



DRAFT

Consortium & Board of Directors Joint Meeting

Thursday, December 11, 2025, 2:30 p.m.

MINUTES

CONSORTIUM MEMBERS

PRESENT:

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

BOARD MEMBERS PRESENT:

Sheri Olson, Andrew Albu, Sharon Arroyo, Robert Bixler, Gui Cunha, Sean Donnelly, Casey Ferguson, Tanisha Nunn Gary, John Gill, Mark Havard, Molly Kostenbauder, Lindsey LeWinter, Catherin McManus, Snak Nakagawa, Chris Pascal, Amy Santorelli, Jonathan Schaefer, Trey Simpkins, Stella Siracuza, Michelle Sperzel, David Sprinkle, Richard Sweat, Eric Ushkowitz, Matt Walton, Richard Watford, and Kristin Williams

BOARD MEMBERS ABSENT:

Wendy Brandon, Wendy Ford, Kristin Gray, Jeff Hayward, Shawn Hindle, Nicole Martz, Gaby Ortigoni, Brinkley Ruffin and DeAnna Thomas

STAFF PRESENT:

Pam Nabors, Tadar Muhammad, Leo Alvarez, Geo Morales, Steven Nguyen, Marcela DeFaria, Gina Ronokarijo, Melanie Markes, Sean Masherella, Vince Bruno, Vanessa Noguiera, Crystal Lee and Kaz Kasal

GUESTS PRESENT:

Joe Battista / Orlando Economic Opportunity; Michele Daugherty / Associated Builders & Contractors; Dr. Carla McKnight / Valencia College and Heather Ramos / GrayRobinson; Tameka Austen / Florida Commerce

Consortium Meeting

Agenda Item	Topic	Action Item / Follow Up Item
1.	Welcome <ul style="list-style-type: none"> Mayor Demings, Consortium Chair, called meeting to order at 2:33 pm and welcomed attendees. 	
2.	Roll Call / Establishment of Quorum <ul style="list-style-type: none"> Ms. Kasal, Executive Coordinator, reported a quorum present with the Consortium. 	
3.	Public Comment <ul style="list-style-type: none"> None offered. 	
4.	Consortium Action Items <u>Approval of Minutes from 6/19/25 Consortium Meeting (attachment).</u>	Commissioner Constantine made a motion to approve the minutes from the 6/19/25 Consortium Meeting. Commissioner Choudhry seconded; motion passed unanimously.

Consortium Meeting (continued)

Agenda Item	Topic	Action Item / Follow Up Item
4.	<p>Consortium Action Items (continued)</p> <p><u>Approval of Board Appointments</u></p> <ul style="list-style-type: none"> Reviewed appointments of CSCF Board (attachment). <p><u>Approval of Request for Subsequent Local Workforce Development Area Designation</u></p> <ul style="list-style-type: none"> Reviewed action memo requesting approval of CSCF’s request for subsequent designation as the Local Workforce Development Area for Lake, Osceola, Orange, Seminole and Sumter Counties (attachment). <p><u>Approval of Designation of CSCF as a One-Stop Operator</u></p> <ul style="list-style-type: none"> Reviewed action memo on CSCF Board recommendation for CSCF to be designated as One-Stop Operator.(attachment). CareerSource Research Coast (CSRC), acting as procurement agent, issued Request for Proposal for One-Stop Operator Services. One proposal (from CSCF) was received of which CSRC evaluated, scored and provided a letter (attachment) recommending CSCF serve as the One-Stop Operator. <p><u>Approval of CSCF to be Direct Provider of Workforce Services</u></p> <ul style="list-style-type: none"> Reviewed action memo requesting approval of CSCF’s continued designation as a Direct Services Provider for the delivery of services to its career seekers and businesses for the period of three years – July 1, 2026 through June 30, 2029 (attachment). Annual performance report from PY 2024-2025 was also provided as reference (attachment). 	<p>Commissioner Constantine made a motion to approve Board Appointments, as presented. Commissioner Choudhry seconded; motion passed unanimously.</p> <p>Commissioner Choudhry made a motion to approve CSCF’s request for subsequent designation beginning July 1, 2026 through June 30, 2028, as presented and submitted to Florida Commerce and CareerSource Central Florida. Commissioner Morris seconded; motion passed unanimously.</p> <p>Commissioner Choudhry made a motion approving to endorse CSCF’s designation as its own One-Stop Operator with a budget not to exceed \$20,000. Commissioner Butterfield seconded; motion passed unanimously.</p> <p>Commissioner Constantine made a motion approving CSCF’s continued designation as a Direct Services Provider for the next three program years beginning July 1, 2026 through June 30, 2029 to be submitted to Florida Commerce and CareerSource Florida. Commissioner Choudhry seconded; motion passed unanimously.</p>

