CareerSource CENTRAL FLORIDA

DRAFT
Executive Committee Meeting

Wednesday, September 9, 2026, 3:00 p.m.

MINUTES

MEMBERS PRESENT: Sheri Olson, Andrew Albu, John Gill, David Sprinkle, and Matt Walton

MEMBERS ABSENT: Jeff Hayward, Lindsey LeWinter, Richard Sweat and Eric Ushkowitz

STAFF PRESENT: Pam Nabors, Tadar Muhammad, Leo Alvarez, Dyana Burke, Gina Ronokarijo, Vince Bruno and Kaz Kasal

GUESTS PRESENT: Atty. Heather Ramos / GrayRobinson

Agenda Item	Topic	**Action Item** / *Follow Up Item*
1	**Welcome** Ms. Olson, CSCF Chair, called the meeting to order at 3:01 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 – 6/15/26 Executive Committee Meeting** • Reviewed minutes (attachment).	**Mr. Walton made a motion to approve the draft minutes from the 6/15/26 Executive Committee meeting. Mr. Sprinkle seconded; motion passed unanimously.**
5	**Information / Discussion / Action Items** **Chair's Report** • Executive Committee Charter – Annual Review / Proposed Changes (attachment). – Committee reviewed and concurred with proposed changes on the Executive Committee Charter. • PY 2026-2027 Committee Structure – Reviewed Committee Chairs and membership of each Committee for PY 2026-2027 (attachment). **President's Report** • Ms. Nabors, CEO, provided an overview of current organizational updates. – Attended CareerSource Florida / Florida Workforce Development Association state board meetings in Pensacola. ○ State continues its strong emphasis on accountability, performance metrics and transparency.	**Mr. Gill made a motion to forward to Board for approval of the proposed changes, as presented on the Executive Committee Charter. Mr. Walton seconded; motion passed unanimously.**

- Performance metrics under WIOA, TANF, and Wagner-Peyser for next two-year cycle are still under negotiation with the state.
- CSCF's attorney GrayRobinson are handling two legal complaints which should be resolved by end of next quarter.
- 2nd Annual Rise & Thrive fundraising event occurring on 9/30/26.

Committee Reports

Audit

- Mr. Walton, Audit Committee Chair, stated the Committee met jointly with the Finance Committee on 9/2/26 and:
  - Reviewed its charter and concurred no updates were needed.
  - Received an overview and timeline of planning for FY 2025-2026 audit to be performed by auditors Cherry Bekaert.

Facilities Ad Hoc

- Mr. Walton, Facilities Ad Hoc Committee Chair, stated Committee met on 8/31/26 and:
  - Reviewed lease schedule of current locations, which has been consolidated to four.
  - Reviewed status of full-service Community Hubs; goal
  - to have six hubs opened and operational by 6/30/26 has been achieved.
  - Reviewed the continued cost savings over the last three years. Total lease costs have been cut in half, from over $1.8 million to $984,452 annually.

Career Services

- Mr. Albu, Career Services Committee Chair, stated Career Services Committee met on 8/6/26 and:
  - Reviewed Committee's charter and concurred no updates needed.
  - Reviewed year-end scorecard for PY 2025-2026.
  - Discussed youth services performance and strategy:
    - Met or exceeded 16 of 18 measures, two years running.
    - Staff need to continue focus on: 1) improving youth credentialing and 2) revamping program design.
  - Engaged in interactive discussion on below questions and the answers that came in strongest collectively as a Committee:

1) What Youth Services outcomes matter most to you?
   - Relevant
   - Long Term

2) Which Youth Services outcomes should have highest priority?
   - Employment
   - Career pathways

- Approved for staff to initiate competitive procurements for:
  1) Employer of Record Services
  2) WIOA Youth Services
- Committee deferred approval of "PY 2026-2027 Eligible Training Provider List (ETPL)" to Executive Committee, since majority on Career Services Committee have a conflict of interest as their training organizations are listed on the ETPL.

Approval of CSCF's PY 2026-2027 Eligible Training Provider List (attachment):

Ms. Olson made a motion to forward to Board for final approval the "Program Year 2026-2027 Eligible Training Provider List," as presented. Mr. Gill seconded; motion passed unanimously.

Community Engagement Committee

- Ms. LeWinter, Community Engagement Committee Chair, stated committee met on 8/25/26 and:
  - Received an update on website refresh from Doug Stewart with Appleton Creative, the vendor rebuilding the website. Committee concurred continuity of the site is good. Launch date is targeted for end of September 2026.
  - Reviewed Committee's charter and concurred ok for now; however, the two metrics listed in the Charter will need further defining. Mr. Morales will refine the metrics based on Committee feedback and present to Committee at its next meeting.
  - Reviewed 30th Anniversary timeline and key milestones. This 12-month campaign launched on 8/21/26. Also viewed two "Mission Moment" videos as well as Success Stories that will be released in October, with further videos and stories continuing throughout the 12-month campaign. Board members will be encouraged to reshare campaign content on their social channels when notified.

Finance Committee

- Mr. Alvarez, CFO on behalf of Finance Committee Chair Eric Ushkowitz, reported the Committee met jointly with the Audit Committee on 9/2/26 and:
  - Reviewed Committee's charter and concurred no updates needed.
  - Reviewed year-end results for FY 2025-2026
  - Reviewed summaries on Employer of Record and WIOA Youth Services; staff will be initiating these procurements as reported out under Career Services Committee. Final recommendation will be presented to Career Services Committee and Board during their December 2026 meetings.
  - Received updates from Facilities Ad Hoc Committee, as reported earlier in this meeting.

Governance

- Mr. Sprinkle, Governance Committee Chair, stated Committee met on 8/20/26 and:
  - Reviewed Committee's charter and concurred Charter was ok as is.
  - Reviewed Board vs. Region demographic trends from 2016 to 2026 on gender, ethnicity, race, age and veteran status. Overall, Board is notably representative of the demographics of the Region.
  - Reviewed Board Engagement results for 7/1/2025 thru 6/30/2026. Exceeded annual goal in each of the three categories: 1) Participate: 92% (Goal 90%), 2) Demonstrate: 100% and 3) Contribute: 100%. This is 2nd consecutive year reaching 100% for Contribute.
  - Mr. Nguyen, Chief Information Officer, provided an update on CSCF's top risks and proactive measures being taken to mitigate risks.
    - Reviewed staff-proposed changes to refresh and modernize the organization's approach to identifying and mitigating emerging and evolving risks. Committee provided feedback for further modifications which staff will present at the next committee meeting.

Revenue Diversity and New Markets

- Mr. Gill, Revenue Diversity & New Markets Chair, stated there was nothing to report; the committee will be meeting on 10/21/26.

9/17/26 Board Meeting Agenda:

- Reviewed agenda for upcoming Board Meeting (attachment).

6	**Other Business** • None offered.	
7	**Adjournment** Meeting adjourned at 3:37 pm	

Respectfully submitted,

Kaz Kasal, Executive Coordinator