

## BOARD OF DIRECTORS MEETING

CareerSource Central Florida | 6/12/25

CareerSourceCentralFlorida.com



#### 6/12/25 BOARD OF DIRECTORS MEETING DETAILS

**Meeting Details** 

**Meeting Agenda** 

Welcome

**Roll Call** 

**Public Comment** 

Central / East Coast FL Innovation/Alliance

**Spotlight Story** 

**Consent Agenda** 

Information/
Discussion/
Action Items

**Other Business** 

**Adjournment** 

**Appendix** 

What: CSCF Board of Directors Meeting

When: Thursday, June 12, 2025

9:00 a.m. – 10:30 a.m.

Where: Universal Orlando CityWalk's Rising Star

Park in CityWalk Parking Garage (6000 Universal Blvd. Orlando, FL 32819)

Virtual via Zoom:

Link: <a href="https://careersourcecf.zoom.us/j/84658384848?pwd=52hbzLnw0jf5p3I14ZQggSZDx73VQr.1">https://careersourcecf.zoom.us/j/84658384848?pwd=52hbzLnw0jf5p3I14ZQggSZDx73VQr.1</a>

Dial In: 1 (929) 205-6099 / Meeting ID: 846 5838 4848 / Passcode: 061225

### 6/12/25 BOARD OF DIRECTORS MEETING AGENDA

Meeting Details	Agenda Item #"	Topic	Presenter	Action Item
Meeting Agenda  Welcome	1.	Welcome - Pledge of Allegiance - Roll Call / Establishment of Quorum - Public Comment - Host Welcome	Sheri Olson	
Roll Call	2.	Central and East Coast Florida Innovation Alliance (Virtual Connection)	Pamela Nabors President/CEO CareerSource Central Florida	
Public Comment			Adrienne Johnston President/CEO CareerSource Florida	
Central / East Coast FL Innovation/Alliance			Marci Murphy Executive Director CareerSource Brevard Flagler	
Spotlight Story			Volusia	
Consent Agenda	3.	Spotlight Story	Tadar Muhammad	
Information/ Discussion/ Action Items  Other Business	4.	Consent Agenda  A. 4/15/25 Board Meeting – Minutes  B. Proposed 2025-2026 Board-Committee Meeting Schedule  C. Finance Committee Charter (Finance)  D. Unrestricted Investment Account Broker (Finance)  E. Transfer Authority of WIOA Adult/DW Funding (Finance)		X
<u>Adjournment</u>		<ul> <li>F. <u>Waiver Request of ITA Training Requirements (Finance)</u></li> <li>G. <u>Training Provider Recommendations to ETPL List (Career Services)</u></li> </ul>		
<u>Appendix</u>				

#### 6/12/25 BOARD OF DIRECTORS MEETING AGENDA

Meeting Agenda  Melcome  5. Information / Discussion / Action Items A. Chair's Report B. President's Report C. Finance Report D. Committee Reports  5. Information / Discussion / Action Items Sheri Olson Pamela Nabors Eric Ushkowitz	
Welcome  B. President's Report C. Finance Report Eric Ushkowitz	
Welcome C. Finance Report  C. Finance Report	
D. Committee Reports	
1) Executive (met on 5/29/25)  Roll Call  2) Audit (no meeting)  Matt Walton	
Viali valion	
3) Facilities Ad Hoc <i>(met on 3/7/25)</i> Matt Walton  Public Comment  3) Career Services <i>(met on 4/22/25)</i> Andrew Albu	
4) Community Engagement Committee (met on 6/2/25) Lindsey LeWinter	
5) Finance (met on 6/4/25)	<b>\</b>
Central / East Coast FL  a) Approval of EV 2025-2026 CSCE Budget	X
b) Community Hub Lease: Valencia College	X
c) Community Hub Lease: Seminole State College	X
<u>Spotlight Story</u>	
7) Governance (met on 5/14/25) Sheri Olson	
Consent Agenda a) Slate of Officers	X
b) <u>Board Engagement Update</u>	
8) Revenue Diversity & New Markets (met 5/28/25) Information/	
Discussion/	
Action Items 6. Other Business	
7. Adjournment	
Other Rusiness	

**Other Business** 

**Adjournment** 

**Upcoming Meetings:** 

See proposed 2025-2026 Consortium & Board Master Calendar (under Consent Agenda)

**Appendix** 



**Meeting Agenda** 

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**Appendix** 

## WELCOME

ju 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



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# ROLL CALL / ESTABLISHMENT OF QUORUM



**Meeting Agenda** 

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**Appendix** 

## PUBLIC COMMENT



## SPECIAL THANKS TO OUR HOST



## CENTRAL & EAST COAST FLORIDA INNOVATION ALLIANCE



Adrienne Johnston
President / CEO
CareerSource Florida



Marci Murphy
Executive Director
CareerSource
Brevard Flagler Volusia



Pamela Nabors
President / CEO
CareerSource Central Florida

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### CONSENT AGENDA

- A. 4/15/25 Board Meeting Minutes
- B. Proposed 2025-2026 Board-Committee Meeting Schedule
- C. Finance Committee Charter (Finance)
- D. <u>Unrestricted Investment Account Broker (Finance)</u>
- E. Transfer Authority of WIOA Adult/DW Funding (Finance)
- F. Waiver Request of ITA Training Requirements (Finance)
- G. Training Provider Recommendations to ETPL (Career Services)



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# INFORMATION / DISCUSSION / ACTION ITEMS







## CSCF BOARD RECOGNITION

RICHARD SWEAT BOARD CHAIR

Program Years: 2023-2024 2024-2025





REPORT



## WORKFORCE OPERATIONS

Career Seeker Clients
23,038

Career Seekers
Receiving Training

1,381



Career Seekers
Hired

2,773



Career Seekers
Average Wage

\$21.71



92%
OF 25K GOAL

46%
OF 3K GOAL

46% OF 6K GOAL \$3.71 ABOVE \$18 GOAL

## BUSINESSES

**Business Relationships** 

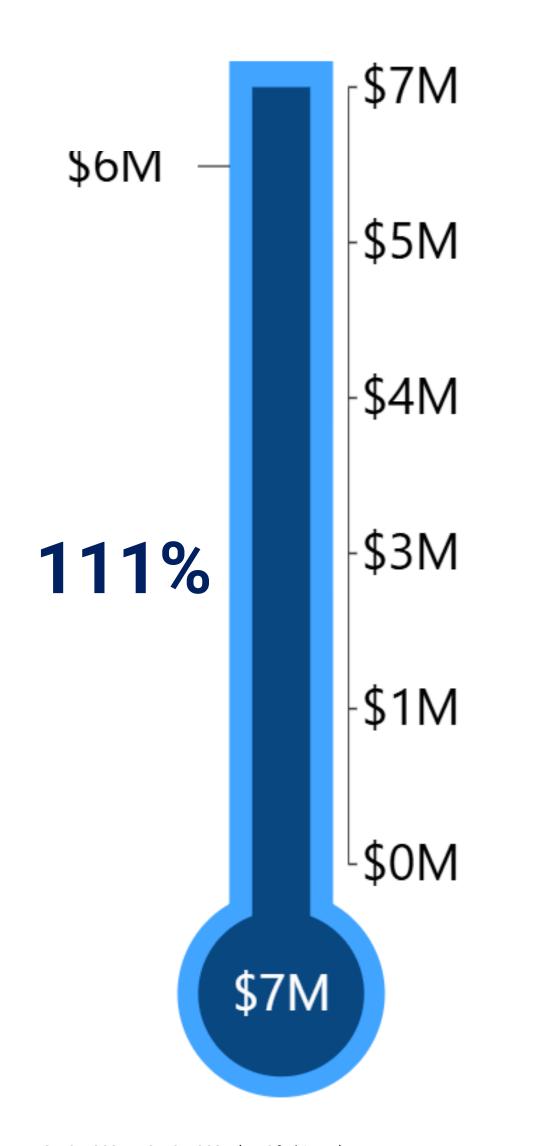
**4,832** 



121% OF 4K GOAL Interviewed
To
Hired Ratio



## ATTAINMENT/REQUESTED



\$6,680,158
ATTAINMENT

20 FUNDERS \$10,425,408
REQUESTED

35 SOLICITATIONS







## LEVEL UP ORANGE IMPACT

#### PROGRAM STATUS | APRIL 2025

OBJECTIVES	GOAL	ACTUAL	TARGET
Outreach to Orange County residents	10,000	35,638	
Provide workforce services and access to career, training and employment information to adults and youth  *Through our internal audit, we identified data discrepencies, which have since been corrected.	3,500	3,258	on track 93%
80% engaged in workforce services to complete programming	2,800	2,201	on track 78%
80% of participating residents to become employed	2,240	1,826	on track 81%
50% to earn hourly wages of \$18* per hour or more  Hourly wages updated to align with Orange County's target of \$18/hr	1,120	831	on track 74%