5.	CSCF Spotlight Story <ul style="list-style-type: none"> In 2014, Ron L. received support from CSCF with resume assistance and was referred to Seniors First, where he advanced from case manager to director and now serves as VP of In-Home Services and Guardianship, crediting CSCF for his career success. 	
9	Adjournment of Consortium <ul style="list-style-type: none"> Consortium adjourned at 2:50 pm. 	
Board Meeting		
Agenda Item	Topic	Action Item / Follow Up Item
1.	Welcome <ul style="list-style-type: none"> Ms. Olson, Board Chair, welcomed the Board. 	
2.	Roll Call / Establishment of Quorum Ms. Kasal, Executive Coordinator, reported a quorum present with the CSCF Board.	
3.	Public Comment None offered.	
4.	Board Consent Agenda <ul style="list-style-type: none"> Ms. Olson asked the Board if any item on consent agenda, as listed below, should be moved off for further discussion: <ul style="list-style-type: none"> Minutes from 9/25/25 Board Meeting. Approval of Request for Subsequent Local Workforce Development Area Designation Approval of CSCF to be Direct Provider of Workforce Services (<i>Career Services</i>) Approval of West Oaks Mall Lease Renewal (<i>Executive</i>) 	Mr. Walton made a motion to approve all items on the consent agenda. Mr. Nakagawa seconded; motion passed unanimously.
5.	Information / Discussion <u>Chair's Report</u> <ul style="list-style-type: none"> Ms. Olson reported on the following: <ul style="list-style-type: none"> Attended the hiring event on 12/10/25 to assist affected Kroger employees who were layed off. 36 employers were present at the event, including Ms. Olson's hospital OrlandoHealth. A second hiring event to occur in early January 2026. New issue of the Board Source newsletter coming out soon, be sure to see list of events that can be attended as board engagement opportunities and gain participation hours. Reminder to board to take annual refresher training, if haven't already done so. Ms. Kasal will send out a reminder. 	

Board Meeting (continued)		
Agenda Item	Topic	Action Item / Follow Up Item
	<p><u>President's Report</u></p> <ul style="list-style-type: none"> • Ms. Nabors, President/CEO, Ms. Nabors reported on following highlights (attachment): <ul style="list-style-type: none"> - CSCF's scorecard through 1st quarter (7/1/25 - 9/30/25). - Customer Satisfaction is 8.1 overall for the 1st quarter. - Revenue Development: \$1.5M of 5M annual goal - Fall Updates: <ul style="list-style-type: none"> o Reviewed Board and Staff achievements. o Thanks to Mr. Sprinkle and Mr. Cunha for partaking in the Panel Discussion on "Economic Development" for Leadership Seminole. o CSCF Highlights include: High School Career Express: Fall Cohort, Paychecks for Patriots event had 123 attendees, Ribbon Cutting at Hubs in Seminole State College and Valencia College and presentations at Orange and Seminole BOCC meetings to review success of respective programs. <p><u>Finance Report</u> Mr. Alvarez, CFO, reviewed financials through 1st quarter (7/1/25 through 9/30/25), trending above target at 33% expended</p> <p><u>Committee Reports</u></p> <p><u>Executive:</u> Ms. Olson, Executive Committee Chair, reported on the following:</p> <ul style="list-style-type: none"> • Met on 12/4/25. • Approved West Oaks Mall Lease Renewal, which Board just approved under Consent Agenda. This 5-year lease renewal, which goes into effect on 9/1/26, will results in a savings of over \$142K over 5 years. • Reviewed Chair, President and Committee Reports • Reviewed 12/11/25 Board Agenda. <p><u>Audit</u> Mr. Walton, Audit Committee Chair, stated the Committee will meet with Finance Committee on 1/14/2026.</p> <p><u>Facilities Ad Hoc</u> Mr. Walton, Facilities Ad Hoc Committee Chair, stated no meeting is scheduled at this time.</p>	

