



EXECUTIVE COMMITTEE MEETING

CareerSource Central Florida | 9/18/24

[CareerSourceCentralFlorida.com](https://www.CareerSourceCentralFlorida.com)

ISHMENT
BEGINS WITH A DREAM.



9/18/24 EXECUTIVE COMMITTEE MEETING DETAILS

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information/
Discussion/
Action Items

Other Business

Adjournment

What: Career Services Committee Meeting

When: Wednesday, September 18, 2024
3:00 p.m. – 4:30 p.m.

Where: CSCF Administration Office
390 N. Orange Ave., Suite 700 (7th Floor)
Orlando, FL 32801

or

Virtual Option via Zoom:

Link: <https://careersourcecf.zoom.us/j/84135360898?pwd=PhCCSv7qK1ZZmfj7QWclvaA8S0bGl1.1>

Dial In: 1 (929) 205-6099 / Meeting ID: 841 3536 0898 / Passcode: 247632

9/18/24 EXECUTIVE COMMITTEE MEETING DETAILS

- Meeting Details
- ▶ Meeting Agenda
- Welcome
- Roll Call
- Public Comment
- Approval of Minutes
- Information/
Discussion/
Action Items
- Other Business
- Adjournment

Agenda Item #"	Topic	Presenter	Action Item
1.	Welcome	Richard Sweat	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment		
4.	Approval of Minutes A. 6/13/24 Executive Committee Meeting	Richard Sweat	X
5.	Information / Discussion / Action Items A. Chair's Report 1) Executive Committee Charter – Annual Review 2) PY 2024-2025 Committee Structure B. President's Report 1) Compliance Action Items: - Draft Local Workforce Plan (1/1/2025 – 12/31/2028) C. Committee Reports: 1) Audit (<i>met on 9/3/24 w/Finance</i>) 2) Career Services (<i>met on 9/12/24</i>) 3) Community Engagement (<i>met on 8/29/24</i>) 4) Facilities Ad Hoc (<i>met on 8/28/24</i>) 5) Finance (<i>met on 9/3/24 w/Audit</i>) 6) Governance (<i>met on 8/21/24</i>) 7) Revenue Diversity & New Markets (<i>meeting on 10/1/24</i>) D. 9/26/24 Board Meeting Agenda	Committee Discussion	X
6.	Other Business		
7.	Adjournment		



Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information/
Discussion/
Action Items

Other Business

Adjournment

WELCOME



Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information/
Discussion/
Action Items

Other Business

Adjournment

ROLL CALL / ESTABLISHMENT OF QUORUM



Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information/
Discussion/
Action Items

Other Business

Adjournment

PUBLIC COMMENT



Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information/
Discussion/
Action Items

Other Business

Adjournment

APPROVAL OF MINUTES



Draft
Executive Committee Meeting
Thursday, June 13, 2024, 9:00 a.m.
MINUTES

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

MEMBERS ABSENT: None

STAFF PRESENT: Pam Nabors, Leo Alvarez, Emily Kruszewski, Marcela DeFaria, Sean Masherella, James Bloodworth and Kaz Kasal

GUESTS PRESENT: Heather Ramos

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Ms. Olson, CSCF Vice Chair, called the meeting to order at 9:05 a.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	Public Comment None offered.	
4	Approval of Minutes – 4/11/24 Executive Committee Meeting <ul style="list-style-type: none"> • Reviewed minutes (attachment). 	Mr. Walton made a motion to approve the draft minutes from the 4/11/24 Executive Committee meeting. Mr. Sprinkle seconded; motion passed unanimously.
5	Information / Discussion / Action Items President’s Report <ul style="list-style-type: none"> • Ms. Nabors, CEO, provided below highlights: <ul style="list-style-type: none"> - Florida Commerce will be meeting on 6/18/24 and one of the items up for vote are additional resources for CSCF; an update will be provided at the 6/26/24 Board Meeting. - Staff adjustments and <u>changes to</u> occur due to programs ramping down and sunseting. - Revenue Diversity: exceeded annual \$3M goal for PY 23-24 by attaining \$3.7M. <u>New</u> goal for PY 24-25 is \$6M, and \$10M for PY 25-26. - Additional highlights to be provided at 6/26/24 Board Meeting. 	



