



AUDIT & FINANCE COMMITTEES' MEETING

CareerSource Central Florida | 9/3/25
[CareerSourceCentralFlorida.com](https://www.CareerSourceCentralFlorida.com)

ACHIEVEMENT
BEGINS WITH A DREAM.



9/3/25 AUDIT & FINANCE COMMITTEES’ MEETING DETAILS

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information/
Discussion/
Action Items

Other Business

Adjournment

What: Audit & Finance Committees’ Meeting

When: Wednesday, September 3 , 2025
2:00 p.m. – 3:30 p.m.

Where: CSCF Administration Office
390 N. Orange Ave., Suite 700 (7th Floor)
Orlando, FL 32801

or

Virtual Option via Zoom:

Link: <https://careersourcecf.zoom.us/j/87551316810?pwd=GxPgw20eF7fGcsSYBeURqd5QTpddGu.1>

Dial In: 1 (929) 205-6099 / Meeting ID: 875 5131 6810 / Passcode: 443963

9/3/25 AUDIT & FINANCE COMMITTEES’ MEETING DETAILS

Meeting Details Meeting Agenda Welcome Roll Call Public Comment Approval of Minutes Information/ Discussion/ Action Items Other Business Adjournment	Agenda Item #”	Topic	Presenter	Action Item	
	1.	Welcome	Matt Walton		
	2.	Roll Call / Establishment of Quorum	Kaz Kasal		
	3.	Public Comment			
	4.	Approval of Minutes			
		A. 1/15/25 Audit & Finance Committee Meeting (for Audit Committee Action)	Matt Walton		X
		B. 6/4/25 Finance Committee Meeting (for Finance Committee Action)	Eric Ushkowitz		X
	5.	Information / Discussion / Action Items	Committee Discussion		
		A. Audit Committee Items			
		1) Charter – Annual Review			
		2) Fiscal Year 2024-2025 Audit Planning			
		B. Finance Committee Items			
		1) Charter – Annual Review			
		2) Year-end Results: FY 2024-2025			
		3) Budget Adjustments FY 2025-2026			X
		4) Open Procurement Updates			
		a) 2026 Summer Youth Programs			
		b) Work Transition Program			
		c) One-Stop Operator			
		5) Facilities Committee Update			
		a) Nonrenewal Seminole Office (Facilities Ad Hoc)			X
		b) Nonrenewal Southeast Orange Office (Facilities Ad Hoc)			X
	6.	Other Business			
	7.	Adjournment			



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WELCOME



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ROLL CALL / ESTABLISHMENT OF QUORUM



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► **Public Comment**

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PUBLIC COMMENT



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► **Approval of Minutes**

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APPROVAL OF MINUTES



Audit and Finance Committees' Meeting

MINUTES

GUESTS PRESENT: Brian Liffick, Matt Carr / Cherry Bekaert; Jason Chepenik, Kevin Wallace / OneDigital

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Walton, Audit Committee Chair, called the meeting to order at 2:33 pm.	
2	Roll Call / Establishment of Quorum Ms. Kasal, CSCF Executive Coordinator, reported a quorum present with both the Audit and Finance Committees.	
3	Public Comment None Offered.	
4	Approval of Minutes Reviewed minutes from the 9/3/24 Audit & Finance Committees' meeting. Audit Committee approval: Finance Committee approval:	Ms. Bailey-Brown made a motion to approve the minutes from the 9/3/24 Audit & Finance Committees' meeting. Mr. Hindle seconded; motion passed unanimously. Ms. Hindle made a motion to approve the minutes from the 9/3/24 Audit & Finance Committees' meeting. Mr. Walton seconded; motion passed unanimously.



5	Information	
	<u>Audit Committee Items:</u> Acceptance of 2 CFR 200 Audit Report - Reviewed presentation entitled "Audit Executive Summary" for CareerSource Central Florida's Fiscal Year Ending 6/30/2024 (attachment) provided by Mr. Brian Liffick and Mr. Matthew Carr with Cherry Bekaert, CSCF's independent auditor. - Highlights from audit results presentation: - Clean, unmodified opinion on financial statements - No findings on compliance - No significant deficiencies or material weaknesses Acceptance of 403(b) Retirement Plan Audit Report - Reviewed financial statements and supplemental scheduled for year ending 6/30/2024 (attachment) - No written reportable findings noted. Florida Commerce Monitoring Results - Reviewed memo summarizing FY 2022-2023 Florida Commerce's financial monitoring results (attachment). - There were no findings, noncompliance issues, observations or technical assistant reported. <u>Finance Committee Items:</u> - Retirement Plan Update - Reviewed presentation on CSCF's retirement plan provided by Mr. Chepenik and Kevin Wallace of OneDigital. (attachment) Highlights: - Plan is in excellent shape \$4M in plan growth - Providing ongoing employee education via "OneDigital Financial Academy" - Reviewed staff recommendation for CSCF to have ability in the Top Hat plan to set various performance and company-wide goals to meet in order to receive company contributions. <i>The Top Hat plan only applies to eligible top-level CSCF executives who are partaking in the Plan.</i>	Ms. Ford made a motion to move to CSCF Board for final approval and acceptance of the 2 CFR 200 Audit Report, as presented, for Fiscal Year 2023-2024. Mr. Hindle seconded; motion passed unanimously. Mr. Hindle made a motion to move to CSCF Board for final approval and acceptance of 403(b) Retirement Plan Audit Report as presented, for Fiscal Year 2023-2024. Ms. Bailey-Brown seconded; motion passed unanimously. Ms. Mullane made a motion to move to CSCF Board for final approval and acceptance Florida Commerce's financial monitoring results. Ms. Bailey-Brown seconded; motion passed unanimously. Mr. Walton made a motion to move to CSCF Board for final approval staff's recommendation, as presented, the ability for CSCF to set performance and company-wide goals in the Top Hat Plan which eligible CSCF executive staff need to meet in order to receive company contributions. Mr. Hindle seconded; motion passed unanimously.



