

BOARD OF DIRECTORS MEETING

CareerSource Central Florida | 6/26/24

CareerSourceCentralFlorida.com



6/26/24 BOARD OF DIRECTORS MEETING DETAILS

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Board Recognition

Consent Agenda

Information/
Discussion/
Action Items

Insight

Other Business

Adjournment

What: CSCF Board of Directors Meeting

When: Wednesday, June 26, 2024

9:00 a.m. – 10:30 a.m.

Where: Seminole State College – Oviedo Campus

2505 Lockwood Blvd., Oviedo, FL 32765

or

Virtual Option via Zoom:

Link: https://careersourcecf.zoom.us/j/89578866714?pwd=jQRGCLCg3dPsLsX4PcMKpBhvXbEjwS.1

Dial In: 1 (929) 205-6099 / Meeting ID: 895 7886 6714 / Passcode: 501818

6/26/24 BOARD OF DIRECTORS MEETING AGENDA

Agenda Item #"	Topic	Presenter	Action Item
1.	Welcome	Richard Sweat	
	 Pledge of Allegiance Host Welcome Spotlight Story 		
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment	Richard Sweat	
4.	Recognition of Board Service / Departing Board Members	Richard Sweat	
5	Consent Agenda A. 4/26/24 Board Meeting – Minutes B. Proposed 2024-2025 Board-Committee Meeting Schedule C. Strategic Organizational Transformation RFP (Executive) D. Retirement Plan Recommendations (Finance) E. Approval of Request for Subsequent Local Workforce Development Area Designation F. Approval of Request for CSCF to be Direct Provider of Workforce Services		X
6.	Information / Discussion / Action Items A. Chair's Report B. President's Report C. Finance Report	Richard Sweat Pamela Nabors Eric Ushkowitz	
	 D. Committee Reports 1) Executive (met on 4/11/24 and 6/13/24)) 2) Audit (no report) 3) Career Services (met on 5/9/24 and 5/23/24) 	Richard Sweat Matt Walton Andrew Albu	X
	1. 2. 3. 4. 5	Item #" 1. Welcome - Pledge of Allegiance - Host Welcome - Spotlight Story 2. Roll Call / Establishment of Quorum 3. Public Comment 4. Recognition of Board Service / Departing Board Members 5 Consent Agenda A. 4/26/24 Board Meeting – Minutes B. Proposed 2024-2025 Board-Committee Meeting Schedule C. Strategic Organizational Transformation RFP (Executive) D. Retirement Plan Recommendations (Finance) E. Approval of Request for Subsequent Local Workforce Development Area Designation F. Approval of Request for CSCF to be Direct Provider of Workforce Services 6. Information / Discussion / Action Items A. Chair's Report B. President's Report C. Finance Report D. Committee Reports 1) Executive (met on 4/11/24 and 6/13/24)) 2) Audit (no report)	Item #" Nelcome

6/26/24 BOARD OF DIRECTORS MEETING AGENDA

Meeting Details	Agenda Item #	Topic	Presenter	Action Item
Meeting Agenda	6.	D. Committee Reports (continued)		
Welcome		 4) Community Engagement Committee (met on 4/2/24 & 5/2/24) 5) Facilities Ad Hoc (met on 4/4/24) 6) Finance (met on 4/10/24 & 6/5/24)) 	David Sprinkle Matt Walton Eric Ushkowitz	
Roll Call		a) Approval of FY 2024-2025 CSCF Budget		X
Public Comment		7) Governance (met on 5/8/24) a) Slate of Officers	Sheri Olson Marcela DeFaria	X
Board Recognition		b) <u>Board Contribution</u> 8) Revenue Diversity & New Markets (no report)	John Gill	
Consent Agenda	7.	Insight		
Information/		A. <u>Career Solutions – Update</u>	Pam Nabors	
Discussion/ Action Items		B. Strategic Goals PY 2024-2025	Pam Nabors	
Insight	8.	Other Business		
Other Business	9.	Adjournment		
Adjournment				

Upcoming Meetings:

See proposed 2024-2025 Consortium & Board Master Calendar (under Consent Agenda)



Meeting Agenda

Welcome

Roll Call

Public Comment

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Consent Agenda

Information/
Discussion/
Action Items

Insight

Other Business

Adjournment

WELCOME

i 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



SPECIAL THANKS TO OUR HOST





CSCF SPOTLIGHT STORY





Meeting Agenda

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Discussion/
Action Items

Insight

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ROLL CALL/ ESTABLISHMENT OF QUORUM



Meeting Agenda

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Board Recognition

Consent Agenda

Information/
Discussion/
Action Items

Insight

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PUBLIC COMMENT



Meeting Agenda

Welcome

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Discussion/
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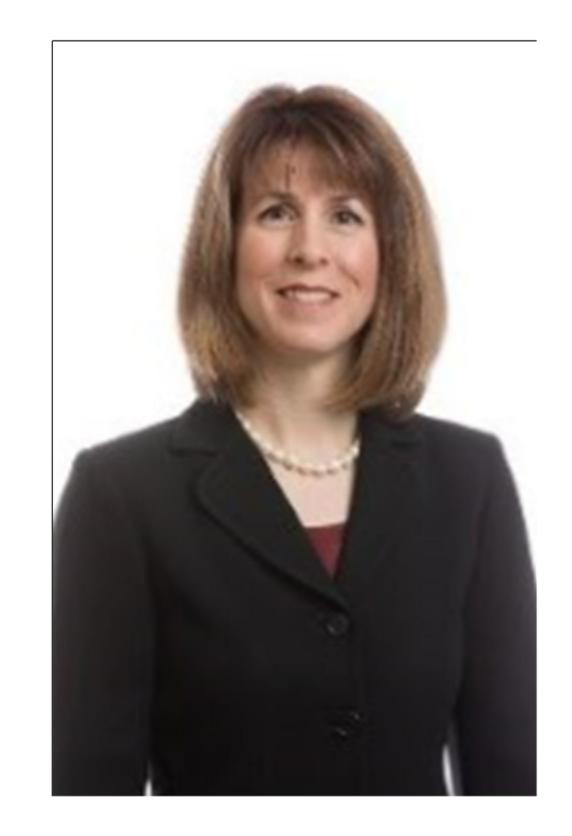
Other Business

Adjournment

BOARD RECOGNITION



Congratulations to Renee Quintanilla Outstanding Service Recognition



Renee Quintanilla
CareerSource Central Florida
Board of Directors
7/1/2021- 3/29/2024



Meeting Agenda

Welcome

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Public Comment

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Consent Agenda

Information/
Discussion/
Action Items

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CONSENT AGENDA

- 4/26/24 Board Minutes
- Proposed 2024-2025 Board-Committee Meeting Schedule
- Strategic Change RFP (Executive)
- Retirement Plan Recommendations (Finance)
- Approval of Request for Subsequent Local Workforce Development Area Designation
- Approval of Request for CSCF to be Direct Provider of Workforce Services

Meeting Packet Page 14



DRAFT

Board of Directors Meeting

Friday, April 26, 2024, 8:30 a.m.

MINUTES

Richard Sweat, Andrew Albu, Joe Battista, Heather Bigard, Wendy Brandon, Gui Cunha, Casey Ferguson, John Gill, Mark Havard, Jeff Hayward, Shawn MEMBERS PRESENT:

Hindle, Molly Kostenbauder, Ben Larry, Lindsey LeWinter, Snak Nakagawa, Amy Santorelli, Jonathan Schaefer, Stella Siracuza, Michelle Sperzel, David Sprinkle, DeAnna Thomas, Matt Walton and Richard Watford

Keira des Anges, Sean Donnelly, Wendy Ford, Tanisha Nunn Gary, Kristin Gray, Nicole Martz, Sherry Olson, Gaby Ortigoni, Chris Pascal, Eric MEMBERS ABSENT:

Ushkowitz and Maria Vazquez

Pam Nabors, Tadar Muhammad, Leo Alvarez, Dyana Burke, Steven Nguyen, Nilda Blanco, Emily Kruszewski, Gina Ronokarijo, Marcela DeFaria, Melanie STAFF PRESENT:

Markes, Sean Masherella, Vanessa Nogueira, and Kaz Kasal

Sharon Arroyo, Kris Tietig / Duke Energy; Catherine McManus / Habitat for Humanity Greater Orlando & Osceola County; Brinkly Ruffin / Universal **GUESTS PRESENT:**

Orlando Resort; Daniel Entwistle, Charlotte Metcalf, Jordan George / Curium;

Heather Ramos / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Sweat, Board Chair, called meeting to order at 8:33 am and welcomed attendees.	
2	Roll Call / Establishment of Quorum Ms. Kasal, Executive 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 (attachments), should be moved off for further discussion: Draft Minutes of 2/29/24 Board Meeting Current Year Budget Adjustments (Finance) Transfer of WIOA Adult/DW Funding (Finance) Procurement Policy Modification (Finance) 403(b) Retirement Audit Results (Finance) CSCF SE Orange and Osceola Career Center Lease Renewal Recommendations (Facilities Ad Hoc) 	Mr. Walton made a motion to approve all items on the consent agenda. Mr. Albu seconded; motion passed unanimously.
5	Information / Discussion / Action Item Chair's Report: The 3/19/24 Central Florida Education & Industry Collaboration kick-off event went well with over 60 in attendance. This collaborative, as directed by the State, is designed to help broaden and deepen connections, and attain intel on emerging industries so education programming can better align with industry needs.	



	NAWB (National Association of Workforce Boards) Forum occurred March 23 – 26, 2024 and was attended by Richard Sweat, Sheri Olson, David Sprinkle and Snak Nakagawa. Finance Report: Reviewed financials through 2/29/24 – expenditures tracking well at 68%. (attachment) Committee Reports Committee reports to be deferred to 6/26/24 Board Meeting. Action / Discussion Item: Fiscal Year 2024-2025 Health Insurance Plan Renewal Recommendation: Reviewed action memo on CSCF's Healthcare renewal benefits for FY 2024-2025 and results for RFP bid, as well as ensuing negotiations. (attachment) Based on most current negotiations, CSCF staff managed to lower Florida Blue's (CSCF's current healthcare provider) renewal rate increase from 36.8% down to 15%, making this the most viable option.	Mr. Walton made a motion for CSCF Board to approve recommendation that Florida Blue remain the healthcare provider for CSCF employees for FY 2024-2025. Ms. LeWinter seconded; motion passed unanimously.
7	Other Business Budget Workshop to review next fiscal year's budget is occurring Thursday, May 23, 2024. A calendar invite will be sent to full Board and Audit Committee.	
8	Adjournment Meeting adjourned at 9:02 am.	

Respectfully submitted,

Kaz Kasal Executive Coordinator



CareerSource Central Florida PY 2024-2025: Proposed Schedule of Board Meetings

Board Meetings:

September 26, 2024 (Thu) 9:00 a.m. to 10:30 a.m.

December 12, 2024 (Thu) 9:00 a.m. to 11:00 a.m. (joint meeting with Consortium)

February 27, 2025 (Thu) 9:00 a.m. to 10:30 a.m.

April 24, 2025 (Thu) 9:00 a.m. to 9:30 a.m. (Retreat to follow 9:30 am-2pm)

June 19, 2025 (Thu) 9:00 a.m. to 11:00 a.m. (joint meeting with Consortium)



Action Item

To: CareerSource Central Florida Board of Directors

From: Executive Committee

Subject: CareerSource Central Florida – Strategic Organizational Transformation Consulting Services

Date: June 26, 2024

ourpose:

The Executive Committee is seeking approval from the CareerSource Central Florida (CSCF) Board of Directors to select and <u>enter_into</u> negotiations with Curium Solutions and Walk With You, LLC as the two vendors to lead CSCF's organizational transformation consulting needs.

Below is a summary of the selection process based on the evaluation criteria, that included experience, expertise, differentiators, and overall project scope/cost.

Background:

A request for proposal was developed to obtain proposals from qualified entities to provide CareerSource Central Florida (CSCF) with strategic organizational transformation consulting services. The Purpose of the RFP is to facilitate a seamless and effective organizational transformation, aligning our leadership, staff, and processes with the evolving needs and goals of our organization. We are looking for partners who can provide strategic guidance, training, and support to ensure a successful and sustainable organizational transformation.

Advance notification of legal notice publication for the One-Stop Operator RFP was provided to seventeen (17) entity representatives deemed capable of performing services. Ten (10) firms responded to the solicitation providing qualifications and proposals. Those who responded were as follows: (1) Aspirant Consulting, LLC, (2) AVAAP USA, LLC, (3) Curium Solutions, (4) Deloitte Consulting, LLP, (5) Excel Professional Services, (6) Insights Group South, (7) KPMG, LLP, (8) Walk With You, LLC (9) Vincent Associates, LLC, and (10) Axia Consulting, Inc. A review committee was convened to evaluate the proposals into two categories. Proposers that deliver full scope and those that deliver partial scope solutions with the goal of selecting one or more vendors that could complement the overall vision for CSCF's organizational transformation. The top three vendors for each of the two categories are listed below.

Full Scope	Partial Scope		
Curium Solutions	Axia Consulitng, Inc		
Deloitte Consulting LLP	Vincent Associates LLC		
KPMG LLP	Walk With You, LLC		

Recommendation:

Based on the proposals received, the Executive Committee is making a recommendation to select Curium Solutions and Walk With You, LLC. This recommendation is based on balancing organizational experience, expertise, differentiators, and overall project scope/cost.

Action:

The Executive Committee is making a recommendation to the CSCF Board to enter into contract negotiations with the vendors recommended above at combined total amount not to exceed \$200,000 for fiscal year 2024-25.

Approved: Executive Committee – 6/13/24 **RETURN TO AGENDA**



Action Memo

To: CareerSource Central Florida Board of Directors

From: Finance Committee

Subject: CareerSource Central Florida – Retirement Benefits (403b Plan)

Date: June 26, 2024

Purpose:

The Finance Committee seeks approval from the CareerSource Central Florida (CSCF) Board of Director on below three benefits to CSCF's Retirement Plan.

Background:

On April 10, 2024, the Finance Committee discussed adding the following potential new benefits to the current employee retirement plan

- "457 (b) Top Hat" plan allows key employees to save and invest tax advantaged dollars for retirement
- 2. "Emergency Savings Account" an option for staff to have a savings account for emergency expenses
- 3. Increasing the Auto-Escalation Maximum from 6% to 8%.

The Committee approved for Board's final approval to include the "457 (b) Top Hat" plan

On June 5, 2024, the Finance Committee reviewed additional information, as provided below, on Emergency Savings Account" and increasing the auto-escalation maximum from 6% to 8%.

<u>After-Tax (Voluntary) Emergency Savings Account:</u> CareerSource Central Florida would like to leverage its current retirement plan to allow staff to place after tax dollars into a savings account for emergency purposes. Below is a chart detailing the Pros and Cons of adding this feature:

Pros	Cons
Available through existing 403(b) plan via	Cannot be utilized by Highly Compensated
Principal (additional contribution option)	Employees
No additional administrative costs via	Investments cannot be limited to cash or
Principal	cash-equivalent options
Distributions permitted at any time with no	Distribution processing fee of \$50 via
financial hardship requirements	Principal (per distribution)
Contributions can be withheld directly	Investment gains are taxed as income
from payroll and remitted to plan	upon distribution



Increasing Auto-Escalation from 6% to 8%: CareerSource Central Florida's 403b retirement plan has an auto-escalation feature for staff deferrals. The current feature enrolls employees into the retirement plan at 4% and auto escalates annually by 1% on July 1st capping at 6%. Last year, CareerSource Central Florida raised its "dollar-for-dollar" match from 6% to 8%. The proposed CAP would increase the auto-escalation from 6% to 8%, incentivizing staff to take full advantage of the benefit being provided. Note that all employees have the option to decline enrollment and auto escalation at any time. Below is a chart detailing the annual financial impact of increasing the deferral CAP:

Number of Employees		Additional Annual Cost in Matching Funds
29	5.63%	\$14,730

Action:

Finance Committee recommends the CSCF Board approve additional benefits to the CSCF Retirement Plan as listed below:

- "457 (b) Top Hat" plan allows key employees to save and invest tax advantaged dollars for retirement
- "Emergency Savings Account" an option for staff to have a savings account for emergency expenses
- Increasing the Auto-Escalation Maximum from 6% to 8%.