<p><u>Strategic Change RFP</u> Reviewed action memo on RFPs (Request <u>For</u> Proposals) for strategic organizational transformation consulting services (attachment), which summarizes the procurement process and the Review Teams’s evaluation of the 10 proposals received. Ms. Olson, who was part of the Review Team, commented the RFP review and evaluation process was very comprehensive.</p> <p>Based on their evaluations, the Review Team recommends the selection of Curium Solutions and Walk <u>With</u> You, LLC.</p> <p><u>Committee Reports</u></p> <p><u>Audit</u> 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> <p><u>Career Services</u> Ms. Nabors, on behalf of Mr. Albu, Career Services Committee Chair, stated Career Services Committee met on 5/9/24 and 5/23/24:</p> <ul style="list-style-type: none"> - On 5/9/24, <ul style="list-style-type: none"> o Reviewed program updates. o Reviewed scorecard through 3rd quarter. o Reviewed data, trends and projections on region’s industry needs and scope of workers, as well as discussed training investment priorities, sector strategies and strategic solutions. - 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. o Received highlights from Education & Industry Consortium. <p><u>Community Engagement</u> Mr. Sprinkle, Community Engagement Committee Chair, stated committee met on 4/2/24 and 5/2/24:</p> <ul style="list-style-type: none"> - On 4/2/24, reviewed social media performance and had strategic discussion on public affairs. 	<p>Mr. Hayward made a motion to forward for Board’s final approval that CSCF staff be allowed to <u>enter into</u> contract negotiations with Curium Solutions and Walk With You, LLC at a combined total amount not to exceed \$200,000 for fiscal year 2024-2025. Mr. Ushkowitz seconded; motion passed unanimously.</p>
---	--



- On 5/2/24,
 - 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

Facilities Ad Hoc

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.

Finance Committee

Mr. Ushkowitz, Finance Committee Chair, reported the Committee met on 4/10/24 and 6/5/24.

- On 4/10/24,
 - o Reviewed financials thru 2/29/24
 - o 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)
 - o Approved adding "Top Hat" plan benefit to retirement plan; for Board's approval at its 6/26/24 meeting.
 - o Reviewed FY 24-25 Budget timeline and projections.
 - o Reviewed the FY 24-25 health insurance plan renewal status.



	<ul style="list-style-type: none"> - On 6/5/24, <ul style="list-style-type: none"> o Reviewed financials through 4/30/24 o Approved draft FY 2024-2025 Budget o Approved additional benefits in CSCF's Retirement Plan to include emergency savings account and increased auto-escalation. <p><u>Governance</u> Ms. Olson, Governance Committee Chair, stated Committee met on 5/8/24 and:</p> <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 which will be brought to the Board next week for approval. <p><u>Revenue Diversity and New Markets</u> Mr. Gill, Revenue Diversity and New Markets Committee Chair, stated the Committee has not met since the last Board Meeting.</p> <p><u>6/26/24 Board Meeting Agenda:</u></p> <ul style="list-style-type: none"> • Reviewed agenda for upcoming Board Meeting (attachment) <p><u>President & CEO Performance Review:</u> Committee reviewed President & CEO's FY 2023-2024 performance appraisal completed by Mr. Sweat, which also included Ms. Nabors' self-evaluation. Mr. Sweat scored exceeds expectations in all goals and overall performance.</p> <p>The Committee concurred with Mr. Sweat's appraisal and noted that Ms. Nabors has consistently exceeded performance goals year over year. The Committee also concurred that both merit of 3% and incentive pay for Executive Team should be included back in the budget.</p>	<p>Mr. Hayward made a motion for Board's final approval to not forego Executive Team's merit of 3% and incentive pay, but to include in the FY 2024-2025 Budget's compensation line item and assumption page. Mr. Gill seconded; motion passed unanimously.</p>
6	<p>Other Business</p> <ul style="list-style-type: none"> • Committee discussed establishing succession management process which the Committee will oversee. 	
7	<p>Adjournment Meeting adjourned at 10:04 am</p>	

