CareerSource CENTRAL FLORIDA

**DRAFT**

**Board of Directors Meeting**

**Thursday, September 25, 2025 9:00 a.m.**

**MINUTES**

**MEMBERS PRESENT:** Sheri Olson, Andrew Albu, Robert Bixler, Sean Donnelly, Casey Ferguson, Wendy Ford, Tanisha Nunn Gary, Mark Havard, Jeff Hayward, Molly Kostenbauder, Lindsey LeWinter, Nicole Martz, Snak Nakagawa, Gaby Ortigoni, Chris Pascal, Trey Simpkins, Michelle Sperzel, David Sprinkle, DeAnna Thomas, Eric Ushkowitz, Matt Walton, and Richard Watford

**MEMBERS ABSENT:** Sharon Arroyo, Joe Battista, Wendy Brandon, Gui Cunha, John Gill, Kristin Gray, Shawn Hindle, Catherine McManus, Brinkley Ruffin, Amy Santorelli, Jonathan Schaefer, Stella Siracuza, Richard Sweat, and Kristin Williams

**STAFF PRESENT:** Pam Nabors, Tadar Muhammad, Leo Alvarez, Dyana Burke, Steven Nguyen, Nilda Blanco, Gina Ronokarijo, Marcla DeFaria, Geo Morales, Sean Masherella, Vince Bruno, Vanessa Nogueira, and Kaz Kasal

**GUESTS PRESENT:** Lance Sewell / Orlando Health South Lake Hospital Chris Carmody, Heather Ramos / GrayRobinson; Tameka Austin / Florida Commerce

| Agenda Item | Topic | **Action Item** / *Follow Up Item* |
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| 1. | **Welcome**<br>• Ms. Olson, Board Chair on behalf of Richard Sweat, Board Chair, called meeting to order at 9:00 am and welcomed attendees.<br>**Host Welcome**<br>• Mr. Sewell, President of Orlando Health South Lake Hospital, welcomed attendees. Mr. Sewell provided overview of the hospital and the National Training Center. | |
| 2. | **Roll Call / Establishment of Quorum**<br>• Ms. Kasal, Executive Board Coordinator, reported a quorum present. | |
| 3. | **Public Comment**<br>• None offered. | |
| 4. | **Spotlight Story**<br>• Ms. Ronokarijo, Vice President of Workforce Operations, introduced CSCF Participant, Yazaira, via video. In the video, Yazaira relayed how CareerSource Central Florida (CSCF) guided her in her job search and career growth which included equipping her with strong resume and helping her in completing the license process. Yazaira now works as a medical assistant at Orlando Health, with an overall goal of completing the nurse practioner program | |
| 5. | **Board Recognition**<br>• The Board recognized departing board members: Dr. Maria Vazquez, Mr. Ben Larry and Mr. Joseph Battista for their service on the board. | |

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| | • The board also welcomed new board member Mr. Robert Bixler, Chief of Staff, Orange County Public Schools. | |
| 6. | **Consent Agenda**<br>• Ms. Olson asked the Board if any items on consent agenda, as listed below (attachments), should be moved off for further discussion:<br>– Draft Minutes of 6/12/25 Board Meeting<br>– Nonrenewal Seminole Office *(Finance)*<br>– Nonrenewal Southeast Orange Office *(Finance)*<br>– Budget Adjustment *(Finance)* | **Mr. Hayward made a motion to approve all items on the consent agenda. Mr. Nakagawa seconded; motion passed unanimously.** |
| 7 | **Information / Discussion / Action Items**<br>Chair's Report:<br>• Ms. Olson relayed the following:<br>– CSCF's "Rise & Thrive" inaugural event was a great success. Ms. Olson thanked those board members who attended.<br>– Reminder to complete refresher training, which a link to the training was emailed to the board on 9/17/25.<br>– Read the Board Source issue coming out soon. Upcoming events will be listed in the issue that board members can attend.<br><br>President's Report (attachment)<br>• Ms. Nabors, President/CEO, provided following highlights from the President's Report (attachment):<br>– CSCF received an "A" rating from CareerSource Florida for exceeding the majority of measures across every program.<br>– CSCF's Year-End Scorecard: 7/1/2024 thru 6/30/2025.<br>– CSCF Board and staff achievements.<br>– Seminole County recognized Mr. Sweat with proclamation for leadership on CSCF Board and in workforce development.<br>– Legislative update – advocating for workforce development continues.<br>– Media highlights.<br><br>Finance Report<br>• Mr. Alvarez, CFO, reviewed Year-End Financials: 7/1/2024 thru 6/30/2025 (attachment). Closed the year nearly on track. | |

