



DRAFT
Board of Directors Meeting
Wednesday, June 26, 2024 9:00 a.m.

MINUTES

MEMBERS PRESENT: Richard Sweat, Joe Battista, Heather Bigard, Gui Cunha, Keira des Anges, Shawn Hindle, Wendy Ford, Tanisha Nunn Gary, John Gill, Kristin Gray, Jeff Hayward, Molly Kostenbauder, Ben Larry, Lindsey LeWinter, Nicole Martz, Snak Nakagawa, Sheri Olson, Gaby Ortigoni, Chris Pascal, Stella Siracuzza, David Sprinkle, DeAnna Thomas, Eric Ushkowitz, and Matt Walton

MEMBERS ABSENT: Andrew Albu, Wendy Brandon, Sean Donnelly, Casey Ferguson, Mark Havard, Amy Santorelli, Jonathan Schaefer, Michelle Sperzel, Maria Vazquez and Richard Watford

STAFF PRESENT: Pam Nabors, Tadar Muhammad, Leo Alvarez, Dyana Burke, Nilda Blanco, Emily Kruszkewski, Marcela DeFaria, Gina Ronokarijo, Janee Olds, Sean Masherella, James Bloodworth, Vanessa Nogueira, and Kaz Kasal

GUESTS PRESENT: Heather Ramos / GrayRobinson; Catherine Steck McManus / Habitat for Humanity – Greater Orlando and Osceola County; Kristin Williams / Rollins College, Crummer Graduate School of Business; Melissa Lopez / Parent of CSCF Participants

Agenda Item	Topic	Action Item / Follow Up Item
1.	<p>Welcome</p> <ul style="list-style-type: none"> • Mr. Sweat, Board Chair, called meeting to order at 9:00 am and welcomed attendees. • Mr. Sweat thanked Seminole State College / Oviedo Campus for hosting today's meeting. Dr. Georgia Lorenz, President, Seminole State College, provided an overview of the college and its programs. <p>CSCF Spotlight Story</p> <ul style="list-style-type: none"> • Ms. Kruszkewski, VP of Strategic Communications, introduced Ms. Melissa Lopez. • Ms. Lopez relayed her thanks to CSCF for the great experiences her son and daughter have been receiving with the High School Express initiative and Summer Youth program. These programs have provided great benefits for her children by learning about different jobs and building their confidence and independence, which included being provided their own bank accounts. 	
2.	<p>Roll Call / Establishment of Quorum Ms. Kasal, Executive Board Coordinator, reported a quorum present.</p>	
3.	<p>Public Comment</p> <ul style="list-style-type: none"> • None offered. 	
4.	<p>Recognition of Board Service – Departing Board Member</p>	

	<ul style="list-style-type: none"> The Board recognized Ms. Renee Quintanilla, Director-Student Services, Crummer Graduate School of Business at Rollins College, for her service on the CSCF Board, which concluded on 3/29/24. Her recognition award will be mailed to her. 	
6	<p>Consent Agenda</p> <ul style="list-style-type: none"> Mr. Sweat asked the Board if any items on consent agenda, as listed below (attachments), should be moved off for further discussion: <ul style="list-style-type: none"> Draft Minutes of 4/26/24 Board Meeting Proposed 2024-2025 Board Meeting Schedule Strategic Change RFP (Executive) Retirement Plan Recommendations (Finance) Approval of Request for Subsequent Local Workforce Development Area Designation Approval of Request for CSCF to be Direct Provider of Workforce Services 	<p>Mr. Hayward made a motion to approve all items on the consent agenda. Mr. Walton seconded; motion passed unanimously.</p>
7	<p>Information / Discussion / Action Items</p> <p><u>Chair's Report:</u></p> <ul style="list-style-type: none"> Mr. Sweat reminded the Board to submit their annual Form 1 and 4th Quarter Survey, if they have not done so already. <p><u>President's Report (attachment)</u></p> <ul style="list-style-type: none"> Ms. Nabors, President/CEO, provided following highlights from the President's Report (attachment). <ul style="list-style-type: none"> CSCF received A+ for 2nd quarter performance results and consistently rank in top 4 performance regions. CareerSource Florida establishes Purple Star Recognition which recognizes workforce boards that show exemplary commitment to military families; CSCF is one of five boards receiving a Purple Star. Congratulated Ms. Janee Olds, Director of Workforce Special Projects, who received Orlando Business Journal's "40 under 40" award. Congratulated Ms. Martiza Pinto, Career Services Consultant, who was presented "Associate of the Month" award from Florida Commerce. Reviewed: <ul style="list-style-type: none"> CSCF's Scorecard thru 3rd quarter: 7/1/2023 thru 3/31/2024 Launch of Summer Youth Program Level Up Orange program updates Revenue Diversity – exceeded annual \$3M goal by attaining \$5.9M. 	

