



CAREER SERVICES COMMITTEE MEETING

CareerSource Central Florida | 5/9/24

CareerSourceCentralFlorida.com



Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information/

Discussion/

Action Items

Other Business

Adjournment

What: Career Services Committee Meeting

When: Thursday, May 9, 2024
3:00 p.m. – 4:30 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/85756331849?pwd=KKbtQD9A2Dxy1eBP9u8K5a6SjWLePy.1>

Dial In: 1 (929) 205-6099 / Meeting ID: 857 5633 1849 / Passcode: 210577

- 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	Andrew Albu	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment		
4.	Approval of Minutes A. 2/15/24 Career Services Committee Meeting	Andrew Albu	X
5.	Information / Discussion / Action Items A. Review Performance Targets and Provide Insight to Ensure Investment and Goal Attainment 1) Scorecard – thru 3rd Quarter o Grant Updates B. RFP – One Stop Operator C. PY 24-25 Strategy Discussion 1) Industry Landscape & Future Growth 2) Sector Strategies 3) Young Adults 4) Career Services 5) Business Services D. Education and Industry Consortium Update		
6.	Other Business		
7.	Adjournment		



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WELCOME



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ROLL CALL



Meeting Details

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PUBLIC COMMENT



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APPROVAL OF MINUTES



DRAFT
 Career Services Committee Meeting
 Thursday, February 15, 2024, 3:00 p.m.
 MINUTES

MEMBERS PRESENT: Andrew Albu, Casey Ferguson, Mark Havard, Karen Hogans, Ed James, Molly Kostenbauder, Ben Larry, Snak Nakagawa, Jonathan Shaefer and Dr. Vazquez

MEMBERS ABSENT: Kristin Gray and Sean Donnelly

STAFF PRESENT: Nilda Blanco, Tadar Muhammad, Marcela DeFaria, Sean Masherella, Christine Jolliff and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Albu, Committee Chair, called the meeting to order at 3:03 p.m. Mr. Albu welcomed new board members Mr. Jonathan Schaefer, with Kalos Services and Casey Ferguson with Casey Ferguson Cattle LLC. Previously, Mr. Ferguson was serving as a non-board member on this committee.	
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 11/16/23 Career Services Committee meeting (attachment). 	Mr. Havard made a motion to approve the minutes from the 11/16/23 Career Services Committee meeting. Mr. Nakagawa seconded; motion passed unanimously.
5	Information / Discussion / Action Items <u>Scorecard – 2nd Quarter</u> <ul style="list-style-type: none"> Reviewed scorecard through 2nd quarter (7/1/23 <u>thru</u> 12/31/23) (attachment). <u>Update – Training Investments PY 23-24</u> <ul style="list-style-type: none"> Reviewed update on training investment activities and by industry. Discussed strategies and where to prioritize remaining resources (attachment). <u>Feedback:</u> <ul style="list-style-type: none"> It is important to change strategy to business alignment first and occupations in demand to keep current with employer needs. CSCF should proactively promote career awareness of demand occupations. CSCF could consider funding partners that can support customers and meet employer needs to expand <u>reach</u>. <u>Continue</u> to focus and increase awareness on STEM careers is good. CSCF should take a deeper dive with career seekers to assess if they are a good match <u>to</u> the job for the long term. <ul style="list-style-type: none"> Provide personality testing – does temperament and value-set fit 	<i>Staff to provide an update on programs that are closing at next meeting.</i> <i>Staff to present recommendations on training strategies for <u>next</u> PY at the next meeting.</i>



