CareerSource CENTRAL FLORIDA

Executive Committee Meeting

Thursday, December 4, 2025, 2:00 p.m.

MINUTES

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

MEMBERS ABSENT: Richard Sweat

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

GUESTS PRESENT: Heather Ramos / GrayRobinson

Agenda Item	Topic	**Action Item** / *Follow Up Item*
1	**Welcome** Ms. Olson, 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	**Approval of Minutes – 9/17/25 Executive Committee Meeting** • Reviewed minutes (attachment).	**Mr. Sprinkle made a motion to approve the draft minutes from the 9/17/25 Executive Committee meeting. Mr. Gill seconded; motion passed unanimously.**
5	**Action / Information / Discussion Items** **Action Item:** • West Oaks Mall Office Lease Renewal: Reviewed staff recommendation to renew lease for West Orange County office (attachment). The landlord has amended lease renewal which will result in $142K+ savings over the 5 years beginning 9/1/2026. **Chair's Report** • Ms. Olson reported on the following: – She will be attending the Kroger hiring event on 12/10/25 – Reminder to board to take annual refresher training, if haven't already done so **President's Report** • Ms. Nabors, CEO, reported on the following: – Uptick on larger employer layoffs in the region: Frito-Lay and Kroger. – To assist affected Kroger employees, Lake County BOCC voted to reallocate approximately $360K towards training and upskilling through CSCF.	**Mr. Walton made a motion to approve, and forward for Board's approval, the lease renewal agreement at the West Oaks Mall location, as presented. The renewal of the West Oaks Mall lease delivers a clear financial advantage, with $142K+ in direct rent savings, elimination of TI repayment obligations. Mr. Albu seconded; motion passed unanimously.**

- Tentative plans in the Spring include a group of CSCF Board Members and key executive staff to visit CareerSource Palm Beach County to exchange best practices and enhance collaboration. Staff will send a survey to the board to identify those interested in attending.

Committee Reports

Audit

Mr. Walton, Audit Committee Chair, stated the Committee will meet with Finance Committee on 1/14/2026.

Facilities Ad Hoc

Mr. Walton, Facilities Ad Hoc Committee Chair, stated no meeting is scheduled at this time.

Career Services

Mr. Albu, Career Services Committee Chair, stated Career Services Committee met on 11/20/25 at Orange Community Hub located in Valencia East Campus. The Committee:

- Approved staff's recommendation for CSCF's continued designation as a Direct Services Provider, which will be forwarded for Consortium & Board approval at the 12/11/25 meeting.
- Deferred action item to add specific apprenticeship programs to ETPL; Committee concurred further information is needed.
- Reviewed scorecard for Quarter 1 (7/1/25 thru 9/30/25)
- Committee provided feedback on ways to expose high school students about different careers and help navigate their next steps after high school.
- Reviewed foot traffic at all CSCF locations, and strategic plans to strengthen reach and responsiveness.
- Interactively discussed various aspects of CSCF's reach and impact of services with the community and businesses.

Community Engagement

Ms. LeWinter, Community Engagement Committee Chair, stated committee met on 11/13/25 and:

- Reviewed CSCF's government affairs – presentations at Orange County BOCC meeting on LUO, and Seminole County BOCC meeting on Public Sector Academy and Access to Career Pathways were well received. CSCF continues to work on partnership opportunities with all counties to fund programs supporting training and job attainment.

	– Reviewed three home page design concepts with majority of Committee preferring Version 1, as it was simple and clear. – Reviewed story telling strategies for Quarter 2 and ways to showcase CSCF's "30th Anniversary" occurring next year. <u>Finance Committee</u> Mr. Ushkowitz, Finance Committee Chair, reported the Committee will meet with the Audit Committee on 1/14/26. <u>Governance</u> Mr. Sprinkle, Governance Committee Chair, stated Committee will meet on 1/15/26. <u>Revenue Diversity and New Markets</u> Mr. Gill, Revenue Diversity & New Markets Committee Chair, stated committee met on 10/21/25 and: – Reviewed Committee's charter and made one non-substantive edit. – Reviewed 2024-2025 results – exceeded annual of $6M, attaining $6.45M by year-end. – Reviewed updates on PY 2025-2026 activities to date to include: o Rise & Thrive event generated $53K+ o Reached 26% of annual goal o Discussed CSCF's "30th Anniversary" and provided various suggestions o Board giving to date at 51% vs. 25% same time last year – Discussed ways the Board can engage, contribute and expand its connections. **<u>12/11/25 Board Meeting Agenda:</u>** – Reviewed agenda for upcoming Board Meeting (attachment)	
6	**Other Business** • None offered.	
7	**Adjournment** Meeting adjourned at 2:42 pm	

Respectfully submitted,
Kaz Kasal, Executive Coordinator