



BOARD OF DIRECTORS MEETING

CareerSource Central Florida | 9/25/25

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ISHMENT
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9/25/25 BOARD OF DIRECTORS MEETING DETAILS

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What: CSCF Board of Directors Meeting

When: Thursday, September 25, 2025
9:00 a.m. – 10:30 a.m.

Where: National Training Center (*Orlando Health/South Lake Hospital Campus*)
1935 Don Wickham Drive, Clermont, FL 34711

or

Virtual Option via Zoom:

Link: <https://careersourcecf.zoom.us/j/88500524416?pwd=d4g3QBkObSIImnyWRKbxNuFzKSefbJI.1>

Dial In: 1 (929) 205-6099 / Meeting ID: 885 0052 4416 / Passcode: 556780

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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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WELCOME

The background of the image is a close-up, slightly blurred view of the American flag, showing the stars and stripes in a wavy pattern. The text is overlaid on this background.

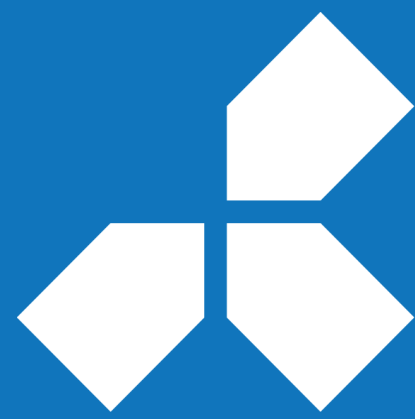
**I pledge allegiance
to the flag
of the United States of America
And to the Republic
for which it stands,
One nation, under God,
indivisible,
With liberty and justice for all**



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ROLL CALL / ESTABLISHMENT OF QUORUM



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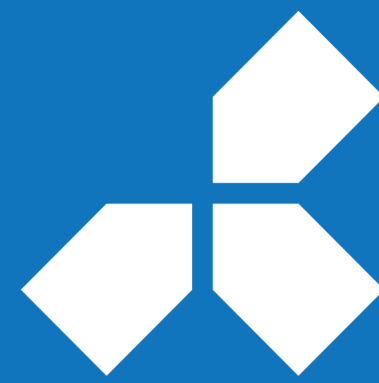
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PUBLIC COMMENT



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CSCF SPOTLIGHT STORY





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BOARD RECOGNITION



OUTSTANDING SERVICE RECOGNITION



DR. MARIA VAZQUEZ
CAREERSOURCE CENTRAL FLORIDA
BOARD OF DIRECTORS
12/16/21 - 6/30/25



OUTSTANDING SERVICE RECOGNITION



JOSEPH BATTISTA
CAREERSOURCE CENTRAL FLORIDA
BOARD OF DIRECTORS
7/1/22 - 10/3/25



OUTSTANDING SERVICE RECOGNITION



BEN LARRY
CAREERSOURCE CENTRAL FLORIDA
BOARD OF DIRECTORS
7/1/22 - 9/ /25



**CAREERSOURCE
CENTRAL FLORIDA BOARD
WELCOMES**



**ROBERT BIXLER
CAREERSOURCE CENTRAL FLORIDA
BOARD OF DIRECTORS
7/1/25 - 6/30/28**

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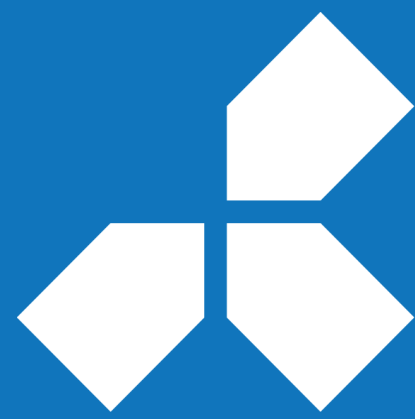
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- [6/12/25 Board Minutes](#)
- Nonrenewal Seminole (*Finance*)
- Nonrenewal Southeast Orange (*Finance*)
- [Budget Adjustment \(*Finance*\)](#)

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INFORMATION / DISCUSSION / ACTION ITEMS

