



**DRAFT**  
**June 12, 2025**  
**9:00 a.m.**

**Board of Directors Meeting**

**Thursday, June 12, 2025 9:00 a.m.**

**MINUTES**

- MEMBERS PRESENT:** Sheri Olson, Joe Battista, Wendy Brandon, Gui Cunha, Sean Donnelly, Casey Ferguson, Wendy Ford, Tanisha Nunn Gary, John Gill, Mark Havard, Jeff Hayward, Shawn Hindle, Lindsey LeWinter, Nicole Martz, Catherine McManus, Snak Nakagawa, Gaby Ortigoni, Chris Pascal, Brinkley Ruffin, Amy Santorelli, Jonathan Schaefer, Trey Simpkins, Stella Siracuza, Michelle Sperzel, Eric Ushkowitz, Matt Walton, and Richard Watford
- MEMBERS ABSENT:** Andrew Albu, Sharon Arroyo, Kristin Gray, Molly Kostenbauder, Ben Larry, David Sprinkle, Richard Sweat, DeAnna Thomas, Maria Vazquez, and Kristin Williams
- STAFF PRESENT:** Pam Nabors, Tadar Muhammad, Leo Alvarez, Dyana Burke, Steven Nguyen, Gina Ronokarijo, Kristi Vilardi, Geo Morales; Brian Sparhawk, Sean Masherella, Vince Bruno, Carla Sosa, Vanessa Nogueira, and Kaz Kasal
- GUESTS PRESENT:** Commissioner Peggy Choudhry / Osceola County; Adrienne Johnston / CareerSource Florida; Nate Barnes / CSCF Participant; Kenneth Boggs / Veterans Services Office, Seminole County / Heather Ramos / GrayRobinson; Rachael Kobb, Sharon Smoley / Central Florida Public Affairs

Agenda Item	Topic	Action Item / Follow Up Item
1.	<p><b>Welcome</b></p> <ul style="list-style-type: none"> <li>Ms. Olson, Board Vice Chair on behalf of Richard Sweat, Board Chair, called meeting to order at 9:00 am and welcomed attendees.</li> </ul> <p><b>Roll Call / Establishment of Quorum</b></p> <ul style="list-style-type: none"> <li>Ms. Kasal, Executive Board Coordinator, reported a quorum present.</li> </ul> <p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>None offered.</li> </ul> <p><b>Host Welcome</b></p> <ul style="list-style-type: none"> <li>Mr. Ruffin, CSCF Board Member and Vice President of Talent Acquisition, Universal Orlando, welcomed attendees. Mr. Ruffin provided the internal culture of Universal Orlando and its key values of engagement, enthusiasm and evolvment, as well as the importance cultivating staff and career growth for the long term.</li> </ul>	
2.	<p><b>Central and East Coast Florida Innovation Alliance (Virtual Connection)</b></p> <p>CSCF Board connected virtually with the CareerSource Brevard Flagler Volusia Board, to receive an overview on the alliance of these two regional workforce boards. Ms. Adrienne Johnston, President/CEO of</p>	

	<p>CareerSource Florida stated that, as part of the REACH Act, signed Governor DeSantis, regional workforce boards (RWBs) across the state are to work with a neighboring RWB to share services, reduce barriers, enhance efficiency and maintain local flexibility to improve service delivery to job seekers and businesses.</p> <p>Ms. Marci Murphy, Executive Director, CareerSource Brevard, Flagler Volusia relayed this partnership will provide ability to consistently share processes and strategically plan with shared sectors, i.e. healthcare, advanced manufacturing, construction, hospitality to better service job seeker and business clients.</p> <p>Ms. Pamela Nabors, President/CEO, CSCF, added the advanced manufacturing / semiconductor industry in Neo City, Osceola County, and aerospace industry in Brevard County is a natural alignment which benefits both RWBs with shared talent and tech skills opportunities.</p>	
3.	<p><b>CSCF Spotlight Story</b></p> <ul style="list-style-type: none"> <li>Mr. Muhammad, Chief Operating Officer, introduced CSCF Participant, Nate, and CSCF's Veterans' Career Counselor Mr. Brian Sparhawk.</li> </ul> <p>Nate, veteran, was a helicopter mechanic in the US Army. After recently leaving the military, he struggled to find a civilian career and was homeless with a wife and two small children. Fortunately, Nate connected with Kenneth Boggs at the Seminole County Veterans Services Office. Mr. Boggs then connected Nate to Mr. Brian Sparhawk, CSCF. Through AI technology Mr. Sparhawk was able to match Nate's mechanical experience from the military to a job at Universal Orlando. Nate now works as a Ride Technician at Universal Orlando with great pay. Nate thanked CSCF and Mr. Sparhawk for his assistance in finding a good paying job that is providing for his family. He ended saying "CSCF does make a big difference in people's lives."</p>	
4.	<p><b>Consent Agenda</b></p> <ul style="list-style-type: none"> <li>Ms. Olson asked the Board if any items on consent agenda, as listed below (attachments), should be moved off for further discussion: <ul style="list-style-type: none"> <li>Draft Minutes of 4/15/25 Board Meeting</li> <li>Proposed 2025-2026 Board Meeting Schedule</li> <li>Finance Committee Charter (<i>Finance</i>)</li> <li>Unrestricted Investment Account Broker (<i>Finance</i>)</li> <li>Transfer Authority of WIOA Adult/DW Funding (<i>Finance</i>)</li> <li>Waiver Request of ITA Training Requirements (<i>Finance</i>)</li> <li>Training Provider Recommendations to ETPL List (<i>Career Services</i>)</li> </ul> </li> </ul>	<p><b>Mr. Hayward made a motion to approve all items on the consent agenda. Mr. Walton seconded; motion passed unanimously.</b></p>