	• Update Committee Charter on Investment Policy ◦ Reviewed updates to Finance Committee Charter, as highlighted in red (attachment). At recommendation of Revenue Diversity & New Markets Committee, the updates include Finance Committee's oversight of the investment account. • Mid-Year Financials ◦ Reviewed financials through 2nd quarter, 7/1/24 thru 12/31/24 (attachment). Overall, close to on track for mid-year at 46.05% of budget expended. • Transfer of Authority of WIOA Adult/DW Funding ◦ Reviewed action memo on transfer of WIOA Adult/DW funding (attachment). • Facilities Update ◦ Mr. Walton, Facilities Ad Hoc Committee Chair, reported leases are under review with continued goal of reducing overall costs. Staff staying proactive with maintenance/upkeep ◦ Focus this year is reviewing options for Admin Office (attachment).	<i>In readiness for Committee's review at its next meeting, staff to:</i> • <i>Further update the charter to include taking out "fiduciary"</i> • <i>Provide draft policy on CSCF's portfolio investment account</i> • <i>Proceed with an RFP (Request For Proposals) for Brokers to manage the investment account. After evaluating proposals received, staff to provide Committee with recommendations.</i> Mr. Walton made a motion to approve for Board's final approval to add transfer of funds flexibility between WIOA Adult and Dislocated Worker (DW) funding, as presented. Mr. Simpkins seconded; motion passed unanimously.
6	Other Business • None offered.	
7	Adjournment Meeting adjourned at 4:02 p.m.	

Respectfully submitted,

Kaz Kasal
Executive Board Coordinator



DRAFT
Finance Committee Meeting
Wednesday, June 4, 2025 / 2:30pm

MINUTES

MEMBERS PRESENT: Eric Ushkowitz, Wendy Brandon, Shawn Hindle, Trey Simpkins and Matt Walton

MEMBERS ABSENT: Michelle Sperzel

STAFF PRESENT: Leo Alvarez, Pam Nabors, Kristi Vilardi, Gina Ronokarijo, Steven Nguyen, Geo Moralez, Vince Bruno and Kaz Kasal

GUESTS PRESENT: Jennifer Kruger, Kevin Wallace, Jason Chepenik / OneDigital

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Ushkowitz, Finance Committee Chair, called the meeting to order at 2:31 pm.	
2	Roll Call / Establishment of Quorum Ms. Kasal, CSCF Executive Coordinator, reported a quorum <u>present</u> .	
3	Public Comment None Offered.	
4	Approval of Minutes Finance Committee reviewed the minutes from the 4/10/25 Finance Committee meeting.	Mr. Walton made a motion to approve the minutes from the 4/10/25 Finance Committee meeting. Mr. Hindle seconded; motion passed unanimously.
5	Information/Discussion/Action Items	
	<u>Approval of FY 2025-2026 Draft Budget</u> - Reviewed FY 2025-2026 Draft Budget (attachment). - Mr. Alvarez relayed the Draft Budget will be sent to Board and Consortium for review and any input, and posted on CSCF website for public comment for the next 2 weeks.	Mr. Walton made a motion to move to Board the recommendation to approve FY 2025-2026 draft budget. Mr. Hindle seconded; motion passed unanimously.



- <u>Transfer Authority of WIOA Adult/DW Funding (attachment).</u> - <u>Waiver Request of ITA Training Requirements (attachment)</u> <u>Leases:</u> Reviewed action memo from Finance Committee (attachment) recommending the Board approve CSCF enter into facilities lease agreements with Valencia College and Seminole State College. These "Community Hub" locations embedded within Valencia College (East campus) and Seminole State College (main campus) will increase CSCF's community presence and engagement with career seekers. As Board members Mr. Battista and Dr. Kostenbauder are employed by Valencia College and Seminole State College, respectively, so they will need to abstain from voting at the 6/12/25 Board meeting. <u>Community Hub Lease Agreement with Valencia College</u> <u>Community Hub Lease Agreement with Seminole State College</u>	Mr. Ushkowitz made a motion to move to Board to approve allowing staff to seek approval from Florida Commerce to add transfer of funds flexibility of 90% between WIOA Adult and WIOA Dislocated Worker for program year 2025-2026. Mr. Walton seconded; motion passed unanimously. Mr. Hindle made a motion to move to Board to allow staff to request a waiver from CareerSource Florida to reduce the WIOA training state requirement from 50% to 40% for the fiscal year ending June 30, 2026. Mr. Walton seconded; motion passed unanimously. Mr. Walton made a motion for the Board to approve the execution of lease agreement with Valencia College. Mr. Simpkins seconded, with Mr. Hindle abstaining; motion passed. Mr. Walton made a motion for the Board to approve the execution of lease agreement with Valencia College. Mr. Ushkowitz seconded; motion passed unanimously.
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	<u>Finance Charter</u> Reviewed edits to the Finance Charter as redlined (attachment) <u>Retirement Plan Update</u> Mr. Wallace, Ms. Kruger and Mr. Chepenik with OneDigital provided a presentation entitled "Retirement Plan Review" (attachment) with the following highlights: • Plan is performing great and trending in the right direction • 95% plan participation • Reviewed investment activities and overall U.S. economic situation • OneDigital continues to offer education opportunities throughout the year and provided calendar for 2025 <u>Investment Account Broker</u> Reviewed OneDigital's "Tier" investment options to grow CSCF's general/unrestricted funds. <u>Financial Results – through March 2025</u> Reviewed financials through 3/31/25 (attachment). Projecting to close the year on target.	Mr. Hindle made a motion for the Board to approve the edits to the Finance Charter as redlined/presented. Mr. Walton seconded; motion passed unanimously. Mr. Walton made a motion for the Board to approve the hiring of OneDigital as CSCF's investment account broker for its general/unrestricted funds. Mr. Hindle seconded; motion passed unanimously
6	Other Business None offered.	
7	Adjournment Meeting adjourned at 3:28 p.m.	

