



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	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 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. 	
2	<p>CSCF Spotlight Story</p> <ul style="list-style-type: none"> Mr. Donnelly, CSCF Board Member and Director of Electrical Training Alliance of Central Florida, introduced Ms. Ciara Lozano. 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. 	
3	<p>Board Recognition & Welcome New Board Members</p> <ul style="list-style-type: none"> Mr. Bryan Orr, Co-Founder & President of Kalos Services, Inc., was recognized for his service on the CSCF Board, which concluded on 12/10/23. 	

	<ul style="list-style-type: none"> The Board welcomed the following new board members whose service began on the CSCF Board effective 12/11/23: <ul style="list-style-type: none"> Amy Santorelli, Adventhealth Jonathan Schaefer, Kalos Services, Inc. Casey Ferguson, Casey Ferguson Cattle, LLC Chris Pascal, International Union of Painters & Allied Trades/Florida Finishing Trades Institute Richard Watford, Ironworkers Local Union 808 Dr. Heather Bigard, Lake-Sumter State College 	
4	<p>Roll Call / Establishment of Quorum</p> <ul style="list-style-type: none"> Ms. Kasal, Executive Board Coordinator, reported a quorum present. 	
5	<p>Public Comment</p> <ul style="list-style-type: none"> None offered. 	
6	<p>Consent Agenda</p> <ul style="list-style-type: none"> Mr. Sweat 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 9/28/23 Board Meeting Education & Industry Consortium Strategic Recommendation Regional Planning Strategic Recommendation Committee Actions: <ul style="list-style-type: none"> CSCF New Training Providers (<i>Career Services</i>) Training Investment Priorities (<i>Career Services</i>) 	<p>Mr. Hayward made a motion to approve all items on the consent agenda. Mr. Sprinkle 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 congratulated the following board members and Ms. Nabors who received recognition as follows: <p><u>OBJ's 2023 "Power Players"</u></p> <ul style="list-style-type: none"> Sheri Olson Snak Nakagawa Gaby Ortigoni David Sprinkle Pam Nabors in the Heavy Hitter category <p><u>Orlando Magazine's "50 Most Powerful People"</u></p> <ul style="list-style-type: none"> Wendy Brandon Tanisha Nunn Gary Jeff Hayward Gaby Ortigoni Dr. Maria Vazquez <p><u>2023 Don Quijote Awards</u></p> <ul style="list-style-type: none"> Jeff Hayward – Hispanic Community Champion Award Dr. Maria Vazquez – Excellence Award 	

- Survey for 2nd 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

- Committee approved the Education & Industry Consortiums recommendation, and Regional Planning Area Strategic recommendation, which Board has also approved under “Consent Agenda” in today’s meeting.

Audit

Mr. Walton, Audit Committee Chair, stated audit is 95% complete and Committee will review results of audit at its meeting on 1/10/24.

Career Services

Mr. Albu, Career Services Committee Chair, stated Career Services Committee met on 11/16/23 and reviewed: scorecard for 1st quarter, 7/1/23 thru 9/30/23.

Committee approved to move forward the following two action items, which the Board has already approved under “Consent Agenda” section in today’s meeting:

- Training Investment Priorities – prioritize remaining training funds via a ranking system based on where CSCF had most success and other key impactful criteria.
- New Training Providers: Trinity Global College, Technical Institute of Florida and Devry University and recommended programs.

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.

- MOU (Memorandum of Understanding) between CSCF and Central Florida Electrical Joint Apprenticeship Training Committee,

Community Engagement

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.

Mr. Sprinkle made a motion to approve MOU between CSCF and Central Florida Electrical JATC (Electrical Training Alliance of Central Florida). Ms. Thomas seconded, with Mr. Donnelly abstaining; motion passed unanimously.

	<p><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.</p> <p><u>Finance Committee</u> Mr. Ushkowitz, Finance Committee Chair, reported the Committee met on 10/18/23 and reviewed financials through 1st 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.</p> <p><u>Governance</u> Ms. Olson, Governance Committee Chair, stated the Committee will meeting on 1/17/24.</p> <p><u>Revenue Diversity and New Markets</u> 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 1st Quarter results for FY 23-24. Committee reviewed Charter, concurring no changes needed. Committee also discussed FY 23-24 goals and revenue generating strategies.</p>	<p>Mr. Ushkowitz made a motion to approve for Board’s final approval:</p> <ol style="list-style-type: none"> 1) Renew with five (5), 1-year lease renewal options at 3% escalation, 2) Reduce lease square footage by 1,000 and 3) Accept rate of \$17 per square foot. <p>Mr. Hayward seconded, with Dr. Bigard abstaining; motion passed unanimously.</p>
8	<p>Insight</p> <p><u>CSCF Value Proposition Brainstorm Exercise</u></p> <p>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.</p> <p>Next steps: 1) Survey will be sent to the Board in January 2024</p>	



	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

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, Sean Donnelly, hereby disclose that on December 15, 2023 :

(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 Central Florida JATC (dba Electrical Training Alliance of Central Florida), 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 "Approval of JATC (Electrical Training Alliance of Central Florida) [Agenda Item 7D 3) a)]. As Director of Central Florida JATC (dba Electrical Training Alliance of Central Florida), I would not benefit personally but my employer, Central Florida JATC (dba Electrical Training Alliance of Central Florida), 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.

12/15/23
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.

APPOINTED OFFICERS (continued)

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DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Dr. Heather Bigard, hereby disclose that on December 15, 20 23 :

(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 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 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 "Lake-Sumter Career Center Lease Renewal" [Agenda Item 7D 5) a)]. As President of Lake-Sumter State College, I would not benefit personally but my employer, Lake-Sumter State College, 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.

DocuSigned by:
Dr. Heather Bigard

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 Date Filed

12/15/23

 Signature

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