#### BENCHMARK NUMBERS

## CUSTOMER SATISFACTION

**BASED ON A 10 POINT SCALE** 

**Overall Satisfaction** 

9.0



**Loyalty Rating** 

9.1



Referral Rating

9.1



RESPONSE VOLUME

4,940

**OSCEOLA** 

WEST

29%

28%

SOUTHEAST

**16%** 

SEMINOLE

**15%** 

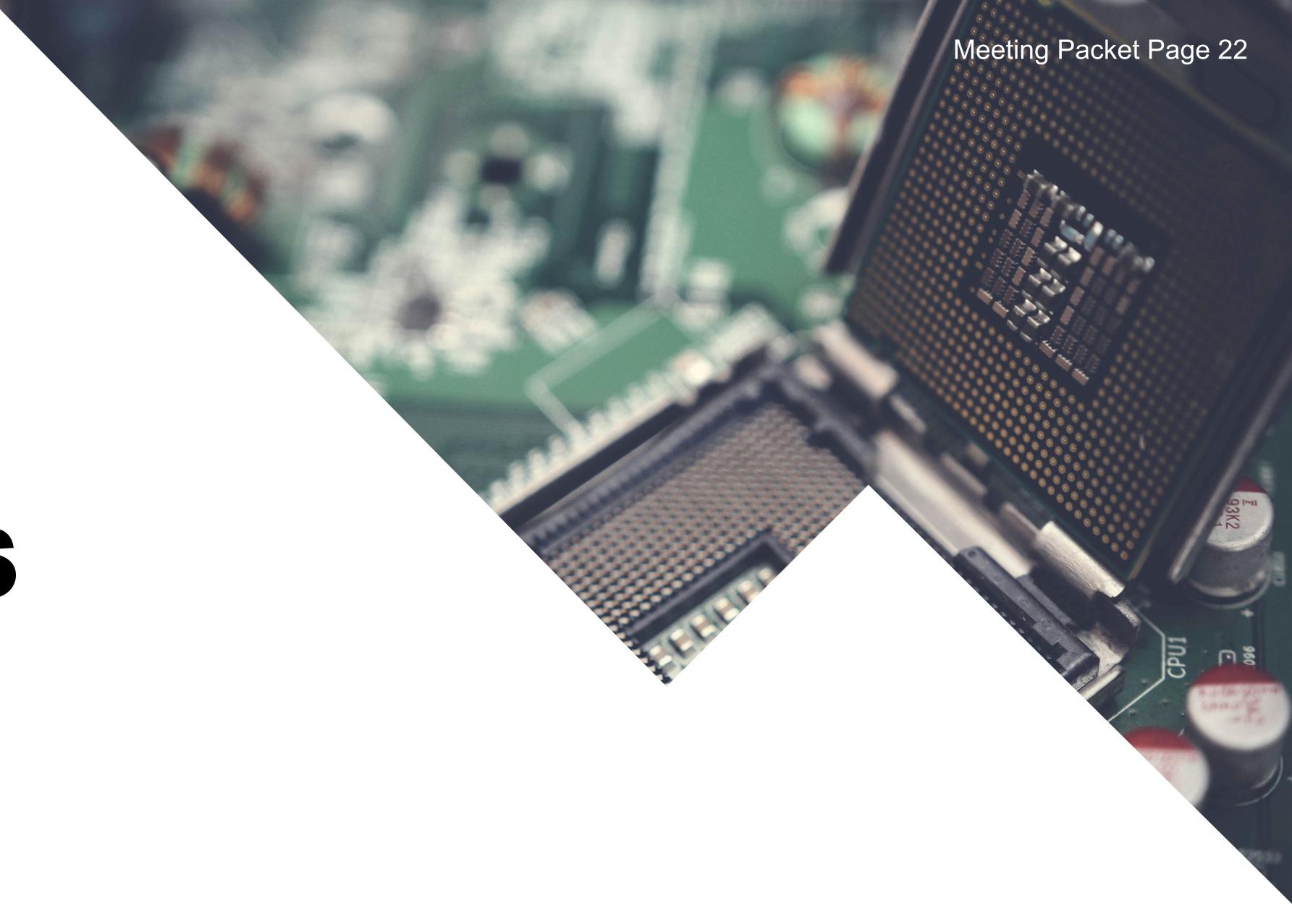
**LAKE 12%** 

Date Range - 07/01/2024 - 4/4/2025

**All Centers** 



## UPDATES





## Organizational Highlights

Kicked off partnership with Goodwill on Work Transition Program

Achieved 10+ years in a row of unqualified audit opinion from external auditors; no fiscal findings by Florida Commerce

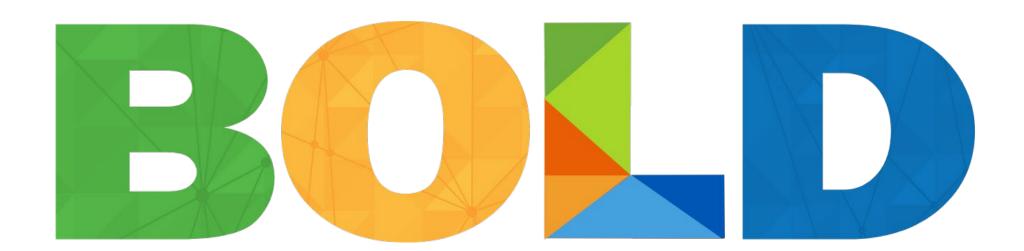
Exceeded diversified revenue goal by more than 600k

Board earned A+ rating from CareerSource Florida for achievement on multiple performance measures across federal grants

All BOLD priority initiatives implemented

Completed all-staff ethics training sessions in April and May with Dr. Jason Lesandrini









## Legislative Update

Make America Skilled Again – Reauthorize the Workforce Innovation and Opportunity Act

• Currently, conversations in the House to move forward; limited interest in the Senate

 Potential Impact: Block grant to states for all department of labor programs; More resources to apprenticeship; 50% potential cut to USDOL programs through state block grant

CSCF advocacy needed to senators





## CSCF Board and Staff Achievements & Recognition

- Nicole Martz introduced Arajet as the 2nd airline to provide service out of Sanford International Airport
- Pam Nabors 2025 Toni Jennings Workforce Development Professional of the Year by the Florida Economic Development Council
- Leadership Seminole Class 34 Graduate Felita Issac
- CSCF named 2025 Top 100 Women-Led Businesses in Florida by The Women's Edge
- Leadership Lake Graduate Yolanda Green





## 2025 Summer Youth Program

#### 1,640 students participating in SYEP

- 760 in Explore & Engage Tracks
- 880 in Experience Tracks (Power Skills Academy)





#### **UPCOMING DATES**

- JULY 1 FINANCIAL DISCLOSURE DEADLINE
- SEPTEMBER 8-10 ANNUAL WORKFORCE SUMMIT
- SEPTEMBER 16, 8 AM RISE AND THRIVE: CELEBRATING WORKFORCE SUCCESS