Approved: Finance Committee – 4/10/24 Finance Committee – 6/5/24

RETURN TO AGENDA



ACTION ITEM

TO: Central Florida Area Workforce Development Consortium and CareerSource Central Florida (CSCF) Board of Directors

FROM: Gina Ronokarijo DATE: June 26, 2024

RE: Subsequent Local Workforce Development Area Designation

PURPOSE:

The purpose of this memo is to request approval of:

 CareerSource Central Florida's request for subsequent designation as the Local Workforce Development Area for Lake, Osceola, Orange, Seminole and Sumter Counties.

<u>BACKGROUND ACTION ITEM – Subsequent Local Workforce Development Area Designation:</u>

Under the Workforce Innovation and Opportunity Act (WIOA) the Governor must designate local workforce development areas after consultation with the State Workforce Board, local chief elected officials and LWDBs. Local workforce development areas that receive an initial designation shall be granted a subsequent designation if, for the two most recent program years, the local workforce development area performed successfully and sustained fiscal integrity, and in the case of a local workforce development area in a planning region, met the regional planning requirements as described in WIOA Sec. 106(c)(1).

REQUIREMENTS:

Florida Commerce requires the local Chief Elected Officials (Consortium) and the local Board of Directors to affirm CSCF's request for subsequent designation as the Local Workforce Development Area and acknowledge its support through formal board action.

RECOMMENDED ACTION:

CSCF Executive Leadership recommends the Central Florida Area Workforce Development Consortium and CSCF Board of Directors approval of CSCF's request for subsequent designation beginning July 1, 2024, through June 30, 2026, as submitted to Florida Commerce and CareerSource Florida.

RETURN TO AGENDA



ACTION ITEM

TO: Central Florida Area Workforce Development Consortium and CareerSource Central Florida (CSCF) Board of Directors

FROM: Gina Ronokarijo DATE: June 26, 2024

RE: Approval of CSCF Direct Service Provider Request to Florida Department of Commerce (FC) 2023-2027

PURPOSE:

The purpose of this memo is to request approval of:

 CareerSource Central Florida's continued designation as a Direct Service Provider for the delivery of services to its career seekers and businesses for the period of three years – July 1, 2024 - June 30, 2027.

BACKGROUND ACTION ITEM - Direct Service Provider:

Local workforce development boards may be designated by the state as a direct provider of basic and individualized career services (also referred to as "workforce services"), with the agreement of the Chief Elected Official in the local area, the local board, and the Governor or designee. CareerSource Central Florida has operated under this designation over the last three years and has again requested this designation from the Florida Department of Commerce (FC) for the program years 2024-2027.

As a provider of services, CSCF can quickly adapt services to meet the talent needs of local businesses and support emerging talent solutions. Additionally, delivering services directly allows CSCF to manage its fiscal resources, performance, and staffing with minimal delays. This service delivery model has been evaluated and has been found to be effective and meets the region's federal performance goals. CSCF's request has been sent to Florida Commerce and will be reviewed by the CareerSource Florida Board of Directors. The full document can be found on CSCF's website:

https://www.careersourcecentralflorida.com/about-us/how-we-operate/

REQUIREMENTS:

Florida Commerce requires the local Chief Elected Officials (Consortium) and the local Board of Directors to affirm CSCF's request to operate as a direct service provider and acknowledge its support for this service delivery model through formal board action.

RECOMMENDED ACTION:

CSCF Executive Leadership recommends the Central Florida Area Workforce Development Consortium and CSCF Board of Directors approval of CSCF's continued designation as a direct service provider for the next year, beginning July 1, 2024, through June 30, 2027, as submitted to Florida Commerce and CareerSource Florida.



Meeting Agenda

Welcome

Roll Call

Public Comment

Board Recognition

Consent Agenda

Information/
Discussion/
Action Items

Insight

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INFORMATION / DISCUSSION / ACTION ITEMS







PRESIDENT'S REPORT

JUNE 2024



CSCF Performance Results

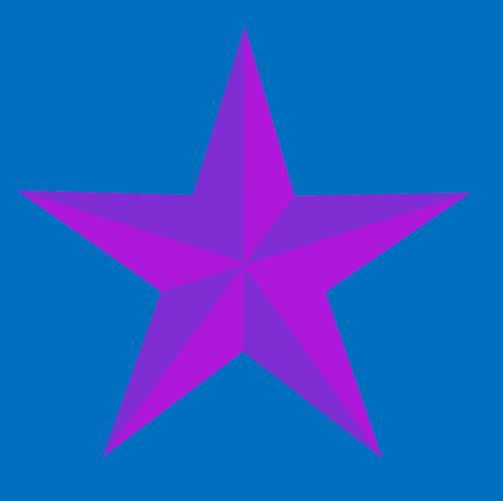
- Letter Grade: CareerSource Central Florida received an A+ letter grade (97.69) for 2nd quarter performance results.
- Top Performing: CSCF consistently ranks among the top 4 performing regions.
- Improved Performance Standards: Annual compliance monitoring for this program year indicates a reduction of findings, with 2 this year, compared to 5 in previous year.





Purple Star Recognition

- CareerSource Florida has proposed and approved to establish a "Purple Star Workforce Development Board recognition," which will recognize local workforce boards who designates exemplary commitment to military families. CareerSource Central Florida is one of five boards from across the state receiving this Purple Star.
- CareerSource Central Florida is proud to serve its Veterans and families here in Central Florida!





OBJ 40 Under 40 Winner



Congratulations Janee Olds, Director of Workforce Special Projects for receiving the Orlando Business Journal's 40 under 40 award!

Orlando Business Journal recognizes the best and brightest professionals and emerging leaders making waves in Central Florida!



Employee Recognition



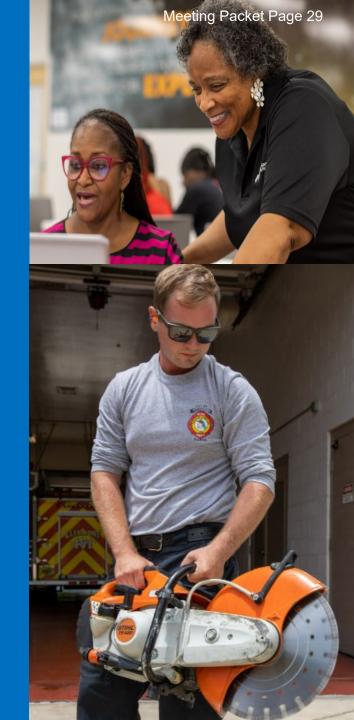
Secretary Kelly presented Maritza Pinto with her Associate of the Month award for Florida Commerce this past June 17.

Congratulations Maritza!

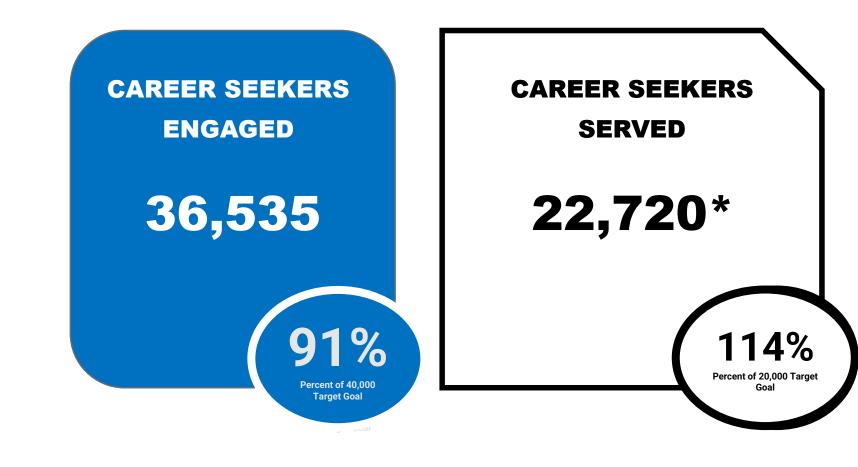




Q3 Scorecard



SCORECARD







INDIVIDUALS PLACED IN EMPLOYMENT





CAREER SEEKER AVERAGE WAGE

>\$18.00

Average Wage Target Goal \$18.28

SCORECARD





Date Range - 7/1/2023 - 03/31/2024 (As Of This

Data Source: CRM

SUMMER YOUTH PROGRAM LAUNCHES

Goal: 1,500 students

Current Enrollment: 1,374 students
Next Enrollment Period: Begins July 8th
(anticipated to reach the 1,500 goal)
Bonus: 100% students banked through
our financial literacy partners or existing
accounts.

- Explore Program: 348 enrolled with 6 training partners
- Engage Program: 292 enrolled with 5 different partners
- Experience Program: 736 enrolled with 175 host employers





LEVEL UP ORANGE IMPACT

CURRENT PROGRAM STATUS



OBJECTIVES	GOAL	ACTUAL	TARGET
Outreach to Orange County residents	8,000	26,000	•
Provide workforce services and access to career, training and employment information	2,500	2,701	0
80% engaged in workforce services to complete programming	2,000	1,611	on track 81%
80% of participating residents to become employed	1,600	1,503	on track 94%
50% to earn hourly wages of \$15 per hour or more	800	1,200 median wage \$17	0

Level Up Orange

Orange County Commissioners unanimously voted for CSCF to receive an additional \$2.5 million dollars to serve Orange County residents through the Level Up Orange program.

More than 1,500 Orange County residents secured jobs or upskilling opportunities through the Level Up Orange program in key industries.





Level Up Orange

Program Highlights

- High School Career Express & Summer Youth Internships
- Access to Career Pathways
- Early Learning Internship Program
- Learning Sciences

Mayor Jerry Demings Career Showcase

- Hosted 29 students for career exploration in the public sector.
- On June 20th Orange County Commissioners participated in a leadership panel



Revenue Diversity Goal

CSCF exceeded its revenue diversity goal this year of 3 million dollars, reaching 5.9 million.

Funding Streams:

- Orange County Government (2.5 million)
- Orange County CCC (1.4 million)
- National Science Foundation (1.3 million)



Stronger Workforce for America Act

Stronger Workforce for America Act Update

Current Status: Has passed the House and companion bill is in the Senate for review.

Features of the Legislation:

- Increases the funding cap for incumbent worker training.
- Introduces a more stable state funding mechanism for Infrastructure Funding Agreements.
- Requires 50% of funds to be used for training investments
- Adjusts definitions and service priorities to better serve Opportunity Youth.
- Establishes a dedicated funding source for Individual Training Accounts (ITAs) for Dislocated Workers.





