



BOARD OF DIRECTORS MEETING

CareerSource Central Florida | 2/29/24

CareerSourceCentralFlorida.com



2/29/24 BOARD OF DIRECTORS MEETING DETAILS

Meeting Details

Meeting Agenda

Welcome

Tourism Impact on
Central Florida

Order of Business /
Public Comment

Consent Agenda

Information/
Discussion/
Action Items

Insight

Other Business

Adjournment

What: CSCF Board of Directors Meeting

When: Thursday, February 29, 2024
9:00 a.m. – 10:30 a.m.

Where: UCF Rosen College of Hospitality Management
9907 Universal Blvd., Orlando, FL 32819 / RSH/Room 124

or

Virtual Option via Zoom:

Link: <https://careersourcecf.zoom.us/j/88303639207?pwd=EJENp43l2p9HytjeaKe1SQ4ZOfWSbA.1>

Dial In: 1 (929) 205-6099 / Meeting ID: 883 0363 9207 / Passcode: 436165

2/29/24 BOARD OF DIRECTORS MEETING AGENDA

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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 (met on 2/22/24) 2) Audit (met on 1/10/24 with Finance) 3) Finance (met on 1/10/24 with Audit) 4) Career Services (met on 2/15/24) <ul style="list-style-type: none"> a) 2024 Summer Youth Contracts for Approval <ul style="list-style-type: none"> - Engage - 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 (met on 2/14/24) 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



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WELCOME

The background of the image is a close-up, slightly blurred view of the United States flag, showing the stars and stripes in a wavy pattern. The text is overlaid on this background in a bold, white font with a black outline.

**I pledge allegiance
to the flag
of the United States of America
And to the Republic
for which it stands,
One nation, under God,
indivisible,
With liberty and justice for all**



ROLL CALL



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TOURISM IMPACT ON CENTRAL FLORIDA WORKFORCE



SPECIAL THANKS TO OUR HOST:

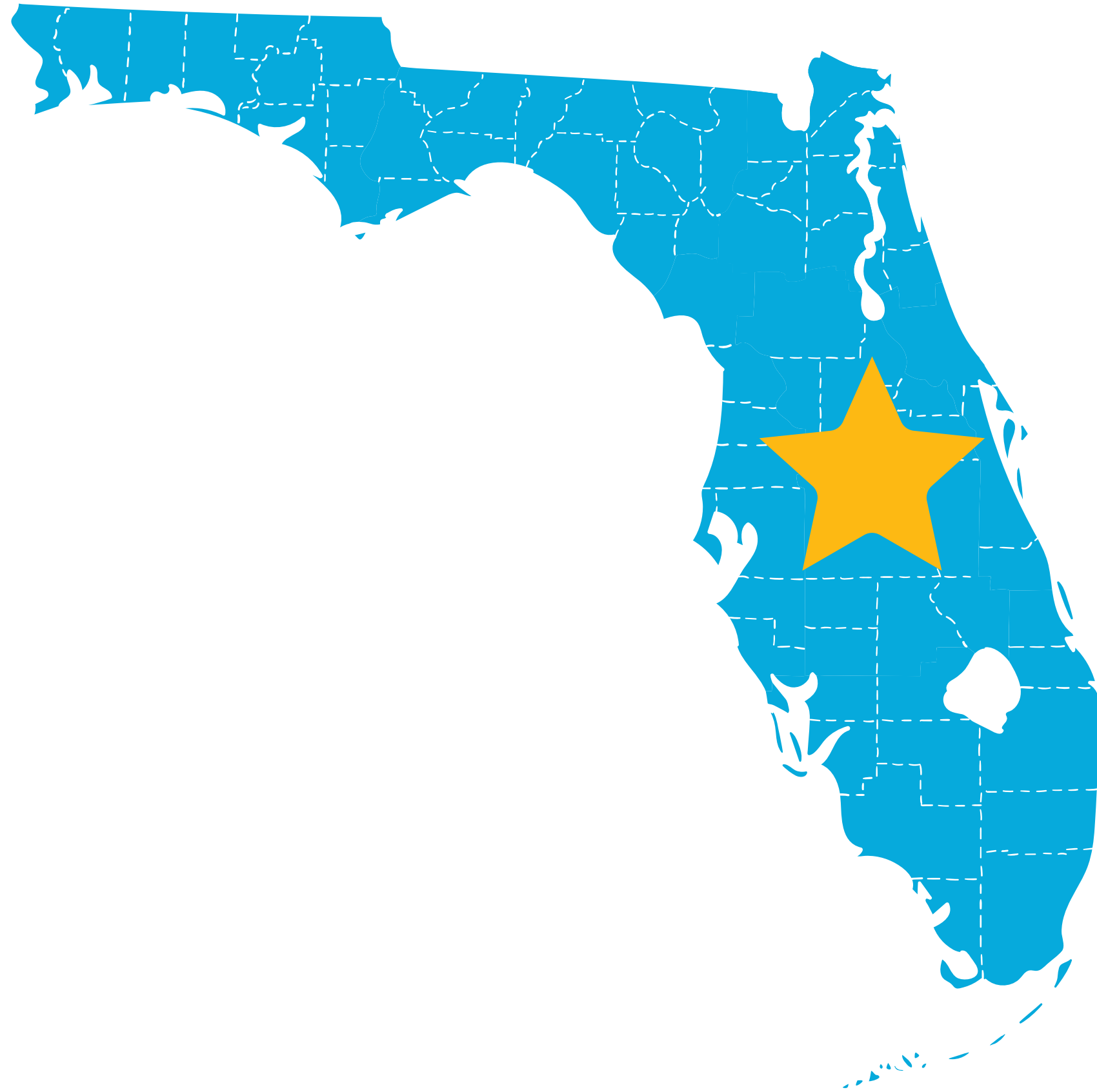




STATE of Hospitality Industry: Behind the Numbers



CENTRAL FLORIDA OVERVIEW



In the past 5 years the **population (3M)** increased by **10%** with an expected growth increase of **6.7% by 2027**.

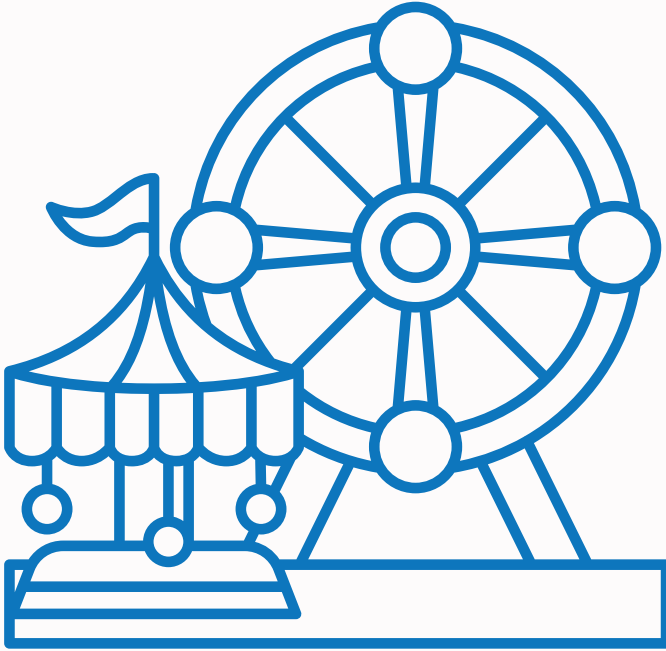


Central Florida's **job growth rate is 2X** that of the national average.

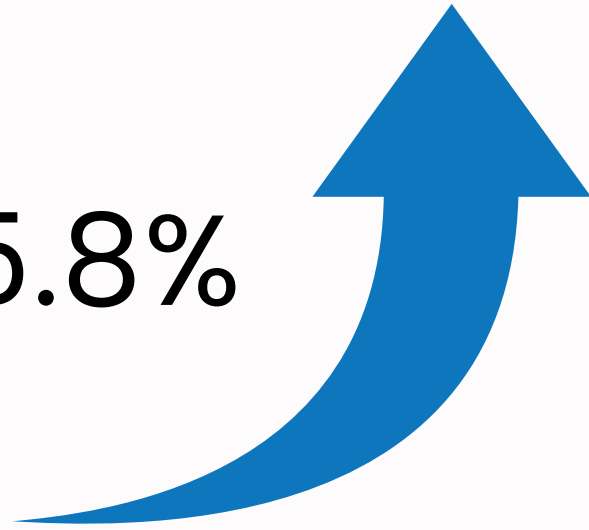


Hospitality & Tourism makes up **40% of the workforce** in Central Florida.

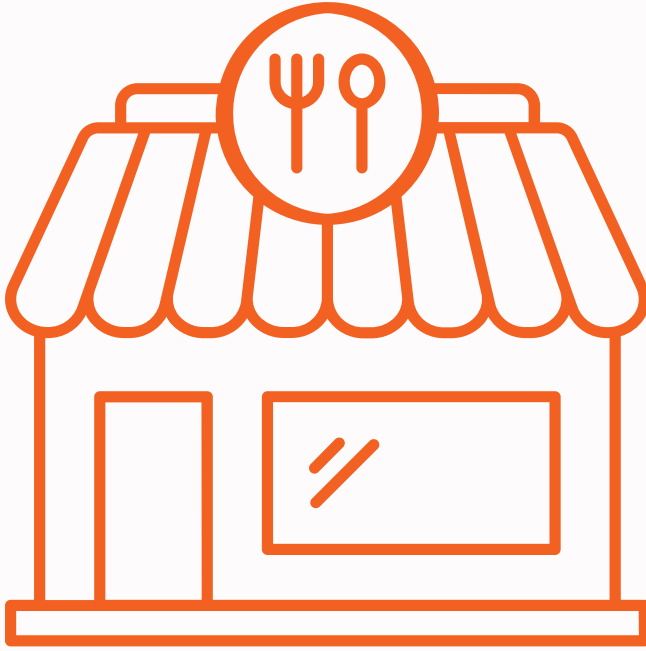
TOP SECTOR EMPLOYMENT SNAPSHOT



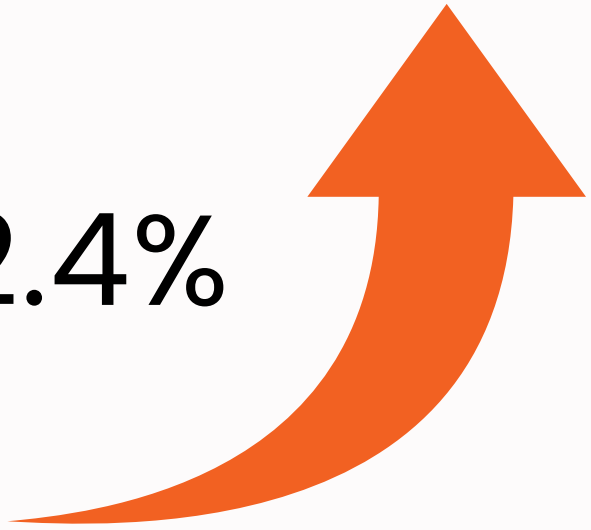
5.8%



Amusement and Theme Parks



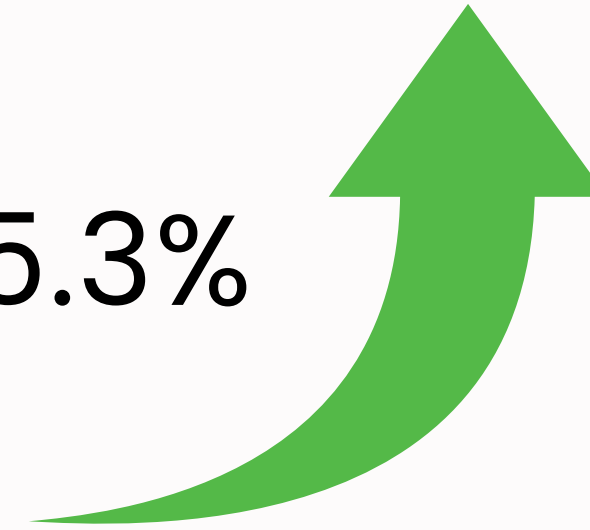
2.4%



Full-Service Restaurant



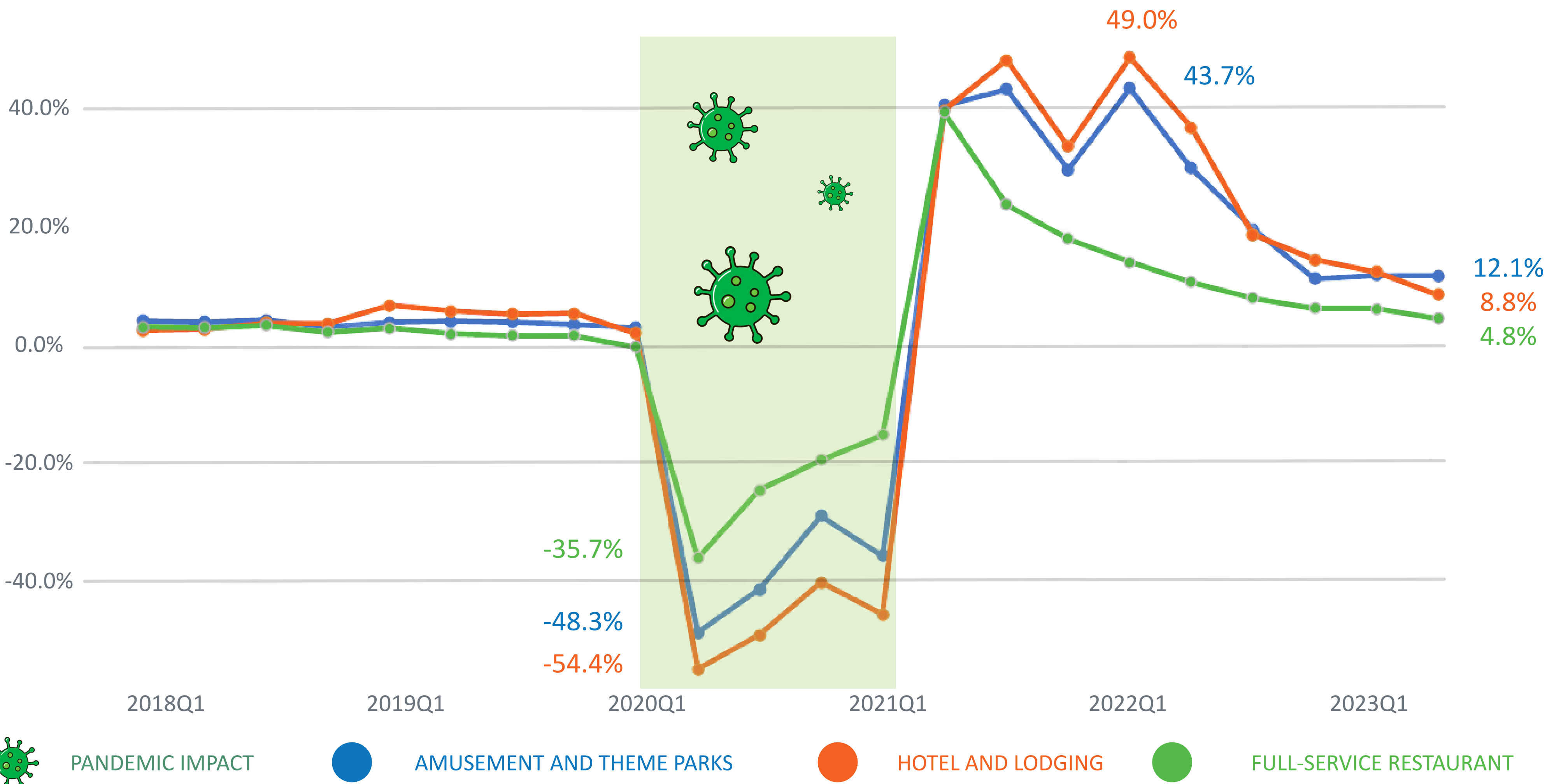
5.3%



Hotel and Lodging

Average Annual % Change in Employment
(2018-2023)