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RETURN TO AGENDA

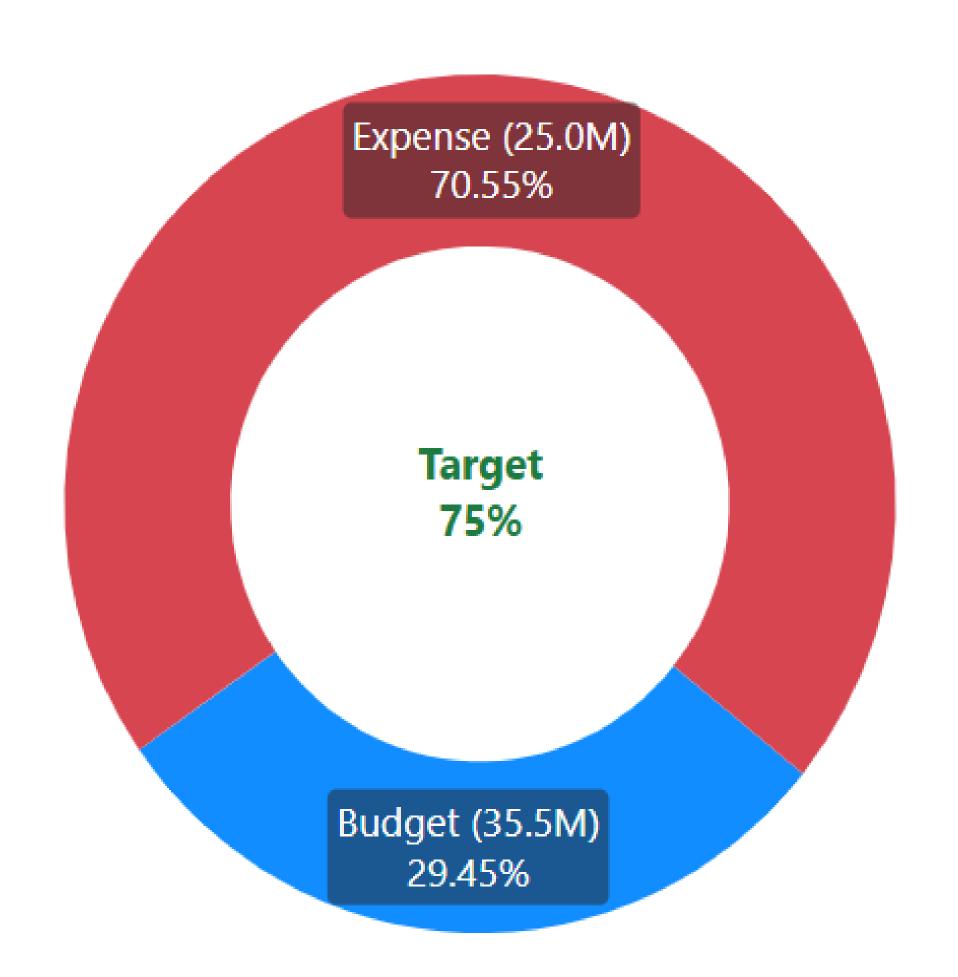


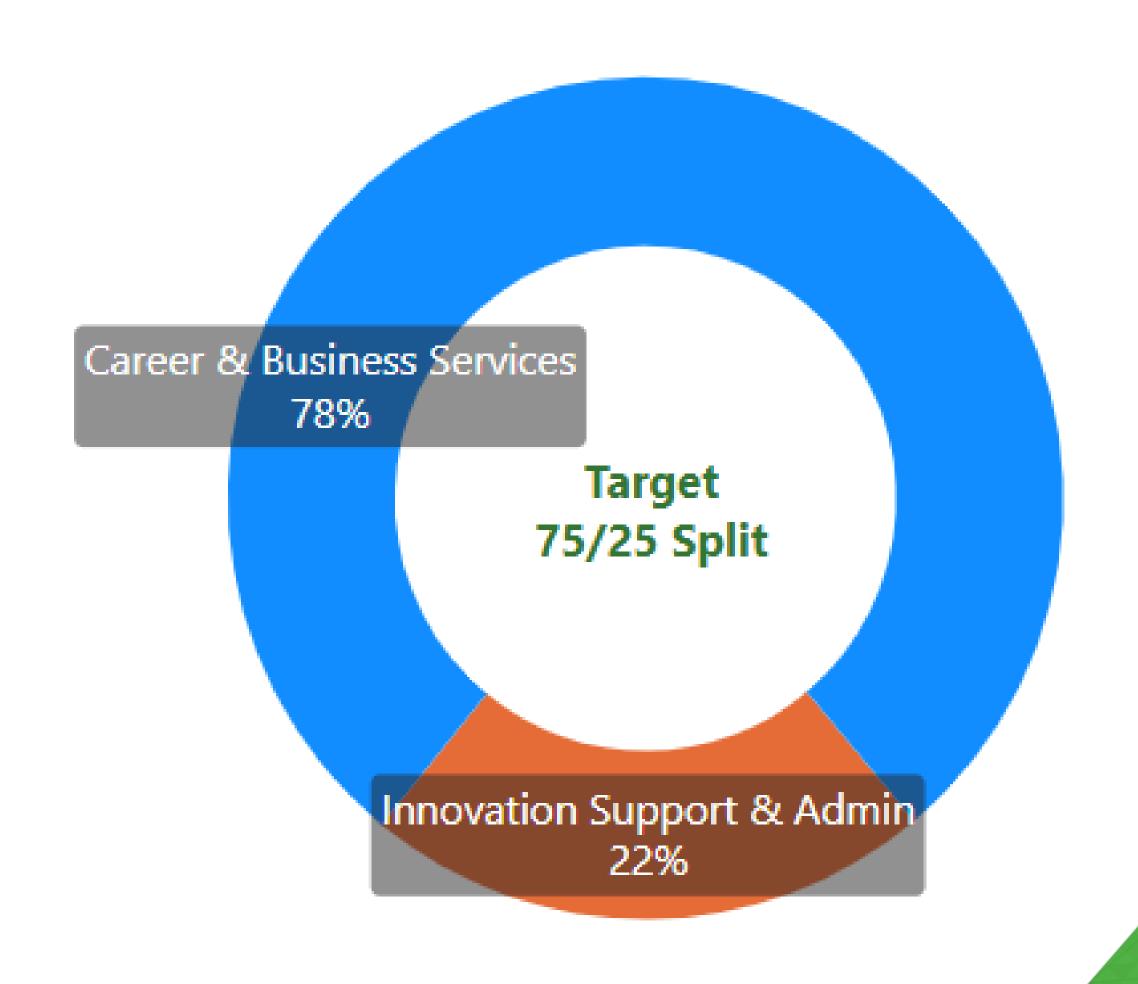


## BUDGET VS ACTUAL

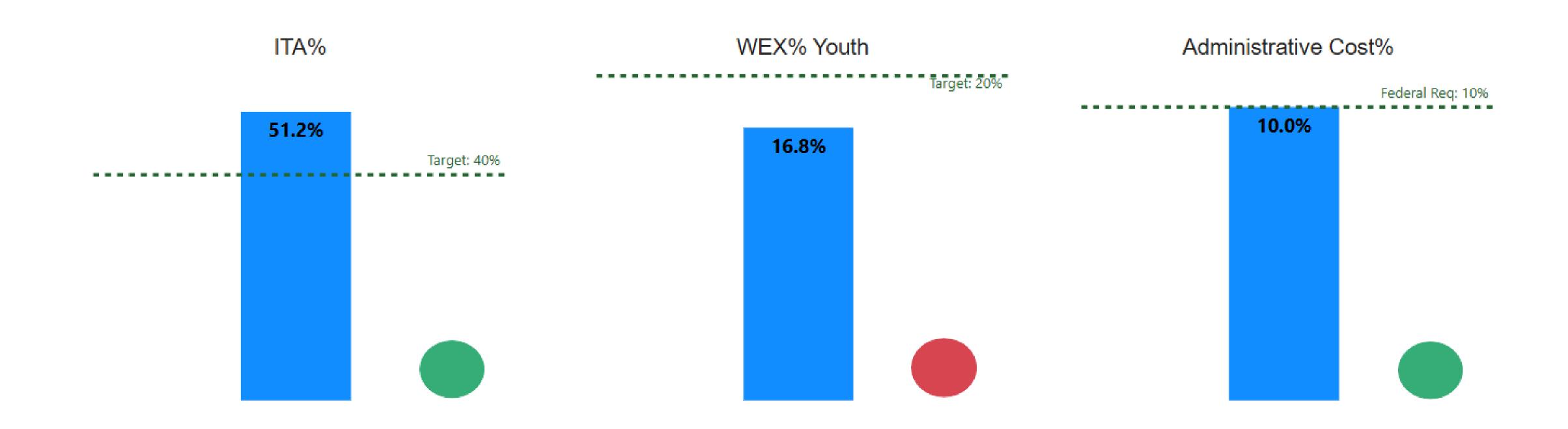
#### **BUDGET VS ACTUAL EXPENSES**

#### **BUDGET OPERATIONS/SUPPORT**

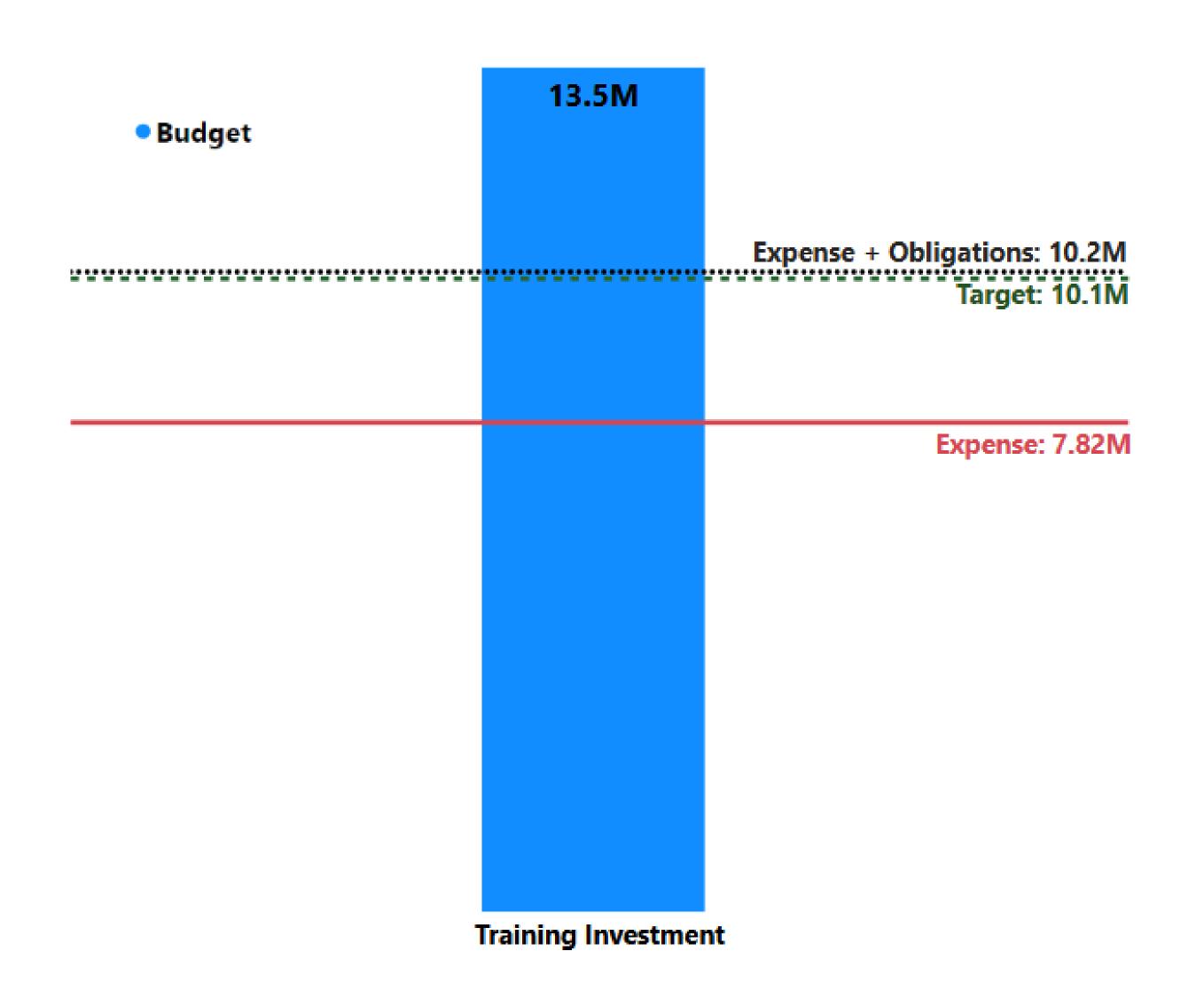




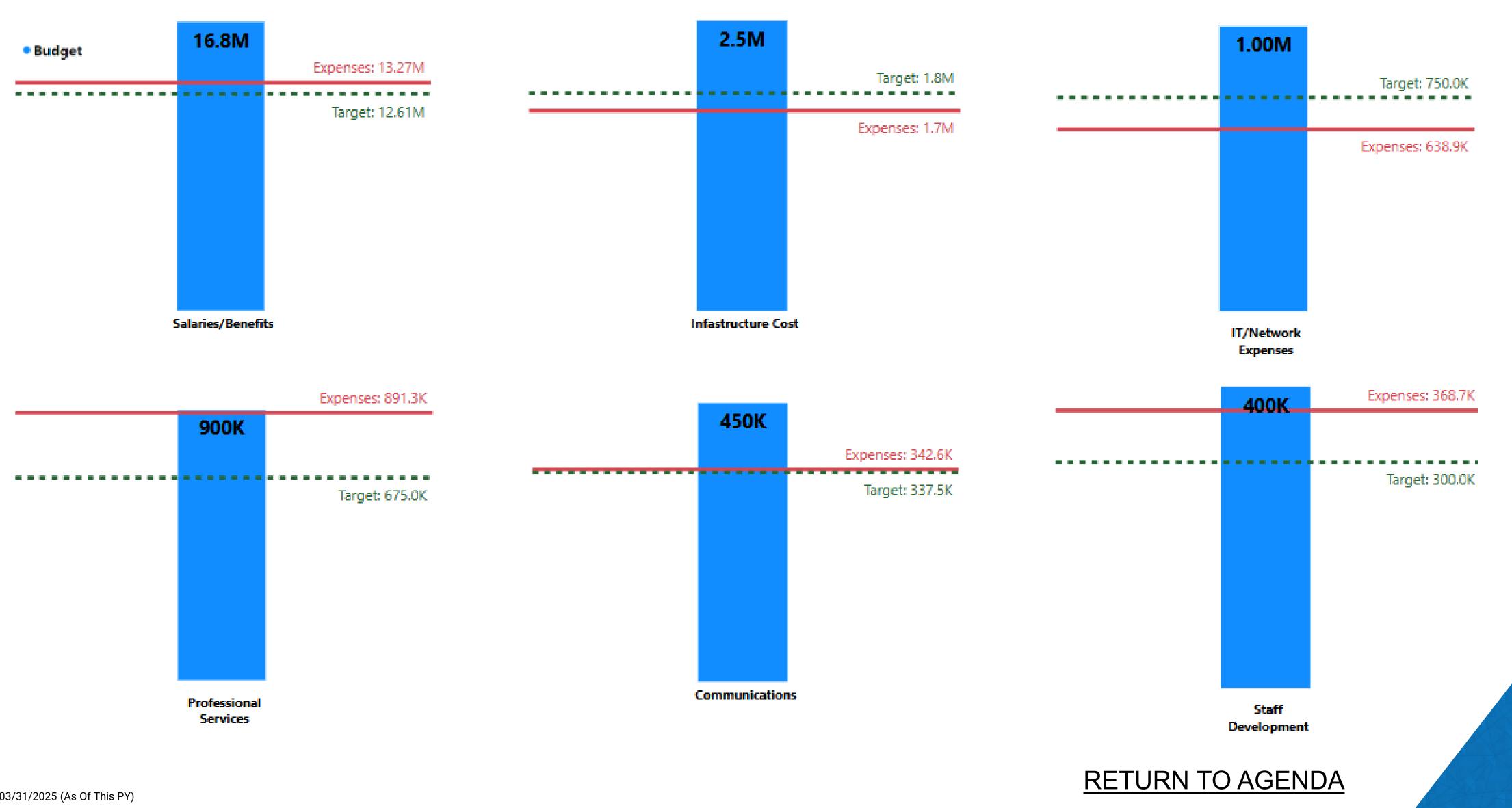
## BUDGET FEDERAL/STATE REQUIREMENTS



#### BUDGET VS ACTUAL BY EXPENDITURE CATEGORY



### BUDGET VS ACTUAL BY EXPENDITURE CATEGORY



## REPORTS BY COMMITTEE CHAIR

Agenda Item 5D

**Executive**Sheri Olson

Audit Matt Walton

Facilities Ad Hoc Matt Walton

Career Services Andrew Albu

Community Engagement Lindsey LeWinter

**Finance** Eric Ushkowitz

**Governance** Sheri Olson

Revenue Diversity & New Markets John Gill



## FY 2025-2026 DRAFT BUDGET



What is unique about these four organizations?