Thank you



RETURN TO AGENDA

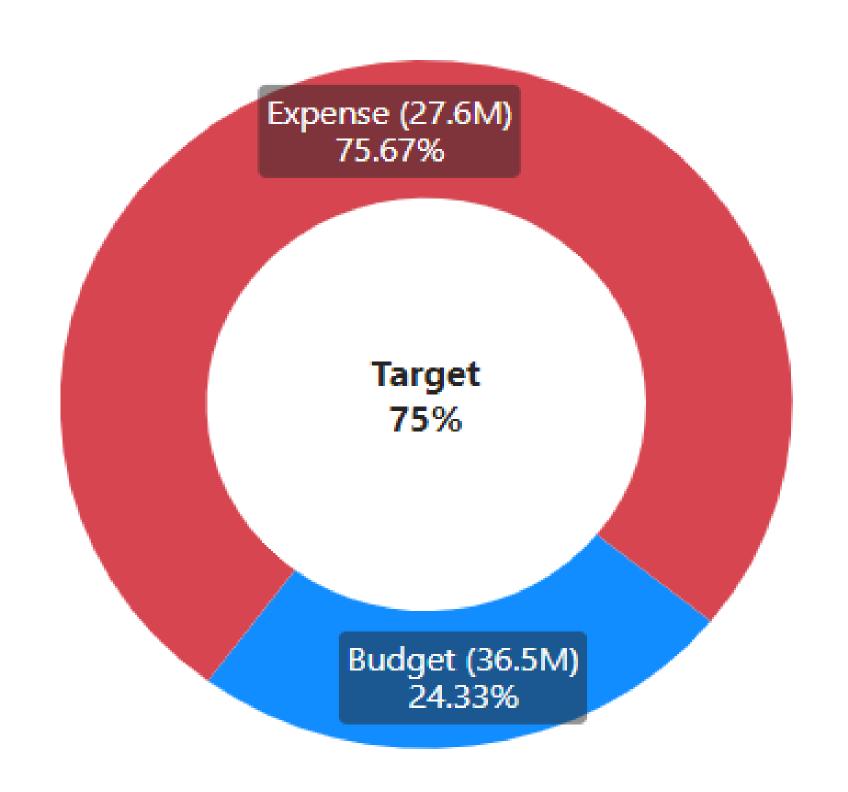


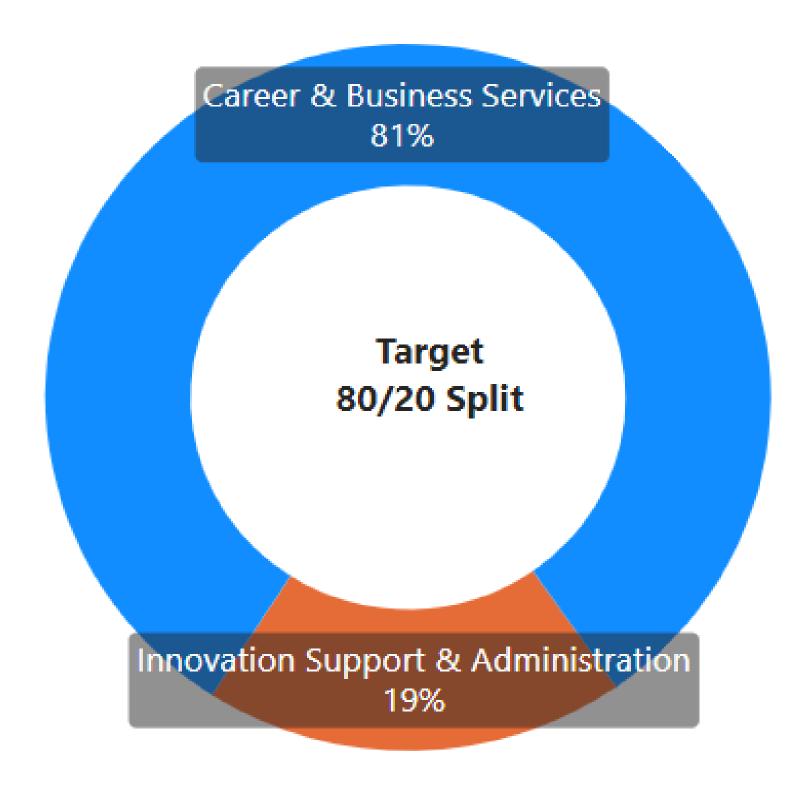


BUDGET VS ACTUAL

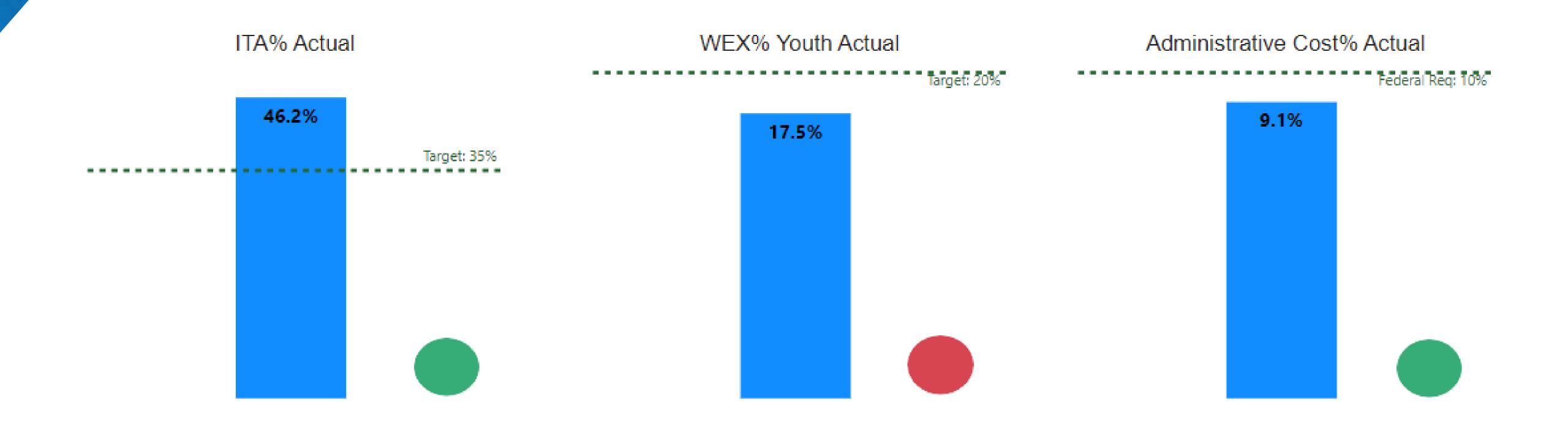
BUDGET VS ACTUAL EXPENSES

BUDGET OPERATIONS/SUPPORT

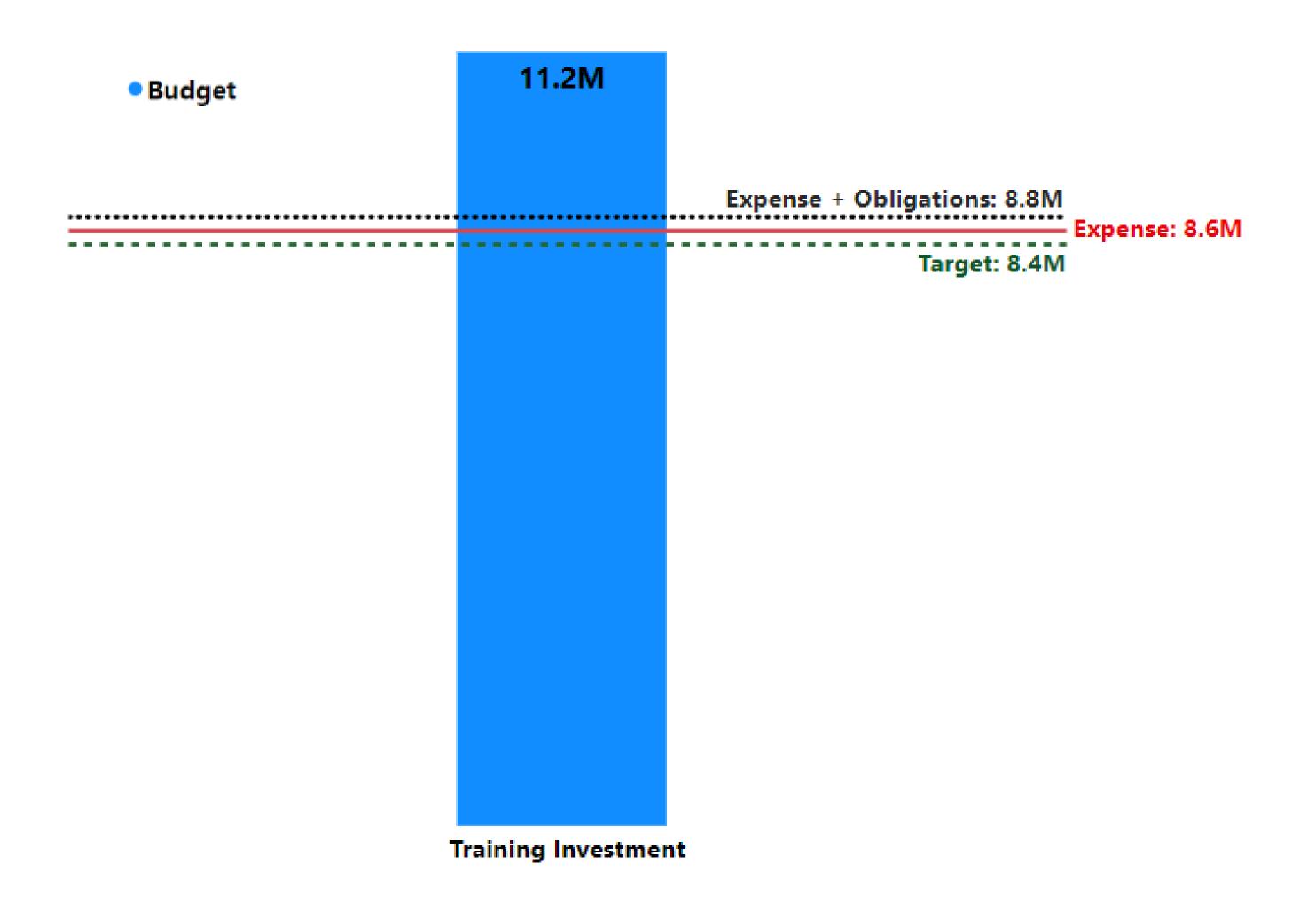




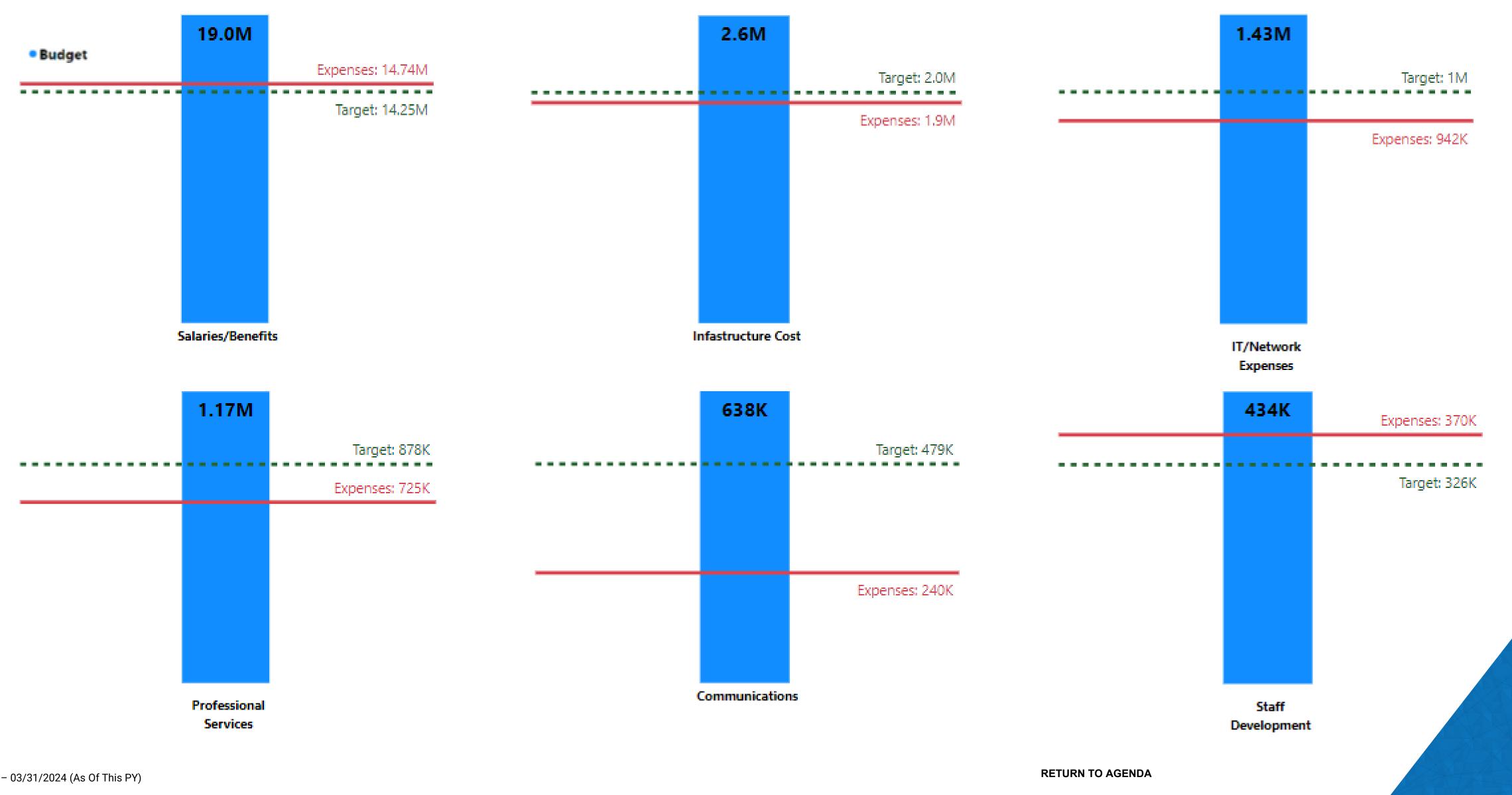
BUDGET FEDERAL/STATE REQUIREMENTS



BUDGET VS ACTUAL BY EXPENDITURE CATEGORY



BUDGET VS ACTUAL BY EXPENDITURE CATEGORY



REPORTS BY COMMITTEE CHAIR

Executive Richard Sweat

Audit Matt Walton

Career Services Andrew Albu

Community Engagement David Sprinkle

Facilities Ad Hoc Matt Walton

Finance Eric Ushkowitz

Governance Sheri Olson

Revenue Diversity & New Markets John Gill



ACTION MEMO

To: CareerSource Central Florida Board of Directors

From: Career Services Committee

Subject: PY24-OSO RFP for One-Stop Operator Services

Date: June 26, 2024

Purpose:

The Career Services Committee seeks approval from the CareerSource Central Florida (CSCF)
Board of Directors to allow CSCF staff to negotiate with the highest-ranking proposer, Thomas P.
Miller & Associates, LLC.

Background:

A request for proposal was developed to obtain proposals from qualified entities to serve as CareerSource Central Florida's (CSCF) One-Stop Operator. The Purpose of the RFP is to engage an entity to serve as a coordinator of the required/mandatory partners within the One-Stop system and foster relationships to benefit the One-Stop Center, also known as the American Jobs Center located at the West Career Center in Orange County, as it has been designated as the only fully comprehensive One Stop location in CSCF's region of service. Additionally, the entity will work with CSCF to develop, execute, and manage infrastructure agreements that meet the requirements as outlined in CareerSource Florida Administrative Policy 106.

Advance notification of legal notice publication for the One-Stop Operator RFP was provided to thirty-three (33) entity representatives deemed capable of performing services. Three (3) firms responded to the solicitation providing qualifications and proposals. Those who responded were as follows: (1) Career TEAM, LLC, (2) Thomas P. Miller & Associates, LLC, (3) TCLARK Workforce Solutions, LLC. A review committee was convened to evaluate the proposals and below are the results:

SUMMARY OF EVALUATED AVERAGE POINTS AND RANKING BY PROPOSER					
Proposer Name – Score - Ranking					
Proposer Name	Thomas P. Miller &	Career TEAM, LLC	TCLARK Workforce		
_	Associates, LLC		Solutions, LLC		
Score	89.3	82.0	77.3		
Ranking	1	2	3		

The Career Services Committee met on 5/23/24 and approved the Review Team's recommendation for CSCF Board to approve entering into negotiations with Thomas P. Miller & Associates, LLC.

Action:

The Career Services Committee is recommending the CSCF Board approve allowing CSCF staff to negotiate with the highest-ranking proposer, Thomas P. Miller & Associates, LLC for a contract within the \$65,000 to \$75,000 range and no more than \$80,000.

Approved:

Career Services Committee - 5/23/24

CAREER SOURCE CENTRAL FLORIDA – 390 N. Orange Avenue, Suite 700, Orlando, FL 32801

Web: www.CareerSourceCentralFlorida.com







FY 2024 – 2025 BUDGET WORKSHOP

EMPOWERING CAREERS
TRANSFORMING LIVES



WHAT'S GOING ON?

What is happening in your industry or company?

























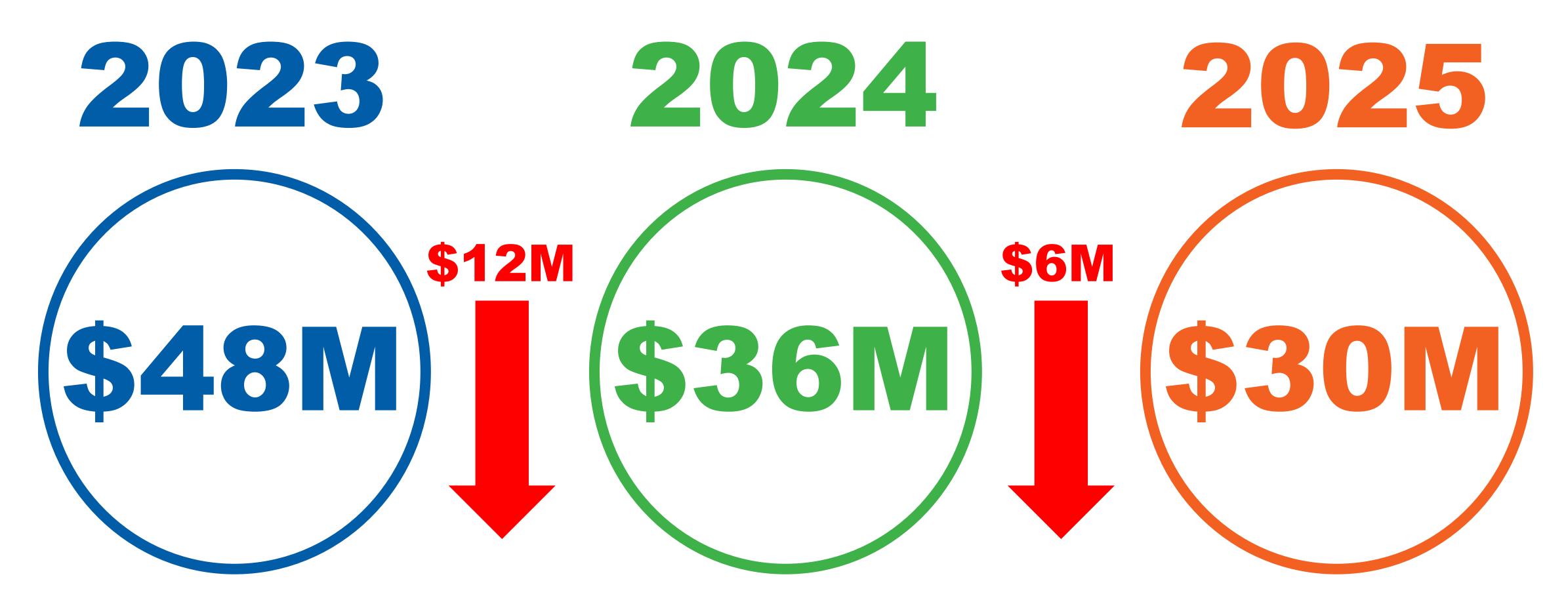






AGENDA

1.	REVENUE & FTE HISTORY
2.	BUDGET PROJECTIONS
3.	BUDGET REDUCTIONS, MODIFICATIONS & EFFICIENCIES
4.	STRATEGIC PRIORITIES & INVESTMENT STRATEGIES
5.	BUDGET ALLOCATIONS & COMPARISONS
6.	FINANCIAL MEASURES OF SUCCESS & SUMMARY



