



DRAFT
Consortium & Board of Directors Joint Meeting

Thursday, June 18, 2026, 9:00 a.m.

MINUTES

CONSORTIUM MEMBERS

PRESENT:

Mayor Jerry Demings, Commission Lee Constantine, Commissioner Debora Butterfield, and Commissioner Timothy Morris

CONSORTIUM MEMBERS

ABSENT:

Commissioner Peggy Choudhry

BOARD MEMBERS PRESENT: Sheri Olson, Andrew Albu, Sharon Arroyo, Joe Battista, Wendy Brandon, Gui Cunha, Wendy Ford, John Gill, Mark Havard, Jeff Hayward, Shawn Hindle, Lindsey LeWinter, Nicole Martz, Carla McKnight, Catherine McManus, Gaby Ortigoni, Chris Pascal, Amy Santorelli, Stella Siracusa, Michelle Sperzel, David Sprinkle, Richard Sweat, DeAnna Thomas, Eric Ushkowitz, Matt Walton, Richard Watford and Kristin Williams

BOARD MEMBERS ABSENT: Robert Bixler, Michele Daugherty, Sean Donnelly, Casey Ferguson, Tanisha Gary, Kristin Gray, Molly Kostenbauder, Brinkley Ruffin, Jonathan Schaefer, and Trey Simpkins,

STAFF PRESENT:

Pam Nabors, Tadar Muhammad, Leo Alvarez, Dyana Burke, Steven Nguyen, Geo Morales, Gina Ronokarijo, Melanie Markes, Jamie Santos, Amulyasai, Pedro Diaz Garcia, Anthony Harris, Darya Farsinejad, Faith Gibbs, Jelissa Franceschi, Nidra McCall, Carla Sosa, Laura Schumacher, Rose DiDonato, Erika Quinonez, Hazel Whitfield, Maria Jaimes, Amanda Tarin, Will Vierengel, Raquel Hernandez, Sean Masherella, Vince Bruno, Vanessa Nogueira and Kaz Kasal

GUESTS PRESENT:

Paul Sohl / Florida High Tech Corridor, Sachel Rosado / AdventHealth, Heather Ramos / GrayRobinson, Mark Freid, Kristen Unico / Think Integrated, and Tameka Austin / Florida Commerce

Consortium-Board Meeting		
Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome - Commissioner Constantine, Consortium Vice Chair, called the meeting to order at 9:02 am and welcomed attendees. - Ms. Olson, Board Chair, welcomed attendees and thanked board member, Ms. Williams, Director of Student Success, Crummer Graduate School of Business, for having Rollins College / Crummer host today's meeting.	
2	Roll Call / Establishment of Quorum Ms. Kasal, Executive Coordinator, reported a quorum present on the Consortium and CSCF Board.	
3	Public Comment None offered.	