<p>for job?</p> <ul style="list-style-type: none"> o Assessments – do they have the aptitude for the job? o Education background o Include Scenario Assessment o More focus on interviewing skills and behavior-based interviewing o Dress for job o Check with State on Xello application used by CTE programs. <p><u>Summer Youth Employment Program</u></p> <ul style="list-style-type: none"> • Reviewed 2024 Summer Youth Employment Programming Tracks: Explore, Engage and Experience, with each track for specific age group. Also reviewed target enrollments per track (attachment). • Application period to close by 4/1/24. <p>1. <u>Providers Recommendations for Approval</u> Reviewed action memo with staff recommendation to renew contracts of the program provider vendors, as listed in memo, from last program year.</p> <p><u>Federal Performance Update</u></p> <ul style="list-style-type: none"> • Reviewed Federal Indicators of Performance for 4th quarter of PY 2022-2023 and 1st quarter of PY 2023-2024, actual vs. goal. • Reviewed monitoring results for PY 2022-2023 (attachment). 	<p>Mr. Schaefer made a motion to approve, for Board’s final approval, renewal of contracts with program provider vendors, as listed on “Explore Program” chart of action memo, with budget not to exceed \$485,000. Mr. James seconded, with Dr. Kostenbauder and Dr. Vazquez abstaining; motion passed.</p> <p>Mr. Ferguson made a motion to approve, for Board’s final approval, renewal of contracts with program provider vendors, as listed on “Engage Program” chart of action memo, with budget not to exceed \$448,000. Dr. Vazquez seconded; motion passed</p>
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	<u>Grant Updates</u> <ul style="list-style-type: none"> Reviewed an update on grants awarded and duration of grant (attachment). 	
6	<u>Other Business</u> <ul style="list-style-type: none"> None. 	
7	Adjournment Meeting adjourned at 4:32 p.m.	

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 Kostenbauder, Molly		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Central Florida / Career Services Committee	
MAILING ADDRESS 100 Weldon Blvd.		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Sanford	COUNTY Seminole	<input type="checkbox"/> CITY	<input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED 2/15/24		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. Molly Kostenbauder, hereby disclose that on February 15, 2024 :

(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 Seminole State College, 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 "2024 Summer Youth Employment Program, Provider Recommendations for Approval - Explore Program" (Agenda Item 5C 1). As Associate Vice President for the School of Business, Health, and Public Safety, I would not benefit personally but my employer, Seminole State College, 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.

2/15/24
Date Filed

Molly Kostenbauder
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.



FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS	
LAST NAME—FIRST NAME—MIDDLE NAME Vazquez, Maria	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Central Florida / Career Services Committee
MAILING ADDRESS 445 W. Amelia Street	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 Orlando	COUNTY Orange
DATE ON WHICH VOTE OCCURRED 2/15/24	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.

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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:

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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.

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DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Dr. Maria Vazquez, hereby disclose that on February 15, 2024 :

(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/Orange Technical College, 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 "2024 Summer Youth Employment Program, Provider Recommendations for Approval - Explore Program" (Agenda Item 5C 1). As Superintendent of Orange County Public Schools (OCPS), I would not benefit personally but my employer, OCPS, 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.

2.15.24
Date Filed

Dr. Maria Vazquez
Signature

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INFORMATION/ DISCUSSION/ ACTION ITEMS



COMMITTEE CHARTER

Career Services Committee Charter

The Career Services Committee reports to the Board of Directors and is charged with overseeing the organizations Operations plan through:

- Establishment of annual budget targets for investment of training resources
- Set and assess Board performance targets for talent solutions and talent acquisition strategies in targeted sectors and assess career seeker satisfaction with CSCF service delivery.
- Review and approve scholarship training providers and programs in alignment with targeted sectors.
- Set and assess performance targets for young adult career pathways including both summer and year-round service delivery.

[RETURN TO AGENDA](#)





SCORECARD

3RD QUARTER

SCORECARD

**CAREER
SEEKERS
ENGAGED**

36,535

91%

Percent of 40,000
Target Goal

**CAREER
SEEKERS
SERVED**

22,720*

114%

Percent of 20,000
Target Goal

**CAREER
SEEKERS
RECEIVING
TRAINING**

1,830

61%

Percent of 3,000
Target Goal

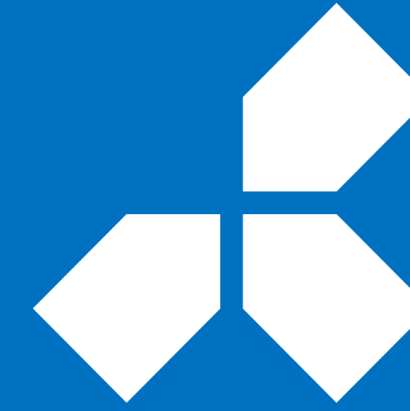
*** Served 62% of Career Seekers Engaged**

