sprinkle John Gill Sheri Olson / Pam Nabors	 X
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

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Draft
Executive Committee Meeting

Wednesday, September 17, 2025, 2:00 p.m.

MINUTES

MEMBERS PRESENT: Sheri Olson, Andrew Albu, Jeff Hayward, Lindsey LeWinter, David Sprinkle, Richard Sweat, Eric Ushkowitz and Matt Walton

MEMBERS ABSENT: John Gill

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

GUESTS PRESENT: Heather Ramos / GravRobinson

Agenda Item	Topic	**Action Item** / *Follow Up Item*
1	**Welcome** Ms. Olson, CSCF Chair, called the meeting to order at 2:01 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 – 5/29/25 Executive Committee Meeting** • Reviewed minutes (attachment).	**Mr. Hayward made a motion to approve the draft minutes from the 5/29/25 Executive Committee meeting. Mr. Sprinkle seconded; motion passed unanimously.**
5	**Information / Discussion / Action Items** **Chair's Report** – Executive Committee Charter – Annual Review – Committee concurred no changes at this time. – PY 2024-2025 Committee Structure – Reviewed current Committee Chairs and current membership of each Committee. – CSCF's inaugural "Rise and Thrive" event was amazing with over 200 in attendance and raising $54,000. **President's Report** – Ms. Nabors, CEO, provided an overview of current legislative and organizational updates.	

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Committee Reports

Audit

Mr. Walton, Audit Committee Chair, stated the Committee met jointly with the Finance Committee on 9/3/25. The Committee reviewed its charter and concurred no updates were needed. Committee also reviewed audit planning to be performed by auditors Cherry Bekaert.

Facilities Ad Hoc

Mr. Walton, Facilities Ad Hoc Committee Chair, stated Committee met on 8/25/25 at CSCF's Community Hub located in Valencia College East Campus and:

- Reviewed updated layouts and lease terms of Administration office, Community Hubs at Valencia College and Seminole State College, and Lake-Sumter State College.

- Reviewed overall lease schedules of all CSCF's locations. CSCF anticipates an overall savings of more than $800,000, and to have 6 Community Hubs by 6/30/26.

- Approved to forward for Finance Committee's approval, to allow staff to notify landlords of intent not to renew at CSCF's Southeast Orange and Seminole locations.

Career Services

Mr. Albu, Career Services Committee Chair, stated Career Services Committee met on 7/24/25 and 9/11/25:

- At 7/24/25 meeting, Committee reviewed process and timeline of procurements on Summer Youth 2026 for Engage and Explore programs, Workforce Transition program, and One-Stop Operator.

- At 9/11/25 meeting:
  - Reviewed Committee's charter and concurred no updates needed.
  - Approved the above-mentioned procurements from 7/24 meeting, which Board will make final approval at its 9/25/25 meeting.
  - Year-end scorecard for PY 2023-2024
  - Education and Industry Consortium will meet towards end of September. Updates will be provided at the next Committee meeting.

Community Engagement

Ms. LeWinter, Community Engagement Committee Chair, stated committee met on 8/28/25 and:

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- Welcomed new committee member Dan Holste with Orange County Government.
- Reviewed Committee's charter and made one non-substantive edit.
- Received an update on CSCF's website refresh. Committee to review a couple design concepts in side-by-side comparison and provide feedback.
- Reviewed CSCF's goal of "storytelling" success stories as strategy for public messaging.
- Discussed what to capture in the formation of the "Customer Satisfaction and Business Survey"
- Received an overview of the "Rise & Thrive" event.

Finance Committee
Mr. Walton, Finance Committee Vice Chair, reported the Committee met jointly with the Audit Committee on 9/3/24 and reviewed:

- Reviewed Committee's charter and concurred no updates needed.
- Year-end results for FY 2024-2025
- Approved, for Board's final approval, a budget adjustment reallocation of $500 from Training to Salaries/Benefits category. This will be approved under 9/25/25 Board's consent agenda.
- Reviewed summaries of procurements as reported out under Career Services Committee.
- Received update from Facilities Ad Hoc Committee to include action item to nonrenew CSCF's Southeast Orange and Seminole locations. Finance Committee approved to forward this action to Board for final approval at its 9/25/25 meeting.

Governance
Mr. Sprinkle, Governance Committee Chair, stated Committee met on 8/14/25 and reviewed:

- Reviewed Committee's charter and made one non-substantive edit.
- Reviewed Board Engagement results for 7/1/2024 thru 6/30/2025. Exceeded annual goal in all categories: Participate, Demonstrate and Contribute, and the first time reaching 100% under Contribute.
- Mr. Nguyen, provided an update on the CSCF's top risks and proactive measures being taken to mitigate risks.

Revenue Diversity and New Markets
Nothing to report; this committee will meet on 10/21/25.

