



CAREER SERVICES COMMITTEE MEETING

CareerSource Central Florida | 9/12/24

[CareerSourceCentralFlorida.com](https://www.CareerSourceCentralFlorida.com)

ACHIEVEMENT
BEGINS WITH A DREAM.



9/12/24 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 12, 2024
3:00 p.m. – 4:30 p.m.

Where: CSCF Administration Office
390 N. Orange Ave., Suite 700 (7th Floor)
Orlando, FL 32801

or

Virtual Option via Zoom:

Link: <https://careersourcecf.zoom.us/j/88933938070?pwd=HEbFCp3x03OWhNkXs6v3x7B2s7vtsx.1>

Dial In: 1 (929) 205-6099 / **Meeting ID:** 889 3393 8070 / **Passcode:** 386180

9/12/24 CAREER SERVICES COMMITTEE MEETING DETAIL

- Meeting Details
- ▶ Meeting Agenda
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Agenda Item #"	Topic	Presenter	Action Item
1.	Welcome A. Introductions & Ice Breaker for Committee Members: 1) Chris Pascal 2) Brinkley Ruffin 3) Richard Watford B. Career Services Committee Vice Chair Announcement 1) Dr. Molly Kostenbauder	Andrew Abu	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment	Andrew Abu	
4.	Approval of Minutes A. 5/23/24 Career Services Committee Meeting	Andrew Abu	X
5.	Action Items / Discussion / Information A. Action Items 1) MOU with Ironworkers Local Union 808 Joint Apprenticeship Trust B. Discussion Items 1) Annual Review of Charter C. Information Items 1) Workforce Operations a) End of Year Scorecard PY 2023-2024 b) PY 2024-2025 Performance Targets c) Eligible Training Provider List (ETPL) Infrastructure Occupations Review d) Update – One Stop Operator Agreement 2) Strategic Initiatives Review a) Education & Industry Consortium Update b) Grant Updates	Gina Ronokarijo Tadar Muhammad Gina Ronokarijo Nilda Blanco	X
6.	Other Business	Andrew Abu	
7.	Adjournment	Andrew Abu	



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WELCOME

CAREER SERVICES COMMITTEE WELCOMES!



Chris Pascal

Director of Training
International Union of Painters
and Allied Trades/
Florida Finishing Trades



Brinkley Ruffin

Vice President of Talent
Acquisition
Universal of Orlando Resort



Richard Watford

Director
Ironworkers Local 808

CAREER SERVICES COMMITTEE UPDATE



Vice Chair

Dr. Molly Kostenbauder

Associate Vice President for the School of Business,
Health, and Public Safety

Seminole State College



INTRODUCE YOURSELF

YOUR SUPERPOWER



INTRODUCE YOURSELF



THE TAKEAWAY

Let's break the ice.



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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, May 23, 2024, 9:00 a.m.

MINUTES

MEMBERS PRESENT: Andrew Albu, Sean Donnelly, Casey Ferguson, Kristin Gray, Mark Havard, Karen Hogans, Molly Kostenbauder, Ben Larry, Spak Nakagawa, and Jonathan Shaefer

MEMBERS ABSENT: Ed James and Maria Vazquez

STAFF PRESENT: Nilda Blanco, Tadar Muhammad, Gina Ronokarijo, Steven Nguyen, Sean Masherella, and Kaz Kasal

GUESTS PRESENT: Chris Pascal and Richard Wafford / CSCF Board Members

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Albu, Committee Chair, called meeting to order at 9:01 a.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal reported a quorum present.	
3	Public Comment None offered.	
4	Approval of Minutes <ul style="list-style-type: none"> • Reviewed draft minutes from 5/9/24 Career Services Committee meeting (attachment). 	Mr. Nakagawa made a motion to approve the minutes from the 5/9/24 Career Services Committee meeting. Dr. Kostenbauder seconded; motion passed unanimously.
5	Information / Discussion / Action Items <u>One Stop Operator RFP Recommendation</u> <ul style="list-style-type: none"> • Reviewed the process and timeline on the RFP for the One Stop Operator (attachment). Mr. Donnelly, part of the Review Team of this RFP, provided an overview of the Review Team's evaluation and ranking of the three proposals received. Based on this analysis, the Review Team recommends the Board approve Thomas P. Miller & Associates, LLC. <ul style="list-style-type: none"> - Committee Input: <ul style="list-style-type: none"> o Committee concurred to modify wording to "less than \$80,000" instead of "not-to-exceed \$80,000." <u>Direct Service Provider Request to Florida Commerce</u> <ul style="list-style-type: none"> • Reviewed request to approve CSCF's continued designation as Direct Service Provider (attachment) 	Mr. Ferguson made a motion to forward for Board's approval the recommendation to allow CSCF staff to negotiate with highest ranking proposer, Thomas P. Miller & Associates, LLC for a contract within the \$65,000 to \$75,000, and less than \$80,000. Ms. Hogans seconded; motion passed unanimously. Mr. Schaefer made a motion to forward for Board's approval the recommendation for CSCF Board and Consortium to



