



EXECUTIVE COMMITTEE MEETING

CareerSource Central Florida | 2/22/24

CareerSourceCentralFlorida.com



2/22/24 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 22, 2024
2:00 p.m. – 3:30 p.m.

Where: CSCF Administration Office
390 N. Orange Ave., Suite 700 (7th Floor)
Orlando, FL 32801

or

Virtual Option via Zoom:

Link: <https://careersourcecf.zoom.us/j/82309393554?pwd=uZMSEOPr26Km43gWxaGlQGgwmyc08o.1>

Dial In: 1 (929) 205-6099 / Meeting ID: 823 0939 3554 / Passcode: 878730

2/22/24 EXECUTIVE COMMITTEE MEETING DETAILS

	Agenda Item #	Topic	Presenter	Action Item
Meeting Details	1.	Welcome	Richard Sweat	
Meeting Agenda	2.	Roll Call / Establishment of Quorum	Kaz Kasal	
Welcome	3.	Public Comment		
Roll Call	4.	Approval of Minutes A. 12/7/23 Executive Committee Meeting	Richard Sweat	X
Public Comment	5.	Information / Discussion / Action Items		
Approval of Minutes		A. Chair's Report	Richard Sweat	
Information/ Discussion/ Action Items		B. President's Report	Pam Nabors	
Other Business		C. Committee Reports		
Other Business		1) Audit (<i>met on 1/10/24 w/Finance</i>)	Matt Walton	
Other Business		2) Finance Committee (<i>met on 1/10/24 w/Audit</i>)	Eric Ushkowitz	
Other Business		3) Career Services (<i>met on 2/15/24</i>)	Andrew Albu	
Other Business		4) Community Engagement (<i>no report, meeting on 5/2/24</i>)	David Sprinkle	
Other Business		5) Facilities Ad Hoc (<i>no report, meeting on 4/4/24</i>)	Matt Walton	
Other Business		6) Governance (<i>met on 2/14/24</i>)	Sheri Olson	
Adjournment		7) Revenue Diversity & New Markets (<i>no report, meeting on 3/28/24</i>)	John Gill	
		D. 2/29/24 Board Meeting Agenda		
	6.	Other Business		
	7.	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 7, 2023, 2:00 p.m.

MINUTES

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

MEMBERS ABSENT: David Sprinkle and Eric Ushkowitz

STAFF PRESENT: Pam Nabors, Leo Alvarez, Emily Kruszewski, Maria DeFaria, Sean Masherella, and Kaz Kasal

GUEST PRESENT: Heather Ramos / ~~Gray Robinson~~

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Sweat, CSCF Chair, called the meeting to order at 2:00 p.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	Public Comment None offered.	
4	Approval of Minutes – 9/19/23 Executive Committee Meeting <ul style="list-style-type: none"> Reviewed minutes (attachment). 	Mr. Hayward made a motion to approve the draft minutes from the 9/19/23 Executive Committee meeting. Ms. Olson seconded; motion passed unanimously.
5	Information/Discussion / Action Items Chair's Report Mr. Sweat reviewed the following: <ul style="list-style-type: none"> A brainstorming activity around CSCF's value proposition is planned for 12/15/23 Board Meeting during the "Insight" portion of the agenda. President's Report Ms. Nabors, President/CEO reviewed the following: <ul style="list-style-type: none"> Reviewed an incident involving security breach which CSCF has addressed. Health Insurance Broker Update: <ul style="list-style-type: none"> Notification to non-renew sent to CSCF's current broker. Recommendation of new broker will be reviewed for Board vote at its 2/29/24 meeting. Education & Industry Consortiums Recommendation: <ul style="list-style-type: none"> Reviewed state's new policy requiring each workforce development board to create a consortium consisting of key individuals from education and industry that would be appointed by the Board Chair. The Consortium to meet quarterly with the goal to attain intel on emerging industries so education programming can better align with industry needs. 	



- Regional Planning Area Strategic Recommendation
 - Reviewed state's new policy requiring one region's planning approach concurrent with another adjacent region to improve alignment and efficiencies with shared labor markets.
 - Committee concurred that CSCF should have regional planning with Brevard/Volusia/Flagler region, instead of Polk County, as recommended by CareerSource Florida. Committee concurred CSCF has a more shared labor market, industry clusters and commuter patterns with Brevard/Volusia/Flagler region.

- All-Staff occurred on 11/3/23.