7. **Information / Discussion / Action Items**

Chair's Report:

Committee Reports

Executive:

- Ms. Olson, Executive Committee Chair, reported Committee met on 9/17/25 and reviewed:
  - Charter and current Committee Structure
  - Items as listed under today's Consent Agenda
  - President and Committees' Report Outs
  - Today's Board Agenda

Audit

- Mr. Walton, Audit Committee Chair, stated stated the Committee met jointly with the Finance Committee on 9/3/25. The Committee reviewed its charter and concurred no updates were needed. Committee also reviewed audit planning to be performed by auditors Cherry Bekaert.

Facilities Ad Hoc

- Mr. Walton, Facilities Ad Hoc Committee Chair, stated Committee met on 8/25/25 at CSCF's Community Hub located in Valencia College East Campus and:
  - Reviewed updated layouts and lease terms of Administration office, Community Hubs at Valencia College and Seminole State College, and Lake-Sumter State College.
  - Reviewed overall lease schedules of all CSCF's locations. CSCF anticipates an overall savings of more than $800,000, and to have 6 Community Hubs operational by 6/30/26.
  - Approved to forward to Board, which Board approved under today's Consent Agenda, to allow staff to notify landlords of intent not to renew at CSCF's Southeast Orange and Seminole locations.

Career Services

- Mr. Albu, Career Services Committee Chair, stated Career Services Committee met on 7/24/25 and 9/11/25:
  - At 7/24/25 meeting:
    - Committee reviewed process and timeline of procurements on Summer Youth 2026 for Engage and Explore programs, Workforce Transition program, and One-Stop Operator.

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| | – At 9/11/25 meeting:<br>○ Reviewed Committee's charter and concurred no updates needed.<br>○ Approved the above-mentioned procurements from 7/24 meeting, which Board will make final approval at its 9/25/25 meeting.<br>○ Procurements for Board vote:<br><br>Summer Youth Program 2026:<br>1. Engage:<br><br>Reviewed procurement on the 2026 Summer Youth Engage Program (attachment) of which nine proposals were received, but eight qualified for scoring. Career Services Committee recommends selection of top seven proposers: Central Florida Urban League, Valencia College, Renacer en Vida Nueva, Inc., Tech Sassy Girlz, Seminole State College, Osceola Technical College and My True Prosperity.<br><br>Related Party Contract:<br><br>Dr. Kostenbauder, Seminole State College, indicated before the meeting that she had a conflict of interest and needed to abstain from discussion and voting. Staff presented a Related Party Contract with CareerSource Central Florida and Seminole State College in the amount of $________ annually.<br><br>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. | **Mr. Ushkowitz made a motion for the Board to approve top seven proposers as presented for the Summer Youth Program 2026 – Engage, with a budget up to $700,000. In addition, the related party contract with CareerSource Central Florida and Seminole State College in the amount not to exceed $________ annually. Mr. Walton seconded, with Dr. Kostenbauder abstaining; motion passed.**<br><br>**The related party contract will be sent to Florida Commerce for approval**<br><br>**Yeas: 21**<br>**Nays: 0**<br>**Abstentions: 1** |
| | 2. Explore:<br><br>Reviewed procurement on the 2026 Summer Youth Explore Program (attachment) of which six proposals were received. Career Services Committee recommends selection of all six proposers: University | **Mr. Ferguson made a motion for the Board to approve all six proposers, as presented, for the Summer Youth Program 2026 – Explore, with a budget up to** |

