CareerSource CENTRAL FLORIDA

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 / GrayRobinson

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:

- 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.

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