



EXECUTIVE COMMITTEE VIRTUAL MEETING

CareerSource Central Florida | 9/17/24
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ACHIEVEMENT
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9/17/24 EXECUTIVE COMMITTEE VIRTUAL MEETING DETAILS

- Meeting Details
- Meeting Agenda
- Welcome
- Roll Call
- Public Comment
- Approval of Minutes
- Information/
Discussion/
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- Other Business
- Adjournment

What: Executive Committee Meeting

When: Wednesday, September 17, 2024
2:00 p.m. to 3:30 p.m.

Where: Virtual Only via Zoom

Zoom Link: <https://careersourcecf.zoom.us/j/87022082976?pwd=5vE0i4oL8j0bhDeMBvj0m9qYKgFNaD.1>

Dial In: 1 (929) 205-6099 / Meeting ID: 870 2208 2976 / Passcode: 446053

9/17/25 EXECUTIVE COMMITTEE VIRTUAL MEETING DETAILS

<div>Meeting Details</div> <div>Meeting Agenda</div> <div>Welcome</div> <div>Roll Call</div> <div>Public Comment</div> <div>Approval of Minutes</div> <div>Information/ Discussion/ Action Items</div> <div>Other Business</div> <div>Adjournment</div>	Agenda Item #”	Topic	Presenter	Action Item	
	1.	Welcome	Sheri Olson		
	2.	Roll Call / Establishment of Quorum	Kaz Kasal		
	3.	Public Comment			
	4.	Approval of Minutes A. 5/29/25 Executive Committee Meeting	Sheri Olson	X	
	5.	Information / Discussion / Action Items A. Chair’s Report 1) Executive Committee Charter – Annual Review 2) PY 2025-2026 Committee Structure B. President’s Report C. Committee Reports: 1) Audit (met on 9/3/25 w/Finance) 2) Facilities Ad Hoc (met on 8/25/25) 3) Career Services (met on 7/24/25 & 9/11/25) 4) Community Engagement (met on 8/28/25) 5) Finance (met on 9/3/25 w/Audit) 6) Governance (met on 8/14/25) 7) Revenue Diversity & New Markets (meeting on 10/21/25) D. 9/25/25 Board Meeting Agenda	Committee Discussion		
	6.	<u>Other Business</u>			
	7.	Adjournment			



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Welcome

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WELCOME



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Welcome

► **Roll Call**

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ROLL CALL / ESTABLISHMENT OF QUORUM



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PUBLIC COMMENT



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► **Approval of Minutes**

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APPROVAL OF MINUTES



Agenda Item 4A

**DRAFT
Executive Committee Meeting**

Thursday, May 29, 2025, 2:00 p.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, Marcela DeFaria, Geo Morales, Vince Bruno, and Kaz Kasal

GUESTS PRESENT: Heather Ramos

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Sweat, CSCF Chair, called the meeting to order at 2:03 p.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	Public Comment None offered.	
4	<u>Approval of Minutes – 2/20/25 Executive Committee Meeting</u> <ul style="list-style-type: none">Reviewed minutes (attachment).	Mr. Walton made a motion to approve the draft minutes from the 2/20/25 Executive Committee meeting. Mr. Sprinkle seconded; motion passed unanimously.
5	Information / Discussion / Action Items <u>Chair's Report</u> Mr. Sweat relayed he would not be present at <u>the 6/12/25</u> Board Meeting due to a schedule conflict, and that Ms. Olson, Vice Chair, would preside over the meeting. <u>President's Report</u> Ms. Nabors, CEO, provided below highlights: <ul style="list-style-type: none">Budget Workshop occurred on 5/22/25 to review draft budget for FY 2025-2026. Many board members were in attendance to discuss the draft budget and provide input.Voluntary retirement program sent out to eligible staff – waiting on results.Part of 6/12/25 Board Meeting will include virtual <u>meeting</u> with CareerSource Brevard Flagler Volusia Board to discuss enhancing access to services between regions.Introduced Mr. Geo Morales, CSCF's new Associate Vice President of Strategic CommunicationsCSCF has partnered with Goodwill on a pilot project with Welfare Transition recipients to make this population aware	