Respectfully submitted,
Kaz Kasal, Executive Coordinator



Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information/
Discussion/
Action Items

Other Business

Adjournment

INFORMATION / DISCUSSION / ACTION ITEMS



EXECUTIVE COMMITTEE CHARTER

ANNUAL REVIEW

Executive Committee Charter



Purpose:

The Executive Committee reports to the Board of Directors, and is authorized to exercise full authority of the Board of Directors:

1. In the management of the Board's business between meetings of the Board of Directors, except where full board has authority as required by state or federal statute.

Responsibilities:

- Provide support and oversight to the President in overall governance of CareerSource Central Florida.
- Evaluate executive performance and recommend compensation.
- Review and present to the full Board for approval procurements for contracts equal to or in excess of \$150,000.
- Review and approve the full Board meeting agendas.

Skills/Expertise:

- Member of the Board.
- Interest in Board leadership.
- Previous service leading a CareerSource Central Florida committee desired.
- Willingness to engage monthly with CareerSource Central Florida activities.

Structure:

- The Executive Committee will have a minimum of five members, consisting of the officers and the chairs of the standing committees, and additional members to ensure that there is representation across the five counties.
- Agenda and minutes are kept and published on the CareerSource Central Florida website and supplied to committee in written form via email one week prior to meetings.
- The Chair of the Board appoints other members of the Committee who are not committee chairs or officers.
- The Chair of the Board of Directors serves as the Chair of the Executive Committee and may choose to appoint another member of the Executive Committee to serve in such capacity.



COMMITTEE STRUCTURE



MEMORANDUM

Date: July 24, 2024
To: Richard Sweat, CSCF Board Chair
From: Pamela Nabors, CSCF President /CEO
Subject: Approval of Committee Chairs

For your approval, please see below proposed Committee Chairs for Fiscal Year 2024-2025:

Committee Chairs:

Executive Committee:	Richard Sweat
Career Services Committee:	Andrew Albu
Community Engagement Committee:	David Sprinkle
Audit Committee:	Matt Walton
Finance Committee:	Eric Ushkowitz
Governance Committee:	Sheri Olson
Revenue Diversity & New Markets Committee:	John Gill
Facilities Ad Hoc Committee	Matt Walton



MEMORANDUM

Date: August 12, 2024
 To: Richard Sweat, Board Chair
 From: Pamela Nabors, President/CEO
 Subject: Approval of Committee Appointments for CareerSource Central Florida Board of Directors and Non-Board Committee Members

For your approval, made one revision: Gaby Ortigoni moving from Audit Committee to Community Engagement Committee, as yellow highlighted below. Highlighted in blue you already approved in July 2024.

Executive Committee:

Richard Sweat (Chair)

Andrew Albu (*Career Services Chair*)

Jeff Hayward (*Secretary*)

John Gill (*Revenue Diversity & New Markets Committee Chair*)

David Sprinkle (*Community Engagement Committee Chair*)

Sheri Olson (*Vice Chair and Governance Committee Chair*)

Eric Ushkowitz (*Treasurer and Finance Committee Chair*)

Matt Walton (*Audit Committee & Facilities Ad Hoc Committee Chair*)

Revenue Diversity & New Markets Committee:

Sharon Arroyo

Joe Battista

Wendy Ford

Tanisha Gary

John Gill (Chair)

Steve "Snak" Nakagawa (*Vice Chair*)

Non-Board Members on Revenue Diversity & New Markets Committee:

Mark Brewer

Finance Committee:

Wendy Brandon

Shawn Hindle

Michelle Sperzel

Eric Ushkowitz (Chair)

