

# **Executive Committee Virtual Meeting**

**February 16, 2023**



## 2/16/23 EXECUTIVE COMMITTEE MEETING DETAILS

### Meeting Details

### Meeting Agenda

### Welcome

### Roll Call

### Public Comment

### Approval of Minutes

### Information / Discussion / Action Items

### Other Business

### Adjournment

**What:** Executive Committee Meeting

**When:** Thursday, February 16, 2023  
2:00 p.m. – 3:30 p.m.

**Where:** Virtual via Zoom:

**Link:** <https://careersourcecf.zoom.us/j/89229970140?pwd=V3Zwd2ErTjEzK0RyeU9xU2UzK2tXdz09>

Dial In: 1 (929) 205-6099 / Meeting ID: 892 2997 0140  
Passcode: 730989

# 2/16/23 EXECUTIVE COMMITTEE VIRTUAL MEETING AGENDA

Agenda Item	Topic	Presenter	Action Item
1.	Welcome	Jody Wood	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment		
4.	Approval of Minutes	Jody Wood	
	A. <a href="#">12/8/22 Executive Committee Meeting</a>		X
5.	Information / Discussion / Items		
	A. Chair's Report	Jody Wood	
	B. President's Report	Pam Nabors	
	1) <a href="#">New CareerSource Florida President and CEO</a>		
	C. Committee Reports:		
	1) Audit ( <i>met 1/18/23</i> )	Sheri Olson	
	2) Career Services ( <i>no report</i> )	Andrew Albu	
	3) Community Engagement ( <i>met on 2/2/23</i> )	David Sprinkle	
	4) Facilities Ad Hoc ( <i>no report</i> )	Matt Walton	
	5) Finance ( <i>met on 1/18/23</i> )	Eric Ushkowitz	
	6) Governance ( <i>met on 1/11/23</i> )	Richard Sweat	
	7) Revenue Diversity & New Markets ( <i>no report</i> )	Eric Jackson	
	E. <a href="#">2/23/23 Board Meeting Agenda</a>		
6.	Other Business		
7.	Adjournment		

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of  
MinutesInformation /  
Discussion /  
Action Items

Other Business

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



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, December 8, 2022, 3:00 p.m.**

**MINUTES**

**MEMBERS PRESENT:** Jody Wood, Andrew Albu, Jeff Hayward, Eric Jackson, David Sprinkle, Richard Sweat, Eric Ushkowitz and Matt Walton

**MEMBERS ABSENT:** Sheri Olson

**STAFF PRESENT:** Pam Nabors, Leo Alvarez, Nilda Blanco, Steven Nguyen, Lorri Shaban, Emily Kruszewski, Andrea Wasser-Brawner, Sean Masherella and Kaz Kasal

**GUEST PRESENT:** Daniel Entwistle / Curium; Heather Ramos / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Ms. Wood, CSCF Chair, called the meeting to order at 3:00 p.m.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	<b>Public Comment</b> None offered.	
4	<b><u>Approval of Minutes – 9/21/22 Executive Committee Meeting</u></b> <ul style="list-style-type: none"> <li>Reviewed minutes (attachment).</li> </ul>	<b>Mr. Jackson made a motion to approve the draft minutes from the 9/21/22 Executive Committee meeting. Mr. Walton seconded; motion passed unanimously.</b>
5	<b>Information / Discussion / Action Items</b> <b><u>Chair's Report</u></b> Ms. Wood commended Board and CSCF staff for championing change readiness as organization moves forward setting a roadmap and putting right strategies in place while continuing to provide great service delivery.  <b><u>President's Report</u></b> Ms. Nabors, CEO, reviewed the following: <ul style="list-style-type: none"> <li>Thanks to Ms. Wood for sponsoring CSCF Executive Leadership meeting.</li> <li>CSCF's FORTE Initiative was recognized for two top HR awards.</li> <li>National Emergency Grant provided funds for CSCF to support those impacted by Hurricane Ian and continued support those facing challenges from COVID-19.</li> <li>Level Up Orange updates.</li> </ul> <b><u>Change Assessment Report</u></b> Mr. Daniel Entwistle, Director & US Co-Founder, Curium, presented an executive summary and findings on CSCF's readiness for change and a diagnostic health check using Curium's "CODE" (Connect,	



Organize, Drive and Explore” approach. Also reviewed initial team priorities and next steps (attachment). Staff to continue grouping these priorities based on interdependencies and rank them. This work will be reviewed at the Board Retreat in the Spring to make sure there is good alignment with the change management process.

