



**Board of Directors Meeting**

**Thursday, February 24, 2022, 9:00 a.m.**

**MINUTES**

**MEMBERS PRESENT:** Jody Wood, Andrew Albu, Kari Conley, Gui Cunha, Keira des Anges, Sean Donnelly, Wendy Ford, Mark Havard, Jeff Hayward, Shawn Hindle, Eric Jackson, Brooke Morris, Sheri Olson, Bryan Orr, Renee Quintanilla, Charles Scherer, Stella Siracuza, David Sprinkle, Richard Sweat, Eric Ushkowitz, Maria Vazquez and Matt Walton

**MEMBERS ABSENT:** Wendy Brandon, Glen Casel, Jessie Dzorney-Lukash, John Gill, John Gyllin, Manuel Rascon, Joseph Richardson and DeAnna Thomas

**STAFF PRESENT:** Pam Nabors, Leo Alvarez, Becca Bides, Lorri Shaban, Dyana Burke, Steven Nguyen, Nilda Blanco, Cliff Marvin, Sean Masherella, Carla Sosa, Vanessa Nogueira, and Kaz Kasal

**GUESTS PRESENT:** Richard Chapa / Disney Parks, Experiences & Products; Heather Ramos / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	<p><b>Welcome</b></p> <ul style="list-style-type: none"> <li>• Ms. Wood, Board Chair, called meeting to order at 9:07 am and welcomed attendees.</li> <li>• Mr. Havard, Director of Human Resources, Hyatt Regency Orlando and CSCF Board Member, provided an overview of the hotel.</li> </ul>	
2	<p><b>CSCF Spotlight Story</b></p> <ul style="list-style-type: none"> <li>• Mr. Havard relayed his successful experience with the 2021 Summer Youth Program and the two interns, who were both dedicated and motivated, his company ended up hiring.</li> </ul>	
4	<p><b>Board Recognition</b></p> <ul style="list-style-type: none"> <li>• Recognized Mr. Steve Ball and Ms. Brooke Morris for their service on the Board.</li> </ul>	
5	<p><b>Roll Call / Establishment of Quorum</b></p> <ul style="list-style-type: none"> <li>• Ms. Kasal, Executive Coordinator, reported a quorum present.</li> </ul>	
6	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>• None offered.</li> </ul>	
6	<p><b>Consent Agenda</b></p> <ul style="list-style-type: none"> <li>• Ms. Wood 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"> <li>– Draft Minutes of 12/16/21 Board Meeting</li> <li>– Acceptance of 2CFR 200 Audit Report (Audit)</li> <li>– Procurement Approvals:                   <ul style="list-style-type: none"> <li>○ Audit Services (Audit)</li> <li>○ MFD Copier Replacement (Finance)</li> <li>○ Laptop/Docking Station Replacement (Finance)</li> </ul> </li> <li>– Policy Approval:</li> </ul> </li> </ul>	<p><b>Mr. Jackson made a motion to approve all items on the consent agenda. Mr. Walton seconded; motion passed unanimously.</b></p>

	<ul style="list-style-type: none"> <li>○ Local Government Policy #WIOA 18 (Executive)</li> <li>– Budget Adjustment (Finance)</li> <li>– Transfer of WIOA Adult/DW Funding (Finance)</li> </ul>	
8	<p><b>Information / Discussion</b></p> <p><u>Chair’s Report:</u></p> <ul style="list-style-type: none"> <li>• Attending the NAWB (National Association of Workforce Boards) Forum scheduled for April 2022. Mr. Sweat and Mr. Hayward will be attending as well.</li> <li>• Strategic Retreat occurring 4/28/22. Mr. Chapa will speak later in today’s agenda to share objectives of the Retreat.</li> <li>• Encouraged the CSCF Board to engage in a CSCF activity or contribute.</li> <li>• Board Orientation training immediately follows today’s meeting. Per new, approved Board Governance Policy, all board members are now required to take as a refresher this training on an annual basis.</li> </ul> <p><u>President’s Report</u></p> <ul style="list-style-type: none"> <li>• Ms. Nabors, President/CEO, provided highlights from the President’s Report (attachment).</li> <li>• <u>Finance Report</u> <ul style="list-style-type: none"> <li>- Mr. Alvarez, CFO, reviewed financials through 12/31/21 (attachment).</li> </ul> </li> </ul> <p><u>Committee Reports</u></p> <p><u>Executive:</u> Ms Wood, Executive Committee Chair, reported on the following:</p> <ul style="list-style-type: none"> <li>• Met on 2/17/22.</li> <li>• Reviewed committee reports.</li> <li>• Approved moving the following action items to Board: <ul style="list-style-type: none"> <li>○ Action memo (attachment) recommending Board approval of vendor selection of Accelerate Program. As two CSCF Board Members work for Orange Tech and Valencia College respectively, which are included in the vendor selection, CSCF and DEO require that the contracts with a board member be approved by two-thirds vote of the board, a quorum having been established.</li> <li>○ Action memo (attachment) recommending Board approval of vendor selection of Explorer Program. As three CSCF Board Members work for Orange Tech,</li> </ul> </li> </ul>	<p><b>Mr. Albu made a motion to approve proposed contract execution of the training providers, as presented, with a budget not to exceed \$500,000. Mr. Sprinkle seconded, with Dr. Vazquez abstaining; motion passed unanimously.</b></p> <p><b>Mr. Walton made a motion to approve proposed contract execution of the training</b></p>

