



Consortium & Board of Directors Joint Meeting

Thursday, June 23, 2022, 9:00 a.m.

MINUTES

CONSORTIUM MEMBERS

PRESENT: Commissioner Andria Herr, Commissioner Peggy Choudhry, Commissioner Kirby Smith and Commissioner Roberta Ulrich

CONSORTIUM MEMBERS

ABSENT: Mayor Jerry Demings

BOARD MEMBERS PRESENT: Jody Wood, Andrew Albu, Wendy Brandon, Glen Casel, Kari Conley, Keira des Anges, Wendy Ford, John Gill, John Gyllin, Mark Havard, Jeff Hayward, Shawn Hindle, Sheri Olson, Bryan Orr, Renee Quintanilla, Charles Scherer, Stella Siracuza, David Sprinkle, Eric Ushkowitz, and Matt Walton

BOARD MEMBERS ABSENT: Gui Cunha, Sean Donnelly, Jessie Dzionney-Lukash, Eric Jackson, Manuel Rascon, Joseph Richardson, Richard Sweat, DeAnna Thomas, and Maria Vazquez

STAFF PRESENT: Pam Nabors, Mimi Coenen, Leo Alvarez, Becca Bides, Dyana Burke, Steven Nguyen, Nilda Blanco, Lorri Shaban, Emily Kruszewski, Angel Ramos, Sean Masherella, Vanessa Noguiera and Kaz Kasal

GUESTS PRESENT: Carlos Suarez / CSCF Participant; Yolanda Green / CSCF; Richard Chapa / Disney; Heather Ramos / GrayRobinson; Jane Callahan / Dean Mead

Consortium & Board Meeting		
Agenda Item	Topic	Action Item / Follow Up Item
1	<p>Welcome</p> <ul style="list-style-type: none"> Commissioner Herr, Consortium Vice Chair and Ms. Wood, Board Chair, called meeting to order at 9:05 am and welcomed attendees. New Consortium Members, Commissioner Kirby Smith and Commissioner Roberta Ulrich were introduced. 	
2	<p>CSCF Spotlight Story</p> <ul style="list-style-type: none"> Mr. Carlos Suarez, CSCF Participant, thanked CSCF for recently providing job search assistance. He is now working for Accu-cut in Lake County and earning a higher wage than his previous job. 	
3	<p>Recognition of Board Services – Departing Board Member</p> <ul style="list-style-type: none"> Dr. Joseph Richardson was recognized for his service on the CSCF Board, which concludes on 6/30/22. 	
4	<p>Roll Call / Establishment of Quorum</p> <ul style="list-style-type: none"> Ms. Kasal, Executive Coordinator, reported a quorum present on both the Consortium and CSCF Board. 	

Consortium & Board Meeting (continued)

Agenda Item	Topic	Action Item / Follow Up Item
5	Public Comment <ul style="list-style-type: none"> None offered. 	
6	Consortium Action Items <u>Approval of Minutes – 12/16/21 Consortium Meeting</u> <ul style="list-style-type: none"> Reviewed draft minutes from 12/16/21 Consortium Meeting (attachment). <u>Approval of Board Appointments</u> <ul style="list-style-type: none"> Reviewed appointments of CSCF Board (attachment). 	<p>Commissioner Smith made a motion to approve minutes from the 12/16/21 Consortium meeting. Commissioner Ulrich seconded; motion passed unanimously.</p> <p>Commissioner Smith made a motion to approve the Board Appointments, as presented. Commissioner Choudhry seconded; motion passed unanimously.</p>
7	Board and Consortium Action Items <u>Approval of the 2022-2023 CSCF Budget</u> <ul style="list-style-type: none"> Board reviewed 2022-2023 CSCF Budget (attachment). Consortium reviewed 2022-2023 CSCF Budget (attachment) 	<p>Mr. Walton made a motion to approve the 2022-2023 Budget. Ms. Ford seconded; motion passed unanimously.</p> <p>Commissioner Ulrich made a motion to approve the 2022-2023 Budget. Commissioner Choudhry seconded; motion passed unanimously.</p>
8	Adjournment of Consortium <ul style="list-style-type: none"> Consortium adjourned at 9:18 am. 	