Respectfully submitted,

Kaz Kasal
Executive Board Coordinator



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**INFORMATION /
DISCUSSION /
ACTION ITEMS**



AUDIT COMMITTEE ITEMS

AUDIT COMMITTEE CHARTER

ANNUAL REVIEW



Audit Committee Charter

Purpose:

The Audit Committee reports to the Board of Directors and, also, provides a level of oversight on behalf of the local chief elected officials on the Central Florida Workforce Investment Consortium. The Committee is charged with the following tasks:

1. Approve the annual audit as presented by the external auditors.
2. Evaluate audit findings, make recommendations, and planned management improvements in light of the risk assessment reported by the external auditors.
3. Review annual fiscal compliance as presented by FloridaCommerce.

Responsibilities:

- Oversees the annual audit(s) of CSCF as required under applicable laws, regulations or directives (2 CFR 200). This includes approval of the annual audit plans, receiving and reviewing the audit from the independent auditor.
- Makes recommendations to the Board of Directors on the selection of an independent auditor to include the auditor's contract terms of engagement.
 - *Metric: Annual independent audit conducted and received by Audit Committee. Goal is to help management attain an unqualified audit each year.*
- Reviewing CSCF's responses to any adverse findings regarding the financial audit, including, but not limited to, adverse monitoring reports, financial audits, management decision letters, Office of Inspector General's (OIG) investigative reports and final determination letters.
 - *Metric: If applicable, approve any Management responses to independent audit and/or OIG investigative reports and have 100% acceptance of responses.*
- Providing oversight of CSCF through review of monitoring reports and audits of the organization.
- Reviewing and evaluating CSCF's ethics and conflict-of-interest policies and procedures and, whenever the Chair of the Board or the committee deems appropriate, investigating any alleged violations of such policies and procedures.

Skills/Expertise/Requirements:

- The Committee will consist of at least five members.
- Members will serve on the Committee until their resignation or replacement by the local elected official.
- Have unrestricted access to management and employees of the Central Florida Regional Workforce Development Board, Inc. (Corporation), as well as to all financial records.



Structure:

- Membership on the Committee consists of Board members appointed by the Chair, and county staff designated by each Chief Elected Official from the Local Elected Consortium.
- The Committee Chair is appointed by the Board Chair and is responsible to report on the Committee activities at the full Board meeting.
- Meetings shall be held not less than two (2) times per year.
- Agenda and minutes are kept and published on the CSCF website, and supplied to Committee members via email one week prior to the meetings.



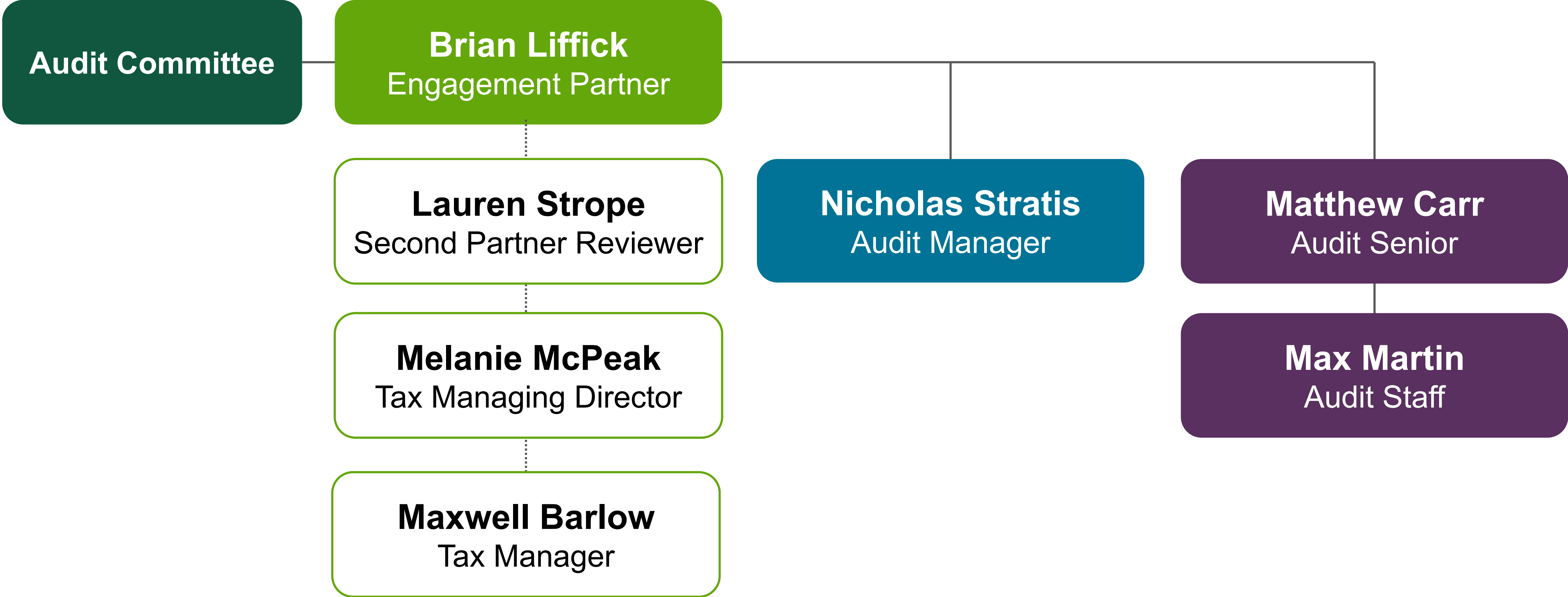
FISCAL YEAR: 2024-2025

AUDIT PLANNING

CareerSource Central Florida Audit Plan Presentation September 3, 2025

Year Ending June 30, 2025

Client Service Team



Contents

- Conduct of the audit
- Required communications
- Audit approach
- Audit timeline
- Areas of audit emphasis

