

# **Executive Committee Virtual Meeting**

**September 19, 2023**



# 9/19/23 EXECUTIVE COMMITTEE VIRTUAL MEETING DETAILS

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information / Discussion / Action Items

Other Business

Adjournment

**What:** Executive Committee Virtual Meeting

**When:** Tuesday, September 19, 2023  
1:00 p.m. – 2:00 p.m.

**Where:** Virtual via Zoom:

**Link:** <https://careersourcecf.zoom.us/j/81835001610?pwd=MmR6VjcvdmdGRGM4TDhKYmpMeHpQdz09>

Dial In: 1 (929) 205-6099 / Meeting ID: 818 3500 1610  
Passcode: 030004

# 9/19/23 EXECUTIVE COMMITTEE VIRTUAL MEETING AGENDA

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Agenda Item	Topic	Presenter	Action Item
1.	Welcome	Richard Sweat	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment		
4.	Approval of Minutes <b>A. <u>6/15/23 Executive Committee Meeting</u></b>	Richard Sweat	X
5.	Information / Discussion / Action Items A. Chair's Report <b>1) <u>Executive Committee Charter – Annual Review</u></b> <b>2) <u>PY 2023-2024 Committee Structure</u></b> B. President's Report C. Committee Reports: 1) Audit ( <i>met on 9/6/23</i> ) 2) Career Services ( <i>met on 9/14/23</i> ) 3) Community Engagement ( <i>meeting on 10/26/23</i> ) 4) Facilities Ad Hoc ( <i>no meeting scheduled</i> ) 5) Finance ( <i>meeting on 10/18/23</i> ) 6) Governance ( <i>met on 8/16/23</i> ) 7) Revenue Diversity & New Markets ( <i>meeting on 10/10/23</i> )  D. <b><u>9/28/23 Board Meeting Agenda</u></b>	Richard Sweat  Pam Nabors  Matt Walton Andrew Albu David Sprinkle Matt Walton Eric Ushkowitz Sheri Olson John Gill	
6.	Other Business		
7.	Adjournment		

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# WELCOME



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# ROLL CALL



Meeting Details

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Roll Call

**Public Comment**

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# PUBLIC COMMENT



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# APPROVAL OF MINUTES



**Draft  
Executive Committee Meeting**

Thursday, June 15, 2023, 9:00 a.m.

**MINUTES**

**MEMBERS PRESENT:** Jody Wood, Sheri Olson, David Sprinkle, Richard Sweat, Eric Ushkowitz and Matt Walton

**MEMBERS ABSENT:** Andrew Abu, Jeff Hayward and Eric Jackson

**STAFF PRESENT:** Pam Nabors, Leo Alvarez, Dvana Burke, Nilda Blanco, Steven Nguyen, Emily Kruszewski, Fabi Diaz, Sean Masherella and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Ms. Wood, CSCF Chair, called the meeting to order at 9:03 a.m.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	<b>Public Comment</b> None offered.	
4	<b>Approval of Minutes – 4/20/23 Executive Committee Meeting</b> <ul style="list-style-type: none"> <li>• Reviewed minutes (attachment).</li> </ul>	Mr. Ushkowitz made a motion to approve the draft minutes from the 4/20/23 Executive Committee meeting. Mr. Walton seconded; motion passed unanimously.
5	<p><b>Information / Discussion / Action Items</b></p> <p><b>Chair's Report</b> Ms. Wood announced her retirement, and also leaving the CSCF Board at the end of the month.</p> <p><b>President's Report</b> Ms. Nabors, CEO, reviewed some highlights from her President's Report that she will report out at 6/22/23 Board Meeting:</p> <ul style="list-style-type: none"> <li>• Thanked Ms. Wood for her amazing service as Board Chair these last two years, and for her leadership as a Board Member for over nine years.</li> <li>• Tadar Muhammad is CSCF's new COO.</li> <li>• CSCF is leading the State in the "Get There Faster" <a href="#">initiative</a></li> <li>• Scorecard will be reviewed through 6/10/23; full scorecard to be reviewed at September 2023 board meeting.</li> </ul> <p><b>Action Items</b></p> <p><b>Executive Compensation</b></p> <ul style="list-style-type: none"> <li>• Reviewed memo (attachment) on FY 2023-2024 Executive Compensation, Merit &amp; Incentive which consists of two action items:               <ol style="list-style-type: none"> <li>1. Allowing President/CEO authority to issue merit and incentive compensation to executive staff as listed in the memo.</li> </ol> </li> </ul>	Mr. Sweat made a motion to approve for CSCF's President/CEO to issue merit and incentive compensation to executive staff for FY 2022-2023, as presented, based on



2. Recommending an 8% adjustment (increase) to executive staff's pay grades, based on the analysis of a third-party compensation consultant, Compensation Resources. This adjustment will align salaries to current market rates.

#### **Committee Reports**

##### **Audit**

Ms. Olson, Audit Committee Chair, stated no reports.

