

# GOVERNANCE COMMITTE MEETING

CareerSource Central Florida | 5/14/25 CareerSourceCentralFlorida.com



#### 5/14/25 GOVERNANCE COMMITTEE MEETING DETAILS

**Meeting Details** 

**Meeting Agenda** 

Welcome

Roll Call

**Public Comment** 

**Approval of Minutes** 

Information/

Discussion/

**Action Items** 

**Other Business** 

Adjournment

What: Governance Committee Meeting

When: Wednesday, May 14, 2025

3:00 p.m. – 4:30 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/85002691214?pwd=YosKbgN5oNuWbj2zcwGdm4YiyjkcyY.1

Dial In: 1 (929) 205-6099 / Meeting ID: 850 0269 1214 / Passcode: 295188

#### 5/14/25 GOVERNANCE COMMITTEE MEETING DETAILS

	Agenda Item #"	Topic	Presenter	Action Item
Meeting Details	1.	Welcome	Sheri Olson	
Meeting Agenda	2.	Roll Call / Establishment of Quorum	Kaz Kasal	
Welcome	3.	Public Comment		
Roll Call	4.	Approval of Minutes  A. <u>2/5/25 Governance Committee Meeting</u>	Sheri Olson	X
Public Comment	5.	Information / Discussion / Action Items	Committee Review/Discussion	
Approval of Minutes  Information/ Discussion/ Action Items  Other Business		<ul> <li>A. Board Member Recruitment, Participation and Development</li> <li>1) Proposed Roster for PY 2025-2026</li> <li>2) Approval of Slate of Officers</li> <li>3) Board Engagement Results: (7/1/24 thru 4/30/25)</li> </ul>		X
Adjournment	6.	Other Business		
	7.	Adjournment		



**Meeting Agenda** 

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**Other Business** 

Adjournment

## WELCOME



**Meeting Agenda** 

Welcome

Roll Call

**Public Comment** 

**Approval of Minutes** 

Information/

Discussion/

**Action Items** 

**Other Business** 

Adjournment

## ROLLCAL



**Meeting Agenda** 

Welcome

Roll Call

**Public Comment** 

**Approval of Minutes** 

Information/

Discussion/

**Action Items** 

**Other Business** 

Adjournment

## PUBLIC COMMENT



**Meeting Agenda** 

Welcome

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Adjournment

## APPROVAL OF MINUTES



#### Draft Governance Committee Meeting Wednesday, February 5, 2025 / 3:00 p.m.

#### MINUTES

MEMBERS PRESENT: Sheri Olson, Gui Cunha, Jeff Hayward, and Catherine McManus

MEMBERS ABSENT: Nicole Martz

STAFF PRESENT: Pam Nabors, Tadar Muhammad, Leo Alvarez, Steven Nguyen, Melanie Markes,

Lance Willingham, Vince Bruno and Kaz Kasal Heather Ramos / GrayRobinson

**GUEST PRESENT:** 

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Ms. Olson, Vice Chair, called the meeting to order at 3:01 p.m.	
2	Roll Call / Establishment of Quorum  Ms. Kasal reported a quorum present.	
3	Public Comment None offered.	
4	Approval of Minutes: Approval of Minutes  Reviewed draft minutes from 8/21/24.	Mr. Hayward made a motion to approve the minutes from the 8/21/24 Governance Committee Meeting. Ms. McManus seconded; motion passed unanimously.
5	Information / Discussion / Actions Items	
	Bylaws – Review Revisions  Ms. Ramos, Attorney with GrayRobinson, provided a review on the proposed revisions made to the CSCF Bylaws (attachment).  Board Demographics – Review Historical  Reviewed demographics, historical to current, on gender, ethnicity, race, age, and veteran representation (attachment). All categories have been moving in the right direction and towards alignment with regional representation, since tracking in 2016.  Board Member Recruitment, Participation, Engagement and Development  Board Engagement Results (7/1/2024 thru 12/31/2024)  Reviewed PY 24-25 metrics on Board Engagement through 2 <sup>nd</sup> quarter (7/1/2024 thru 12/31/2024), and in-line with midyear goals.	Mr. Hayward made a motion, to move to Board for final approval, the proposed revisions to the CSCF Bylaws. Ms. McManus seconded; motion passed unanimously.

