



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	Welcome - Dr. Kostenbauder, Committee Vice Chair, called the meeting to order at 3:00 p.m. - Committee welcomed new committee member Mr. Robert Bixler, Chief of Staff, Orange County Public Schools.	
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 7/24/25 Career Services Committee meeting (attachment).	Mr. Ruffin made a motion to approve the minutes from the 7/24/25 Career Services Committee meeting. Mr. Bixler seconded; motion passed unanimously.
5	Information/Discussion <u>Committee Charter Overview & Responsibilities</u> - Reviewed Charter and Committee concurred ok as is (attachment). <u>One-Stop Operator Designation & Required Oversight Mechanisms</u> - Received an overview functionality and requirements of a One-Stop Operator (attachment) - By CSCF being the one-stop operator vs. an outside vendor, there will be a significant reduction in costs. - Committee concurred that receiving quarterly reports at its meetings will provide consistent oversight and keep on top of challenges. - 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. Action Items	

<u>Welfare Transition Program</u> - 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. <u>Summer Youth Vendor: 2026 Summer Youth Explore Program</u> - 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. <u>Summer Youth Vendor: 2026 Summer Youth Engage Program</u> - 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. <u>One-Stop Operator</u> - 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	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 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. 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. 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.
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	Other Business Education and Industry Consortium will have its meeting towards end of September. Updates will be provided at the next Committee meeting.	
7	Adjournment Meeting adjourned at 3:49 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 Bixler, Robert	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Central Florida / Career Services Committee
MAILING ADDRESS Orange County Public Schools, 445 W. Amelia Street	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: ☐ CITY ☐ COUNTY ☒ OTHER LOCAL AGENCY
CITY Orlando	COUNTY Orange
DATE ON WHICH VOTE OCCURRED 9/11/25	NAME OF POLITICAL SUBDIVISION: MY POSITION IS: ☐ ELECTIVE ☒ 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, Robert Bixler, hereby disclose that on September 11, 20 25 :

(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, 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 "2026 Summer Youth Vendors / Explore Program" [Agenda Item 5C 2)]. As Chief of Staff, I would not benefit personally but my employer, Orange County Public Schools, 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.

9/11/2025

Date Filed



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 Kostenbauder, Molly		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Central Florida / Career Services Committee	
MAILING ADDRESS Seminole State College, 100 Weldon Blvd.		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: ☐ CITY ☐ COUNTY ☒ OTHER LOCAL AGENCY	
CITY Sanford	COUNTY Seminole	NAME OF POLITICAL SUBDIVISION:	
DATE ON WHICH VOTE OCCURRED 9/11/25		MY POSITION IS: ☐ ELECTIVE ☒ APPOINTIVE	

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I, Molly Kostenbauder, hereby disclose that on September 11, 20 25 :

(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.

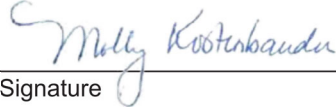
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The Career Services Committee voted to approve "2026 Summer Youth Vendors / Engage Program" [Agenda Item 5C 2)]. As Associate Vice President for the School of Business, Health, and Public Safety, I would not benefit personally but my employer, Seminole State College, could benefit, pending CSCF Board approval.

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