Valencia College and Lake Tech respectively, which are included in the vendor selection, CSCF and DEO require that the contracts with a board member be approved by two-thirds vote of the Board, a quorum having been established.

**providers, as presented. Mr. Jackson seconded with Dr. Vazquez abstaining; motion passed unanimously.**

Audit

Ms. Olson, Audit Committee Chair, reported on the following:

- Met on 2/8/22 with Finance Committee
- Reviewed:
  - Audit results from Grau & Associates for year ending 6/30/21: clean audit, no findings.
  - DEO Monitoring results, clean audit.
  - Audit Services procurement results, with recommendation for Board approval of Cherry Bekaert CPAs & Advisors, which Board approved under today’s Consent Agenda.

Career Services

Mr. Albu, Career Services Committee Chair, reported on the following:

- Met on 1/27/22
- Reviewed:
  - Scorecard thru 2<sup>nd</sup> quarter (7/1/21 thru 12/31/21).
  - Summer Youth Program 2022: timeline and goals.
  - Insight on hidden talent pipeline and opportunities to better connect and match jobs with this population.
  - ITA cap to \$7,000 (from \$5,000) – effective 1/1/22.

Community Engagement

Mr. Sprinkle, Community Engagement Committee Chair, stated Committee is scheduled to meet on 3/10/22. Results from the community engagement survey will be reviewed and brought to Board in April.

Finance Committee

Mr. Ushkowitz, Finance Committee Chair, reported on the following:

- Met on 2/8/22 with Audit Committee.
- Reviewed financials through 12/31/21.
- Retirement plan results – clean report, no issues.
- Following approved under today’s Consent Agenda:
  - MFD Copier Replacement procurement results, with recommendation for Board to approve Sissine’s
  - Laptop/Docking Station Replacement results, with recommendation for Board to approve negotiation with HI and CDW-G.



	<ul style="list-style-type: none"> <li>○ Budget Adjustment, with recommendation for Board to approve additional funding from \$42M to \$45M</li> <li>○ Transfer of WIOA Adult/DW Funding, with recommendation for Board to approve add transfer of funds flexibility between WIOA Adult and Dislocated Worker.</li> </ul> <p><u>Governance</u> Mr. Sweat, Governance Committee Chair, reported on the following:</p> <ul style="list-style-type: none"> <li>● Met on 2/3/22.</li> <li>● Reviewed Board composition and demographics.</li> <li>● Most Board demographics reflect the demographics of the Region.</li> <li>● Reviewed update on enterprise risks and strategies moving forward.</li> </ul> <p><u>Revenue Diversity</u> Mr. Jackson, Revenue Diversity Ad Hoc Committee Chair, stated Committee is scheduled to meet on 3/21/22.</p> <p><u>CareerSource Central Florida – 2020-2021 Annual Performance</u></p> <ul style="list-style-type: none"> <li>● Mr. Charles Williams, Department of Economic Opportunity's Workforce Programs Administrator, provided an overview of CSCF's performance for FY 2020-2021 (attachment).</li> </ul>	
9	<p><b>Insight</b> <u>Strategic Retreat Preview</u> Mr. Richard Chapa, Senior Manager, Executive and Leadership Development, Disney Parks, Experiences &amp; Products provided a preview of the 4/28/22 Board Retreat to include goals, objectives and some pre-work for Board to complete in advance to the Retreat (attachment).</p>	
10	<p><b>Other Business</b> None offered.</p>	
7	<p><b>Adjournment</b> Meeting adjourned at 10:51 am.</p>	

Respectfully submitted,

Kaz Kasal  
Executive Coordinator