Conduct of Audit

- We at Cherry Bekaert LLP very much appreciate the opportunity to serve as the independent auditor for CareerSource Central Florida. Our audit will be conducted in accordance with the following standards:
 - Government Auditing Standards
 - Uniform Guidance
- Our audit of the CareerSource Central Florida Retirement Plan ERISA 103(a)(3)(C) audit, as permitted by the Department of Labor's Rules and Regulations for Reporting and Disclosure
- Our tax service will encompass preparation of the CareerSource Central Florida Federal Form 990 in accordance with applicable IRS regulations
- Our audit will include collaboration with and use of extensive resources within our nonprofit industry practice. Our audit will include use of industry-specific audit programs and methodology and will involve a high level of communication
- Open discussion regarding the nature, timing and extent of communication of matters associated with the audit



Required Communications

- Provided in our engagement letter, including the nature, timing and extent of planned testing and reporting and level of assurance provided
- Communication with those in charge of governance in the planning process, provided through this presentation and separate letter
- Additional communication will be provided to the Audit Committee at the audit completion to summarize audit results, including a presentation to the committee
- Ongoing communication throughout the audit process
- Inquiries as to knowledge of fraudulent activities or related concerns



Audit Approach

Risk-based and tailored to circumstances

Collaborative review of significant transactions

Primarily conducted remotely

Highly automated processes:

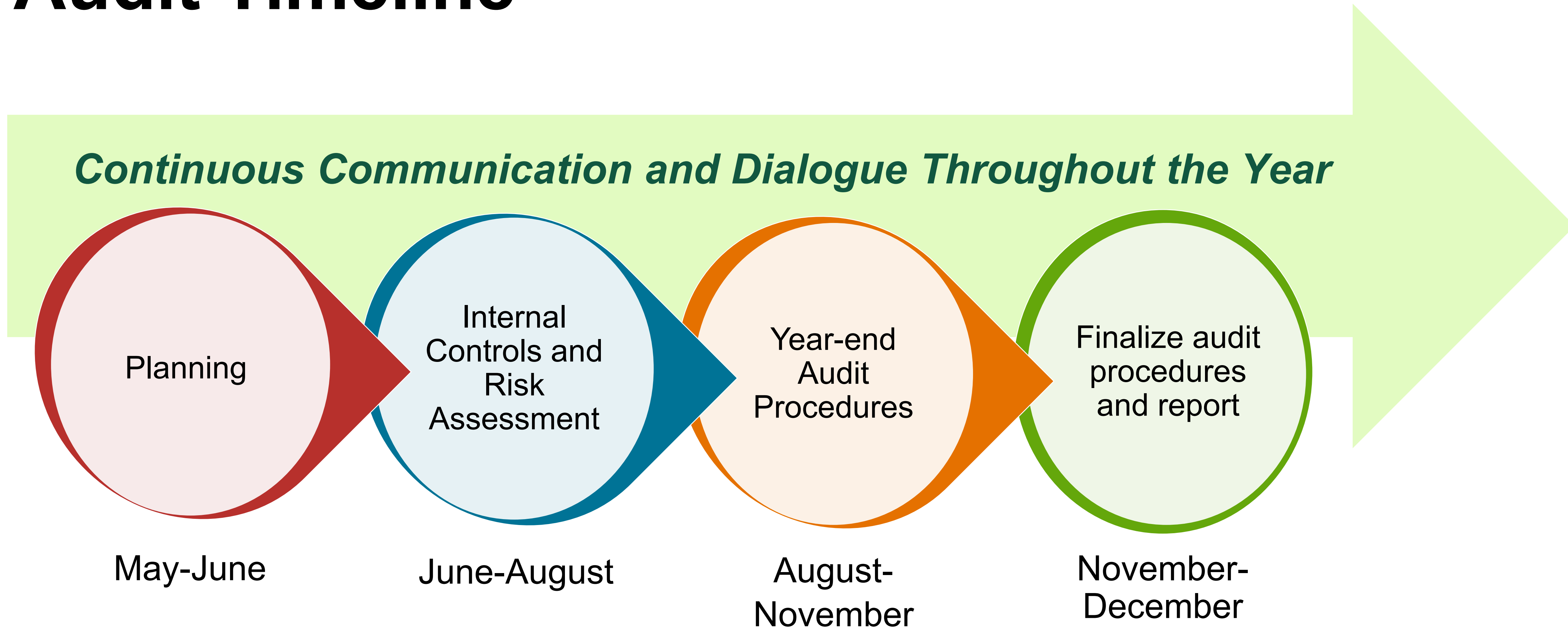
- ▶ Microsoft Teams to meet remotely
- ▶ Suralink® to stay engaged throughout the engagement process

Quality control through collaborative standard review processes; use of technology and highly experienced professionals

403(b) plan audit presented in compliance with the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA



Audit Timeline



► The 403b Plan audit to start in September; remote fieldwork to be completed during October-December and the audit is anticipated to be completed during December.

Areas of Audit Emphasis

- Federal awards and related compliance matters
- Testing of internal controls, including use of information technology
- Grant receivable and advances
- Other liabilities
- Net asset classifications and restrictions
- Leases
- New or unusual agreements or transactions
- Report presentation and disclosures
- FloridaCommerce requirements



Questions

Contacts

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About Cherry Bekaert

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FINANCE COMMITTEE ITEMS

FINANCE COMMITTEE CHARTER

ANNUAL REVIEW



Finance Committee Charter

Purpose:

The Finance Committee reports to the Board of Directors and is charged with providing review, policy guidance and strategic oversight of the Board's financial matters to include:

1. Develop the Board's annual budget and review regularly; approve amendments as necessary.
2. Oversee the accounts of the Board and review of the Board's periodic financial statements,
3. Financial oversight of the Board's retirement plan and employee benefits plan.
4. Oversight of all Board real estate activities.
5. Provide oversight of CSCF's investment account.

