



Board of Directors Meeting

Thursday, September 28, 9:00 a.m.

MINUTES

MEMBERS PRESENT: Richard Sweat, Andrew Albu, Joe Battista, Wendy Brandon, Gui Cunha, Keira des Anges, Sean Donnelly, Wendy Ford, Tanisha Nunn Gary, John Gill, Kristin Gray, Mark Havard, Shawn Hindle, Molly Kostenbauder, Ben Larry, Lindsey LeWinter, Nicole Martz, Snak Nakagawa, Sheri Olson, Gaby Ortigoni, Renee Quintanilla, Stella Siracuzza, Michelle Sperzel, David Sprinkle, DeAnna Thomas, Eric Ushkowitz, Maria Vazquez and Matt Walton

MEMBERS ABSENT: Jeff Hayward and Bryan Orr

STAFF PRESENT: Pam Nabors, Tadar Muhammad, Leo Alvarez, Dyana Burke, Steven Nguyen, Nilda Blanco, Emily Kruszewski, Maura King, Angel Ramos, Sean Masherella, Vanessa Nogueira, Victor Alvarez, Millie Ramos, and Kaz Kasal

GUESTS PRESENT: Thomas Wilkes / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	<p>Welcome</p> <ul style="list-style-type: none"> Mr. Sweat, Board Chair, called meeting to order at 9:00 am and welcomed attendees. Mr. Sweat thanked Ms. Brandon, CEO of UCF Lake Nona Hospital, for hosting today’s board meeting at her location. Ms. Brandon provided an overview of the hospital, which opened in March 2021. 	
2	<p>CSCF Spotlight Story</p> <ul style="list-style-type: none"> Viewed a video of Lieutenant Bruce Wisniewski with Clermont Fire Department who attended a 1-year paramedic program funded by CSCF. Lt. Wisniewski successfully completed the program, passed the national and local fire department tests and received his paramedic certification. Lt. Wisniewski thanked CSCF for this educational opportunity; he attained enhanced skills and can now provide a higher service to the community. 	
3	<p>Roll Call / Establishment of Quorum</p> <ul style="list-style-type: none"> Ms. Kasal, Executive Board Coordinator, reported a quorum present. 	
4	<p>Public Comment</p> <ul style="list-style-type: none"> None offered. 	
5	<p>Consent Agenda</p> <ul style="list-style-type: none"> Mr. Sweat asked the Board if any item on consent agenda, as listed below (attachments), should be moved off for further discussion: <ul style="list-style-type: none"> Draft Minutes of 6/22/23 Board Meeting New Training Providers – Apprenticeships (Career Services) 	<p>Mr. Walton made a motion to approve all items on the consent agenda. Mr. Sprinkle seconded; motion passed unanimously.</p>

<p>6</p>	<p>Information / Discussion</p> <p><u>Chair’s Report:</u></p> <ul style="list-style-type: none"> • Mr. Sweat presented three slides to convey important insights and best practices: <ul style="list-style-type: none"> – Slide 1: “Perspectives” - be cognizant of “sharks” – always be vigilant and responsive to stakeholders. – Slide 2: “Visualize Values” – what we think is not often what they hear. Be really clear on how you communicate with staff, board, and stakeholders – and be responsive if they do not understand. – Slide 3: “Clearly Define Goals” – really understand and distill down to specific goals trying to accomplish. Be sure you are focused on the right problem. Then clearly develop a plan and measure/show trends. <p>Will be providing a survey to board to get each member’s personal mission/goals for being on the CSCF Board.</p> <ul style="list-style-type: none"> • The Board Orientation session immediately follows today’s Board meeting. Annually, new board members are required to attend the orientation session, and existing board members the refresher “Sunshine Briefing” occurring under this meeting agenda’s “Insight” section. A video link will be forwarded if unable to attend today’s trainings. Once viewed, notify Ms. Kasal so she can document completion of requirement. • Quarterly survey for board member engagement activities was sent out earlier this week. Be sure to complete this survey to make sure your activities are counted. <p><u>President’s Report</u></p> <p>Ms. Nabors, President/CEO, provided highlights from the President’s Report (attachment).</p> <ul style="list-style-type: none"> • Welcome new Board Chair, Mr. Sweat, and following new board members: <ul style="list-style-type: none"> – Kristin Gray, Office of Child & Family Well-Being, Florida Department of Children & Families – Dr. Molly Kostenbauder, Seminole State College 	
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- Ben Larry, SkyWater Technology Florida
 - Lindsey LeWinter, Fairwinds Credit Union
 - Nicole Martz, Sanford Airport Authority
 - Steve “Snak” Nakagawa, Florida High Tech Corridor
- Recognized Mr. Victor Alvarez and Ms. Millie Ramos for recent workforce awards they received.
 - Reviewed program highlights and successes with Summer Youth Program and Level Up Orange.
 - Reviewed update on newly formed Career Solutions, LLC.
 - Reviewed scorecard and key highlights from FY 2022-2023.
 - Finance Report
 - Mr. Alvarez, CFO, reviewed highlights from final FY 2022-2023 financials (attachment).