CHAIR'S REPORT





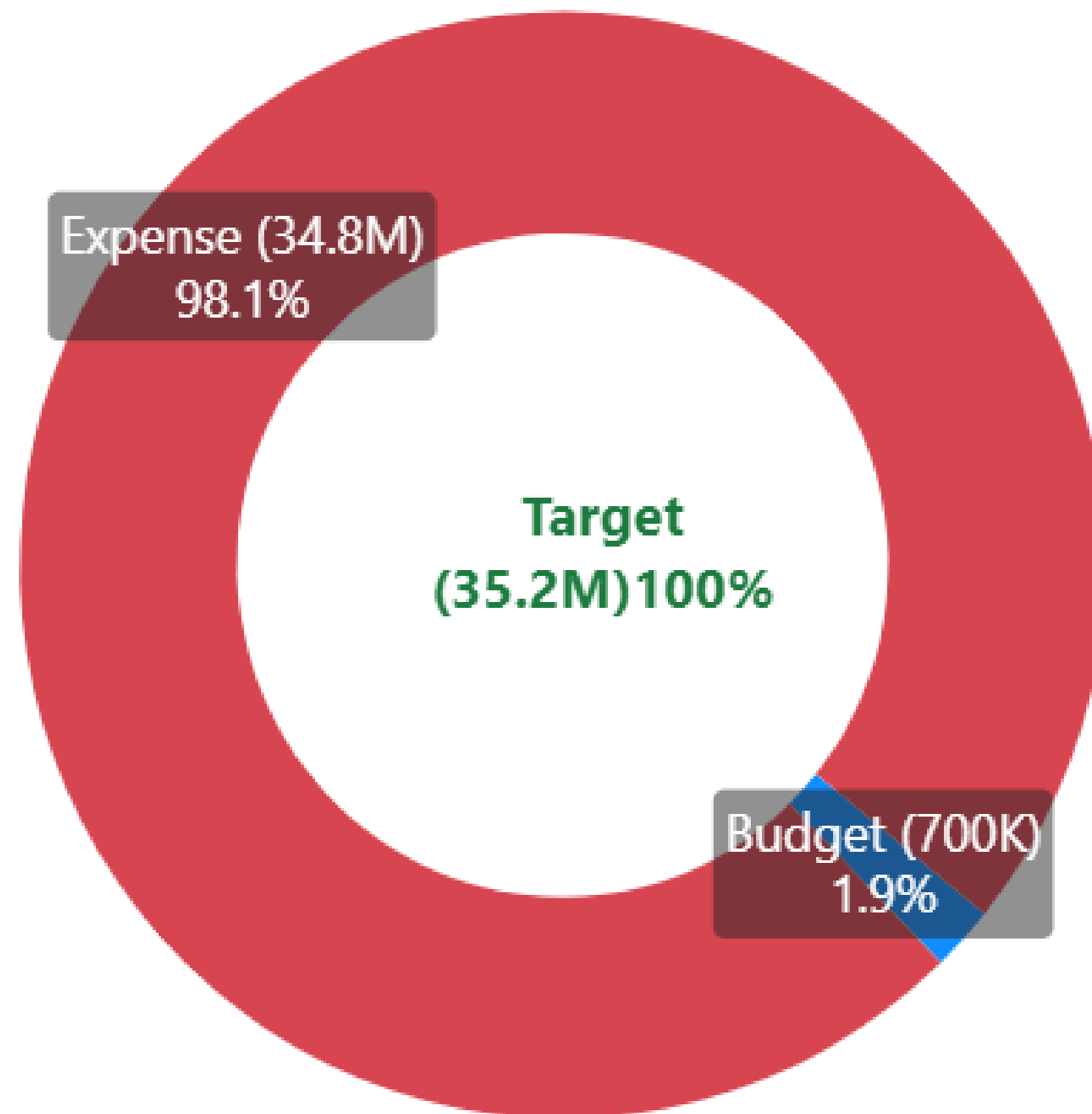
FINANCE REPORT

YEAR-END RESULTS

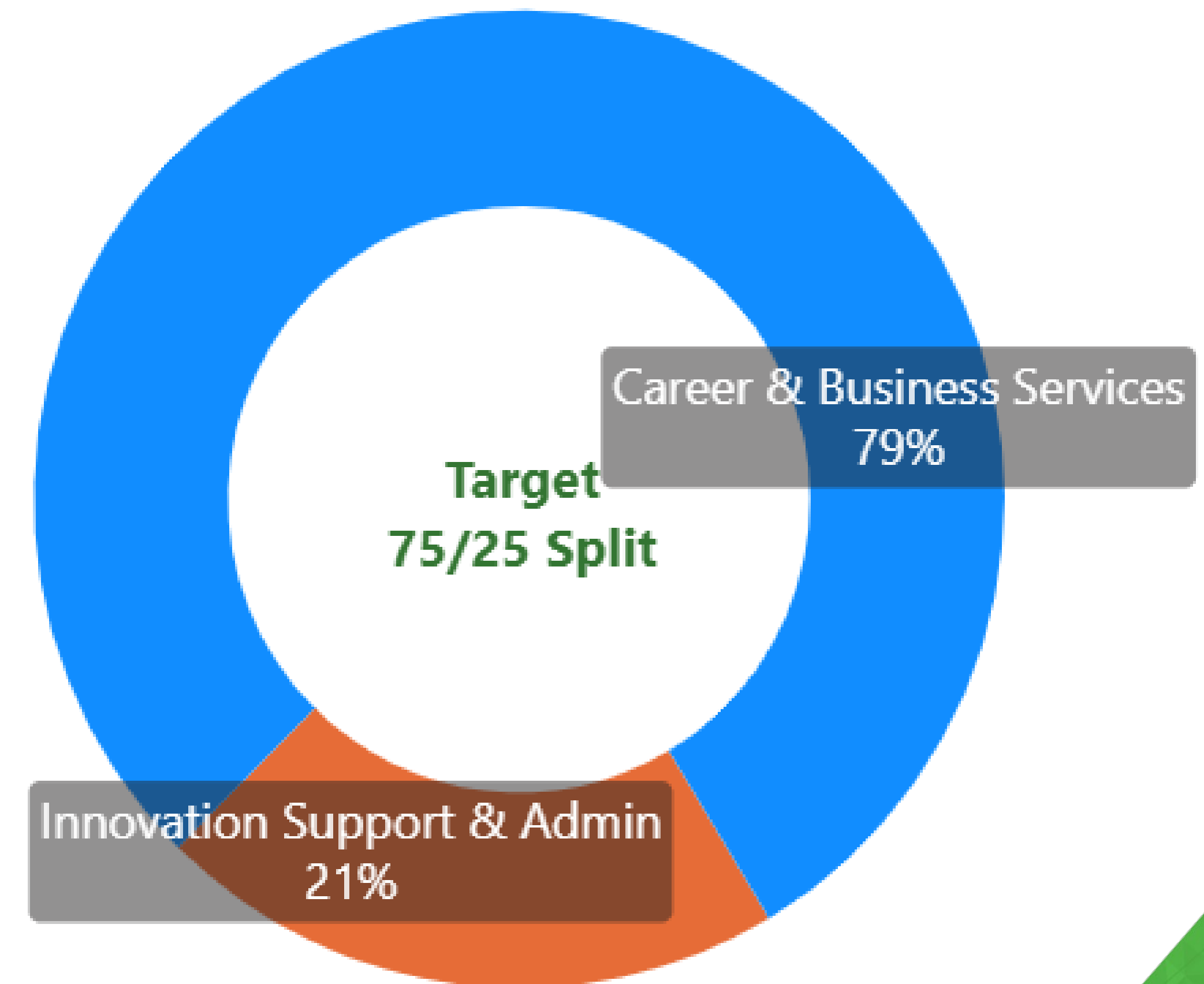
FY 7/1/24 THRU 6/30/25

BUDGET VS ACTUAL

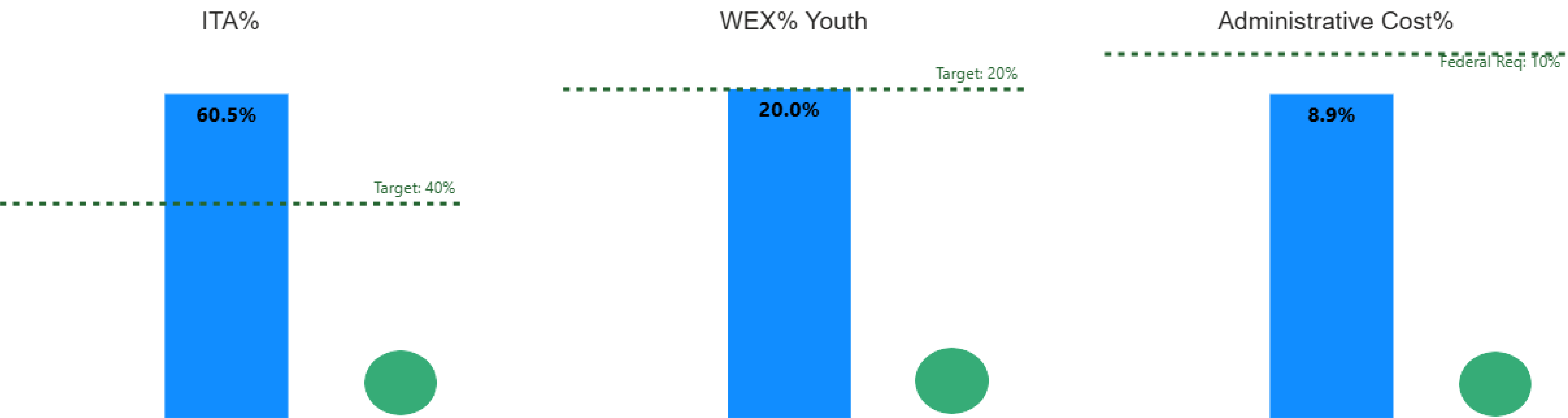
BUDGET VS ACTUAL EXPENSES



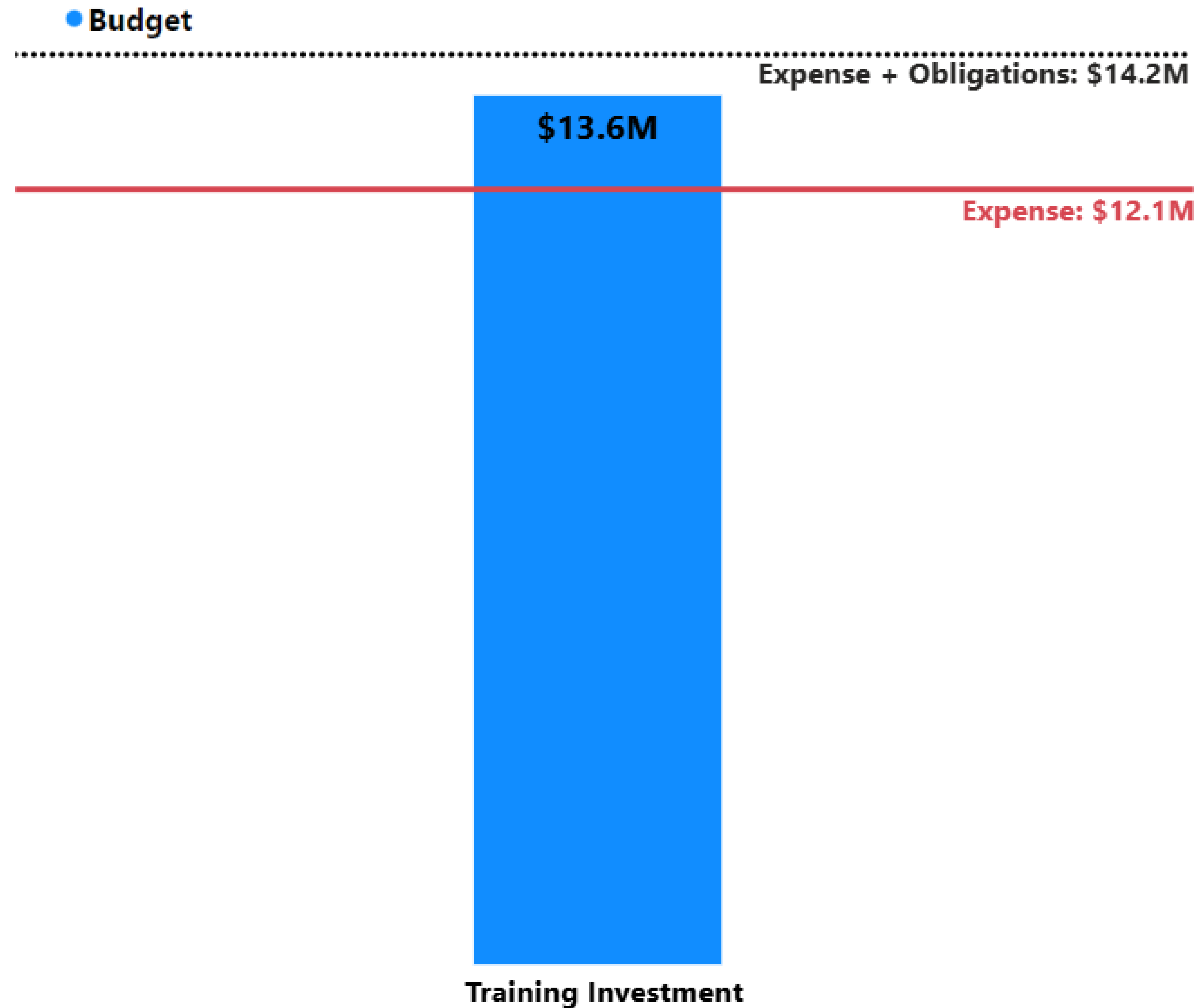
BUDGET OPERATIONS/SUPPORT



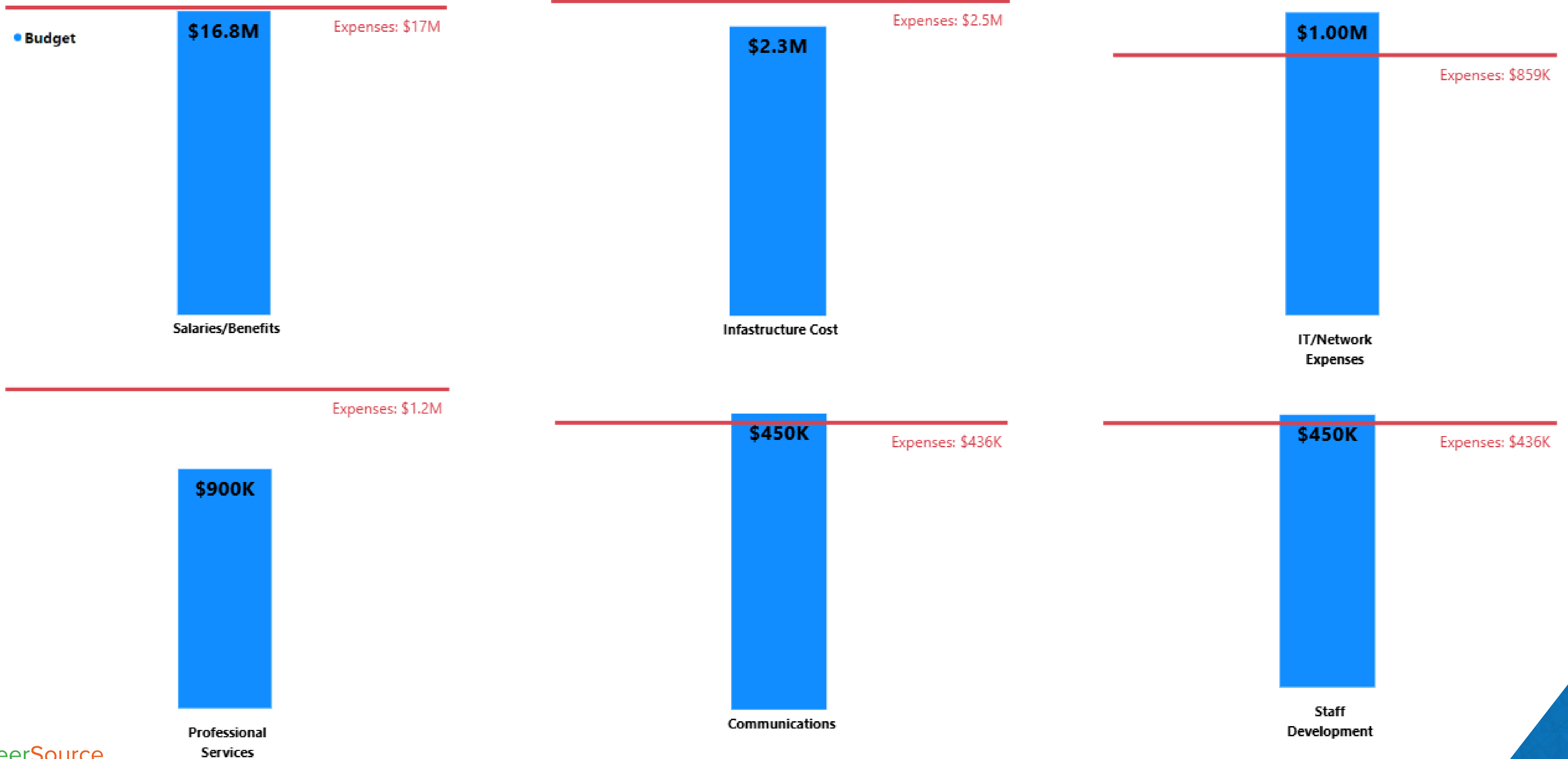
BUDGET FEDERAL/STATE REQUIREMENTS



BUDGET VS ACTUAL BY EXPENDITURE CATEGORY



BUDGET VS ACTUAL BY EXPENDITURE CATEGORY



CareerSource Central Florida

Current Year Budget and 2 yr Expenditure Comparison

As of 06/30/25

	CY	PY	\$	%
Funding Sources	Revenue	Revenue	Difference	Difference
Carry In Funds From FY 2023- 24	11,955,576	16,960,163	(5,004,587)	
FY 24 - 25 Award	31,798,944	30,039,920	1,759,024	
Award Total - Available Funds	43,754,520	47,000,083	(3,245,563)	
LESS planned Carryover For FY 25 - 26	(8,279,520)	(10,525,083)	2,245,563	
Total Available Funds Budgeted	35,475,000	36,475,000	(1,000,000)	-2.7%

	Budget	CY Expenditures	PY Expenditures	\$ Difference	% Difference
Salaries/Benefits	16,815,000	17,018,539	19,540,560	(2,522,021)	-12.9%
Career & Youth Services	13,560,000	12,132,620	11,154,277	978,343	8.8%
Professional Fees	900,000	1,270,736	1,043,061	227,675	21.8%
Outreach	450,000	435,782	324,919	110,863	34.1%
Infrastructure/Maintenance & Related Cost	2,300,000	2,559,008	2,487,276	71,732	2.9%
IT Cost/Network Expenses	1,000,000	859,140	1,254,794	(395,654)	-31.5%
Staff Development & Capacity Building	450,000	540,296	512,456	27,840	5.4%
TOTAL EXPENDITURES	35,475,000	34,816,122	36,317,343	(1,501,220)	-4.1%

	BUDGET	CY ACTUAL	PY ACTUAL
ITA % (Adult DW)	40.0%	60.5%	42.7%
ITA% (Youth)	20.0%	20.0%	19.0%
ADMINISTRATIVE COST %	10.0%	8.9%	10.0%

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REPORTS BY COMMITTEE CHAIR

Executive

Sheri Olson

