

#### **Board of Directors Meeting**

#### Friday, December 15, 2023 9:00 a.m.

#### MINUTES

- **MEMBERS PRESENT:** Richard Sweat, Andrew Albu, Joe Battista, Heather Bigard, Wendy Brandon, Gui Cunha, Keira des Anges, Sean Donnelly, Casey Ferguson, Wendy Ford, Tanisha Nunn Gary, Kristin Gray, Mark Havard, Jeff Hayward, Molly Kostenbauder, Ben Larry, Lindsey LeWinter, Nicole Martz, Sheri Olson, Gaby Ortigoni, Chris Pascal, Renee Quintanilla, Jonathan Schaefer, Stella Siracuza, David Sprinkle, DeAnna Thomas, Eric Ushkowitz, Matt Walton and Richard Watford
- **MEMBERS ABSENT:** John Gill, Shawn Hindle, Snak Nakagawa, Amy Santorelli, Michelle Sperzel and Maria Vazquez
- **STAFF PRESENT:** Pam Nabors, Tadar Muhammad, Leo Alvarez, Steven Nguyen, Nilda Blanco, Emily Kruszewski, Marcela DeFaria, Gina Ronokarijo, Sean Masherella, Vanessa Nogueira, and Kaz Kasal
- **GUESTS PRESENT:** Commissioner Lee Constantine / Seminole County; Heather Ramos, Chris Carmody / GrayRobinson; Ciara Lozano / CSCF Participant; Nicole Euler / Orlando Economic Partnership

Agenda Item	Торіс	Action Item / Follow Up Item
1	<ul> <li>Welcome <ul> <li>Mr. Sweat, Board Chair, called meeting to order at 9:00 am and welcomed attendees.</li> <li>Mr. Sweat thanked Orlando Economic Partnership (OEP) for hosting today's meeting. Ms. Nicole Euler, Senior Director of Corporate Engagement at OEP provided an overview of the organization and invited attendees to join her after the meeting for the Digital Twin presentation.</li> </ul></li></ul>	
2	<ul> <li>CSCF Spotlight Story <ul> <li>Mr. Donnelly, CSCF Board Member and Director of Electrical Training Alliance of Central Florida, introduced Ms. Ciara Lozano.</li> <li>Ms. Lozano relayed her success story from working entry level theme park jobs to attending a vigorous four-year electrical apprenticeship training program at Electrical Training Alliance of Central Florida. Ms. Lozano thanked CSCF for covering the costs of the books, equipment and gas cards during the program. In December 2022, Ms. Lozano graduated and is currently working as an assistant project manager with Miller Electrical Company, where she has tripled her income.</li> </ul> </li> </ul>	
3	<ul> <li>Board Recognition &amp; Welcome New Board Members</li> <li>Mr. Bryan Orr, Co-Founder &amp; President of Kalos Services, Inc., was recognized for his service on the CSCF Board, which concluded on 12/10/23.</li> </ul>	



