



BEGINS WITH A DREAM.

CareerSource Central Florida | 9/11/25

CareerSourceCentralFlorida.com

9/11/25 CAREER SERVICES COMMITTEE MEETING DETAILS

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, September 11, 2025

3:00 p.m. – 4:30 p.m.

Where: CSCF West Orange Office

West Oaks Mall, 9401 West Colonial Dr., Ocoee, FL 34761

or

Virtual Option via Zoom:

Link: https://careersourcecf.zoom.us/j/87374714873?pwd=kp9221GUmn1HyGurbulZ1oxntCPx00.1

Dial In: 1 (305) 224-1968 / Meeting ID: 873 7471 4873 / Passcode: 869925

9/11/25 CAREER SERVICES COMMITTEE MEETING

Meeting Details	Agenda Item #"	Topic	Presenter	Action Item
Meeting Agenda	1.	Welcome A. Recognition of New Board Member B. Career Services Committee Members – Full Line Up	Andrew Albu	
Welcome	2.	Roll Call / Establishment of Quorum	Kaz Kasal	
Roll Call	3.	Public Comment	Andrew Albu	
Public Comment	4.	Approval of Minutes A. 7/24/25 Career Services Committee Meeting	Andrew Albu	X
Approval of Minutes	5.	Information / Discussion / Action Items A. Information 1) Career Services Committee Charter Overview 2) One Stop Operator Designation and Required Oversight	Gina Ronokarijo	
Information/ Discussion/ Action Items		 B. Discussion 1) Committee Charter Responsibilities 2) Oversight Mechanisms for CSCF as OSO 	Committee Discussion	
Other Business Adjournment		C. Action Items: RFP Selections 1) Work Transition Program 2) Summer Youth Vendors 3) One Stop Operator		X X X
	6.	Other Business 1) Education and Industry Consortium Update	Nilda Blanco	
	7.	Adjournment	Andrew Albu	



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WELCONE

CAREER SERVICES COMMITTEE WELCOMES!



Robert Bixler

Chief of Staff
Orange County Public Schools





CAREER SERVICES COMMITTEE MEMBERSHIP PY 2025-2026

Andrew Albu (Chair)

Dr. Molly Kostenbauder (Vice Chair)

Committee Members:

Robert Bixler (New)

Sean Donnelly

Casey Ferguson

Karen Hogans

Ben Larry

Paula Mooney (New)

Chris Pascal

Brinkley Ruffin

Jonathan Schaefer

Richard Watford



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ROLL CALL / ESTABLISHMENT OF QUORUM



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PUBLIC COMMENT



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APPROVAL OF MINUTES



DRAFT

Career Services Committee Meeting Thursday, July 24, 2025, 11:00 a.m.

MINUTES

MEMBERS PRESENT: Andrew Albu, Casey Ferguson, Paula Mooney, Chris Pascal, Brinkley Ruffin, and Jonathan Schaefer

MEMBERS ABSENT: Robert Bixler, Sean Donnelly, Karen Hogans, Molly Kostenbauder, Ben Larry and Richard Watford

STAFF PRESENT: Tadar Muhammad, Gina Ronokarijo, Pam Nabors, Geo Morales, Sean Masherella and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
2	Welcome Mr. Albu, Committee Chair, called the meeting to order at 11:02 a.m. Mr. Albu announced two new members have joined this Committee: Ms. Paula Mooney, District Administrator, Division of Blind Services/Florida Department of Education, and Mr. Robert Bixler, Chief of Staff, Orange County Public Schools. Roll Call / Establishment of Quorum Ms. Kasal reported a quorum was present.	
3	Public Comment • None offered.	
4	Approval of Minutes Reviewed minutes from the 4/22/25 Career Services Committee meeting (attachment).	Mr. Schaefer made a motion to approve the minutes from the 4/22/25 Career Services Committee meeting. Mr. Ruffin seconded; motion passed unanimously.
5	Discussion / Information Reviewed process and timeline on below procurements: 1. Summer Youth 2026: putting out an RFP (Request For Proposals) to attain bids from providers for the Explore and Engagements tracks. 2. Goodwill Pilot: putting out an RFP to attain bids from partners to work with welfare transition program for paid work experience. 3. One-Stop Operator: submitting waiver so CSCF can do inhouse; this would be more efficient and cost-effective. Some of the committee members offered to partake on a review team to evaluate and score the bids CSCF receives. Ms. Ronokarijo will reach out to committee members to coordinate their participation on the review teams.	