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Agenda Item 4A



	<ul> <li>Enterprise Risk Update</li> <li>For period July 2024 through December 2024, reviewed methodology, pareto chart and updates on CSCF's current top five risks. Also reviewed actions staff have taken (attachment):         <ul> <li>Reviewed the proactive measures and next steps to address and mitigate cybersecurity risks</li> <li>Removing IT, Loss of State Funding: is the highest risk and "Natural Disaster" is 2<sup>nd</sup> highest risk.</li> <li>Employee turnover decreased 4%</li> <li>Reviewed top 8 Future Risks (3-5 years)</li> </ul> </li> </ul>
6	Other Business
	None Offered.
7	Adjournment
	Meeting adjourned at 3:39 p.m.

Respectfully submitted,

Kaz Kasal Executive Board Coordinator





**Meeting Agenda** 

Welcome

Roll Call

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Information/
Discussion/
Action Items

**Other Business** 

Adjournment



## INFORMATION/ DISCUSSION/ ACTION ITEMS



#### PROPOSED ROSTER: PY 2025-2026



#### CareerSource Central Florida Required Board Composition PREP FOR FY: 2025-2026

Private, for-profit businesses or organizations	Mandatory Areas of Representation:  • Labor / Apprenticeship, Community-Based		
Private, for-profit businesses or organizations			
CEOs, COOs or executives who have	Mandatory Areas of Representation:  Labor / Apprenticeship, Community-Based Organizations (CBO) - at least 20% representation  Education  Economic / Community Development		
Orange: 10 L Osceola: 3 Seminole: 4 Lake: 2 Sumter: 1 Total: 20	Current Mandatory Seats (all counties):  Labor / Apprenticeships / CBOs: 8  Education: 5  Economic / Community Development: 4  Total: 17		

Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128, Section 107 Reference:

CareerSource Florida – Administrative Policy (#91), Section IV CareerSource Central Florida Bylaws, Article VI

Central Florida Area Workforce Development Consortium - Interlocal Agreement, Section II

NUMBER OF VACANCIES: 1

EFFECTIVE DATE: 7/1/25

**BUSINESS SEATS** 

Yellow: Renewing (Expiring 6/30/25)

