



**Board of Directors Meeting
Thursday, October 17, 3:00 p.m.**

MINUTES

MEMBERS PRESENT: Sheri Olson, Andrew Albu, Sharon Arroyo, Joe Battista, Sean Donnelly, Wendy Ford, Tanisha Nunn Gary, Kristin Gray, Mark Havard, Jeff Hayward, Molly Kostenbauder, Lindsey LeWinter, Nicole Martz, Catherine McManus, Snak Nakagawa, Gaby Ortigoni, Chris Pascal, Brinkley Ruffin, Amy Santorelli, Jonathan Schaefer, Stella Siracuza, Michelle Sperzel, David Sprinkle, DeAnna Thomas, Eric Ushkowitz, Maria Vazquez, Matt Walton, Richard Watford, and Kristin Williams

MEMBERS ABSENT: Wendy Brandon, Gui Cunha, Casey Ferguson, John Gill, Shawn Hindle, Ben Larry, and Richard Sweat

STAFF PRESENT: Pam Nabors, Tadar Muhammad, Leo Alvarez, Dyana Burke, Steven Nguyen, Nilda Blanco, Gina Ronokarijo, Emily Kruszewski, Marcela DeFaria, Carla Sosa, Amulyasai Bangaru, Marcel Cicero, Jamie Santos, Sean Masherella, Vince Bruno, and Kaz Kasal

GUESTS PRESENT: Keira des Anges / Former CSCF Board Member; Jayden G. / CSCF Participant; Heather Ramos / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	<p>Welcome</p> <ul style="list-style-type: none"> Ms. Olson, Board Vice Chair, called the meeting to order at 3:01 pm and welcomed attendees. <p>CSCF Spotlight Story</p> <ul style="list-style-type: none"> Jayden G. is a student of the Neo City Academy in Kissimmee and interning with IMEC via the CSCF program. Under the guidance of the internship mentors, Jayden has leveraged opportunities by creating a day camp program to increase awareness of STEM in the community. This then extended to a summer camp this past summer exposing 8th graders to STEM, with 250 students attending from over 30 schools. Jayden plans to start his own non-profit to help replicate this program in other states 	
2	<p>Roll Call / Establishment of Quorum</p> <ul style="list-style-type: none"> Ms. Kasal, Executive Board Coordinator, reported a quorum present. 	
3	<p>Public Comment</p> <ul style="list-style-type: none"> None offered. 	
4	<p>Recognition of Board Service / Departing Board Members</p> <ul style="list-style-type: none"> Ms. Olson, recognized departing members Dr. Heather Bigard and Ms. Keira des Anges for their service on the board. 	
5	<p>Consent Agenda</p> <ul style="list-style-type: none"> Ms. Olson asked the Board if any item on consent agenda, as listed below (attachments), should be moved off for further discussion: <ul style="list-style-type: none"> Draft Minutes of 6/26/24 Board Meeting Draft Local Workforce Plan 1/1/2025 – 12/31/2028 Budget Adjustment (<i>Finance</i>) Career Services Committee Charter (<i>Career Services</i>) 	<p>Mr. Walton made a motion to approve all items on the consent agenda. Mr. Schaefer seconded; motion passed unanimously.</p>

6	<p>Information / Discussion</p> <p><u>Chair's Report:</u></p> <ul style="list-style-type: none"> • Ms. Olson provided following highlights: <ul style="list-style-type: none"> - CSCF kicked off High School Career Express on 9/18/24. - A lot of great momentum and collaboration occurring around National Science Foundation (NSF). - Board Source issue will be coming out this afternoon. <p><u>President's Report</u></p> <ul style="list-style-type: none"> • Ms. Nabors, President/CEO, provided highlights from the President's Report (attachment). <ul style="list-style-type: none"> - September was Workforce Development Month. Annual Summit occurred during week of 9/9/24. <ul style="list-style-type: none"> o CSCF staff Amulyasai Bangaru and Marcel Cicero received awards for outstanding work. - Lake County Career Center is partnering with several agencies and utilizing its location as the "Storm Recovery Center" to provide needed resources to those individuals impacted by Hurricanes Milton and Helene. - Orlando Magazine recognized: <ul style="list-style-type: none"> o Some key CSCF staff as part of "Faces of Orlando" o Ms. Nabors along with several CSCF Board Members and Mayor Demings named "50 Most Powerful in Orlando." - CSCF exceeded all performance goals in PY 2023-2024. - Revenue Diversity – great start this program year; receiving contributions from some major companies. - Reviewed program updates, performance targets, and HR initiatives for PY 2024-2025. - Continuing right sizing the organization with workforce planning. - Ms. Nabors spoke at Region 3 State Administrator's meeting with Department of Labor on reimagining the workforce system and how partnerships make a difference. - Exceeded Board Engagement goals in PY 23-24, with Contribution category at its highest at 74% <p><u>Finance Report</u></p> <ul style="list-style-type: none"> • Mr. Alvarez, CFO, reviewed highlights on financials as of July 2024 (attachment).
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Committee Reports

Executive

Ms. Olson, on behalf of Richard Sweat, Executive Committee Chair, stated committee met on 9/18/24 and reviewed:

- Committee charter – no changes needed
- Current Committee structure
- Approved Local Workforce Plan for 1/1/2025 thru 12/31/28, which the full board approved in today’s meeting under “Consent Agenda”

Audit

Mr. Walton, Audit Committee Chair, stated the Committee met jointly with the Finance Committee on 9/3/24. The Committee reviewed its charter (no changes needed), as well as audit planning to be performed by auditors Cherry Bekaert.