### **Action Items**

#### **Executive Committee Charter**

- Reviewed Charter (attachment) and concurred no changes needed at this time.

#### **Level Up Orange Education & Training Tools Management**

##### **Consultant RFP**

- Reviewed action memo on solicitation and evaluation process on an RFP (Request for Proposals) for a management consultant to support learning sciences initiative as part of Level Up Orange grant. The review committee on this RFP, which included Board Member Dr. Vazquez, recommends that staff be granted the approval to negotiate with the top proposer Quantum Improvements Consulting LLC (attachment).

**Mr. Jackson made a motion for Board’s final approval to allow CSCF staff to begin negotiations with the top proposer, Quantum Improvements Consulting LLC not to exceed a budget of \$300K. Mr. Walton seconded, motion passed unanimously.**

### **Committee Reports**

#### **Audit**

Ms. Olson, Audit Committee Chair, stated no reports. Committee will meet jointly with Finance Committee on 1/18/23.

#### **Career Services**

Mr. Albu, Career Services Committee Chair, stated Career Services Committee met on 11/17/22 and reviewed scorecard for 1<sup>st</sup> quarter (7/1/22 thru 9/30/22) and Level Up Orange updates. Committee reviewed and approved for Board’s final approval: 1) top scoring proposers for Explorer and Engage programs for Summer Youth 2023 program and 2) new training provider recommendations. Also, Committee discussed concierge service and what that looks like.

#### **Community Engagement**

Mr. Sprinkle, Community Engagement Committee Chair, stated no reports. Committee will meet on 2/2/23.

#### **Facilities Ad Hoc**

Mr. Walton, Facilities Ad Hoc Committee Chair, stated Committee met on 11/16/22 and reviewed current lease terms on CSCF offices. Committee to tour the next two offices up for renewal: Lake and Southeast Orange. Looking to include additional members to this Committee.

	<p><u>Finance Committee</u> Mr. Ushkowitz, Finance Committee Chair, reported the Committee met on 10/19/22 and reviewed Financials for 1<sup>st</sup> quarter (7/1/22 thru 9/30/22) and comparison of current year vs. previous year. Committee approved for Board's final approval: 1) FY 2022-2023 budget adjustment and 2) a minor tweak on CSCFs Accounting Policy regarding check signature authority. Committee also reviewed updates on CSCF's retirement plan.</p> <p><u>Governance</u> Mr. Sweat, Governance Committee Chair, stated there were no reports. Committee will meet on 1/11/23.</p> <p><u>Revenue Diversity and New Markets</u> Mr. Jackson, Revenue Diversity and New Markets Committee Chair, stated the Committee met on 11/30/22 and reviewed year-to-date results, in progress activities and strategies to increases Ticket-To-Work revenue and caseloads. Committee also reviewed fundraising strategies, and progress on Career Passport project with next steps pending further review.</p> <p><b><u>12/15/22 Board Meeting Agenda:</u></b></p> <ul style="list-style-type: none"> <li>Reviewed agenda for upcoming Board Meeting. Board will be meeting jointly with Consortium.</li> </ul>	
6	<p><b>Other Business</b> None offered.</p>	
7	<p><b>Adjournment</b> Meeting adjourned at 3:15 pm.</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 / ITEMS





**For Immediate Release**  
Feb. 7, 2023

**Contact:**  
Victoria Langley Heller  
[vheller@careersourceflorida.com](mailto:vheller@careersourceflorida.com)

## **CareerSource Florida Board Unanimously Approves the Appointment of Adrienne Johnston as President and CEO**

The CareerSource Florida Board of Directors today unanimously approved the appointment of Adrienne Johnston as the President and CEO of CareerSource Florida. Johnston, recommended for the position by Governor Ron DeSantis, most recently served as deputy secretary of the Department of Economic Opportunity's Division of Workforce Services.