5,172



86%
Percent of 6,000
Target Goal

**INDIVIDUALS PLACED
IN EMPLOYMENT**



CAREER SEEKER AVERAGE WAGE

>\$18.00

Average Wage
Target Goal

\$18.28

SCORECARD

**BUSINESS
RELATIONSHIPS**

2,774

69%

Percent of 4,000
Target Goal

INDIVIDUALS INTERVIEWED VS HIRED



[RETURN TO AGENDA](#)



ONE STOP OPERATOR REQUEST FOR PROPOSAL



ONE STOP OPERATOR RFP

OVERVIEW:

- A One Stop Operator is required to facilitate partnerships with mandatory partners
- Responsible for facilitating mandatory partners - Adult Education, Senior Employment Services, Community Service Block Grant, Migrant Seasonal Farmworkers, Vocational Rehabilitation, and Blind Services

PROCESS:

- Issued an RFP on April 15, 2024
- Questions due May 1st
- RFP due May 15, 2024
- RFP Review Team to meet May 20, 2024, at 9:00 a.m., CSCF Administrative Offices – ***Volunteer Opportunity***
- Recommendation to Career Services Committee May 23, 2024



CENTRAL FLORIDA DEMAND INDUSTRIES AND OCCUPATIONS 2024-2029

DEMOGRAPHIC SNAPSHOT



POPULATION (SEP 2023)
2,969,498



TOTAL REGIONAL EMPLOYMENT (FEB 2024)
1,516,400

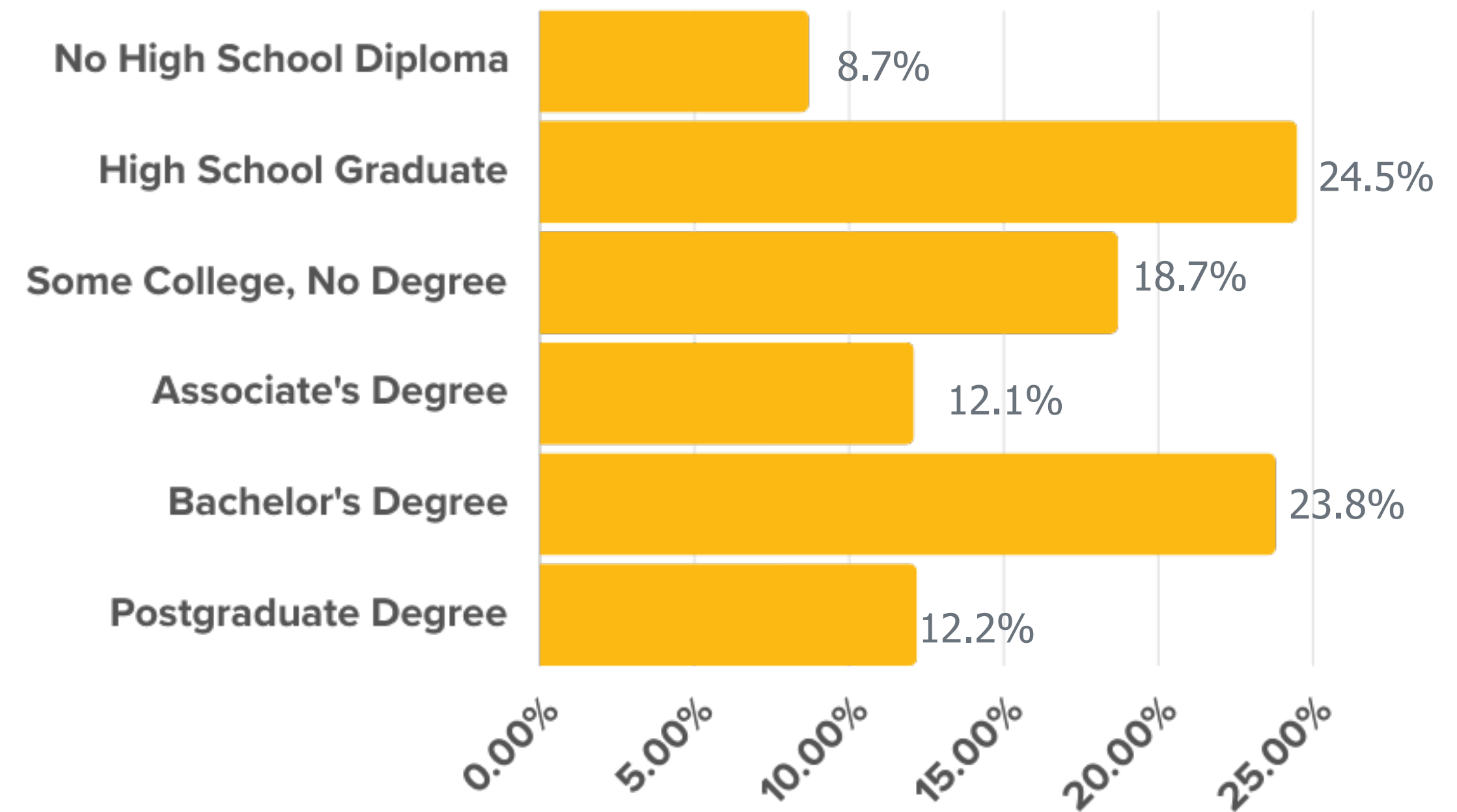


MEDIAN HOUSEHOLD INCOME
\$71.8K

Source: [JobsEQ®](#)