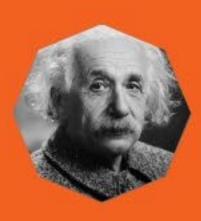
CareerSource Central Florida also has to pivot to remain relevant and competitive







## Agenda



"If I had an hour to solve a problem I'd spend 55 minutes thinking about the problem and 5 minutes thinking about solutions."

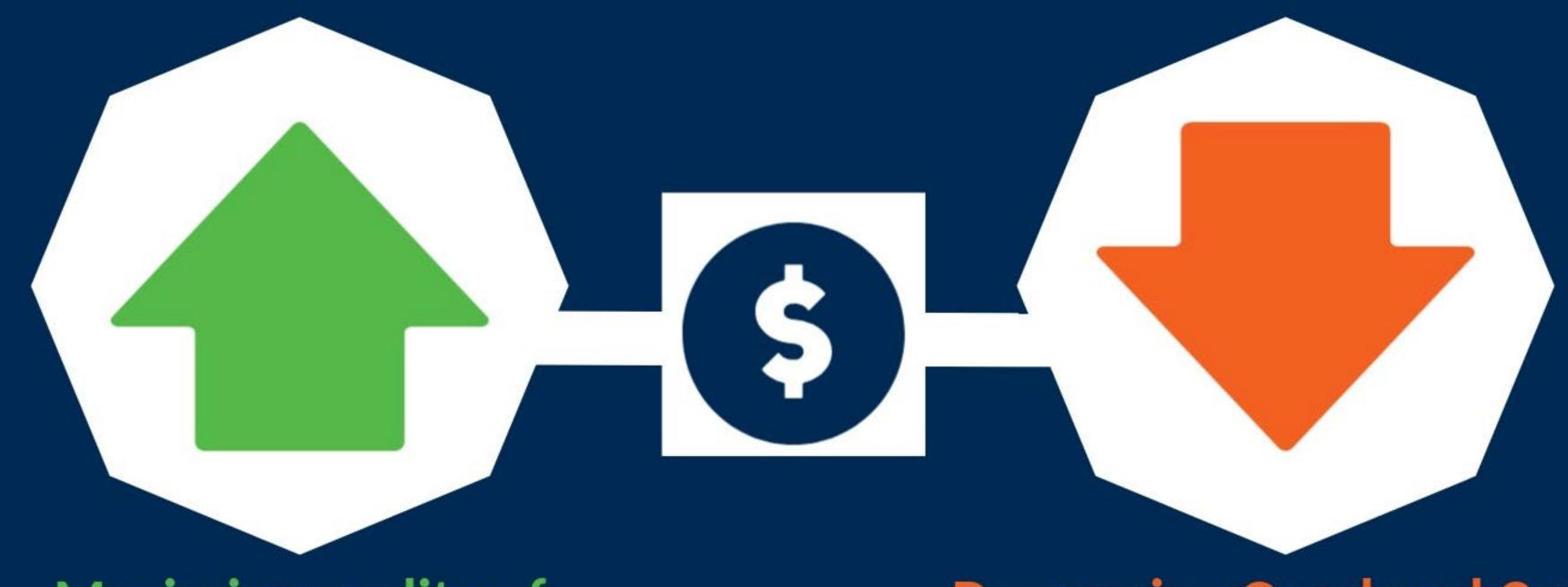
**EINSTEIN** 

- 1 Financial Strategy
- 2 Revenue Projections
- Budget Allocations & Comparisons
- Budget Strategy & Efficiencies
- 5 Metrics of Success
- **6** Financial Summary
- 7 Strategic Priorities & Investments





## 2026 Financial Strategy



Maximize quality of customer experience & skill development opportunities

**Decreasing Overhead Cost** 



## Revenue

In the last three years, revenues continue to decline.