	<p>they can make more money working vs receiving TANF (Temporary Assistance to Needy Families).</p> <ul style="list-style-type: none">• Additional highlights to be provided at the 6/12/25 Board Meeting. <p><u>Committee Reports</u></p> <p><u>Audit</u> Mr. Walton, Audit Committee Chair, stated the FY 2023-2024 990 Report draft was reviewed by Audit and Executive Committees, then approved and filed to IRS, and sent to CSCF Board as an info item.</p> <p><u>Career Services</u> Mr. Albu, Career Services Committee Chair, stated Career Services Committee met on 4/22/25 and reviewed following:</p> <ul style="list-style-type: none">• New training providers added to local Eligible Training Provider List, which will be Consent Agenda for 6/12/25 Board Meeting.• Internship process, outcomes and impact. Committee provided feedback.• Young adult programs: Summer Youth, Year-Round Youth, and High School Career Express. Reviewed outcomes and impact and Committee provided feedback.• Scorecard through 3rd quarter (7/1/24 thru 3/31/25).• Customer satisfaction for period 7/1/24 thru 4/4/25: received an overall satisfaction rating of 9 (based on 1 out of 10 scale).• Focus on the growing STEM and hospitality careers and encourage career seekers to those occupations.• Highlights with Summer Youth program, community hubs and CSCF & Goodwill pilot. <p><u>Community Engagement</u> Mr. Sprinkle, Community Engagement Committee Chair, stated committee met on 6/2/25 and reviewed the following:</p> <ul style="list-style-type: none">• Potential legislative impact that could affect funding, training programs and reduction in support.• Website refresh updates; launched Donations page. Currently refining site map.• Upcoming priorities to include: rollout of BOLD initiative and strategic communication goals for 2025-2026. <p><u>Facilities Ad Hoc</u></p>	
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Mr. Walton, Facilities Ad Hoc Committee Chair, stated Committee met on 3/7/25 and reviewed the following:

- Reviewed lease schedules of all CSCF locations
- Reviewed lease updates on:
 - Administration office – reducing space
 - Community Hubs complete and located inside Valencia College's East campus and Seminole State College's main campus
 - Lake-Career Center located at Lake Sumter State College – reducing 20-30% of space
- CSCF will continue to reduce overhead costs while strategically reaching those specifically seeking career support and upskilling, CSCF will continue to search for organizations, like the "Community Hubs" within colleges, that attract career seekers; where CSCF can co-locate to provide career support.

Committee feedback:

- CSCF should showcase to CareerSource Florida and Florida Commerce the great audits and savings on fixed costs – monetize this.

Finance Committee

Mr. Ushkowitz, Finance Committee Chair, reported the Budget Workshop occurred on 5/22/25 where the Board reviewed budget priorities for FY 2025-2026.

The Finance Committee met on 6/4/25 and went over the following:

- Approved the following items for Board's final approval:
 - Approved the draft budget for FY 2025-2026.
 - Community Hub Lease: Valencia College
 - Community Hub Lease: Seminole State College
 - Finance Charter
 - Unrestricted Investment Account Broker
 - Transfer Authority of WIOA Adult/DW Funding
 - Waiver Request of ITA Training Requirements
- Reviewed financials thru 3/31/25



	<p><u>Governance</u> Ms. Olson, Governance Committee Chair, stated Committee met on 5/14/25 and:</p> <ul style="list-style-type: none"> • Reviewed proposed Board Roster for FY 2025-2026. All Board Member whose seats expire on 6/30/25 have agreed to renew for another 3-year term. • Approved a proposed Slate of Officers which will be brought to the Board next week for approval. • Reviewed Board Engagement through 4/30/25, <p><u>Revenue Diversity and New Markets</u> Mr. Gill, Revenue Diversity and New Markets Committee Chair, stated the Committee met on 5/28/25 and reviewed the following:</p> <ul style="list-style-type: none"> • Ms. DeFaria will be staff lead for this committee moving forward. • Grant details and funding results 7/1/24 thru 5/28/25. Currently exceeding annual \$6M by 111% (\$6.7M). • "Pouring with a Purpose" event occurring on 4/16/25 was a success and helped increase board participation and contributions. • Ticket To Work challenges requiring staff to maintain reaching customers, but case get dropped if staff can't reach after 90 days. Staff looking for ways to resolve this issue. • Reviewed donor cycle map and areas of focus within the map. Committee provided feedback. • Reviewed FY 2025-2026 development goals. • Signature breakfast planning on 9/16/25. <p><u>6/12/25 Board Meeting Agenda:</u></p> <ul style="list-style-type: none"> • Reviewed agenda for upcoming Board Meeting (attachment) <p><u>President & CEO Performance Review:</u> Committee reviewed President & CEO's FY 2024-2025 performance appraisal completed by Mr. Sweat, and discussed her performance. All agreed on comments and ratings.</p>	<p>Mr. Gill made a motion to approve Ms. Nabors' end of year compensation adjustments of 4% merit, a 10% discretionary incentive and a 5% 457 retirement plan discretionary incentive contribution. Mr. Hayward seconded; motion passed unanimously.</p>
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6	Other Business None offered.	
7	Adjournment Meeting adjourned at 3:24 pm	