Responsibilities:

- Provide ongoing evaluation of the Board's budget and recommend appropriate action to the Board as necessary.
 - *Metric: Evaluate the Board's budget against expenditures to ensure alignment between expenditures and approved budget. Make adjustment recommendations when necessary.*
- Develop a new budget each year for submission to the Board for approval.
 - *Metric: Present a budget that is approved by the Board and Consortium each year in June.*
- Review periodic financial statements of the Board, making recommendations for action to the Board as needed.
 - *Metric: Review periodic financial statements to ensure full compliance. The goal is an unqualified audit opinion each year from an independent auditor.*
- Regularly review the retirement plan and benefits for CareerSource Central Florida employees.
 - *Metric: Review plan assets and make plan adjustments when necessary with the goal of increasing the overall quality of the plan.*
- Recommend appropriate action to the Board regarding the addition, deletion or major structural changes to leased offices.
- Establish and maintain an investment policy that outlines investment objectives, asset allocation, and risk tolerance. Monitor performance and approve selection or retention of investments based on investment advisor recommendations.
 - *Metric: Recommend adjustments to the investment strategy or asset allocation based on broker recommendation and market conditions. Report performance to the Board of Directors annually or as needed.*



Skills/Expertise:

- Willingness to serve through Board participation and engagement with the organization.
- Interest in board leadership.
- Prior experience as a board member desired.
- Prior experience with financial oversight or operations desired.

Structure:

- The Board Treasurer is the Chair of the Finance Committee. The Committee Chair and is responsible to report on the Committee activities at the full Board meetings.
- The Chair of the Board will appoint other members of the Committee who are recommended by the Treasurer.
- The Committee will consist of at least three members.
- Meetings shall be held not less than four times per year.
- 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.

[RETURN TO AGENDA](#)

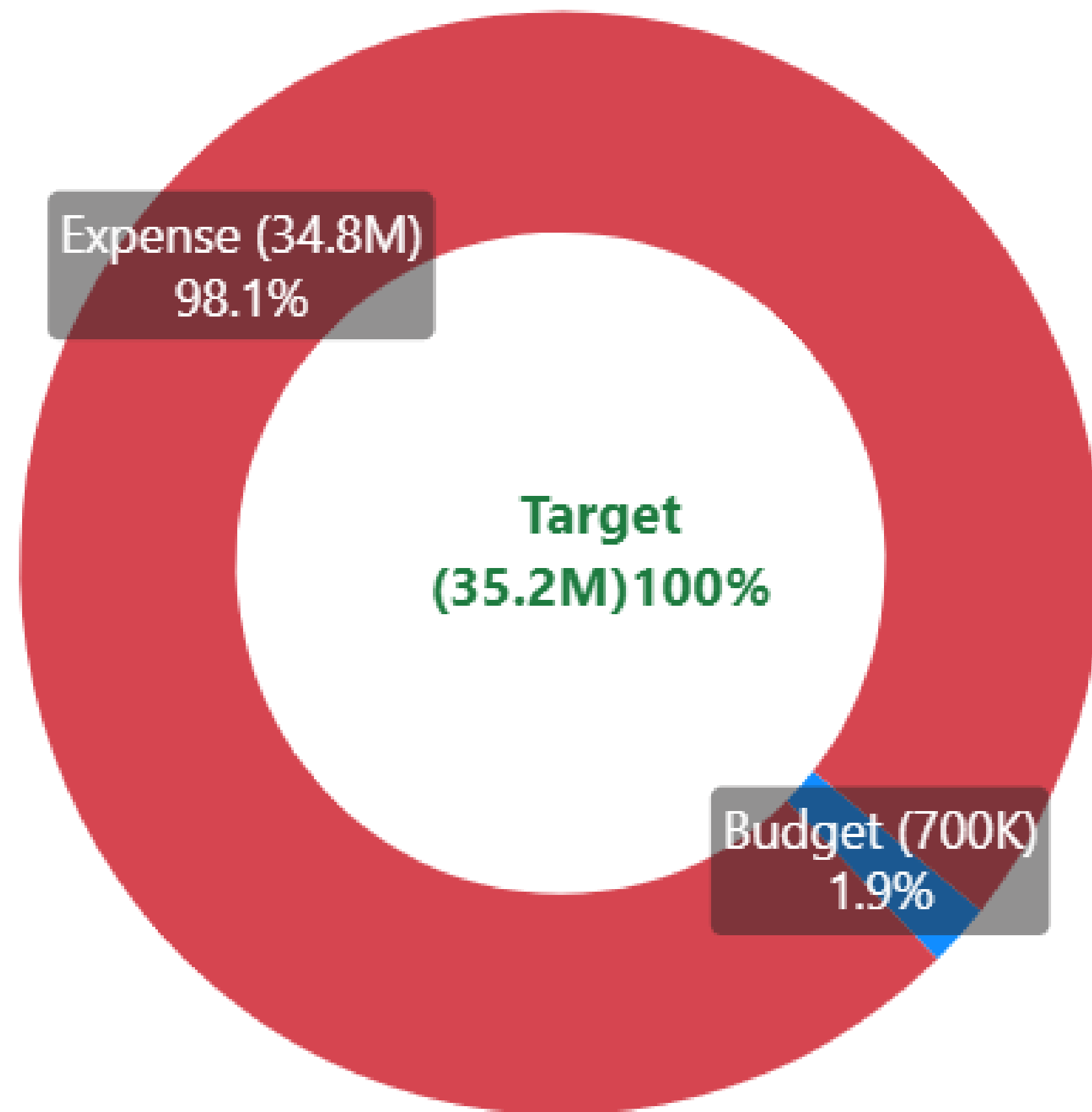


YEAR-END RESULTS:

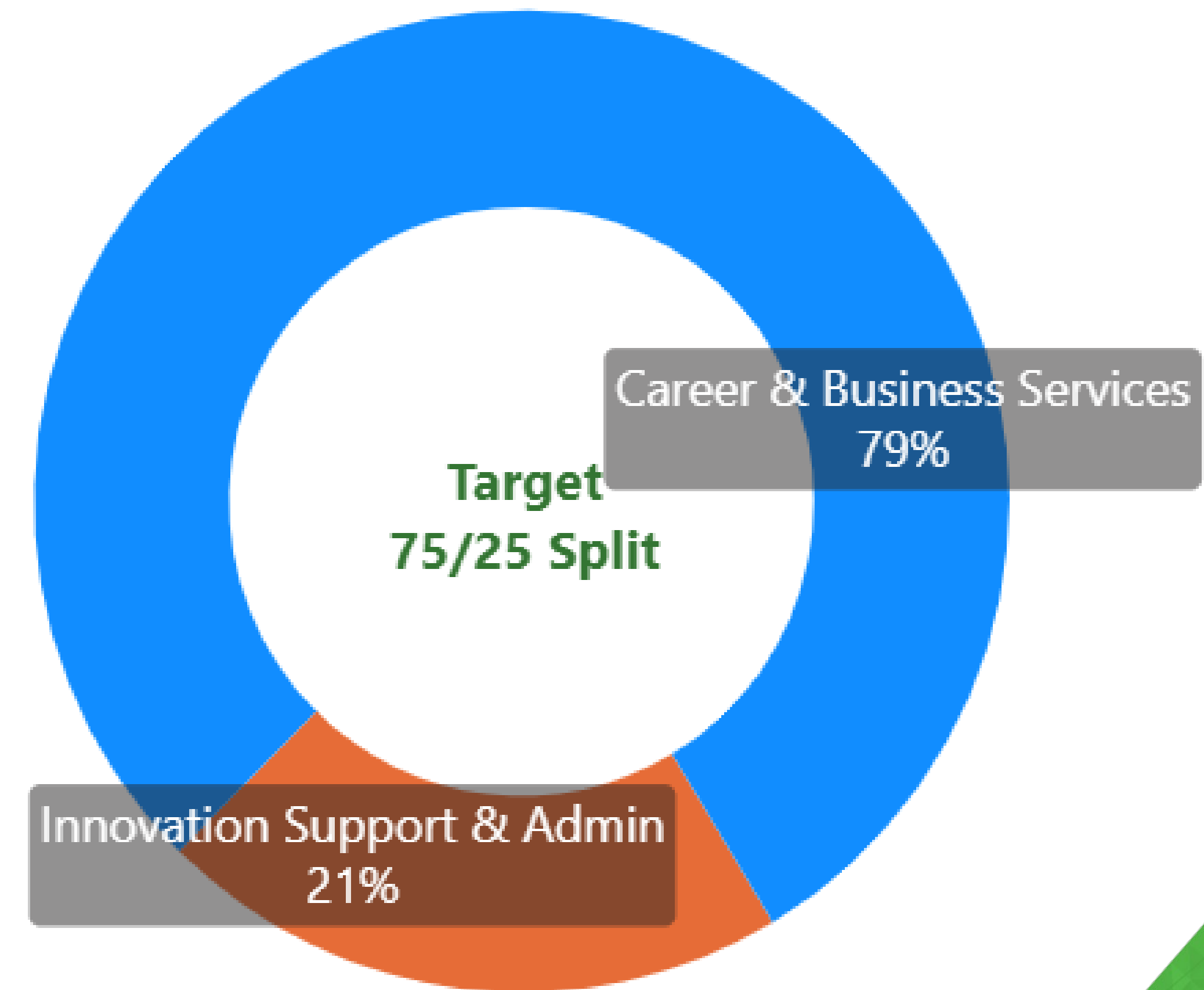
FY 2024-2025

BUDGET VS ACTUAL

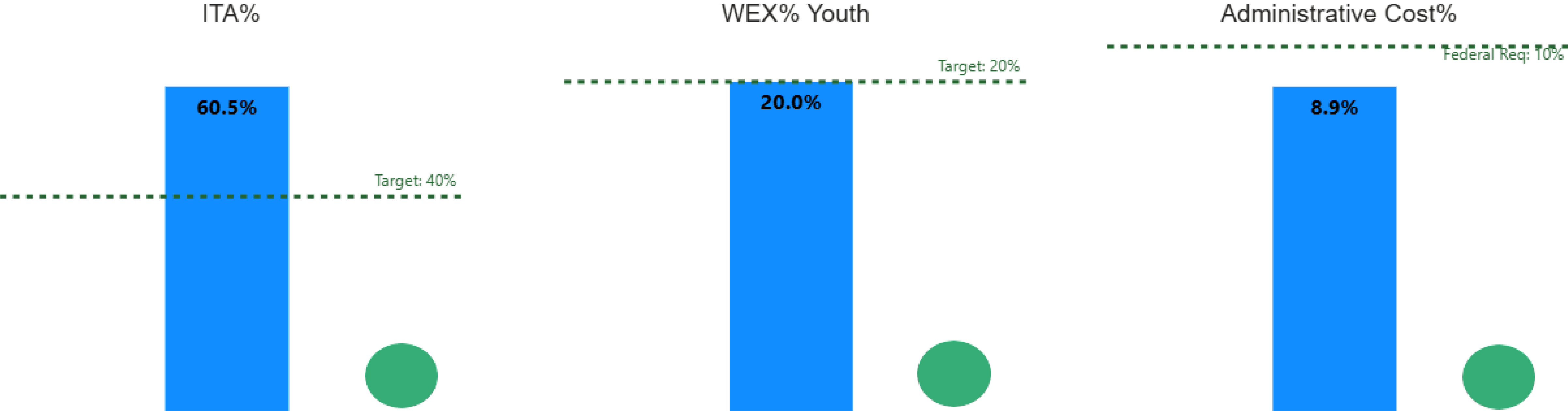
BUDGET VS ACTUAL EXPENSES



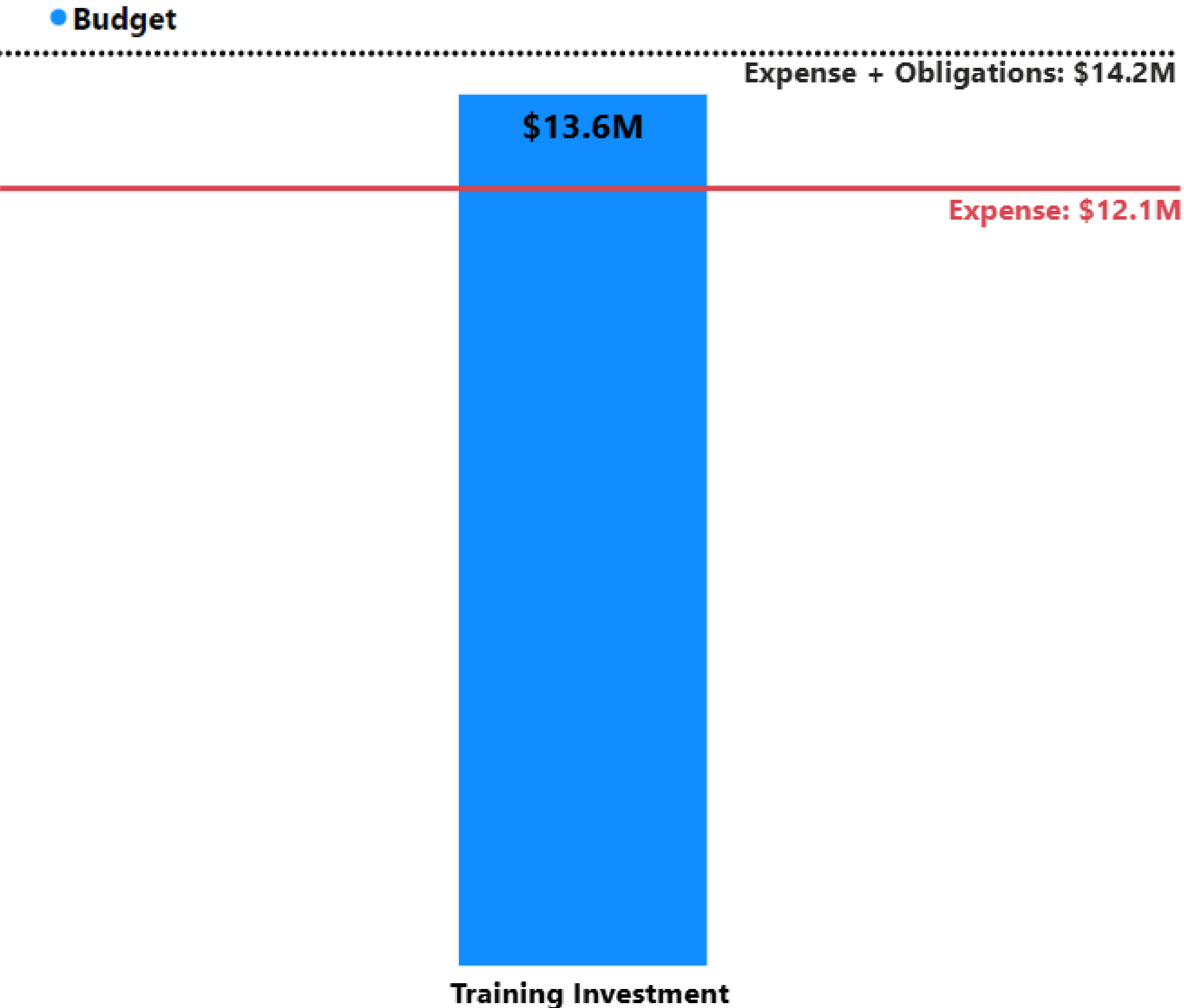
BUDGET OPERATIONS/SUPPORT



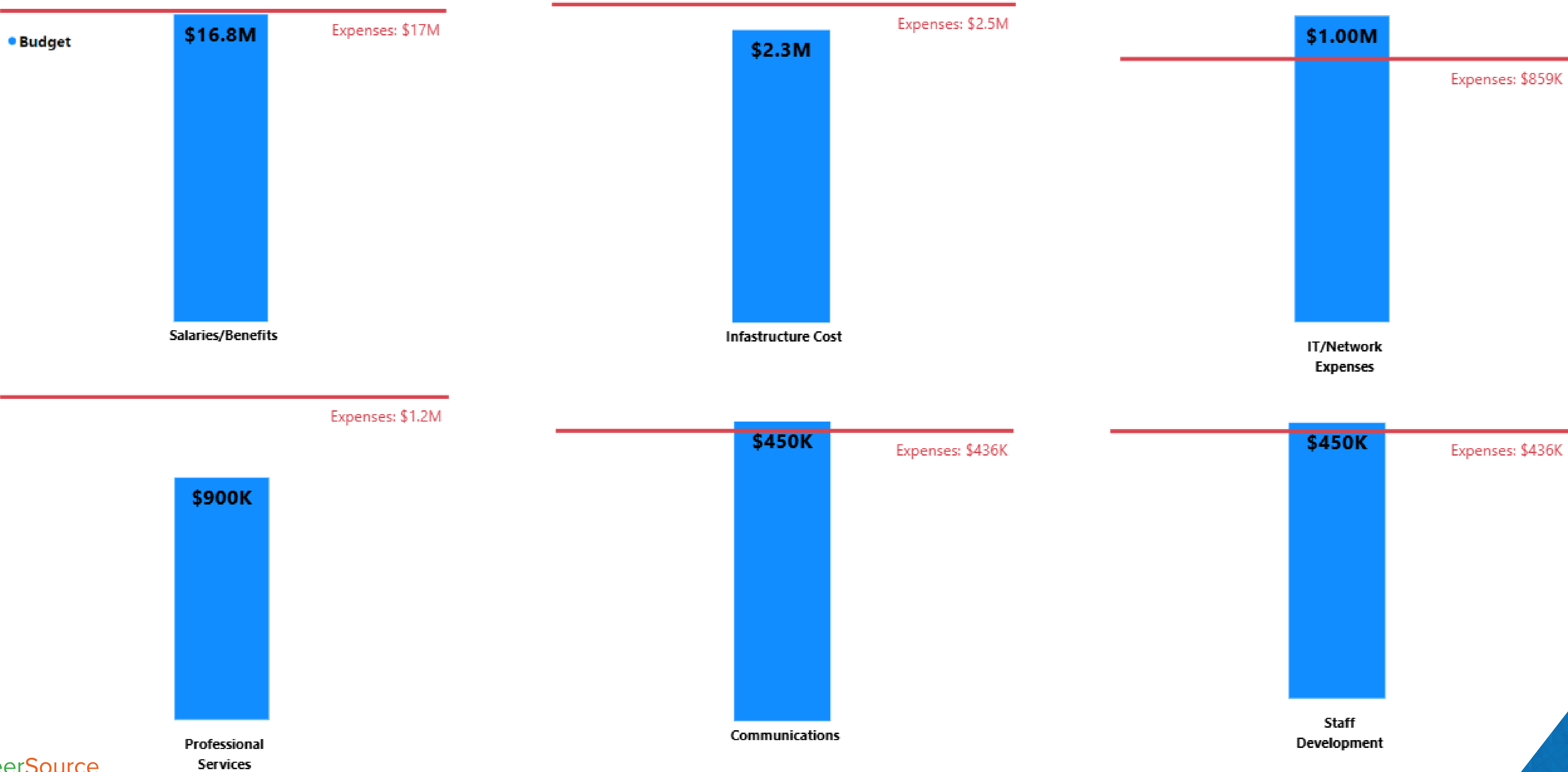
BUDGET FEDERAL/STATE REQUIREMENTS



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

Funding Sources	CY	PY	\$	%
	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	PY	\$	%
		Expenditures	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%

BUDGET ADJUSTMENTS: FY 2025-2026



Fiscal Year 2025/26 Budget Adjustment

Funding Sources		Original Revenue	Adjusted Revenue		
Carry In Funds From FY 24 - 25		10,185,123	10,549,677		
FY 25 - 26 Award		23,289,598	22,839,598		
Award Total - Available Funds		33,474,721	33,389,275		
LESS planned Carryover For FY 26 - 27		(3,474,721)	(3,389,275)		
Total Available Funds Budgeted		30,000,000	30,000,000	\$ 0	0.0%
		Current Budget	Proposed Revised Budget		
Expenditure Category					
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	-	
IT Cost/Network Expenses		900,000	900,000	-	
Staff Development & Capacity Building		350,000	350,000	-	
EXPENDITURES		30,000,000	30,000,000	-	0.0%

PROCUREMENTS:

- **2026 Summer Youth Programs**
- **Work Transition Program**
- **One-Stop Operator**



MEMO

Prepared for: CSCF Finance Committee
From: Leo Alvarez
Subject: Summary of current open Requests for Proposals (RFPs)
Date: 09/03/2025