Committee Reports

Audit

Mr. Walton, Audit Committee Chair, stated audit is 95% complete and Committee will review results of audit 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. Committee also approved following action items for Board final approval:

- Training Investment Priorities – prioritize remaining training funds via a ranking system based on where CSCF had most success and other key impactful criteria
- MOU (Memorandum of Understanding) between CSCF and Central Florida Electrical Joint Apprenticeship Training Committee
- New Training Providers: Trinity Global College, Technical Institute of Florida and ~~Devry~~ University and recommended programs.

Community Engagement

Ms. Kruszewski, VP of Strategic Communications, on behalf of 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.

Facilities Ad Hoc

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



	<p>properties. The comparison data showed current location is lowest cost. Committee approved, for Board 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. Alvarez, CFO, on behalf of Mr. Ushkowitz, Finance Committee Chair, reported the Committee met on 10/18/23 and reviewed financials through 1st quarter (7/1/23 thru 9/30/23), as well as its Charter concurring no changes needed. <u>Committee</u> also reviewed benefits broker services, as updated 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. 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 for FY 23-24. Committee reviewed Charter, concurring no changes needed. Committee also discussed FY 23-24 goals and revenue generating strategies.</p> <p><u>12/15/23 Board Meeting Agenda</u></p> <ul style="list-style-type: none"> Reviewed agenda for upcoming Board Meeting 	
6	<p>Other Business None offered.</p>	
7	<p>Adjournment Meeting adjourned at 3:15 pm.</p>	

Respectfully submitted,
Kaz Kasal, Executive Board Coordinator

RETURN TO AGENDA



Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information/
Discussion/
Action Items

Other Business

Adjournment

INFORMATION/ DISCUSSION/ ACTION ITEMS

2/29/24 BOARD OF DIRECTORS MEETING AGENDA

DRAFT

- 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
1.	Welcome <ul style="list-style-type: none"> - Pledge of Allegiance - Roll Call / Establishment of Quorum 	Richard Sweat Kaz Kasal	
2.	Tourism Impact on Central Florida Workforce	Pamela Nabors, Dr. Alan Fyall, Dr. Cynthia Meija and Nilda Blanco	
3.	Order of Business / Public Comment	Richard Sweat	
4.	Consent Agenda <ul style="list-style-type: none"> A. 12/15/23 Board Meeting B. Committee Actions <ul style="list-style-type: none"> 1) Acceptance of 2CFR 200 Audit Report (Audit) 	Richard Sweat	X
5.	Information / Discussion / Action Items <ul style="list-style-type: none"> A. Chair's Report B. President's Report C. Finance Report D. Committee Reports <ul style="list-style-type: none"> 1) Executive (<i>met on 2/22/24</i>) 2) Audit (<i>met on 1/10/24 with Finance</i>) 3) Finance (<i>met on 1/10/24 with Audit</i>) 4) Career Services (<i>met on 2/15/24</i>) <ul style="list-style-type: none"> a) 2024 Summer Youth Contracts for Approval <ul style="list-style-type: none"> - Engagement - Explore 5) Community Engagement (<i>no report, meeting on 5/2/24</i>) 6) Facilities Ad Hoc (<i>no report, meeting on 4/4/24</i>) 7) Governance (<i>met on 2/14/24</i>) 8) Revenue Diversity & New Markets (<i>no report, meeting on 3/28/24</i>) 	Richard Sweat Pamela Nabors Eric Ushkowitz Richard Sweat Matt Walton Eric Ushkowitz Andrew Albu David Sprinkle Matt Walton Sheri Olson John Gill	X X

2/29/24 BOARD OF DIRECTORS MEETING AGENDA

- 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. Update to Federal WIOA Legislations	Pam Nabors	
	B. Results of the Board Engagement Survey	Richard Sweat & Steven Nguyen	
8.	Other Business		
9.	Adjournment / Tour Begins		

<u>Upcoming Meetings:</u>			
Board Meeting & Retreat	4/26/24	9:00 a.m. - 5:00 p.m.	
<u>Committee Meetings:</u>			
- Revenue Diversity & New Markets	3/28/24	3:00 p.m. – 4:30 p.m.	
- Facilities Ad Hoc	4/4/24	11:00 a.m. – 12:00 p.m.	
- Finance	4/10/24	2:30 p.m. – 4:00 p.m.-	
- Executive	4/11/24	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



CONNECT WITH US



or in person by appointment, in your place of business or at one of our Career Centers.



Visit us
online



THANK YOU

www.CareerSourceCentralFlorida.com

800.757.4598