2024 - \$36M

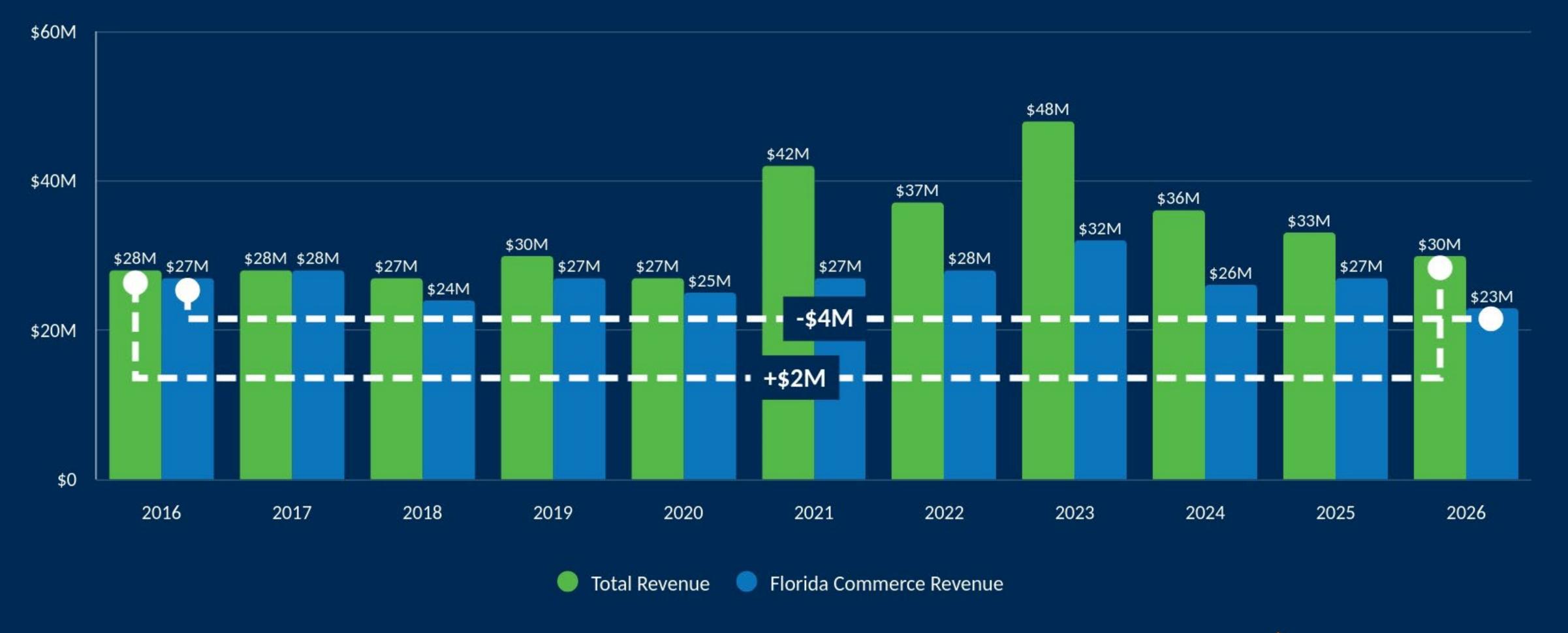
2025 - \$33N

2026 - \$30M





# Revenue History



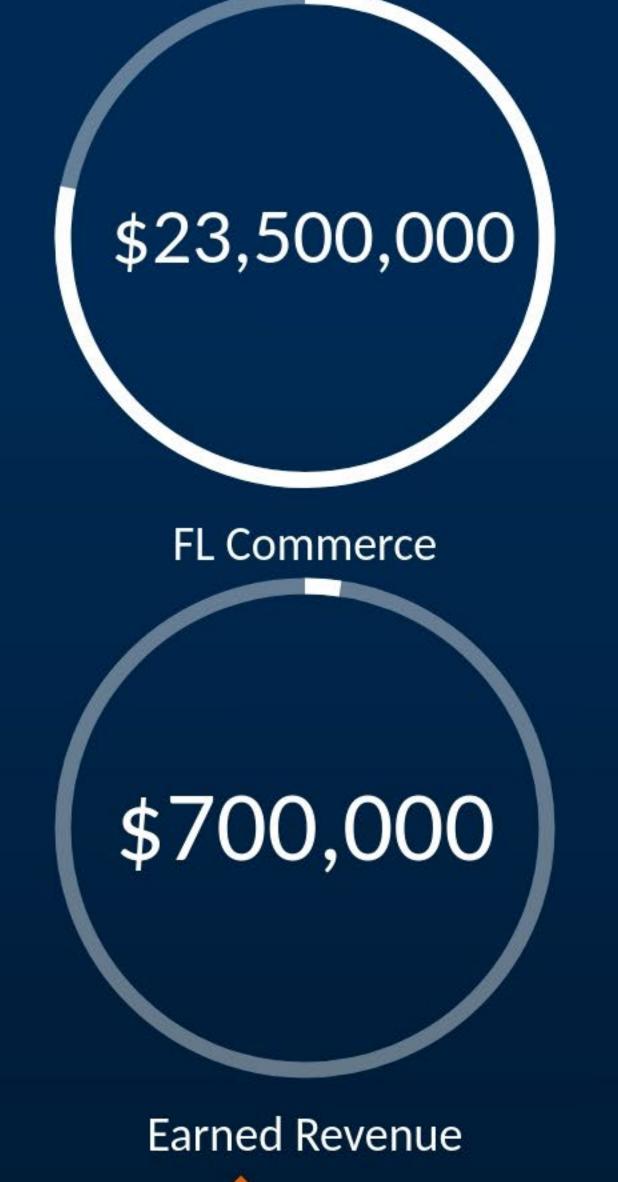






**How it Breaks Down** 

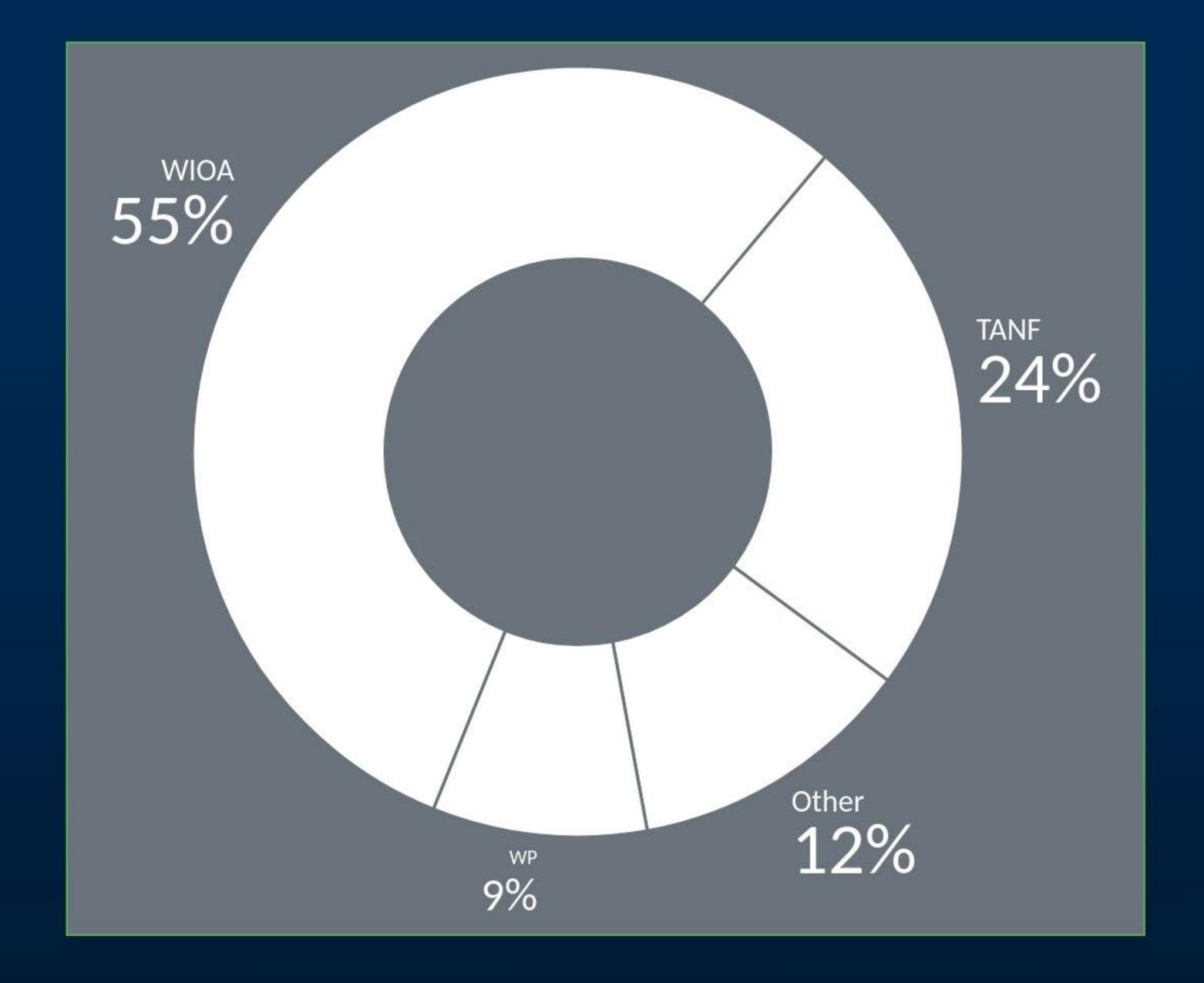




CareerSource

beautiful.ai

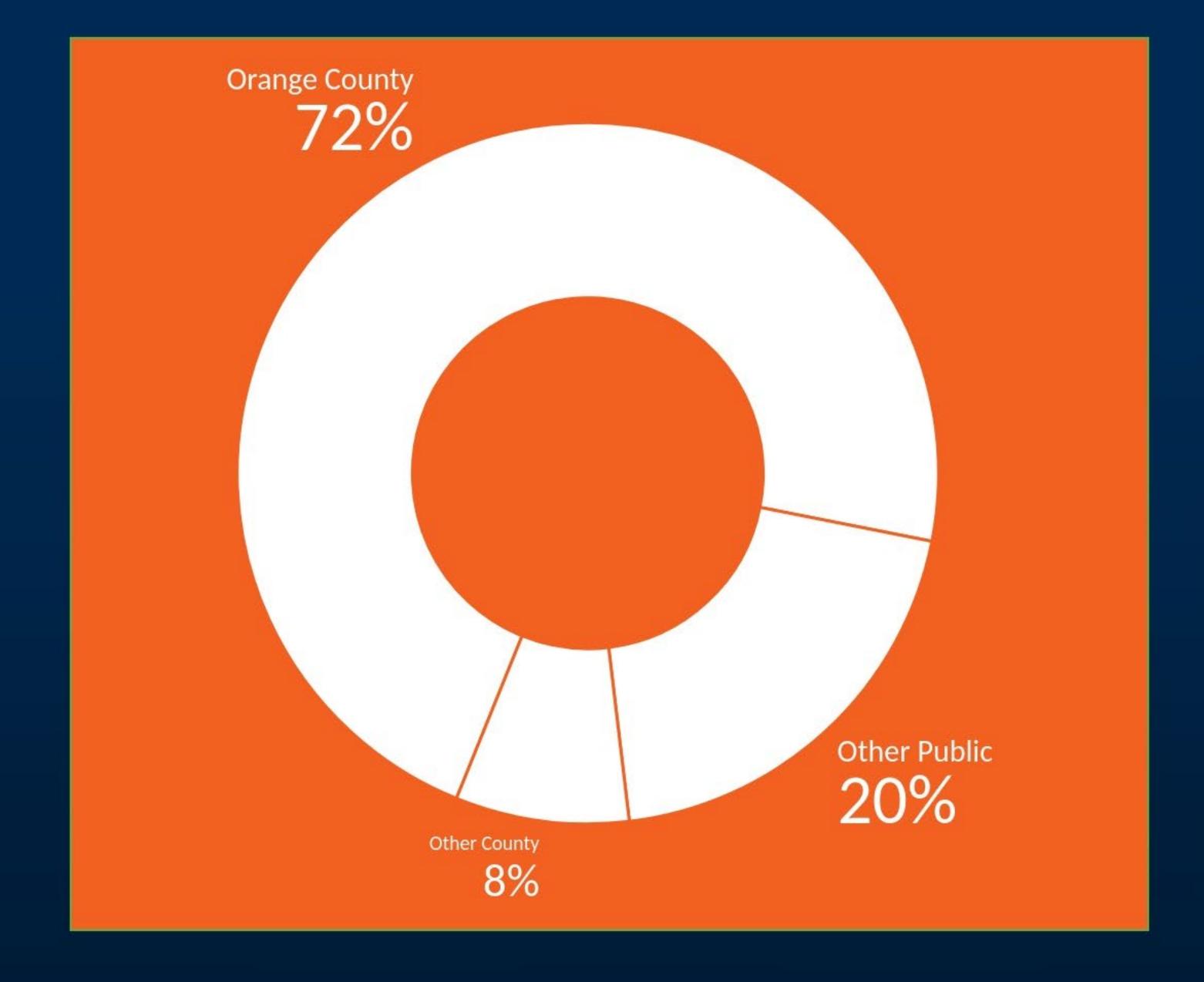
8



## FL Commerce

\$23.5M TOTAL BUDGET

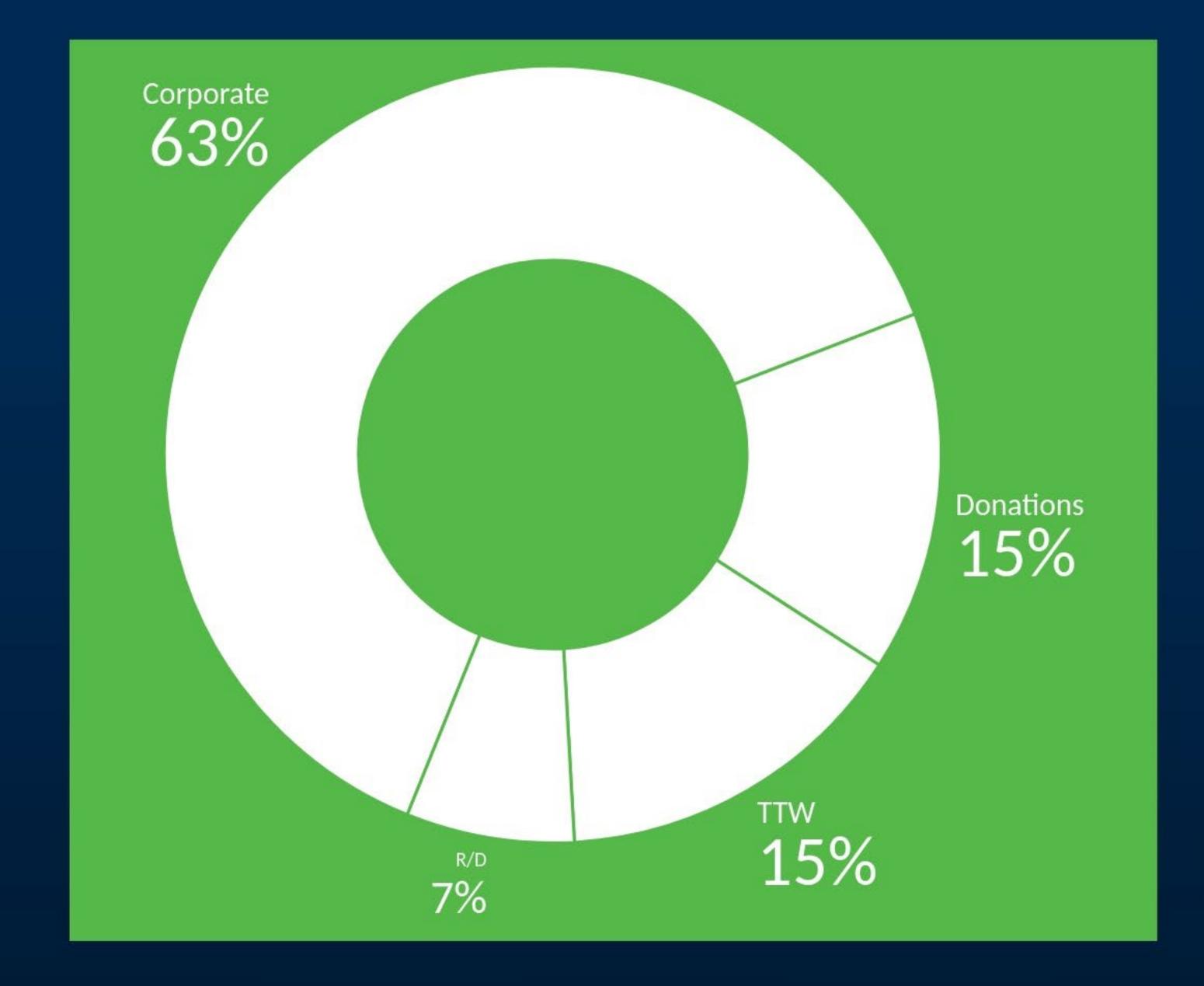




# Non-FL Commerce (Public)

\$5.8 MINION STAL BUDGET





## **Earned Revenue**

\$700K TOTAL BUDGET





2025 - 2026 Budget Expenses

**How it Breaks Down** 





CareerSource

# Budget Allocations & Comparisons

Budget Allocations	FY 2025/26	FY 2024/25	Difference
Operations Compensation	\$10,700,000	\$12,800,000	-\$2,100,000
Skill Development	\$11,000,000	\$10,500,000	\$500,000
Support Compensation	\$3,700,000	\$4,500,000	-\$700,000
Innovation & Adminstration	\$4,600,000	\$5,200,000	-\$600,000
Infrastructure Maintenance Costs	\$2,000,000	\$2,300,000	-\$300,000
Professional Services	\$1,000,000	\$1,200,000	-\$200,000
Outreach	\$350,000	\$380,000	-\$30,000
Innovation and Technology	\$900,000	\$950,000	-\$50,000
Staff Development Capacity Building	\$350,000	\$370,000	-\$20,000
Total Expenses	\$30,000,000	\$33,000,000	-\$3,000,000





## **Compensation**

- Consolidation of job functions
- Reduction in FTE's
- Change in benefit provider and plan structure yielding a net savings at renewal

## **Skill Development**

- Maximize the amount of training we can deliver
- Expand apprenticeship opportunities
- Negotiate with training providers to leverage/lower cost

# Budget Strategy & Efficiencies

## **Facilities**

- Administration: 40% reduction in sq/ft.
- Lake: 20% reduction in sq/ft.
- West Orange: Payoff of TI
- Closure of two offices in next 15 mo.
- Leverage community partners to open 5 community hubs in the next 12 mo.