YEAR OVER YEAR EMPLOYMENT CHANGE



PANDEMIC IMPACT



AMUSEMENT AND THEME PARKS



HOTEL AND LODGING

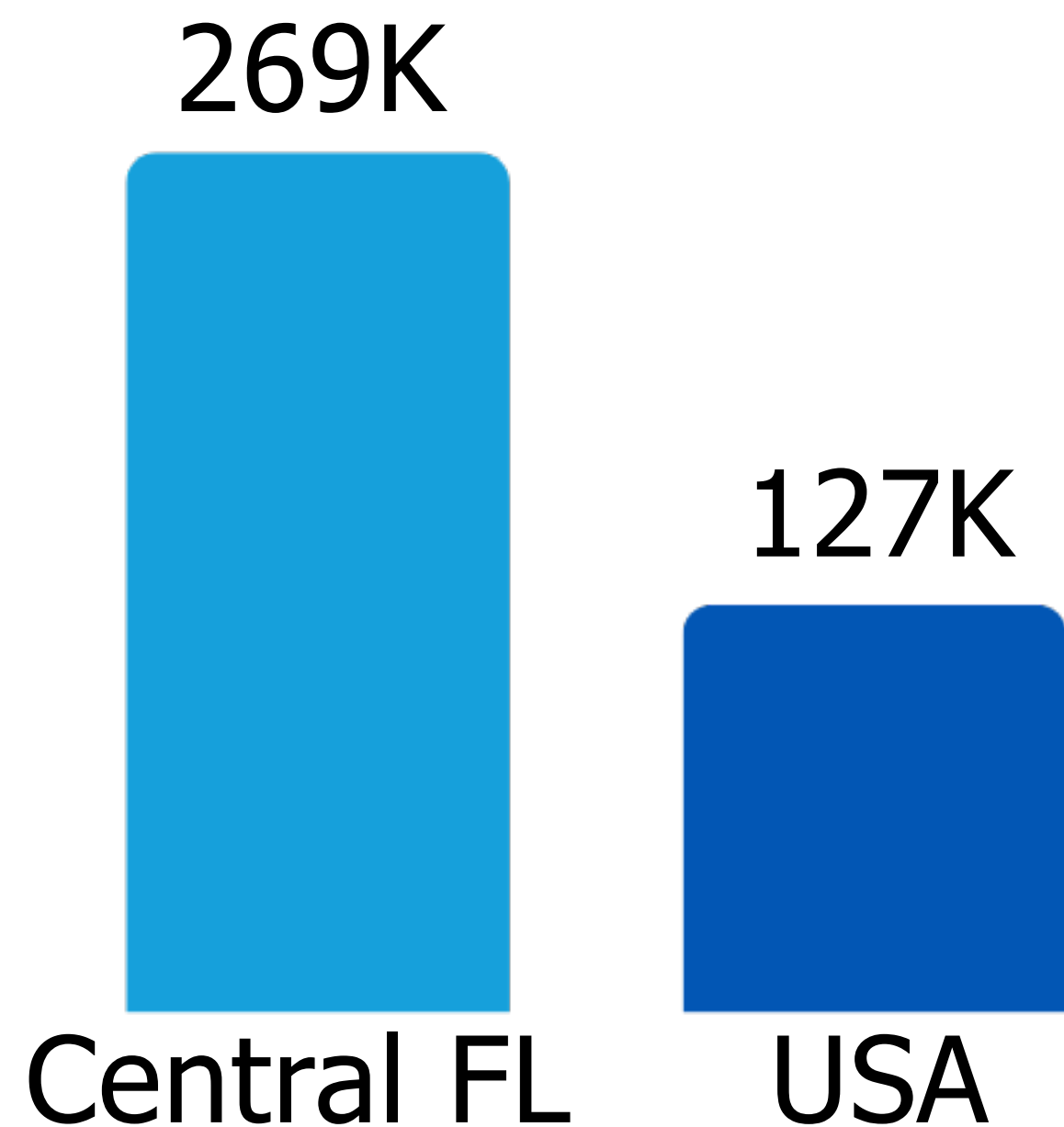


FULL-SERVICE RESTAURANT



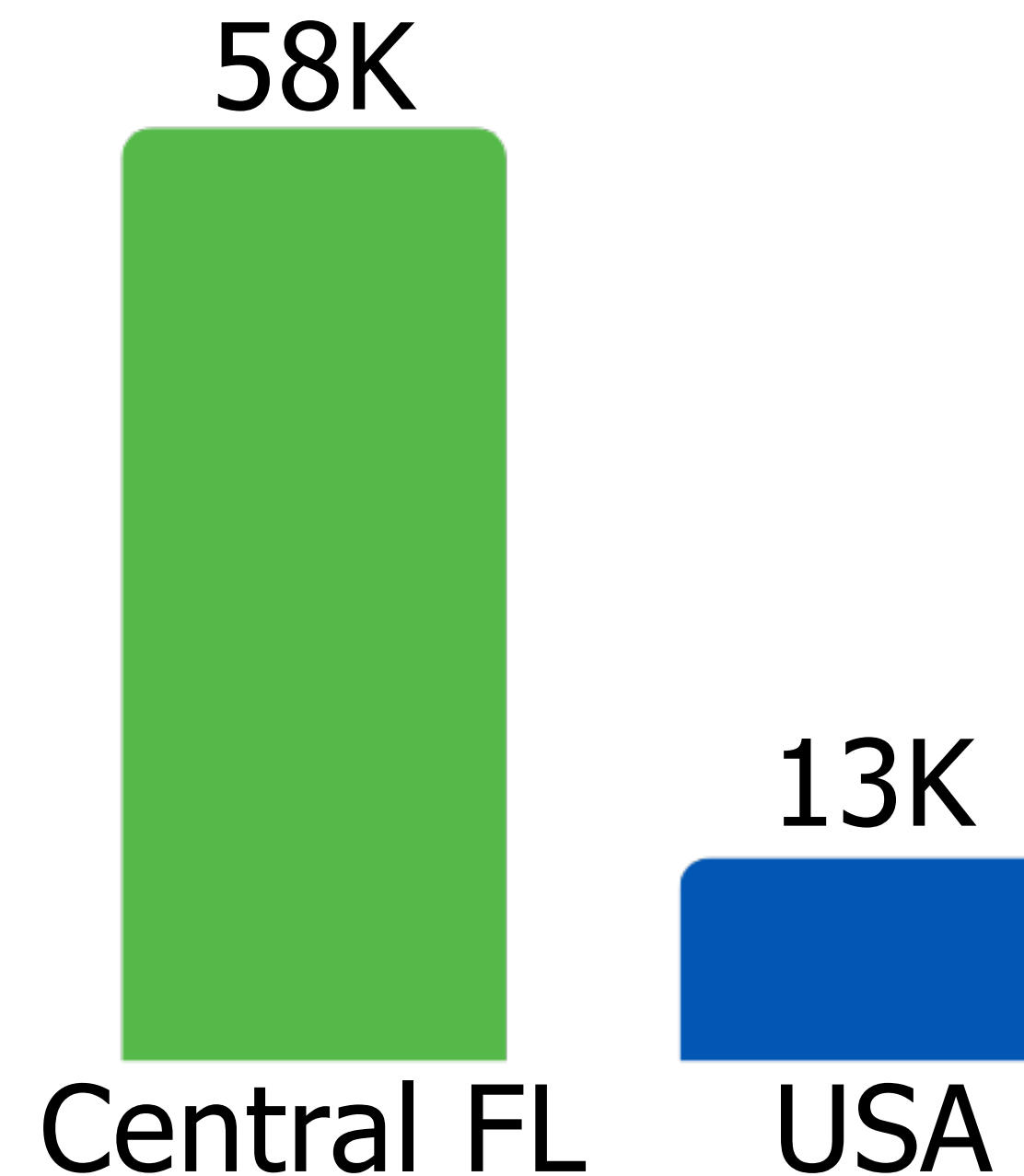
CURRENT WORKFORCE

Hospitality & Tourism



Employment in the Hospitality and Tourism sector stands at 269K, surpassing the national average of 127K.

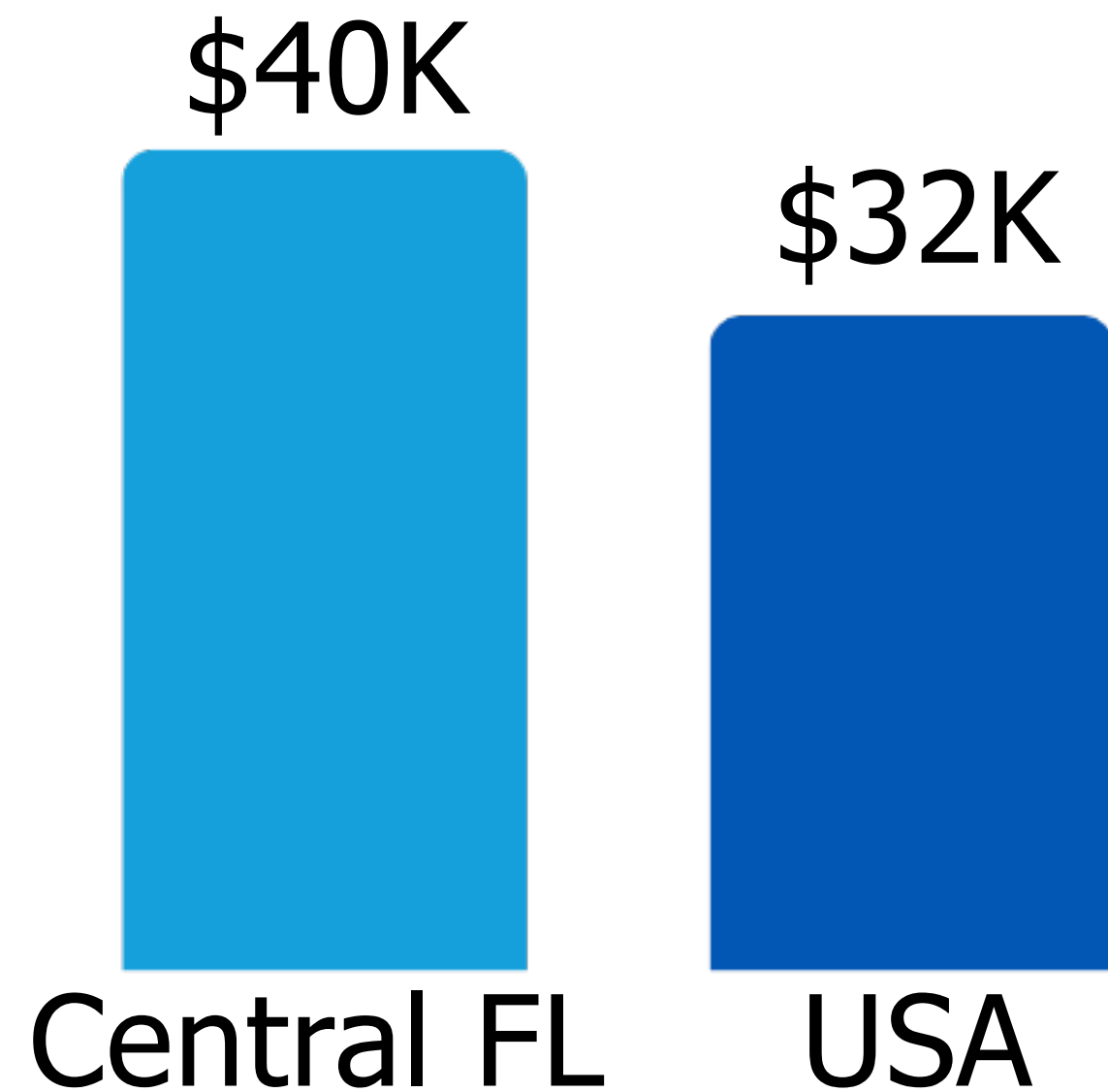
Hotel & Lodging



Significantly higher supply of employees than national level

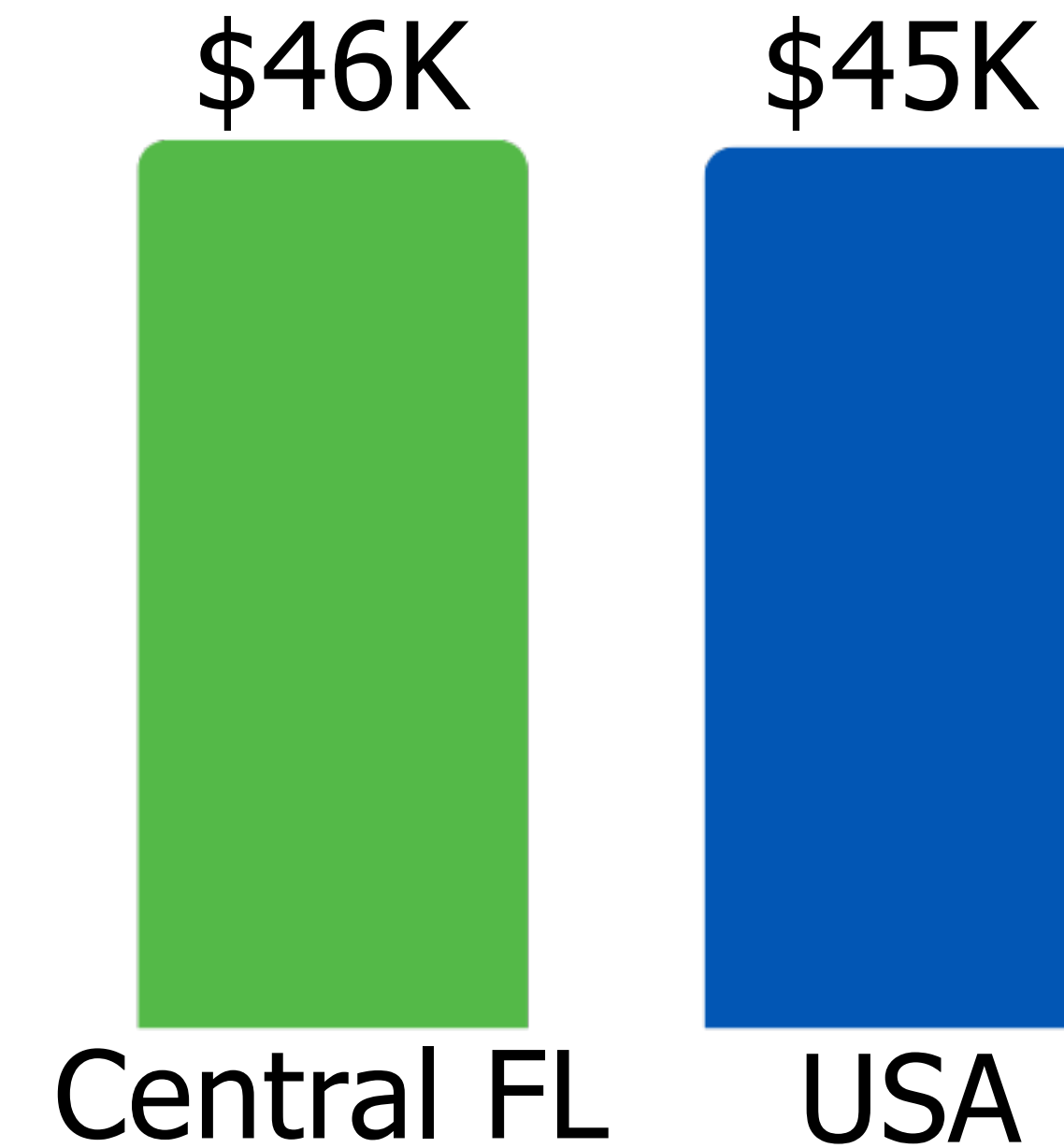
CURRENT INDUSTRY WAGES

Hospitality & Tourism



The national average salary for Hospitality and Tourism is \$32K, while it is \$41K in Central Florida region.