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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MEMORANDUM

To: CareerSource Central Florida Board of Directions
From: Career Services Committee
Date: September 25, 2025
Subject: 2026 Summer Youth Programs RFP – Engage Program Recommendation

CareerSource Central Florida (CSCF) issued a Request for Proposal (RFP) to secure partners for delivery of the **2026 Summer Youth Program** across Sumter, Lake, Orange, Osceola, and Seminole counties. The Engage Program leverages summer break to provide youth with career experiences in high-demand industries.

Program Highlights

- Serve no fewer than **1,500 participants** in 2026
- Supported by a **\$700,000 budget** for Engage Program activities
- Three age- and interest-based tracks for flexible career exploration

RFP Process

- **Nine proposals** were received; eight qualified for scoring
- Evaluation conducted by Review Team with averaged scores and rankings

Top Proposers by Score

1. Central Florida Urban League – 88.0
2. Valencia College – 83.3
3. Renacer en Vida Nueva, Inc. – 81.3
4. Tech Sassy Girlz – 81.0
5. Seminole State College – 80.7
6. Osceola Technical College – 75.7
7. My True Prosperity – 75.3

Action:

The Career Services Committee recommends for CSCF Board to approve authorizing staff to negotiate with the **top seven proposers** listed above to ensure robust delivery of the 2026 Engage Program, budget of up to \$700K.

Approved:

Career Services Committee: 9/11/25



MEMORANDUM

To: CareerSource Central Florida Board of Directions
From: Career Services Committee
Date: September 25, 2025
Subject: 2026 Summer Youth Programs RFP – Explore Program Recommendation

CareerSource Central Florida (CSCF) issued a Request for Proposal (RFP) to identify partners for delivery of the **2026 Summer Youth Program – Explore Track** across Sumter, Lake, Orange, Osceola, and Seminole counties. The Explore Program provides career exploration experiences to inspire and prepare youth, particularly those facing barriers, while also developing a future talent pipeline for local employers.