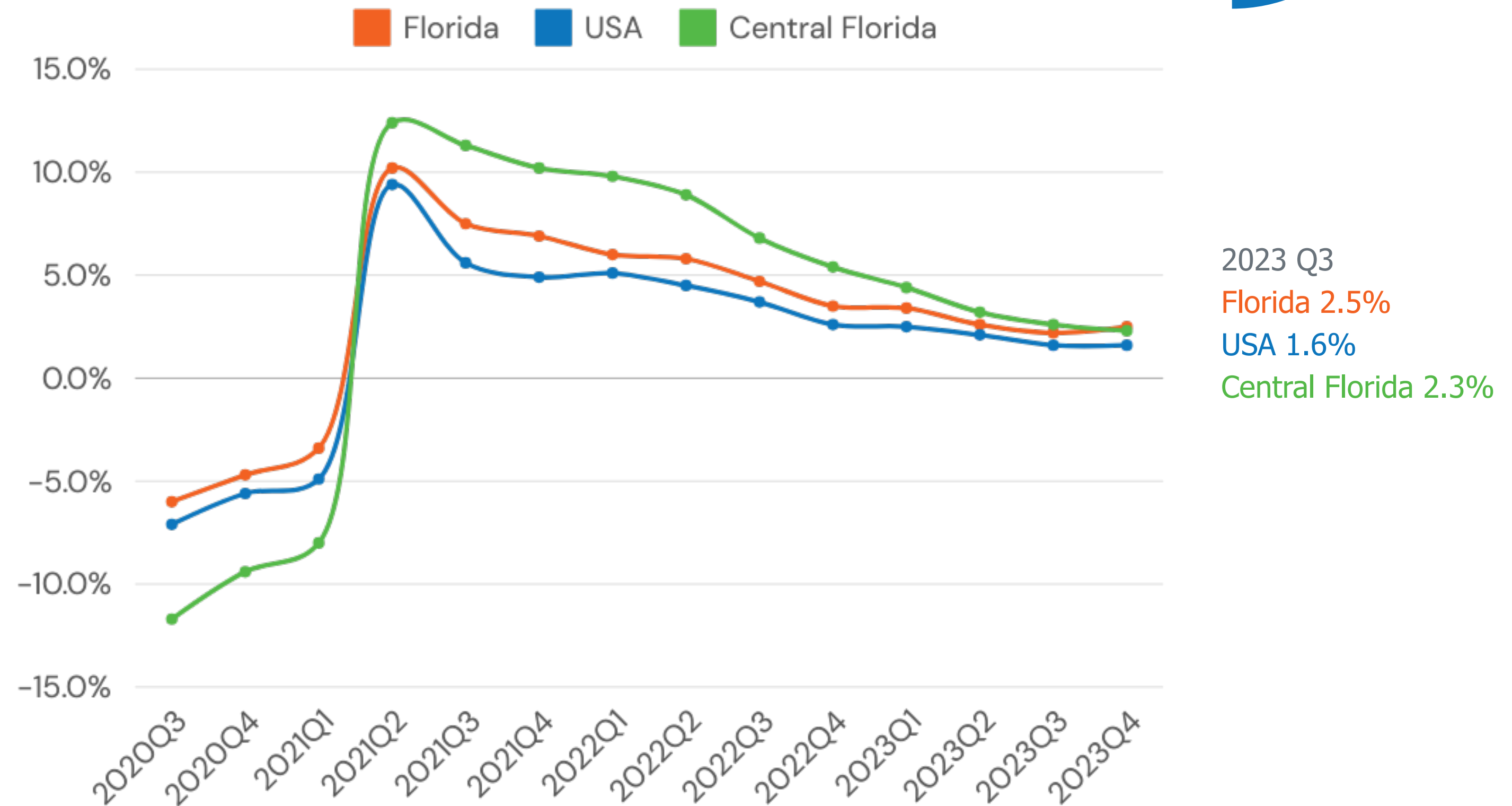
EDUCATIONAL ATTAINMENT



EMPLOYMENT TRENDS

- In February 2024, nonagricultural employment in Central Florida was **1,516,400**.
- The region has a civilian labor force of 1,515,823, with a **participation rate of 62.3% (January 2024)**. **Decreased 1.0%** over the year.
- From 2018 to 2023, jobs increased by **9.8%** in Central Florida from 1,401,877 to 1,539,221.
- Over the year ending 2023Q3, employment increased **2.6%** in the region.