5.	<p><b>Information / Discussion / Action Items</b></p> <p><u>Chair's Report:</u></p> <ul style="list-style-type: none"> <li>Ms. Olson relayed the following: <ul style="list-style-type: none"> <li>Be sure to read new Board Source issue coming out this afternoon. There are a few activities listed in the issue that board members can attend and earn participation hours. Reach out to Ms. Kasal if interested in attending.</li> <li>Welcome to also attend Launch Pad: STEM Edition occurring this evening in partnership with J.P. Morgan Chase to raise awareness about STEM careers. Reach out to Ms. Kasal if interested in attending.</li> <li>Reminded the Board to electronically submit their annual Form 1 by 7/1/25.</li> <li>Ms. Olson recognized Mr. Sweat's great service as Board Chair this program year and the previous program year. A special recognition award will be provided to him.</li> </ul> </li> </ul> <p><u>President's Report (attachment)</u></p> <ul style="list-style-type: none"> <li>Ms. Nabors, President/CEO, provided following highlights from the President's Report (attachment). <ul style="list-style-type: none"> <li>CSCF's Scorecard thru 3<sup>rd</sup> quarter: 7/1/2024 thru 3/31/2025.</li> <li>Level Up Orange program updates.</li> <li>Customer Satisfaction – overall satisfaction received: 9 out of 10 (with 10 being the highest).</li> <li>Kicked off partnership with Goodwill on a pilot project with Welfare Transition recipients to make this population aware they can make more money working vs receiving TANF (Temporary Assistance to Needy Families).</li> <li>CSCF received 10+ years of clean audits, no finding from external auditors.</li> <li>CSCF received A+ rating from CareerSource Florida for achieving multiple performance measures.</li> <li>Legislative Update: "Make American Skilled Again" – state legislators reviewing. Stay tuned for further updates.</li> <li>Reviewed various CSCF Board and staff achievements.</li> <li>Update on 2025 Summer Youth Program.</li> </ul> </li> </ul> <p><u>Finance Report</u></p> <ul style="list-style-type: none"> <li>Mr. Alvarez, CFO, reviewed highlights through 3<sup>rd</sup> quarter, 7/1/24 – 3/31/25 (attachment). On track through 3<sup>rd</sup> quarter with expenditures overall at 7055%; expecting to close the year on track.</li> </ul>	
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## Committee Reports

### Executive:

- Ms. Olson, on behalf of Richard Sweat, Executive Committee Chair, reported Committee met on 5/29/25 and reviewed:
  - Chair, President and Committee reports.
  - President & CEO Performance Review – Committee concurred Ms. Nabors' end of year compensation adjustments of 4% merit, 10% discretionary incentive and a 5% 457 retirement plan discretionary incentive contribution.
  - Reviewed Board agenda.

### 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.

### 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 by continuing to search for organizations, like the "Community Hubs" within colleges, that attract career seekers; where CSCF can co-locate to provide career support.

### Career Services

- Mr. Muhammad, on behalf of Career Services Committee Chair, Andrew Albu, stated Career Services Committee met on 4/22/25 and reviewed following:
  - New training providers added to local Eligible Training Provider List, which Board approved on Consent Agenda for today's 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

- Ms. LeWinter, on behalf of Community Engagement Chair, Mr. Sprinkle, 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.

#### 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.**

**Mr. Hayward made a motion to approve the 2025-2026 Budget. Mr. Walton seconded; motion passed unanimously.**

[illegible]

	<ul style="list-style-type: none"> <li>- Reviewed Board Engagement through 4/30/25 (attachment). To date (through 6/12/25):               <ul style="list-style-type: none"> <li>o <u>Participation: 81%</u> (<i>Annual Goal is 90%</i>)</li> <li>o <u>Demonstration: 100%</u> (<i>Annual Goal is 80%</i>)</li> <li>o <u>Contribution: 92%</u> (<i>Annual Goal is 70%</i>)</li> </ul> </li> </ul> <p><u>Revenue Diversity and New Markets</u></p> <ul style="list-style-type: none"> <li>• Mr. Gill, Revenue Diversity and New Markets Committee Chair, stated the Committee met on 5/28/25 and reviewed the following:               <ul style="list-style-type: none"> <li>- Grant details and funding results 7/1/24 thru 5/28/25. Currently exceeding annual \$6M by 111% (\$6.7M).</li> <li>- “Pouring with a Purpose” event occurring on 4/16/25 was a success and helped increase board participation and contributions.</li> <li>- Ticket To Work challenges requiring staff to maintain reaching customers, but cases get dropped if staff can’t reach after 90 days. Staff looking for ways to resolve this issue.</li> <li>- Reviewed donor cycle map and areas of focus within the map. Committee provided feedback.</li> <li>- Reviewed FY 2025-2026 development goals.</li> <li>- Signature breakfast planning on 9/16/25.</li> </ul> </li> </ul>	
9	<b>Other Business</b> None offered.	
10	<b>Adjournment</b> Meeting adjourned at 10:30 am.	

Respectfully submitted,

Kaz Kasal  
Executive Board Coordinator