Board Meeting

Agenda Item	Topic	Action Item / Follow Up Item
9	<p>Consent Agenda</p> <ul style="list-style-type: none"> • 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"> – Draft Minutes of 4/28/22 Board Meeting. – Proposed 2022-2023 Board – Committee Meeting Schedule. – Career Services Committee Charter – Updated. – CSCF New Training Providers. – Revenue Diversity & New Markets Committee Charter. – Finance Enterprise Resource Planning System Update Recommendation. – Fiscal/Program Monitoring RFP. 	<p>Ms. Olson made a motion to approve all items on the consent agenda. Mr. Walton seconded; motion passed unanimously.</p>
10	<p>Information / Discussion / Action Items</p> <p><u>Chair’s Report</u></p> <ul style="list-style-type: none"> • Ms. Wood relayed following: <ul style="list-style-type: none"> – Thanked the Consortium for approving the following appointments to CSCF Board effective 7/1/22: <ul style="list-style-type: none"> ○ <u>Tanisha Nunn Gary</u>, African American Chamber of Commerce of Central Florida ○ <u>Gaby Ortigoni</u>, Hispanic Chamber of Commerce of Metro Orlando ○ <u>Joe Battista</u>, Valencia College ○ <u>Michelle Sperzel</u>, Harbor House of Central Florida – Reminded Board to file their Form 1’s by 7/1/22. – Reminded Board to complete orientation training by 6/30/22. – Encouraged Board to make a contribution to CSCF by 6/30/22 in order to get closer to and/or reach the Board’s annual “Contribution” engagement goal. – Staff will be providing to each Board Member an individualized engagement dashboard report, to help them track their progress against the annual engagement goals. – Congratulated Ms. Nabors for her tenure of 10 years with CSCF. 	
	<p><u>President’s Report</u></p> <ul style="list-style-type: none"> • Ms. Nabors reported on following highlights (attachment): <ul style="list-style-type: none"> – Reviewed scorecard thru 6/11/22. – Provided update on LevelUp Orange. – Provided state, workforce leadership and local updates. 	

Board Meeting

Agenda Item	Topic	Action Item / Follow Up Item
10	<ul style="list-style-type: none"> • <u>Finance Report</u> <ul style="list-style-type: none"> – Mr. Alvarez, CFO, reviewed financials through 4/30/22, should close year out on target. <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"> • Met on 6/16/22. • Reviewed CSCF updates and committee reports. • Approved two action items from Finance Committee: 1) Finance Enterprise Resource Planning System and 2) Fiscal/Program Monitoring RFP, which have been approved under Consent Agenda earlier at this meeting. • Committee also approved action item from Revenue Diversity & New Markets Committee on their Organization Structure recommendation, which will come to Board’s vote during this meeting’s Insight section. • Thanked Ms. Conley/Duke Energy for approved \$20,000 grant. <p><u>Audit</u> Ms. Olson, Audit Committee Chair, stated no reports.</p> <p><u>Career Services</u> Mr. Albu, Career Services Committee Chair, stated Career Services Committee met on 5/19/22 and reviewed scorecard through 3/31/22. Committee also approved:</p> <ul style="list-style-type: none"> – Updated Charter to include wording regarding reviewing non-DEO funds, and two new training providers (both have been approved under this meeting’s Consent Agenda). – Continuing Training Providers and new programs: Committee approved to move for Board’s approval. Mr. Albu reviewed action item (attachment). <p><u>Community Engagement</u> Mr. Sprinkle, Community Engagement Committee Chair, stated Committee met on 5/12/22 and reviewed results from the community engagement survey and opportunities where to improve based on the data. An overview was provided to the Board on what was learned and it will be applied (attachment).</p>	<p>Mr. Orr made a motion to approve programs offered by current providers that meet local demand as defined by state criteria and policy through 12/31/22. Mr. Walton seconded, with Dr. Gyllin abstaining; motion passed unanimously.</p>