4	Consortium and Board Action Items <u>Approval of 12/11/25 Consortium-Board Meeting</u> - Reviewed draft minutes from 12/11/25 Consortium-Board Meeting (attachment). <u>Approval of 4/23/26 Board Meeting</u> - Reviewed draft minutes from 4/23/26 Board Meeting (attachment). <u>Approval of the FY 2026-2027 CSCF Budget</u> - Board reviewed FY 2026-2027 CSCF Budget (attachment). - Consortium reviewed FY 2026-2027 CSCF Budget (attachment). <u>Approval of Board Appointments</u> - Reviewed appointments of CSCF Board to be effective 7/1/26 (attachment). <u>Approval to Designate Consortium Chair as Signatory</u> - Reviewed action memo to Designate Consortium Chair as Signatory (attachment). <u>Proposed Consortium Meetings Calendar</u>	Commissioner Morris made a motion to approve minutes from the 12/11/25 Consortium-Board meeting. Commissioner Butterfield seconded; motion passed unanimously. The Board approved the minutes from the 4/23/26 Board Meeting. Mr. Hayward made a motion to approve CSCF FY 2026-2027 Budget, as presented. Mr. Gill seconded; motion passed unanimously. Commissioner Butterfield made a motion to approve CSCF FY 2026-2027 Budget, as presented. Commissioner Morris seconded; motion passed unanimously. Commissioner Constantine made a motion to approve Board Appointments, as presented. Commissioner Morris seconded; motion passed unanimously. Commissioner Constantine made a motion to approve formally granting authority to the Chair of the Consortium to executive Memorandums of Understanding and Infrastructure Funding Agreements on behalf of the Consortium, as presented. Commissioner Butterfield seconded; motion passed unanimously. Commissioner Butterfield made a
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	Reviewed proposed Consortium Meetings for FY 2026-2027 (attachment).	motion to approve proposed Consortium Meetings for FY 2026-2027. Commissioner Constantine seconded; motion passed unanimously.
5	President's Update Ms. Nabors provided updates: - A Consortium Meeting will be scheduled in November 2026, prior to Mayor Demings leaving office. A Consortium vote for Chair and Vice Chair will occur at this meeting. CSCF Spotlight Story - CSCF Participant, Ms. Hernandez, relayed her journey from suddenly getting laid off from Spirit Airlines due to the company's financial and bankruptcy issues. Ms. Hernandez thanked CSCF for quickly responding to this huge layoff; and after attending a couple of job fairs, Ms. Hernandez was hired by CSCF.	
6	Adjournment of Consortium: Consortium adjourned at 9:33 am	
Board Meeting		
Agenda Item	Topic	Action Item / Follow Up Item

7	Recognition of Board Service – Departing Board Members The following board members were recognized for their service on the board: • Mark Havard • Amy Santorelli • Brinkley Ruffin • Kristin Gray	
8	Board Consent Agenda • Ms. Olson asked the Board if any item on consent agenda, as listed below, should be moved off for further discussion: – Proposed 2026-2027 Board Meeting Schedule – Transfer Authority of WIOA Adult/ DW Funding – Waiver Request of ITA Training Requirements – Travel Policy – FY 26-27 Executive Compensation, Merit & Incentive	Mr. Hayward made a motion to approve all items on the consent agenda. Mr. Walton seconded; motion passed unanimously.
9	Information / Discussion / Action Items <u>Chair's Report</u> • Ms. Olson relayed the following: – Welcomed new board members – Reminded Board, if they haven't done so, to: 1) complete Form 1 by 7/1/26, 2) complete orientation training by 6/30/26, and 3) make a contribution by 6/30/26 <u>President's Report</u> • Ms. Nabors, President/CEO, provided highlights as presented (attachment): – Scorecard through 3rd quarter (7/1/25 through 3/31/26) – CSCF Highlights – CSCF Board and Staff Achievements & Highlights – 2nd Annual "Rise & Thrive" event occurring on 9/30/26 <u>Finance Report</u> • Mr. Alvarez, CFO, reviewed financials through third quarter 7/1/25 thru 3/31/26.	
Board Meeting (continued)		
Agenda Item	Topic	Action Item / Follow Up Item

Committee Reports

- **Executive:**
 - Met on 4/14/26 and 6/15/26

On 4/14/26:

 - Reviewed NAWB Conference that Ms. Olson and Ms. Nabors attended. Great connections made and discussions occurred around AI. Conference fee was waived.
 - Reviewed the 4/23/26 Board Meeting agenda.

On 6/15/26:

 - Approved to allow President/CEO the ability to award merit increases and incentive compensation to executive staff in accordance with CSCF's Merit Structure & Incentive Compensation Policy for FY 2025-2026.
 - Also reviewed Chair, President and Committee Reports as well as today's Board Agenda
 - Lastly, Committee reviewed Pam's performance appraisal for this program year 2025-2026, which was completed by Board Chair, Ms. Olson. The Committee concurred with the Chair's comments and ratings, and approved Ms. Nabors' end-of-year compensation adjustments of 4% merit and a 10% discretionary incentive
- **Audit**
 - Mr. Walton, Audit Committee Chair, stated no report.
- **Facilities Ad Hoc**
 - Mr. Walton, Facilities Ad Hoc Committee Chair stated committee met on 3/30/26 and reviewed:
 - Closure process timeline of Seminole and Southeast Orange offices.
 - Current status of the six full-service and specialized community hubs.
 - Overall lease schedule.
 - Three-year lease cost savings analysis – expected approximately \$1M in savings.
- **Finance**