Hotel & Lodging



The national average salary for Hotel and Lodging is \$45K, which is on par with \$45K in Central Florida region.

EDUCATION TRAINING ECOSYSTEM

EDUCATION PARTNERS	CURRICULUM
★ FLORIDA TECHNICAL COLLEGE	Culinary Arts, Baking and Pasteleria
★ OSCEOLA TECHNICAL COLLEGE	Culinary Arts and Hospitality Professional
UCF ROSEN COLLEGE OF HOSPITALITY MANAGEMENT	Hospitality Management
★ SEMINOLE STATE COLLEGE	Chef's Apprentice, Food and Beverage Speciality, Room Division Operations
★ VALENCIA COLLEGE	Baking and Pastry Specialist, Bar and Beverage Management, Chef's Apprentice, Culinary Arts Management Operations, Event Planning Management, Hotel Operations and Management, Pastry Chef Assistant, Restaurant Food Services Management

★ CSCF TRAINING PARTNER

Considerations

TALENT ATTRACTION STRATEGY

CRITICAL SKILL NEEDS

COMPETITIVE TOTAL COMPENSATION



TOURISM INDUSTRY DISCUSSION





HOSPITALITY SUCCESS STORY





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ORDER OF BUSINESS

PUBLIC COMMENT



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CONSENT AGENDA

- 12/15/23 BOARD MEETING MINUTES
- ACCEPTANCE OF 2CFR 200 AUDIT REPORT (AUDIT)



DRAFT
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 Siracusa, 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	Roll Call / Establishment of Quorum <ul style="list-style-type: none"> Ms. Kasal, Executive Board Coordinator, reported a quorum present. 	
5	Public Comment <ul style="list-style-type: none"> None offered. 	
6	Consent Agenda <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"> o CSCF New Training Providers (<i>Career Services</i>) o Training Investment Priorities (<i>Career Services</i>) 	Mr. Hayward made a motion to approve all items on the consent agenda. Mr. Sprinkle seconded; motion passed unanimously.
7	Information / Discussion / Action Items <u>Chair's Report:</u> <ul style="list-style-type: none"> Mr. Sweat congratulated the following board members and Ms. Nabors who received recognition as follows: <ul style="list-style-type: none"> <u>OBJ's 2023 "Power Players"</u> <ul style="list-style-type: none"> - Sheri Olson - Snak Nakagawa - Gaby Ortigoni - David Sprinkle - Pam Nabors in the Heavy Hitter category <u>Orlando Magazine's "50 Most Powerful People"</u> <ul style="list-style-type: none"> - Wendy Brandon - Tanisha Nunn Gary - Jeff Hayward - Gaby Ortigoni - Dr. Maria Vazquez <u>2023 Don Quijote Awards</u> <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:</p> <ol style="list-style-type: none"> 1) Survey will be sent to the Board in January 2024 	

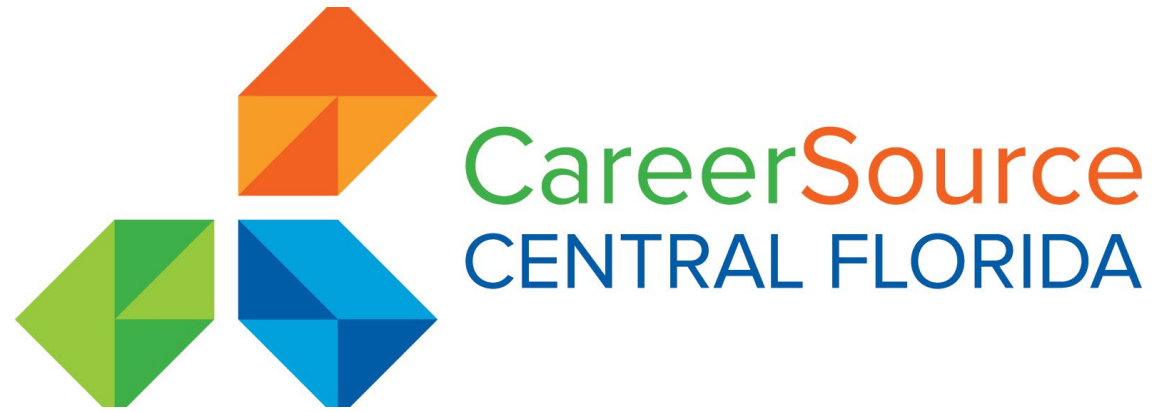


	2) Survey results will be compared to today's feedback to come to a final consensus which will be shared at the next board meeting	
9	Other Business None offered.	
10	Adjournment Meeting adjourned at 10:32 am.	

Respectfully submitted,

Kaz Kasal
Executive Board Coordinator

DRAFT



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

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]
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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- IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:
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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 12/15/23

 Date Filed Signature

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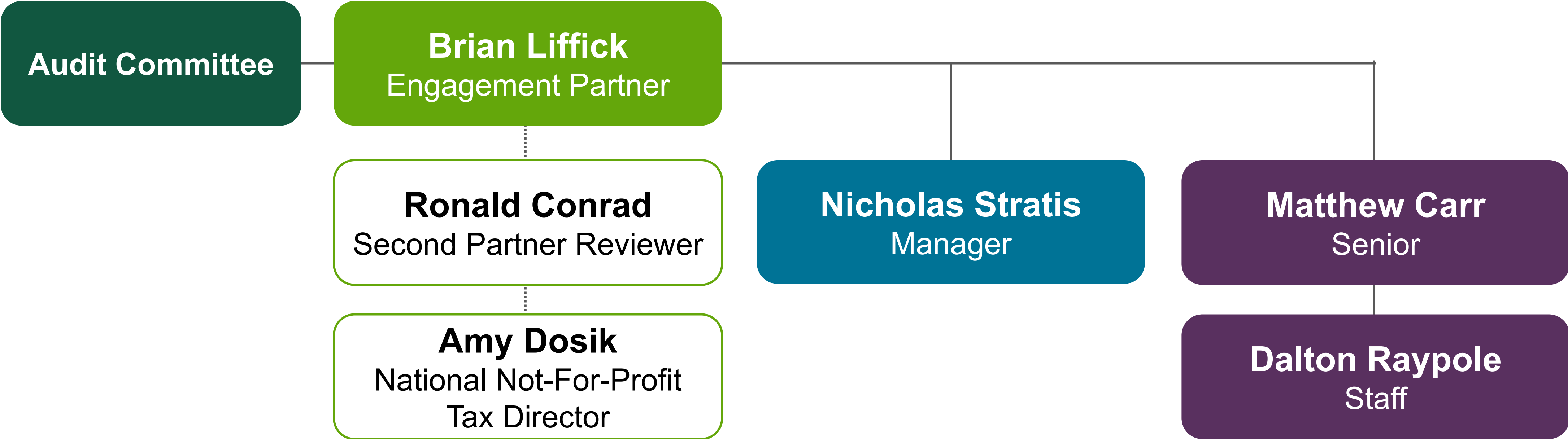
Central Florida Regional Workforce Development
Board, Inc. d/b/a CareerSource Central Florida

Audit Executive Summary

January 10, 2024



Client Service Team



Agenda

- ▶ Results of the Audit
- ▶ Internal Controls
- ▶ Corrected and Uncorrected Misstatements
- ▶ Required Communications
- ▶ Financial Highlights
- ▶ 403(b) Plan Status

This information is intended solely for the use of the Audit Committee, the Board of Directors and management of Central Florida Regional Workforce Development Board, Inc. d/b/a CareerSource Central Florida and is not intended to be, and should not be, used by anyone other than these specified parties.

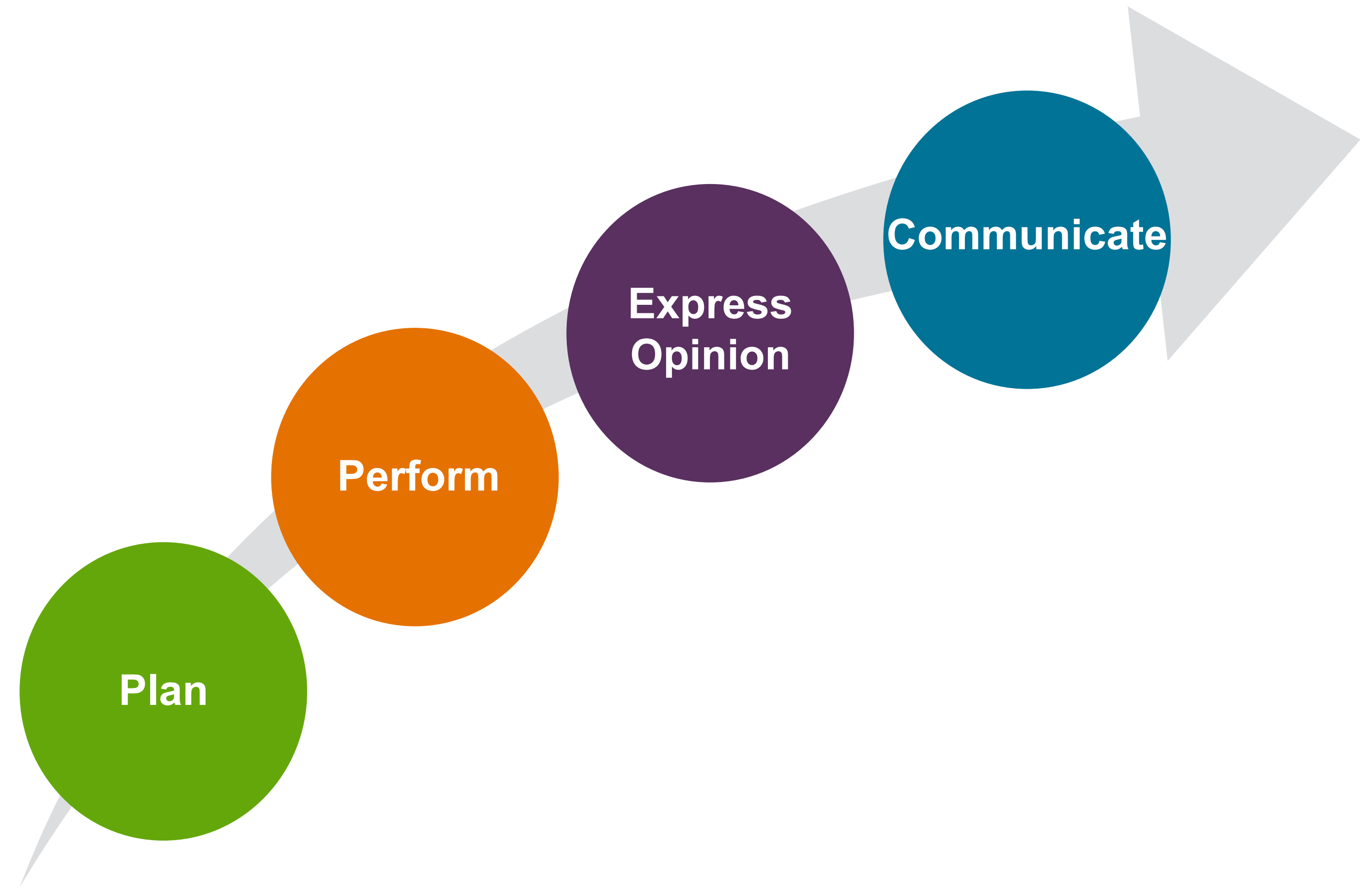


Results of the Audit

We have audited the financial statements of Central Florida Regional Workforce Development Board, Inc. d/b/a CareerSource Central Florida (the “Organization”) for the year ended June 30, 2023 in accordance with generally accepted auditing standards and *Government Auditing Standards* and plan to issue our report thereon dated January 10, 2024.

We have also audited the Organization’s compliance with the types of compliance requirements described in the OMB Compliance Supplement, that could have a direct and material effect on each of the Organization’s major federal programs for the year ended June 30, 2023. We plan to issue our report thereon dated January 10, 2024.

We have issued an unmodified opinion on the financial statements and have no reportable findings on compliance required by the Uniform Guidance.



Internal Control Communication

In planning and performing our audit, we considered internal control over financial reporting (“internal control”) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements and compliance with Uniform Grant Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Organization’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization’s internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis.



Internal Control Communication

Material Weakness

- ▶ A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the Organization's financial statements will not be prevented, or detected and corrected, on a timely basis.

Significant Deficiency

- ▶ A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

There were no material weaknesses or significant deficiencies reported.



Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management.

Corrected Misstatements

▶ None noted.

Uncorrected Misstatements

▶ None noted.

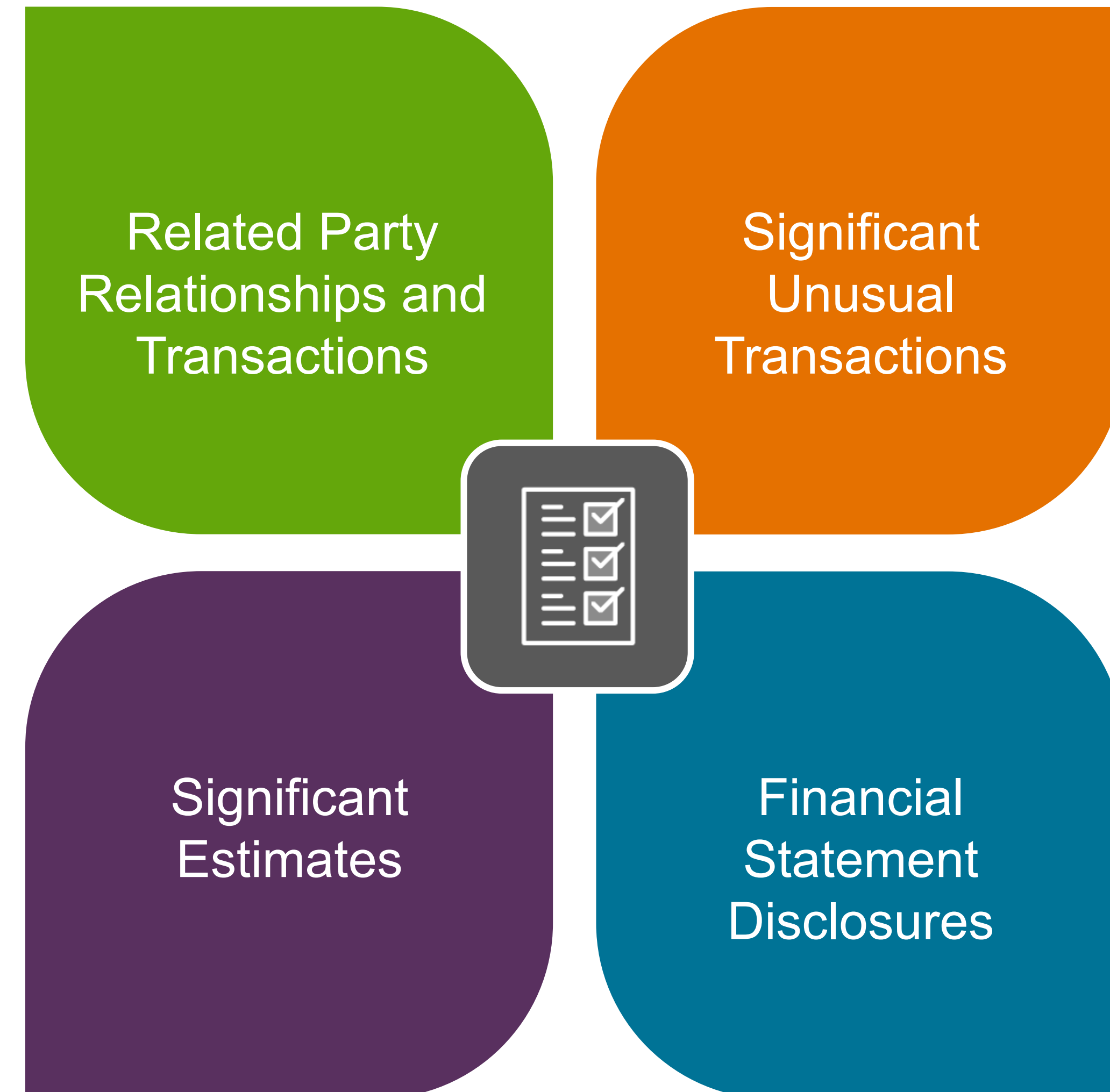


Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Organization are described in Note 2 to the financial statements.