Program Overview

- Serve no fewer than **1,500 youth participants** in 2026
- Supported by a **\$700,000 budget for Explore programming**
- Focus on career awareness and exploration activities

RFP Process

- **6 proposals received** from Valencia College, Lake Technical College, University of Central Florida, Seminole State College, Orange County Public Schools, and Osceola Technical College
- All proposals were evaluated, scored, and ranked by the Review Team

Evaluation Results (Top Scores):

- University of Central Florida – 94.0 (Rank #1)
- Valencia College – 91.7 (Rank #2)
- Orange County Public Schools – 90.0 (Rank #3)
- Lake Technical College – 83.7 (Rank #4)
- Seminole State College – 82.7 (Rank #5)
- Osceola Technical College – 82.3 (Rank #6)

Action

The Career Services Committee recommends the CSCF Board to approve authorizing staff to negotiate with **all six proposers** to deliver the 2026 Explore Program, budget of up to \$700K.

Approved:
Career Services Committee: 9/11/25



MEMORANDUM

To: CareerSource Central Florida Board of Directors
From: Career Services Committee
Date: 9/25/2025
Subject: Request for Approval to Negotiate – Welfare Transition Program RFP (PY26-WTP-RFP)

CareerSource Central Florida (CSCF) recently issued a Request for Proposal (RFP) to solicit proposals from qualified organizations capable of delivering comprehensive employment and support services under the Welfare Transition Program (WTP). This initiative is designed to assist individuals facing barriers to employment in achieving long-term self-sufficiency through structured work opportunities, individualized coaching, and skill-building resources.