Respectfully submitted,
Kaz Kasal, Executive Coordinator



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INFORMATION / DISCUSSION / ACTION ITEMS



CHAIR'S REPORT

EXECUTIVE COMMITTEE CHARTER

ANNUAL REVIEW



Executive Committee Charter

Purpose:

The Executive Committee reports to the Board of Directors, and is authorized to exercise full authority of the Board of Directors:

1. In the management of the Board's business between meetings of the Board of Directors, except where full board has authority as required by state or federal statute.

Responsibilities:

- Provide support and oversight to the President in overall governance of CareerSource Central Florida.
- Evaluate executive performance and recommend compensation.
- Review and present to the full Board for approval procurements for contracts equal to or in excess of \$150,000.
- Review and approve the full Board meeting agendas.

Skills/Expertise:

- Member of the Board.
- Interest in Board leadership.
- Previous service leading a CareerSource Central Florida committee desired.
- Willingness to engage monthly with CareerSource Central Florida activities.

Structure:

- The Executive Committee will have a minimum of five members, consisting of the officers and the chairs of the standing committees, and additional members to ensure that there is representation across the five counties.
- Agenda and minutes are kept and published on the CareerSource Central Florida website and supplied to committee in written form via email one week prior to meetings.
- The Chair of the Board appoints other members of the Committee who are not committee chairs or officers.
- The Chair of the Board of Directors serves as the Chair of the Executive Committee and may choose to appoint another member of the Executive Committee to serve in such capacity.

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COMMITTEE STRUCTURE



MEMORANDUM

Date: July 1, 2025
To: Sheri Olson, CSCF Board Chair
From: Pamela Nabors, CSCF President /CEO
Subject: Approval of Committee Chairs

For your approval, please see below proposed Committee Chairs for Fiscal Year 2025-2026 (yellow highlighted are the updates):

Committee Chairs:

Executive Committee:	Sheri Olson
Career Services Committee:	Andrew Albu
Community Engagement Committee:	Lindsey LeWinter
Audit Committee:	Matt Walton
Finance Committee:	Eric Ushkowitz
Governance Committee:	David Sprinkle
Revenue Diversity & New Markets Committee:	John Gill
Facilities Ad Hoc Committee	Matt Walton



MEMORANDUM

Date: July 1, 2025
To: Sheri Olson, Board Chair
From: Pamela Nabors, President/CEO
Subject: Approval of Committee Appointments for CareerSource Central Florida Board of Directors and Non-Board Committee Members

For your approval, please see below proposed committee membership for Fiscal Year 2025-2026 (yellow highlighted are the updates):

Executive Committee:

Sheri Olson (Chair)

Andrew Albu (*Career Services Chair*)

Jeff Hayward (*Secretary*)

John Gill (*Revenue Diversity & New Markets Committee Chair*)

Lindsey LeWinter (Community Engagement Committee Chair)

Richard Sweat (*Immediate Past Chair*)

David Sprinkle (Vice Chair and Governance Committee Chair)

Eric Ushkowitz (*Treasurer and Finance Committee Chair*)

Matt Walton (*Audit Committee & Facilities Ad Hoc Committee Chair*)

Revenue Diversity & New Markets Committee:

Sharon Arroyo

Joe Battista

Wendy Ford

Tanisha Nunn Gary

John Gill (Chair)

Steve "Snak" Nakagawa (*Vice Chair*)

Michelle Sperzel

Non-Board Members on Revenue Diversity & New Markets Committee:

Mark Brewer

Finance Committee:

Wendy Brandon

Shawn Hindle

Trey Simpkins

Michelle Sperzel

Eric Ushkowitz (Chair)

Matt Walton (*Vice Chair*)

Facilities Ad Hoc Committee (Subcommittee of Finance Committee):

Andrew Albu

Dr. Molly Kostenbauder

Matt Walton (Chair)



Audit Committee:

Wendy Ford

Shawn Hindle (Vice Chair)

Matt Walton (Chair)

Non-Board Members on Audit Committee:

Yralee Mendez (Osceola County)

Kristy Mullane (Lake County)

Stephanie Taub (Orange County)

Lorie Bailey Brown (Seminole County)

Angela Rex (Sumter County)

Career Services Committee: (4 businesses / 7 pub)