ASU 2020-07, *Presentation and Disclosure by Not-for-Profit Entities for Contributed Nonfinancial Assets*, and ASU 2016-02, *Leases (Topic 842)* were adopted during the year. At June 30, 2023, the financial statements reflect right of use assets of \$3,226,453 and lease liabilities of \$3,369,415.

The application of all other existing policies was not changed during the year. We noted no inappropriate accounting policies or practices.

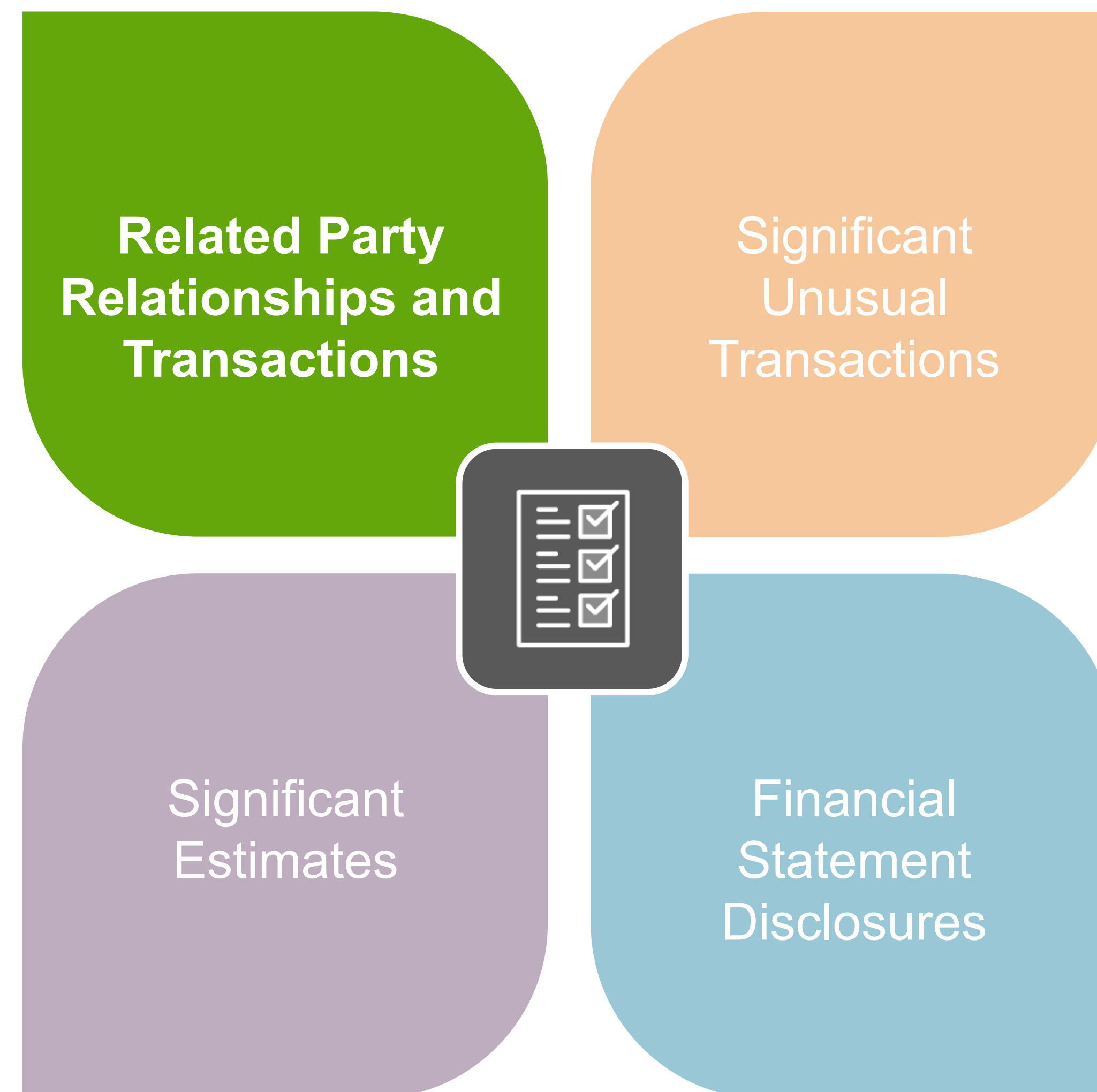


Qualitative Aspects of Accounting Practices

As part of our audit, we evaluated the Organization's identification of, accounting for, and disclosure of the Organization's relationships and transactions with related parties as required by professional standards.

We noted none of the following:

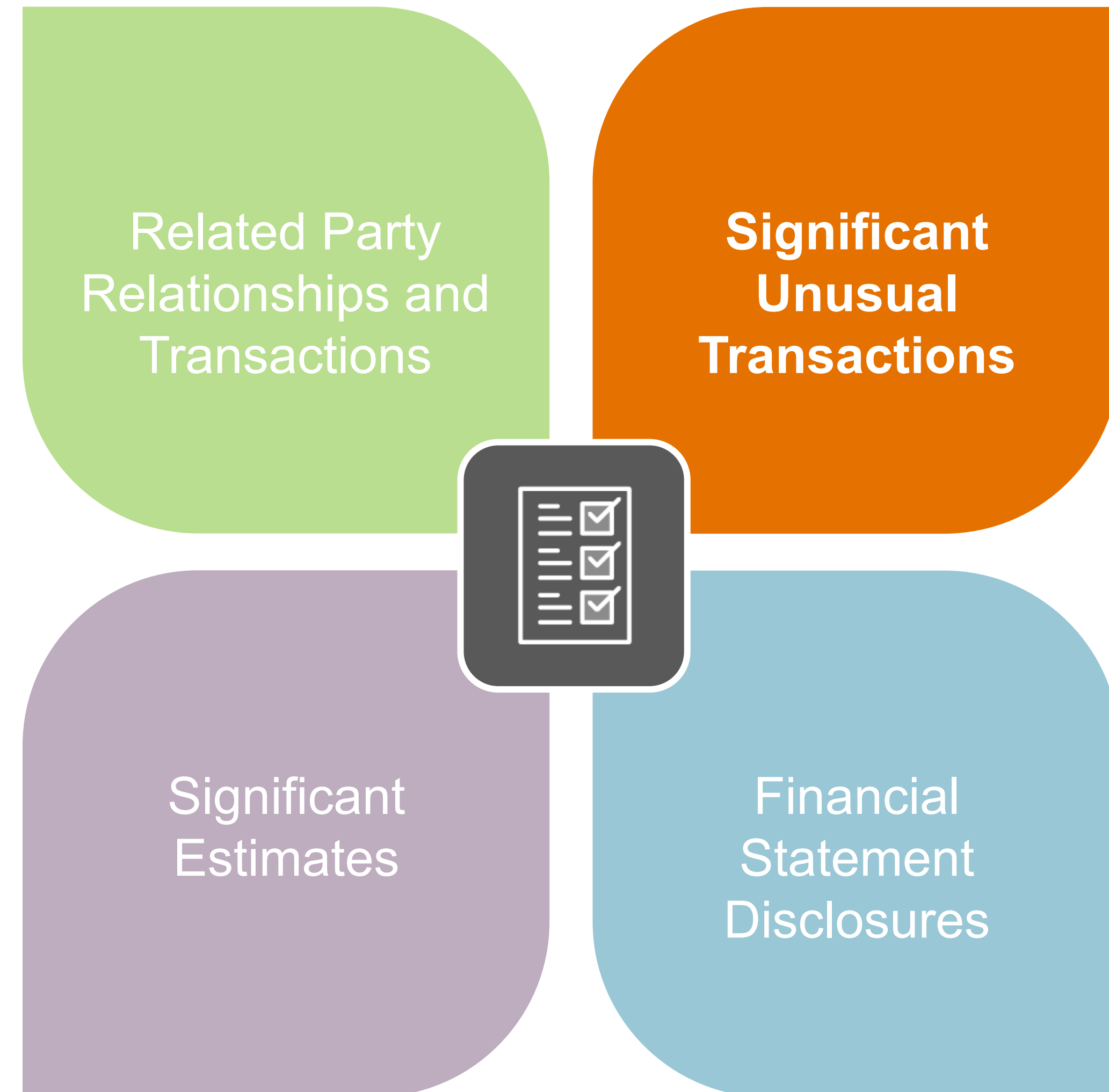
- Related parties or related party relationships or transactions that were previously undisclosed to us;
- Significant related party transactions that have not been approved in accordance with the Organization's policies or procedures or for which exceptions to the Organization's policies or procedures were granted;
- Significant related party transactions that appeared to lack a business purpose;
- Noncompliance with applicable laws or regulations prohibiting or restricting specific types of related party transactions;
- Difficulties in identifying the party that ultimately controls the entity.



Qualitative Aspects of Accounting Practices

We noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

For purposes of this presentation, professional standards define significant unusual transactions as transactions that are outside the normal course of business for the Organization or that otherwise appear to be unusual due to their timing, size or nature. We noted no significant unusual transactions during our audit.

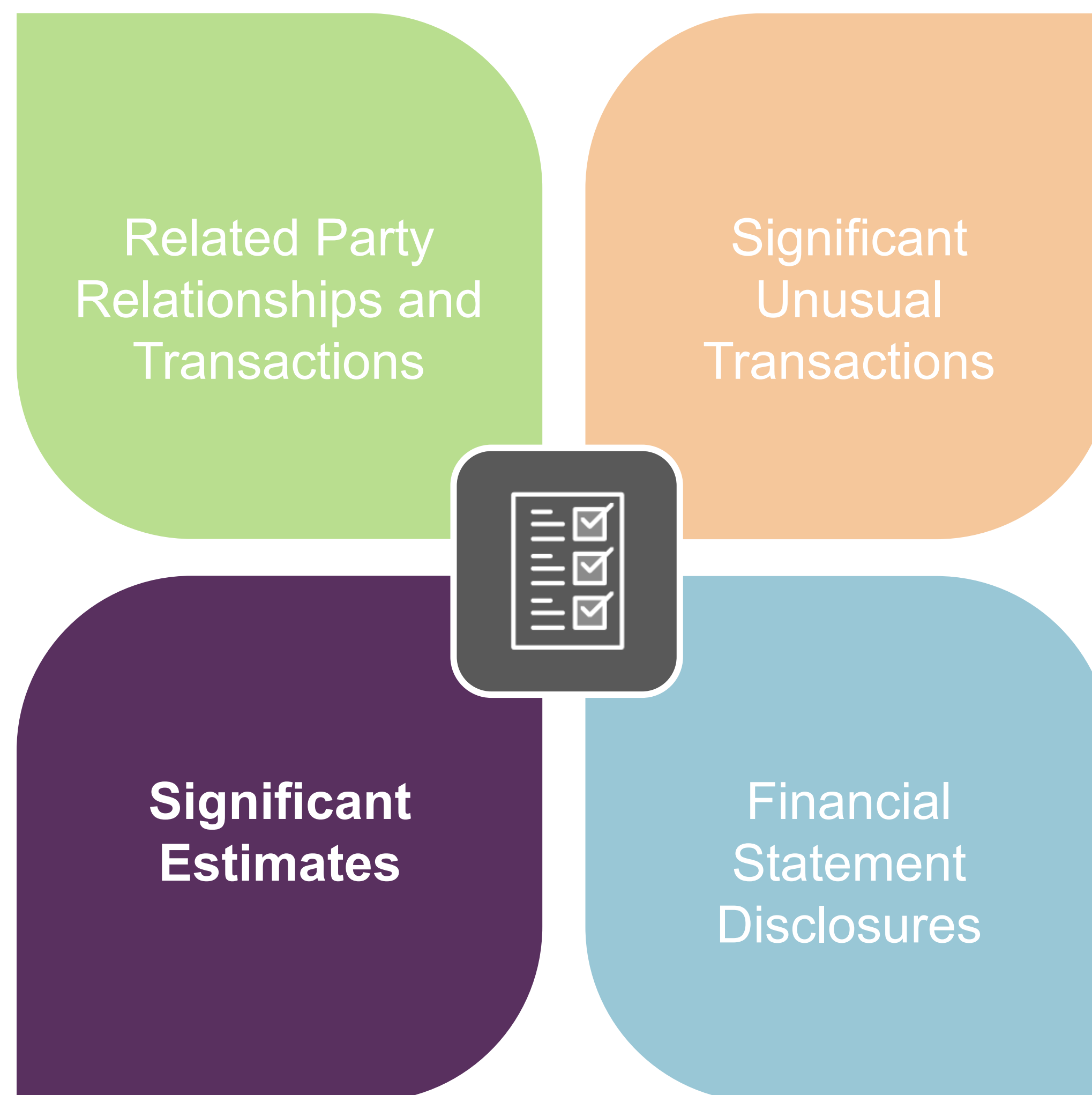


Qualitative Aspects of Accounting Practices

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- Management's estimate of depreciation is based on estimated useful lives of associated property and equipment.
- Management's estimate for functional expense allocation is based on an approved cost allocation plan or a negotiated indirect cost rate.