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	Mr. Albu informed the Committee that henceforward Ms. Ronokarijo will be staff lead for Career Services Committee.	
7	Adjournment Meeting adjourned at 11:22 a.m.	

Respectfully submitted,

Kaz Kasal Executive Board Coordinator





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INFORMATION / DISCUSSION / ACTION ITEMS



INFORMATION: Career Services Committee Charter



The Role of Committees

WIOA Context

- Boards may create committees to help carry out responsibilities.
- Committees provide information, oversight, and recommendations.

Florida Expectation

- Committees organize oversight of:
 - One-stop system & operator.
 - Program performance & customer experience.
 - Policy recommendations to the Board.



Career Services Committee Charter

Purpose:

The Career Services Committee reports to the Board of Directors and is responsible for leveraging their leadership and business expertise to assist CareerSource Central Florida (CSCF) in achieving its strategic objectives and overseeing the organization's operations plan. These objectives include identifying and creating strategies that deliver career solutions for Central Florida residents, igniting their potential, and providing businesses with talent solutions that address labor market demands.



Responsibilities:

- Review and discuss progress towards achieving customer service design, delivery, and satisfaction goals.
 - <u>Metric:</u> Conduct review of customer service design, delivery, and satisfaction goals for <u>each meeting</u>. Provide insights and recommendations based on progress towards annual strategic objectives and key results.
- Review and discuss progress towards young adult program goals.
 - <u>Metric:</u> Conduct review of defined targets for young adult programs for <u>each meeting</u>.
 Provide insights and recommendations based on progress towards annual strategic objectives, key results, and investment targets.
- Review and discuss updates from Education and Industry Consortium.
 - Metric: Conduct review and share consortium updates for each meeting. Provide insights and recommendations based on progress towards required objectives.



- Review and discuss investments of all non-Florida Commerce, state and federal funded grants and program initiatives, to ensure attainment of sponsored objectives and performance expectations.
 - <u>Metric:</u> Conduct a <u>quarterly</u> review of all named initiatives that are outside traditional Florida Commerce-funded program and services. Provide insights and recommendations based on progress towards required objectives, budget and timelines.
- Evaluate and recommend providers who offer training scholarships aligned with targeted sectors.
 - <u>Metric:</u> Conduct analysis <u>semi-annually</u> to ensure the training matrix reflects programs that are needed and accessible across the region.
- Review local performance metrics and discuss to ensure attainment of annual investment and training objectives.
 - <u>Metric:</u> Conduct <u>annual</u> review on training performance/investments. Provide insights and recommendations based on progress towards annual strategic objectives, key results and given budget.



- Review and recommend the operational budget that supports the Board's annual strategic objectives in delivering programs and services.
 - <u>Metric:</u> Measured <u>annually</u> by 75% of committee members attending and approving the budget during the combined CSC and Finance committee workshop held every May.

Skills/Expertise:

- Willingness to attend or participate in the majority of Committee meetings.
- Have proven background or working knowledge of targeted high growth industries.
- Prior experience as a board member desired.
- Prior experience in service delivery or oversight of program performance desired.



Structure:

- Membership of the Committee consists of Board members and community subject matter experts; the Board Chair appoints all Committee members.
- The Committee Chair is appointed by the Board Chair and is responsible to report on the Committee activities at the full Board meeting.
- The Career Services Committee meets 5 times a year (4 meetings alone and 1 combined meeting with the Finance committee for an annual program review and budget workshop that typically occur in September, November, February, April and May but subject to change.)
- Agenda and minutes are kept and published on the CareerSource Central Florida website and supplied to committee members via email one week prior to meetings.



Draft Agenda Template:

- Welcome
- Roll Call / Establishment of Quorum
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INFORMATION:What is a One-Stop Operator?