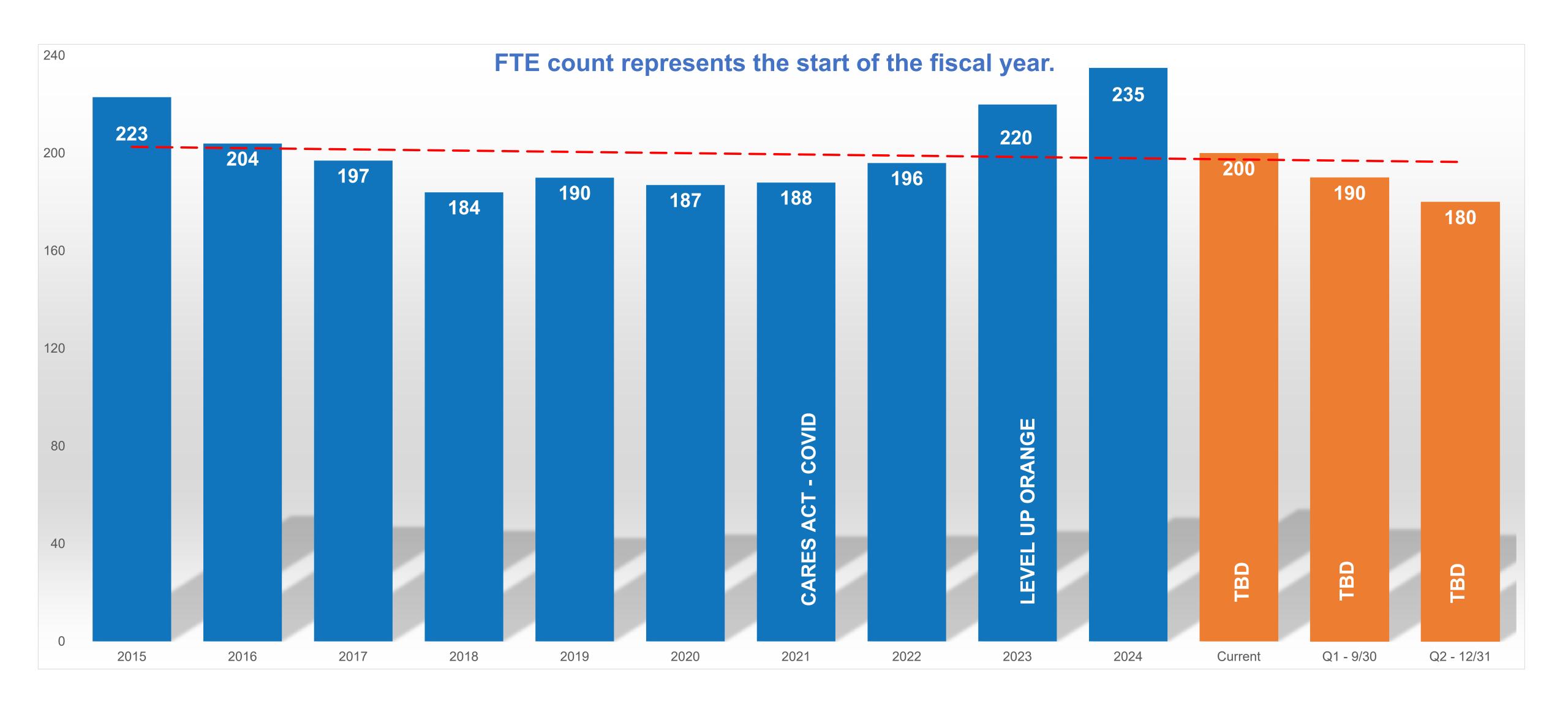
Allocation Reduction: \$2 Million

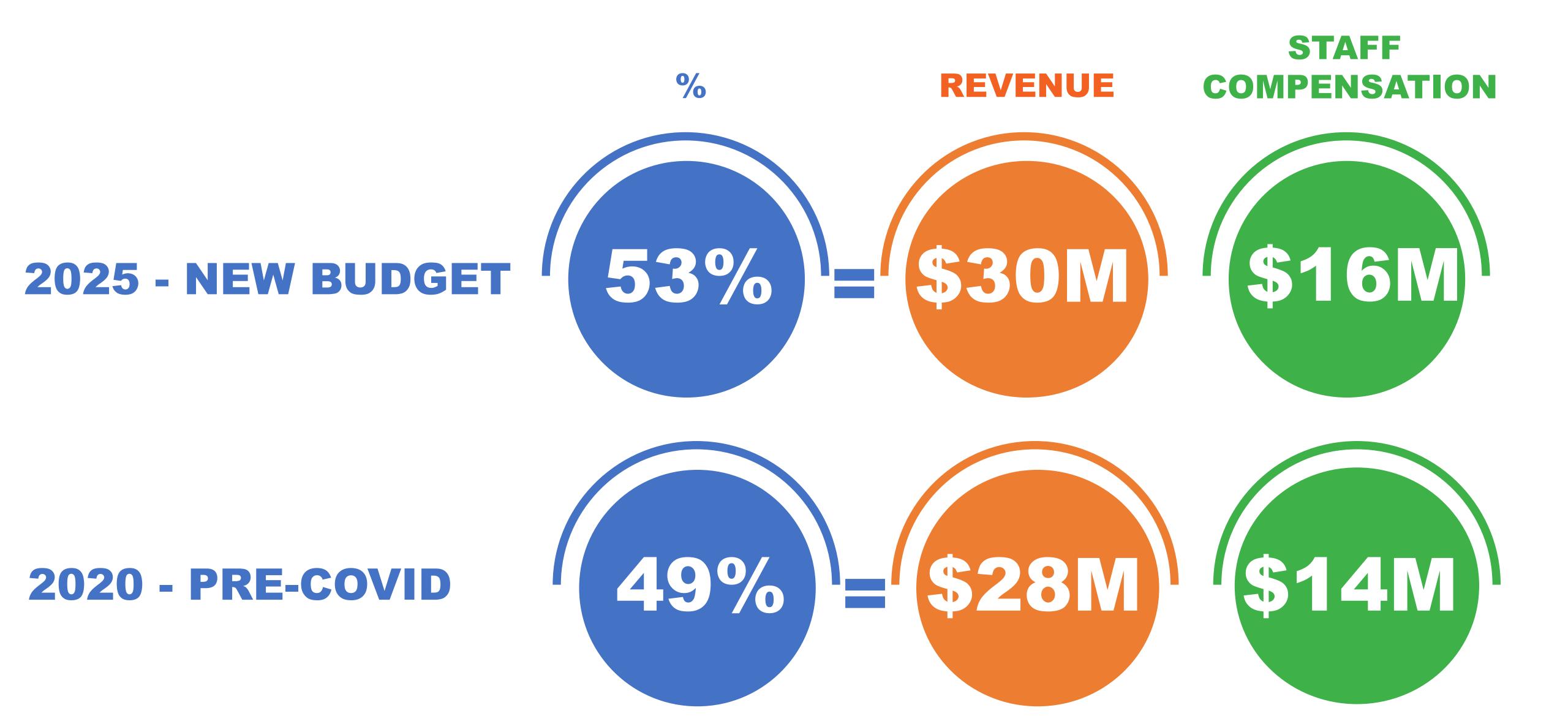
Sunset Projects: \$10 Million

Allocation Reduction: \$4 Million

Sunset Projects: \$2 Million





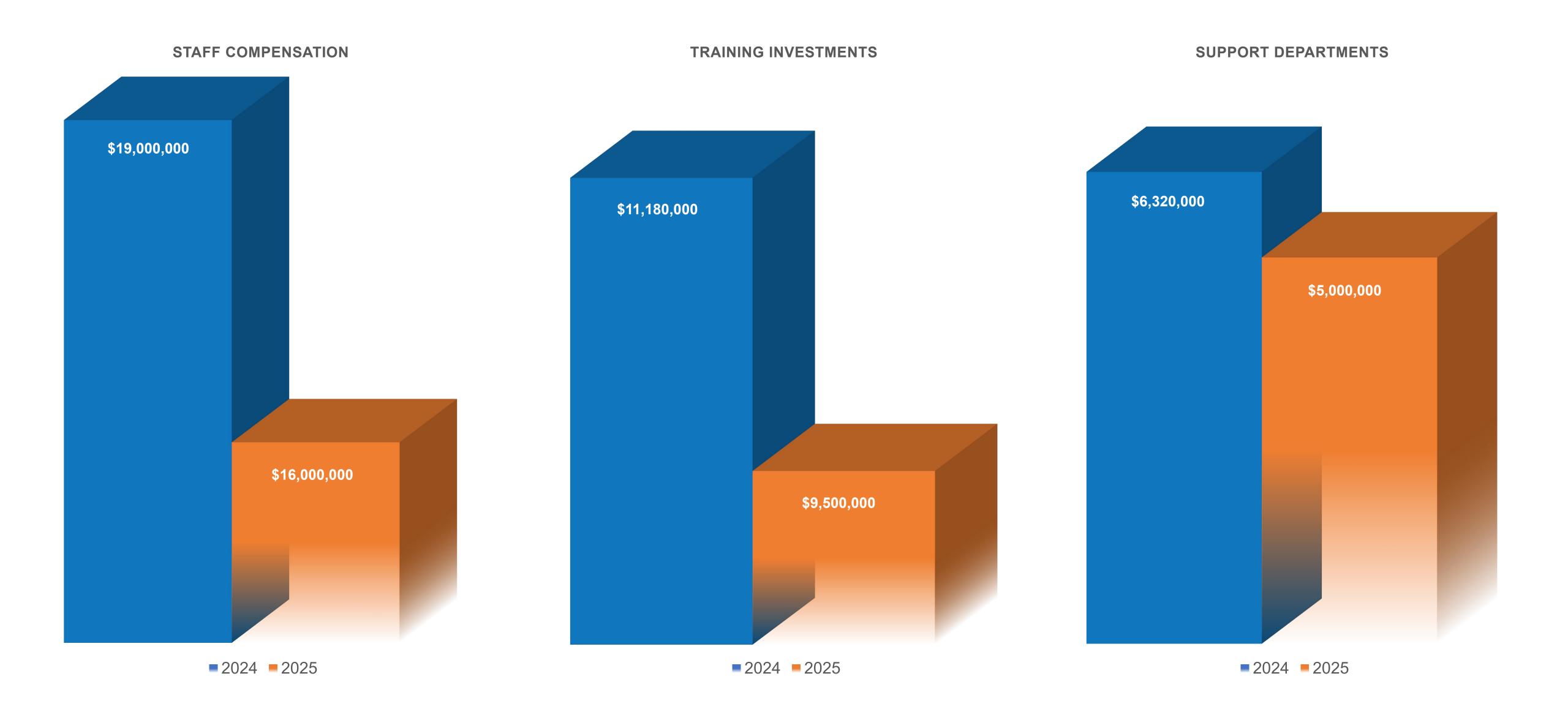


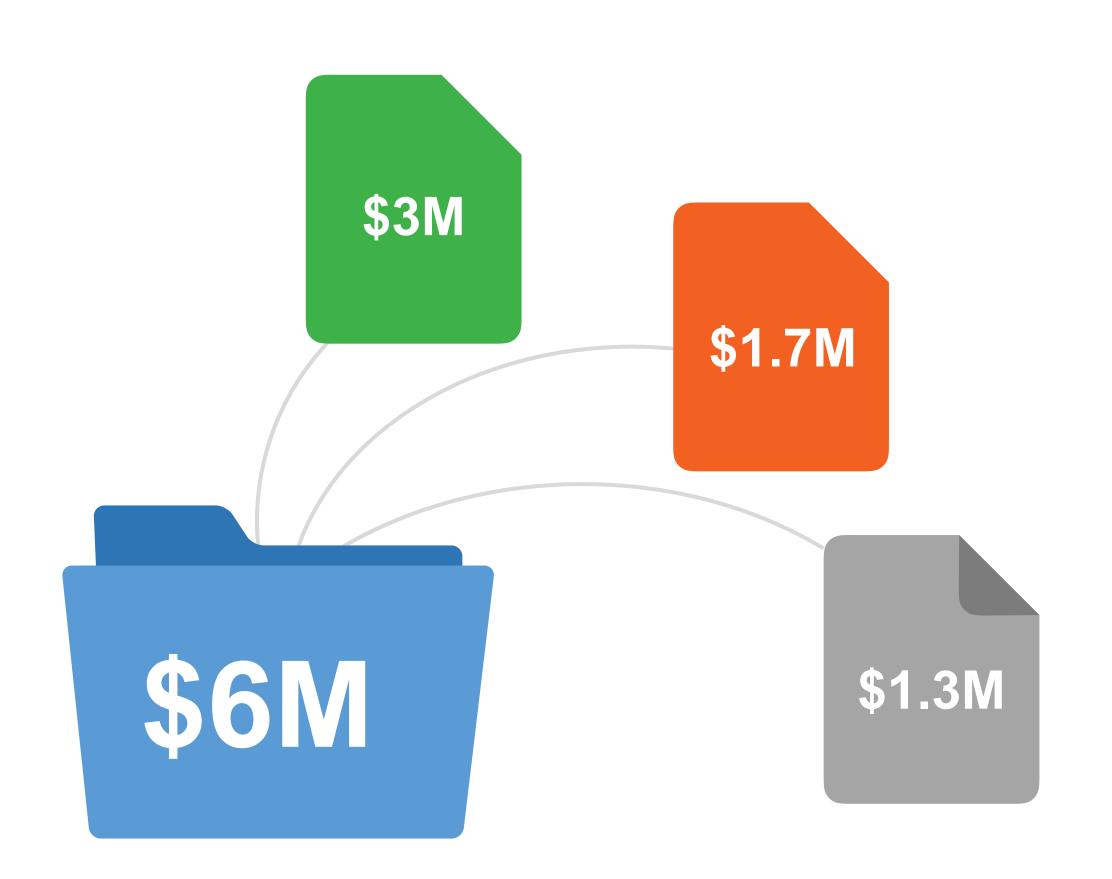


Allocation Reduction: \$4 Million

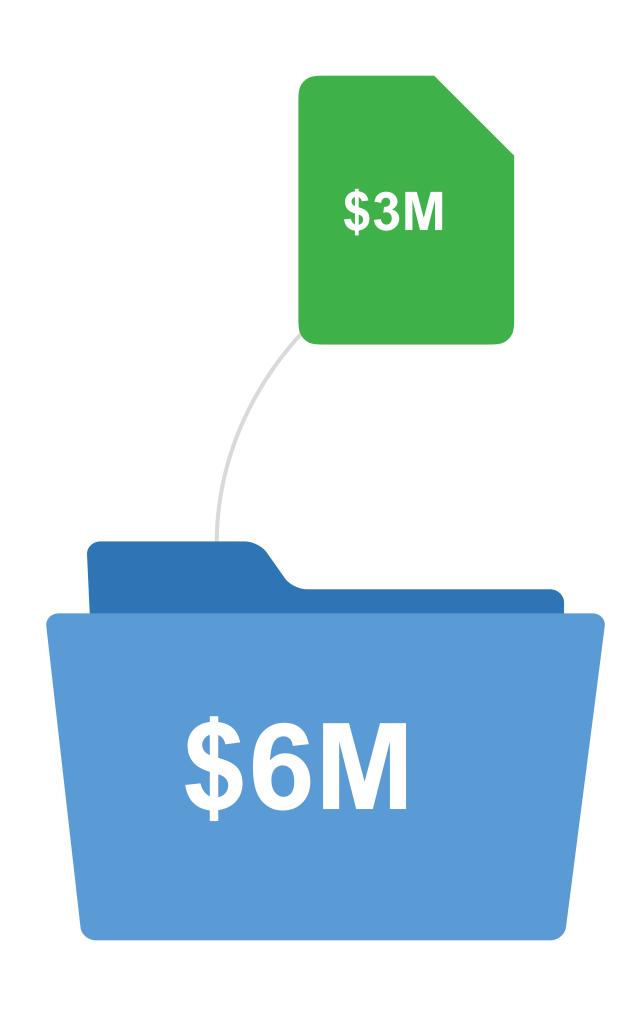
Sunset Projects: \$2 Million

BUDGET PROJECTIONS



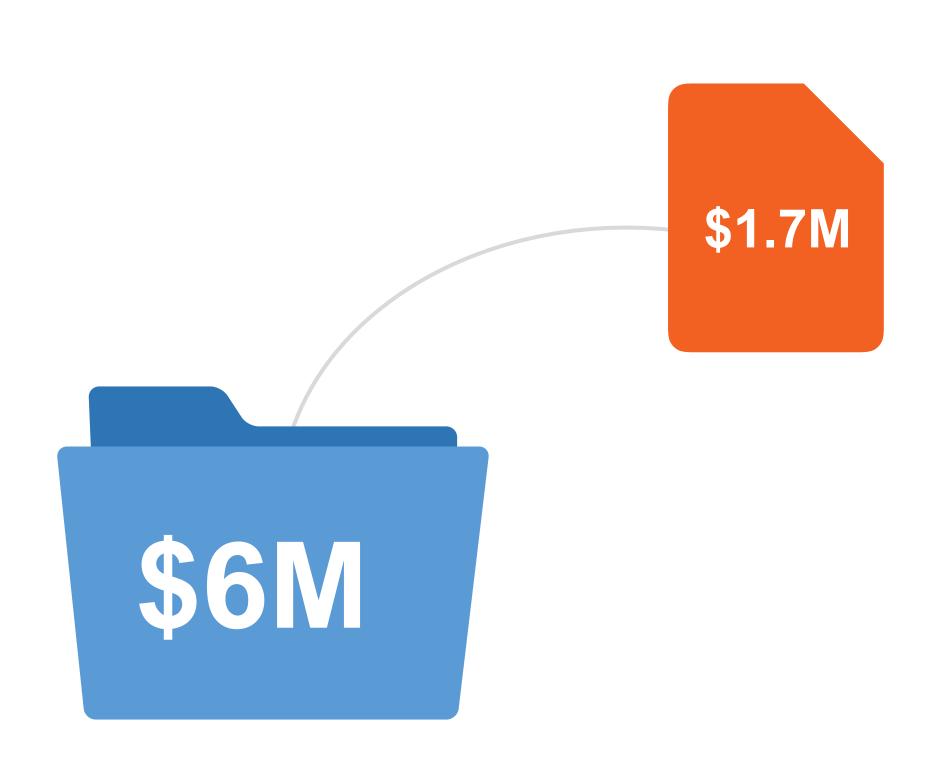


- **STAFF COMPENSATION**
- **TRAINING INVESTMENTS**
- **SUPPORT DEPARTMENTS**



STAFF COMPENSATION

- \$2.1M Staff Reduction of 25 FTE's
- \$600K Restructure Open Positions (7 FTE's)
- \$300K Performance Based Adjustments



◆ TRAINING REDUCTIONS*

- \$11.2M 2024 Training Investment
- \$9.5M 2025 Training Investment

\$1.7M Reduction Represents a Decrease in 500 - 600 Individuals Trained.

