



**DRAFT**  
**Career Services Committee Meeting**  
**Thursday, November 17, 2022**  
**3:00 p.m.**  
**MINUTES**

**MEMBERS PRESENT:** Andrew Abu, Amy Albee-Levine, Sean Donnelly, Jessie Dzierney-Lukash and Maria Vazquez

**MEMBERS ABSENT:** Mark Havard, Ed James and Michelle Sperzel

**STAFF PRESENT:** Nilda Blanco, Pam Nabors, Lorri Shaban, Andrea Wesser-Brawner, Ken Apana and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Mr. Abu, Committee Chair, called meeting to order at 3:01 p.m.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal reported a quorum present.	
3	<b>Public Comment</b> None offered.	
4	<b>Approval of Minutes</b> <ul style="list-style-type: none"> <li>• Reviewed draft minutes from 9/15/22 Career Services Committee meeting (attachment).</li> </ul>	<b>Ms. Dzierney-Lukash made a motion to approve the minutes from the 9/15/22 Career Services Committee meeting. Dr. Albee-Levine seconded; motion passed unanimously.</b>
5	<b>Information / Discussion / Action Items</b> <u>Scorecard – 1<sup>st</sup> Quarter</u> <ul style="list-style-type: none"> <li>• Reviewed scorecard for 1<sup>st</sup> Quarter, 7/1/22 thru 9/30/22 (attachment)</li> </ul> <u>Summer Youth Program 2022-2023</u> <ul style="list-style-type: none"> <li>• Reviewed mission and goals for the 2022-2023 Summer Youth Program and details of each of the Explore, Engage and Experience programs (attachment).</li> </ul> <u>Summer Explorer Program Recommendations</u> <ul style="list-style-type: none"> <li>- Reviewed action memo on RFP (Request for Proposals) solicitation and evaluation process on Explorer programming for 2022-2023 Summer Youth Employment Program (SYEP). The review committee on this RFP, which included Board Member Ms. Dzierney-Lukash, recommends that staff be granted the approval to negotiate with the six proposers as presented on memo (attachment).</li> </ul>	<b>Mr. Donnelly made a motion for Board's final approval to allow CSCF staff to negotiate with the six providers, as presented, to offer Explorer programming options not to exceed a budget of \$700K. Dr. Albee-Levine seconded, with Dr. Vazquez abstaining; motion passed.</b>

	<p><u>Summer Engage Program Recommendations</u></p> <ul style="list-style-type: none"> <li>- Reviewed action memo on RFP (Request for Proposals) solicitation and evaluation process on Engage programming for 2022-2023 Summer Youth Employment Program (SYEP). The review committee on this RFP, which included Board Member Gui Cunha, recommends that staff be granted the approval to negotiate with the top six proposers as presented on memo (attachment).</li> </ul> <p><u>New Training Provider Recommendations</u></p> <ul style="list-style-type: none"> <li>• Reviewed Department of Economic Opportunity’s requirements that eligible training providers must meet (attachment).</li> <li>• Reviewed staff recommendations on new training providers (attachment)</li> </ul> <p><u>Level Up Orange Update</u></p> <ul style="list-style-type: none"> <li>• Reviewed activities and contract outcomes through 10/31/22 on Level Up Orange (attachment).</li> </ul>	<p><b>Ms. Dzorney-Lukash made a motion for Board’s final approval to allow CSCF staff to negotiate with the top six providers, as presented, to offer Engage programming not to exceed a budget of \$700K. Mr. Donnelly seconded; motion passed unanimously.</b></p> <p><b>Dr. Vazquez made a motion to forward for Board’s approval the new training providers, as presented, based on eligibility requirements and local demand. Dr. Albee-Levine seconded; motion passed unanimously.</b></p>
6	<p><u>Other Business</u></p> <ul style="list-style-type: none"> <li>• Ms. Blanco requested feedback from Committee on what concierge customer service looked like based on their experiences as employers.</li> </ul> <p>Committee Feedback:</p> <ul style="list-style-type: none"> <li>- Option for Spanish-speaking customers readily be able to communicate in Spanish</li> <li>- Encourage customers to post on Google review. Also, CSCF reply to Google reviews</li> <li>- On-demand services, chat function on website (also have pre-loaded responses for frequently asked questions)</li> <li>- Important qualities: all-inclusive, available, easily accessible, quick responsiveness, deliver what is needed promptly</li> <li>- Important demeanor: helpful, non-judgmental, empathetic, calm, total focus/really listening to customer</li> </ul>	
7	<p><b>Adjournment</b> Meeting adjourned at 4:18 p.m.</p>	



Respectfully submitted,

Kaz Kasal  
Executive Coordinator

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

LAST NAME—FIRST NAME—MIDDLE NAME <b>Vazquez, Maria</b>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <b>CareerSource Central Florida / Career Services Committee</b>
MAILING ADDRESS <b>Orange County Public Schools, 445 W. Amelia Street</b>	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
CITY <b>Orlando</b>	COUNTY <b>Orange</b>
DATE ON WHICH VOTE OCCURRED <b>11/17/22</b>	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, Dr. Maria Vazquez, hereby disclose that on November 17, 20 22 :

(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 Orange County Public Schools, 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 "Summer Explorer Program Recommendations" (Agenda Item 5B 1). As Superintendent of Orange County Public Schools, I would not benefit personally but my employer, Orange County Public Schools, 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.

NOV 28, 2022  
Date Filed

*Maria J. Vazquez*  
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.