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	<ul> <li>The Board welcomed the following new board members whose</li> </ul>	
	service began on the CSCF Board effective 12/11/23:	
	<ul> <li>Amy Santorelli, Adventhealth</li> </ul>	
	<ul> <li>Jonathan Schaefer, Kalos Services, Inc.</li> </ul>	
	<ul> <li>Casey Ferguson, Casey Ferguson Cattle, LLC</li> </ul>	
	<ul> <li>Chris Pascal, International Union of Painters &amp; Allied</li> </ul>	
	Trades/Florida Finishing Trades Institute	
	<ul> <li>Richard Watford, Ironworkers Local Union 808</li> </ul>	
	<ul> <li>Dr. Heather Bigard, Lake-Sumter State College</li> </ul>	
4	Roll Call / Establishment of Quorum	
	Ms. Kasal, Executive Board Coordinator, reported a quorum	
	present.	
5	Public Comment	
	None offered.	
6	Consent Agenda	
	Mr. Sweat asked the Board if any item on consent agenda, as	Mr. Hayward made a
	listed below (attachments), should be moved off for further	motion to approve all
	discussion:	items on the consent
	<ul> <li>Draft Minutes of 9/28/23 Board Meeting</li> </ul>	agenda. Mr. Sprinkle
	<ul> <li>Education &amp; Industry Consortium Strategic Recommendation</li> </ul>	seconded; motion passed
	<ul> <li>Regional Planning Strategic Recommendation</li> </ul>	unanimously.
	– Committee Actions:	
	<ul> <li>CSCF New Training Providers (Career Services)</li> </ul>	
	<ul> <li>Training Investment Priorities (Career Services)</li> </ul>	
7	Information / Discussion / Action Items	
	Chair's Report:	
	Mr. Sweat congratulated the following board members and	
	Ms. Nabors who received recognition as follows:	
	OP l'a 2022 "Dewar Playara"	
	<u>OBJ's 2023 "Power Players"</u> – Sheri Olson	
	– Sneh Olson – Snak Nakagawa	
	– Gaby Ortigoni	
	– David Sprinkle	
	<ul> <li>Pam Nabors in the Heavy Hitter category</li> </ul>	
	<u>Orlando Magazine's "50 Most Powerful People"</u>	
	<ul> <li>Wendy Brandon</li> </ul>	
	– Tanisha Nunn Gary	
	<ul> <li>Jeff Hayward</li> </ul>	
	– Gaby Ortigoni	
	– Dr. Maria Vazquez	
	2023 Don Quijote Awards	
	<ul> <li>Jeff Hayward – Hispanic Community Champion Award</li> </ul>	
	<ul> <li>Dr. Maria Vazquez – Excellence Award</li> </ul>	
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• Survey for 2<sup>nd</sup> Quarter Board Engagement Activities will be sent out early next week, be sure to complete and submit so your activities are counted

#### Review of 2024 Legislative Session

Mr. Chris Carmody, GrayRobinson, reviewed the key players in Florida Governor's office, House and Senate; and current political landscape. Also presented a detailed breakdown of the State's budget, tax cut highlights, tax sales exemptions, as well as upcoming issues when the Florida legislation convenes again in January 2024.

#### President's Report

- Ms. Nabors, President/CEO, provided following highlights from the President's Report (attachment).
  - CSCF's Scorecard: 7/1/2023 thru 9/30/2023
  - Ms. Nabors' visit to Tallahassee to present the positive impacts from CSCF and Hope Florida's partnership.
  - BOLD Vision review
  - CSCF's Strategic Priorities
  - Video of Mr. Sweat presenting his BOLD message to staff at annual All-Staff meeting
  - Launch of CSCF's new "BOLDLINE" podcast.
  - Ms. Yolanda Green, Business Engagement Rep., named
     "2023 Ambassador of the Year" by the Leesburg Area
     Chamber of Commerce
  - Update on secured grants and fundraising
  - "Thank You" to those board members who have made various contributions this program year.
- Finance Report
  - Mr. Alvarez, CFO, reviewed highlights through first quarter, 7/1/23 – 9/30/23 (attachment).

#### Committee Reports

#### Executive:

Mr. Sweat, Executive Committee Chair, reported Committee met on 12/7/23 and reviewed:

- Health insurance broker update notification to non-renew sent to current broker, and recommendation for new broker to be presented for vote at next board meeting.
- Updates from Chair, President, and Committees, and today's Board agenda