	<ul style="list-style-type: none"> ○ Current status of “Stronger Workforce for America Act.” <p>Mr. Sweat asked staff to provide Board talking points from the business perspective, so Board can help advocate the importance of workforce boards having local control.</p> <p><u>Finance Report</u></p> <ul style="list-style-type: none"> ● Mr. Alvarez, CFO, reviewed highlights through 3rd quarter, 7/1/23 – 3/31/24 (attachment). On track through 3rd quarter with expenditures overall at 75.6%; expecting to close the year on track. <p><u>Committee Reports</u></p> <p><u>Executive:</u></p> <ul style="list-style-type: none"> ● Mr. Sweat, Executive Committee Chair, reported Committee met on 6/13/24 and reviewed: <ul style="list-style-type: none"> - Action memo summarizing the evaluations on proposals received for strategic organizational transformation consulting services. Committee approved, and Board provided final approval under this meeting’s consent agenda, for staff to enter into contract negotiations with Curium Solutions and Walk With You LLC for FY 2024-2025. - President & CEO Performance Review – Committee concurred Ms. Nabors exceeded expectations in all goals and overall performance. It was also noted that Ms. Nabors has consistently exceeded her performance goals year over year. - Updates from Chair, President, and Committees, and today’s Board agenda <p><u>Audit</u></p> <ul style="list-style-type: none"> ● Mr. Walton, Audit Committee Chair, stated the FY 2022-2023 990 Report draft was reviewed by Audit and Executive Committees. Then, once approved, forwarded to Board as an info item. <p><u>Career Services</u></p> <ul style="list-style-type: none"> ● Ms. Blanco, on behalf of Mr. Albu, Career Services Committee Chair, stated Career Services Committee met on 5/9/24 and 5/23/24: <ul style="list-style-type: none"> - On 5/9/24, <ul style="list-style-type: none"> ○ Reviewed program updates. ○ Reviewed scorecard through 3rd quarter. ○ Reviewed data, trends and projections on region’s industry needs and scope of workers, as well as 	<p><i>Staff to provide talking points to Boards so they can advocate for workforce boards having local control</i></p>
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	<p>discussed training investment priorities, sector strategies and strategic solutions.</p> <ul style="list-style-type: none"> - On 5/23/24: <ul style="list-style-type: none"> o Approved for Board’s final approval two action items: <ol style="list-style-type: none"> 1) To allow CSCF staff to negotiate with highest ranking proposer, Thomas P. Miller & Associates, LLC., as One Stop Operator. 2) To approve CSCF’s continued designation as Direct Services Provider, which the Board provided final approval under this meeting’s consent agenda. o Reviewed highlights from Education & Industry Consortium. <p><u>Community Engagement</u></p> <ul style="list-style-type: none"> • Mr. Sprinkle, Community Engagement Committee Chair, stated committee met on 4/2/24 and 5/2/24: <ul style="list-style-type: none"> - On 4/2/24, reviewed social media performance and had strategic discussion on public affairs. - On 5/2/24: <ul style="list-style-type: none"> o Welcomed new committee members. o Received an update on government affairs. o Discussed the handling of CSCF’s adjustments with decrease in next year’s funding. o Reviewed timeline and phases of the CSCF website refresh. o Mr. Sprinkle encouraged Board to review CSCF website and provide any input to Ms. Kruszewski, VP of Strategic Communications <p><u>Facilities Ad Hoc</u></p>	<p>Mr. Nakagawa made a motion to approve for CSCF staff to negotiate with highest ranking proposer, Thomas P. Miller & Associates, LLC for a contract within the \$65,000 to \$75,000, and no more than \$80,000. Mr. Walton seconded; motion passed unanimously.</p>
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- Mr. Walton, Facilities Ad Hoc Committee Chair, stated Committee met on 4/4/24 at West Orange Career Center:
 - Toured the Center
 - Reviewed lease schedules of all CSCF locations
 - Reviewed lease renewal options for Southeast Orange and Osceola career centers and approved, which Board also approved at its 4/26/24 meeting, to extend lease for 2 years for both Southeast Orange and Osceola career centers.
 - Committee to continue reviewing options and work out a game plan in conjunction with the other locations to determine how much overall space is needed.
 - Mr. Walton encouraged Board to request joining Facilities Ad Hoc Committee, if they are interested.