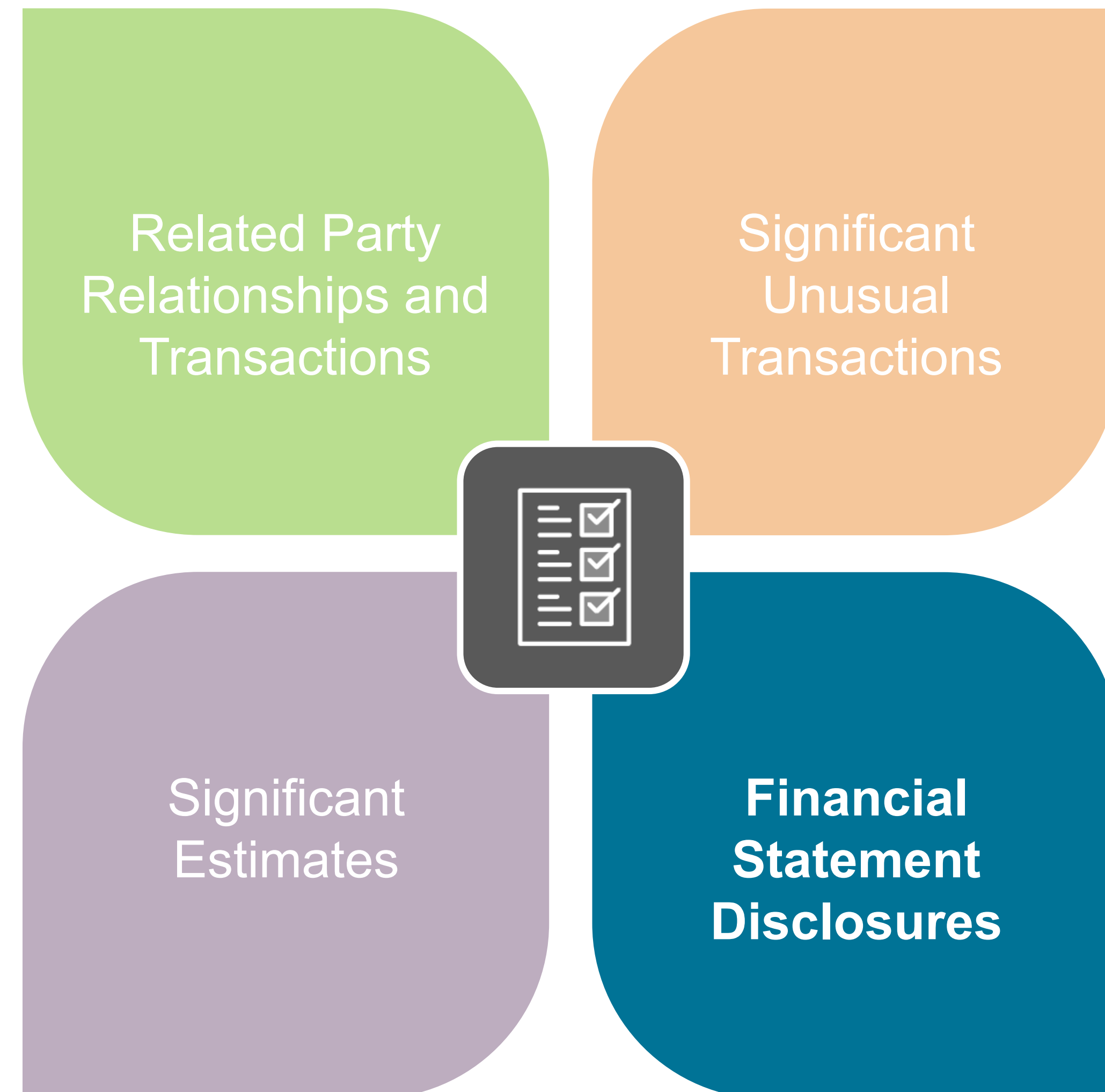
We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.



Qualitative Aspects of Accounting Practices

The financial statement disclosures are neutral, consistent, and clear.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was the disclosure of the Organization's leases in Note 4 to the financial statements.



Independence Considerations

Nonattest Services

- ▶ Prepare the Organization's federal and state tax returns.
- ▶ Complete the appropriate sections of and certify the Data Collection Form.
- ▶ Assist in the preparation of the financial statements and disclosures
- ▶ Assist with the adoption of Accounting Standard Codification 842, *Leases*.
- ▶ For all nonattest services we perform, you are responsible for designating a competent employee to oversee the services, make any management decisions, perform any management functions related to the services, evaluate the adequacy of the services, and accept overall responsibility for the results of the services.

Independence Conclusion

- ▶ We are not aware of any other circumstances or relationships that create threats to auditor independence.
- ▶ We are independent of the Organization and have met our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audits.



Other Required Communications

Difficulties Encountered

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Disagreements with Management

Includes disagreements on a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report.

We are pleased to report that no such disagreements arose during the course of our audit.

Auditor Consultations

We noted no matters that are difficult or contentious for which the auditor consulted outside the engagement team.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated January 10, 2024.



Other Required Communications

Management Consultations

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations.

To our knowledge, there were no such consultations with other accountants.

Other Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year.

These discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Fraud and Illegal Acts

As of the date of this presentation no fraud, illegal acts, or violations of laws and regulations noted.

Going Concern

No events or conditions noted that indicate substantial doubt about the Organization’s ability to continue as a going concern.



Other Matters

Supplementary Information

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with U.S. generally accepted accounting principles, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.



Financial Highlights

Financial Highlights – Statement of Financial Position

	<u>2023</u>	<u>2022</u>
Assets		
Current Assets:		
Cash	\$ 2,909,609	\$ 3,571,014
Grants receivable	2,022,994	1,164,254
Other receivable	83,252	75,198
Prepaid expenses and other current assets	608,137	833,835
Total Current Assets:	<u>5,623,992</u>	<u>5,644,301</u>
Property and equipment, net	55,999	83,300
Operating lease right-of-use assets	3,226,453	-
Deposits	95,198	99,198
Total Assets	<u><u>\$ 9,001,642</u></u>	<u><u>\$ 5,826,799</u></u>
Liabilities and Net Assets		
Current Liabilities:		
Accounts payable and accrued expenses	\$ 2,231,311	\$ 1,187,521
Accrued compensation	1,119,786	948,856
Grant advances	414,661	1,109,887
Current portion of operating lease liabilities	1,369,410	-
Deferred rent	-	144,687
Total Current Liabilities	<u>5,135,168</u>	<u>3,390,951</u>
Noncurrent Liabilities:		
Operating lease liabilities, net of current portion	<u>2,000,005</u>	<u>-</u>
Net Assets:		
Net Assets Without Donor Restrictions	<u>1,866,469</u>	<u>2,435,848</u>
Total Liabilities and Net Assets	<u><u>\$ 9,001,642</u></u>	<u><u>\$ 5,826,799</u></u>



Financial Highlights – Statement of Activities

	<u>2023</u>	<u>2022</u>
Revenues		
Federal financial assistance	\$ 41,943,416	\$ 36,214,837
Contributions and other revenue	5,880,225	736,343
Interest income	7,370	6,859
Total Revenues	<u>47,831,011</u>	<u>36,958,039</u>
Expenses		
Program services	44,475,198	33,543,572
Management and general	3,925,192	3,060,332
Total Expenses	<u>48,400,390</u>	<u>36,603,904</u>
Change in net assets	(569,379)	354,135
Net assets without donor restrictions, beginning of year	2,435,848	2,081,713
Net assets without donor restrictions, end of year	<u>\$ 1,866,469</u>	<u>\$ 2,435,848</u>



403(b) Plan Status

Draft financial statements included in packet

Final review in progress with no issues noted to date

We anticipate issuing the final report in January



Questions?

Brian Liffick, CPA

Partner

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bliffick@cbh.com

Matthew Carr

Senior

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About Cherry Bekaert

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Meeting Details

Meeting Agenda

Welcome

Tourism Impact on
Central Florida

Order of Business /
Public Comment

Consent Agenda

Information/
Discussion/
Action Items

Insight

Other Business

Adjournment

INFORMATION / DISCUSSION / ACTION ITEMS



CHAIR'S REPORT





PRESIDENT'S REPORT

February 2024



Leap Year – Did You Know?



- The first leap year was introduced in 46 BCE by Julius Caesar of Rome.
- It's a Day That Doesn't Legally Exist.
- People born on leap day are often called "leaplings" or "leapers."
- Famous people born on leap day include composer Gioacchino Rossini, motivational speaker Tony Robbins, jazz musician Jimmy Dorsey, actors Dennis Farina and Antonio Sabato Jr., and rapper/actor Ja Rule, to name a few.
- The Honor Society of Leap Year Babies is a club for people born on Feb. 29. More than 11,000 people worldwide are members.



Q1 & Q2 Scorecard



SCORECARD

CAREER SEEKERS ENGAGED

26,921

67%

Percent of 40,000 Target Goal

CAREER SEEKERS SERVED

17,441*

87%

Percent of 20,000 Target Goal

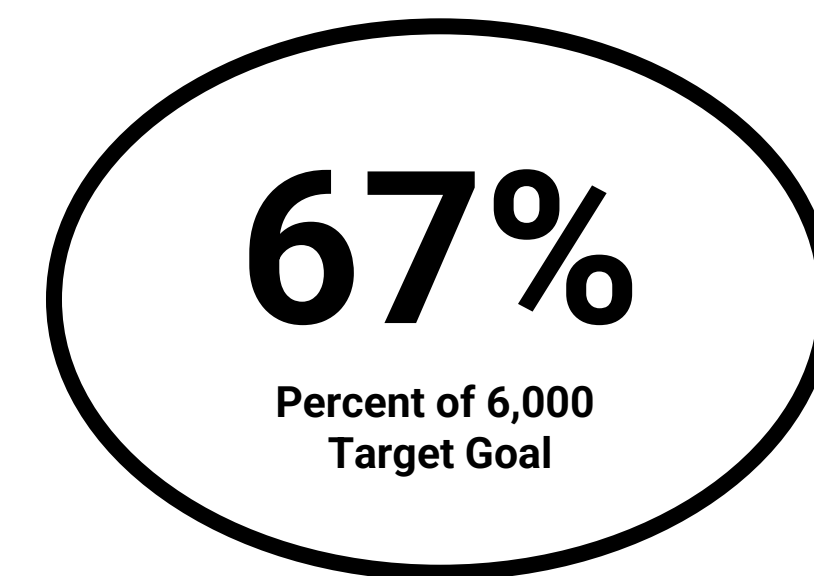
CAREER SEEKERS RECEIVING TRAINING

1,780

59%

Percent of 3,000 Target Goal

4,007



INDIVIDUALS PLACED IN EMPLOYMENT



CAREER SEEKER AVERAGE WAGE

>\$18.00

Average Wage
Target Goal

\$18.41

SCORECARD

**BUSINESS
RELATIONSHIPS**

1,884

47%

Percent of 4,000 Target Goal

INDIVIDUALS INTERVIEWED VS HIRED





CSCF Highlights



Level Up Orange Update

LEVEL UP ORANGE IMPACT

Applicants

4,286

Enrolled

2,504

Skills Training

1,364

Placed in Jobs

1,409

Average Wage

\$18.85



Date Parameters: 1/1/2022 - 2/8/2024



Level Up Orange Update



- Proactively increased awareness and access to training and employment opportunities to 640K unique residents.
- To date, CSCF has utilized \$9.3 million (60%) of the original \$15 million from Orange County.
- The remaining 40% has been obligated to support three special projects, including High School Career Express and Public Sector Academy, Learning Sciences and specialized populations.

CENTRAL FLORIDA WINS INAUGURAL NSF REGIONAL INNOVATION ENGINES AWARD



- Osceola County's NeoCity was selected as a recipient of inaugural NSF Regional Innovation Engines from the U.S. National Science Foundation
- The Central Florida Semiconductor Innovation Engine will initially receive up to **\$15 million for the next two years and a potential \$160 million over the next ten years.**
- It will bring together major Central Florida partners to support the reshoring of the semiconductor advanced packaging industry
- **CSCF collaborated with Bridg** throughout the proposal period and is excited to be part of the future collaboration. **CSCF will receive 1.2 million over two years.**

CENTRAL FLORIDA EDUCATION-INDUSTRY COLLABORATIVE

- CSCF has joined forces with The University of Central Florida to launch the “**Central Florida Education-Industry Collaborative**” which will unite business leaders, employers, and the community to discuss the programming needed to meet the demands of the future workforce in Central Florida.
- The group will also facilitate a connection between educational programming and industry requirements.
- The meeting will be on March 19 at the UCF Downtown, Dr. Phillips Academic Commons.



UNIVERSITY OF
CENTRAL FLORIDA

PARTNERSHIPS WITH PURPOSE

- In December 2022, CSCF partnered with the non-profit foundation Aeras Technologies, a collaboration aimed at repurposing used technology equipment for donating to individuals in need.
- **CSCF is the leading contributor at Aeras Technologies** having donated more than 200 desktop computers, 50 HP laptops, and numerous cellphones.

BONUS Fact: CSCF was also featured as a key partner in the **Osceola Council On Aging Annual Report**. We appreciate the partnership and working alongside Board Member, Wendy Ford.





Super Star Staff Recognitions

- **Yolanda Green** - CSCF Business Engagement Representative recognized as Ambassador of the Year by the Leesburg Chamber of Commerce. Congressman Daniel Webster's office also acknowledged and presented her the award.
- **Janee Olds**, CSCF Director of Workforce Special Projects was named in Orlando Business Journal's 40 under 40 List of people to watch.
- **Lake County CareerSource Central Florida** voted Best Employee Staffing Company 2024 in the South Lake Chamber of Commerce Business Awards.



SUMMER YOUTH PROGRAM LAUNCHES

- The Summer Youth Program application period kicked off on February 5. More than **1,300 applications** have been received so far.
- The goal is to enroll 1,500 young adults ages 14- 19 to gain work ready skills and exposure to different career fields.

Success Story

Jose Rodriguez

- Summer Youth Participant
- CNC Production Program
- Graduate



REMINDERS



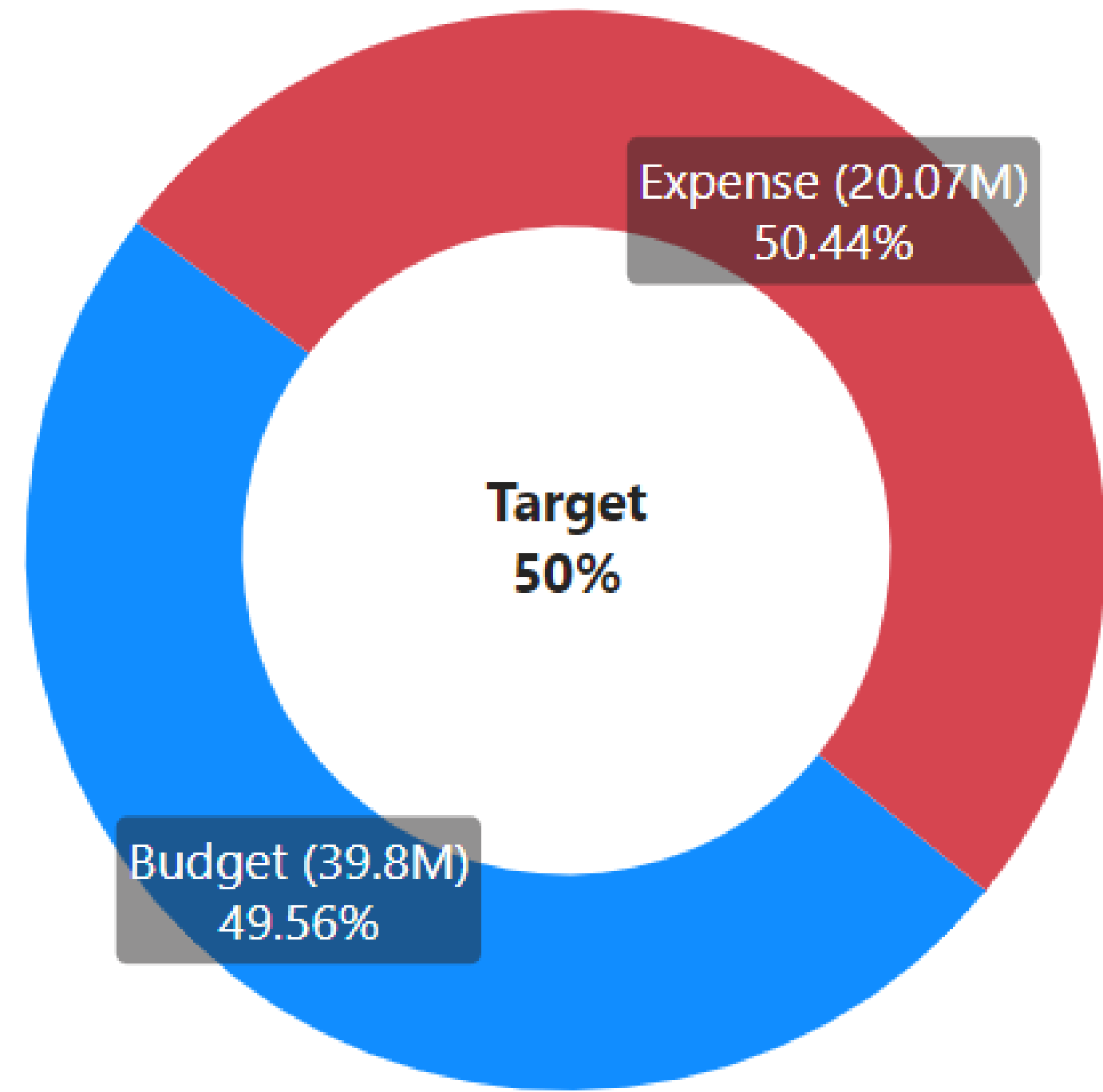
- The National Association of Workforce Boards (NAWB) Forum is coming up on March 23-26 in Washington, D.C.
- The Board retreat is scheduled for Friday, April 26 from 9am to 5pm at the 4Roots Foundation located in the Packing District, an emerging neighborhood in the heart of Orlando.



