



## Executive Committee Meeting

Thursday, May 29, 2025, 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, Leo Alvarez, Marcela DeFaria, Geo Morales, Vince Bruno, and Kaz Kasal

**GUESTS PRESENT:** Heather Ramos

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Mr. Sweat, CSCF Chair, called the meeting to order at 2:03 p.m.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	<b>Public Comment</b> None offered.	
4	<b><u>Approval of Minutes – 2/20/25 Executive Committee Meeting</u></b> <ul style="list-style-type: none"> <li>Reviewed minutes (attachment).</li> </ul>	<b>Mr. Walton made a motion to approve the draft minutes from the 2/20/25 Executive Committee meeting. Mr. Sprinkle seconded; motion passed unanimously.</b>
5	<b>Information / Discussion / Action Items</b>  <b><u>Chair's Report</u></b> Mr. Sweat relayed he would not be present at the 6/12/25 Board Meeting due to a schedule conflict, and that Ms. Olson, Vice Chair, would preside over the meeting.  <b><u>President's Report</u></b> Ms. Nabors, CEO, provided below highlights: <ul style="list-style-type: none"> <li>Budget Workshop occurred on 5/22/25 to review draft budget for FY 2025-2026. Many board members were in attendance to discuss the draft budget and provide input.</li> <li>Voluntary retirement program sent out to eligible staff – waiting on results.</li> <li>Part of 6/12/25 Board Meeting will include virtual meeting with CareerSource Brevard Flagler Volusia Board to discuss enhancing access to services between regions.</li> <li>Introduced Mr. Geo Morales, CSCF's new Associate Vice President of Strategic Communications</li> <li>CSCF has partnered with Goodwill on a pilot project with Welfare Transition recipients to make this population aware</li> </ul>	



they can make more money working vs receiving TANF (Temporary Assistance to Needy Families).

- Additional highlights to be provided at the 6/12/25 Board Meeting.

### **Committee Reports**

#### Audit

Mr. Walton, Audit Committee Chair, stated the FY 2023-2024 990 Report draft was reviewed by Audit and Executive Committees, then approved and filed to IRS, and sent to CSCF Board as an info item.

#### Career Services

Mr. Albu, Career Services Committee Chair, stated Career Services Committee met on 4/22/25 and reviewed following:

- New training providers added to local Eligible Training Provider List, which will be Consent Agenda for 6/12/25 Board Meeting.
- Internship process, outcomes and impact. Committee provided feedback.
- Young adult programs: Summer Youth, Year-Round Youth, and High School Career Express. Reviewed outcomes and impact and Committee provided feedback.
- Scorecard through 3<sup>rd</sup> quarter (7/1/24 thru 3/31/25).
- Customer satisfaction for period 7/1/24 thru 4/4/25: received an overall satisfaction rating of 9 (based on 1 out of 10 scale).
- Focus on the growing STEM and hospitality careers and encourage career seekers to those occupations.
- Highlights with Summer Youth program, community hubs and CSCF & Goodwill pilot.

#### Community Engagement

Mr. Sprinkle, Community Engagement Committee Chair, stated committee met on 6/2/25 and reviewed the following:

- Potential legislative impact that could affect funding, training programs and reduction in support.
- Website refresh updates; launched Donations page. Currently refining site map.
- Upcoming priorities to include: rollout of BOLD initiative and strategic communication goals for 2025-2026.

#### Facilities Ad Hoc



Mr. Walton, Facilities Ad Hoc Committee Chair, stated Committee met on 3/7/25 and reviewed the following:

- Reviewed lease schedules of all CSCF locations
- Reviewed lease updates on:
  - Administration office – reducing space
  - Community Hubs complete and located inside Valencia College’s East campus and Seminole State College’s main campus
  - Lake-Career Center located at Lake Sumter State College – reducing 20-30% of space
- CSCF will continue to reduce overhead costs while strategically reaching those specifically seeking career support and upskilling, CSCF will continue to search for organizations, like the “Community Hubs” within colleges, that attract career seekers; where CSCF can co-locate to provide career support.

Committee feedback:

- CSCF should showcase to CareerSource Florida and Florida Commerce the great audits and savings on fixed costs – monetize this.

Finance Committee

Mr. Ushkowitz, Finance Committee Chair, reported the Budget Workshop occurred on 5/22/25 where the Board reviewed budget priorities for FY 2025-2026.

The Finance Committee met on 6/4/25 and went over the following:

- Approved the following items for Board’s final approval:
  - Approved the draft budget for FY 2025-2026.
  - Community Hub Lease: Valencia College
  - Community Hub Lease: Seminole State College
  - Finance Charter
  - Unrestricted Investment Account Broker
  - Transfer Authority of WIOA Adult/DW Funding
  - Waiver Request of ITA Training Requirements
- Reviewed financials thru 3/31/25



Governance

Ms. Olson, Governance Committee Chair, stated Committee met on 5/14/25 and:

- Reviewed proposed Board Roster for FY 2025-2026. All Board Member whose seats expire on 6/30/25 have agreed to renew for another 3-year term.
- Approved a proposed Slate of Officers which will be brought to the Board next week for approval.
- Reviewed Board Engagement through 4/30/25,

Revenue Diversity and New Markets

Mr. Gill, Revenue Diversity and New Markets Committee Chair, stated the Committee met on 5/28/25 and reviewed the following:

- Ms. DeFaria will be staff lead for this committee moving forward.
- Grant details and funding results 7/1/24 thru 5/28/25. Currently exceeding annual \$6M by 111% (\$6.7M).
- “Pouring with a Purpose” event occurring on 4/16/25 was a success and helped increase board participation and contributions.
- Ticket To Work challenges requiring staff to maintain reaching customers, but case get dropped if staff can’t reach after 90 days. Staff looking for ways to resolve this issue.
- Reviewed donor cycle map and areas of focus within the map. Committee provided feedback.
- Reviewed FY 2025-2026 development goals.
- Signature breakfast planning on 9/16/25.

6/12/25 Board Meeting Agenda:

- Reviewed agenda for upcoming Board Meeting (attachment)

President & CEO Performance Review:

Committee reviewed President & CEO’s FY 2024-2025 performance appraisal completed by Mr. Sweat, and discussed her performance. All agreed on comments and ratings.

**Mr. Gill made a motion to approve Ms. Nabors’ end of year compensation adjustments of 4% merit, a 10% discretionary incentive and a 5% 457 retirement plan discretionary incentive contribution. Mr. Hayward seconded; motion passed unanimously.**



6	<b>Other Business</b> None offered.	
7	<b>Adjournment</b> Meeting adjourned at 3:24 pm	

Respectfully submitted,  
Kaz Kasal, Executive Coordinator