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	9/25/25 Board Meeting Agenda: – Reviewed agenda for upcoming Board Meeting (attachment)	
6	**Other Business** • Ms. Nabors noted that an online refresher training was emailed to the CSCF Board earlier in the week. A reminder to take annual refresher training will be provided in the Chair's Report at the 9/25/25 Board Meeting.	
7	**Adjournment** Meeting adjourned at 2:52 pm	

Respectfully submitted,
Kaz Kasal, Executive Coordinator

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ACTION ITEM / INFORMATION / DISCUSSION /

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ACTION ITEM:
WEST OAKS MALL LEASE RENEWAL

CareerSource CENTRAL FLORIDA

Action Item

To: Executive Committee
From: Leo Alvarez
Subject: CareerSource Central Florida – West Oaks Mall Office Lease Renewal
Date: December 4, 2025

Purposed Action:
This memorandum seeks approval from the Executive Committee to renew the lease for the West Orange County office, located at the West Oaks Mall at 9401 West Colonial Drive, Suite 403, Ocoee, FL.

Background/Summary of Terms:
CareerSource Central Florida (CSCF) currently leases approximately 12,041 sq. ft., under the terms of the January 14, 2020, Lease Agreement. The lease expires August 31, 2026, and CSCF is seeking to exercise its first five-year renewal option, beginning September 1, 2026. Under the original lease, the first renewal term rent increases to $17.00 per sq. ft., with 2.5% annual escalations.

Staff have reached out to the landlord to re-negotiate more favorable terms. In response the landlord has proposed an Amendment to the lease, with the renewal term rent reset to a significantly lower starting rate of $14.75 per sq. ft., with 2.5% annual escalations. See lease comparison chart below:

Annual Cost Comparison:

Lease Year (Renewal Term)	Original Lease Cost	Amended Lease Cost	Annual Savings
2026–27	$204,697	$177,600	$27,097
2027–28	$209,814	$182,040	$27,774
2028–29	$215,059	$186,591	$28,468
2029–30	$220,433	$191,255	$29,178
2030–31	$225,937	$196,037	$29,900
TOTAL 5-YEAR SAVINGS			≈ $142,417

Buildout Cost:
Under the original lease, CSCF's was responsible for Base Rent (starting at $15 PSF with a 2.5% annual escalation) and the reimbursement of tenant improvement cost of $744,480 at a monthly cost of $10,340 over the initial 72-month lease. The Second Amendment clarifies that the remaining allowance obligation will be fully paid by the end of the original term, resulting in no continued TI cost burden during the renewal period. This provides an additional annual savings of $124,080.

Recommendation:
Based on the terms outlined above, staff recommend that the Executive Committee approve the lease renewal agreement with at the West Oaks Mall location. The renewal of the West Oaks Mall lease delivers a clear financial advantage, with $142K+ in direct rent savings, elimination of TI repayment obligations

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CHAIR'S REPORT

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PRESIDENT'S REPORT

REPORTS BY COMMITTEE CHAIR

Audit	**Matt Walton**
Facilities Ad Hoc	**Matt Walton**
Career Services	**Andrew Albu**
Community Engagement	**Lindsey LeWinter**
Finance	**Eric Ushkowitz**
Governance	**David Sprinkle**
Revenue Diversity & New Markets	**John Gill**

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12/11/25 BOARD MEETING AGENDA

12/11/25 BOARD OF DIRECTORS MEETING AGENDA DRAFT

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Agenda Item #"	Topic	Presenter	Action Item
1.	Welcome	Sheri Olson	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment	Sheri Olson	
4.	Consent Agenda A. 9/25/25 Board Meeting – Minutes B. Approval of Request for Subsequent Local Workforce Development Area Designation C. Approval of Request for CSCF to be Direct Provider of Workforce Services *(Career Services)* D. Approval of West Oaks Mall Office Lease Renewal *(Executive)*	Sheri Olson	X
5.	Information / Discussion A. Chair's Report B. President's Report C. Finance Report D. Committee Reports 1) Executive *(met on 12/4/25)* 2) Audit *(meeting on 1/14/26 w/ Finance)* 3) Facilities Ad Hoc *(no meetings scheduled)* 4) Career Services *(met on 11/20/25)* 5) Community Engagement Committee *(met on 11/13/25)* 6) Finance *(meeting on 1/14/26 w/Audit)* 7) Governance *(meeting on 1/21/26)* 8) Revenue Diversity & New Markets *(met on 10/21/25)*	 Sheri Olson Pamela Nabors Eric Ushkowitz Sheri Olson Matt Walton Matt Walton Andrew Albu Lindsey LeWinter Eric Ushkowitz David Sprinkle John Gill	

12/11/25 BOARD OF DIRECTORS MEETING AGENDA DRAFT

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6.	Insight A. Small Business Panel	 David Sprinkle	
7.	Other Business		
8.	Adjournment		

Upcoming Meetings:

1/14/26	Audit & Finance Committees Meeting	2:00 p.m. – 3:30 p.m.
1/15/26	Governance	3:00 p.m. – 4:30 p.m.
1/29/26	Revenue Diversity & New Market	10:30a.m. 12:00 p.m.
2/5/26	Community Engagement	3:00 p.m. – 4:30 p.m.
2/12/26	Career Services	3:00 p.m. - 4:30 p.m.
2/19/26	Executive	10:00 a.m. – 11:30 a.m.
2/26/26	Board	9:00 a.m. – 10:30 a.m.

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ADJOURNMENT

CONNECT WITH US

or in person by appointment, in your place of business or at one of our Career Centers.

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