"Adrienne Johnston is focused on achieving Governor DeSantis' goal that Florida will be No. 1 in workforce education by 2030, and our board is privileged to have her at the helm of CareerSource Florida to lead this effort," **said CareerSource Florida Board Chair Stephanie Smith.** "Adrienne's extensive background in workforce services and economics ideally suit her to help lead transformational change, ensuring the CareerSource Florida network continues to anticipate and respond to the current and future needs of business and our citizens."

**[CLICK TO READ MORE](#)**

---

Solutions that work for you. | [careersourceflorida.com](https://careersourceflorida.com)

Connect with us:



**DRAFT** Meeting Packet Page 13  
Agenda Item 5E

## Adjournment

Agenda Item	Topic	Presenter	Action Item
1.	Welcome - Pledge of Allegiance - Host Welcome	Jody Wood	
2.	CSCF Spotlight Story	Sheri Olson	
3.	Roll Call / Establishment of Quorum	Lorri Shaban	
4.	Public Comment	Kaz Kasal	
5.	Consent Agenda A. <a href="#">1) 12/15/22 Consortium-Board Meeting Draft Minutes</a> <a href="#">2) Acceptance of 2CFR 200 Audit Report (Audit)</a> <a href="#">3) Budget Adjustment (Finance)</a>	Jody Wood	X
6.	Information / Discussion / Action Items A. Chair's Report B. <a href="#">President's Report</a> C. <a href="#">Finance Report</a> D. Committee Reports 1) Executive ( <i>met on 2/16/23</i> ) 2) Audit ( <i>met on 1/18/23 with Finance</i> ) 3) Career Services ( <i>no report</i> ) 4) Community Engagement ( <i>meeting on 2/2/23</i> ) 5) Facilities Ad Hoc ( <i>no report</i> ) 6) Finance ( <i>met on 1/18/23 with Audit</i> ) 7) Governance ( <i>met on 1/11/23</i> ) a) <a href="#">Bylaws: Proposed Updates</a> 8) Revenue Diversity & New Markets ( <i>no report</i> )	Jody Wood Pam Nabors Eric Ushkowitz  Jody Wood Sheri Olson Andrew Albu David Sprinkle Matt Walton Eric Ushkowitz Richard Sweat  Eric Jackson	X



# 2/23/23 BOARD OF DIRECTORS MEETING AGENDA

Meeting Packet Page 14

Meeting Details

Meeting Agenda

Welcome

Spotlight Story

Roll Call

Public Comment

Consent Agenda

Information/  
Discussion/  
Action Items

Insight

Other Business

Adjournment

Agenda Item	Topic	Presenter	Action Item
7.	Insight		
	A. <a href="#">Regional Skills Analysis</a>	Josh Wright, Dustin Lester, Collin Perciballi Lightcast	
	B. <a href="#">Growing and Keeping Effective Boards</a>	Veronica Buckwalter Jobs for the Future	
8.	Other Business		
9.	Adjournment / Tour Begins		

## Upcoming Meetings:

### **Board Meeting and Retreat**

4/24/23

9:00 a.m. - 3:00 p.m.

### **Committee Meetings:**

- **Revenue Diversity & New Markets**
- **Career Services**
- **Finance**
- **Executive**

3/22/23

3/23/23

4/12/23

4/20/23

2:00 p.m. – 3:30 p.m. (*Tentative*)

3:00 p.m. – 4:30 p.m.

2:30 p.m. – 4:00 p.m.

2:00 p.m. – 3:30 p.m.

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



# THANK YOU!



[RETURN TO AGENDA](#)