Career Services

Mr. Albu, Career Services Committee Chair, stated Career Services Committee met on 9/12/24 and:

- Approved recommendation for Board’s final approval an MOU with Ironworkers Local Union 808 Joint Apprenticeship Trust (attachment). This will require CSCF Board Member Mr. Watford, Director at Ironworkers Local Union 808, to abstain from voting.
- Reviewed:
 - o Committee’s charter, with edits as approved under this meeting’s “Consent Agenda.”
 - o Year-end scorecard for PY 2023-2024.
 - o PY 2024-2025 Performance Targets.
 - o Grant updates.
 - o Updates on Education & Industry Consortium.

Community Engagement

Mr. Sprinkle, Community Engagement Committee Chair, stated committee met on 8/29/24 and reviewed:

- Committee charter – no changes needed.
- PY 2023-2024 year-end recap.
- National Science Foundation update.
- Timeline on website refresh, with audit survey coming for Committee’s further feedback.
- Committee discussed messaging strategies with youth population.

Mr. Schaefer made a motion to approve the agreement between CSCF and Ironworkers Local Union 808 Joint Apprenticeship Trust Fund to support up to 46 apprenticeships based on the funding availability and program requirements. Mr. Walton seconded, with Mr. Watford abstaining; motion passed unanimously.

- Mr. Sprinkle encouraged Board to review CSCF website and provide Ms. Kruszewski any suggestions or comments.

Facilities Ad Hoc

Mr. Walton, Facilities Ad Hoc Committee Chair, stated Committee met on 8/28/24 at Seminole Career Center and:

- Reviewed lease schedules of all CSCF locations
- Discussed the two-year space optimization plan to reduce overhead costs and strategically utilize technology while not reducing service delivery.

Finance Committee

Mr. Ushkowitz, Finance Committee Chair, reported the Committee met jointly with the Audit Committee on 9/3/24 and reviewed:

- Committee charter, no changes needed.
- Financials thru July 2024.
- Facilities update.
- Approved, for Board’s final approval, the budget adjustment increase of \$4.7M – which the Board approved during this meeting’s “Consent Agenda.”

Governance

Ms. Olson, Governance Committee Chair, stated Committee met on 8/21/24 and reviewed:

- Committee charter – no changes needed.
- PY 2023-2024 Board Engagement Metrics, which exceeded goals including 74% in Contribution category.
- Enterprise Risk update.

Revenue Diversity and New Markets

Mr. Snak, on behalf John Gill, Revenue Diversity and New Markets Committee Chair, stated the Committee met on 10/1/24 and reviewed:

- Committee charter – no changes needed.
- PY 2023-2024 year-end results by fund-raising sources: public, private, referral and general donations. Exceeded annual \$3M Target at \$5.9M.
- Discussed and concurred for staff to create an investment strategy policy for Committee to review at next meeting.
 - o Also concurred placing funds (unrestricted) with reputable investment firm vs. leaving in bank savings account.
 - o Finance Committee most likely to amend its charter to include oversight of reserve account



7	Other Business Next Board Meeting scheduled on 12/11/24 at 4Roots Farm. Calendar invites will be sent out soon.	
8	Adjournment Meeting adjourned at 3:59 pm.	

Respectfully submitted,

Kaz Kasal
Executive Board Coordinator

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Watford, Richard	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Central Florida / Board of Directors
MAILING ADDRESS Ironworkers Local 808, 200 E. Landstreet Rd.	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
CITY COUNTY Orlando Orange	NAME OF POLITICAL SUBDIVISION:
DATE ON WHICH VOTE OCCURRED 10/17/24	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Richard Watford, hereby disclose that on October 17, 20 24 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____ ;
- inured to the special gain or loss of my relative, _____ ;
- inured to the special gain or loss of Ironworkers Local 808, by _____ , by whom I am retained; or
- inured to the special gain or loss of _____ , which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

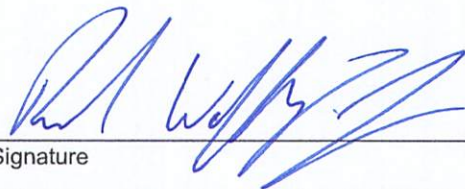
(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

The CareerSource Central Florida Board of Directors voted to approve "MOU with Ironworkers Local Union 808 Joint Apprenticeship Trust [Agenda Item 6D 3) a)]. As Director of Ironworkers Local 808, I would not benefit personally but my employer, Ironworkers Local 808, could benefit.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

10/17/2024

Date Filed



Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.