## **Contract Review**

 Reviewed all contracts and identified mandatory vs. discretionary contracts





2025 Facility Cost

\$1.81

1 Admin Office
5 Career Center Offices



2026 Projected Facility Cost

\$11

1 Admin Office (40% Space Reduction)

3 Career Center Offices

5 Community Hubs

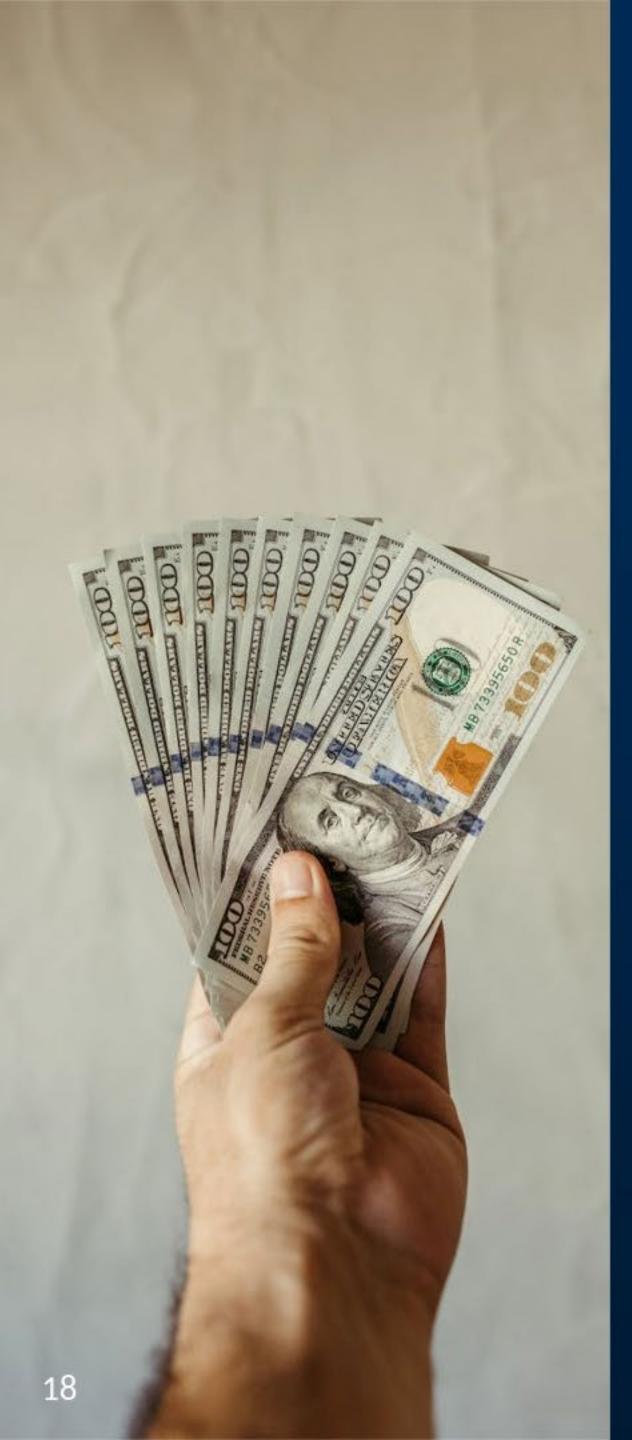
**Expand Virtual Services** 





- 1) Federal Metric
  - Administrative Costs Target 10%
- 2 State Metrics
  - Young Adults Internship Target 20%
  - Training Investment Target 40%
- 3 Local Board Metrics
  - Career & Business Services Target 70%
  - Innovation Support & Administration 30%





## Summary

### Fiscal Responsibility

- Total Projected Revenue \$30M; Year-over-Year \$3M or 10% decrease
- 70% Earmarked for Career and Business Services; 30% in Innovation Support and Administration
- The proposed budget for salaries reflects a 3% merit increase average overall, with merits ranging between 2% and 4% based on performance evaluation scores. Incentive compensation has been set at an organizational cap of \$200,000 with employee eligibility based on requirements set by the incentive compensation policy.
- Employee health benefits reflect a decrease of 5% of current cost based on changing providers and plan structure changes and adjustments to employer/employee cost-share ratios.
- CSCF will be seeking approval from Florida Commerce to add transfer of funds flexibility of 90% between WIOA Adult and WIOA Dislocated Worker for program year 2025 funding.
- CSCF will request a waiver from CareerSource Florida to reduce the WIOA training state requirement from 50% to 40% for the fiscal year ending June 30, 2026.
- The total amount budgeted for administrative costs will not exceed the state allowable cap of 10%.







# Strategic Priorities





# Customer Experience Reimagined





One Dimensional

Knowledgeable





## STRATEGIC PRIORITIES

### **METRICS OF SUCCESS**

Diversify revenue streams to create resiliency.

Identify and deliver skill development opportunities that address labor market demands.

Deliver personalized career support that ignites the potential of Central Florida residents.

Optimize workforce innovations to maximize organizational value.

- **√** 3,000 TRAINED
- **✓** 4,000 EMPLOYED

- ✓ 30K EXPLORED
  CAREER PATHWAYS
- 20K CAREER PLANS
  COMPLETED
- ✓ 90% CUSTOMER

  SATISFACTION RATE

✓ 3 NEW
INNOVATIONS





# Return on Investment

ROI: (Career Seekers Hired)\*(Average Hourly Wage Annualized)

Ratio: ROI/Cost of Investment







# \$157,200,000

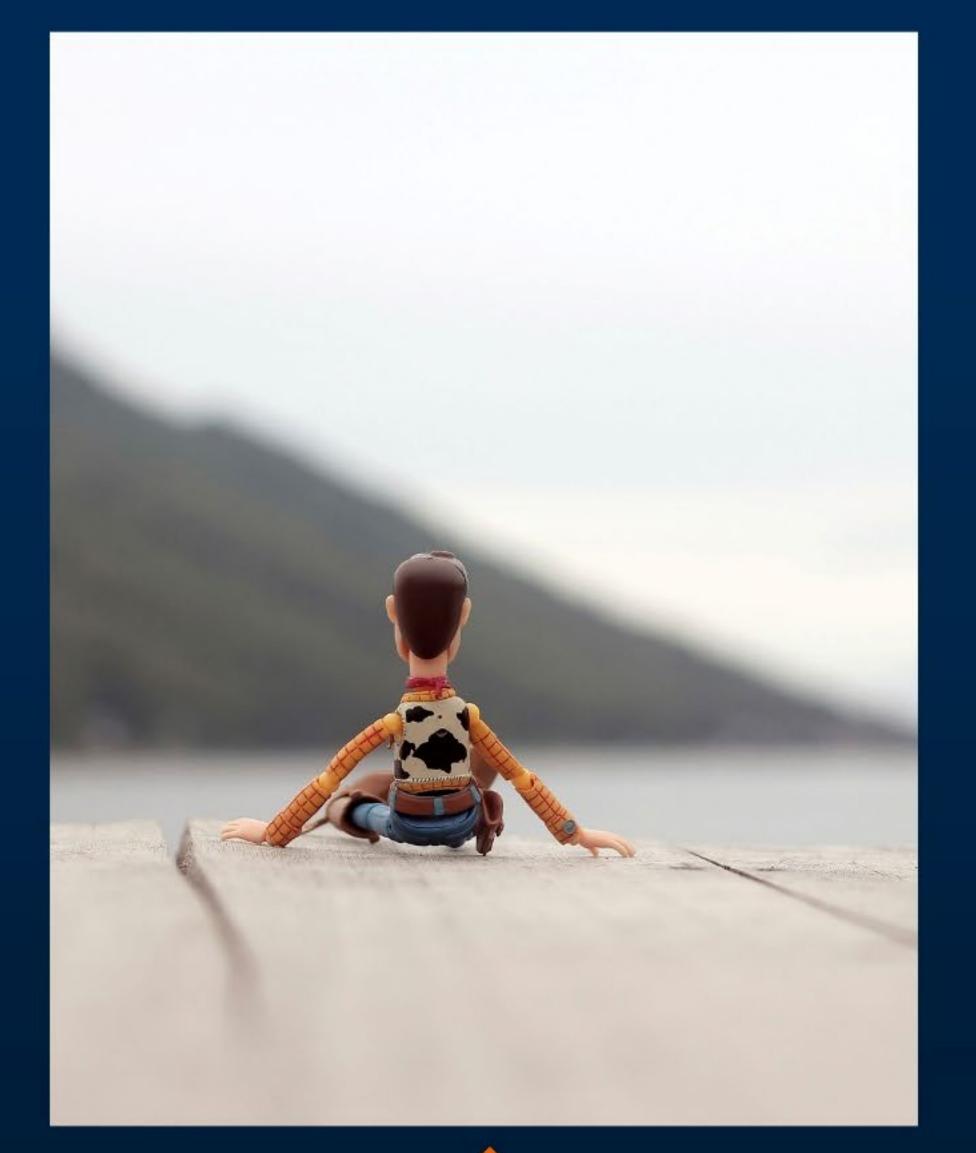
Each \$1 invested results in \$5 in wages earned by people we help get hired.





# Thoughts? Questions?

Open for feedback and discussion.









# COMMUNITY HUB LEASES



To: CareerSource Central Florida Board of Directors

From: Finance Committee

Subject: CareerSource Central Florida – Valencia College East & Seminole State College Leases

Date: June 12, 2025

#### Purpose:

The Finance Committee seeks approval from the CareerSource Central Florida (CSCF) Board of Directors for CSCF to enter into facility lease agreements with Valencia College and Seminole State College.