NAME OF RWB MEMBER	Organization/Company	AREA(S) OF REPRESENTATION	County	Appointment Date	Years Served Since 7/1/21	Current Term
Albu, Andrew	Albu & Associates, Inc.	BU	Orange	7/1/2018	4	7/1/2024 - 6/30/2027
Arroyo, Sharon	Duke Energy	BU	Orange	7/1/2024		7/1/2024 -6/30/2027
Brandon, Wendy	UCF Lake Nona Medical Center	BU	Orange	10/5/2011	4	7/1/2025 - 6/30/2028
Gary, Tanisha Nunn	African American Chamber of Commerce of Central Florida	BU	Orange	7/1/2022	3	7/1/2025 - 6/30/2028
Havard, Mark	Hyatt Regency Orlando	BU	Orange	7/1/2016	4	7/1/2025 - 6/30/2028
LeWinter, Lindsey	Fairwinds	BU	Orange	7/1/2023	2	7/1/2023 - 6/30/2026
Nakagawa, Steve	Florida High Tech Corridor	BU	Orange	7/1/2023	2	7/1/2023 - 6/30/2026
Ortigoni, Gaby	Hispanic Economic Advancement Foundation	BU	Orange	7/1/2022	3	7/1/2025 - 6/30/2028
Ruffin, Brinkley	Universal Destinations & Experiences (Universal Orlando Resort)	BU	Orange	7/1/2024	1	7/1/2024 - 6/30/2027
Santorelli, Amy	AdventHealth	BU	Orange	12/11/2023	2	12/11/2023 - 6/30/2026
Martz, Nicole	Sanford Airport Authority	BU	Seminole	7/1/2023	2	7/1/2023 - 6/30/2026
Sprinkle, David	Veritas Recruiting Group, LLC	BU	Seminole	2/22/2018	4	7/1/2024 - 6/30/2027
Sweat, Richard	.decimal	BU Small Business	Seminole	10/5/2011	4	7/1/2025 - 6/30/2028
Walton, Matt	MiGre Engineers, LLC	BU	Seminole	7/1/2018	4	7/1/2024 - 6/30/2027
Hindle, Shawn	Hanson, Walter & Associates, Inc.	BU	Osceola	7/1/2021	4	7/1/2024 - 6/30/2027
Larry, Ben	Skywalker Technologies, Inc.	BU	Osceola	7/1/2023	2	7/1/2023 - 6/30/2026
Siracuza, Stella	Tomato Express, Inc.	BU Small Business	Osceola	12/17/2020	4	7/1/2023 - 6/30/2026
Olson, Sheri	South Lake Hospital	BU	Lake	7/1/2013	4	7/1/2024 - 6/30/2027
Schaefer, Jonathan	Kalos Services, Inc.	BU	Lake	12/11/2023	2	7/1/2025 - 6/30/2028
Ferguson, Casey	Casey Ferguson Cattle, LLC	BU	Sumter	12/11/2023	2	12/11/2023 - 6/30/2026

PUBLIC SEATS					Meeting Packet Page 14	
NAME OF RWB MEMBER	Organization/Company	AREA(S) OF REPRESENTATION	County	Appointment Date	Years Served Since 7/1/21	Current Term
Battista, Joseph	Valencia College	ETPC	Region	7/1/2022	3	7/1/2025 - 6/30/2028
Cunha, Gui	Seminole County Government, Office of Economic Development & Tourism	GRED	Region	12/16/2021	4	7/1/2023 - 6/30/2026
Simpkins, Tremayne	Division of Vocational Rehabilitation / Florida Department of Education	GRVRD	Region	12/9/2024	1	12/9/2024 - 6/30/2027
Donnelly, Sean	Central Florida Electrical Joint Apprenticeship & Training Committee (J.A.T.C.) / Central Florida AFL-CIO	WOLO/WOJ	Region	12/16/2021	4	7/1/2023 - 6/30/2026
Ford, Wendy	Osceola Council on Aging	CBO	Region	7/1/2019	4	7/1/2025 - 6/30/2028
Gill, John	Quest, Inc.	WOD (CBO representing Individuals & Disabilities)	Region	7/1/2016	4	7/1/2025 - 6/30/2028
Gray, Kristin	State of Florida Department of Children & Families	GRO	Region	7/1/2023	2	7/1/2023 - 6/30/2026
Hayward, Jeff	Heart of Florida United Way	WOD/WOV (CBO representing Disabilities/Veterans)	Region	7/1/2017	4	7/1/2023 - 6/30/2026
Kostenbauder, Molly	Seminole State College	ETPA	Region	7/1/2023	2	7/1/2023 - 6/30/2026
McManus, Catherine Steck	Habitat for Humanity Greater Orlando & Osceola County	СВО	Region	7/1/2024	1	7/1/2024 - 6/30/2027
Pascal, Chris	IUPAT / Florida Finishing Trades	WOLOWOJ	Region	12/11/2023	2	12/11/2023 - 6/30/2026
Kristin Williams	Crummer Graduate School of Business at Rollins College	ETPC	Region	7/1/2024	1	7/1/2024 - 6/30/2027
Sperzel, Michelle	Harbor House	СВО	Multi-County	7/1/2022	3	7/1/2025 - 6/30/2028
Thomas, DeAnna	Lake Technical College	ETPA	Multi-County	7/1/2021	4	7/1/2025 - 6/30/2028
Ushkowitz, Eric	City of Orlando	GRED	Region	10/5/2011	4	7/1/2024 - 6/30/2027
Vazquez, Dr. Maria	Orange County Public Schools	ETPO	Orange	12/16/2021	4	7/1/2024 - 6/30/2027
Watford, Richard	Ironworkers Local Union 808 / Joint Apprentice Training Committee	WOLO/WOJ	Multi-County	12/11/2023	2	12/11/2023 - 6/30/2026