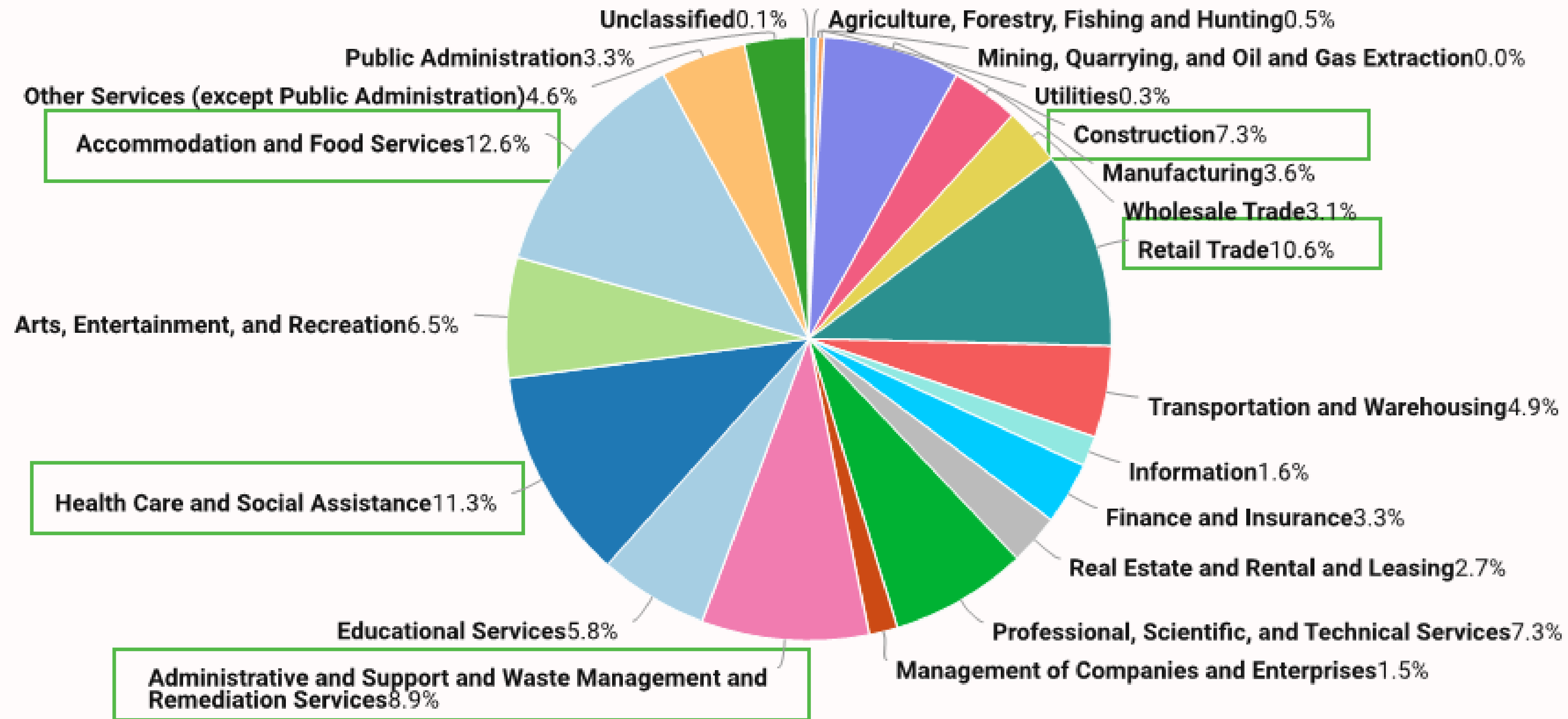
Employment YOY% Change



Source: [JobsEQ®](#) ; Lightcast
 Florida Department of Commerce, Bureau of Workforce Statistics and Economic Research

INDUSTRY SNAPSHOT

Total Employment in Central Florida: 1,516,400



Source: JobsEQ® Data as of 2023Q4

Source: [JobsEQ®](#)

5-YEAR INDUSTRY PROJECTION

Estimated Net New Jobs
121K

Local Growth All Industries