<ul> <li>Committee approved the Education &amp; Industry Consortiums recommendation, and Regional Planning Area Strategic recommendation, which Board has also approved under "Consent Agenda" in today's meeting.</li> </ul>	
<u>Audit</u> Mr. Walton, Audit Committee Chair, stated audit is 95% complete and Committee will review results of audit at its meeting on 1/10/24.	
<u>Career Services</u> Mr. Albu, Career Services Committee Chair, stated Career Services Committee met on 11/16/23 and reviewed: scorecard for 1 <sup>st</sup> quarter, 7/1/23 thru 9/30/23.	
<ul> <li>Committee approved to move forward the following two action items, which the Board has already approved under "Consent Agenda" section in today's meeting: <ul> <li>Training Investment Priorities – prioritize remaining training funds via a ranking system based on where CSCF had most success and other key impactful criteria.</li> <li>New Training Providers: Trinity Global College, Technical Institute of Florida and Devry University and recommended programs.</li> </ul> </li> </ul>	
Committee also approved a third action item for Board's final approval. As this action item involves Board Member, Sean Donnelly, Training Director for Electrical Training Alliance of Central Florida (Central Florida Electrical JATC), it must be approved by a vote of 2/3 of the Board, a quorum having been established, and Mr. Donnelly will need to abstain from the vote.	Mr. Sprinkle made a motion to approve MOU between CSCF and Central Florida Electrical JATC (Electrical Training Alliance of Central Florida). Ms. Thomas
<ul> <li>MOU (Memorandum of Understanding) between CSCF and Central Florida Electrical Joint Apprenticeship Training Committee,</li> </ul>	seconded, with Mr. Donnelly abstaining; motion passed unanimously.
<u>Community Engagement</u> Mr. Sprinkle, Community Engagement Committee Chair, stated Committee met on 10/27/23. Committee reviewed marketing and media outreach results for PY 22-23, as well as its Charter, concurring no changes needed. Committee also reviewed and provided input on CSCF's "Mission Video," social media personas, CSCF website, and Board Member toolkit.	
Mr. Sprinkle encouraged the Board to review the website or visit a career center and provide feedback to Ms. Kruszewski.	



	<u>Facilities Ad Hoc</u> Mr. Alvarez, on behalf of Mr. Walton, Facilities Ad Hoc Committee Chair, stated Committee met on 10/24/23 and reviewed lease renewal for Lake-Sumter Career Center and market data on four other properties. The comparison data showed current location is lowest cost. Committee approved, for Board's final approval, to renew with Lake-Sumter State College five, 1-year lease renewals at 3% escalation, reduce square footage by 1,000, and accept rate of \$17 per square foot. The year-to-year renewal option provides CSCF flexibility.	<ul> <li>Mr. Ushkowitz made a motion to approve for Board's final approval:</li> <li>1) Renew with five (5), 1- year lease renewal options at 3% escalation,</li> <li>2) Reduce lease square footage by 1,000 and</li> <li>3) Accept rate of \$17 per square foot.</li> <li>Mr. Hayward seconded, with Dr. Bigard abstaining; motion passed unanimously.</li> </ul>
	Mr. Ushkowitz, Finance Committee Chair, reported the Committee met on 10/18/23 and reviewed financials through 1 <sup>st</sup> quarter, as well as its Charter concurring no changes needed. Committee also reviewed benefits broker services, which Board has been updated on earlier in this meeting.	
	<u>Governance</u> Ms. Olson, Governance Committee Chair, stated the Committee will meeting on 1/17/24.	
	Revenue Diversity and New Markets Mr. Alvarez, on behalf of Mr. Gill, Revenue Diversity & New Markets Committee Chair, stated the Committee met on 10/10/23 and reviewed FY 22-23 final results by fund source, as well as 1 <sup>st</sup> Quarter results for FY 23-24. Committee reviewed Charter, concurring no changes needed. Committee also discussed FY 23- 24 goals and revenue generating strategies.	
8	Insight	
	CSCF Value Proposition Brainstorm Excercise	
	Mr. Sweat asked the board to divide up in groups and work on the following question: "What is the value of CSCF?" The groups forwarded their feedback to CSCF staff.	
	Next steps: 1) Survey will be sent to the Board in January 2024	



	2) Survey results will be compared to today's feedback to come to	
	a final consensus which will be shared at the next board	
	meeting	
9	Other Business	
	None offered.	
10	Adjournment	
	Meeting adjourned at 10:32 am.	