Background: This memo provides the Finance Committee with a summary of current open Requests for Proposals (RFPs). All items have been incorporated into CSCF’s FY2025–26 budget. Final recommendations will be presented to the Career Services Committee and the Board of Directors at their September 2025 meetings.

Summary of Open RFPs

1. 2026 Summer Youth Programs RFP

This RFP seeks proposals for CSCF’s 2026 Summer Youth Program across the five-county region (Lake, Orange, Osceola, Seminole, and Sumter). The program includes three tracks—Explore, Engage, and Experience—and is designed to serve over 1,500 youth ages 14–19.

- Release Date: July 30, 2025
- Proposal Due Date: August 22, 2025
- Review Dates: August 27–28, 2025
- Review Team: Requires Board member participation
- Estimated Budget: \$1.5M

2. Work Transition Program (WTP) RFP

This RFP invites proposals for the Work Transition Program, which supports individuals facing barriers to employment through structured, paid work experiences and wraparound services. Key program elements include:

- Paid Employment: 12-week placements at ≥\$13/hour
- Training & Support: Job readiness workshops, workplace coaching, financial literacy
- Program Goals: ≥70% job placement rate; 50% TANF non-reengagement

Service providers will deliver program components and provide regular performance reports.

- Release Date: July 30, 2025
- Proposal Due Date: August 22, 2025
- Review Date: August 29, 2025
- Review Team: Requires Board member participation
- Estimated Budget: \$250K – \$750K



3. One-Stop Operator RFP

This procurement, led by CareerSource Research Coast (CSRC) on behalf of CSCF, seeks proposals for the role of One-Stop Operator. Responsibilities include:

- MOU Management: Ensure compliance and coordination with mandatory partners
- System Improvement: Facilitate collaboration, evaluate accessibility, and recommend enhancements

CSCF intends to submit a proposal for this RFP. If awarded, CSCF will seek a waiver from Florida Commerce to bring One-Stop Services in-house.

- Release Date: August 1, 2025
- Proposal Due Date: August 22, 2025
- Review Dates: August 25–29, 2025
- Review & Award: Conducted by CSRC
- Estimated Budget: \$20K

[RETURN TO AGENDA](#)



FACILITIES UPDATE



ACTION MEMO

Prepared for: CSCF Finance Committee
From: CSCF Facilities Ad-Hoc Committee
Subject: Facilities Update
Date: 09/03/2025

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 three hubs and plans to open an additional three by June 2026.

Action Item 1: Facilities Ad Hoc Committee recommends that the Finance Committee approve to move forward 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: Facilities Ad Hoc Committee recommends that the Finance Committee approve to move forward 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



Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information/
Discussion/
Action Items

Other Business

Adjournment

OTHER BUSINESS



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