##### **Career Services**

Ms. Blanco, VP of Service Delivery, on behalf of Mr. Abu, Career Services Committee Chair, stated Career Services Committee met on 3/23/23 and 5/25/23:

- On 3/23/23, Committee reviewed program updates and scorecard through 2<sup>nd</sup> quarter. Committee also approved apprenticeships to be added to CSCF's Eligible Training Provide List (ETPL).
- On 5/25/23, Committee approved new training providers to the ETPL, and also approved the local apprenticeship policy, with a minor adjustment.

##### **Community Engagement**

Mr. Sprinkle, Community Engagement Committee Chair, stated Committee met on 6/8/23 at West Orange Career Center to review the Center's branding. The Committee toured the Center and provided a lot of constructive feedback. The Committee has also been assigned to review and provide feedback on CSCF's website via mobile and from computer.

##### **Facilities Ad Hoc**

Mr. Walton, Facilities Ad Hoc Committee Chair, stated no reports.

##### **Finance Committee**

Mr. Ushkowitz, Finance Committee Chair, reported the Committee met on 4/12/23 and 6/7/23.

- On 4/12/23, Committee reviewed CSCF's retirement plan updates, health insurance plan renewal status, and audit results, which was a clean report, no issues. The Committee also approved to add transfer of funds flexibility between WIOA Adult & Dislocated Worker.
- On 6/7/23, Committee approved draft FY 2023-2024 Budget and also approved some adjustments to CSCF's Retirement Plan to help enhance its value.

CSCF's merit structure and incentive compensation policy. Mr. Walton seconded; motion passed unanimously.

Mr. Sweat made a motion to approve recommendation to adjust executive compensation, as presented. Ms. Olson seconded; motion passed unanimously.

	<p><b><u>Governance</u></b>                  Mr. Sweat, Governance Committee Chair, stated Committee met on 5/10/23 and reviewed Board Engagement through 3/31/23, proposed Board Roster for FY 2023-2023, and an Enterprise Risk update. The Committee also approved a proposed Slate of Officers which will be brought to the Board next week for approval.</p> <p><b><u>Revenue Diversity and New Markets</u></b>                  Mr. Alvarez, CFO, on behalf of Eric Jackson, Revenue Diversity and New Markets Committee Chair, stated the Committee met on 3/30/23 and reviewed year-to-date results, <u>and also</u> organization discussion to include roadmap and strategic objectives.</p> <p><b><u>6/22/23 Board Meeting Agenda:</u></b></p> <ul style="list-style-type: none"> <li>• Reviewed agenda for upcoming Board Meeting (attachment). Board will be meeting jointly with Consortium.</li> </ul> <p><b><u>President &amp; CEO Performance Review:</u></b></p> <ul style="list-style-type: none"> <li>• At this point, all CSCF staff left the meeting, except Ms. Burke, VP of HR and following was reviewed:                         <ul style="list-style-type: none"> <li>- Committee reviewed the President &amp; CEO's FY 2022-2023 performance appraisal completed by Ms. Wood, which also included Ms. Nabors' self-evaluation. Committee concurred no additional comments were <u>needed</u> and it accurately reflected Ms. Nabors' performance.</li> <li>- Committee discussed merit award and Ms. Burke shared historical and current comp data. Committee agreed on merit increase amount consistent with CSCF's merit guidelines.</li> <li>- Committee discussed President &amp; CEO's incentive award and Ms. Burke shared historical and current comp data. Committee agreed on award amount consistent with CSCF's incentive guidelines.</li> </ul> </li> </ul>	<p><i>Staff to present on Enterprise Risk at the September Board Meeting.</i></p> <p><b>Mr. Sweat made a motion to award Ms. Nabors a 5% merit increase and a 10% incentive award. Ms. Olson seconded; motion passed unanimously.</b></p>
6	<p><b>Other Business</b>                  None offered.</p>	
7	<p><b>Adjournment</b>                  Meeting adjourned at 10:30 a.m.</p>	

Respectfully submitted,  
 Kaz Kasal, Executive Coordinator

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# INFORMATION / DISCUSSION / ITEMS



# Chair's Report

Richard Sweat



## 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.



## MEMORANDUM

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Date: 7/11/2023  
To: Richard Sweat, CSCF Board Chair  
From: Pamela Nabors, CSCF President /CEO  
Subject: Approval of Committee Chairs

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For your approval, please see below proposed Committee Chairs, with changes in yellow, for Fiscal Year 2023-2024:

Committee Chairs:

Executive Committee:	<b>Richard Sweat</b>
Career Services Committee:	Andrew Albu
Community Engagement Committee:	David Sprinkle
Audit Committee:	<b>Matt Walton</b>
Finance Committee:	Eric Ushkowitz
Governance Committee:	<b>Sheri Olson</b>
Revenue Diversity & New Markets Committee:	<b>John Gill</b>
Facilities Ad Hoc Committee	Matt Walton

## MEMORANDUM

Date: 8/23/2023  
To: Richard Sweat, 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 review, by signing this memo you approve the committee appointments as updated in **green**. (FYI: **yellow** is what you approved on 7/11/23, and **blue** what you approved on 8/17/23):