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		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Central Florida / Board of Directors		
Donnelly, Sean		CareerSource	entral Fionua / I	Soard of Directors
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON			
Central Florida JATC, 2738 Forsyth Road		WHICH I SERVE IS A UNIT OF:		
CITY	COUNTY	CITY	COUNTY	COTHER LOCAL AGENCY
Winter Park	Orange	NAME OF POLITICAL	SUBDIVISION:	
	Orange			
DATE ON WHICH VOTE OCCURRED		MY POSITION IS:		
12/15/23			ELECTIVE	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 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:

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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)

A copy of the form must be pro	ovided immediately to the other members of the agency.	
The form must be read publicly	ly at the next meeting after the form is filed.	
F YOU MAKE NO ATTEMPT TO	O INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:	
You must disclose orally the na	nature of your conflict in the measure before participating.	
meeting, who must incorporate	and file it within 15 days after the vote occurs with the person responsible for recordin te the form in the minutes. A copy of the form must be provided immediately to the oth a read publicly at the next meeting after the form is filed.	g the minutes of the ner members of the
	DISCLOSURE OF LOCAL OFFICER'S INTEREST	
Sean Donnelly	. hereby disclose that on December 15	, 20 23
	e before my agency which (check one or more)	
inured to my special priva		
	or loss of my business associate,	
inured to the special dain	or loss of my relative	
inured to the special gain	or loss of Central Florida JATC (dba Electrical Training Alliance of Central F	lorida)
whom I am retained; or		
	or loss of	, wł
	or sibling organization or subsidiary of a principal which has retained me.	
	ncy and the nature of my conflicting interest in the measure is as follows:	
Alliance of Central Florida Alliance of Central Florida Training Alliance of Centr	a" [Agenda Item 7D 3) a)]. As Director of Central Florida JATC (dba Electrica a), I would not benefit personally but my employer, Central Florida JATC (db ral Florida), could benefit.	a Electrical
f disclosure of specific informat vho is also an attorney, may cor as to provide the public with noti	tion would violate confidentiality or privilege pursuant to law or rules governing attor mply with the disclosure requirements of this section by disclosing the nature of the i tice of the conflict.	neys, a public off interest in such a
/		
12/15/	23 Hele	1949 V.
Date Filed	Signature	

CE FORM 8B - EFF. 11/2013 Adopted by reference in Rule 34-7.010(1)(f), F.A.C.

CIVIL PENALTY NOT TO EXCEED \$10,000.

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LAST NAME—FIRST NAME—MIDDLE NAME Bigard, Heather		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Central Florida / Board of Directors		
		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:		
CITY Leesburg	COUNTY Lake	CITY COUNTY COTHER LOCAL AGENCY     NAME OF POLITICAL SUBDIVISION:		
DATE ON WHICH VOTE OCCURRED 12/15/23				

## WHO MUST FILE FORM 8B

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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.

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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.

DIS	CLOSURE OF LOCAL OFFICER'S INTEREST	
I,_Dr. Heather Bigard	, hereby disclose that on	, 20 <u>23</u> :
(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,	;
	of my relative,	
inured to the special gain or loss	of _Lake-Sumter State College	, by
whom I am retained; or		
inured to the special gain or loss	of	, which
is the parent subsidiary, or sibling	g 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:	
	Ind violate confidentiality or privilege pursuant to law or rules governing attorneys, a p th the disclosure requirements of this section by disclosing the nature of the interest in e conflict.	
DocuSigned by: Dr. Heather Bigard	12/15/23	
BC2172B049EE4E6 Date Filed	Signature	
	FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DIS	

REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A

CIVIL PENALTY NOT TO EXCEED \$10,000.