## APPROVAL OF SLATE OF OFFICERS



#### Proposed: Slate of Officers FY: 2025-2026

<b>Board Position</b>	Nomination	Job Title	Organization
Chair	Sheri Olson	Director, Foundation, Government & Guest Relations	South Lake Hospital Foundation/ Orlando Health South Lake Hospital
Vice Chair	David Sprinkle	Managing Partner	Veritas Group, LLC
Treasurer	Eric Ushkowitz	Economic Development Administrator	City of Orlando
Secretary	Jeff Hayward	President/CEO	Heart of Florida United Way



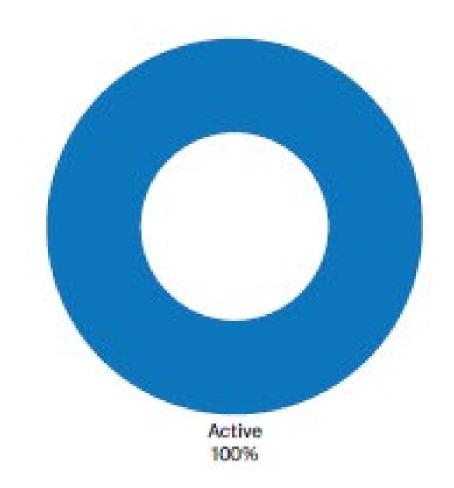
## **BOARD ENGAGEMENT** (7/1/24 – 4/30/25)

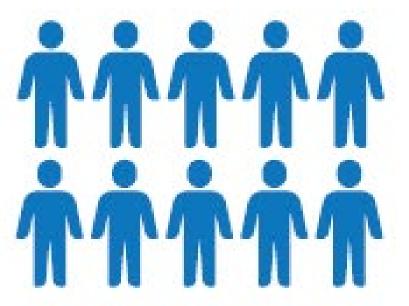


#### BOARD ENGAGEMENT: PY 2024-2025 (7/1/24 Thru 4/30/25) THRU 4/30/2025

	PARTICIPATE*	DEMONSTRATE*	CONTRIBUTE*
GOAL	90% of Board Membership	80% of Board Membership	70% of Board Membership
KPI	Board Members Participate with 24 Hours per Year	Board Members Demonstrate One Occurrence per Year	Board Members Contribute to Revenue Generation and/or In-kind Contributions per Year
Thru 4-30-25	73% (27 out of 37) Participated (27 out of 37 attained annual KPI (24+ Hrs))	100% (37 out of 37)  Demonstrated	76% (28 out of 37) Contributed

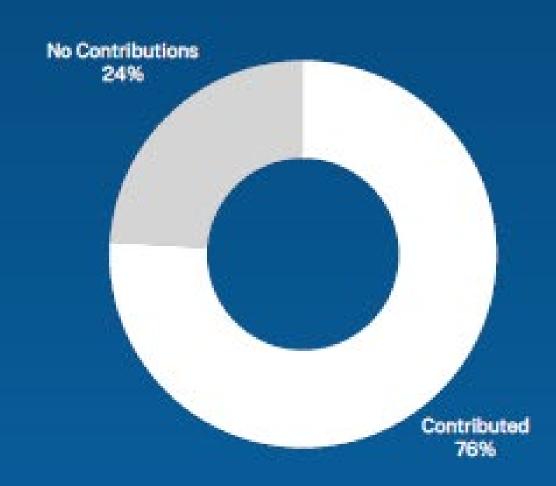
#### Demonstrate





100% of our board members performed at least one activity this year.