Matt Walton (*Vice Chair*)

Facilities Ad Hoc Committee (Subcommittee of Finance Committee):

Andrew Albu

Dr. Molly Kostenbauder

Matt Walton (Chair)



Audit Committee:

Wendy Ford
Shawn Hindle (Vice Chair)

Matt Walton (Chair)

Non-Board Members on Audit Committee:

Yralee Mendez (Osceola County) – Richard Sweat approved on 8/30/24
Kristy Mullane (Lake County)
Stephanie Taub (Orange County)
Lorie Bailey Brown (Seminole County)
Angela Rex (Sumter County)

Career Services Committee: (6 businesses / 5 pub)

Andrew Albu (Chair)

Casey Ferguson
Sean Donnelly
Mark Havard (Vice Chair – pending)
Dr. Molly Kostenbauder

Ben Larry

Chris Pascal

Brinkley Ruffin

Jonathan Schaefer

Dr. Maria Vazquez

Richard Watford

Non-Board Members on Career Services Committee:

Karen Hogans
Ed James

Governance Committee:

Dr. Heather Bigard

Nicole Martz

Catherine McManus

Sheri Olson (Chair)

Jeff Hayward (Vice Chair)

Community Engagement Committee:

Guilherme "Gui" Cunha

Kristin Gray

Lindsey LeWinter (Vice Chair – pending)

Steve "Snak" Nakagawa

Gaby Ortigoni

Amy Santorelli

Stella Siracusa

David Sprinkle (Chair)

DeAnna Thomas

Eric Ushkowitz

Kristin Williams

Non-Board Members on Community Engagement Committee:

Kris Tietig
Dan Ward
Wayne Weinberg

[Return to Agenda](#)



DRAFT LOCAL WORKFORCE PLAN

(1/1/2025 – 12/31/2028)



ACTION ITEM

TO: CareerSource Executive Committee
FROM: Pamela Nabors, President & CEO
DATE: September 18, 2024
RE: Approval of CSCF Strategic Plan 2025-2028

PURPOSE:

The purpose of this memo is to request approval of CareerSource Central Florida's Strategic Plan for 2025-2028 as required by CareerSource Florida and Florida Commerce.

BACKGROUND ACTION ITEM

As mandated by the Workforce Innovation and Opportunity Act (WIOA), CareerSource Central Florida is required to develop and submit a comprehensive Local Plan for the 2025-2028 planning period. The law also requires local boards to regularly revisit and recalibrate plan strategies in response to changing economic conditions and workforce needs. This plan outlines our strategic vision for workforce development, detailing our goals, strategies, and priorities to address the evolving needs of our local workforce and economy.

The Local Plan for 2025-2028 has been carefully crafted in alignment with federal and state guidelines, incorporating input from key stakeholders, including employers, community organizations, education providers, and workforce partners. The plan outlines the Board's key priorities, which include diversifying revenue streams, delivering innovative talent solutions, and implementing focused talent acquisition strategies for high-growth industries. The plan includes specific objectives to:

- Develop a team of skilled "CareerSourcers" capable of providing relevant and impactful talent solutions.
- Create value and build strong relationships with customers; and
- Foster deep loyalty and enhance customer satisfaction.

Additionally, the Local Plan for 2025-2028 details CSCF's operational strategies to:

- Support identified populations, such as youth, individuals with unique abilities, and low-income families.
- Collaborate with education providers, community organizations, businesses, and economic development entities.
- Maintain and exceed program performance goals; and
- Deliver effective and comprehensive workforce services.

The full document can be found on CSCF's website:

[LWDB-12-Local-Plan-2025-2028 \(careersourcecentralflorida.com\)](https://careersourcecentralflorida.com/LWDB-12-Local-Plan-2025-2028)

REQUIREMENTS:

Florida Commerce mandates that the Local Plan be reviewed and affirmed by both the Local Chief Elected Officials (Consortium) and the CareerSource Central Florida Board of Directors. Additionally, Florida Commerce requires that the Local Plan be posted for public comment for a minimum of 30 days.