	<p><u>Update – Education & Industry Consortium</u></p> <ul style="list-style-type: none"> Reviewed highlights from the workgroup meetings and official Consortium meeting on 5/16/24 (attachment). Next Education and Industry Consortium Meeting is scheduled for 7/9/24. 	<p>approve CSCF's designation as a Direct Service Provider beginning 7/1/24 through 6/30/27, as submitted to Florida Commerce and CareerSource Florida. Mr. Havard seconded; <u>motion</u> passed unanimously.</p>
6	<p><u>Other Business</u></p> <ul style="list-style-type: none"> None. 	
7	<p>Adjournment Meeting adjourned at 9:38 a.m.</p>	

Respectfully submitted,

Kaz Kasal
Executive Board Coordinator



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INFORMATION / DISCUSSION / ACTION ITEMS



ACTION ITEM:
MOU WITH IRONWORKERS LOCAL UNION 808
JOINT APPRENTICESHIP TRUST



To: Career Services Committee
From: Gina Ronokarijo, Vice President Workforce Operations
Subject: Request Approval of MOU between CSCF and Ironworkers Local Union 808 Joint Apprenticeship Trust Fund, Inc (Ironworkers Local Union 808)
Date: September 12, 2024

PURPOSE:

To recommend the approval of a Memorandum of Understanding between CareerSource Central Florida and the Ironworkers Local Union 808 to support training of apprentices who qualify for workforce funds.

BACKGROUND:

- The Ironworkers Local Union 808 Joint Apprenticeship Trust Fund supports the talent development needs for structural steel and iron workers in the region
- CSCF partners with the Ironworkers Union, based on funding availability, to support tools in year two and three for up to 46 apprentices.
- CSCF has established an MOU with the Ironworkers Local Union that outlines this partnership.
- The Ironworkers Local Union 808 is on the CSCF Board of Directors, and the agreement is hereby presented to the committee for consideration and approval, and the presented to the Board of Directors.

Per CSCF's procurement guidelines and Florida Commerce requirements, the CSCF Board of Directors must review financial agreements involving a member of the Board of Directors and/or their organization that could benefit financially from the agreement. This action, if approved by the Career Services Committee, must be approved by a two-thirds vote of the Board. Richard Watford, Director of Local Ironworkers 808, serves as a member of the CSCF Board, and will need to abstain from voting on the recommended action.

RECOMMENDED ACTION:

The Career Services Committee recommends the CSCF Board of Directors approve an agreement between CareerSource Central Florida (CSCF) and the Ironworkers Local Union 808 Joint Apprenticeship Trust Fund to support up to 46 apprentices based on the funding availability and program requirements.

[RETURN TO AGENDA](#)



CAREER SERVICES COMMITTEE CHARTER

ANNUAL REVIEW



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.**
 - **Metric:** Conduct review of customer service design, delivery, and satisfaction goals for each meeting. Provide insights and recommendations based on progress towards annual strategic objectives and key results.
- **Review and discuss progress towards young adult program goals.**
 - **Metric:** Conduct review of defined targets for young adult programs for each meeting. 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.**
 - **Metric:** Conduct a quarterly 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.**
 - **Metric:** Conduct analysis semi-annually 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.**
 - **Metric:** Conduct annual 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.**
 - **Metric:** Measured annually by 75% of committee members attending and approving the budget during the combined CSC and Finance committee workshop held every May.



Career Services Committee Charter

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
- Public Comment
- Approval of Minutes
- Information / Discussion / Action Items
 - Workforce Operations Review
 - Career/Business Services
 - Young Adult Services
 - Strategic Initiatives Review
 - Sector Strategies
 - Education & Industry Consortium
- Other Business
- Adjournment

