



**DRAFT**  
**Career Services Committee Meeting**  
**Thursday, September 12, 2024**  
**3:00 p.m.**

**MINUTES**

**MEMBERS PRESENT:** Andrew Albu, Casey Ferguson, Karen Hogans, Molly Kostenbauder, Chris Pascal, Brinkley Ruffin, Jonathan Schaefer and Richard Watford

**MEMBERS ABSENT:** Sean Donnelly, Mark Havard, Ed James, Ben Larry, Snak Nakagawa, and Maria Vazquez

**STAFF PRESENT:** Tadar Muhammad, Nilda Blanco, Gina Ronokarijo, Marcela DeFaria, Vince Bruno and Kaz Kasal

**GUESTS PRESENT:** Kyle Hayes / Commercial Vehicle Training Association (CVTA); Brad Ball, Don Hudson and Catherine Merola / Roadmaster

Agenda Item	Topic	Action Item / Follow Up Item
1	<p><b>Welcome</b></p> <ul style="list-style-type: none"> <li>• Mr. Albu, Committee Chair, called the meeting to order at 3:02 p.m. and welcomed new committee members, Mr. Pascal, Mr. Rufin and Mr. Watford, who introduced themselves.</li> <li>• Mr. Albu informed that Dr. Kostenbauder would be Vice Chair of this Committee.</li> <li>• Committee and staff engaged in an ice breaker activity to learn about each other.</li> </ul>	
2	<p><b>Roll Call / Establishment of Quorum</b>  Ms. Kasal reported a quorum present.</p>	
3	<p><b>Public Comment</b>  None offered.</p>	
4	<p><b>Approval of Minutes</b></p> <ul style="list-style-type: none"> <li>• Reviewed draft minutes from 5/23/24 Career Services Committee meeting (attachment).</li> </ul>	<p><b>Mr. Schaefer made a motion to approve the minutes from the 5/23/24 Career Services Committee meeting. Ms. Hogans seconded; motion passed unanimously.</b></p>
5	<p><b>Action Items / Discussion / Information</b>  <u>Action Items</u></p> <ul style="list-style-type: none"> <li>• <u>MOU with Ironworkers Local Union 808 Joint Apprenticeship Trust</u> <ul style="list-style-type: none"> <li>- Reviewed the MOU (Memorandum of Understanding) between CSCF and Ironworkers Local Union 808 Joint Apprenticeship Trust to support training of apprentices who qualify for workforce funds (attachment).</li> </ul> </li> </ul>	<p><b>Dr. Kostenbauder made a motion to approve for Board's final approval the agreement between CSCF and Ironworkers Local Union 808 Joint Apprenticeship Trust Fund to support up to 46 apprenticeships based on the funding availability and program requirements. Ms. Hogans seconded, with Mr. Watford abstaining; motion passed</b></p>

<p><u>Discussion Items:</u></p> <ul style="list-style-type: none"> <li>• <u>Career Services Committee Charter:</u> <ul style="list-style-type: none"> <li>- Reviewed the Charter which has been modified for clarity, as well as to make sure responsibilities and metrics are properly aligned (attachment).</li> </ul> </li> </ul> <p><u>Information Items:</u></p> <ul style="list-style-type: none"> <li>• <u>Workforce Operations:</u> <ul style="list-style-type: none"> <li>- <u>End of Year Scorecard for PY 2023-2024:</u> <ul style="list-style-type: none"> <li>o Reviewed final results of PY 23-24 scorecard (attachment).</li> </ul> </li> <li>- <u>PY 2024-2025 Performance Targets:</u> <ul style="list-style-type: none"> <li>o Reviewed Performance Targets for PY 2024-2025 (attachment).</li> </ul> </li> <li>- <u>Eligible Training Provider List (ETPL) Infrastructure Occupations Review</u> <ul style="list-style-type: none"> <li>o Staff currently reviewing the occupational clusters to include a deeper dive with infrastructure occupations. At an upcoming meeting, staff will provide recommendations on how to serve more individuals with limited funds.</li> </ul> </li> <li>- <u>Update – One Stop Operator Agreement:</u> <ul style="list-style-type: none"> <li>o New contract has been approved with Thomas P. Miller &amp; Associate, LLC at a substantial cost savings.</li> </ul> </li> </ul> </li> <li>• <u>Strategic Initiatives Review:</u> <ul style="list-style-type: none"> <li>- <u>Education &amp; Industry Consortium Update:</u> <ul style="list-style-type: none"> <li>o Received following updates: <ul style="list-style-type: none"> <li>➢ Education &amp; Industry Consortium met in June 2024 and topic was the impact of AI (Artificial Intelligence) in job market and how students are learning. Conversations around AI to continue at next meeting</li> <li>➢ Next Education &amp; Industry Consortium meeting is on 10/22/24. Workgroups will meet prior to this date to gather information on generational differences with regard to each generation’s views and perspectives in the workplace.</li> </ul> </li> </ul> </li> </ul> </li> </ul>	<p><b>unanimously.</b></p> <p><b>Mr. Schaefer made a motion to approve for Board’s final approval the modified Charter, as presented. Mr. Ferguson seconded; motion passed unanimously.</b></p>
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	<ul style="list-style-type: none"><li>- <u>Grant Updates:</u><ul style="list-style-type: none"><li>• Reviewed updates on current activities with grants.</li></ul></li></ul>	
6	<u>Other Business</u> <ul style="list-style-type: none"><li>• None provided.</li></ul>	
7	<b>Adjournment</b> Meeting adjourned at 4:06 p.m.	

Respectfully submitted,

Kaz Kasal  
Executive Coordinator

# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Watford, Richard	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Central Florida / Career Services Committee
MAILING ADDRESS Ironworkers Local 808, 200 E. Landstreet Rd.	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY COUNTY Orlando Orange	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED 9/12/24	NAME OF POLITICAL SUBDIVISION:
	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> 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).

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### 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, Richard Watford, hereby disclose that on September 12, 2024 :

(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 Ironworkers Local 808, 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 "MOU with Ironworkers Local Union 808 Joint Apprenticeship Trust [Agenda Item 5A 1)]. As Director of Ironworkers Local 808, I would not benefit personally but my employer, Ironworkers Local 808, 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.

9/12/2024

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.