- Federal law (WIOA) (2012) requires every local workforce board to have a One-Stop Operator (OSO).
- The OSO's job is to coordinate how all the career center partners work together.
- Think of the OSO as the "traffic controller" of the system: making sure services are connected, not duplicated, and easy for customers to navigate.
- The OSO does not deliver the services directly it manages how services are organized and delivered.



What Rules Apply to the OSO?

Competitive process: The board must issue an RFP (request for proposals).

Board approval: The board must officially select the OSO.

Checks and balances: The people running programs cannot also oversee themselves.

Conflict safeguards: Written rules must prevent conflicts of interest.

Annual review: Every year, the OSO must be evaluated to be sure it is working well.



DISCUSSION:

Review of Career Services Committee Charter



Charter Role

Does the draft charter clearly define the Committee's role?

Are responsibilities too broad, too narrow, or just right?



DISCUSSION:

What Would OSO Oversight Look Like?



If CSCF serves as its own One-Stop Operator, what oversight do we need?

Separation of Duties

 How often should updates be provided to this committee? (quarterly, annually)?

Conflict of Interest Safeguards

- Should staff who deliver services step out of oversight discussions?
- Do we need a written disclosure/recusal policy?

Annual Review

- What metrics should we look at? (customer satisfaction, compliance, partner collaboration)
- Should we use a **scorecard** or a detailed report?



ACTION ITEMS:

RFP Selections:

- 1) Work Transition Program
- 2) Summer Youth Vendors
- 3) One Stop Operator



Work Transition Program RFP (PY26)

Purpose: Identify Work Transition Program provider for PY26

Goal: Employment, coaching, and skills for participants

Public notice and 6 providers notified → 2 proposals received



Evaluation

Proposer	Avg. Points	Rank	
Goodwill Industries of Central Florida	91.7	1	
Central Florida Urban League	71.0	2	



Recommendation & Next Steps

Enter negotiations with Goodwill Industries of Central Florida

Budget: \$250k-\$750k

Approval requested from Committee → Final agreement to Board



2026 Summer Youth Explore Program (RFP Overview)

Program goal: Career exploration for youth across 5 counties (Sumter, Lake, Orange, Osceola, Seminole)

Target: 375+ youth participants

Budget: \$700,000

Focus: Career awareness & exploration activities

RFP: 6 proposals received



Evaluation & Recommendation

Top Scorers: University of Central Florida – 94.0 (Rank #1)Valencia College – 91.7 (Rank #2)Orange County Public Schools – 90.0 (Rank #3)

Remaining: Lake Tech, Seminole State, Osceola Technical (all competitive)

Recommendation: Negotiate with all 6 proposers

Next Steps: Committee approval → negotiations → Board approval



2026 Summer Youth Engage Program (RFP Overview)

Goal: Skill development in high growth industries for youth across 5 counties (Sumter, Lake, Orange, Osceola, Seminole)

Target: 375+ youth participants across 5 counties

Budget: \$700,000

Focus: Skills training and career immersion

RFP: 9 proposals received, 8 qualified for scoring



Evaluation & Recommendation

Top 3 Scores: Central Florida Urban League – 88.0 Valencia College – 83.3 Renacer en Vida Nueva – 81.3

Other Competitive Proposers: Tech Sassy Girlz, Seminole State College, Osceola Technical College, My True Prosperity

Recommendation: Negotiate with top 7 proposers

Next Steps: Committee approval → negotiations → Board approval



2026 One Stop Operator RFP

WIOA Requirement: Each LWDB must competitively procure a One-Stop Operator (OSO).

Process Conducted:

- CareerSource Research Coast (on behalf of CSCF) issued RFP.
- RFP sent to 5 organizations + publicly posted.
- 1 proposal received CSCF.

Evaluation Results:

- CSCF scored 91/100 highest ranking (only proposer).
- CSRC recommends CSCF serve as its own OSO.
- Proposed OSO budget: \$20,000.



Requested Actions – Career Services Committee

Review & validate procurement results.

Recommend approval to CSCF Board:

- Designate CSCF as its own OSO.
- Approve \$20,000 contract budget.

Establish oversight mechanisms:

- Separation of duties.
- Conflict-of-interest safeguards.
- Annual OSO review.