1.6% vs. 1.2% State

Top 10 Industries by Volume

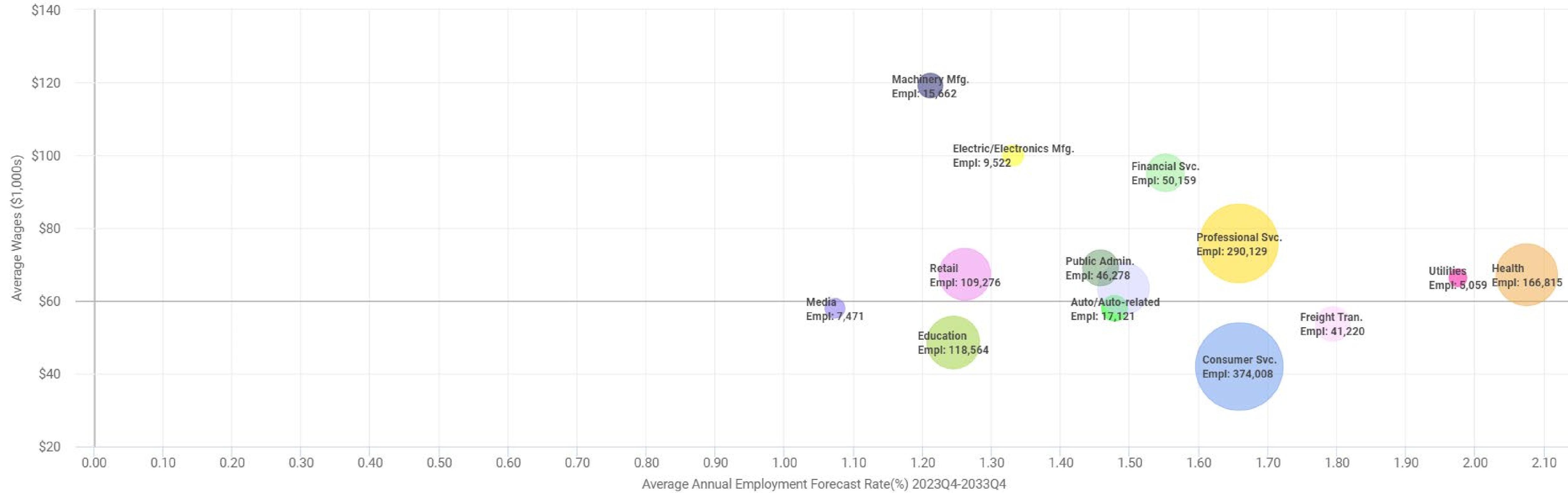
Healthcare and Social Assistance	18K
Accommodation and Food Service	14.7K
Professional, Scientific, Technical	10.8K
Administrative, Support, Waste	10.3K
Management/Remediation Services	
Retail Trade	8.6K
Construction	8.3K
Arts, Entertainment	8.4K
Transportation/Warehousing	7.4K
Education Services	5.9K
Other Services	5.6K

