



**Consortium & Board of Directors Joint Meeting**

**Thursday, June 22, 2023, 9:00 a.m.**

**MINUTES**

**CONSORTIUM MEMBERS**

**PRESENT:**

Mayor Jerry Demings, Commission Lee Constantine, Commissioner Peggy Choudhry, Commissioner Sean Parks and Commissioner Roberta Ulrich

**BOARD MEMBERS PRESENT:**

Jody Wood, Andrew Albu, Wendy Brandon, Gui Cunha, Keira des Anges, Wendy Ford, Tanisha Gary, John Gyllin, Shawn Hindle, Eric Jackson, Phillip Laws, Sheri Olson, Renee Quintanilla, Stelle Siracuza, David Sprinkle, Richard Sweat, DeAnna Thomas, Eric Ushkowitz, and Matt Walton

**BOARD MEMBERS ABSENT:**

Joe Battista, Glen Casel, Sean Donnelly, Jessie Dzorney-Lukash, John Gill, Mark Havard, Jeff Hayward, Bryan Orr, Gaby Ortigoni, Manuel Rascon, Michelle Sperzel and Maria Vazquez

**STAFF PRESENT:**

Pam Nabors, Tadar Muhammad, Leo Alvarez, Dyana Burke, Steven Nguyen, Nilda Blanco, Emily Kruszewski, Evan Williams, Belinda Vega, Angel Ramos, Sean Masherella, Vanessa Noguiera, Meghan Driscoll, Abigail Bass and Kaz Kasal

**GUESTS PRESENT:**

Craig Borkon / Orlando Venues; Katie Crofoot / REACH Office, Daniel Harper, Yveta McCullough, Valerie Peacock / DEO; Heather Ramos, Chris Carmody / GrayRobinson; Steve Nakagawa / Florida High Tech Corridor; Ben Larry / SkyWater Technology; Kari Conley; Katalina / CSCF Participant

<b>Consortium-Board Meeting</b>		
<b>Agenda Item</b>	<b>Topic</b>	<b>Action Item / Follow Up Item</b>
1	<p><b>Welcome</b></p> <ul style="list-style-type: none"> <li>Mayor Demings, Consortium Chair, called meeting to order at 9:04 am and welcomed attendees.</li> <li>Mr. Kirk Wingerson, Venues Marketing Division Manager welcomed attendees to Camping World Stadium and provided an historical and current overview of the stadium and the wide variety of venues they have hosted.</li> <li>Mayor Demings welcomed Commissioner Sean Parks on the Consortium representing Lake County. Commissioner Parks replaced Commissioner Kirby Smith on Consortium for 2023.</li> </ul>	
2	<p><b>CSCF Spotlight Story</b></p> <p>CSCF Participant, Katalina, relayed her journey from getting her high school diploma to attaining certification, which resulted in securing medical assistant job earning \$15/hour. Katalina thanked her career consultant, Ms. Belinda Vega, for all the support and guidance she provided. Katalina also has future plans to become a registered nurse.</p>	

**Consortium-Board Meeting (continued)**

Agenda Item	Topic	Action Item / Follow Up Item
3	<p><b>Recognition of Board Services</b></p> <ul style="list-style-type: none"> <li>• Mayor Demings thanked the CSCF Board for their service which has helped to make PY 2022-2023 a tremendous success.</li> </ul>	
4	<p><b>Roll Call / Establishment of Quorum</b></p> <ul style="list-style-type: none"> <li>• Ms. Kasal, Executive Coordinator, reported a quorum present on the Consortium and CSCF Board.</li> </ul>	
5	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>• None offered.</li> </ul>	
6	<p><b>Consortium Action Items</b></p> <p><u>Approval of 12/15/22 Consortium-Board Meeting</u></p> <ul style="list-style-type: none"> <li>• Reviewed draft minutes from 12/15/22 Consortium-Board Meeting (attachment).</li> </ul> <p><u>Approval of Board Appointments</u></p> <ul style="list-style-type: none"> <li>• Reviewed appointments of CSCF Board to be effective 7/1/23 (attachment).</li> </ul>	<p><b>Commissioner Constantine made a motion to approve minutes from the 12/15/22 Consortium-Board meeting. Commissioner Ulrich seconded; motion passed unanimously.</b></p> <p><b>Commissioner Constantine made a motion to approve the Board Appointments, as presented. Commissioner Ulrich seconded; motion passed unanimously.</b></p>
7	<p><b>Board and Consortium Action Items</b></p> <p><u>Approval of the 2023-2024 CSCF Budget</u></p> <ul style="list-style-type: none"> <li>• Board reviewed 2023-2024 CSCF Budget (attachment).</li> <li>• Consortium reviewed 2023-2024 CSCF Budget (attachment).</li> </ul>	<p><b>Mr. Walton made a motion to approve the 2023-2024 Budget. Mr. Albu seconded; motion passed unanimously.</b></p> <p><b>Commissioner Choudhry made a motion to approve the 2023-2024 Budget. Commissioner Constantine seconded; motion passed unanimously.</b></p>