Authorize staff to finalize OSO agreement for Board execution.



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OTHER BUSINESS



STRATEGIC INITIATIVES

Education & Industry Consortium Update







UPCOMING CAREER SERVICES COMMITTEE MEETINGS:

• 11/20/25 (Thu): 3:00 p.m. to 4:30 p.m.

Career Center Location: To Be Determined



References







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To: Career Services Committee
From: Gina Ronokarijo, Vice President of Workforce Operations

Date: 9/11/2025

Subject: Request for Approval to Negotiate - Welfare Transition Program RFP (PY26-WTP-RFP)

CareerSource Central Florida (CSCF) recently issued a Request for Proposal (RFP) to solicit proposals from qualified organizations capable of delivering comprehensive employment and support services under the Welfare Transition Program (WTP). This initiative is designed to assist individuals facing barriers to employment in achieving long-term self-sufficiency through structured work opportunities, individualized coaching, and skill-building resources.

Advance notification of the RFP was provided to six (6) organizations identified as capable WTP providers, and the opportunity was also posted on the CSCF website. Two proposals were received:

- 1. Goodwill Industries of Central Florida
- 2. Central Florida Urban League

The Review Team conducted a thorough evaluation of both proposals, with each member submitting individual scores that were averaged to determine final rankings. The results are as follows:

Proposer	Average .	Points Kank
Goodwill Industries of Central Florida	91.7	1
Central Florida Urban League	71.0	2

Based on the scoring and team review, the Review Team has recommended entering into negotiations with Goodwill Industries of Central Florida, the top-ranked proposer, with an estimated budget range of \$250,000 - \$750,000.

I respectfully request the Career Services Committee's approval to proceed with negotiations with Goodwill Industries of Central Florida to deliver the PY26 Welfare Transition Program.

Next Steps:

Pending your approval, CSCF will begin negotiations to finalize contractual terms with the recommended provider and present the finalized agreement for Board approval.











To: Career Services Committee

From: Gina Ronokarijo, Vice President of Workforce Operations

Date: September 11, 2025

Subject: 2026 Summer Youth Programs RFP - Explore Program Recommendation

CareerSource Central Florida (CSCF) issued a Request for Proposal (RFP) to identify partners for delivery of the 2026 Summer Youth Program – Explore Track across Sumter, Lake, Orange, Osceola, and Seminole counties. The Explore Program provides career exploration experiences to inspire and prepare youth, particularly those facing barriers, while also developing a future talent pipeline for local employers.

Program Overview

- Serve no fewer than 1,500 youth participants in 2026
- Supported by a \$700,000 budget for Explore programming
- Focus on career awareness and exploration activities

RFP Process

- 6 proposals received from Valencia College, Lake Technical College, University of Central Florida,
 Seminole State College, Orange County Public Schools, and Osceola Technical College
- All proposals were evaluated, scored, and ranked by the Review Team

Evaluation Results (Top Scores):

- University of Central Florida 94.0 (Rank #1)
- Valencia College 91.7 (Rank #2)
- Orange County Public Schools 90.0 (Rank #3)
- Lake Technical College 83.7 (Rank #4)
- Seminole State College 82.7 (Rank #5)
- Osceola Technical College 82.3 (Rank #6)

Recommendation

The Review Team recommends authorizing negotiations with all six proposers to deliver the 2026 Explore Program.

Next Steps

Pending Committee approval, CSCF staff will proceed with negotiations and prepare final agreements for Board consideration







To: Career Services Committee

From: Gina Ronokarijo, Vice President of Workforce Operations

Date: September 11, 2025

Subject: 2026 Summer Youth Programs RFP - Engage Program Recommendation

CareerSource Central Florida (CSCF) issued a Request for Proposal (RFP) to secure partners for delivery of the 2026 Summer Youth Program across Sumter, Lake, Orange, Osceola, and Seminole counties. The Engage Program leverages summer break to provide youth with career experiences in high-demand industries.