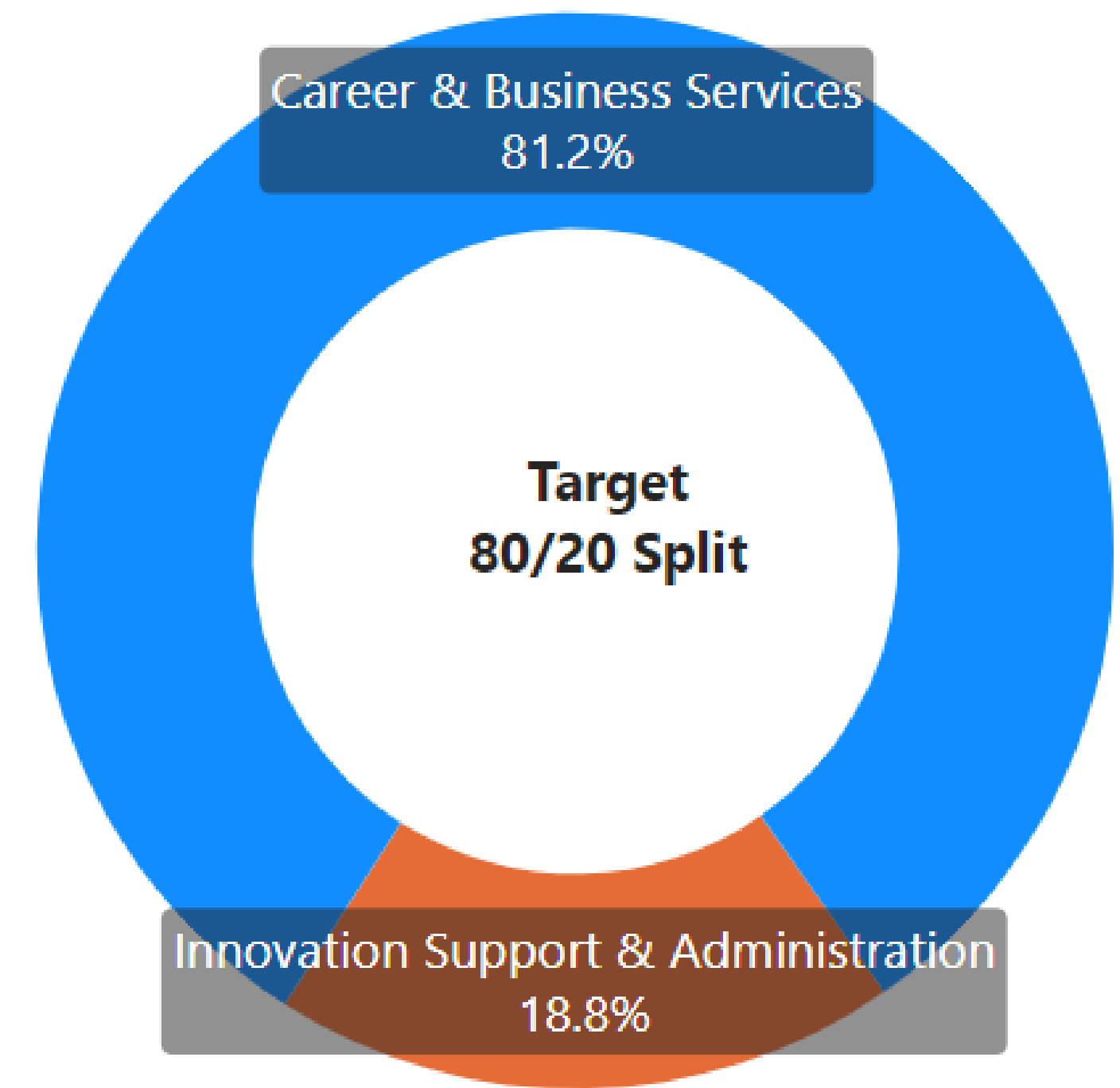
FY 2023 – 2024 MID-YEAR FINANCIALS

Budget Vs. Actual Through 12/31/2023

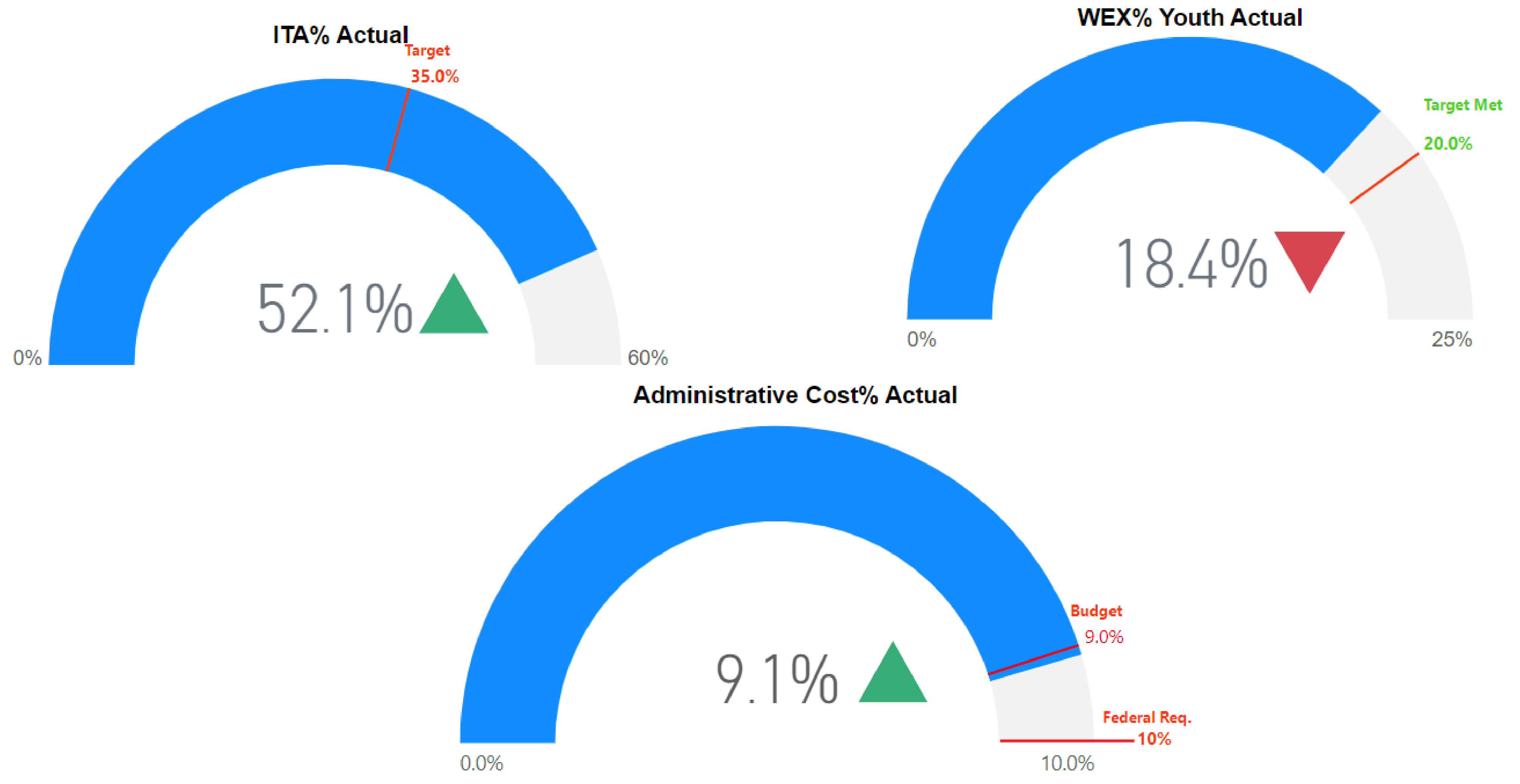
Budget to Actual Expenses



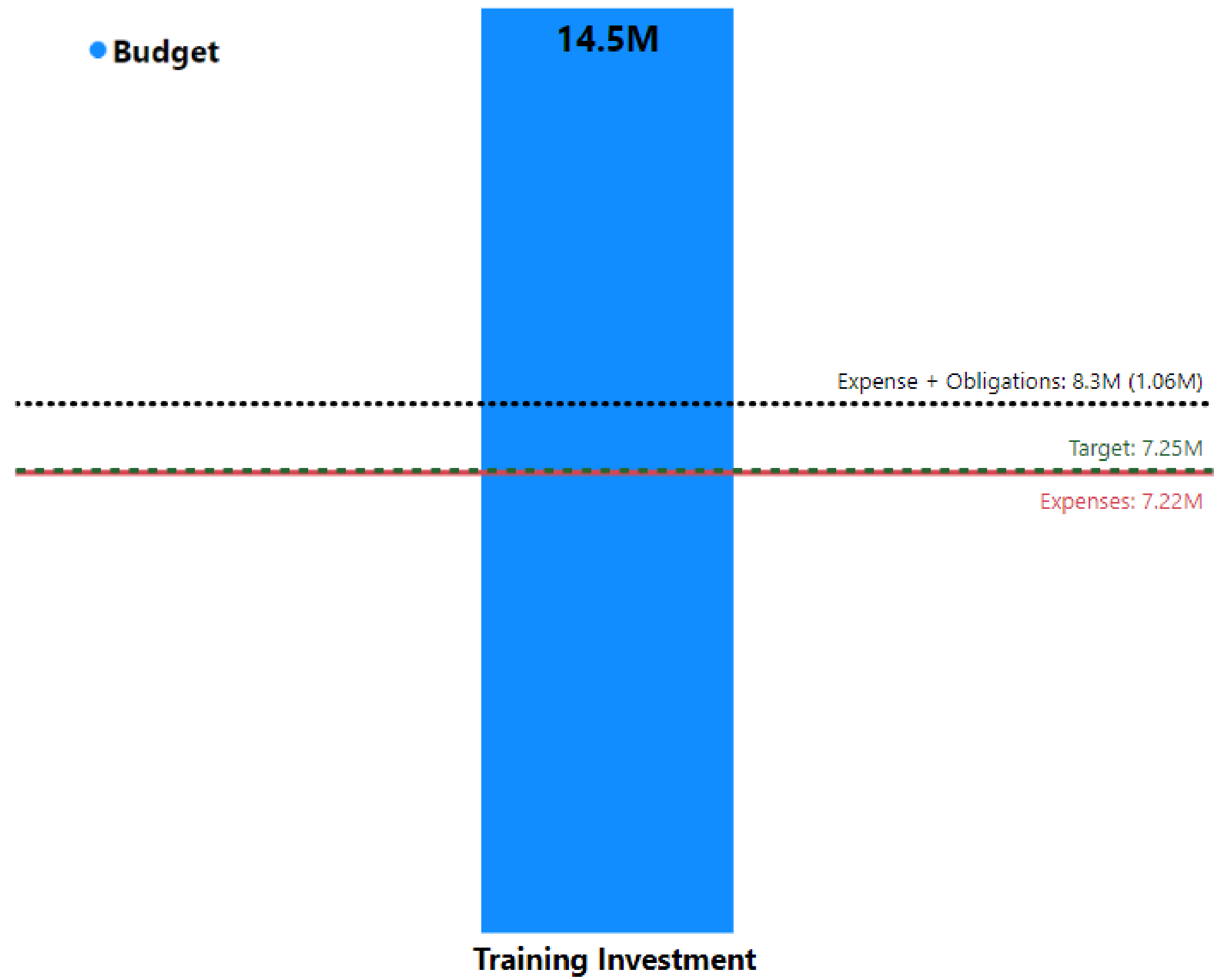
Budget Operations/Support



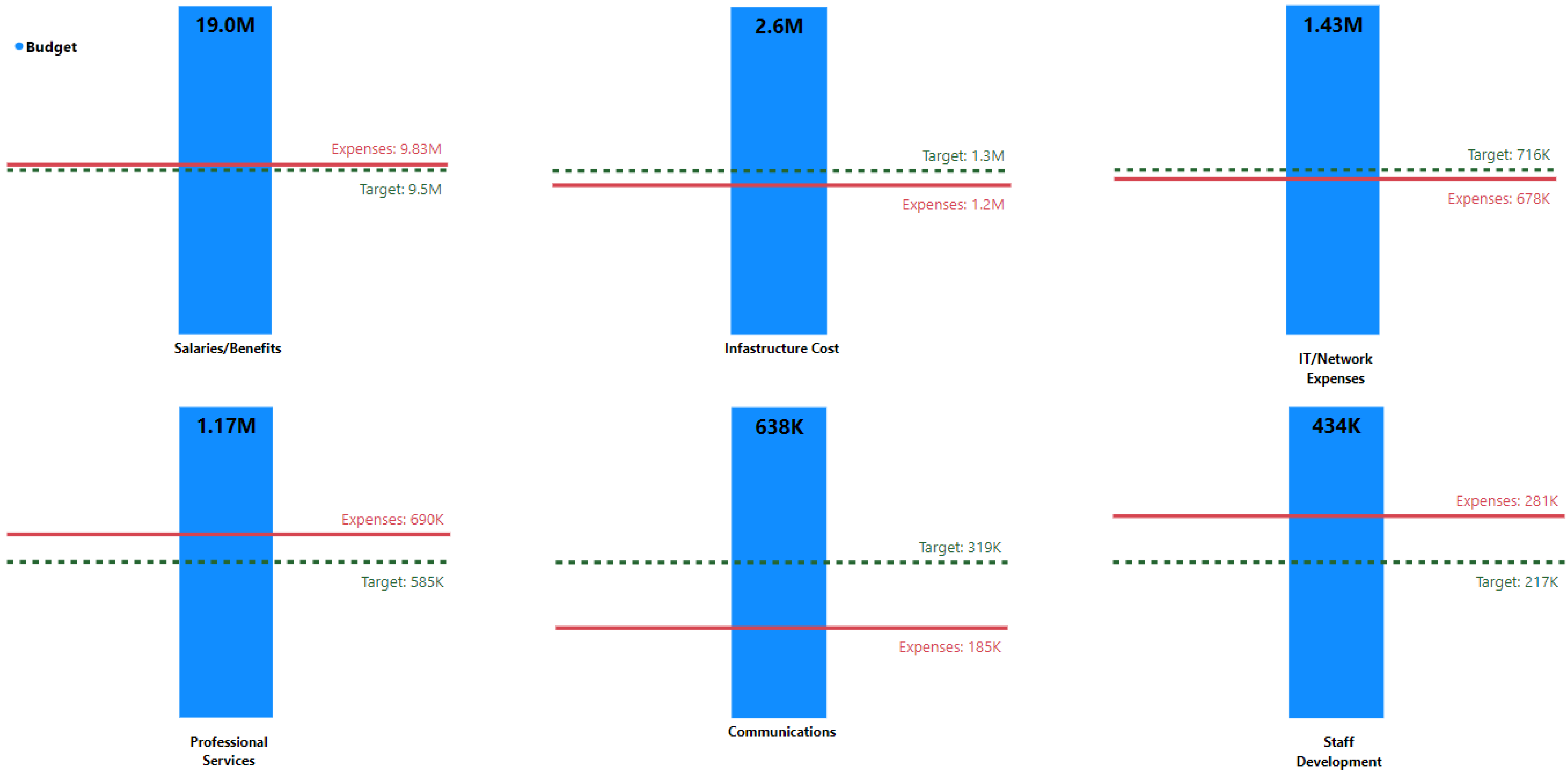
Budget Federal/State Requirements – Through 12/31/2023



Budget Federal/State Requirements – Through 12/31/2023



Budget VS Actual by Expenditure Category 12/31/2023



REPORTS BY COMMITTEE CHAIR

Executive

Richard Sweat

Audit

Matt Walton

Finance

Eric Ushkowitz

Career Services

Andrew Albu

Community Engagement

David Sprinkle

Facilities Ad Hoc

Matt Walton

Governance

Sheri Olson

Revenue Diversity & New Markets

John Gill



**Draft
Executive Committee Meeting**

Thursday, February 22, 2024, 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: None

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

GUEST PRESENT: Heather Ramos / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Sweat, CSCF Chair, called the meeting to order at 2:01 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 – 12/7/23 Executive Committee Meeting <ul style="list-style-type: none"> • Reviewed minutes (attachment). 	Ms. Olson made a motion to approve the draft minutes from the 12/7/23 Executive Committee meeting. Mr. Walton seconded; motion passed unanimously.
5	Information/Discussion / Action Items Chair's Report Mr. Sweat will be attending NAWB in March 2024 along with a few other board members. President's Report Ms. Nabors, President/CEO reviewed the following: <ul style="list-style-type: none"> • Ms. Dyana Burke, Senior VP of Human Resources, will become Chief of Staff. Ms. Grace Daleccio will head up <u>Human</u> Resources Department as Senior Director of Human Resources. • Central Florida <u>wins</u> inaugural National Science Foundation (NSF) Regional Innovation Engines Award of \$15M for next two years to support semiconductor advanced packaging industry. CSCF will be a part of this collaboration. • CSCF partnered with Central Florida Hotel & Lodging Association (CFHLA) to host the first "State of the Hospitality & Tourism Summit" with over 250 in attendance to learn latest data trends and discuss solutions for workforce challenges. • Central Florida Education-Industry Collaborative occurring on 3/19/24 to help broaden and deepen connections, as 	



well as attain intel on emerging industries so education programming can better align with industry needs.