Advance notification of the RFP was provided to six (6) organizations identified as capable WTP providers, and the opportunity was also posted on the CSCF website. Two proposals were received:

1. **Goodwill Industries of Central Florida**
2. **Central Florida Urban League**

The Review Team conducted a thorough evaluation of both proposals, with each member submitting individual scores that were averaged to determine final rankings. The results are as follows:

Proposer	Average Points	Rank
Goodwill Industries of Central Florida	91.7	1
Central Florida Urban League	71.0	2

Based on the scoring and team review, the Review Team has recommended entering into negotiations with **Goodwill Industries of Central Florida**, the top-ranked proposer.

Action:

The Career Services Committee recommends the CSCF Board to approve authorizing staff to negotiate with Goodwill Industries of Central Florida to deliver the PY26 Welfare Transition Program, budget of up to \$750K.

Approved:
Career Services Committee: 9/11/25



MEMORANDUM

To: CareerSource Central Florida Board of Directors
From: Career Services Committee
Date: 9/25/25
Subject: Action Required – Designation of CareerSource Central Florida as One-Stop Operator

Background

In accordance with the Workforce Innovation and Opportunity Act (WIOA) Sec. 121(d)(2)(A), each Local Workforce Development Board (LWDB) must competitively procure and designate a One-Stop Operator (OSO). Florida Commerce and CareerSource Florida policies reinforce this requirement to ensure compliance, transparency, and effective coordination of the local career center system.

CareerSource Central Florida (CSCF), through CareerSource Research Coast (CSRC) acting as procurement agent, issued a Request for Proposal (RFP) for One-Stop Operator services. The RFP was distributed to five organizations and publicly posted. CSRC received one proposal—submitted by CSCF itself.

The CSRC Review Team evaluated the proposal against established criteria. CSCF's submission received an average score of **91/100**, ranking as the top (and only) respondent. CSRC has formally recommended CSCF to serve as its own One-Stop Operator, with a proposed budget of **\$20,000**.

State Policy Compliance

Florida Commerce and CareerSource Florida policy [allow](#) an LWDB to serve as its own OSO if:

- A competitive procurement process is documented.
 - The LWDB formally approves the designation.
 - Oversight and service delivery duties remain clearly separated.
 - The OSO is reviewed annually for performance and compliance.
-



Action

The Career Services Committee recommends the CSCF Board approve to endorse CSCF's designation as its own One-Stop Operator with a budget not to exceed \$20,000.

Next Steps

Upon CSCF Board approval, CSCF will notify Florida Commerce and CareerSource Florida of the designation and maintain compliance documentation for monitoring purposes.

Attachments:

- CSRC Recommendation Letter (August 28, 2025)
- Internal RFP Evaluation Memo (September 2, 2025)

Approved:

Career Services Committee: 9/11/25



careersourcerc.com

August 28, 2025

Dear Proposer:

The Workforce Development Board of Treasure Coast, Inc. d/b/a CareerSource Research Coast (CSRC) has reviewed your proposal for a One-Stop Operator (OSO) in accordance with the Workforce Innovation and Opportunity Act (WIOA) sec. 121 (d) (2) (a), which requires the Local Workforce Development Board (LWDB) to competitively select a "one-stop operator" to support the implementation of services with the career center system locally. The One-Stop Operator may be a single entity or multiple entities working together to form a consortium operator.

CareerSource Central Florida (CSCFL) and your proposal passed technical review and was the only proposal received. Based on this review, CSRC is making the recommendation to the Board of Directors to have CSCFL serve as the OSO for the Local Workforce Development Area and LWDB12.

This recommendation does not oblige CSCFL or its Board of Directors to award a contract, or contracts, nor will the CSRC pay any costs incurred in the preparation of proposals. All required backup documentation is available upon request.

Sincerely,

A handwritten signature in blue ink, appearing to read "B. K. Bauer".

Brian K. Bauer
President/CEO

Administrative Office
584 NW University Boulevard, Suite 100 | Port Saint Lucie, FL 34986
p: 866.482.4473 | f: 866.314.6580

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INTERNAL MEMORANDUM

To: Leo Alvarez, Chief Financial Officer - Gina Ronokarijo, Vice President of Workforce Operations
From: Peter Puterbaugh, Senior Manager of Procurement & Contracts
Subject: REQUEST FOR PROPOSAL FOR CAREERSOURCE CENTRAL FLORIDA – ONE-STOP OPERATOR -
RFP NUMBER RFP-CSCF-25-OSO-01- Review Team Results and Recommendation
Date: 9/2/2025

Background

In accordance with the Workforce Innovation and Opportunity Act (WIOA), CareerSource Central Florida (CSCF) initiated a procurement process to secure One-Stop Operator Services. WIOA envisions a workforce development system that is comprehensive, integrated, and streamlined to better align with the needs of business and to support local economic growth.

To fulfill this requirement, CareerSource Research Coast (CSRC), acting on behalf of CSCF, developed and released a Request for Proposal (RFP). The RFP was disseminated directly to five (5) organizations identified as capable providers of One-Stop Operator services and was also posted publicly on the CSCF website.

Proposal Received

CSRC received one (1) proposal in response to the RFP:

1. **CareerSource Central Florida**

Evaluation Process

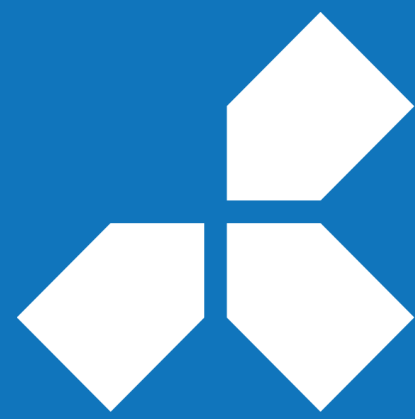
The CSRC Review Team conducted a comprehensive evaluation of the submitted proposal. Each member independently scored the proposal based on established evaluation criteria. The team then convened to review and discuss the results.

The individual scores were averaged to produce the final recommended ratings and rankings. The results of this evaluation are summarized in the attached scoring matrix.

SUMMARY OF EVALUATED AVERAGE POINTS & RANK BY PROPOSER	
<i>Proposer Name</i>	
CareerSource Central Florida	
91	
1	

The CSRC Review Team is recommending to the CSCF Board of Directors that CSCF serve as the CSCF One-Stop Operator with a budget of \$20K.