- Mr. Ushkowitz, Finance Committee Chair, stated committee met on 4/9/26 and:
 - Reviewed financials 7/1/25 through 2/28/26.
 - Received an update from Facilities Ad Hoc Committee as relayed in above report-out.
 - Approved for Board’s final approval accounting policy recommendations: 1) increase capitalization threshold from \$5,000 to \$10,000, and 2) increase micro-purchase threshold from \$10,000 to \$15,000.
 - Reviewed budget planning and projections for FY 2026-2027.
 - Approved FY 2026-2027 Health Insurance Plan not to exceed a premium increase of 9%.

- Mr. Walton, Finance Committee Vice Chair, presided over the 6/3/26 meeting. Mr. Walton stated:
 - Approved the following items for Board’s final approval:
 1. Approved the draft budget for FY 2026-2027.
 2. Transfer Authority of WIOA Adult/DW Funding.
 3. Waiver Request of ITA Training Requirements.
 - Reviewed financials through 3/31/26.

- Career Services
 - Mr. Albu, Career Services Committee Chair, stated Career Services Committee met on 4/2/26 at the Osceola Career Center and:
 - Approved changes for Board’s final approval to Eligible Training Provider, Individual Training Account and Self-Sufficiency policies
 - Approved for Board’s final approval adding “Per Scholas Orlando Tech Center” to CSCF’s Eligible Training Provider List.
 - Reviewed performance scorecards through 3rd quarter, PY 2024-2025 negotiated measures on WIOA Adult, Dislocated Worker, Youth and Wagner Peyser.

- Community Engagement

	– Ms. LeWinter, Community Engagement Committee Chair, stated committee met on 5/7/26 and reviewed the following: ○ Received website refresh updates and proposed structure and design from Appleton Creative. ○ Reviewed and discussed current planning for CSCF's 30th Anniversary. • <u>Governance</u> – Mr. Sprinkle, Governance Committee Chair, stated Committee met on 6/8/26 at the CSCF Community Hub located at the East Coast Dream Center. The Committee: ○ Reviewed proposed Board Roster for FY 2026-2027. Four board members are stepping down and being replaced by new board members. The remaining board members whose seats expire on 6/30/26 have agreed to renew for another 3-year term. ○ Approved a proposed Slate of Officers which Board needs to approve. ○ Reviewed Board Engagement to date. • <u>Revenue Diversity and New Markets</u> – Mr. Gill, Revenue Diversity and New Markets Committee Chair, stated the Committee met on 3/31/26 and reviewed the following: – Board contributions – Planning for the 30th Anniversary campaign. Committee concurred on youth-focused initiatives. – Year-to-day outcomes by funder and opportunities – currently reached 82%, or \$4.1 of \$5M annual goal. – Revenue two-year development plan and strategies for PY 25-26 & 26-27. – Four ways to engage: 1) volunteer, 2) hire, 3) sponsor and 4) invest	Ms. Arroyo made a motion to approve Slate of Officers, as presented: • Board Chair: Sheri Olson • Vice Chair: David Sprinkle • Treasurer: Eric Ushkowitz • Secretary: Jeff Hayward Mr. Sweat seconded; motion passed unanimously.
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Agenda Item	Topic	Action Item / Follow Up Item
10	Insight: • <u>BI Insight – Emerging Workforce Trends (attachment):</u> – Ms. Santos, CSCF Data Analyst, presented on “State of the Region” • <u>Story Telling Results (attachment)</u> – Mr. Mark Freid and Ms. Kristen Unico, with Think Integrated, provided a presentation on results from the 4/23/26 Board Retreat.	
11	Other Business None offered	
12	Adjournment of Board • Board adjourned at 10:48 am.	

Respectfully submitted,

Kaz Kasal
Executive Coordinator