- CSCF working with Orange County on additional ARPA funds.
- Committee concurred Community Engagement Committee to be tasked to enhance communication strategies with government entities.
- Committee concurred for board members to support CSCF with government relations.
- Reviewed briefing on "A Stronger Workforce for America Act" and possible impacts for CSCF. More discussion at February Board Meeting and April Retreat.

Committee Reports

Audit

- Mr. Walton, Audit Committee Chair, stated Audit Committee met with Finance Committee on 1/10/24 and reviewed:
 - Results of the 2 CFR 200 Audit Report: clean, unmodified opinion on financial statements; no findings on compliance and no significant deficiencies or material weaknesses.
 - o Committee approved to move to Board for acceptance and approval.
 - Florida Commerce Monitoring Results (FY 2022-2023): Programs: 0 findings on disallowed costs, 5 programmatic findings - all minor errors, and Financials: 0 findings, 0 noncompliance and 1 observation which has been addressed.

Finance

- Mr. Ushkowitz, Finance Committee Chair, stated Finance Committee met with Audit Committee on 1/10/24 and reviewed:
 - Mid-year financials (7/1/23 thru 12/31/23)
 - Retirement 403b Audit Report for year ending 6/30/23 – no issues or findings
 - New Benefits Broker effective 4/1/24

Career Services

- Mr. Albu, Career Services Committee Chair, stated Career Services Committee met on 1/15/24 and reviewed following:
 - Scorecard through 2nd quarter (7/1/23 thru 12/31/23)
 - Federal performance update 4th quarter of PY 2022-2023 and 1st quarter of PY 2023-2024, actual vs. goal.
 - FloridaCommerce monitoring results for PY 2022-2023, as noted in above Audit report out.



	<ul style="list-style-type: none"> - Training investments update for PY <u>23-24</u>, and discussed strategies for best investment impact. - 2024 Summer Youth Employment Program, which will increase in enrollments from last year. - Grant updates. - Committee also approved for Board's final approval the renewal of program provider vendors for Explore track and Engage track of previous program year. <p><u>Community Engagement</u></p> <ul style="list-style-type: none"> • Mr. Sprinkle, Community Engagement Committee Chair, stated <u>Committee</u> will be scheduling a meeting soon. <p><u>Facilities Ad Hoc</u></p> <ul style="list-style-type: none"> • Mr. Walton, Facilities Ad Hoc Committee Chair, stated Committee is scheduled to meet on 4/4/24 at West Orange Career Center. <p><u>Governance</u></p> <ul style="list-style-type: none"> • Ms. Olson, Governance Committee Chair, stated the Committee met on 2/14/24 and reviewed: <ul style="list-style-type: none"> - Board Demographics: CSCF Board vs. regional comparison by gender, ethnicity, race, <u>age</u> and veteran. All categories trending in right direction towards aligning to region. - Board Seats: those whose seats expire on 6/30/24 have all agreed to renew and any vacancies being reviewed for candidates. - Board Engagement: mid-year (7/1/23 thru 12/31/23). <ul style="list-style-type: none"> o Participate: on track towards annual goal o Demonstrate: at 90% (<i>exceeding annual goal of 80%</i>) o Contribute: at 50% (<i>annual goal 70%</i>) - Enterprise Risk Update (7/1/23 thru 12/31/23): reviewed methodology, pareto chart and updates on CSCF's current top five risks, and steps taken to mitigate risks. <p><u>Revenue Diversity and New Markets</u> Mr. Gill, Revenue Diversity & New Markets Committee Chair, stated the Committee will meet on 3/28/24.</p> <p><u>2/29/24 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</p>	



Meeting adjourned at 3:07 pm.	
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Respectfully submitted,
Kaz Kasal, Executive Board Coordinator





DRAFT

Audit and Finance Committees' Virtual Meeting

Wednesday, January 10, 2024
2:30 p.m.

MINUTES

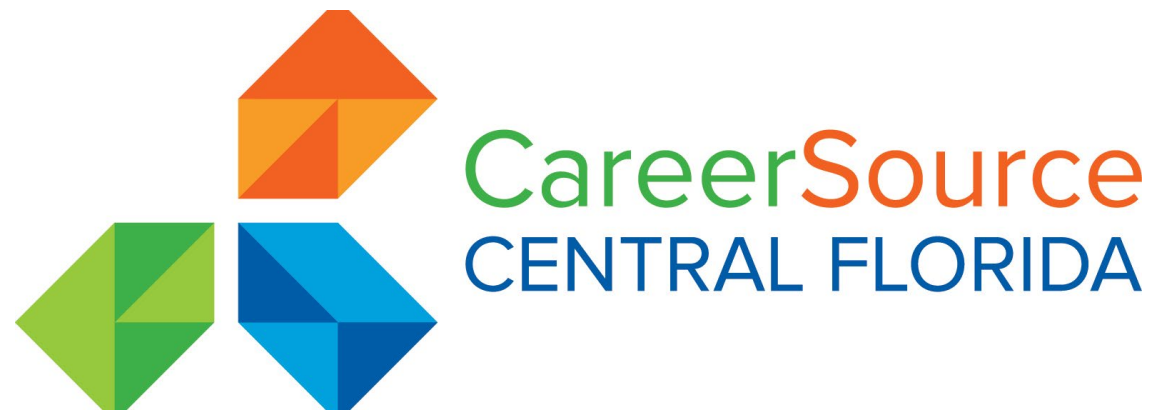
MEMBERS PRESENT: Eric Ushkowitz, Matt Walton, Wendy Brandon, Lorie Bailey-Brown, Keira des Anges, Leslie Felix, Wendy Ford, Shawn Hindle, Kristy Mullane, Gaby Ortigoni, Michelle Sperzel, and Stephanie Taub

MEMBERS ABSENT: Angela Rex

STAFF PRESENT: Leo Alvarez, Tadar Muhammad, Kristi Vilardi, Fabia Diaz and Kaz Kasal

GUESTS PRESENT: Brian Liffick, Matt Carr / Cherry Bekaert

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Walton, Audit Committee Chair, called the meeting to order at 2:30 pm.	
2	Roll Call / Establishment of Quorum Ms. Kasal, CSCF Executive Coordinator, reported a quorum present with both the Audit and Finance Committees.	
3	Public Comment None Offered.	
4	Approval of Minutes Audit Committee reviewed the minutes from the 9/6/23 Audit Committee meeting. <u>Finance</u> Committee reviewed the minutes from the 10/18/23 Finance Committee meeting.	Mr. Hindle made a motion to approve the minutes from the 9/6/23 Audit Committee meeting. Ms. Ortigoni seconded; <u>motion</u> passed unanimously. Mr. Hindle made a motion to approve the minutes from the 10/18/23 Finance Committee meeting. Mr. Walton seconded; motion passed unanimously.
5	Information	
	<u>Audit Committee Items:</u> <ul style="list-style-type: none"> Acceptance of 2 CFR 200 Audit Report <ul style="list-style-type: none"> Reviewed presentation entitled "Audit Executive Summary" for CareerSource Central Florida's Fiscal Year Ending 6/30/2023 (attachment) provided by Mr. Brian Liffick and Mr. Matthew Carr with Cherry Bekaert, CSCF's independent auditor. 	Mr. Hindle made a motion to move to CSCF Board for final approval and acceptance of the 2 CFR 200 Audit Report, as presented, for Fiscal Year 2022-2023. Ms. Bailey-Brown seconded; motion passed unanimously.



	<ul style="list-style-type: none"> - Highlights from audit results presentation: <ul style="list-style-type: none"> o Clean, unmodified opinion on financial statements o No findings on compliance o No significant deficiencies or material weaknesses • Florida Commerce Monitoring Results (FY 2022-2023) <ul style="list-style-type: none"> - Reviewed memo summarizing FY 2022-2023 Florida Commerce monitoring results for both program and fiscal (attachment). <ul style="list-style-type: none"> o Programs: 5 findings – all instances of minor errors in administrative matters. o Financials: 0 findings, 0 noncompliance issues, and 1 observation which has been addressed and no further action required to resolve this observation. <p><u>Finance Committee Items:</u></p> <ul style="list-style-type: none"> • Retirement 403b Audit Report <ul style="list-style-type: none"> - Reviewed CSCF's retirement 403b plan's audit report for year ending 6/30/23 (attachment). So far, a clean audit process and 95% <u>complete</u>. • Mid-Year Financials <ul style="list-style-type: none"> - Reviewed financials through 2nd quarter, 7/1/23 <u>thru</u> 12/31/23 (attachment). Overall, on track for mid-year at 50.4% of budget expended. • Benefits Broker Services Update <ul style="list-style-type: none"> - Mr. Alvarez, CFO, provided following updates on health benefits broker: <ul style="list-style-type: none"> o Notification to non-<u>renew</u> sent to CSCF's current health benefits broker. o Currently CSCF is negotiating contract terms with new benefits broker to take effect 4/1/24. 	
6	<p>Other Business</p> <ul style="list-style-type: none"> • None offered. 	
7	<p>Adjournment Meeting adjourned at 3:22 p.m.</p>	

Respectfully submitted,

Kaz Kasal
Executive Board Coordinator



DRAFT
 Career Services Committee Meeting
 Thursday, February 15, 2024, 3:00 p.m.

MINUTES

MEMBERS PRESENT: Andrew Albu, Casey Ferguson, Mark Havard, Karen Hogans, Ed James, Molly Kostenbauder, Ben Larry, Snak Nakagawa, Jonathan Shaefer and Dr. Vazquez

MEMBERS ABSENT: Kristin Gray and Sean Donnelly

STAFF PRESENT: Nilda Blanco, Tadar Muhammad, Marcela DeFaria, Sean Masherella, Christine Jolliff and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	<p>Welcome Mr. Albu, Committee Chair, called the meeting to order at 3:03 p.m. Mr. Albu welcomed new board members Mr. Jonathan Schaefer, with Kalos Services and Casey Ferguson with Casey Ferguson Cattle LLC. Previously, Mr. Ferguson was serving as a non-board member on this committee.</p>	
2	<p>Roll Call / Establishment of Quorum Ms. Kasal reported a quorum present.</p>	
3	<p>Public Comment None offered.</p>	
4	<p>Approval of Minutes</p> <ul style="list-style-type: none"> • Reviewed draft minutes from 11/16/23 Career Services Committee meeting (attachment). 	<p>Mr. Havard made a motion to approve the minutes from the 11/16/23 Career Services Committee meeting. Mr. Nakagawa seconded; motion passed unanimously.</p>
5	<p>Information / Discussion / Action Items <u>Scorecard – 2nd Quarter</u></p> <ul style="list-style-type: none"> • Reviewed scorecard through 2nd quarter (7/1/23 <u>thru</u> 12/31/23) (attachment). <p><u>Update – Training Investments PY 23-24</u></p> <ul style="list-style-type: none"> • Reviewed update on training investment activities and by industry. Discussed strategies and where to prioritize remaining resources (attachment). <p><u>Feedback:</u></p> <ul style="list-style-type: none"> - It is important to change strategy to business alignment first and occupations in demand to keep current with employer needs. - CSCF should proactively promote career awareness of demand occupations. - CSCF could consider funding partners that can support customers and meet employer needs to expand <u>reach</u>. - <u>Continue</u> to focus and increase awareness on STEM careers is good. - CSCF should take a deeper dive with career seekers to assess if they are a good match <u>to</u> the job for the long term. <ul style="list-style-type: none"> o Provide personality testing – does temperament and value-set fit 	<p><i>Staff to provide an update on programs that are closing at next meeting.</i></p> <p><i>Staff to present recommendations on training strategies for <u>next</u> PY at the next meeting.</i></p>



<p>for job?</p> <ul style="list-style-type: none"> o Assessments – do they have the aptitude for the job? o Education background o Include Scenario Assessment o More focus on interviewing skills and behavior-based interviewing o Dress for job o Check with State on Xello application used by CTE programs. <p><u>Summer Youth Employment Program</u></p> <ul style="list-style-type: none"> • Reviewed 2024 Summer Youth Employment Programming Tracks: Explore, Engage and Experience, with each track for specific age group. Also reviewed target enrollments per track (attachment). • Application period to close by 4/1/24. <p>1. <u>Providers Recommendations for Approval</u> Reviewed action memo with staff recommendation to renew contracts of the program provider vendors, as listed in memo, from last program year.</p> <p><u>Federal Performance Update</u></p> <ul style="list-style-type: none"> • Reviewed Federal Indicators of Performance for 4th quarter of PY 2022-2023 and 1st quarter of PY 2023-2024, actual vs. goal. • Reviewed monitoring results for PY 2022-2023 (attachment). 	<p>Mr. Schaefer made a motion to approve, for Board’s final approval, renewal of contracts with program provider vendors, as listed on “Explore Program” chart of action memo, with budget not to exceed \$485,000. Mr. James seconded, with Dr. Kostenbauder and Dr. Vazquez abstaining; motion passed.</p> <p>Mr. Ferguson made a motion to approve, for Board’s final approval, renewal of contracts with program provider vendors, as listed on “Engage Program” chart of action memo, with budget not to exceed \$448,000. Dr. Vazquez seconded; motion passed</p>
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	<u>Grant Updates</u> <ul style="list-style-type: none"> Reviewed an update on grants awarded and duration of grant (attachment). 	
6	<u>Other Business</u> <ul style="list-style-type: none"> None. 	
7	Adjournment Meeting adjourned at 4:32 p.m.	