**Consortium-Board Meeting (continued)**

Agenda Item	Topic	Action Item / Follow Up Item
7	<p><u>Direct Provider of Workforce Service Extension Request 2023-2024</u></p> <ul style="list-style-type: none"> <li>Board reviewed action memo recommendation to approve CSCF's continued designation as a Direct Service Provider for delivery of services to its career seekers and businesses for the period of 7/1/2023 through 6/30/2024 (attachment).</li> <li>Consortium reviewed action memo recommendation to approve CSCF's continued designation as a Direct Service Provider for delivery of services to its career seekers and businesses for the period of 7/1/2023 through 6/30/2024 (attachment).</li> </ul>	<p><b>Mr. Sweat made a motion to approve CSCF's continued designation as a direct service provider for period 7/1/2023 through 6/30/2024, as approved and submitted to DEO and CareerSource Florida. Mr. Sprinkle seconded; motion passed unanimously.</b></p> <p><b>Commissioner Constantine made a motion to approve CSCF's continued designation as a direct service provider for period 7/1/2023 through 6/30/2024, as approved and submitted to DEO and CareerSource Florida. Commissioner Ulrich seconded; motion passed unanimously.</b></p>
8	<p><b>Adjournment of Consortium</b></p> <ul style="list-style-type: none"> <li>Consortium adjourned at 9:31 am.</li> </ul>	

**Board Meeting**

Agenda Item	Topic	Action Item / Follow Up Item
9	<p><b>Board Consent Agenda</b></p> <ul style="list-style-type: none"> <li>• Ms. Wood asked the Board if any item on consent agenda, as listed below, should be moved off for further discussion:               <ul style="list-style-type: none"> <li>– 4/24/23 Board Meeting Draft Minutes.</li> <li>– Proposed 2023-2024 Board-Committee Meeting Schedule.</li> <li>– Local Apprenticeship Policy (<i>Career Services</i>).</li> <li>– Executive Compensation (<i>Executive</i>).</li> </ul> </li> </ul>	<p><b>Mr. Walton made a motion to approve all items on the consent agenda. Ms. Olson seconded; motion passed unanimously.</b></p>
10	<p><b>Information / Discussion</b></p> <p><u>Chair's Report</u></p> <ul style="list-style-type: none"> <li>• Ms. Wood relayed the following:               <ul style="list-style-type: none"> <li>– Thanked the Consortium for approving appointment of new Board Members.</li> <li>– Reminded Board to complete: 1) Form 1 by 7/3/23, 2) orientation training, and 3) 4<sup>th</sup> quarter surveys which will be sent on 6/26/23.</li> <li>– Encouraged Board to make an end-of-the-year contribution.</li> </ul> </li> <li>• Ms. Wood also announced her retirement from her company and from the CSCF Board effective 6/30/23.</li> </ul> <p><u>President's Report</u></p> <ul style="list-style-type: none"> <li>• Ms. Nabors, President/CEO, reported on following highlights (attachment):               <ul style="list-style-type: none"> <li>– Reviewed scorecard 7/1/22 thru 6/10/23.</li> <li>– Introduced Mr. Tadar Muhammad, CSCF's new Chief Operating Officer.</li> <li>– Welcomed Ms. Katie Crofoot, Director of the Office of REACH (Reimagining Education and Career Help), of the Governor's Office.</li> <li>– Reviewed CSCF's internal and external key highlights.</li> </ul> </li> <li>• The following Board Members were recognized for their service on the CSCF Board, which concludes on 6/30/23:               <ul style="list-style-type: none"> <li>➤ Glen Casel</li> <li>➤ Kari Conley</li> <li>➤ Dr. John Gyllin</li> <li>➤ Eric Jackson</li> <li>➤ Manuel Rascon</li> <li>➤ Jody Wood</li> </ul> </li> </ul>	