Finance Committee

- Mr. Ushkowitz, Finance Committee Chair, reported the Committee met on 4/10/24 and 6/5/24.
 - On 4/10/24:
 - Reviewed financials thru 2/29/24
 - Approved, which then Board approved at its 4/26/24 meeting, following five action items:
 - 1) The audit results on retirement plan, which was a clean report, no issues;
 - 2) Adding transfer of funds flexibility between WIOA Adult & Dislocated Worker.
 - 3) Moving Budget Adjustment of \$3M in training investments from FY 23-24 to FY 24-25
 - 4) Procurement Policy modification to increase the simplified acquisition threshold to \$250,000 (from \$150,000)
 - Approved adding “Top Hat” plan benefit to retirement plan; which Board provided final approval under “Consent Agenda at this meeting.
 - Reviewed FY 24-25 Budget timeline and projections.
 - Reviewed the FY 24-25 health insurance plan renewal status.
 - On 6/5/24:
 - Reviewed financials through 4/30/24

	<ul style="list-style-type: none"> ○ Approved, for Board’s final approval, the draft FY 2024-2025 Budget <p>Board also concurred to allow staff to ask State to adjust its WIOA (Adult & Dislocated Workers) training mandate from 50% to 40%.</p> <ul style="list-style-type: none"> ○ Approved additional benefits in CSCF’s Retirement Plan to include emergency savings account and increased auto-escalation, which Board provided final approval under this meeting’s Consent Agenda. <p><u>Governance</u></p> <ul style="list-style-type: none"> • Ms. Olson, Governance Committee Chair, stated Committee met on 5/8/24 and: <ul style="list-style-type: none"> – Reviewed Board Engagement through 3/31/24. – Reviewed proposed Board Roster for FY 2024-2025. – Approved a proposed Slate of Officers for Board’s final approval (attachment). <ul style="list-style-type: none"> – Chair: Richard Sweat – Vice Chair: Sheri Olson – Treasurer: Eric Ushkowitz – Secretary: Jeff Hayward • Ms. DeFaria, VP of Development, thanked those Board Members who made various contributions in FY 2023-2024, and those who have not, to consider contributing by 6/30/24 to increase Board’s engagement goals by year-end. <p><u>Revenue Diversity and New Markets</u></p> <ul style="list-style-type: none"> • Mr. Gill, Revenue Diversity and New Markets Committee Chair, stated the Committee has not met since the last Board Meeting, but commended Board and staff for exceeding the \$3M annual target to nearly \$6M this year. Mr. Gill also encouraged the Board to: 1) bring introductions for financial support to Ms. 	<p>Mr. Walton made a motion to approve the 2024-2025 Budget. Mr. Hayward seconded; motion passed unanimously.</p> <p>Ms. LeWinter made a motion to approve for staff to ask the State to adjust its WIOA (<i>Adult & Dislocated Workers</i>) training mandate from 50% to 40%. Ms. Martz seconded; motion passed unanimously.</p> <p>Mr. Gill made a motion to approve Slate of Officers, as presented. Mr. Sprinkle seconded; motion passed unanimously.</p>
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	DeFaria – banks especially have CRA (Community Re-Investment Act) funds that they need to spend, and 2) make their own contribution (of any amount) if they have not.	
8	<p>Insight</p> <p><u>Career Solutions Update (attachment)</u></p> <ul style="list-style-type: none"> • Ms. Nabors and Mr. Alvarez provided an overview on the formation of Career Solutions, it’s Mission, Vision and Value Proposition, which is to create impact and add value with youth in this region: 1) expanding reach to middle and early high school students, 2) ensure more youth have access to meaningful career exploration, and 3) increase capacity to deliver more youth experiences. • Reviewed revenue goals current and future. • Reviewed pilot projects: 1) additional youth to partake in Summer Youth program and 2) additional youth to partake in High School Career Express <p><u>Strategic Goals – PY 2024-2025 (attachment)</u></p> <p>Ms. Nabors reviewed the four stratetic objectives with its key results for 2024-2025:</p> <ol style="list-style-type: none"> 1) Diversify revenue streams to create resiliency. 2) Identify and deliver talent solutions for businesses that address labor market defmands. 3) Deliver career solutions to Central Florida residents to ignite potential. 4) Optimize workforce innovations to maximize organization value. 	<p><i>Staff will provide an updated target at September board meeting.</i></p>
9	<p>Other Business</p> <p>None offered.</p>	
10	<p>Adjournment</p> <p>Meeting adjourned at 10:36 am.</p>	

Respectfully submitted,

Kaz Kasal
Executive Board Coordinator