Respectfully submitted,

Kaz Kasal
 Executive Board Coordinator



MEMORANDUM

To: CareerSource Central Florida Board of Directors
 From: Career Services Committee
 Subject: 2024 Summer Youth Explore & Engage Programs Contract Renewal Budget
 Date: February 15, 2024

PURPOSE:

Recommend the approval to renew contracts with each program provider vendor for Explore and Engagement Programs as listed in below charts.

BACKGROUND:

A request for proposal (RFP) was completed in 2023 in efforts to leverage partnerships within CareerSource Central Florida’s five-county local operating area (Sumter, Lake, Orange, Osceola, and Seminole), for participation in its 2023 Summer Youth Program. A budget of \$700K for the Explore Program & \$700K for the Engage Program was approved for 2023.

For the 2024 Summer Youth Program, CareerSource Central Florida is requesting to renew the contracts with each partner: 1) Valencia College, 2) Collegiate Pathways Inc. (Tech Sassy Girlz), 3) Lake Technical College, 4) Christ the King Episcopal Church, Inc. (Christ the King) 5) Florida Prosperity Partnership (My True Prosperity), 6) Florida Math Institute, 7) The School District of Osceola County (Osceola Technical College), 8) District Board of Trustees of Seminole State College of Florida (Seminole State College), and 9) School Board of Orange County (Orange Technical College). Please see the contract budget for each below:

EXPLORE PROGRAM

Vendor Name	Program	#of Classes	#of Students per Class	Total # of Students	Cost Per Class	Cost per Student	2024 Total Cost
Valencia College	Explore	9	17	153	\$25,500	\$1,500	\$230,000
Florida Math Institute	Explore-STEM	2	15	30	\$18,000	\$1,200	\$36,000
Osceola Technical College	Explore	1	30	30	\$36,000	\$1,200	\$36,000
Orange Technical College	Explore	4	25	100	\$31,000	\$1,240	\$124,000
Seminole State College	Explore	1	24	24	\$30,504	\$1,271	\$31,000
Lake Technical College	Explore	1	24	24	\$28,000	\$1,166	\$28,000
						TOTAL	\$485,000

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ENGAGE PROGRAM

Vendor Name	Program	#of Classes	#of Students per Class	Total # of Students	Cost Per Class	Cost per Student	2024 Total Cost
Tech Sassy Girlz	Engage	2	25	50	\$35,000	\$1,400	\$70,000
Osceola Technical College	Engage	2	15	30	\$20,250	\$1,350	\$41,000
Florida Prosperity Partnership	Engage	2	30	60	\$34,850	\$1,161	\$70,000
Christ the King	Engage	3	12	36	\$18,927	\$1,577	\$57,000
Valencia College	Engage	6	18 to 21 – depending on program	120	\$35,000	\$1,750	\$210,000
						TOTAL	\$448,000

Per CSCF's procurement guidelines and Florida Commerce requirements, the CSCF Board of Directors must review financial agreements involving a member of the Board of Directors and/or their organization that could benefit financially from the agreement. The action, approved by the Career Services Committee on February 15, 2024, must be approved by a two-thirds vote of the Board. The following serve as members of the CSCF Board, and will need to abstain from voting on the recommended action(s).

Explore Program

- Joseph Battista, Valencia College
- Dr. Molly Kostenbauder, Seminole State College
- Dr. Maria Vazquez, Orange County Public Schools
- DeAnna Thomas, Lake Technical College

Engage Program

- Joseph Battista, Valencia College

ACTIONS:

1. The Career Services Committee recommends the CSCF Board of Directors approve to renew contracts with program provider vendors, as listed in above "Explore Program" chart, with budget not to exceed \$485,000.
2. The Career Services Committee recommends the CSCF Board of Directors approve to renew contracts with program provider vendors, as listed in above "Engage Program" chart, with budget not to exceed \$448,000.

The above actions were approved by the Career Services Committee on February 15, 2024.

CAREER SOURCE CENTRAL FLORIDA – 390 N. Orange Avenue, Suite 700, Orlando, FL 32801

Phone: 407.531.1222 – Web: www.CareerSourceCentralFlorida.com

RETURN TO AGENDA



Draft
 Governance Committee Meeting
 Wednesday, February 14, 2024 / 1:00 p.m.

MINUTES

MEMBERS PRESENT: Sheri Olson, Dr. Heather Bigard, Keira des Anges, Jeff Hayward and Nicole Martz

MEMBERS ABSENT: None

STAFF PRESENT: Pam Nabors, Dyana Burke, Steven Nguyen, Lance Willingham, Fabia Diaz and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Ms. Olson, Committee Chair, called meeting to order at 1:02 p.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal reported a quorum present.	
3	Public Comment None offered.	
4	Approval of Minutes: <u>Approval of Minutes</u> <ul style="list-style-type: none"> Reviewed draft minutes from 8/16/23 Governance Committee meeting (attachment). 	Ms. des Anges made a motion to approve the minutes from the 8/16/23 Governance Committee Meeting. Dr. Bigard seconded; motion passed unanimously.
5	Information / Discussion / Actions Items	
	<p><u>Board Compliance to CSCF's Bylaws</u></p> <ul style="list-style-type: none"> <u>Board Demographics</u> Reviewed demographics of CSCF Board vs. regional comparison by gender, ethnicity, race, age, and veteran. All categories trending in right direction, with a continued focus to seek more diverse candidates when recruiting (attachment). <u>Board Seats</u> Reviewed board seats: <ul style="list-style-type: none"> Board Members in seats expiring on 6/30/24 have all agreed to renew for another 3-year term. Vacancies are being reviewed for candidates. <p><u>Board Member Recruitment, Participation, Engagement and Development</u></p> <p><u>Board Engagement (7/1/2023 thru 12/31/2023)</u></p> <ul style="list-style-type: none"> Reviewed metrics on Board Engagement through 2nd quarter, 7/1/2023 thru 12/31/2023 (attachment). Exceeded annual goal of 80% in Demonstrate category with 90%, and on track in Participate and Contribute categories. <p><u>Enterprise Risk Update</u></p> <ul style="list-style-type: none"> For <u>period</u> July 2023 through December 2023, reviewed methodology, pareto chart and updates on CSCF's current top 	



	<p>five risks. Also reviewed actions staff have taken (attachment):</p> <ul style="list-style-type: none"> - Reviewed the proactive steps to address and mitigate the top three IT risks. - Legislative Change/Risk #4: "A Stronger Workforce for America Act" bill introduction – executive staff are proactively discussing any upcoming changes in preparation to stay compliant and serve the community - Talent Acquisition (Retention)/Risk #5: HR Department launched an Employee Satisfaction Survey to identify areas for improvement and lower potential risks. 	
6	<p>Other Business</p> <ul style="list-style-type: none"> • Ms. Kasal to send out a poll to Committee to reschedule next committee meeting. 	
7	<p>Adjournment Meeting adjourned at 1:43 p.m.</p>	

Respectfully submitted,

Kaz Kasal
Executive Board Coordinator

Thank You Board Members



We are honored to have amazing Board Members like each of you. Thank you to those who have contributed to our mission to-date through monetary, in-kind and other supportive contributions.

Joe Battista

Sheri Olson

Gui Cunha

Gaby Ortigoni

Wendy Brandon

Stella Siracuza

Wendy Ford

Michell Sperzel

Tanisha Nunn Gary

David Sprinkle

Mark Havard

Richard Sweat

Jeff Hayward

DeAnna Thomas

Dr. Molly Kostenbauder

Dr. Maria Vazquez



Meeting Details

Meeting Agenda

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Central Florida**

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INSIGHT



UPDATE FEDERAL WIOA LEGISLATION



A Stronger Workforce for America Act

Background

On December 7, 2023, the House Committee on Education and the Workforce Chairwoman Virginia Foxx (R-NC) and Ranking Member Bobby Scott (D-VA) introduced [H.R. 6655](#), the A Stronger Workforce for America Act. The bill was subsequently marked up and passed out of committee later that month. This bill would amend and reauthorize the Workforce Innovation and Opportunity Act of 2014 (WIOA), which succeeded the Workforce Investment Act of 1998. WIOA is the landmark workforce development legislation that is designed to help job seekers access employment, education, training, and support services to navigate a competitive workforce. Given the role of higher education in developing and preparing a high-skilled workforce, several aspects of the legislation impact institutions of higher education.

This high-level summary focuses primarily on elements in the bill that will directly impact institutions of higher education. The House Committee on Education and the Workforce also provided a [brief summary](#) and a [section-by-section summary](#) of the bill.

Summary

Title I – Workforce Development Activities

Title I of WIOA authorizes several state and national programs and activities that support job training and related services to unemployed and underemployed individuals. Programs under Title I are administered by the U.S. Department of Labor.

- H.R. 6655 would require employers to pay between 10 percent and 50 percent (depending on the size of the employer) of the cost of employer-directed skills development.
- The bill instructs local workforce boards to align employment, training, education, and supportive services with career and technical education programs of study described in the Carl D. Perkins Career and Technical Education Act. This bill also requires the Secretary of Education and Secretary of Labor to propose expected state levels of performance for each program.
- The bill changes the performance accountability measures that apply across many of WIOA's programs. These changes include revising indicators of performance to measure skill gains, updating performance reports to include earnings and skills development data, and clarifying instances in which a state or local area can be subject to performance improvement actions or sanctions.
- One-stop career centers are the physical locations that participants interact with for the program. H.R. 6655 would expand eligibility to area career and technical education schools as well as libraries or local boards.
- The bill would expand eligibility to be designated a "provider of training services" beyond institutions of higher education and other approved providers to institutions that offer short-term



programs. The bill also clarifies that online programs that meet existing requirements are eligible to be providers. The bill includes additional provisions impacting training services providers, including institutions of higher education, such as:

- Adding requirements providers must meet, such as performance and outcome measures;
 - Establishing a new conditional eligibility status intended to be utilized by newer programs;
 - Requiring providers to provide programmatic, performance, and accountability information to states, which they must then publicize on an accessible website;
 - Streamlining the application process and requiring states to make a determination of a program's eligibility within 30 days;
 - Modifying processes for multistate providers and online providers; and
 - Reforming allowable performance incentives and sanctions for approved providers.
- The legislation expands individual training accounts of at least \$5,000 to include select people aged 16-21. The individual training accounts are allocated to local areas, which can be used by eligible participants to pay for approved training activities.
 - It also amends "youth workforce investment activities" to include the establishment of minimum funding amounts for local areas, requirements for statewide youth activities, and the allocation of funds for various youth programs, including summer and year-round employment opportunities.
 - The bill establishes a "Critical Industry Skills Fund" that would offer performance-based payments to entities offering programs that lead to employment or retention in specified industries.
 - The bill amends the "Reentry Employment Opportunities" grant program for nonprofit entities, including institutions of higher education. The Secretary of Labor would be responsible for awarding competitive grants or entering contracts in which 30 percent of such amounts would be awarded to regional or national intermediaries for conducting reentry projects and 30 percent would be awarded to eligible entities using pay-for-performance contracts.
 - The legislation also bolsters the "Strengthening Community Colleges Workforce Development" grant program, for community colleges. The grant would be prioritized to serve individuals with barriers to employment or incumbent workers in need of foundational skills. Community colleges applying for the grant must establish industry partnerships with employers in in-demand industries to implement grant activities.
 - The bill authorizes states to receive the allotments or allocations of consolidated grants for five years to carry out projects demonstrating innovation reforms to achieve better outcomes for job seekers, employers, and taxpayers.

Title II – Adult Education and Literacy

This title amends the programs for state and local service providers to offer education and skills development programs for American workers, including immigrants and English learners. The legislation would update the purpose of Title II programs to include assisting adults in obtaining digital literacy skills. Funding is distributed for activities assisting eligible adults in obtaining postsecondary education, training, or employment.

- The bill updates the "Adult Education and Literacy" program to include funding to assist adults in obtaining digital literacy skills. Digital literacy skills are defined as "skills associated with using



existing and emerging technologies to find, evaluate, organize, create, and communicate information and to complete tasks.”

- Each eligible state and local agency would be responsible for providing matching funds information. The bill would update the required state leadership activities to identify opportunities to align with activities under the Carl D. Perkins Career and Technical Education Act.

Title III – Amendments to other Laws

- Funds from H-1B non-immigrant visa fees are allocated to states based on the relative number of unemployed individuals, disadvantaged adults, and individuals in the civilian labor force in each state. Within the state allocations, states are required to allocate funds to eligible dislocated workers through individual training accounts.



RESULTS OF THE ENGAGEMENT SURVEY



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OTHER BUSINESS



REMINDER:

NEXT BOARD MEETING SCHEDULED FOR:

FRIDAY, APRIL 26, 2024

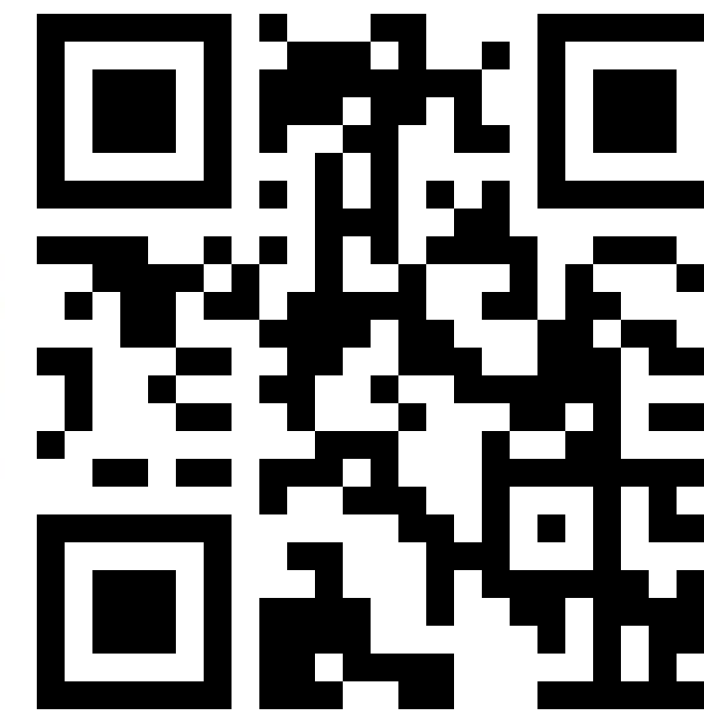
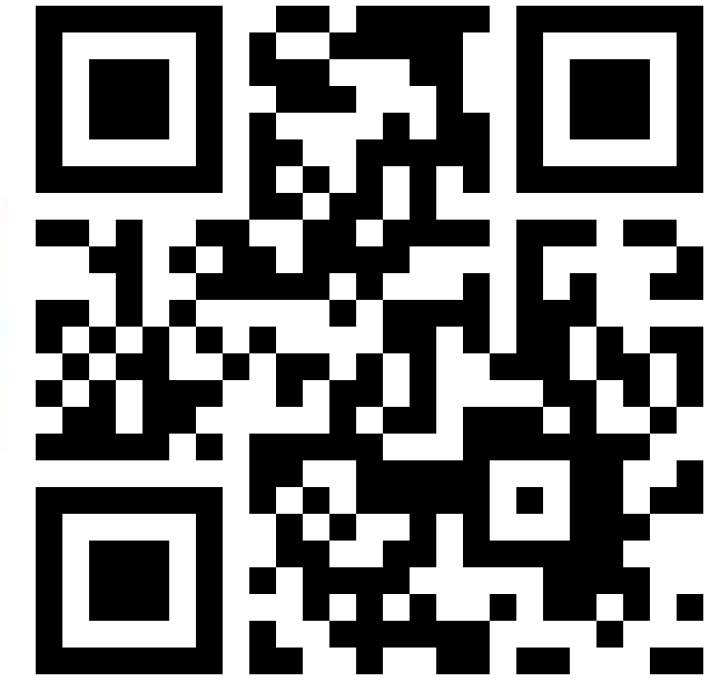
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ADJOURNMENT



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