**Board Meeting (continued)**

Agenda Item	Topic	Action Item / Follow Up Item
10	<p><u>Finance Report</u></p> <ul style="list-style-type: none"> <li>Mr.. Alvarez, CFO, reviewed financials through 4/30/23, trending on target at 82% expended.</li> </ul> <p><u>Committee Reports</u></p> <p><u>Executive:</u> Ms. Wood, Executive Committee Chair, reported on the following:</p> <ul style="list-style-type: none"> <li>Met on 4/20/23 and 6/15/23</li> <li>On 4/20/23, reviewed highlights from President's report, committee reports and upcoming Board Meeting agenda. The Committee also approved CSCF's FY 2023-2024 Health Insurance Plan Renewal, selecting Florida Blue as its continued provider.</li> <li>On 6/15/23, reviewed highlights from President's report, committee reports and upcoming Board meeting agenda. Additionally, the Committee approved, as well as Board approved under this meeting's Consent Agenda: 1) the authority for CSCF's President &amp; CEO to issue merit &amp; incentive compensation, and 2) an 8% increase adjustment to executive staff's pay grades so as to align to current market rates. And lastly, the Committee reviewed and approved President &amp; CEO's salary and incentive.</li> </ul> <p><u>Audit</u> Ms. Olson, Audit Committee Chair, stated no reports.</p> <p><u>Career Services</u> Mr. Abu, Career Services Committee Chair, stated Career Services Committee met on 3/23/23 and 5/25/23:</p> <ul style="list-style-type: none"> <li>On 3/23/23, Committee reviewed program updates and scorecard through 2<sup>nd</sup> quarter. Committee also approved apprenticeships to be added to CSCF's Eligible Training Provide List (ETPL).</li> <li>On 5/25/23, Committee approved new training providers to the ETPL, and also approved the local apprenticeship policy, with a minor adjustment.</li> </ul>	

**Board Meeting (continued)**

Agenda Item	Topic	Action Item / Follow Up Item
10	<p><u>Community Engagement</u> Mr. Sprinkle, Community Engagement Committee Chair, stated Committee met on 6/8/23 at West Orange Career Center to review the Center’s branding. The Committee toured the Center and provided a lot of constructive feedback. The Committee was also assigned to review and provide feedback on CSCF’s website via mobile and from computer.</p> <p>Additionally, Mr.Sprinkle asked the entire Board to also review CSCF’s website and provide their feedback to Ms. Kruszewski.</p> <p><u>Facilities Ad Hoc</u> Mr. Walton, Facilities Ad Hoc Committee Chair, stated no reports.</p> <p><u>Finance Committee</u> Mr. Ushkowitz, Finance Committee Chair, reported the Committee met on 4/12/23 and 6/7/23.</p> <ul style="list-style-type: none"> <li>- On 4/12/23, Committee reviewed CSCF’s retirement plan updates, health insurance plan renewal status, and audit results, which was a clean report, no issues. The Committee also approved to add transfer of funds flexibility between WIOA Adult &amp; Dislocated Worker.</li> <li>- On 6/7/23, Committee approved draft FY 2023-2024 Budget and also approved some adjustments to CSCF’s Retirement Plan to help enhance its value.</li> </ul> <p><u>Governance Committee</u> Mr. Sweat, Governance Committee Chair, stated Committee met on 5/10/23 and reviewed Board Engagement through 3/31/23, proposed Board Roster for FY 2023-2023, and an Enterprise Risk update.</p> <p>The Committee also approved a proposed Slate of Officers for Board’s final approval (attachment):</p> <ul style="list-style-type: none"> <li>- Chair: Richard Sweat</li> <li>- Vice Chair: Sheri Olson</li> <li>- Treasurer: Eric Ushkowitz</li> <li>- Secretary: Jeff Hayward</li> </ul> <p>Mr. Sweat stated an Enterprise Risk update will be provided at the next board meeting.</p>	<p><b>Mr. Sprinkle made a motion to approve Slate of Officers, as presented. Mr. Walton seconded; motion passed unanimously.</b></p>



**Board Meeting (continued)**

Agenda Item	Topic	Action Item / Follow Up Item
	<p><u>Revenue Diversity and New Markets</u> Mr. Jackson, Revenue Diversity and New Markets Committee Chair, stated the Committee met on 3/30/23 and reviewed year-to-date results, and also organization discussion to include roadmap and strategic objectives.</p> <p><u>CareerSource Central Florida – 2021-2022 Annual Performance</u> Mr. Daniel Harper, Senior Management Analyst Supervisor with the Florida Department of Economic Opportunity Department of Economic Opportunity, provided an overview of the workforce system’s funding sources and structure, and reviewed CSCF’s performance for FY 2021-2022 (attachment).</p>	
11	<p><b>Legislative Update</b> Mr. Chris Carmody, GrayRobinson, provided a presentation entitled “2023 Session Wrap-Up” (attachment) and reviewed state legislation activities, priorities, issues, and budget allocations.</p>	
12	<p><b>Other Business</b> None offered</p>	
13	<p><b>Adjournment of Board</b></p> <ul style="list-style-type: none"> <li>• Consortium adjourned at 11:13 am.</li> </ul>	

Respectfully submitted,

Kaz Kasal  
Executive Coordinator