SUPPORT DEPARTMENTS



- \$432K IT Cost/Network Expenses
- \$295K Facilities & Related Costs
- \$283K Communications/Outreach
- \$170K Professional Fees/Consulting
- \$114K Staff Training & Development

We have a \$6M shortfall and in discussions with Department of Commerce to provide a projected \$2M to prevent staffing reductions. This change could result in additional adjustments to the budget below based on a \$4M shortfall.

CURRENT STATE

\$3M - Compensation

\$1.7M - Training Investments

\$1.3M - Support Departments

\$6.0M

COMMERCE INVESTMENT

\$0.8M - Compensation thru 12/31/24

\$1.2M - Training Investment

Unchanged

\$2.0M

COMMERCE MODIFICATION

\$2.2M - Compensation

\$500K - Training Investments

\$1.3M - Support Departments

\$4.0M



Identify and deliver talent solutions for businesses and address labor market demands.

***=**



Diversify revenue streams to create resiliency.

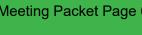


Deliver career solutions to central Florida residents to ignite their potential.



Optimize workforce innovations to maximize organizational value.





STRATEGIC PRIORITIES & INVESTMENT STRATEGIES

Sector strategies are:

- Regional, industry-focused approaches to building a **skilled workforce**.
- Align public and private resources.
- Partnerships, workforce collaboratives or regional skills alliances led by business.
- Focus on critical industry clusters working collaboratively with workforce development, education and training, economic development, labor, and community organizations.



STRATEGIC PRIORITIES & INVESTMENT STRATEGIES

Proposed Clusters for Investment:

- STEM Occupations
 - Advanced Manufacturing
 - -IT
- Care Occupations
 - Public Safety
 - Healthcare
 - Education
- Trades and Infrastructure Occupations



STRATEGIC PRIORITIES & INVESTMENT STRATEGIES

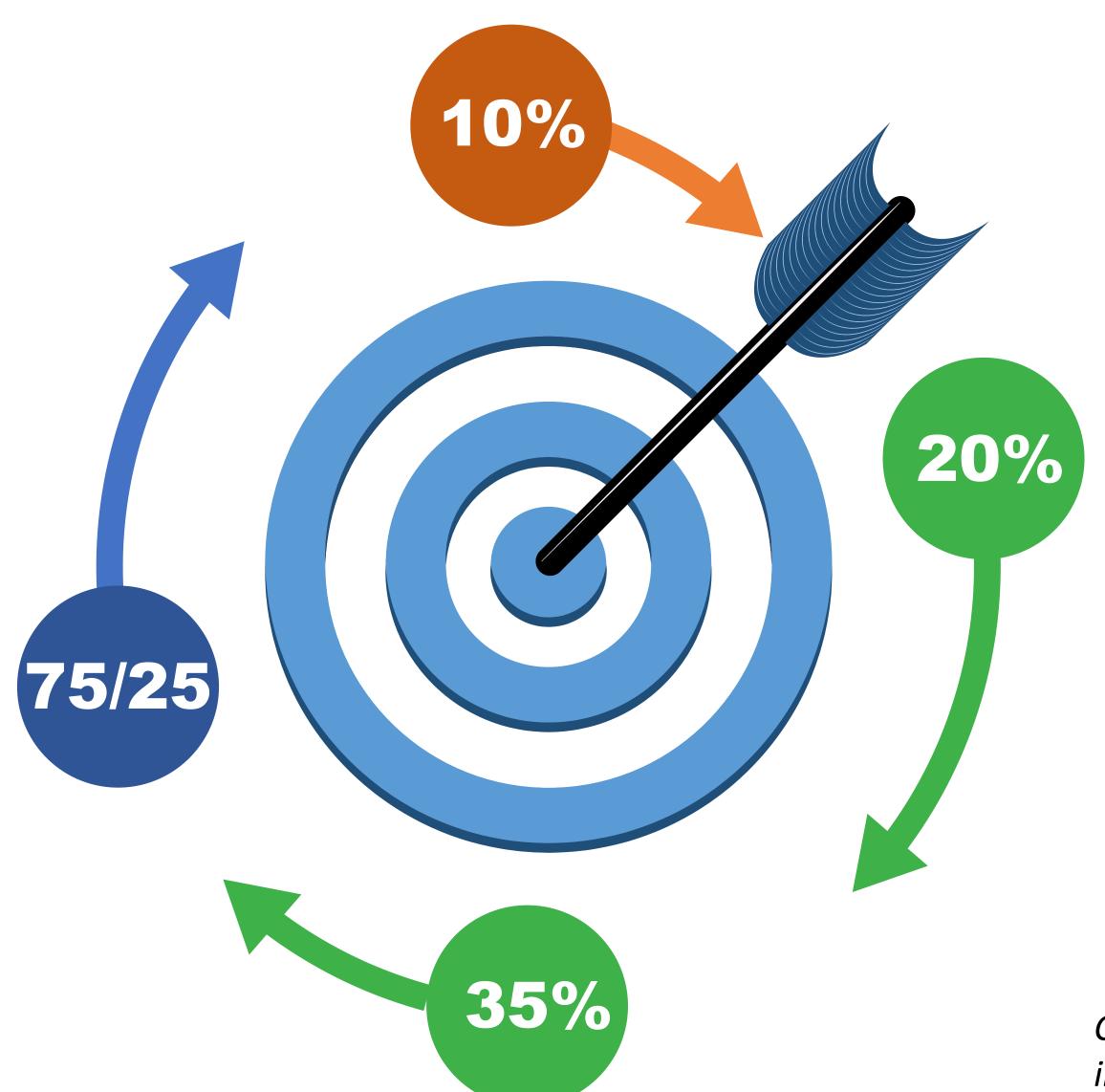
IMPACT	FY 2022 - 2023	CURRENT TARGET	FY 2024 – 2025*
SERVED	38,325	20,000	16,000*
TRAINED	3,078	3,000	2,400*
EMPLOYED	7,379	6,000	4,800*

PROJECTION* = 20% REDUCTION (4,000 CUSTOMERS IMPACTED)

BUDGET ALLOCATIONS & COMPARISONS

Budget Allocations		FY 2024/25		FY 2023/24		DIFFERENCE	
Career and Business Services							
Career Consultants	\$	9,779,967	\$	12,051,746	\$	(2,271,779)	
Business Consultants	\$	1,427,275	\$	2,424,445	\$	(997,170)	
Temporary Staffing	\$	200,000	\$	300,000	\$	(100,000)	
Training Investment	\$	9,500,000	\$	11,180,000	\$	(1,680,000)	
Staff Development (CareerSourcers)	\$	184,000	\$	249,000	\$	(65,000)	
Facilities, Maintenance & Related Cost	\$	2,200,000	\$	2,358,000	\$	(158,000)	
Program Professional Services	\$	200,000	\$	345,000	\$	(145,000)	
Total Career and Business Services		\$23,491,242		\$28,908,191		\$(5,416,949)	
Innovation Support and Administration							
Staff Supporting Operations	\$	4,792,758	\$	4,524,809	\$	267,949	
Strategic Communications	\$	355,000	\$	638,000	\$	(283,000)	
Staff Development (Executive/Leadership Development)	\$	136,000	\$	185,000	\$	(49,000)	
IT Cost/Network Expenses	\$	1,000,000	\$	1,432,000	\$	(432,000)	
Facilities, Maintenance & Related Cost	\$	225,000	\$	287,001	\$	(62,001)	
G&A Professional Services	\$	500,000	\$	525,000	\$	(25,000)	
Total Innovation and Administration		\$7,008,758		\$7,591,810		\$(583,052)	

FINANCIAL MEASURES OF SUCCESS & SUMMARY



FEDERAL METRIC

10% - Administrative Costs Target

STATE METRICS

- 20% Young Adults Internship Target
- 35% Training Investment Target
 (40% CSCF Projection)

LOCAL BOARD METRIC

- 75% Career & Business Services
- 25% Innovation Support & Administration

CareerSource Florida requires 50% of funds to be used for training investments. A waiver can be submitted to CareerSource Florida by September 1 with board approval to lower the percentage requirement.

FINANCIAL MEASURES OF SUCCESS & SUMMARY



DECREASE
STAFF
COMPENSATION
&
OVERHEAD

FINANCIAL MEASURES OF SUCCESS & SUMMARY

FISCAL RESPONSIBILITY

- Total Projected Revenue \$30.5M; Year-over-Year \$6M or 16.2% decrease
- 75% Earmarked for Career and Business Services; 25% in Innovation Support and Administration
- The proposed budget for salaries reflects a 3% merit increase for all staff that meet or exceed annual performance goals.
- Employee health benefits reflects an increase of 15% of current cost based on previous year plan performance and escalating market rates. Plan structure changes and adjustments to employer/employee cost share ratios were made to reduce impact to 10%.
- The total amount budgeted for administrative cost will be to not exceed the state allowable cap of 10%.

QUESTIONS





SUPPLEMENTAL FINANCIAL MATERIALS

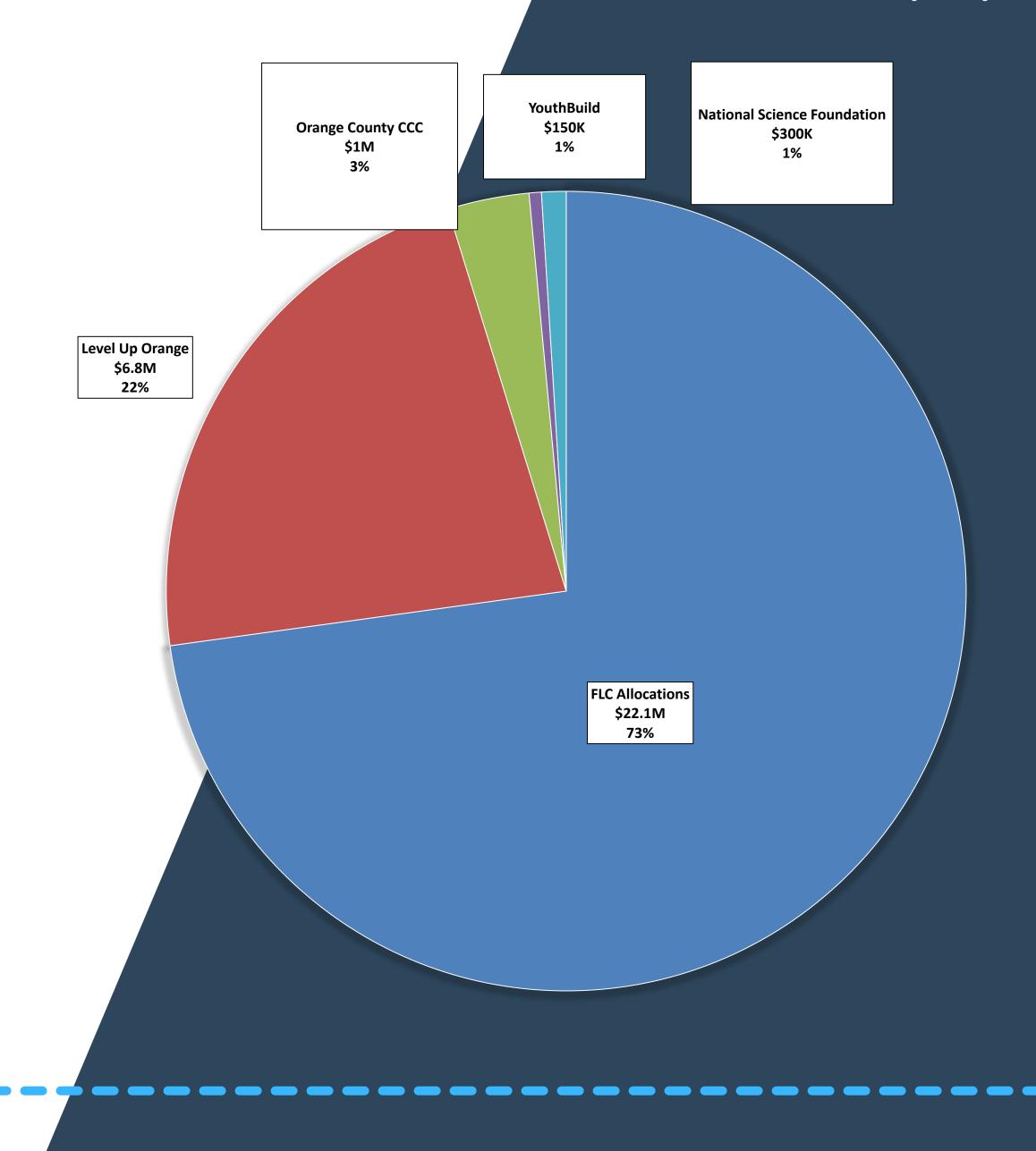
BUDGET OVERVIEW

	FY 2024-25	FY 2023-24	\$ Difference	% Difference
Reserves From Prior Year	\$10,694,979	\$16,960,163	(\$6,326,983)	
Current Year Funding Allocation – FLC	\$21,807,042	\$25,852,420	(\$4,045,378)	
Current Year Funding Awards - Non-FLC	\$8,150,000	\$4,187,500	\$3,962,000	
Award Total - Available Funds	\$40,590,222	\$47,000,083	(\$6,409,861)	
LESS planned Carryover For FY 25 - 26	(\$10,090,222)	(\$10,500,083)	\$434,861	
Total Available Funds Budgeted	\$30,500,000	\$36,500,000	(\$6,000,000)	-16.4%



