



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



	<p><u>Approval of JATC</u></p> <ul style="list-style-type: none"> <li>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).</li> </ul> <p><u>New Provider Applications</u></p> <ul style="list-style-type: none"> <li>Reviewed process, eligibility requirements and staff recommendations of the new training providers to be added to Eligible Training Providers List (attachment).</li> </ul> <p><u>Summer Youth Employment Update</u></p> <ul style="list-style-type: none"> <li>Reviewed the performance results from the 2023 Summer Youth Employment Program (attachment).</li> <li>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).</li> </ul>	<p><b>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.</b></p> <p><b>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.</b></p>
6	<p><u>Other Business</u></p> <ul style="list-style-type: none"> <li>Next Board Meeting is occurring on Friday, December 15, 2023 at Orlando Economic Partnership.</li> </ul>	
7	<p><b>Adjournment</b> Meeting adjourned at 4:16 p.m.</p>	

Respectfully submitted,

Kaz Kasal  
Executive Board Coordinator



**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.