Career Services Committee Meeting

Thursday, August 6, 2026, 3:00pm

MINUTES

MEMBERS PRESENT: Andrew Albu, Casey Ferguson, Karen Hogans, Molly Kostenbauder, Dorea Mays, Paula Mooney, Chris Pascal, Jonathan Schaefer and Richard Watford

MEMBERS ABSENT: Carla McKnight

STAFF PRESENT: Gina Ronokarijo, Pam Nabors, Vince Bruno, and Kaz Kasal

GUESTS PRESENT: Sachely Rosado / CSCF Board Member

Agenda Item	Topic	**Action Item** / *Follow Up Item*
1	**Welcome** • Mr. Albu, Committee Chair, called the meeting to order at 3:02 p.m. • Mr. Albu welcomed Dorea Mays, CSCF Board Member, to the Career Services Committee. Committee members all introduced themselves and explained why they serve on the CSCF Board.	
2	**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 4/2/26 Career Services Committee meeting (attachment).	**Mr. Schaefer made a motion to approve the minutes from the 4/2/26 Career Services Committee meeting. Dr. Kostenbauder seconded; motion passed unanimously.**
5	**Information / Discussion / Action Items** <u>Information</u> • Career Services Committee Charter – Reviewed Charter and Committee concurred ok as is (attachment). • Operations Results – PY 2025-2026 Year-End Final (attachment) – Reviewed Workforce Operations' final results for PY 2025-2026. CSCF exceeded its goals for Explore, Experience, and Average Wage. Engage and Employment reached 89% and 82% of their respective goals. Moving forward, staff will place greater emphasis on these two areas to improve overall performance. Performance will also be broken down by location to identify trends, opportunities, and areas for improvement. ○ In perspective, during PY 25–26, CSCF accomplished more with fewer resources, demonstrating the team's ability to remain focused and productive despite limited capacity.	

	– Reviewed Business activities for PY 25-26: o Interviewed-To-Hire Ratio of 3:2; equating to every 3 being referred, 2 get hired. This is above industry standard for a staffing agency. o Business Relationships – under goal. Staff to develop improved strategies for business development and talent fulfillment, and more focus on business impressions vs. number of relationships. <u>Discussion</u> • Youth Services Performance and Strategy (attachment) – CSCF's overall performance of WIOA (Workforce Innovation & Opportunity Act for Adult, Dislocated Worker and Youth) performance: met/exceeded 16 of the 18 measures, two years running. – Based on the data, staff will focus on: ▪ Improving youth credentialing ▪ Revamping program design <u>Interactive Discussion</u> • When you think about Youth Services, what outcomes matters most to you? Based on Committee Feedback, below two outcomes emerged as the strongest: ➢ Relevant ➢ Long Term • Which outcome should be CSCF's highest priority for Youth Services? Based on Committee Feedback, below two outcomes emerged as the highest priorities: ➢ Employment ➢ Career Pathways <u>Action Items</u> • Procurement Process Approvals: – Youth Services o Reviewed action memo recommending Committee approve staff to initiate a competitive procurement process for WIOA Youth Services (attachment).	**Mr. Watford made a motion to approve staff initiating a competitive procurement for WIOA Youth Services and authorize staff to develop and release a Request for Proposals (RFP). Staff will provide the Career Services Committee the procurement results and a recommendation for approval, and then to Board for final approval. Ms. Mays seconded; motion passed unanimously.**

	– Employer of Record ○ Reviewed action memo recommending Committee to approve staff to initiate a competitive procurement process for Employer of Record (attachment). – Eligible Training Provider List (ETPL) ○ Reviewed action memo recommending Committee to approve CSCF's Program Year 2026-2027 Eligible Training Provider List (attachment). ○ Due to a majority of the Career Services Committee members having a conflict of interest because their training organizations are listed on the ETPL, the Committee is deferring this action item to the Executive Committee for consideration.	**Ms. Hogans made a motion to approve staff initiating a competitive procurement for Employer of Record Services and authorize staff to develop and release a Request for Proposals (RFP). Staff will provide the Career Services Committee the procurement results and a recommendation for approval, and then to Board for final approval. Mr. Schaefer seconded; motion passed unanimously**
	Other Business None offered.	
7	**Adjournment** Meeting adjourned at 4:36 p.m.	

Respectfully submitted,

Kaz Kasal
Executive Board Coordinator