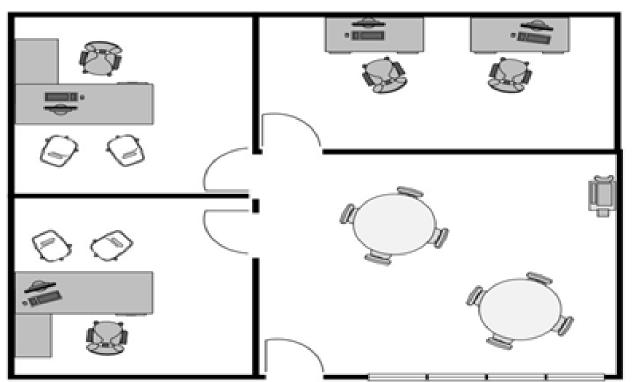
#### Background:

To expand access to career services, CSCF is proposing to establish "Community HUB" locations embedded within the campuses of Valencia College and Seminole State College. These partnerships aim to increase CSCF's community presence and engagement with career seekers. The Finance Committee recommends approval of the following lease agreements:

#### Valencia College (East Campus) and Seminole State College (Main Campus):

Center Lease Information Sqft. Rate		Rate	Annual Cost	Renewal Options		
Valencia College:	725	\$15.00 per sq/ft (NNN Lease)	\$10,875	5-year lease with two 5-year renewal options		
Seminole State College (Main Campus)	588	\$18.00 per sq/ft (Full-Service Lease)	\$10,584	1-Year lease with annual renewal options		

#### Seminole State College

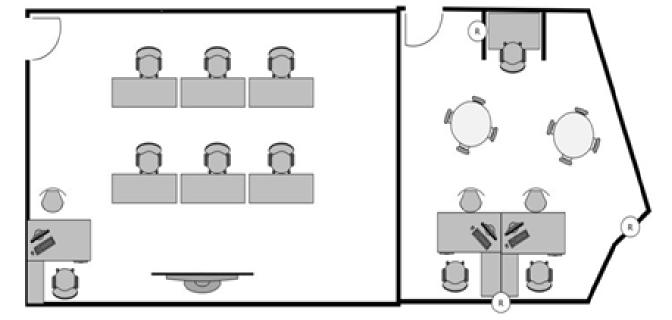


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#### Valencia College



#### Two Action Items:

The Finance Committee recommends that the CSCF Board approves the execution of the following lease agreements under the terms outlined above:

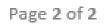
- Seminole State College (Main Campus)
   Valencia College (East Campus)

#### Conflict of Interest Disclosure:

The following Board members will abstain from voting on this item due to related party considerations:

- Joseph Battista, Valencia College
- Dr. Molly Kostenbauder, Seminole State College

Approved: Finance Committee – 6/4/25





# Proposed: Slate of Officers FY: 2025-2026

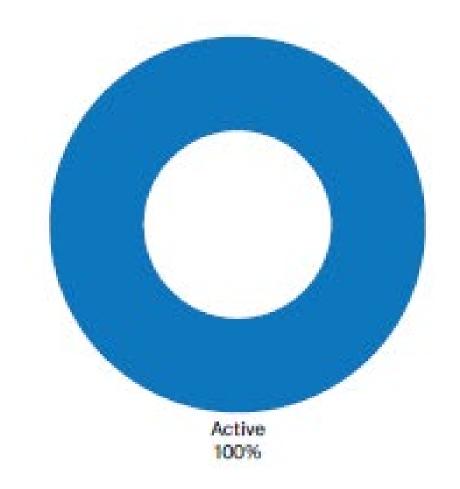
<b>Board Position</b>	Nomination	Job Title	Organization				
Chair	Sheri Olson	Director, Foundation, Government & Guest Relations	South Lake Hospital Foundation/ Orlando Health South Lake Hospital				
Vice Chair	David Sprinkle	Managing Partner	Veritas Group, LLC				
Treasurer	Eric Ushkowitz	Economic Development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

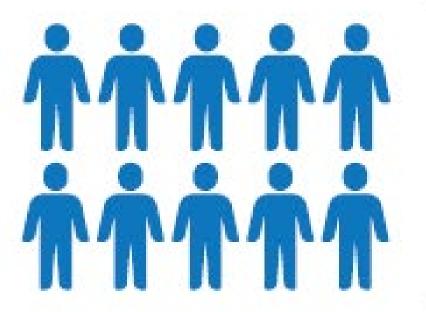
## BOARD ENGAGEMENT: 7/1/2024 thru 4/30/2025

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Agenda Item 5D 7)b)

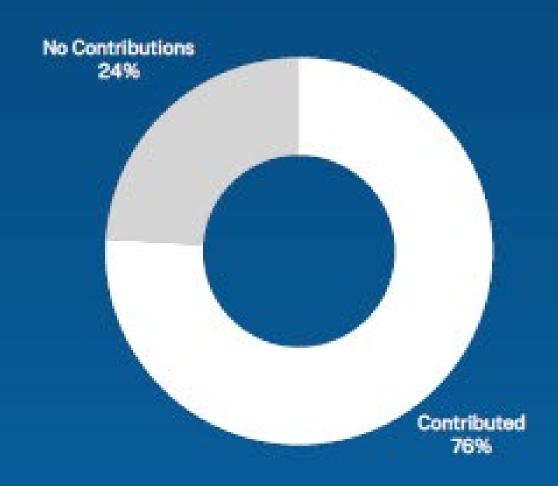
## Demonstrate





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

## Contribute

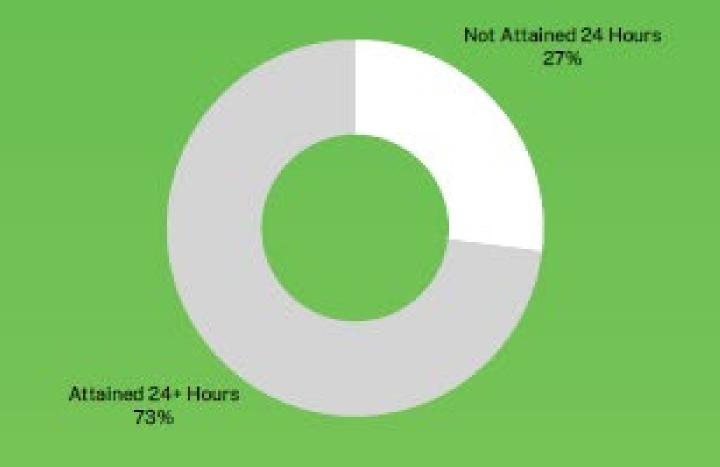


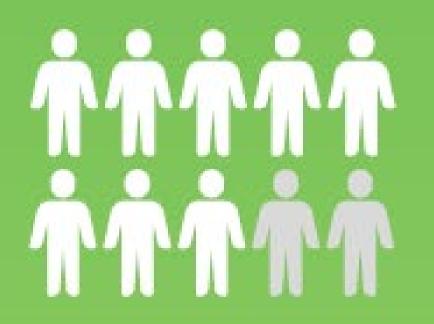


## 76%

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)

RETURN TO COMMITTEE REPORTS



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<u>Adjournment</u>

**Appendix** 

# OTHER BUSINESS



# REMINDER: NEXT BOARD MEETING SCHEDULED FOR: THURSDAY, SEPTEMBER 25<sup>th</sup>

AT

TO BE DETERMINED



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**Appendix** 

# ADJOURNMENT





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



# THANKYOU

Phone: 800.757.4598

Website: www.CareerSourceCentralFlorida.com



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**Meeting Agenda** 

Roll Call

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**Board Recognition** 

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# APPENDIX



**Meeting Details** 

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**Public Comment** 

Central / East Coast FL Innovation/Alliance

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## APPENDIX

- A. 4/15/25 BOARD MEETING MINUTES (CONSENT AGENDA ITEM)
- B. PROPOSED 2025-2026 BOARD-COMMITTEE MEETING SCHEDULE (CONSENT AGENDA ITEM)
- C. FINANCE COMMITTEE CHARTER (CONSENT AGENDA ITEM)
- D. UNRESTRICTED INVESTMENT ACCOUNT BROKER (CONSENT AGENDA ITEM)
- E. TRANSFER AUTHORITY OF WIOA/DW FUNDING (CONSENT AGENDA ITEM)
- F. WAIVER REQUEST OF ITA TRAINING REQUIREMENTS (CONSENT AGENDA ITEM)
- G. TRAINING PROVIDER RECOMMENDATIONS TO ETPL LIST (CONSENT AGENDA ITEM)



#### DRAFT **Board of Directors Meeting** Tuesday, April 15, 8:30 a.m.

#### MINUTES

Richard Sweat, Andrew Albu, Joe Battista, Gui Cunha, Casey Ferguson, Tanisha Nunn Gary, Mark Havard, Jeff Hayward, Molly Kostenbauder, Nicole MEMBERS PRESENT:

Martz, Catherine McManus, Snak Nakagawa, Sheri Olson, Gaby Ortigoni, Chris Pascal, Amy Santorelli, Trey Simpkins, Stella Siracuza, David Sprinkle, DeAnna Thomas, Eric Ushkowitz, Matt Walton, Richard Watford, and Kristin

Williams

Sharon Arroyo, Wendy Brandon, Sean Donnelly, Wendy Ford, John Gill, Kristin Gray, Shawn Hindle, Ben Larry, Lindsey LeWinter, Brinkley Ruffin, MEMBERS ABSENT:

Jonathan Schaefer, Michelle Sperzel and Maria Vazquez

Pam Nabors, Tadar Muhammad, Leo Alvarez, Dyana Burke, Steven Nguyen, STAFF PRESENT:

Nilda Blanco, Gina Ronokarijo, Marcela DeFaria, Carla Sosa, Sean

Masherella, Vince Bruno, Vanessa Nogueira, and Kaz Kasal

**GUESTS PRESENT:** Jason Lesandrini / The Ethics Architect; Christina Epperson / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome     Mr. Sweat, Board Chair, called the meeting to order at 8:37     a.m. and welcomed attendees.	
	Ms. Heather Mahoney, Corporate Development Officer of Orlando Science Center (OSC), welcomed attendees and provided an overview of OSC.	
2	Roll Call / Establishment of Quorum  Ms. Kasal, Executive Board Coordinator, reported a quorum present.	
3	Public Comment  None offered	
4	Mr. Sweat asked the Board if any item on consent agenda, as listed below (attachment), should be moved off for further discussion:     Draft Minutes of 2/27/25 Board Meeting	Mr. Havard made a motion to approve all items on the consent agenda. Mr. Walton seconded; motion passed unanimously.
5	Information / Discussion / Action Items  Action Items:  1) Facilities – Admin Lease Proposal (Finance)  - Reviewed action memo (attachment) on lease renewal at current administrative office location and summary of terms to include space reduction.	Mr. Hayward made a motion to approve the lease renewal agreement with Southwest Value Partners for the administrative office space, as presented and outlined in the memo. Mr. Sprinkle seconded motion passed unanimously.

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	2) CareerSource Central Florida (CSCF) Healthcare Benefits Renewal for Fiscal Year 2025-2026 (Finance)  - Reviewed action memo (attachment) recommendation to transition CSCF's healthcare coverage from Florida Blue to UnitedHealthcare for FY 2025-2026, based on bids received and the impact on both cost and plan structure (attachment).  Committee Reports  Committee Reports will be deferred to 6/12/25 Board Meeting.	Mr. Watford made a motion to approve that CSCF transition from Florida Blue to UnitedHealthcare as the healthcare provider for CSCF employees. Mr. Walton seconded; motion passed unanimously.
6	Other Business None offered.	
7	Adjournment	
	Meeting adjourned at 8:52 a.m.	