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CENTRAL FLORIDA

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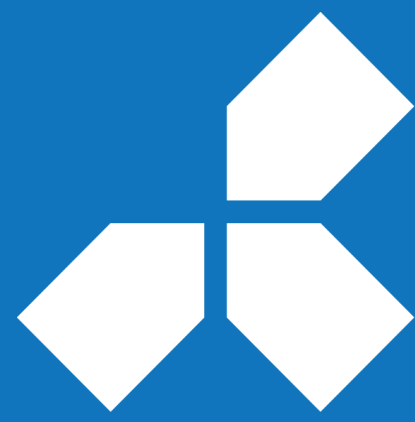
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REMINDER:

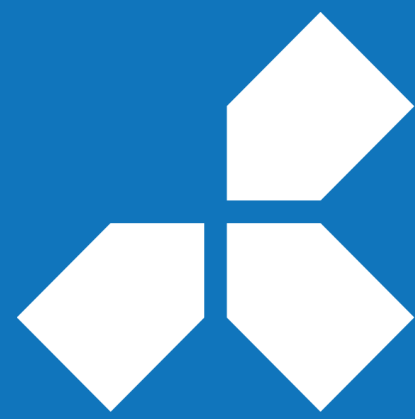
NEXT BOARD MEETING SCHEDULED FOR:

WEDNESDAY, DECEMBER 11, 2025

AT

TO BE DETERMINED

UPDATED CALENDAR INVITE WILL BE SENT OUT



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APPENDIX

- A. 6/12/25 BOARD MEETING MINUTES *(CONSENT AGENDA ITEM)***
- B. NONRENEWAL SEMINOLE *(CONSENT AGENDA ITEM)***
- C. NONRENEWAL SOUTHEAST ORANGE *(CONSENT AGENDA ITEM)***
- D. BUDGET ADJUSTMENT *(CONSENT AGENDA ITEM)***



DRAFT
Board of Directors Meeting
Thursday, June 12, 2025 9:00 a.m.
MINUTES

AGENDA ITEM 6 A

MEMBERS PRESENT: Sheri Olson, Joe Battista, Wendy Brandon, Gui Cunha, Sean Donnelly, Casey Ferguson, Wendy Ford, Tanisha Nunn Gary, John Gill, Mark Havard, Jeff Hayward, Shawn Hindle, Lindsey LeWinter, Nicole Martz, Catherine McManus, Snak Nakagawa, Gaby Ortigoni, Chris Pascal, Brinkley Ruffin, Amy Santorelli, Jonathan Schaefer, Trey Simpkins, Stella Siracuza, Michelle Sperzel, Eric Ushkowitz, Matt Walton, and Richard Watford

MEMBERS ABSENT: Andrew Albu, Sharon Arroyo, Kristin Gray, Molly Kostenbauder, Ben Larry, David Sprinkle, Richard Sweat, DeAnna Thomas, Maria Vazquez, and Kristin Williams

STAFF PRESENT: Pam Nabors, Tadar Muhammad, Leo Alvarez, Dyana Burke, Steven Nguyen, Gina Ronokarijo, Kristi Vilardi, Geo Morales, Brian Sparhawk, Sean Masherella, Vince Bruno, Carla Sosa, Vanessa Nogueira, and Kaz Kasal

GUESTS PRESENT: Commissioner Peggy Choudhry / Osceola County; Adrienne Johnston / CareerSource Florida; Nate Barnes / CSCF Participant; Kenneth Boggs / Veterans Services Office, Seminole County / Heather Ramos / GrayRobinson; Rachael Kobb, Sharon Smoley / Central Florida Public Affairs

Agenda Item	Topic	Action Item / Follow Up Item
1.	<p>Welcome</p> <ul style="list-style-type: none">Ms. Olson, Board Vice Chair on behalf of Richard Sweat, Board Chair, called meeting to order at 9:00 am and welcomed attendees. <p>Roll Call / Establishment of Quorum</p> <ul style="list-style-type: none">Ms. Kasal, Executive Board Coordinator, reported a quorum present. <p>Public Comment</p> <ul style="list-style-type: none">None offered. <p>Host Welcome</p> <ul style="list-style-type: none">Mr. Ruffin, CSCF Board Member and Vice President of Talent Acquisition, Universal Orlando, welcomed attendees. Mr. Ruffin provided the internal culture of Universal Orlando and its key values of engagement, enthusiasm and evolvment, as well as the importance cultivating staff and career growth for the long term.	
2.	<p>Central and East Coast Florida Innovation Alliance (Virtual Connection)</p> <p>CSCF Board connected virtually with the CareerSource Brevard Flagler Volusia Board, to receive an overview on the alliance of these two regional workforce boards. Ms. Adrienne Johnston, President/CEO of CareerSource Florida stated that, as part of the REACH Act, signed by Governor DeSantis, regional workforce boards (RWBs) across the state are to work with a neighboring RWB to share services, reduce barriers, enhance efficiency and maintain local flexibility to improve service delivery to job seekers and businesses.</p>	

	<p>Ms. Marci Murphy, Executive Director, CareerSource Brevard, Flagler Volusia relayed this partnership will provide ability to consistently share processes and strategically plan with shared sectors, i.e. healthcare, advanced manufacturing, construction, hospitality to better service job seeker and business clients.</p> <p>Ms. Pamela Nabors, President/CEO, CSCF, added the advanced manufacturing / semiconductor industry in Neo City, Osceola County, and aerospace industry in Brevard County is a natural alignment which benefits both RWBs with shared talent and tech skills opportunities.</p>	
3.	<p>CSCF Spotlight Story</p> <ul style="list-style-type: none"> Mr. Muhammad, Chief Operating Officer, introduced CSCF Participant, Nate, and CSCF's Veterans' Career Counselor Mr. Brian Sparhawk. <p>Nate, veteran, was a helicopter mechanic in the US Army. After recently leaving the military, he struggled to find a civilian career and was homeless with a wife and two small children. Fortunately, Nate connected with Kenneth Boggs at the Seminole County Veterans Services Office. Mr. Boggs then connected Nate to Mr. Brian Sparhawk, CSCF. Through AI technology Mr. Sparhawk was able to match Nate's mechanical experience from the military to a job at Universal Orlando. Nate now works as a Ride Technician at Universal Orlando with great pay. Nate thanked CSCF and Mr. Sparhawk for his assistance in finding a good paying job that is providing for his family. He ended saying "CSCF does make a big difference in people's lives."</p>	
4.	<p>Consent Agenda</p> <ul style="list-style-type: none"> Ms. Olson asked the Board if any items on consent agenda, as listed below (attachments), should be moved off for further discussion: <ul style="list-style-type: none"> Draft Minutes of 4/15/25 Board Meeting Proposed 2025-2026 Board Meeting Schedule Finance Committee Charter (<i>Finance</i>) Unrestricted Investment Account Broker (<i>Finance</i>) Transfer Authority of WIOA Adult/DW Funding (<i>Finance</i>) Waiver Request of ITA Training Requirements (<i>Finance</i>) Training Provider Recommendations to ETPL List (<i>Career Services</i>) 	<p>Mr. Hayward made a motion to approve all items on the consent agenda. Mr. Walton seconded; motion passed unanimously.</p>

