



DRAFT
Career Services Committee Meeting
Friday, June 11, 2021
3:00 p.m.

MINUTES

MEMBERS PRESENT: Paul Bough, Andrew Albu, Mark Havard, Bryan Orr, Melanie Stefanowicz, and Jim Sullivan

MEMBERS ABSENT: Amy Albee-Levine, Keira des Anges, Ed James, Kathleen Plinske, David Sprinkle, and Al Trombetta

STAFF PRESENT: Pam Nabors, Mimi Coenen, Jason Lietz, Lesley Harris and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Bough, Committee Co-Chair, called meeting to order at 1:07 p.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal reported a quorum present.	
3	Public Comment None offered.	
4	Action Items <u>Approval of Minutes</u> <ul style="list-style-type: none"> Reviewed draft minutes from 3/25/21 Career Services Committee meeting (attachment). 	Ms. Stefanowicz made a motion to approve the minutes from the 3/25/21 Career Services Committee meeting. Mr. Sullivan seconded; motion passed unanimously.
5	Information and Discussion <u>New Training Providers – ETPL (attachment)</u> <ul style="list-style-type: none"> Reviewed action memo on new training providers and their respective vocational training offerings for CSCF’s Eligibility Training Provider List (ETPL), for FY 2021-2022. <u>New Training Programs (attachment)</u> <ul style="list-style-type: none"> Reviewed action memo on new training programs that have been added on the Eligible Training Provider List (provided by training providers already on the ETPL. 	Ms. Stefanowicz made a motion to approve the Eligible Training Providers List for Regional 12, as presented, and to move to Board for final approval and implementation. Mr. Sullivan seconded; motion passed unanimously. Mr. Albu made a motion to approve the training programs, as outlined in memo, for inclusion as a program on the ETPL Region 12 and to move to Board for final approval. Mr. Havard seconded, with Ms. Stefanowicz abstaining; motion passed unanimously.

	<p><u>Youth Navigator Contract (attachment)</u></p> <ul style="list-style-type: none"> Reviewed action memo on the RFQ (Request for Qualification) solicitation and evaluation process for Youth Navigator for Fiscal Year 2021-2022. The review team’s summary of their evaluation was provided on a matrix within the memo. <p><u>One Stop Operator Contract (attachment)</u></p> <p>Reviewed action memo on RFP (Request for Proposal) solicitation and evaluation process for One-Stop Operator. The review team’s summary of their evaluation was provided on a matrix within the memo. Staff request further review of top three applicants via interviews.</p>	<p>Mr. Sullivan made a motion to authorize staff to negotiate with the four organizations that scored the highest, as presented, and contract with up to all four to become a CSCF Youth Navigator during 2021-2022 Fiscal Year. Mr. Albu seconded; motion passed unanimously.</p> <p>Ms. Stefanowicz made a motion for staff to further review top three applicants, as presented, and for staff to forward their final recommendation for One Stop Operator to Executive Committee for approval. Mr. Havard seconded; motion passed unanimously.</p>
6	<p><u>Other Business</u></p> <ul style="list-style-type: none"> Ms. Nabors, CEO, provided a legislative update. 	
7	<p>Adjournment</p> <p>Meeting adjourned at 1:43 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 Stefanowicz, Melanie	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Central Florida / Career Services Committee
MAILING ADDRESS Orange Technical College/OCPS, 301 W. Amelia St.	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 COUNTY Orlando Orange	NAME OF POLITICAL SUBDIVISION:
DATE ON WHICH VOTE OCCURRED 6/11/21	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTEE

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, Melanie Stefanowicz, hereby disclose that on June 11, 20 21 :

(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 Technical College / Orange County Public Schools (OCPS), 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 programs provided by Orange Technical College (Agenda Item 5B 2). As the Associate Superintendent, Career Technical Education, I would not benefit personally but my employer, Orange Technical College, would benefit, pending 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.

June 16, 2021
Date Filed

Melanie Stefanowicz
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.