



**DRAFT**  
**Finance Committee Meeting**

**Wednesday, June 4, 2025 / 2:30pm**

**MINUTES**

**MEMBERS PRESENT:** Eric Ushkowitz, Wendy Brandon, Shawn Hindle, Trey Simpkins and Matt Walton

**MEMBERS ABSENT:** Michelle Sperzel

**STAFF PRESENT:** Leo Alvarez, Pam Nabors, Kristi Vilardi, Gina Ronokarijo, Steven Nguyen, Geo Moralez, Vince Bruno and Kaz Kasal

**GUESTS PRESENT:** Jennifer Kruger, Kevin Wallace, Jason Chepenik / OneDigital

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Mr. Ushkowitz, Finance Committee Chair, called the meeting to order at 2:31 pm.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal, CSCF Executive Coordinator, reported a quorum present.	
3	<b>Public Comment</b> None Offered.	
4	<b>Approval of Minutes</b> Finance Committee reviewed the minutes from the 4/10/25 Finance Committee meeting.	<b>Mr. Walton made a motion to approve the minutes from the 4/10/25 Finance Committee meeting. Mr. Hindle seconded; motion passed unanimously.</b>
5	<b>Information/Discussion/Action Items</b>	
	<u>Approval of FY 2025-2026 Draft Budget</u> <ul style="list-style-type: none"><li>– Reviewed FY 2025-2026 Draft Budget (attachment).</li><li>– Mr. Alvarez relayed the Draft Budget will be sent to Board and Consortium for review and any input, and posted on CSCF website for public comment for the next 2 weeks.</li></ul>	<b>Mr. Walton made a motion to move to Board the recommendation to approve FY 2025-2026 draft budget. Mr. Hindle seconded; motion passed unanimously.</b>

	<ul style="list-style-type: none"> <li>- <u>Transfer Authority of WIOA Adult/DW Funding (attachment).</u></li> <li>- <u>Waiver Request of ITA Training Requirements (attachment)</u></li> </ul> <p><u>Leases:</u> Reviewed action memo from Finance Committee (attachment) recommending the Board approve CSCF enter into facilities lease agreements with Valencia College and Seminole State College.</p> <p>These “Community Hub” locations embedded within Valencia College (East campus) and Seminole State College (main campus) will increase CSCF’s community presence and engagement with career seekers.</p> <p>As Board members Mr. Battista and Dr. Kostenbauder are employed by Valencia College and Seminole State College, respectively, so they will need to abstain from voting at the 6/12/25 Board meeting.</p> <p><u>Community Hub Lease Agreement with Valencia College</u></p> <p><u>Community Hub Lease Agreement with Seminole State College</u></p>	<p><b>Mr. Ushkowitz made a motion to move to Board to approve allowing staff to seek approval from Florida Commerce to add transfer of funds flexibility of 90% between WIOA Adult and WIOA Dislocated Worker for program year 2025-2026. Mr. Walton seconded; motion passed unanimously.</b></p> <p><b>Mr. Hindle made a motion to move to Board to allow staff to request a waiver from CareerSource Florida to reduce the WIOA training state requirement from 50% to 40% for the fiscal year ending June 30, 2026. Mr. Walton seconded; motion passed unanimously.</b></p> <p><b>Mr. Walton made a motion for the Board to approve the execution of lease agreement with Valencia College. Mr. Simpkins seconded, with Mr. Hindle abstaining; motion passed.</b></p> <p><b>Mr. Walton made a motion for the Board to approve the execution of lease agreement with Valencia College. Mr. Ushkowitz seconded; motion passed unanimously.</b></p>
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	<p><u>Finance Charter</u> Reviewed edits to the Finance Charter as redlined (attachment)</p> <p><u>Retirement Plan Update</u> Mr. Wallace, Ms. Kruger and Mr. Chepenik with OneDigital provided a presentation entitled “Retirement Plan Review” (attachment) with the following highlights:</p> <ul style="list-style-type: none"> <li>• Plan is performing great and trending in the right direction</li> <li>• 95% plan participation</li> <li>• Reviewed investment activities and overall U.S. economic situation</li> <li>• OneDigital continues to offer education opportunities throughout the year and provided calendar for 2025</li> </ul> <p><u>Investment Account Broker</u> Reviewed OneDigital’s “Tier” investment options to grow CSCF’s general/unrestricted funds.</p> <p><u>Financial Results – through March 2025</u> Reviewed financials through 3/31/25 (attachment). Projecting to close the year on target.</p>	<p><b>Mr. Hindle made a motion for the Board to approve the edits to the Finance Charter as redlined/presented. Mr. Walton seconded; motion passed unanimously.</b></p> <p><b>Mr. Walton made a motion for the Board to approve the hiring of OneDigital as CSCF’s investment account broker for its general/unrestricted funds. Mr. Hindle seconded; motion passed unanimously</b></p>
6	<p><b>Other Business</b> None offered.</p>	
7	<p><b>Adjournment</b> Meeting adjourned at 3:28 p.m.</p>	

Respectfully submitted,

Kaz Kasal  
Executive Board Coordinator

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

LAST NAME—FIRST NAME—MIDDLE NAME Hindle, Shawn		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Central Florida / Finance Committee	
MAILING ADDRESS 8 Broadway, Suite 104		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Kissimmee	COUNTY Osceola	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 6/4/2025		NAME OF POLITICAL SUBDIVISION:	
		MY POSITION IS:	
		<input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

## WHO MUST FILE FORM 8B

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

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

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

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

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

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### 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, Shawn Hindle, hereby disclose that on June 4, 20 25 :

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, \_\_\_\_\_ ;
- ☐ inured to the special gain or loss of my relative, \_\_\_\_\_ ;
- ☒ inured to the special gain or loss of Valencia College, by  
whom I am retained; or
- ☐ inured to the special gain or loss of \_\_\_\_\_, which  
is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

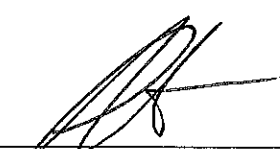
(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

The Finance Committee voted to approve "Leases - Valencia College" [Agenda Item 5B 1.]. As President for Hanson, Walter & Associates, Inc, I am disclosing that I sit on Valencia College's Board of Trustees, to avoid any appearance of a conflicting interest.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

6/4/25

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.