Respectfully submitted,

Kaz Kasal Executive Board Coordinator

### PROPOSED 2025-2026 BOARD-COMMITTEE MEETING SCHEDULE

# Meeting Packet Page 73 Agenda Item 4B

Meeting	July	August	September	October	November	December	January	February	Mareh	April	May	June
Board of Directors			9/25/2025 (Thu) 9:00-10:30am			12/11/2025 (Thu) 9:00-11:00am		2/26/2026 (Thu) 9:00am-10:30am		Board Mtg & Retreat 4/30/2026 (Thu) 8:30am-2:00pm	5/21/2026 (Thu) 10:00am-12:00pm Budget Workshop (Non-Voting Mtg.)	6/18/2026 (Thu) 9:00-11:00am
Consortium						12/11/2025 (Thu) 9:00-11:00am						6/18/2026 (Thu) 9:00-11:00am
Audit Committee			9/3/2025 (Wed) 2:00-3:30pm				1/14/2026 (Wed) 2:00-3:30pm					
Career Services Committee			9/11/2025 (Thu) 3:00-4:30pm		11/20/2025 (Thu) 3:00-4:30pm			2/12/2026 (Thu) 3:00-4:30pm		4/16/2026 (Thu) 3:00-4:30pm		
Community Engagement Committee		8/14/2025 (Thu) 3:00-4:30pm			11/13/2025 (Thu) 3:00-4:30pm			2/5/2026 (Thu) 2:00-3:00pm			5/7/2026 (Thu) 10:30am-12:00pm	
Executive Committee			9/17/2025 (Wed) 2:00-3:30pm			12/4/2025 (Thu) 2:00-3:30pm		2/19/2026 (Thu) 10:00-11:30am		4/23/2026 (Thu) 2:00-3:30pm		6/11/2026 (Thu) 2:00-3:30pm
Facilities Ad Hoc Committee (subcommittee of Finance)												
Finance Committee			9/3/2025 (Wed) 2:00-3:30pm				1/14/2026 (Wed) 2:00-3:30pm			4/15/2026 (Wed) 2:00-3:30pm		6/3/2026 (Wed) 2:00-3:30pm
Governance Committee		8/14/2025 3:00-4:30pm		10/29/25 (Wed) 3:00-4:30pm			1/21/2026 (Wed) 3:00-4:30pm				5/13/2026 (Wed) 3:00-4:30pm	
Revenue Diversity & New Markets Committee				10/9/2025 (Tue) 3:00-4:30pm			1/28/2026 (Wed) 3:00-4:30pm				5/27/2026 (Wed) 3:00-4:30pm	

Updated: 6/5/25

Please Note: Schedule may be subject to change

Location and times are as specified on public notices which are displayed on CareerSource Central Florida website: www.careersourcecentralflorida.com

# CareerSource CENTRAL FLORIDA

#### Finance Committee Charter

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#### Purpose:

The Finance Committee reports to the Board of Directors and is charged with providing review, policy guidance and strategic oversight of the Boards financial matters to include:

- Develop the Board's annual budget and review regularly; approve amendments as necessary.
- Oversee the accounts of the Board and review of the Board's periodic financial statements.
- Financial oversite of the Board's retirement plan and employee benefits plan.
- 4. Oversight of all Board real estate activities.
- 5. Provide oversight of CSCF's general/unrestricted investment account.

#### Responsibilities:

- Provide ongoing evaluation of the Board's budget and recommend appropriate action to the Board as necessary.
  - Metric: Evaluate the Boards budget against expenditures to ensure alignment between expenditures and approved budget. Make adjustment recommendations when necessary.
- Develop a new budget each year for submission to the Board for approval.
  - Metric: Present a budget that is approved by the Board and Consortium each year in June.
- Review periodic financial statements of the Board, making recommendations for action to the Board as needed.
  - Metric: Review periodic financial statements to ensure full compliance. The goal is an unqualified audit opinion each year from an independent auditor.
- Regularly review the retirement plan and benefits for CareerSource Central Florida employees.
  - Metric: Review plan assets and make plan adjustments when necessary with the goal of increasing the overall quality of the plan.
- Recommend appropriate action to the Board regarding the addition, deletion or major structural changes to leased offices.
- Establish and maintain an investment policy that outlines investment objectives, asset allocation, and risk tolerance. Monitor performance and approve selection or retention of investments based on investment advisor recommendations.
  - Metric: Recommend adjustments to the investment strategy or asset allocation based on broker recommendation and market conditions. Report performance to the Board of Directors annually or as needed.



#### Skills/Expertise:

- Willingness to serve through Board participation and engagement with the organization.
- Interest in board leadership.
- Prior experience as a board member desired.
- · Prior experience with financial oversight or operations desired.

#### Structure:

- The Board Treasurer is the Chair of the Finance Committee. The Committee Chair and is responsible to report on the Committee activities at the full Board meetings.
- The Chair of the Board will appoint other members of the Committee who are recommended by the Treasurer.
- The Committee will consist of at least three members.
- Meetings shall be held not less than four times per year.
- Agenda and minutes are kept and published on the CareerSource Central Florida website and supplied to committee in written form via email one week prior to meetings.

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## ONEDIGITAL FINANCIAL SERVICES

AT A GLANCE

\$128B+

Retirement Plan Assets Under Advisement

OneDigital Calculations as of Q4 2024

\$13B+

Wealth Management Assets Under Management \$142B+

Total Retirement and Wealth Assets Under Management 5,900+

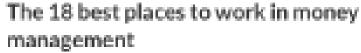
Retirement Plan Companies in Advisement 32,700+

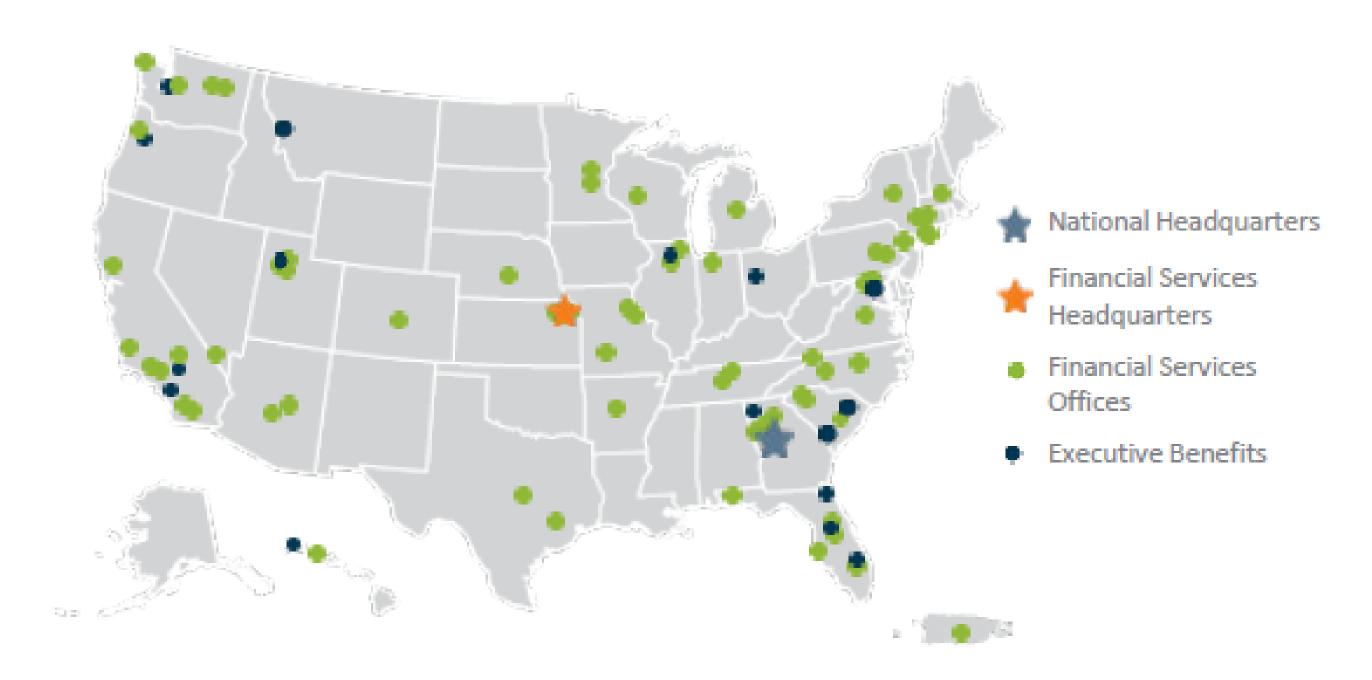
Wealth Management Household Accounts Under Management











ACTION ITEM: The Finance Committee recommends the CareerSource Central Florida (CSCF) Board to hire OneDigital as CSCF's investment account broker for its general/unrestricted funds.

Approved:

Finance Committee: 6/4/25





## Summary

Fiscal Responsibility

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Agenda Item 4E Agenda Item 4F

- Total Projected Revenue \$30M; Year-over-Year \$3M or 10% decrease
- 70% Earmarked for Career and Business Services; 30% in Innovation Support and Administration
- The proposed budget for salaries reflects a 3% merit increase average overall, with merits ranging between 2% and 4% based on performance evaluation scores. Incentive compensation has been set at an organizational cap of \$200,000 with employee eligibility based on requirements set by the incentive compensation policy.
- Employee health benefits reflect a decrease of 5% of current cost based on changing providers and plan structure changes and adjustments to employer/employee cost-share ratios.
- CSCF will be seeking approval from Florida Commerce to add transfer of funds flexibility of 90% between WIOA Adult and WIOA Dislocated Worker for program year 2025 funding.
- CSCF will request a waiver from CareerSource Florida to reduce the WIOA training state requirement from 50% to 40% for the fiscal year ending June 30, 2026.
- The total amount budgeted for administrative costs will not exceed the state allowable cap of 10%.



beautiful.ai



To: CareerSource Central Florida Board of Directors

From: Career Services Committee

Subject: Request for Approval for the CSCF New Training Providers

Date: June 12, 2025

#### PURPOSE:

Recommend the approval of new training providers and their program offerings to be included on CSCF's eligible training provider list (ETPL) to support in-demand occupations. These training providers are kept on ETPL list for one year and reviewed for performance for continued eligibility.

#### OVERVIEW:

- All providers must be on the State ETPL and meet CSCF's local criteria.
- Criteria include alignment with industry needs, short-term program length, regional demand occupations (RDOL), licensure, credential attainment, and wage thresholds (\$15+/hr).
- 4 providers reviewed; all recommended for approval.

#### RECOMMENDED PROVIDERS:

- 160 Driving Academy –Orlando (CDL –Trade & Logistics)
- Dental Assisting Institute –Orlando (Dental Assisting –Healthcare)
- Orlando School of Nursing (Medical Assistant, Practical Nursing –Healthcare)
- Coding Clarified Academy (Medical Coding –Healthcare, Online)

#### ACTION:

The Career Services Committee recommends the CSCF Board of Directors approve the above four training providers and their recommended programs to be included on the CSCF eligible training provider list for one-year and subsequently reviewed for performance.

#### Approved:

Career Services Committee - 4/22/25

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