Committee Reports

Executive:

Mr. Sweat, Executive Committee Chair, reported Committee met on 9/19/24 and reviewed FY 2023-2024 committee structure. The Committee also reviewed its Charter and concurred no changes needed. Also received updates from Chair, President and committees, as well as reviewed the 9/28/23 Board Agenda.

Audit

Mr. Walton, Audit Committee Chair, stated Committee met on 9/6/23 and reviewed its charter, concurring no changes needed. Committee also reviewed audit planning to be performed by auditors Cherry Bekaert. Audit results will be presented at the 1/10/24 joint meeting of Audit and Finance Committees.

Career Services

Mr. Albu, Career Services Committee Chair, stated Career Services Committee met on 9/14/23 and reviewed: scorecard for PY 2022-2023, Level Up Orange updates, federal metrics and committee’s charter of which committee concurred no updates needed. Committee also approved to forward to CSCF Board to approve eight new registered apprenticeships to ETPL – which board has approved under Consent Agenda in this meeting.

Community Engagement

Mr. Sprinkle, Community Engagement Committee Chair, stated Committee will meet on 10/27/23. Additionally, Mr. Sprinkle encouraged the board to visit a center, review the CSCF website and set up a Google news alert. Be sure to provide feedback to



	<p>CSCF staff on your insights; this will help CSCF to better strategize with its outreach activities.</p> <p><u>Facilities Ad Hoc</u> Mr. Walton, Facilities Ad Hoc Committee Chair, stated no meetings scheduled, nothing to report. Mr. Walton extended a welcome to any board member interested in joining this committee.</p> <p><u>Finance Committee</u> Mr. Ushkowitz, Finance Committee Chair, reported the Committee will meet on 10/18/23.</p> <p><u>Governance</u> Ms. Olson, Governance Committee Chair, stated the Committee met on 8/16/23 and reviewed its charter, concurring no updates needed. Committee also reviewed board engagement metrics for 2022-2023, and current board demographics vs. previous years. Diversity has increased on this board over the years.</p> <p><u>Revenue Diversity and New Markets</u> Mr. Gill, Revenue Diversity & New Markets Committee Chair, stated the Committee will meet on 10/10/23.</p>	
7	<p>Insight <u>Enterprise Risk Management Overview</u> Mr. Nguyen, Senior Vice President of Innovation and Technology provided a high level overview of enterprise risk management to include methodology, mitigation strategies, top organizational risks and current highlights (attachment).</p> <p><u>Sunshine Briefing</u> Mr. Wilkes, GrayRobinson, CSCF’s corporate attorney, provided a presentation on Government in the Sunshine Law, Public Records Law and Code of Ethics (attachment).</p>	
8	<p>Other Business None offered.</p>	
9	<p>Adjournment Meeting adjourned at 10:34 am.</p>	

Respectfully submitted,

Kaz Kasal
Executive Board Coordinator