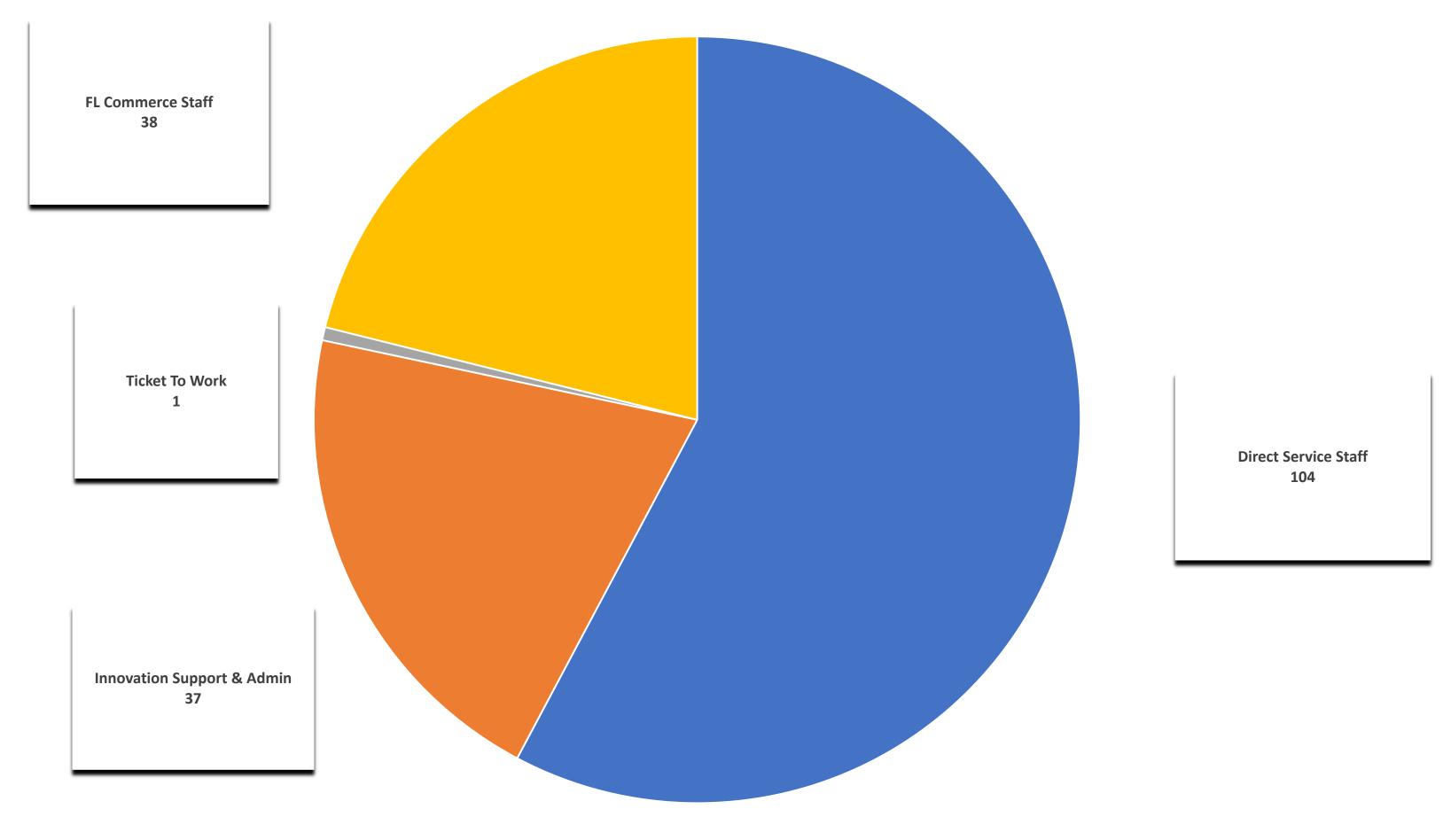
REVENUE SOURCES \$30.5 M

REVENUE SOURCE	<u>\$</u>	<u>%</u>
FL Commerce	\$22,100,000	72%
Non-FL Commerce	\$8,400,000	₅₇ 28%
Total Revenue	\$30,500,000	100%



CSCF STAFF BREAKDOWN

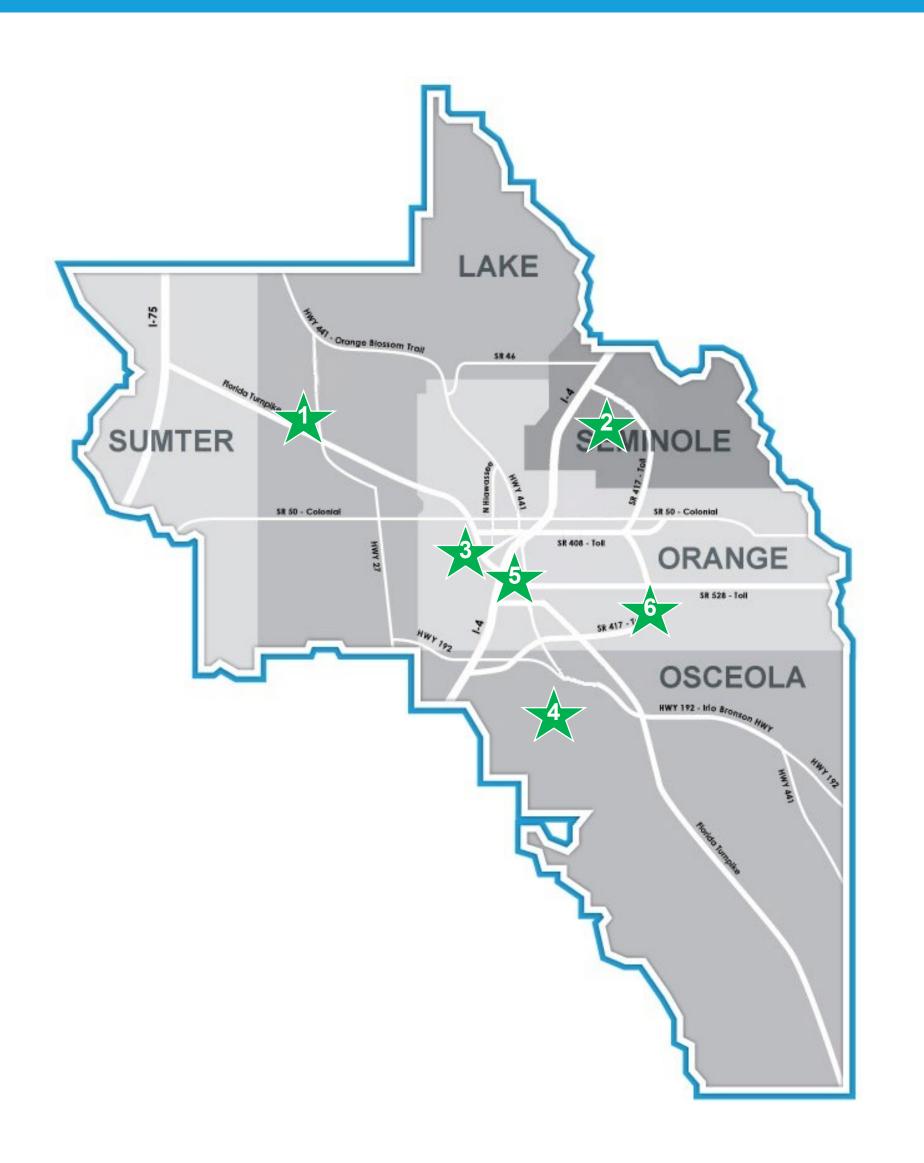
\$16M TOTAL COMPENSATION



- Proposed Budget for Salaries Reflects an Average 3% Merit Increase
- Total Compensation Includes Salaries, Taxes, and Benefits



FACILITIES



(1) Lake (Lake Sum	ter SC)
Total Square Foot	10,525
Annual Rental Cost	\$178,925
Expiration Date	1/23/2025

(2) Seminole	
Total Square Foot	10,031
Annual Rental Cost	\$179,230
Expiration Date	6/30/2026

(3) West Orange	9
Total Square Foot	12,041
Annual Rental Cost	\$326,160
Expiration Date	07/31/2026

(4) Osceola	
Total Square Foot	12,731
Annual Rental Cost	\$190,965
Expiration Date	12/31/2024

(5) Administration	
Total Square Foot	11,792
Annual Rental Cost	\$363,549
Expiration Date	7/31/2026

(6) Southeast (Orange
Total Square Foot	12,363
Annual Rental Cost	\$227,196
Expiration Date	9/30/2026

Rent / Related cost for maintaining locations represents approximately \$1.5M or 5% of Budget





Proposed: Slate of Officers FY: 2024-2025

Board Position	Nomination	Job Title	Organization
Chair	Richard Sweat	President/CEO	.decimal
Vice Chair	Sheri Olson	Director, Foundation, Government & Guest Relations	South Lake Hospital Foundation/ Orlando Health South Lake Hospital
Treasurer	Eric Ushkowitz	Economic Development Administrator	City of Orlando
Secretary	Jeff Hayward	President/CEO	Heart of Florida United Way

Thank You Board Members



Thank you to those who have contributed to our mission todate through monetary, in-kind and other supportive contributions.

Joe Battista Mark Havard Stella Siracuza

Wendy Brandon Jeff Hayward Michelle Sperzel

Gui Cunha Dr. Molly Kostenbauder David Sprinkle

Wendy Ford Lindsey LeWinter Richard Sweat

John Gill Sheri Olson DeAnna Thomas

Tanisha Nunn Gary Gaby Ortigoni Dr. Maria Vazquez

Matt Walton



Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Board Recognition

Consent Agenda

Information/
Discussion/
Action Items

Insight

Other Business

Adjournment

INSIGHT





CAREER SOLUTIONS VISION

Spark curiosity, discover passion, explore careers and unleash talent.

MISSION

Career Solutions bridges the gap between education and workforce by igniting interest and passion in middle and high school students through career awareness and experiences.



Career Solutions will be able to create impact and add value with youth in our region by:

- Expanding our reach to middle and early high school students to create career experiences and exploration.
- Ensuring more young adults in Central Florida have access to meaningful career exploration, regardless of their household income status or any other restrictions.
- Increasing capacity in our region by delivering more youth experiences.

Succeeding Years <u>Current</u> **REVENUE** 07/2023 - 06/2024 07/2024 - 06/2025 **07/2025 - 06/2026 DESCRIPTION** 50,000 50,000 \$ Start-Up Capital 150,000 \$ 300,000 \$ 500,000 Gifts, Grants, and Contributions 150,000 \$ 175,000 \$ 200,000 CSCF Contribution (General Funds) **Total Revenue** \$ 350,000 \$ 475,000 \$ 700,000 50,000



CAREER SOLUTIONS * PILOT PROJECT

Meeting Packet Page 82

\$50K Investment

Summer Youth \$30K



High School Career Express \$20K

- Enroll 10 seniors from high school in the Experience Program who would not otherwise qualify for the program based on household income restrictions.
- Investment creates additional capacity and flexibility.

- Enroll 20 juniors in the High School Career Express Program.
- Focus on Construction and the Financial Industries.



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OTHER BUSINESS



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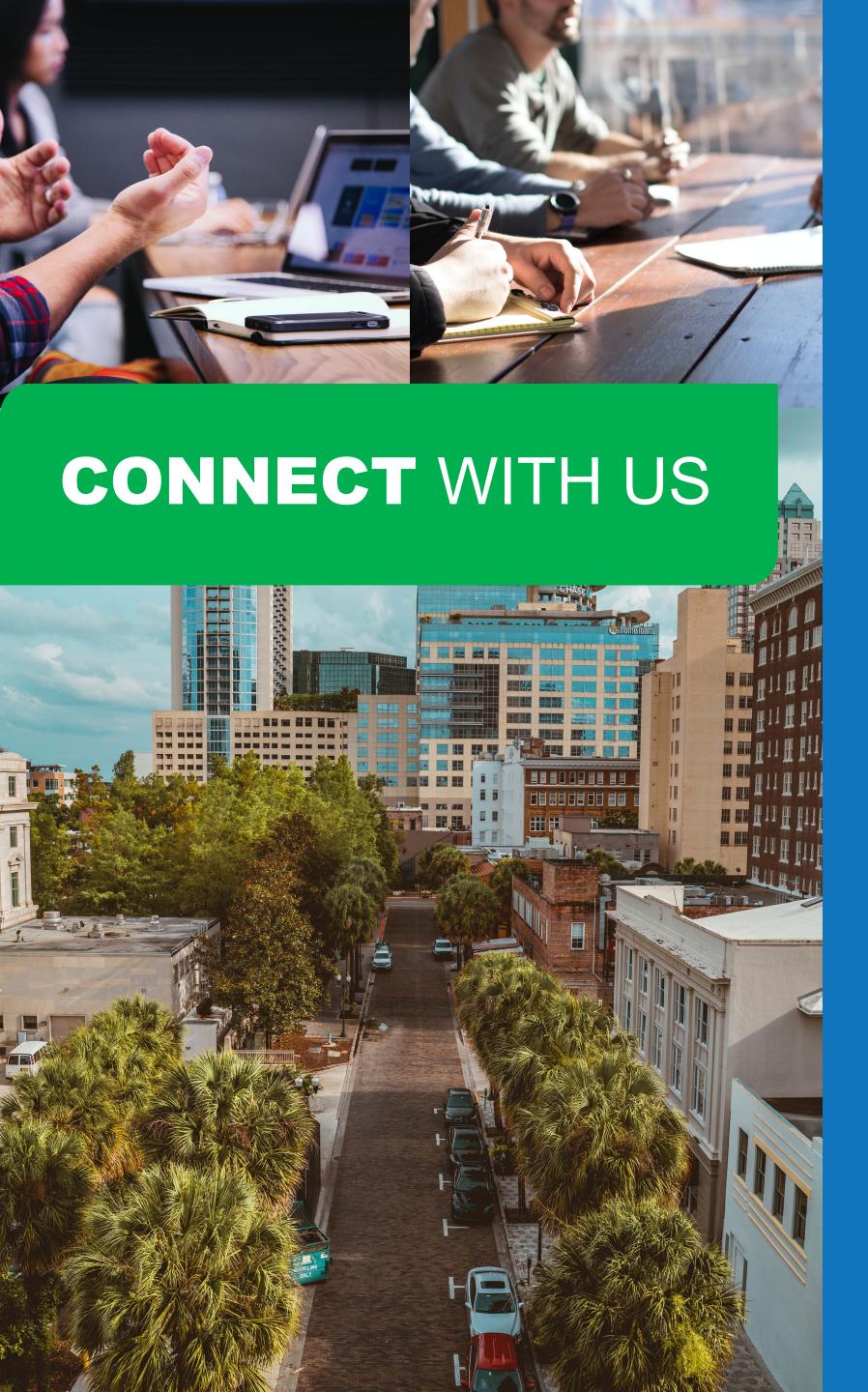
Information/
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Adjournment

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

SUPPLEMENTAL ATTACHMENTS:

CAREERSOURCE CENTRAL FLORIDA MEETING MINUTES FROM COMMITTEES SINCE 2/29/24 BOARD MEETING



DRAFT Revenue Diversity & New Markets Committee Meeting

Thursday, March 28, 2024 3:30 p.m.

MINUTES

MEMBERS PRESENT: John Gill, Joe Battista, Wendy Ford and Tanisha Gary

MEMBERS ABSENT: Mark Brewer

STAFF PRESENT: Pam Nabors, Leo Alvarez, Marcela DeFaria, Sean Masherella, and Kaz

Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Gill, Committee Chair, called meeting to order at 3:31 p.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal reported a quorum present.	
3	Public Comment None offered.	
4	Action Item Approval of Minutes Reviewed draft minutes from 10/10/23 Revenue Diversity and New Markets Committee Meeting (attachment).	A motion was made by Ms. Ford to approve the minutes from the 10/10/23 meeting. Ms. Gary seconded; motion passed unanimously.
5	 Information / Discussion / Action Items Financial Results 7/1/23 thru 2/29/24 Reviewed 7/1/23 thru 2/29/24 results by fundraising sources: public, private, referral programs and general donations. Currently at 89% of overall target (attachment). Fundraising Updates Reviewed listing of open proposals: status, purpose, and proposed amount estimates (attachment). Reviewed two declined awards – will try again at next opportunity. (attachment). Development Strategies Reviewed 2023-2024 development prospects and opportunities on: new and renewed donors, as well as new proposals and prospects, and status on progress made (attachment). 	

