



DRAFT
Career Services Committee Meeting
Thursday, November 16, 2023, 3:00 p.m.
MINUTES

MEMBERS PRESENT: Andrew Albu, Sean Donnelly, Casey Ferguson, Mark Havard, Molly Kostenbauder, and Snak Nakagawa

MEMBERS ABSENT: Kristin Gray, Karen Hogans, Ed James, Ben Larry and Maria Vazquez

STAFF PRESENT: Nilda Blanco, Tadar Muhammad, Marcela DeFaria, Fabia Diaz, Christine Jolliff and Kaz Kasal

GUESTS PRESENT: Jonathan Schaefer

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Albu, Committee Chair, called meeting to order at 3:02 p.m. Mr. Albu welcomed Mr. Jonathan Schaefer, with Kalos Services, Inc. who attended as a guest.	
2	Roll Call / Establishment of Quorum Ms. Kasal reported a quorum present.	
3	Public Comment None offered.	
4	Approval of Minutes <ul style="list-style-type: none"> Reviewed draft minutes from 9/14/23 Career Services Committee meeting (attachment). 	Mr. Ferguson made a motion to approve the minutes from the 9/14/23 Career Services Committee meeting. Mr. Nakagawa seconded; motion passed unanimously.
5	Information / Discussion / Action Items <u>Scorecard – 1st Quarter</u> <ul style="list-style-type: none"> Reviewed scorecard through 1st quarter (7/1/23 thru 9/30/23) (attachment). <u>Training Investment Priorities</u> <ul style="list-style-type: none"> Reviewed current training investments by industry and discussed ways to prioritize remaining resources (attachment). <p>Committee feedback:</p> <ul style="list-style-type: none"> Invest where we are having the most success, rank by placement rate Include opportunities for culinary; there is a need across industries: hotels, hospitals, schools etc. Invest in training of jobs that will help create more jobs Focus on places most successful in putting people in jobs Look at cost per person vs. impact getting a job Look at real time data and 6 months out Look at job turnover rates <p>Staff will reference above feedback in development of a ranking system.</p>	Mr. Havard made a motion to approve, for Board's final approval, allowing staff to prioritize remaining training resources by creating a ranking system based on investment percentages to date. Mr. Nakagawa seconded; motion passed unanimously.

	<p>Approval of JATC</p> <ul style="list-style-type: none"> Reviewed partnership and MOU (Memorandum of Understanding) between CareerSource Central Florida and Central Florida Electrical Joint Apprenticeship Training Committee, an organization that supports the talent needs for electricians in the region (attachment). <p>New Provider Applications</p> <ul style="list-style-type: none"> Reviewed process, eligibility requirements and staff recommendations of the new training providers to be added to Eligible Training Providers List (attachment). <p>Summer Youth Employment Update</p> <ul style="list-style-type: none"> Reviewed the performance results from the 2023 Summer Youth Employment Program (attachment). Reviewed timeline for 2024 Summer Youth Employment Program and modifications to improve outcomes to include a controlled enrollment application and having one term/8 weeks vs. two terms (attachment). 	<p>Mr. Ferguson made a motion to approve, for Board's final approval, the MOU Agreement between CareerSource Central Florida (CSCF) and Central Florida Electrical Joint Apprenticeship Training Committee (JATC) Mr. Havard seconded, with Mr. Donnelly abstaining; motion passed.</p> <p>Mr. Nakagawa made a motion, for Board's final approval, to approve the following new providers, as presented, for 1-year initial eligibility. Mr. Ferguson seconded; motion passed unanimously.</p>
6	<p>Other Business</p> <ul style="list-style-type: none"> Next Board Meeting is occurring on Friday, December 15, 2023 at Orlando Economic Partnership. 	
7	<p>Adjournment Meeting adjourned at 4:16 p.m.</p>	

Respectfully submitted,

Kaz Kasal
Executive Board Coordinator

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Donnelly, Sean		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Central Florida / Career Services Committee	
MAILING ADDRESS Central Florida JATC, 2738 Forsyth Road		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Winter Park	COUNTY Orange	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 11/16/23		NAME OF POLITICAL SUBDIVISION:	
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Sean Donnelly, hereby disclose that on November 16, 20 23 :

(a) A measure came or will come before my agency which (check one or more)


- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____ ;
- ☐ inured to the special gain or loss of my relative, _____ ;
- ☐ inured to the special gain or loss of Central Florida JATC (dba Electrical Training Alliance of Central Florida), by whom I am retained; or
- ☐ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

The Career Services Committee voted to approve "Approval of JATC" (Agenda Item 5C). As Director of Central Florida JATC (dba Electrical Training Alliance of Central Florida), I would not benefit personally but my employer, Central Florida JATC (dba Electrical Training Alliance of Central Florida), could benefit, pending CSCF Board approval.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

11/16/23
Date Filed


Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.