Board Meeting (continued)

Agenda Item	Topic	Action Item / Follow Up Item
	<p><u>Career Services</u> Mr. Albu, Career Services Committee Chair, stated Career Services Committee met on 11/20/25 at Orange Community Hub located in Valencia East Campus. The Committee:</p> <ul style="list-style-type: none"> - Approved staff's recommendation for CSCF's continued designation as a Direct Services Provider, which will be forwarded for Consortium & Board approval at the 12/11/25 meeting. - Deferred action item to add specific apprenticeship programs to ETPL; Committee concurred further information is needed. - Reviewed scorecard for Quarter 1 (7/1/25 thru 9/30/25) - Committee provided feedback on ways to expose high school students about different careers and help navigate their next steps after high school. - Reviewed foot traffic at all CSCF locations, and strategic plans to strengthen reach and responsiveness. - Interactively discussed various aspects of CSCF's reach and impact of services with the community and businesses. <p><u>Community Engagement</u> Ms. LeWinter, Community Engagement Committee Chair, stated committee met on 11/13/25 and:</p> <ul style="list-style-type: none"> - Reviewed CSCF's government affairs – presentations at Orange County BCC meeting on LUO, and Seminole County BCC meeting on Public Sector Academy and Access to Career Pathways were well received. CSCF continues to work on partnership opportunities with all counties to fund programs supporting training and job attainment. - Reviewed three home page design concepts with majority of Committee preferring Version 1, as it was simple and clear. - Reviewed story telling strategies for Quarter 2 and ways to showcase CSCF's "30th Anniversary" occurring next year. <p><u>Finance Committee</u> Mr. Ushkowitz, Finance Committee Chair, reported the Committee will meet with the Audit Committee on 1/14/26.</p> <p><u>Governance</u> Mr. Sprinkle, Governance Committee Chair, stated Committee will meet on 1/15/26.</p>	

Board Meeting (continued)		
Agenda Item	Topic	Action Item / Follow Up Item
	<p><u>Revenue Diversity and New Markets</u> Mr. Gill , Revenue Diversity & New Markets Committee Chair, stated committee met on 10/21/25 and:</p> <ul style="list-style-type: none"> - Reviewed Committee’s charter and made one non-substantive edit. - Reviewed 2024-2025 results – exceeded annual of \$6M, attaining \$6.45M by year-end. - Reviewed updates on PY 2025-2026 activities to date to include: <ul style="list-style-type: none"> o Rise & Thrive event generated \$53K+ o Reached 26% of annual goal o Discussed CSCF’s “30th Anniversary” and provided various suggestions o Board giving to date at 51% vs. 25% same time last year - Discussed ways the Board can engage, contribute and expand its connections. 	
6.	<p>Insight <u>Small Business Panel</u></p> <p>Moderator: David Sprinkle, Managing Partner, Veritas Recruiting Group, LLC</p> <p>Panelists:</p> <ul style="list-style-type: none"> • Andrew Albu, President, Albu & Associates, Inc. • Stella Siracuza, Chief Executive Officer, Tomato Express, Inc./Residential Realtor • Richard Sweat, President & CEO, .decimal • Jonathan Schaefer, Director, Employee Development, Kalos Services, Inc. <p>The panel discussion addressed how each of their companies have handled challenges in the current business climate, strategies used to hire and retain talent, how they develop and train staff, and if AI has touched their industry and how. The panel also discussed workforce challenges with the younger generations.</p>	
7.	<p>Other Business</p> <ul style="list-style-type: none"> • None offered. 	
8.	<p>Adjournment Meeting adjourned at 4:19 pm.</p>	

Respectfully submitted,
 Kaz Kasal
 Executive Coordinator