#### Contribute

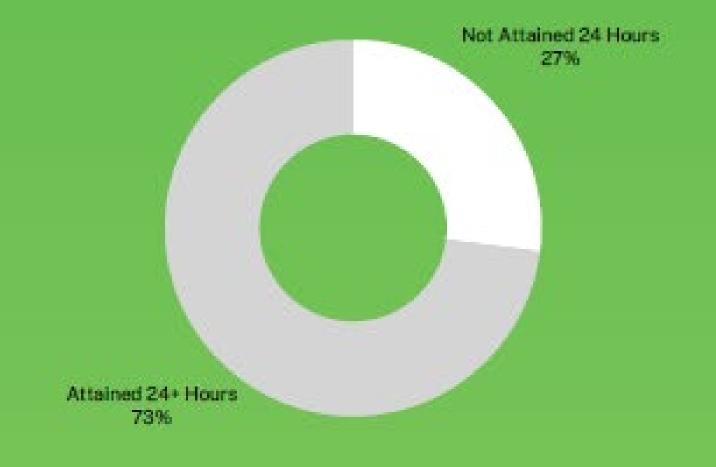


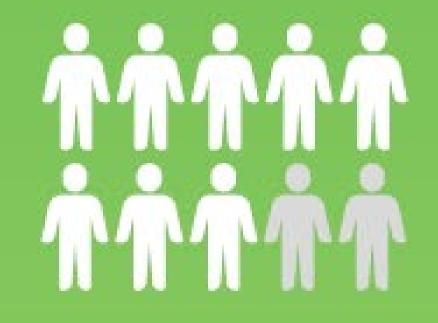


#### 76%

Board members made at least one contribution over the program year. We have already surpassed annual goal of 70% and last program year's 72%.

#### Participate





73%
Getting closer to our annual goal of 90%
(24 Hours/Year)

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Contribution

	ENGAGEMENT			
	PARTICIPATE	DEMONSTRATE	CONTRIBUTE	
GOAL	90% of Board Membership	80% of Board Membership	70% of Board Membership	
DESCRIPTION	<ul> <li>Board Meetings</li> <li>Committee Meetings</li> <li>Board Orientation</li> <li>Board Conference Travel (NAWB, State Board Meetings)</li> <li>Individual Meetings with CSCF Staff</li> <li>Workforce Development-Related Meetings and Events</li> </ul>	<ul> <li>Attending Company Sponsored / Industry Events</li> <li>Participate in Media Interviews</li> <li>Speaking Engagements (internal or external)</li> <li>Sharing the CSCF Story: Inclusion of News/Information in Company's Communications Channels (internal or external)</li> <li>CSCF Miscellaneous Business Activities</li> <li>Job Shadowing</li> <li>Center Visits</li> <li>The Board Source Quarterly Newsletter</li> </ul>	<ul> <li>Annual Contribution (Suggested \$500)</li> <li>Participation in Fundraising Activities</li> <li>Contribution of In-Kind Donations</li> <li>Sponsor Summer Youth Program</li> </ul>	
KPI	Participate for 24 Hours, Per Year	Participate in One Occurrence, Per Year	Contribute to Revenue Generation and/or provide In-kind	