 Reviewed lists on 1) needs assessment, and 2) goals by 6/30/24, of which most goals are already in place.

<u>Package/Messaging – Summer Youth/High School</u> Express

- Reviewed overall components of 2024 Summer Youth Program. Received 5,000 applicants for 1,500 slots (attachment).
- Reviewed the successes on the recently launched "High School Career Express" – a career exploration program for high school juniors and seniors.
 - This exploratory program is designed to make students aware of all the various in-demand careers in various industries, and also that some level of training will be needed beyond high school to succeed in a career pathway.

Committee Input:

- Celebrate the wins good idea. Community can see impact
- Committee concurred Ms. DeFaria's team should include both a grant manager and administrative support, so Ms. DeFaria can keep her focus on external meetings and forming partnerships.
- Committee to provide email introductions to Ms.
 DeFaria on their connections. Ms. Gary has a few to share. Full Board can also help make introductions with their connections.
- Continue seeking partnerships with banks; they have CRA money they will need to invest.
- Continue outreach with medium and large organizations open to philanthropy. Offer how both can benefit from the partnership; use symbiotic messaging
- Keep recognition events simple i.e. annual breakfast to recognize partnership impact. Don't want to compete in this space

7	Other Business	
8	Adjournment There being no other business, the meeting was adjourned at 4:43 p.m.	

Respectfully submitted,



Community Engagement Committee Meeting Tuesday, April 2, 2024, 2:30 pm

MINUTES

MEMBERS PRESENT: David Sprinkle, Lindsey LeWinter, Stella Siracuza and Wayne Weinberg

MEMBERS ABSENT: Gui Cunha, Amy Santorelli and DeAnna Thomas

STAFF PRESENT: Emily Kruszewski, Tadar Muhammad, Dyana Burke, Crystal Lee, Melanie Markes,

Sean Masherella, and Kaz Kasal

GUEST PRESENT: Dan Ward / Curley & Pynn

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome	•
	Mr. Sprinkle, Committee Chair, called the meeting to order at 2:33 pm.	
2	Roll Call / Establishment of Quorum	
	Ms. Kasal reported quorum present.	
3	Public Comment	
	None offered.	
4	Approval of Minutes Approval of Minutes Reviewed minutes from 10/27/24 Meeting (attachment).	Mr. Weinberg made a motion to approve the minutes from the 10/27/24 Community Engagement Committee meeting. Ms. LeWinter seconded; motion passed unanimously.
5	Information/Discussion Social Media Performance Recap Reviewed key social media outcomes through 3 rd quarter (7/1/23 through 3/31/24), with increased engagement rates on all channels vs. last program year. (attachment) Snapshot of Website Updates and Refresh Plan Reviewed areas on CSCF website that have been updated and refreshed Reviewed timeline on further website refresh activities Mr. Ward suggested repackaging podcast content for re-use; this would help drive social. Public Affairs / Strategy Discussion Discussed enhanced ways CSCF can connect, collaborate and generate opportunities with municipalities and government entities across the region.	
	 Committee input: Best to do this as a dedicated role vs. agency, so there is 100% priority focus Person in this role should have: Have diverse experience in not only workforce development, but 	



	other types of organizations and private sector	
	other types of organizations and private sector.	
	Willing to roll up their sleeves On an advector (to help key staff to develop their relationship.)	
	Be an educator (to help key staff to develop their relationship	
	building skills when making connections)	
	Already established relationships	
	Have key staff in each center that have relationships within	
	government entities take on a more active role and work with the	
	dedicated person to increase synergy. These staff can also engage	
	"with a purpose" in community events/support government activities.	
	 Focus should be making connections and be in listening (vs. telling) 	
	mode so can determine needs	
	 Avoidance of problems (vs. causing them) 	
	Measuring impact: it is more about connections than output (it is not a	
	sale)	
	 Have external partners help to make connections 	
	 Focus on spheres of influence - groups of decision makers and who 	
	they are involved with	
	 Use CRM technology to track the conversations and outcomes, so it 	
	is in a central place.	
	 Get buy-in from executive leadership and staff; the whole organization 	
	should be equipped to communicate to community about CSCF and	
	its services. This is an education piece, as message should be	
	consistently correct.	
	Next Meeting Location Discussion	
	Next meeting scheduled for May 2, 2024.	
6	Other Business	
	None offered.	
7	Adjournment	
	Meeting was adjourned at 3:19 p.m.	

Respectfully submitted,



DRAFT Facilities Ad Hoc Committee Meeting Thursday, April 4, 2024, 11:15 a.m.

MINUTES

MEMBERS PRESENT: Matt Walton and Andrew Albu

STAFF PRESENT: Leo Alvarez, Lance Willingham, Sean Masherella and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Walton, Committee Chair, called meeting to order at 11:16 a.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal reported a quorum present.	
3	Public Comment None offered.	
4	 Approval of Minutes Reviewed draft minutes from 10/24/23 Facilities Ad Hoc Committee Meeting. 	Mr. Albu made a motion to approve the minutes from the 10/24/23 Facilities Ad Hoc Committee Meeting. Mr. Walton seconded; motion passed unanimously.
5	Information and Discussion Review Facility Lease Schedule Reviewed lease schedule of all CSCF locations (attachment).	
	 CSCF Southeast Orange Career Center and Osceola Career Center Lease Renewals Committee reviewed Southeast Orange career center as well as Osceola career center's lease renewal options, in comparison to alternative locations in vicinity of current respective career centers. Committee noted that the costs of the alternative locations were considerably higher than current location rates. (attachment). Committee concurred for staff to move forward and extend both Southeast Orange career center and Osceola career center to 2 years only (vs. a longer lease). During these 2 years staff will review options and work out a game plan in conjunction with the other locations and determine how much overall space is needed. Spaced Design Planner Recommendation for Admin Location Committee had preliminary discussion on space design planning at Admin office. At next meeting, staff will provide architect's input on space planning. 	Mr. Albu made a motion to approve for Board's final approval: 1) Extend current lease at Southeast Orange career center for 2 years. 2) Extend current lease at Osceola career center for 2 years. Mr. Walton seconded; motion passed unanimously.



6	Other Business	
	None offered.	
7	Adjournment	
	Meeting adjourned at 12:00 p.m.	

Respectfully submitted,



Finance Committee Meeting

Wednesday, April 10, 2024, 2:30 p.m.

MINUTES

MEMBERS PRESENT: Eric Ushkowitz, Keira des Anges, Shawn Hindle, and Matt Walton

MEMBERS ABSENT: Wendy Brandon and Michelle Sperzel

STAFF PRESENT: Leo Alvarez, Pam Nabors, Tadar Muhammad, Sean Masherella and Kaz Kasal

GUESTS PRESENT: Jason Chepenik, Kevin Wallace / OneDigital

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Ushkowitz, Finance Committee Chair, called the meeting to order at 2:32 pm.	
2	Roll Call / Establishment of Quorum Ms. Kasal, CSCF Executive Coordinator, reported a quorum present.	
3	Public Comment None Offered.	
4	Approval of Minutes Finance Committee reviewed the minutes from the 1/10/24 Audit & Finance Committee's joint meeting.	Mr. Walton made a motion to approve the minutes from the 1/10/24 Audit & Finance Committee's joint meeting. Ms. des Anges seconded; motion passed unanimously.
5	Information/Discussion/Action Items	
	 FY 2023-2024 Activities: Retirement Plan Update/Strategies Reviewed "Retirement Plan Review" presented by Mr. Chepenik and Mr. Wallace of OneDigital (attachment). Reviewed "Top Hat" plan that allows key employees to save and invest tax advantaged dollars for retirement. (attachment) 	Mr. Walton made a motion to approve adding "Top Hat Plan" as presented, as an option for key employees. Ms.
	 Discussed some additional benefit offering recommendations: Emergency Savings Account Increased Auto-Escalation Maximum Committee concurred for staff to bring back a proposal on above two recommendations. 	des Anges seconded; motion passed unanimously. At next meeting, staff to provide a proposal on "Emergency Savings Account" and "Increased Auto-Escalation Maximum" and how this would be structured.



- 403b Retirement Plan Audit Results
 - Reviewed financial highlights and summary on FY 2023 403b Retirement Audit, which resulted in a clean report, no issues. Plan has had 20% growth year over year. (attachment)
- Financial Results thru 2/29/24
 - Reviewed financials through 2/29/24. (attachment)
- Current Year Budget Adjustment
 - Reviewed staff's recommendation to take \$3M in training expenditure (LUO) and carry-in to FY 2024-2025, reducing current budget from \$39.4M to \$36.4M. (attachment)
- Transfer Authority of WIOA/DW Funding
 - Reviewed action memo on transfer of WIOA Adult/DW funding (attachment).
- Procurement Policy Increase Small Purchase Threshold
 - Reviewed action memo of staff's recommendation to increase the simplified acquisition threshold from \$150,000 to \$250,000 to align with the Office of Management and budget (OMB) 2 CFR 200 federal guidance procurement caps (attachment).

FY 2024-2025 Activities:

- Budget Planning
 - FY 2024-2025Budget Timeline
 - Reviewed proposed budget timeline for FY 2024-2025 (attachment).
 - New Fiscal Year Budget Projections
 - Reviewed FY 2024-2025 preliminary revenue projections vs. prior year (attachment).

Ms. des Agnes made a motion to approve for Board's final approval the audit results from FY 2023 403b Retirement Plan audit. Mr. Walton seconded; motion passed unanimously.

Ms. des Agnes made a motion to approve for Board's final approval to move \$3M in training investments from FY 2023-2024 to FY 2024-2025. Mr. Walton seconded; motion passed unanimously.

Ms. des Anges made a motion to approve for Board's final approval to add transfer of funds flexibility between WIOA Adult and Dislocated Worker (DW) funding, as presented. Mr. Hindle seconded; motion passed unanimously.

Mr. Hindle made a motion to approve for Board's final approval to increase the simplified acquisition threshold to \$250,000 (from \$150,000), as presented. Ms. des Anges seconded; motion passed unanimously.



	 FY 2024-2025 Health Insurance Plan Renewal Discussion Staff reviewed status on the Healthcare renewal benefits for FY 2024-2025 and results for RFP bid and ongoing negotiations with current provider. Action Memo will be presented to 4/11/24 Executive Committee meeting, and 4/26/24 Board Meeting for final approval 	
6	Other Business None offered.	
7	Adjournment Meeting adjourned at 3:43 p.m.	

Respectfully submitted,



Draft Executive Committee Meeting

Thursday, April 11, 2024, 2:00 p.m.

MINUTES

MEMBERS PRESENT: Richard Sweat, Andrew Albu, Sheri Olson, David Sprinkle, Eric Ushkowitz

and Matt Walton

MEMBERS ABSENT: John Gill and Jeff Hayward

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

Kruszewski, Steven Nguyen, Sean Masherella, and Kaz Kasal

GUEST PRESENT: Heather Ramos / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome	
	Mr. Sweat, CSCF Chair, called the meeting to order at 2:00 p.m.	
2	Roll Call / Establishment of Quorum	
	Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	Public Comment	
	None offered.	
4	 Approval of Minutes – 2/22/24 Executive Committee Meeting Reviewed minutes (attachment). 	Mr. Walton made a motion to approve the draft minutes from the 2/22/24 Executive Committee meeting. Mr. Albu seconded; motion passed unanimously.
5	Information/Discussion / Action Items	
	President's Report No. Nahara President/CEO reviewed the following:	
	Ms. Nabors, President/CEO reviewed the following: Over 60 in attendance at the 3/19/24 Central Florida	Staff to forward to Executive
	Education & Industry Collaboration kick-off event. This collaborative, as directed by the State, is designed to help broaden and deepen connections and attain intel on emerging industries so education programming can better align with industry needs.	Committee the recording from 3/19/24 Education & Industry Collaboration event.
	Three workgroups to be formed and will convene in June 2024 consortium meeting with topic on manufacturing.	
	 Reviewed legislative updates on "A Stronger Workforce for America Act" and possible impacts for CSCF. Next step is to reach out Senators Rubio and Scott on CSCF's great impact in the community in its current structure. 	



	 FY 2024-2025 Health Insurance Plan Renewal Reviewed action memo on CSCF's Healthcare renewal benefits for FY 2024-2025 and results for RFP bid as well as ensuing negotiations. (attachment) Based on most current negotiations, Florida Blue, CSCF's current healthcare provider, is offering the lowest rates. 	Mr. Walton made a motion to forward for Board's final approval staff's recommendation to remain with Florida Blue as CSCF's healthcare provider for FY 2024-2025. Ms. Olson seconded; motion passed unanimously. Staff to provide graphs for upcoming board meeting (and for staff) to show healthcare metrics over the last three to five years. Mr. Sprinkle to review CSCF's
		total compensation/benefits package and provide feedback.
	Committee Reports	
	Committee Reports will be deferred to 6/13/24 Executive	
	Committee meeting.	
	4/26/24 Board Meeting Agenda	
	 Reviewed agenda for upcoming Board Meeting. Staff to 	
	also add under "Consent Agenda" regarding CSCF	
	Southeast Orange and Osceola Career Centers' - that	
	Facilities Ad Hoc Committee approved for Board's final	
	approve to extend respective centers' current lease	
	renewals to 2 years.	
	 Committee also received a high-level overview on the 	
	Retreat portion.	
6	Other Business	
	None offered.	
7	Adjournment	
	Meeting adjourned at 3:04 pm.	

Respectfully submitted, Kaz Kasal, Executive Board Coordinator



Community Engagement Committee Meeting Thursday, May 2, 2024, 3:00 pm

MINUTES

MEMBERS PRESENT: David Sprinkle, Lindsey LeWinter, Stella Siracuza, Kris Tietig, Amy Santorelli, DeAnna Thomas, Eric Ushkowitz, Dan Ward, and Wayne Weinberg

MEMBERS ABSENT: Gui Cunha

STAFF PRESENT: Emily Kruszewski, Pam Nabors, Tadar Muhammad, Nilda Blanco, Sean Masherella,

and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	 Welcome Mr. Sprinkle, Committee Chair, called the meeting to order at 3:07 pm. Mr. Sprinkle welcomed below new committee members: Ms. Amy Santorelli, AdventHealth, and current Board Member Mr. Dan Ward, Curly & Pynn, non-board committee member Mr. Kris Tietig, Duke Energy, non-board committee member 	
2	Roll Call / Establishment of Quorum Ms. Kasal reported quorum present.	
3	Public Comment None offered.	
4	Approval of Minutes Approval of Minutes Reviewed minutes from 4/2/24 Meeting (attachment).	Mr. Weinberg made a motion to approve the minutes from the 4/2/24 Community Engagement Committee meeting. Ms. Siracuza seconded; motion passed unanimously.
5	 Information/Discussion Update on Government Affairs Reviewed current solutions to increase connections, collaboration and opportunities with government entities and municipalities across the region (attachment).	
	Website Update Timeline Reviewed timeline and phases of the website refresh (attachment).	
6	Other Business None offered.	
7	Adjournment • Meeting was adjourned at 3:57 p.m.	

Respectfully submitted,







Draft Governance Committee Meeting Wednesday, May 8, 2024 / 3:00 p.m.