5-YEAR OCCUPATION GAP PROJECTION

Top 10 Occupational Gaps

- Healthcare and Social Assistance
- Management Occupations
- Computer and Mathematical Occupations
- Installation, Maintenance Repair
- Business and Financial Occupation
- Construction and Extraction Occupations
- Architectural and Engineering
- Legal Occupations
- Healthcare Support
- Life, Physical, and Social Occupations
- Arts, Design, Entertainment, Media
- Education Instruction and Library Occupations

Industry Clusters for Orlando-Kissimmee-Sanford, FL MSA as of 2023Q4



- Electric/Electronics Mfg.
- Media
- Auto/Auto-related
- Machinery Mfg.
- Retail
- Professional Svc.
- Consumer Svc.
- Education
- Financial Svc.
- Construction
- Freight Tran.
- Utilities
- Public Admin.
- Health

Source: JobsEQ® Data as of 2023Q4





TRAINING INVESTMENT PRIORITIES



SECTOR STRATEGIES

Sector strategies are:

- Regional, industry-focused approaches to building a skilled workforce
- Align public and private resources
- Partnerships, workforce collaboratives or regional skills alliances led by business
- Focus on critical industry clusters working collaboratively with workforce development, education and training, economic development, labor, and community organizations.



SECTOR STRATEGIES

Proposed Clusters for Investment:

- **STEM Occupations**
 - Advanced Manufacturing
 - IT
- **Care Occupations**
 - Public Safety
 - Healthcare
 - Education
- **Trades and Infrastructure Occupations**



CAREER SERVICE STRATEGIES

1. What should CSCF consider in engaging with industry?
2. Considering our retreat discussion, what should CSCF consider as part of its services?
3. In thinking about programming for young adults, where can CSCF create continued impact.



EDUCATION AND INDUSTRY CONSORTIUM UPDATE

New Legislative Initiative

What: Signed into law on May 15, 2023, Senate Bill 240, requires each local workforce development board to create an education and industry consortium to include key industries and all education partners in the region

Who: Composed of representatives of educational entities and businesses in Central Florida



Requirements

Industry Representative Requirements:

- Executives and decision makers
- Industry representatives to reflect the priority industries across Central Florida

Education Representative Requirements:

- Superintendents, presidents, or other leadership staff from education institutions in the local area that represent both public and private education entities in:
 - K-12 education
 - District Technical Colleges
 - State Colleges
 - Universities
 - Other degree or credential granting institutions in the local area



[RETURN TO AGENDA](#)



Next Steps

Central Florida Education & Industry Consortium meeting:
May 16, 2024

For more information:

[Careersourcecentralflorida.com/meeting_type/education-industry-consortium/](https://careersourcecentralflorida.com/meeting_type/education-industry-consortium/)





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Adjournment

OTHER BUSINESS



REMINDER:
NEXT BOARD MEETING
SCHEDULED FOR:
WEDNESDAY, JUNE 26, 2024
AT
4ROOTS FARM



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▶ **Adjournment**

ADJOURNMENT



CONNECT WITH US



or in person by appointment, in your place of business or at one of our Career Centers.



Visit us
online



THANK YOU

www.CareerSourceCentralFlorida.com

800.757.4598