5.	<p>Information / Discussion / Action Items</p> <p><u>Chair's Report:</u></p> <ul style="list-style-type: none"> Ms. Olson relayed the following: <ul style="list-style-type: none"> Be sure to read new Board Source issue coming out this afternoon. There are a few activities listed in the issue that board members can attend and earn participation hours. Reach out to Ms. Kasal if interested in attending. Welcome to also attend Launch Pad: STEM Edition occurring this evening in partnership with J.P. Morgan Chase to raise awareness about STEM careers. Reach out to Ms. Kasal if interested in attending. Reminded the Board to electronically submit their annual Form 1 by 7/1/25. Ms. Olson recognized Mr. Sweat's great service as Board Chair this program year and the previous program year. A special recognition award will be provided to him. <p><u>President's Report (attachment)</u></p> <ul style="list-style-type: none"> Ms. Nabors, President/CEO, provided following highlights from the President's Report (attachment). <ul style="list-style-type: none"> CSCF's Scorecard thru 3rd quarter: 7/1/2024 thru 3/31/2025. Level Up Orange program updates. Customer Satisfaction – overall satisfaction received: 9 out of 10 (with 10 being the highest). Kicked off partnership with Goodwill on a pilot project with Welfare Transition recipients to make this population aware they can make more money working vs receiving TANF (Temporary Assistance to Needy Families). CSCF received 10+ years of clean audits, no finding from external auditors. CSCF received A+ rating from CareerSource Florida for achieving multiple performance measures. Legislative Update: "Make American Skilled Again" – state legislators reviewing. Stay tuned for further updates. Reviewed various CSCF Board and staff achievements. Update on 2025 Summer Youth Program. <p><u>Finance Report</u></p> <ul style="list-style-type: none"> Mr. Alvarez, CFO, reviewed highlights through 3rd quarter, 7/1/24 – 3/31/25 (attachment). On track through 3rd quarter with expenditures overall at 7055%; expecting to close the year on track. 	
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	<p><u>Committee Reports</u></p> <p><u>Executive:</u></p> <ul style="list-style-type: none"> Ms. Olson, on behalf of Richard Sweat, Executive Committee Chair, reported Committee met on 5/29/25 and reviewed: <ul style="list-style-type: none"> Chair, President and Committee reports. President & CEO Performance Review – Committee concurred Ms. Nabors’ end of year compensation adjustments of 4% merit, 10% discretionary incentive and a 5% 457 retirement plan discretionary incentive contribution. Reviewed Board agenda. <p><u>Audit</u></p> <ul style="list-style-type: none"> 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><u>Facilities Ad Hoc</u></p> <ul style="list-style-type: none"> Mr. Walton, Facilities Ad Hoc Committee Chair, stated Committee met on 3/7/25 and reviewed the following: <ul style="list-style-type: none"> Reviewed lease schedules of all CSCF locations. Reviewed lease updates on: <ul style="list-style-type: none"> 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 by continuing to search for organizations, like the “Community Hubs” within colleges, that attract career seekers; where CSCF can co-locate to provide career support. <p><u>Career Services</u></p> <ul style="list-style-type: none"> Mr. Muhammad, on behalf of Career Services Committee Chair, Andrew Albu, stated Career Services Committee met on 4/22/25 and reviewed following: <ul style="list-style-type: none"> New training providers added to local Eligible Training Provider List, which Board approved on Consent Agenda for today’s 6/12/25 board meeting. Internship process, outcomes and impact. Committee provided feedback. 	
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	<ul style="list-style-type: none"> - 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></p> <ul style="list-style-type: none"> • Ms. LeWinter, on behalf of Community Engagement Chair, Mr. Sprinkle, stated committee met on 6/2/25 and reviewed the following: <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>Committee feedback:</u></p> <ul style="list-style-type: none"> - CSCF should showcase to CareerSource Florida and Florida Commerce the great audits and savings on fixed costs – monetize this. <p><u>Finance Committee</u></p> <ul style="list-style-type: none"> • Mr. Ushkowitz, Finance Committee Chair, reported the Budget Workshop occurred on 5/22/25 where the Board reviewed budget priorities for FY 2025-2026. <p>The Finance Committee met on 6/4/25 and went over the following:</p> <ul style="list-style-type: none"> - Approved the following items for Board's final approval: <ul style="list-style-type: none"> o Approved the draft budget for FY 2025-2026. 	<p>Mr. Hayward made a motion to approve the 2025-2026 Budget. Mr. Walton seconded; motion passed unanimously.</p>
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	<ul style="list-style-type: none"> ○ Community Hub Lease: Seminole State College ○ Community Hub Lease: Valencia College Related Party Contracts: <ul style="list-style-type: none"> - Mr. Battista, Valencia College, indicated before the meeting that he had a conflict of interest and needed to abstain from discussion and voting. Staff presented a Related Party Contract with CareerSource Central Florida and Valencia College in the amount of \$10,875 annually. - Mr. Hindle, Hanson, Walter & Associates, Inc., indicated before the meeting that he had a conflict of interest and needed to abstain from discussion and voting. Staff presented a Related Party Contract with CareerSource Central Florida and Valencia College in the amount of \$10,875 annually. - A copy of the Board meeting and committee meeting minutes that documents the discussion and approval of the Related Party Contract (including the name of the contractor and the value of the contract) will be forwarded to Florida Commerce. - Approved the following items which Board approved under Consent Agenda earlier in this meeting: <ul style="list-style-type: none"> ○ 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>Mr. Hayward made a motion for the Board to approve the execution of lease agreement with Seminole State College. Mr. Walton seconded; motion passed.</p> <p>Mr. Hayward made a motion for the Board to approve the related party contract with CareerSource Central Florida and Valencia College in the amount not to exceed \$10,875 annually. Mr. Nakagawa seconded, with Mr. Battista and Mr. Hindle abstaining; motion passed.</p> <p>The related party contract will be sent to Florida Commerce for approval</p> <p>Yeas: 25 Nays: 0 Abstentions: 2</p>
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	<p><u>Governance</u></p> <ul style="list-style-type: none"> Ms. Olson, Governance Committee Chair, stated Committee met on 5/14/25 and: <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. Dr. Vazquez with OCPS will be replaced by Mr. Robert Bixler with OCPS. Approved a proposed Slate of Officers for Board's final approval (attachment): <ul style="list-style-type: none"> Chair: Sheri Olson Vice Chair: David Sprinkle Treasurer: Eric Ushkowitz Secretary: Jeff Hayward Reviewed Board Engagement through 4/30/25 (attachment). To date (through 6/12/25): <ul style="list-style-type: none"> Participation: 81% (Annual Goal is 90%) Demonstration: 100% (Annual Goal is 80%) Contribution: 92% (Annual Goal is 70%) <p><u>Revenue Diversity and New Markets</u></p> <ul style="list-style-type: none"> Mr. Gill, Revenue Diversity and New Markets Committee Chair, stated the Committee met on 5/28/25 and reviewed the following: <ul style="list-style-type: none"> 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 cases 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>Mr. Walton made a motion to approve Slate of Officers, as presented. Mr. Battista seconded; motion passed unanimously.</p>
9	<p>Other Business None offered.</p>	
10	<p>Adjournment Meeting adjourned at 10:30 am.</p>	