Executive Committee:

**Richard Sweat (Chair)**

Andrew Albu (Career Services Chair)

Jeff Hayward (Secretary)

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

David Sprinkle (Community Engagement Committee Chair)

**Sheri Olson (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:

Joe Battista

**Wendy Ford**

**Tanisha Gary**

**John Gill (Chair)**

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

Mark Brewer

Finance Committee:

Wendy Brandon

Keira des Anges

Shawn Hindle

Bryan Orr

**Michelle Sperzel**

**Eric Ushkowitz (Chair)**

Matt Walton

Facilities Ad Hoc Committee (Subcommittee of Finance Committee):

Andrew Albu

**Matt Walton (Chair)**

Audit Committee:

Wendy Ford  
Shawn Hindle

**Matt Walton (Chair)**

Gaby Ortigoni

Non-Board Members on Audit Committee:

Leslie Felix (Osceola County)  
Kristy Mullane (Lake County)  
**Stephanie Taub (Orange County)**  
Lorie Bailey Brown (Seminole County)  
Angela Rex (Sumter County)

Career Services Committee:

**Andrew Albu (Chair)**

Sean Donnelly  
Jessie Dzierney-Lukash

**Kristin Gray**

Mark Havard

**Dr. Molly Kostenbauder**

Ben Larry

**Steve "Snak" Nakagawa**

Dr. Maria Vazquez

Non-Board Members on Career Services Committee:

Karen Hogans  
Ed James  
**Casey Ferguson**

Governance Committee:

Keira des Anges  
John Gill

**Nicole Martz**

**Sheri Olson (Chair)**

**Renee Quintanilla**

Jeff Hayward

Non-Board Members on Career Services Committee:

**Dr. Heather Bigard**

Community Engagement Committee:

Guilherme "Gui" Cunha

**Lindsey LeWinter**

Stella Siracusa

**David Sprinkle (Chair)**

DeAnna Thomas

Non-Board Members on Community Engagement Committee:

Roger Pynn  
Wayne Weinberg



# President's Report

Pam Nabors



# 9/28/23 BOARD OF DIRECTORS MEETING AGENDA

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- Roll Call
- Public Comment
- Consent Agenda
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- Insight
- Other Business
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Agenda Item #	Topic	Presenter	Action Item
1.	Welcome <ul style="list-style-type: none"> <li>- Pledge of Allegiance</li> <li>- Host Welcome</li> <li>- New Board Members Welcome</li> </ul>	Richard Sweat Wendy Brandon Richard Sweat	
2.	CSCF Spotlight Story	Tadar Muhammad	
3.	Roll Call / Establishment of Quorum	Kaz Kasal	
4.	Public Comment		
5.	Consent Agenda <ul style="list-style-type: none"> <li>A. 6/22/23 Consortium/Board Meeting</li> <li>B. Committee Actions                             <ul style="list-style-type: none"> <li>1) New Training Providers – Apprenticeships (<i>Career Services</i>)</li> </ul> </li> </ul>	Richard Sweat	X
6.	Information / Discussion / Action Items <ul style="list-style-type: none"> <li>A. Chair’s Report</li> <li>B. President’s Report                             <ul style="list-style-type: none"> <li>1) Finance Report</li> </ul> </li> <li>C. Committee Reports                             <ul style="list-style-type: none"> <li>1) Executive</li> <li>2) Audit</li> <li>3) Career Services</li> <li>4) Community Engagement</li> <li>5) Facilities Ad Hoc</li> <li>6) Finance</li> <li>7) Governance</li> <li>8) Revenue Diversity &amp; New Markets</li> </ul> </li> </ul>	Richard Sweat Pamela Nabors Eric Ushkowitz  Richard Sweat Matt Walton Andrew Albu David Sprinkle Matt Walton Eric Ushkowitz Sheri Olson John Gill	

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Agenda Item #	Topic	Presenter	Action Item
7.	Insight		
	- Year In Review Highlights	Pamela Nabors	
	- Enterprise Risk Management Overview	Steven Nguyen	
	- Sunshine Briefing	Gray Robinson	
8.	Other Business		
9.	Adjournment / Board Orientation Session Begins		

**Upcoming Meetings:**

<b>Consortium</b>	12/11/23	9:00 a.m. – 9:30 a.m.
<b>Board</b>	12/14/23	9:00 a.m. - 10:30 a.m. <i>rescheduling to 12/15/23</i>
<b>Committee Meetings:</b>		
- Revenue Diversity & New Markets	10/10/23	3:00 p.m. - 4:30 p.m.
- Finance	10/18/23	2:30 p.m. – 4:00 p.m.
- Community Engagement	10/26/23	3:00 p.m. – 4:30 p.m. <i>rescheduling</i>
- Career Services	11/16/23	3:00 p.m. – 4:30 p.m.
- Executive	12/7/23	2:00 p.m. – 3:30 p.m.

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# OTHER BUSINESS



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# ADJOURNMENT



# THANK YOU!



RETURN TO AGENDA