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SCORECARD

**CAREER
SEEKERS
ENGAGED**

46,211

116%

Percent of 40,000 Target
Goal

**CAREER
SEEKERS
SERVED**

27,310*

137%

Percent of 20,000 Target
Goal

**CAREER
SEEKERS
RECEIVING
TRAINING**

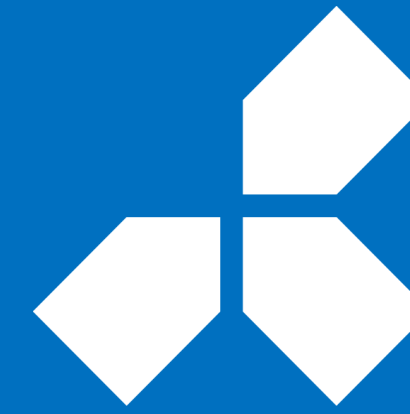
3,315

111%

Percent of 3,000 Target
Goal

6,473 **108%**
Percent of 6,000 Target Goal

**INDIVIDUALS PLACED
IN EMPLOYMENT**



CareerSource
CENTRAL FLORIDA

CAREER SEEKER AVERAGE WAGE

>\$18.00

Average Wage
Target Goal

\$19.28

[RETURN TO AGENDA](#)

PY 2024-2025 PERFORMANCE TARGETS

Agenda Item 5C 1) b)

PRIORITIES	TARGET
SERVED	25,000
TRAINED	3,000
PLACED	6,000
WAGE	\$18.00
BUSINESS RELATIONSHIPS	4,000



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ELIGIBLE TRAINING PROVIDER LIST (ETPL) INFRASTRUCTURE OCCUPATIONS REVIEW





UPDATE ONE STOP OPERATOR AGREEMENT





CAREER SOURCE CENTRAL FLORIDA
 SUB-AWARD TO
 Thomas P. Miller & Associates, LLC
 2024-25 ONE-STOP OPERATOR
 SERVICES

Title 2 – Subtitle A – Chapter II – Part 200 – Subpart D - § 200.332: Requirements for pass-through entities.	
(a) The following sub-award information is provided by CareerSource Central Florida, the Pass-Through Entity, to Thomas P. Miller & Associates, LLC, the Sub-Recipient. If/when any of these data elements changes, the change(s) will (also) be included in any subsequent sub-award modification(s).	
(1) Federal Award Identification.	
<ul style="list-style-type: none"> Sub-Recipient name (which must match the name associated with its unique entity identifier) 	Thomas P. Miller & Associates, LLC
<ul style="list-style-type: none"> Sub-Recipient's unique entity identifier 	J5MMB3EN61G3
<ul style="list-style-type: none"> Federal Award Identification Number (FAIN) 	23A55AT000009
<ul style="list-style-type: none"> Federal Award Date 	07/01/2023 - 06/30/2025
<ul style="list-style-type: none"> Sub-Award Period of Performance: start/end dates 	08/15/2024 – 06/30/2025
<ul style="list-style-type: none"> Budget Period: start/end dates 	08/15/2024 - 6/30/2025
<ul style="list-style-type: none"> Amount of Federal funds obligated by this action 	\$52,500 – (\$5,000 per month)
<ul style="list-style-type: none"> Total amount of Federal funds obligated to the Sub-Recipient 	\$52,500 – (\$5,000 per month)
<ul style="list-style-type: none"> Total amount of Federal Award to CSCF 	\$4,966,604.00
<ul style="list-style-type: none"> Federal award project description 	One-Stop Operator
<ul style="list-style-type: none"> Name of Federal awarding agency Pass-through entity, and Contact information for awarding official 	Federal awarding agency: For WIOA: U. S. Dept. of Labor through State of Florida, Dept. of Economic Opportunity For TANF: U. S. Dept. of Health and Human Services through State of Florida, Dept. of Economic Opportunity Pass Through Entity: CareerSource Central Florida Contact information: Peter Puterbaugh, Senior Manager of Procurement @ Contracts pputerbaugh@careersourcecf.com
<ul style="list-style-type: none"> Assistance Listing #'s and Name 	17.258 – WIOA Adult,
<ul style="list-style-type: none"> Is this sub-award for R&D? 	No
<ul style="list-style-type: none"> Indirect cost rate for the Federal award 	De minimis – 10%

THIS SUB-AWARD is entered into between CareerSource Central Florida (CSCF), with administrative offices at 390 N. Orange Ave., Suite 700, Orlando, FL 32801, and Thomas P. Miller & Associates, LLC, hereinafter referred to as "Sub-recipient" with administrative offices at PO Box 881011 Indianapolis, IN, 46208, for the



STRATEGIC INITIATIVES REVIEW

Education & Industry Consortium Update





STRATEGIC INITIATIVES REVIEW

GRANTS UPDATE





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ADJOURNMENT



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



THANK YOU

Phone: 800.757.4598

Website: www.CareerSourceCentralFlorida.com