



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 Morales, Vince Bruno and Kaz Kasal

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

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Ushkowitz, Finance Committee Chair, called the meeting to order at 2:31 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 4/10/25 Finance Committee meeting.	Mr. Walton made a motion to approve the minutes from the 4/10/25 Finance Committee meeting. Mr. Hindle seconded; motion passed unanimously.
5	Information/Discussion/Action Items	
	<u>Approval of FY 2025-2026 Draft Budget</u> <ul style="list-style-type: none">– Reviewed FY 2025-2026 Draft Budget (attachment).– 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.	Mr. Walton made a motion to move to Board the recommendation to approve FY 2025-2026 draft budget. Mr. Hindle seconded; motion passed unanimously.

	<ul style="list-style-type: none"> - <u>Transfer Authority of WIOA Adult/DW Funding (attachment).</u> - <u>Waiver Request of ITA Training Requirements (attachment)</u> <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>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.</p> <p>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.</p> <p>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.</p> <p>Mr. Walton made a motion for the Board to approve the execution of lease agreement with Valencia College. Mr. Ushkowitz seconded; motion passed unanimously.</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"> • Plan is performing great and trending in the right direction • 95% plan participation • Reviewed investment activities and overall U.S. economic situation • OneDigital continues to offer education opportunities throughout the year and provided calendar for 2025 <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>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.</p> <p>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</p>
6	<p>Other Business None offered.</p>	
7	<p>Adjournment Meeting adjourned at 3:28 p.m.</p>	

Respectfully submitted,

Kaz Kasal
Executive Board Coordinator