



**DRAFT**  
**Career Services Committee Meeting**  
**Thursday, September 11, 2025, 3:00pm**  
**MINUTES**

**MEMBERS PRESENT:** Molly Kostenbauder, Robert Bixler, Sean Donnelly, Casey Ferguson, Karen Hogans, Paula Mooney, Chris Pascal, Brinkley Ruffin, Jonathan Schaefer and Richard Watford

**MEMBERS ABSENT:** Andrew Albu

**STAFF PRESENT:** Gina Ronokarijo, Tadar Muhammad, Pam Nabors, Leo Alvarez, Nilda Blanco, Sean Masherella and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> <ul style="list-style-type: none"> <li>Dr. Kostenbauder, Committee Vice Chair, called the meeting to order at 3:00 p.m.</li> <li>Committee welcomed new committee member Mr. Robert Bixler, Chief of Staff, Orange County Public Schools.</li> </ul>	
2	<b>Roll Call / Establishment of Quorum</b> <ul style="list-style-type: none"> <li>Ms. Kasal reported a quorum was present.</li> </ul>	
3	<b>Public Comment</b> <ul style="list-style-type: none"> <li>None offered.</li> </ul>	
4	<b>Approval of Minutes</b> <ul style="list-style-type: none"> <li>Reviewed minutes from the 7/24/25 Career Services Committee meeting (attachment).</li> </ul>	<b>Mr. Ruffin made a motion to approve the minutes from the 7/24/25 Career Services Committee meeting. Mr. Bixler seconded; motion passed unanimously.</b>
5	<b>Information/Discussion</b> <u>Committee Charter Overview &amp; Responsibilities</u> <ul style="list-style-type: none"> <li>Reviewed Charter and Committee concurred ok as is (attachment).</li> </ul> <u>One-Stop Operator Designation &amp; Required Oversight Mechanisms</u> <ul style="list-style-type: none"> <li>Received an overview functionality and requirements of a One-Stop Operator (attachment)</li> <li>By CSCF being the one-stop operator vs. an outside vendor, there will be a significant reduction in costs.</li> <li>Committee concurred that receiving quarterly reports at its meetings will provide consistent oversight and keep on top of challenges.</li> <li>Since CSCF's Operations department delivers services and to safeguard from any conflicts of interest, another CSCF department will function as the one-stop operator.</li> </ul>	

<p><b>Action Items</b></p> <p><u>Welfare Transition Program</u></p> <ul style="list-style-type: none"> <li>Reviewed procurement on the Welfare Transition Program of which two proposals were received. Based on Review Team's evaluations and scoring of proposals, the Team recommends selection of top-ranked proposer, Goodwill Industries of Central Florida.</li> </ul> <p><u>Summer Youth Vendor: 2026 Summer Youth Explore Program</u></p> <ul style="list-style-type: none"> <li>Reviewed procurement on the 2026 Summer Youth Explore Program (attachment).of which six proposals were received. Based on Review Team's evaluations and scoring of proposals, the Team recommends selection of all six proposers: University of Central Florida, Valencia College, Orange County Public Schools, Lake Technical College, Seminole State College, and Osceola Technical College, as this will provide good coverage across CSCF's region.</li> </ul> <p><u>Summer Youth Vendor: 2026 Summer Youth Engage Program</u></p> <ul style="list-style-type: none"> <li>Reviewed procurement on the 2026 Summer Youth Engage Program (attachment).of which nine proposals were received, but eight qualified for scoring. Based on Review Team's evaluations and scoring of proposals, the Team recommends selection of top seven proposers: Central Florida Urban League, Valencia College, Renacer en Vida Nueva, Inc., Tech Sassy Girlz, Seminole State College, Osceola Technical College and My True Prosperity.</li> </ul> <p><u>One-Stop Operator</u></p> <ul style="list-style-type: none"> <li>Reviewed procurement, of which CareerSource Research Coast (CSRC) acted as procurement agent, on the 2026 One-Stop Operator (attachment). One proposal was received, submitted by CSCF itself. The CSRC Review Team evaluated the proposal against established criteria and CSCF's submission received a 91 out of 100 (100 being the highest). CSRC's recommends CSCF to serve as its own One-Stop Operator</li> </ul>	<p><b>Ms. Hogans made a motion to move to Board for final approval that staff proceed with negotiations with Goodwill Industries of Central Florida to deliver the PY 2026 Welfare Transition Program. Mr. Ruffin seconded; motion passed unanimously</b></p> <p><b>Ms. Hogans made a motion to move to Board for final approval that staff proceed with negotiations with the six proposers, as presented, to deliver the PY 2026 Summer Youth Explore Program. Mr. Ferguson seconded, with Dr. Kostenbauder and Mr. Bixler abstaining; motion passed.</b></p> <p><b>Mr. Ferguson made a motion to move to Board for final approval that staff proceed with negotiations with the six proposers, as presented, to deliver the PY 2026 Summer Youth Engage Program. Mr. Schaefer seconded, with Dr. Kostenbauder abstaining; motion passed.</b></p> <p><b>Ms. Hogans made a motion to move to Board for final approval for CSCF to serve as its own One-Stop Operator. Mr. Donnelly seconded; motion passed unanimously.</b></p>
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	<b>Other Business</b> Education and Industry Consortium will have its meeting towards end of September. Updates will be provided at the next Committee meeting.	
7	<b>Adjournment</b> Meeting adjourned at 3:49 p.m.	

Respectfully submitted,

Kaz Kasal  
Executive Board Coordinator