



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 Siracusa, 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.	Welcome - Ms. Olson, Board Vice Chair on behalf of Richard Sweat, Board Chair, called meeting to order at 9:00 am and welcomed attendees. Roll Call / Establishment of Quorum - Ms. Kasal, Executive Board Coordinator, reported a quorum present. Public Comment - None offered. Host Welcome - 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 involvement, as well as the importance cultivating staff and career growth for the long term.	
2.	Central and East Coast Florida Innovation Alliance (Virtual Connection) 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 CareerSource Florida stated that, as part of the REACH Act, signed by 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.	

	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. 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.	
3.	CSCF Spotlight Story Mr. Muhammad, Chief Operating Officer, introduced CSCF Participant, Nate, and CSCF's Veterans' Career Counselor Mr. Brian Sparhawk. 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."	
4.	Consent Agenda - Ms. Olson asked the Board if any items on consent agenda, as listed below (attachments), should be moved off for further discussion: - Draft Minutes of 4/15/25 Board Meeting - Proposed 2025-2026 Board Meeting Schedule - Finance Committee Charter (<i>Finance</i>) - Unrestricted Investment Account Broker (<i>Finance</i>) - Transfer Authority of WIOA Adult/DW Funding (<i>Finance</i>) - Waiver Request of ITA Training Requirements (<i>Finance</i>) - Training Provider Recommendations to ETPL List (<i>Career Services</i>)	Mr. Hayward made a motion to approve all items on the consent agenda. Mr. Walton seconded; motion passed unanimously.

5.	Information / Discussion / Action Items <u>Chair's Report:</u> - Ms. Olson relayed the following: - 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. - 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. - Reminded the Board to electronically submit their annual Form 1 by 7/1/25. - 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. <u>President's Report (attachment)</u> - Ms. Nabors, President/CEO, provided following highlights from the President's Report (attachment). - CSCF's Scorecard thru 3rd quarter: 7/1/2024 thru 3/31/2025. - Level Up Orange program updates. - Customer Satisfaction – overall satisfaction received: 9 out of 10 (with 10 being the highest). - 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). - CSCF received 10+ years of clean audits, no finding from external auditors. - CSCF received A+ rating from CareerSource Florida for achieving multiple performance measures. - Legislative Update: "Make American Skilled Again" – state legislators reviewing. Stay tuned for further updates. - Reviewed various CSCF Board and staff achievements. - Update on 2025 Summer Youth Program. <u>Finance Report</u> - Mr. Alvarez, CFO, reviewed highlights through 3rd quarter, 7/1/24 – 3/31/25 (attachment). On track through 3rd quarter with expenditures overall at 7055%; expecting to close the year on track.	
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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 3rd 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. <u>Community Engagement</u> • 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. <u>Committee feedback:</u> - CSCF should showcase to CareerSource Florida and Florida Commerce the great audits and savings on fixed costs – monetize this. <u>Finance Committee</u> • 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.
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	○ Community Hub Lease: Seminole State College ○ Community Hub Lease: Valencia College Related Party Contracts: - Mr. Battista, Valencia College, indicated before the meeting that he had a conflict of interest and needed to abstain from discussion and voting. Staff presented a Related Party Contract with CareerSource Central Florida and Valencia College in the amount of \$10,875 annually. - Mr. Hindle, Hanson, Walter & Associates, Inc., indicated before the meeting that he had a conflict of interest and needed to abstain from discussion and voting. Staff presented a Related Party Contract with CareerSource Central Florida and Valencia College in the amount of \$10,875 annually. - A copy of the Board meeting and committee meeting minutes that documents the discussion and approval of the Related Party Contract (including the name of the contractor and the value of the contract) will be forwarded to Florida Commerce. - Approved the following items which Board approved under Consent Agenda earlier in this meeting: ○ 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	Mr. Hayward made a motion for the Board to approve the execution of lease agreement with Seminole State College. Mr. Walton seconded; motion passed. Mr. Hayward made a motion for the Board to approve the related party contract with CareerSource Central Florida and Valencia College in the amount not to exceed \$10,875 annually. Mr. Nakagawa seconded, with Mr. Battista and Mr. Hindle abstaining; motion passed. The related party contract will be sent to Florida Commerce for approval Yeas: 25 Nays: 0 Abstentions: 2
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	<u>Governance</u> - 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. Dr. Vazquez with OCPS will be replaced by Mr. Robert Bixler with OCPS. - Approved a proposed Slate of Officers for Board's final approval (attachment): - Chair: Sheri Olson - Vice Chair: David Sprinkle - Treasurer: Eric Ushkowitz - Secretary: Jeff Hayward - Reviewed Board Engagement through 4/30/25 (attachment). To date (through 6/12/25): <u>Participation: 81%</u> (Annual Goal is 90%) <u>Demonstration: 100%</u> (Annual Goal is 80%) <u>Contribution: 92%</u> (Annual Goal is 70%) <u>Revenue Diversity and New Markets</u> - Mr. Gill, Revenue Diversity and New Markets Committee Chair, stated the Committee met on 5/28/25 and reviewed the following: - 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 cases 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.	Mr. Walton made a motion to approve Slate of Officers, as presented. Mr. Battista seconded; motion passed unanimously.
9	Other Business None offered.	
10	Adjournment Meeting adjourned at 10:30 am.	

Respectfully submitted,

Kaz Kasal
Executive Board Coordinator

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Battista, Joseph	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Central Florida / Board of Directors
MAILING ADDRESS P.O. Box 3028	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: ☐ CITY ☐ COUNTY ☒ OTHER LOCAL AGENCY
CITY Orlando	COUNTY Orange
DATE ON WHICH VOTE OCCURRED 6/12/2025	NAME OF POLITICAL SUBDIVISION: MY POSITION IS: ☐ ELECTIVE ☒ APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

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

I, Joseph Battista, hereby disclose that on June 12, 20 25 :

(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 Valencia 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 Board of Directors voted to approve "Community Hub Lease - Valencia College" [Agenda Item 5D 6) b)]. As Vice President for Global, Professional, and Continuing Education of Valencia College, I would not benefit personally but my employer, Valencia 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.

Date Filed

6/14/2025

Signature

Joseph Battista

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.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Hindle, Shawn		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Central Florida / Board of Directors	
MAILING ADDRESS 8 Broadway, Suite 104		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Kissimmee	COUNTY Osceola	☐ CITY ☐ COUNTY ☒ OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 6/12/2025		NAME OF POLITICAL SUBDIVISION:	
		MY POSITION IS:	
		☐ ELECTIVE ☒ APPOINTIVE	

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For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

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APPOINTED OFFICERS (continued)

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DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Shawn Hindle, hereby disclose that on June 12, 20 25 :

(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 Valencia 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.

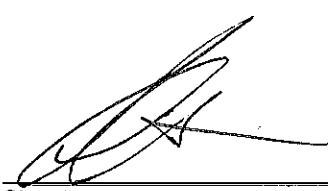
(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

The Board of Directors voted to approve "Community Hub Lease - Valencia College" [Agenda Item 5D 6) b)]. As President for Hanson, Walter & Associates, Inc, I am disclosing that I sit on Valencia College's Board of Trustees, to avoid any appearance of a conflicting interest.

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.

6/12/25

Date Filed


Signature

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