



Executive Committee Meeting

Thursday, February 20, 2025, 2:00 p.m.

MINUTES

MEMBERS PRESENT: Richard Sweat, Andrew Abu, John Gill, Jeff Hayward, Sheri Olson, Eric Ushkowitz, and Matt Walton

MEMBERS ABSENT: David Sprinkle

STAFF PRESENT: Pam Nabors, Tadar Muhammad, Leo Alvarez, Dyana Burke, Emily Kruszewski, Sean Masherella and Kaz Kasal

GUESTS PRESENT: Heather Ramos / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Sweat, CSCF Chair, called the meeting to order at 2:02 p.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	Public Comment None offered.	
4	<u>Approval of Minutes – 12/5/24 Executive Committee Meeting</u> <ul style="list-style-type: none">Reviewed minutes (attachment).	Mr. Walton made a motion to approve the draft minutes from the 12/5/24 Executive Committee meeting. Mr. Gill seconded; motion passed unanimously.
5	Information / Discussion / Action Items <u>Action Items:</u> <ul style="list-style-type: none">Reviewed action memo on Banking Services Recommendation (attachment). Mr. Alvarez, CFO, explained with CSCF now handling a diverse range of funding sources, it necessitated the need for more robust and reliable banking services. Mr. Alvarez reviewed action memo which outlined the request for proposals' process and timeline. A review team, which included board member Matt Walton, evaluated and ranked proposals received.	Mr. Hayward made a motion to forward for Board's final approval to allow staff to negotiate with the highest-evaluated proposer, JP Morgan Chase Bank. Mr. Gill seconded; motion passed unanimously.

- Reviewed action memo on “2025 Summer Youth Explore & Engage Programs Contract Renewal Budget” (attachment), with request to renew contracts with vendors as listed on the memo. This action will need to be approved by two-thirds vote of Board, a quorum having been established.

President’s Report

- Ms. Nabors, CEO provided below highlights:
 - Presented CSCF’s proposed Value Proposition: *“We deliver personalized career support and skill development to bridge success between people and business.”*
- Committee input:
 - Liked the personalized approach and “bridge success” on helping both career seekers and businesses.
- CSCF continues to receive A+ rating
- Programs/Partnerships update:
 - High School Career Express – kicked off its spring program.
 - Gearing up for Summer Youth 2025.
 - Partnering with City of Altamonte Springs with Innovation Global Lab.
 - CFHLA – 2nd annual event 2/6/25; Nilda presented on workforce outlook for hospitality & tourism.
 - Education & Industry Consortium – ongoing innovation discussions.
 - Chris Carmody to provide legislative updates at Board meeting.

Committee Reports

Audit

Mr. Walton, Audit Committee Chair, stated the Committee met jointly with the Finance Committee on 1/15/25. The Committee approved the below items, which will be forwarded to Board’s Consent Agenda for final approval:

- Acceptance of 2 CFR 200 Audit Report be performed by auditors Cherry Bekaert (clean audit, no findings on compliance, no significant deficiencies or materials weaknesses).
- Acceptance of 403(b) Retirement Plan Audit Report.
- Acceptance of Florida Commerce’s financial monitoring results.

Career Services

Mr. Albu, Career Services Committee Chair, stated Career Services Committee met on 11/14/24 and 2/13/25.

Ms. Olson made a motion to forward for Board’s final approval to:

- 1) Renew contracts with program provider vendors, as listed on memo under “Explore Program” chart with budget not to exceed \$455,000.**
- 2) Renew contracts with program provider vendors, as listed on memo under “Engage Program” chart with budget not to exceed \$653,000.**

Mr. Walton seconded; motion passed unanimously.

Staff to provide data showing growth and reach with youth over the last 5 years. Career Services can look more in depth on this data, as well as plan moving forward to show value and build momentum at its next Committee meeting, then provide at next Board Meeting.

At 11/14/24 meeting:

- Reviewed scorecard through 1st quarter vs. 1st quarter previous year.
- Reviewed Level Up Orange goal vs. actual.
- Discussed the challenges keeping the Temporary Assistance for Needy Families (TANF) participants engaged and understanding importance of gainful employment.
- Reviewed workforce operations updates.
- Received an update on Education & Industry Consortium.

At 2/13/25 meeting:

- Reviewed scorecard through 2nd quarter (7/1/24 thru 12/31/24.)
- Reviewed and provided input on proposed CSCF Value Proposition.
- Discussed: "How do we get larger companies to support and help with workforce issues?" and suggested ways CSCF can be more proactive and better engaged.
- Received legislative updates.
- Reviewed new "4-E" Service Delivery Model.
- Reviewed workforce operations and strategic initiatives updates.

Community Engagement

Ms. Kruszewski, on behalf of Mr. Sprinkle, Community Engagement Committee Chair, stated committee met on 11/21/24 and 2/12/25.

At 11/21/24 meeting:

- Received government affairs update.
- Reviewed updates on CSCF website refresh.
- Survey sent to Committee for their feedback on the development of the website.
- Reviewed importance of unified voice for CSCF messaging that resonates with customers.

At 2/12/25 meeting:

- Received government affairs update
- Reviewed and provided input on proposed CSCF Value Proposition.
- Reviewed strategies and goals on CSCF's "Unified and Integrated Communications Plan."
- Reviewed "Highlights & Horizons" internal monthly communication to staff.
- Reminded Committee to take survey on website refresh.

Facilities Ad Hoc

Mr. Walton, Facilities Ad Hoc Committee Chair, stated Committee will meet on 3/7/25.

Finance Committee

Mr. Ushkowitz, Finance Committee Chair, reported the Committee met jointly with the Audit Committee on 1/15/25. The Committee reviewed update on CSCF's Retirement Plan and financials through 2nd quarter (7/1/24 thru 12/31/24). The Committee also approved the below items, which will be forwarded to Board's Consent Agenda for final approval:

- Retirement Plan Recommendation – ability to set performance and company-wide goals in Top Hat Plan.
- Transfer of Authority of WIOA Adult/DW Funding.

Governance

Ms. Olson, Governance Committee Chair, stated Committee met on 2/5/25 and reviewed:

- Proposed revisions to the Bylaws. These proposed revisions will be brought forth under Governance Committee report-out. Two-thirds of Board need to approve, a quorum having been established.
- Board Demographics: from historical to current, all categories are moving in the right direction.
- Board Engagement results through 2nd Quarter: Participation: 56% on track toward annual goal of 24 hours, Demonstration: 100% have engaged in at least one activity; Contribute: 47% through 12/31/24; however, it is now 57% to date.
- Received Enterprise Risk update.

Revenue Diversity and New Markets

Mr. Gill, Revenue Diversity and New Markets Committee Chair, stated the Committee met on 1/29/25 and reviewed:

- Mid-Year results (7/1/24 thru 12/31/24) – currently at 84% of annual goal of \$6M.
- Committee advised CSCF to make sure board understands annual contribution goal is by CSCF PY vs. calendar year.
- Reviewed Development Plan to strategically diversify revenue and ensure long-term financial stability via three buckets: 1) public funding; 2) private funding and 3) revenue-generating
- Reviewed strategic investment policy update.

2/27/25 Board Meeting Agenda:

- Reviewed agenda for upcoming Board Meeting (attachment).

6	Other Business <ul style="list-style-type: none"> • None offered 	
7	Adjournment Meeting adjourned at 3:13 pm	

Respectfully submitted,
Kaz Kasal, Executive Coordinator