RETURN TO AGENDA



**Meeting Agenda** 

Welcome

Roll Call

**Public Comment** 

**Approval of Minutes** 

Information/

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**Other Business** 

Adjournment



## OTHER BUSINESS



### NEXT GOVERNANCE MEETING TENTATIVE FOR AUGUST 2025



**Meeting Agenda** 

Welcome

Roll Call

**Public Comment** 

**Approval of Minutes** 

Information/

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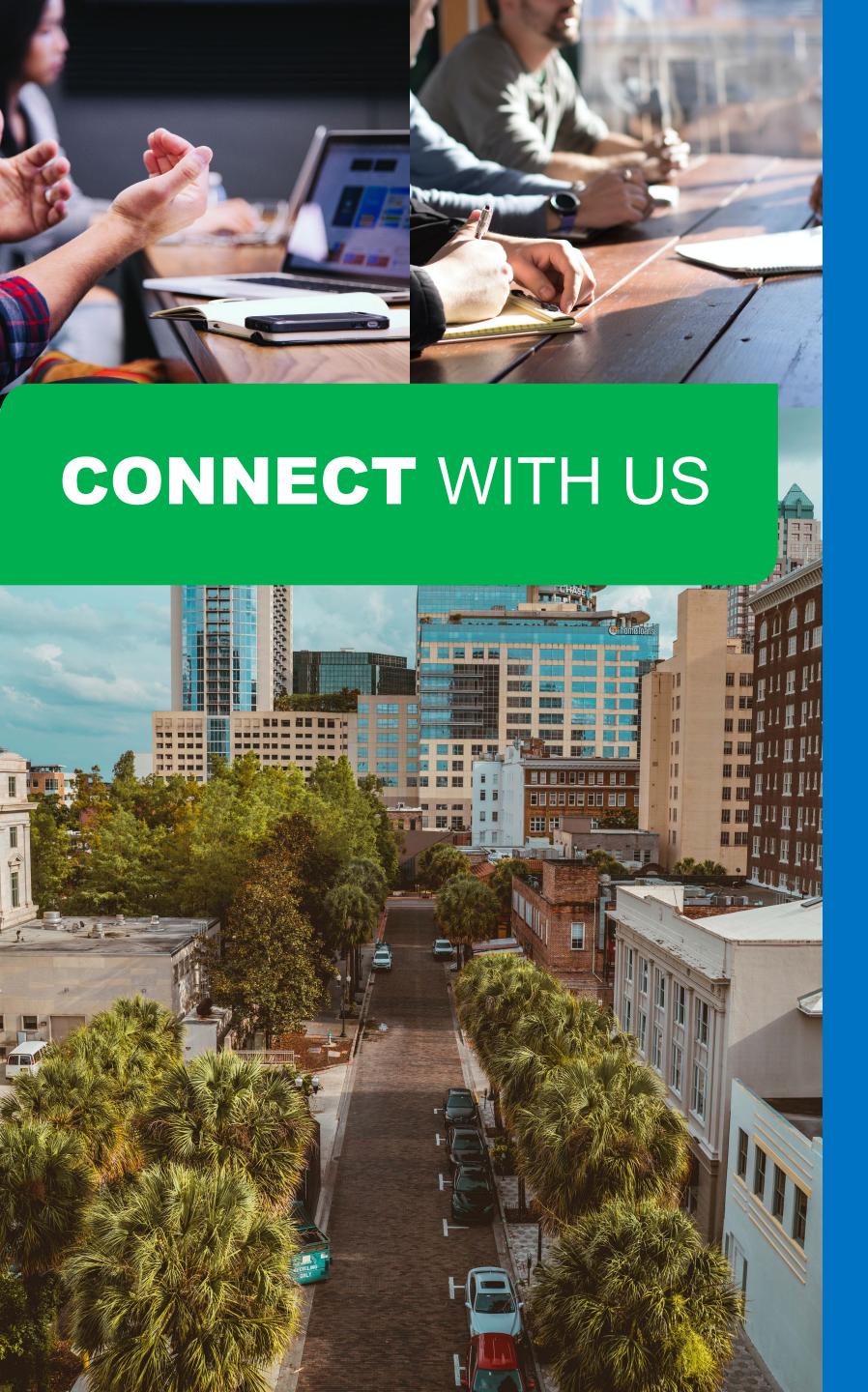
**Action Items** 

**Other Business** 

**Adjournment** 



## ADJOURNMENT





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







## THANKYOU

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