Board Meeting (continued)

Agenda Item	Topic	Action Item / Follow Up Item
	<p><u>Finance</u> Mr. Ushkowitz, Finance Committee Chair, reported on the following:</p> <ul style="list-style-type: none"> • Met on 6/8/22. • Reviewed financials through 4/30/22. • Approved FY 2022-2023 Draft Budget, which has been approved by Board and Consortium earlier on today's agenda. <p><u>Facilities Ad Hoc</u> Mr. Walton, Facilities Ad Hoc Committee Chair, reported visiting the Osceola Career Center last month and commented that the Center is very well done. Planning to visit Southeast Orange to review paint completion. No committee meetings currently scheduled.</p> <p><u>Governance</u> Mr. Sweat, Governance Committee Chair, reported on the following:</p> <ul style="list-style-type: none"> • Met on 5/25/22. • Approved for Board's final approval proposed Slate of Officers for 2022-2023: <ul style="list-style-type: none"> – Chair: Jody Wood – Vice Chair: Richard Sweat – Treasurer: Eric Ushkowitz – Secretary: Jeff Hayward • Reviewed Board Engagement through 4/30/22. Committee concurred to increase focus on Contribution category. • Committee concurred to keep Board Engagement Metrics Goals/KPIs the same for FY 2022-2023. • Met with Revenue Diversity & New Markets at its 6/1/22 meeting to review Organization Structure options. <p><u>Revenue Diversity & New Markets</u> Ms. Nabors, on behalf of Mr. Jackson, Revenue Diversity & New Markets Committee Chair, reported the following:</p> <ul style="list-style-type: none"> • Met on 6/1/22. • Reviewed year-to-date results. • Reviewed FY 2022-2023 goals. 	<p>Ms. Olson made a motion to approve Slate of Officers, as presented. Mr. Sprinkle seconded; motion passed unanimously.</p>

Board Meeting (continued)		
Agenda Item	Topic	Action Item / Follow Up Item
11	<p>Insight <u>Organization Structure Recommendations</u></p> <ul style="list-style-type: none"> Reviewed proposed organizational structure, which has been approved by Revenue Diversity & New Markets and Executive Committee (attachment). <p><u>Follow-Up from Board Retreat</u></p> <ul style="list-style-type: none"> Mr. Chapa, Disney Parks, Experiences and Products, presented a follow-up from the 4/28/22 Board Retreat, distilling notes down to key insights and timeline of objectives moving forward (attachment). 	<p>Mr. Sprinkle made a motion to approve recommendation for the creation of Business Units 1 and 2, as presented. Dr. Gyllin seconded, with Mr. Walton opposing; motion passed.</p>
12	<p>Other Business</p> <ul style="list-style-type: none"> None offered. 	
13	<p>Adjournment Meeting adjourned at 10:29 am.</p>	

Respectfully submitted,

Kaz Kasal
 Executive Coordinator

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

LAST NAME—FIRST NAME—MIDDLE NAME Gyllin, John	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Central Florida / Board of Directors Meeting
MAILING ADDRESS Seminole State College/1055 AAA Drive	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
CITY Heathrow	COUNTY Seminole
DATE ON WHICH VOTE OCCURRED 6/23/22	NAME OF POLITICAL SUBDIVISION: MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTEE

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, Dr. John Gyllin, hereby disclose that on June 23, 2022

(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 Seminole State 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 CareerSource Central Florida Board of Directors voted to approve continuing Training Providers and respective continuing & new programs [Agenda Item 10C 3) a)]. As the Vice President, Resource Development & Executive Director, Foundation for Seminole State College of Florida, Inc., I would not benefit personally but my employer, Seminole State College, could benefit, once Board approves.

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.

7/14/22
Date Filed


Signature

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.