MINUTES

MEMBERS PRESENT: Sheri Olson, Dr. Heather Bigard, Keira des Anges, Jeff Hayward and Nicole

Martz

MEMBERS ABSENT: None

STAFF PRESENT: Pam Nabors, Tadar Muhammad, Steven Nguyen, Lance Willingham, Marcela

DeFaria, Sean Masherella, and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Ms. Olson, Committee Chair, called meeting to order at 1:02 p.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal reported a quorum present.	
3	Public Comment None offered.	
4	Approval of Minutes: Approval of Minutes Reviewed draft minutes from 2/14/24 Governance Committee meeting (attachment).	Mr. Hayward made a motion to approve the minutes from the 2/14/24 Governance Committee Meeting. Ms. Martz seconded; motion passed unanimously.
5	Information / Discussion / Actions Items	
	 Proposed Roster for PY 2024-2025 Reviewed seat composition and proposed new seats, renewals and replacements for PY 2024-2025 (attachment). Ms. Olson encouraged the Committee to think of ways to welcome and engage the new board members. Approval of Slate of Officers Reviewed proposed slate of officers for FY 2024-2025 (attachment). Board Engagement (7/1/2023 thru 3/31/24) Reviewed metrics on Board Engagement through 3rd quarter, 7/1/2023 thru 3/31/2024 (attachment). Exceeded annual goal 	Ms. Martz approved forwarding to Board the proposed slate of officers, as presented. Ms. des Anges seconded; motion passed unanimously.
	of 80% in Demonstrate category with 97%, and on track in Participate and Contribute categories.	
6	Other Business • At next meeting Committee to review Bylaws and Enterprise Risk Update.	
7	Adjournment Meeting adjourned at 3:20 p.m.	

Respectfully submitted,



DRAFT Career Services Committee Meeting Thursday, May 9, 2024, 3:00 p.m.

MINUTES

MEMBERS PRESENT: Andrew Albu, Sean Donnelly, Karen Hogans, Molly Kostenbauder, and

Jonathan Shaefer

MEMBERS ABSENT: Casey Ferguson, Kristin Gray, Mark Havard, Ed James, Ben Larry, Snak

Nakagawa, and Maria Vazquez

STAFF PRESENT: Nilda Blanco, Tadar Muhammad, Gina Ronokarijo, Marcela DeFaria, Melanie

Markes, Steven Nguyen, Sean Masherella, and Kaz Kasal

Agen	Markes, Steven Nguyen, Sean Masherella, and Kaz Kasal Topic Action Item / Follow Up Ite		
da Item	Горіс	Action item / Follow Op Item	
1	Welcome		
	Mr. Albu, Committee Chair, called meeting to order at 3:03 p.m.		
2	Roll Call / Establishment of Quorum		
	Ms. Kasal reported a quorum present.		
3	Public Comment None offered.		
4	Approval of Minutes		
	Reviewed draft minutes from 2/15/24 Career Services Committee meeting (attachment).	Mr. Schaefer made a motion to approve the minutes from the 2/15/24 Career Services Committee meeting. Ms. Hogans seconded; motion passed unanimously.	
5	Information / Discussion / Action Items		
	Scorecard – 3 rd Quarter		
	 Reviewed scorecard through 3rd quarter (7/1/23 through 3/31/24) (attachment). 		
	RFP (Request for Proposals)– One Stop Operator		
	Reviewed the process and timeline on the RFP for the One Stop		
	Operator (attachment). Mr. Donnelly volunteered to be part of the RFP review team.		
	PY 24-25 Strategy Discussion		
	Reviewed data and trends on demographics, employment, in-demand		
	occupations, and industries in Central Florida.		
	• Reviewed 5-year industry projections by volume, and 5-year occupation		
	gap projections.		
	Reviewed training investment priorities, sector strategies and strategic		
	solutions.		
	Committee Feedback:		
	- Where is the most success happening now?		
	Sector Strategies: include hospitality		
	- Work/life balance - how to fold this into job market and in future		
	 Pre-work is important <u>before</u> investing in training or placement: Include personality test to help determine if best fit for job 		



	Meeting adjourned at 4:34 p.m.	
7	Adjournment	
Ö	<u>Other Business</u> ■ None.	
6	the job seeker can grow into – this should be formalized into their processes. Each industry needs a different approach – i.e. hospitality is more work-based learning, hotels usually train their workers; and healthcare more training first CSCF can layer in support but may not be investment dollars (not investing does not mean not focusing). Staff to work on framework for each industry (i.e. level of training needed, level/type of soft skills needed, who pays for training, internship opportunities), and provide to Committee to weigh in. Education and Industry Consortium Update Reviewed this new legislative initiative requiring each local workforce development board to create an Education & Industry consortium to help broaden and deepen connections, as well as attain intel on emerging industries so education programming can better align with industry needs (attachment). First meeting of the Post-secondary Education workgroup (Consortium) is on 5/16/24.	Staff to provide a framework per industry for Committee's review
	 Employers need workers with soft skills, i.e. integrity, work ethic, can-do attitude; this can be more important than technical skills as employers can train. There is a disconnect with what workers expect from a job, and what the job actually entails. Expectations should be clear with all details of work conditions and requirements spelled out. Launch initiatives for jobs seekers to gain immersive experiences – i.e. internships Career Counselors should be equipped to inform job seekers on LMI (Labor Market Info) and explain career ladder of occupations 	

Respectfully submitted,



DRAFT Career Services Committee Meeting Thursday, May 23, 2024, 9:00 a.m.

MINUTES

MEMBERS PRESENT: Andrew Albu, Sean Donnelly, Casey Ferguson, Kristin Gray, Mark Havard,

Karen Hogans, Molly Kostenbauder, Ben Larry, Snak Nakagawa, and Jonathan

Shaefer

MEMBERS ABSENT: Ed James and Maria Vazquez

STAFF PRESENT: Nilda Blanco, Tadar Muhammad, Gina Ronokarijo, Steven Nguyen, Sean

Masherella, and Kaz Kasal

GUESTS PRESENT: Chris Pascal and Richard Watford / CSCF Board Members

Agen da Item	Topic	Action Item / Follow Up Item
1	Welcome	
	Mr. Albu, Committee Chair, called meeting to order at 9:01 a.m.	
2	Roll Call / Establishment of Quorum	
	Ms. Kasal reported a quorum present.	
3	Public Comment	
	None offered.	
4	 Approval of Minutes Reviewed draft minutes from 5/9/24 Career Services Committee meeting (attachment). 	Mr. Nakagawa made a motion to approve the minutes from the 5/9/24 Career Services Committee meeting. Dr. Kostenbauder seconded; motion passed unanimously.
5	Information / Discussion / Action Items	
	 One Stop Operator RFP Recommendation Reviewed the process and timeline on the RFP for the One Stop Operator (attachment). Mr. Donnelly, part of the Review Team of this RFP, provided an overview of the Review Team's evaluation and ranking of the three proposals received. Based on this analysis, the Review Team recommends the Board approve Thomas P. Miller & Associates, LLC. Committee Input: Committee concurred to modify wording to "less than \$80,000" instead of "not-to-exceed \$80,000." 	Mr. Ferguson made a motion to forward for Board's approval the recommendation to allow CSCF staff to negotiate with highest ranking proposer, Thomas P. Miller & Associates, LLC for a contract within the \$65,000 to \$75,000, and less than \$80,000. Ms. Hogans seconded; motion passed unanimously.
	Direct Service Provider Request to Florida Commerce Reviewed request to approve CSCF's continued designation as Direct Service Provider (attachment)'	Mr. Schaefer made a motion to forward for Board's approval the recommendation for CSCF Board and Consortium to



	 Update – Education & Industry Consortium Reviewed highlights from the workgroup meetings and official Consortium meeting on 5/16/24 (attachment). Next Education and Industry Consortium Meeting is scheduled for 7/9/24. 	approve CSCF's designation as a Direct Service Provider beginning 7/1/24 through 6/30/27, as submitted to Florida Commerce and CareerSource Florida. Mr. Havard seconded; motion passed unanimously.
6	Other Business None.	
7	Adjournment Meeting adjourned at 9:38 a.m.	

Respectfully submitted,



DRAFT Finance Committee Meeting

Wednesday, June 5, 2023 2:30 p.m.

MINUTES

Eric Ushkowitz, Keira des Anges, Shawn Hindle, Michelle Sperzel, and Matt Walton **MEMBERS PRESENT:**

MEMBERS ABSENT: Wendy Brandon

Leo Alvarez, Pam Nabors, and Kaz Kasal **STAFF PRESENT:**

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Ushkowitz, Finance Committee Chair, called the meeting to order at 2:33 pm.	
2	Roll Call / Establishment of Quorum Ms. Kasal, CSCF Executive Coordinator, reported a quorum present.	
3	Public Comment None Offered.	
4	Approval of Minutes Finance Committee reviewed the minutes from the 4/10/24 Finance Committee meeting.	Mr. Walton made a motion to approve the minutes from the 4/10/24 Finance Committee meeting. Ms. des Anges seconded; motion passed unanimously.
5	Information/Discussion/Action Items	
	Financial Results – through April 2024 Reviewed financials through 4/30/24 (attachment). Projecting to close the year on target.	
	FY 2024-2025 Activities	
	 Approval of FY 2024-2025 Draft Budget Reviewed FY 2024-2025 Draft Budget (attachment). Mr. Alvarez relayed the draft Budget will be sent to Consortium and Board for review and any input. The draft Budget will also be posted on CSCF website for public comment for the next 2 weeks. 	Mr. Walton made a motion to move to Board the recommendation to approve FY 2024-2025 draft budget. Ms. des Anges seconded; motion passed unanimously.



	Retirement Plan Review / Follow-Up Reviewed further information on two additional benefits that could be added to CSCF's Retirement Plan (attachment).	Ms. des Anges made a motion to move to Board for final approval the recommendation to adopt an emergency savings plan and to
	1) Emergency Savings Account 2) Increasing Auto-Escalation from 6% to 8%.	increase auto-escalation from 6% to 8%. Mr. Walton seconded; motion passed unanimously.
6	Other Business None offered.	
7	Adjournment Meeting adjourned at 3:04 p.m.	

Respectfully submitted,



Draft Executive Committee Meeting

Thursday, June 13, 2024, 9:00 a.m.

MINUTES

MEMBERS PRESENT: Richard Sweat, Andrew Albu, John Gill, Jeff Hayward, Sheri Olson, David

Sprinkle, Eric Ushkowitz and Matt Walton

MEMBERS ABSENT: None

STAFF PRESENT: Pam Nabors, Leo Alvarez, Emily Kruszewski, Marcela DeFaria, Sean

Masherella, James Bloodworth and Kaz Kasal

GUESTS PRESENT: Heather Ramos

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Ms. Olson, CSCF Vice Chair, called the meeting to order at 9:05 a.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	Public Comment None offered.	
4	 Approval of Minutes – 4/11/24 Executive Committee Meeting ● Reviewed minutes (attachment). 	Mr. Walton made a motion to approve the draft minutes from the 4/11/24 Executive Committee meeting. Mr. Sprinkle seconded; motion passed unanimously.
5	Information / Discussion / Action Items	
	 Ms. Nabors, CEO, provided below highlights: Florida Commerce will be meeting on 6/18/24 and one of the items up for vote are additional resources for CSCF; an update will be provided at the 6/26/24 Board Meeting. Staff adjustments and changes to occur due to programs ramping down and sunsetting. Revenue Diversity: exceeded annual \$3M goal for PY 23-24 by attaining \$3.7M. New goal for PY 24-25 is \$6M, and \$10M for PY 25-26. Additional highlights to be provided at 6/26/24 Board Meeting. 	



Strategic Change RFP

Reviewed action memo on RFPs (Request For Proposals) for strategic organizational transformation consulting services (attachment), which summarizes the procurement process and the Review Teams's evaluation of the 10 proposals received. Ms. Olson, who was part of the Review Team, commented the RFP review and evaluation process was very comprehensive.

Based on their evaluations, the Review Team recommends the selection of Curium Solutions and Walk With You, LLC.

Mr. Hayward made a motion to forward for Board's final approval that CSCF staff be allowed to enter into contract negotiations with Curium Solutions and Walk With You, LLC at a combined total amount not to exceed \$200,000 for fiscal year 2024-2025. Mr. Ushkowitz seconded; motion passed unanimously.

Committee Reports

Audit

Mr. Walton, Audit Committee Chair, stated the FY 2022-2023 990 Report draft was reviewed by Audit and Executive Committees. Then, once approved, forwarded to Board as an info item.

Career Services

Ms. Nabors, on behalf of Mr. Albu, Career Services Committee Chair, stated Career Services Committee met on 5/9/24 and 5/23/24:

- On 5/9/24,
 - o Reviewed program updates.
 - o Reviewed scorecard through 3rd quarter.
 - Reviewed data, trends and projections on region's industry needs and scope of workers, as well as discussed training investment priorities, sector strategies and strategic solutions.
- On 5/23/24,
 - Approved for Board's final approval two action items:
 - To allow CSCF staff to negotiate with highest ranking proposer, Thomas P. Miller & Associates, LLC., as One Stop Operator.
 - 2) To approve CSCF's continued designation as Direct Services Provider.
 - Received highlights from Education & Industry Consortium.

Community Engagement

Mr. Sprinkle, Community Engagement Committee Chair, stated committee met on 4/2/24 and 5/2/24:

 On 4/2/24, reviewed social media performance and had strategic discussion on public affairs.



- On 5/2/24,
 - Welcomed new committee members.
 - o Received an update on government affairs.
 - Discussed the handling of CSCF's adjustments with decrease in next year's funding.
 - Reviewed timeline and phases of the CSCF website refresh.
 - Mr. Sprinkle encouraged Board to review CSCF website and provide any input to Ms. Kruszewski, VP of Strategic Communications

Facilities Ad Hoc

Mr. Walton, Facilities Ad Hoc Committee Chair, stated Committee met on 4/4/24 at West Orange Career Center:

- Toured the Center
- Reviewed lease schedules of all CSCF locations
- Reviewed lease renewal options for Southeast Orange and Osceola career centers and approved, which Board also approved at its 4/26/24 meeting, to extend lease for 2 years for both Southeast Orange and Osceola career centers.
- Committee to continue reviewing options and work out a game plan in conjunction with the other locations to determine how much overall space is needed.

Finance Committee

Mr. Ushkowitz, Finance Committee Chair, reported the Committee met on 4/10/24 and 6/5/24.

- On 4/10/24.
 - Reviewed financials thru 2/29/24
 - Approved, which then Board approved at its 4/26/24 meeting, following five action items:
 - 1) The audit results on retirement plan, which was a clean report, no issues;
 - Adding transfer of funds flexibility between WIOA Adult & Dislocated Worker.
 - 3) Moving Budget Adjustment of \$3M in training investments from FY 23-24 to FY 24-25
 - Procurement Policy modification to increase the simplified acquisition threshold to \$250,000 (from \$150,000)
 - Approved adding "Top Hat" plan benefit to retirement plan; for Board's approval at its 6/26/24 meeting.
 - Reviewed FY 24-25 Budget timeline and projections.
 - Reviewed the FY 24-25 health insurance plan renewal status.



- On 6/5/24,
 - Reviewed financials through 4/30/24
 - o Approved draft FY 2023-2024 Budget
 - Approved additional benefits in CSCF's Retirement Plan to include emergency savings account and increased auto-escalation.

Governance

Ms. Olson, Governance Committee Chair, stated Committee met on 5/8/24 and:

- Reviewed Board Engagement through 3/31/24,
- Reviewed proposed Board Roster for FY 2024-2025
- Approved a proposed Slate of Officers which will be brought to the Board next week for approval.

Revenue Diversity and New Markets

Mr. Gill, Revenue Diversity and New Markets Committee Chair, stated the Committee has not met since the last Board Meeting.

6/26/24 Board Meeting Agenda:

• Reviewed agenda for upcoming Board Meeting (attachment)

President & CEO Performance Review:

Committee reviewed President & CEO's FY 2023-2024 performance appraisal completed by Mr. Sweat, which also included Ms. Nabors' self-evaluation. Mr. Sweat scored exceeds expectations in all goals and overall performance.

The Committee concurred with Mr. Sweat's appraisal and noted that Ms. Nabors has consistently exceeded performance goals year over year. The Committee also concurred that both merit of 3% and incentive pay for Executive Team should be included back in the budget.

Mr. Hayward made a motion for Board's final approval to not forego Executive Team's merit of 3% and incentive pay, but to include in the FY 2024-2025 Budget's compensation line item and assumption page. Mr. Gill seconded; motion passed unanimously.

6 Other Business

• Committee discussed establishing succession management process which the Committee will oversee.

Adjournment

7

Meeting adjourned at 10:04 am

Respectfully submitted, Kaz Kasal, Executive Coordinator