



DRAFT
Career Services Committee Meeting
Tuesday, April 22, 2025, 1:30 p.m.
MINUTES

MEMBERS PRESENT: Andrew Albu, Sean Donnelly, Casey Ferguson, Mark Havard, Karen Hogans, Molly Kostenbauder, Chris Pascal, Brinkley Ruffin, Jonathan Schaefer and Richard Watford

MEMBERS ABSENT: Ben Larry and Maria Vazquez

STAFF PRESENT: Tadar Muhammad, Nilda Blanco, Gina Ronokarijo, Vince Bruno and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome <ul style="list-style-type: none"> Mr. Albu, Committee Chair, called the meeting to order at 1:31 p.m. 	
2	Roll Call / Establishment of Quorum <ul style="list-style-type: none"> Ms. Kasal reported a quorum was present. 	
3	Public Comment <ul style="list-style-type: none"> None offered. 	
4	Approval of Minutes <ul style="list-style-type: none"> Reviewed minutes from the 2/13/25 Career Services Committee meeting (attachment). 	Mr. Havard made a motion to approve the minutes from the 2/13/25 Career Services Committee meeting. Mr. Watford seconded; motion passed unanimously.
5	Action Items / Discussion / Information <u>Action Items:</u> <ul style="list-style-type: none"> <u>New Training Providers for PY 2025-2026</u> Reviewed four training providers that staff recommend be included in the local Eligible Training Provider List (attachment). These providers have been approved by the State and meet CSCF's local criteria. <u>Discussion Items:</u> <ul style="list-style-type: none"> <u>Internship Process (attachment)</u> Reviewed CSCF's work experience / internship program which provides valuable hands-on experience at an employer's location to help job seekers gain employability skills. Reviewed the program's processes, outcomes and impact. <u>Committee Feedback:</u> <ul style="list-style-type: none"> Timeliness could be quicker, it can take 2 weeks for intern's background check with the employer of record vendor. This can be a burden to the employer, especially smaller companies when business has to be quick. Show success rate from intern to employment – this is important for larger companies to see. CSCF needs to understand when a company is more 	Mr. Schaefer made a motion to approve the four training providers, as listed below and as detailed on attachment, to be added to the PY 2025-2026 Eligible Training Provider List (ETPL). Mr. Donnelly seconded; motion passed unanimously. <u>Recommended 4 Training Providers:</u> <ul style="list-style-type: none"> 160 Driving Academy –Orlando (CDL –Trade & Logistics) Dental Assisting Institute –Orlando (Dental Assisting –Healthcare) Orlando School of Nursing (Medical Assistant, Practical Nursing – Healthcare) Coding Clarified Academy (Medical Coding –Healthcare, Online)

<p>available for interns. During the year there are times or seasons when a company is too busy to train interns.</p> <ul style="list-style-type: none"> - CSCF should match interns with the specific criteria companies are looking for and weed out any barriers (i.e. transportation issues) before sending to employer. <ul style="list-style-type: none"> • <u>Young Adult Program Review (attachment)</u> Reviewed CSCF's three youth programs: 1) Summer Youth 2) Year-Round Youth 3) High School Career Express (HSCE) Both Summer Youth and HSCE have shown a substantial increase in participants in 2024 vs. 2023. Year-round youth is relatively stable in previous years, with only a slight increase in 2024. <p><u>Committee feedback:</u></p> <ul style="list-style-type: none"> - When youth go through a program, do they go into that field – what is the success rate of this? How to better track with high school youth? - What occupations align with youth's interest. Xello is a free platform that offers elementary to high school students self-discovery, exploration, goal setting, and the creation of personalized plans for a variety of post-secondary pathways. - Military has a similar platform that perhaps CSCF could get access to. <ul style="list-style-type: none"> • <u>CSCF Scorecard PY 2024-2025 Q3</u> Reviewed results through 3rd Quarter scorecard, 7/1/24 thru 3/31/25 (attachment). To note: the number of individuals receiving services and training is under goal, but this is a trend across the state. CSCF is actually number 2 with this goal in the state. CSCF will continue to focus on increasing this number. <ul style="list-style-type: none"> • <u>Customer Satisfaction</u> Reviewed CSCF customer satisfaction results for time period 7/1/24 thru 4/4/25; the feedback included areas needing improvement (attachment). Received an Overall Customer Satisfaction rating of 9.0% (based on 1 out of 10 scale). <ul style="list-style-type: none"> • <u>Central Florida Demand Occupations Outlook (attachment)</u> Reviewed an economic snapshot of Central Florida's employment, labor force, median household income as well as top industries in the area. Also reviewed sectors showing best job growth and highest average wages. <ul style="list-style-type: none"> • <u>Training Investment Priorities (attachment)</u> With a focus on STEM occupations and hospitality careers, staff are digging into occupational clusters within industries to determine which are the growing occupations with good pay to encourage job seekers towards these careers. More data to come for Committee's further review and input. 	<p><i>Staff to pull customer satisfaction results on Sumterville satellite location.</i></p>
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	<p><u>Information Items:</u></p> <ul style="list-style-type: none"> • <u>Workforce Operations</u> Reviewed program updates: <ul style="list-style-type: none"> - Summer Youth Updates: <ul style="list-style-type: none"> o Currently have 1,205 (of 1,500) students approved and on a track o Partnered again with Orange County for interested youth to explore public sector occupations. Now doing same format in Seminole County. o Partnership with NSF with a similar program as Orange and Seminole counties. o Employers, including this Committee, are welcomed to participate as host site for the summer youth interns. o All youth will receive financial literacy and get bank accounts, which all will receive payments via ACH. - Community Hubs: <ul style="list-style-type: none"> o Boys & Girls Club in Seminole County – providing space for CSCF services. o Valencia College – East Campus and Seminole State College are both providing space at their locations for CSCF services. o Staff to track outcomes on these community hubs. - Goodwill Pilot Overview & Update: <ul style="list-style-type: none"> o Contracted with Goodwill to provide 32 Welfare Transition (WT) customers an employment opportunity at Goodwill. So far, 9 have been onboarded with 2 of those offered employment. • <u>Strategic Initiatives Update</u> <ul style="list-style-type: none"> - <u>Education & Industry Consortium Update:</u> <ul style="list-style-type: none"> o A Consortium meeting is scheduled for May 2025. 	
6	<p><u>Other Business</u></p> <ul style="list-style-type: none"> • Sumter Student Hiring Fair 2025, occurring Friday, 5/9/25, from 9:30 a.m. to 12:30 pm. at Wildwood Middle School, 700 Huey Street, Wildwood FL (gymnasium). Space is limited to 48 employers. Ms. Kasal emailed out flyer to the Committee for more details. 	
7	<p>Adjournment Meeting adjourned at 2:57 p.m.</p>	

Respectfully submitted,

Kaz Kasal
Executive Board Coordinator