Respectfully submitted,

Kaz Kasal
Executive Board Coordinator

ACTION MEMO

TO: CareerSource Central Florida Board of Directors

From: CSCF Finance Committee

Subject: Facilities Update

Date: 09/25/2025

Background: The Facilities Ad-Hoc Committee convened to review key updates regarding CareerSource Central Florida's (CSCF) leased facilities. This memo provides a summary of current lease amendments, hub launches, and proposed actions for consideration.

Administration Office (Downtown Orlando)

- **Contraction of Space:** CSCF will return approx. 5,000 sq. ft. on the east side of the building within 60 days of lease amendment execution. This portion represents a prime leasing area for the landlord.
- **Lease Term & Rate:**
 - Savings of approx. **\$92,965** in base rent due to early give-back (original lease end date July 31, 2026).
 - Lease extended 62 months, new expiration **September 30, 2031**, with 3% annual escalations.
- **Parking:** 40 unreserved spaces at \$125/space.
- **Tenant Improvements:** \$5/sq. ft. allowance for paint and carpet refresh; landlord covers demising costs (savings of **\$35,130**).
- **Free Rent:** 2 months (Jan–Feb 2026), representing **\$39,814** in savings.
- **Market Data:** Comparable rental rates for downtown Orlando (4,000–6,000 sq. ft.) range from \$29–\$38 per sq. ft. CSCF will pay \$34 sq. ft. ([Full Service](#) Lease).

Valencia Hub (Launched 4/10/25)

- Staffing: 2–3 staff onsite, Mon–Thurs, 8 a.m.–5 p.m.
- Space: 725 sq. ft. for training, testing, and one-on-ones.
- Lease Terms:
 - Year 1 waived (CAM only).
 - Years 1–5: \$15/GSF (\$10,875 annually).
 - Renewal options Years 6–10: \$16/GSF; Years 11–15: \$17/GSF.
- Furniture and technology sourced internally; IT/communications cost [estimate](#) \$10K.

Seminole Hub (Launched 4/28/25)

- Staffing: 2–3 staff onsite, Mon–Thurs, 8 a.m.–5 p.m.
- Space: 588 sq. ft. for testing and one-on-ones.
- Lease Terms (pending final facility use agreement):
 - \$18/GSF (\$10,875 annually).
 - Shared large meeting space: \$11,240 annually.
- Furniture sourced internally.

Lake-Sumter Office

- Reduction of 1,980 sq. ft. effective July 1, 2025.
- New footprint: 8,465 sq. ft. at \$17/GSF (\$143,905 annually).
- Savings: \$33,660 annually.

Financial Impact at a Glance

Center Lease Information	Expires	Current Year Cost	Next Year Cost	Difference	Comments
CSCF (Sumter/Lake) 9909 US Highway 441, Building M29, Leesburg, FL 34748	1/25/2025	\$185,407	\$150,387	(\$35,387)	Decrease represents 20% give back of space.
CSCF (Seminole) 1209 West Airport Boulevard, Sanford, FL 32773	6/30/2026	\$245,864	\$0	(\$245,864)	Not Renewing Lease
CSCF (West Orange) 9401 West Colonial Drive, Suite 403, Ocoee, Florida 34761	7/31/2026	\$368,673	\$204,697	(\$163,976)	Decrease represents TI Cost fully paid off.
CSCF (Osceola) 1800 Denn John Lane Bldg. CIT Suite 300 Kissimmee, FL 34744	12/31/2029	\$322,671	\$329,124	\$6,453	Increase represents 2% annual rent escalation
CSCF (Administration) 390 N Orange Avenue, Suite 700 Orlando, FL 32801	7/31/2026	\$398,916	\$238,884	(\$160,032)	Decrease represents 40% give back of space
CSCF (Southeast Orange) 5784 S. Semoran Boulevard, Orlando, FL 32822	9/30/2026	\$306,862	\$78,641	(\$228,221)	Not Renewing Lease. Cost represents 3 months of lease cost.
TOTALS		\$1,828,393	\$1,001,733	(\$826,660)	Represents Approx Decrease of 45.2% in rental expense

Next Steps: As we look ahead to the new fiscal year, CSCF will continue advancing its three-year strategy to reduce fixed lease costs. The Facilities Ad-Hoc Committee recommends notifying the Seminole and Southeast office landlords of CSCF's intent not to renew leases beyond their current terms. To ensure customer service is not disrupted, CSCF will strengthen its Virtual Services Department and expand its network of Community Hubs across the five-county region. CSCF currently operates two hubs and plans to open an additional four by June 2026.

Action Item 1: Finance Committee recommends that the CSCF Board approve to allow staff to notify the Seminole office landlord of CSCF's intent to not renew the leases beyond the current term.

Action Item 2: Finance Committee recommends that the CSCF Board approve to allow staff to notify the Southeast office landlord of CSCF's intent to not renew the leases beyond the current term.

Approved:

Facilities Ad Hoc Committee: 8/25/25

Finance Committee: 9/3/25

Fiscal Year 2025/26 Budget Adjustment

AGENDA ITEM 6 D

Funding Sources		Original Revenue		Adjusted Revenue		
Carry In Funds From FY24 - 25		10,185,123		10,549,677		
FY25 - 26 Award		23,289,598		22,839,598		
Award Total - Available Funds		33,474,721		33,389,275		
LESS planned Carryover For FY26 - 27		(3,474,721)		(3,389,275)		
Total Available Funds Budgeted		30,000,000		30,000,000	\$ 0	0.0%
		Current		Proposed		
Expenditure Category		Budget		Budget		
Salaries/Benefits		14,400,000		14,900,000	500,000	
Training Investment		11,000,000		10,500,000	(500,000)	
Professional Services		1,000,000		1,000,000	-	
Outreach		350,000		350,000	-	
Infrastructure/Maintenance &Related Cost		2,000,000		2,000,000	-	
ITCost/Network Expenses		900,000		900,000	-	
StaffDevelopment &Capacity Building		350,000		350,000	-	
EXPENDITURES		30,000,000		30,000,000	-	0.0%

[RETURN TO APPENDIX](#)

[RETURN TO AGENDA](#)