In compliance with these requirements, the Local Plan is currently available on the CareerSource Central Florida website throughout the month of September to ensure an opportunity for public review and feedback.

RECOMMENDED ACTION:

Staff recommends to the Executive Committee approval of CSCF's Local Strategic Plan for 2025-2028, beginning January 1, 2025 through December 31, 2028.



9/26/24 DRAFT BOARD MEETING AGENDA

9/26/24 BOARD OF DIRECTORS MEETING AGENDA

Meeting Details	Agenda Item #"	Topic	Presenter	Action Item
Meeting Agenda	1.	Welcome <ul style="list-style-type: none"> - Pledge of Allegiance - Host Welcome - Spotlight Story 	Richard Sweat	
Welcome	2.	Roll Call / Establishment of Quorum	Kaz Kasal	
Roll Call	3.	Public Comment	Richard Sweat	
Public Comment	4.	Recognition of Board Service / Departing Board Members	Richard Sweat	
Board Recognition	5.	Consent Agenda A. 6/26/24 Board Meeting – Minutes B. Budget Adjustment (Finance) C. Draft Local Workforce Plan 1/1/2025 - 12/31/2028		X
Consent Agenda	6.	Information / Discussion / Action Items A. Chair's Report B. President's Report C. Finance Report D. Committee Reports <ol style="list-style-type: none"> 1) Executive (met on 9/18/24) 2) Audit (met of 9/3/24 w/ Finance) 3) Career Services (met on 9/12/24) <ol style="list-style-type: none"> a) MOU with Ironworkers Local Union 808 Joint Apprenticeship Trust 	Richard Sweat Pamela Nabors Eric Ushkowitz Richard Sweat Matt Walton Andrew Albu	X
Information/ Discussion/ Action Items	Insight	Other Business	Adjournment	

9/26/24 BOARD OF DIRECTORS MEETING AGENDA

- Meeting Details
- Meeting Agenda**
- Welcome
- Roll Call
- Public Comment
- Board Recognition
- Consent Agenda
- Information/
Discussion/
Action Items
- Insight
- Other Business
- Adjournment

Agenda Item #	Topic	Presenter		Action Item
6.	D. Committee Reports <i>(continued)</i> 4) Community Engagement Committee (met on 8/29/24) 5) Facilities Ad Hoc <i>(met on 8/28/24)</i> 6) Finance <i>(met on 9/3/24 w/Audit)</i> 7) Governance <i>(met on 8/21/24)</i> 8) Revenue Diversity & New Markets <i>(meeting on 10/1/24)</i>	David Sprinkle Matt Walton Eric Ushkowitz Sheri Olson John Gill		
7.	Insight A. Ethics Training	Dr. Jason Lesandrini Principal/Founder The Ethics Architect		
8	Other Business			
9.	Adjournment			

Upcoming Meetings:

10/1/24	Rev. Diversity & New Mkts	3:00 p.m. – 4:30 p.m.
11/6/24	Governance	3:00 p.m. – 4:30 p.m.
11/14/24	Career Service	3:00 p.m. – 4:30 p.m.
11/21/24	Community Engagement	3:00 p.m. – 4:30 p.m.
12/5/24	Executive	2:00 p.m. - 3:30 p.m.
12/9/24	Consortium	10:00 a.m. – 10:30 a.m.
12/11/24	Board	9:00 a.m. – 10:30 a.m.

[Return to Agenda](#)



Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information/
Discussion/
Action Items

▶ Other Business

Adjournment

OTHER BUSINESS



Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information/
Discussion/
Action Items

Other Business

▶ **Adjournment**

ADJOURNMENT



CONNECT WITH US



or in person by appointment, in your place of business or at one of our Career Centers.



THANK YOU

Phone: 800.757.4598

Website: www.CareerSourceCentralFlorida.com