Program Highlights

- Serve no fewer than 1,500 participants in 2026
- Supported by a \$700,000 budget for Engage Program activities
- Three age- and interest-based tracks for flexible career exploration

RFP Process

- Nine proposals were received; eight qualified for scoring
- Evaluation conducted by Review Team with averaged scores and rankings

Top Proposers by Score

- 1. Central Florida Urban League 88.0
- Valencia College 83.3
- Renacer en Vida Nueva, Inc. 81.3
- 4. Tech Sassy Girlz 81.0
- 5. Seminole State College 80.7
- Osceola Technical College 75.7
- My True Prosperity 75.3

Recommendation

The Review Team recommends authorizing negotiations with the top seven proposers listed above to ensure robust delivery of the 2026 Engage Program.

Next Stens

Pending Committee approval, CSCF staff will begin negotiations with the recommended providers and present finalized agreements for Board consideration.







To: Career Services Committee, CareerSource Central Florida From: Gina Ronokarijo, Vice President of Workforce Operations

Date: [Insert Date]

Subject: Action Required - Designation of CareerSource Central Florida as One-Stop Operator

Background

In accordance with the Workforce Innovation and Opportunity Act (WIOA) Sec. 121(d)(2)(A), each Local Workforce Development Board (LWDB) must competitively procure and designate a One-Stop Operator (OSO). Florida Commerce and CareerSource Florida policies reinforce this requirement to ensure compliance, transparency, and effective coordination of the local career center system.

CareerSource Central Florida (CSCF), through CareerSource Research Coast (CSRC) acting as procurement agent, issued a Request for Proposal (RFP) for One-Stop Operator services. The RFP was distributed to five organizations and publicly posted. CSRC received one proposal—submitted by CSCF itself.

The CSRC Review Team evaluated the proposal against established criteria. CSCF's submission received an average score of 91/100, ranking as the top (and only) respondent. CSRC has formally recommended CSCF to serve as its own One-Stop Operator, with a proposed budget of \$20,000.

State Policy Compliance

Florida Commerce and CareerSource Florida policy allow an LWDB to serve as its own OSO if:

- A competitive procurement process is documented.
- The LWDB formally approves the designation.
- Oversight and service delivery duties remain clearly separated.
- The OSO is reviewed annually for performance and compliance.

Committee Actions Needed

The Career Services Committee is requested to:





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- Review Procurement Results Validate that the competitive procurement process satisfies federal and state policy.
- Recommend Board Approval Endorse CSCF's designation as its own One-Stop Operator, with a \$20,000 contract budget.
- 3. **Establish Oversight Mechanisms** Ensure separation of duties, conflict-of-interest safeguards, and annual OSO performance reviews.
- 4. **Authorize Agreement Preparation** Approve staff to finalize the OSO agreement for Board approval and execution.

Next Steps

Following Committee action, this recommendation will be presented to the CSCF Board of Directors for final approval. Upon approval, CSCF will notify Florida Commerce and CareerSource Florida of the designation and maintain compliance documentation for monitoring purposes.

Attachments:

- CSRC Recommendation Letter (August 28, 2025)
- Internal RFP Evaluation Memo (September 2, 2025)







careersourcerc.com

August 28, 2025

Dear Proposer:

The Workforce Development Board of Treasure Coast, Inc. d/b/a CareerSource Research Coast (CSRC) has reviewed your proposal for a One-Stop Operator (OSO) in accordance with the Workforce Innovation and Opportunity Act (WIOA) sec. 121 (d) (2) (a), which requires the Local Workforce Development Board (LWDB) to competitively select a "one-stop operator" to support the implementation of services with the career center system locally. The One-Stop Operator may be a single entity or multiple entities working together to form a consortium operator.

CareerSource Central Florida (CSCFL) and your proposal passed technical review and was the only proposal received. Based on this review, CSRC is making the recommendation to the Board of Directors to have CSCFL serve as the OSO for the Local Workforce Development Area and LWDB12.

This recommendation does not oblige CSCFL or its Board of Directors to award a contract, or contracts, nor will the CSRC pay any costs incurred in the preparation of proposals. All required backup documentation is available upon request.

Sincerely,

THE ...