Andrew Albu (Chair) *business*

Robert Bixler *public*

Casey Ferguson *business*

Sean Donnelly *public*

Dr. Molly Kostenbauder (Vice Chair) *public*

~~Ben Larry~~ *business*

Chris Pascal *public*

Brinkley Ruffin *business*

Jonathan Schaefer *business*

Richard Watford *public*

Non-Board Members on Career Services Committee:

Karen Hogans *public*

Paula Mooney, District Manager/Div. of Blind Sys. *public* (replacing Ed James who relocated to Daytona)

Governance Committee:

Gui Cunha

Mark Havard

Jeff Hayward (Vice Chair)

Nicole Martz

Catherine McManus

David Sprinkle (Chair)

Community Engagement Committee

Kristin Gray

Lindsey LeWinter (Chair)

Steve "Snak" Nakagawa

Gaby Ortigoni

Amy Santorelli

Stella Siracuza

DeAnna Thomas

Eric Ushkowitz

Kristin Williams

Non-Board Members on Community Engagement Committee:

Dennis Holste

Dan Ward

Wayne Weinberg

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PRESIDENT'S REPORT

REPORTS BY COMMITTEE CHAIR

Audit

Matt Walton

Facilities Ad Hoc

Matt Walton

Career Services

Andrew Albu

Community Engagement

Lindsey LeWinter

Finance

Eric Ushkowitz

Governance

David Sprinkle

Revenue Diversity & New Markets

John Gill

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9/25/25 DRAFT BOARD MEETING AGENDA

	Agenda Item #”	Topic	Presenter	Action Item
<div><div>Meeting Details</div><div>Meeting Agenda</div><div>Welcome</div><div>Roll Call</div><div>Public Comment</div><div>Spotlight Story</div><div>Board Recognition</div><div>Consent Agenda</div><div>Information/ Discussion/ Action Items</div><div>Insight</div><div>Other Business</div><div>Adjournment</div><div>Appendix</div></div>	1.	Welcome <ul style="list-style-type: none">- Pledge of Allegiance- Host Welcome	Sheri Olson Lance Sewell	
	2.	Roll Call / Establishment of Quorum	Kaz Kasal	
	3.	Public Comment	Sheri Olson	
	4.	Spotlight Story	Tadar Muhammad	
	5.	Board Recognition	Sheri Olson	
	6.	Consent Agenda <ul style="list-style-type: none">A. 6/12/25 Board Meeting – MinutesB. Nonrenewal Seminole Office (Finance)C. Nonrenewal Southeast Orange Office (Finance)D. Budget Adjustment (Finance)E. Charters?	Sheri Olson	X
	7.	Information / Discussion / Action Items <ul style="list-style-type: none">A. Chair’s ReportB. President’s ReportC. Finance ReportD. Committee Reports<ul style="list-style-type: none">1) Executive (met on 9/17/25)2) Audit (met on 9/3/25 w/ Finance)3) Career Services (met on 7/24/25 & 9/11/25)<ul style="list-style-type: none">a) Procurements:<ul style="list-style-type: none">i. Summer Youth Program 2026ii. Work Transition Programiii. One-Stop Operator4) Community Engagement Committee (met on 8/28/25)5) Facilities Ad Hoc (met on 8/25/25)	Sheri Olson Pamela Nabors Eric Ushkowitz Sheri Olson Matt Walton Andrew Albu	 X X X

9/25/25 BOARD OF DIRECTORS MEETING AGENDA

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Agenda Item #	Topic	Presenter	Action Item
7.	Committee Reports Continued... 6) Finance (met on 9/3/25 w/Audit) 7) Governance (met on 8/14/25) 8) Revenue Diversity & New Markets (meeting on 10/21/25)	Eric Ushkowitz David Sprinkle John Gill	
8.	Insight A. Legislative Update	Chris Carmody Shareholder GrayRobinson	
9.	Other Business		
10.	Adjournment		

Upcoming Meetings:			
10/21/25	Revenue Diversity & New Markets	3:00 p.m. – 4:30 p.m.	
10/29/25	Governance	3:00 p.m. – 4:30 p.m.	
11/13/25	Community Engagement	3:00 p.m. – 4:30 p.m.	
11/20/25	Career Services	3:00 p.m. - 4:30 p.m.	
12/4/25	Executive	2:00 p.m. – 3:30 p.m.	
12/11/25	Consortium & Board	3:00 p.m. – 5:00 p.m.	

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OTHER BUSINESS



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▶ **Adjournment**

ADJOURNMENT

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THANK YOU

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