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| | of Central Florida, Valencia College, Orange County Public Schools, Lake Technical College, Seminole State College, and Osceola Technical College, as this will provide good coverage across CSCF's region.<br><br>Related Party Contracts:<br><br>Dr. Kostenbauder, Seminole State College, indicated before the meeting that she had a conflict of interest and needed to abstain from discussion and voting. Staff presented a Related Party Contract with CareerSource Central Florida and Seminole State College in the amount of $________ annually.<br><br>Mr. Bixler, Orange County Public Schools, 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 Orange County Public Schools in the amount of $________ annually.<br><br>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. | **$700,000. In addition, for the the related party contract with CareerSource Central Florida and Seminole State College & Orange County Public Schools regarding Summer Youth Program 2026 – Explore in the amount not to exceed $________ annually.  Ms. Ford seconded, with Dr. Kostenbauder and Mr. Bixler abstaining; motion passed.**<br><br>**The related party contract will be sent to Florida Commerce for approval**<br><br>**Yeas: 20**<br>**Nays: 0**<br>**Abstentions: 2** |
| | Work Transition Program:<br><br>Reviewed procurement on the Welfare Transition Program of which two proposals were received. Career Services Committee recommends selection of top-ranked proposer, Goodwill Industries of Central Florida. | **Mr. Sprinkle made a motion for Board to approve for staff to proceed with negotiations with Goodwill Industries of Central Florida to deliver the PY 2026 Welfare Transition Program, with a budget up to $750,000. Mr. Walton seconded; motion passed unanimously.** |

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| | One-Stop Operator:<br><br>Reviewed procurement, of which CareerSource Research Coast (CSRC) acted as procurement agent, on the 2026 One-Stop Operator (attachment). One proposal was received, submitted by CSCF itself. The CSRC Review Team evaluated the proposal against established criteria and CSCF's submission received a 91 out of 100 (100 being the highest). CSRC's recommends CSCF to serve as its own One-Stop Operator.<br><br>Ms. Nabors stated that since CSCF's Operations department delivers services and to safeguard from any conflicts of interest, another CSCF department will be assigned to function as the one-stop operator.<br><br><u>Community Engagement</u><br>• Ms. LeWinter, Community Engagement Committee Chair, stated committee met on 8/28/25 and:<br>- Welcomed new committee member Dan Holste with Orange County Government.<br>- Reviewed Committee's charter and made one non-substantive edit.<br>- Received an update on CSCF's website refresh. Committee to review a couple design concepts in side-by-side comparison and provide feedback.<br>- Reviewed CSCF's goal of "storytelling" success stories as strategy for public messaging.<br>- Discussed what to capture in the formation of the "Customer Satisfaction and Business Survey"<br>- Received an overview of the "Rise & Thrive" event.<br><br><u>Finance Committee</u><br>• Mr. Walton, Finance Committee Vice Chair, reported the Committee met jointly with the Audit Committee on 9/3/24 and reviewed:<br>- Reviewed Committee's charter and concurred no updates needed.<br>- Year-end results for FY 2024-2025<br>- Approved, for Board's final approval, a budget adjustment reallocation of $500K from Training to Salaries/Benefits category. This has been approved under 9/25/25 Board's consent agenda. | **Mr. Hayward made a motion for Board to approve endorsement of CSCF's designation as its own One-Stop Operator with a budget not to exceed $20,000. Mr. Donnelly seconded; motion passed unanimously.** |

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| | – Reviewed summaries of procurements as reported out under Career Services Committee.<br>– Received update from Facilities Ad Hoc Committee to include action item to nonrenew CSCF's Southeast Orange and Seminole locations. Finance Committee approved to forward this action to Board for final approval at its 9/25/25 meeting.<br><br><u>Governance</u><br>• Mr. Sprinkle, Governance Committee Chair, stated Committee met on 8/14/25 and reviewed:<br>– Reviewed Committee's charter and made one non-substantive edit.<br>– Reviewed Board Engagement results for 7/1/2024 thru 6/30/2025. Exceeded annual goal in all categories: Participate, Demonstrate and Contribute, and the first time reaching 100% under Contribute.<br>– Mr. Nguyen, provided an update on the CSCF's top risks and proactive measures being taken to mitigate risks.<br><br><u>Revenue Diversity and New Markets</u><br>Nothing to report; this committee will meet on 10/21/25. | |
| 8. | **Insight**<br>Legislative Upate<br>• Mr. Carmody, GrayRobinson, presented an update on legislative activities (attachment). | |
| 9. | **Other Business**<br>None offered. | |
| 10. | **Adjournment**<br>Meeting adjourned at 10:15 am. | |

Respectfully submitted,

Kaz Kasal
Executive Board Coordinator