Brian K. Bauer President/CEO

> Administrative Office 584 NW University Boulevard, Suite 100 I Port Saint Lucie, FL 34986 p: 866.482.4473 I f: 866.314.6580







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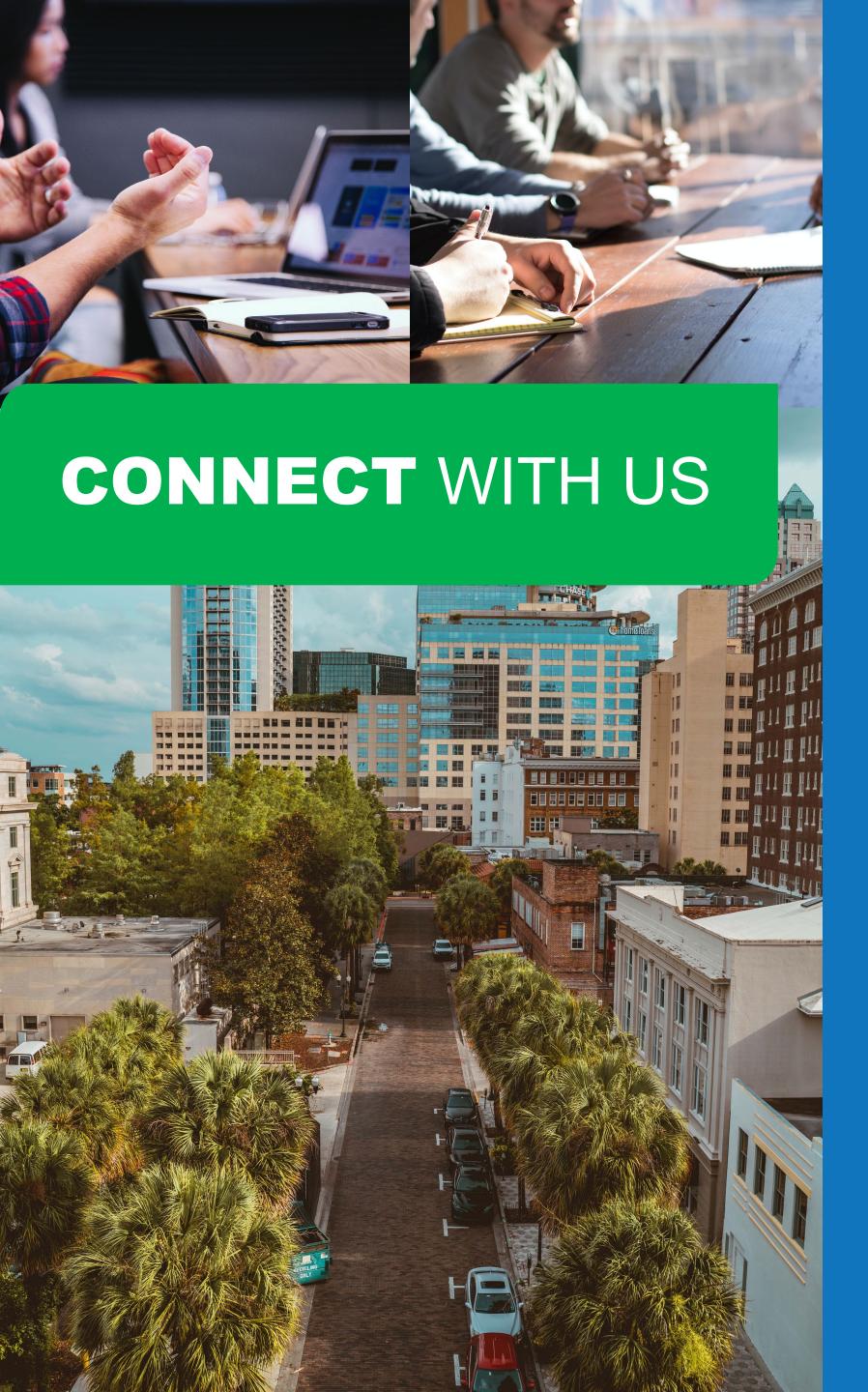
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ADJOURNMENT

















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



THANKYOU

Phone: 800.757.4598

Website: www.CareerSourceCentralFlorida.com