



September 15, 2020 – 10:30 A.M.

Virtual Zoom Meeting

*Join via Zoom – Meeting ID: 986 2818 8097

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Board Orientation Agenda

- I. Opening Comments
- II. Welcome
- III. Introductions
- IV. Roll Call
- V. Who Are We?
- VI. What We Do?
- VII. Programs & Services
- VIII. Financial Planning
- IX. Performance measures
- X. Board & Committees
- XI. Sunshine Law
- XII. Strategic Planning
- XIII. Wrap-up

**All parties are advised that if you decide to appeal any decision made by the Board with respect to any matter considered at the meeting or hearing, you will need a record of the proceedings, and that, for such purpose, you may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.*

**If you have a disability and need an accommodation in order to participate in this meeting, please contact Cindy Hockridge at 727-608-2426 or chockridge@careersourcepinellas.com at least two business days in advance of the meeting.*

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WELCOME!

CAREERSOURCE PINELLAS - BOARD ORIENTATION

(2020-2021)

TAB 1 - Orientation Manual

TAB 2 - PowerPoint Presentation

TAB 3 - Florida Sunshine Law

**TAB 4 - CareerSource Pinellas By-Laws
Strategic Plan**

TAB 5 - Board and Committee Listings; Workforce Acronyms; Calendar

TAB 1



Board of Directors Orientation Manual

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MESSAGE FROM THE CHAIR

Dear New Member,

Welcome to the Board of Directors of WorkNet Pinellas Inc. dba CareerSource Pinellas!

We are pleased to have you as a part of this organization's governing body, and we welcome your leadership and industry expertise. We anticipate that your skills and experience will be an asset to our Board and look forward to working with you. The Board's dedication, commitment and leadership are essential to the success of the organization, and every board member plays a critical role in achieving it.

Without a doubt, there are many challenges in both the public and private sector. However, our ability to change with the needs of our external environment, deliver a superior customer experience and always innovate will ensure that we continue to meet the workforce needs of our community.

We strongly believe that having a well-informed and educated board is the first step in ensuring productive board engagement and achieving organizational excellence. We invite you to join at least one sub-committee and participate regularly in the quarterly meetings.

This Orientation Manual has been designed to provide you with relevant background information on the workforce system and an overview of CareerSource Pinellas. During this learning process, we encourage you to seek additional information and ask questions of both the WorkNet Leadership Team and other Board Members.

Welcome aboard and thank you for your willingness to serve.

Sincerely,

Barclay Harless

Board Chairman
CareerSource Pinellas

WORKFORCE OVERVIEW

NATIONAL LEVEL WORKFORCE

HISTORY

Workforce Investment Boards were preceded by Private Industry Councils (PICs) which had a narrower function than the Boards. PICs were first created in 1978 under the Private Sector Initiative Program to increase private sector involvement in federal job training programs. Four years later, they became the key local governing bodies under the Job Training Partnership Act of 1982.

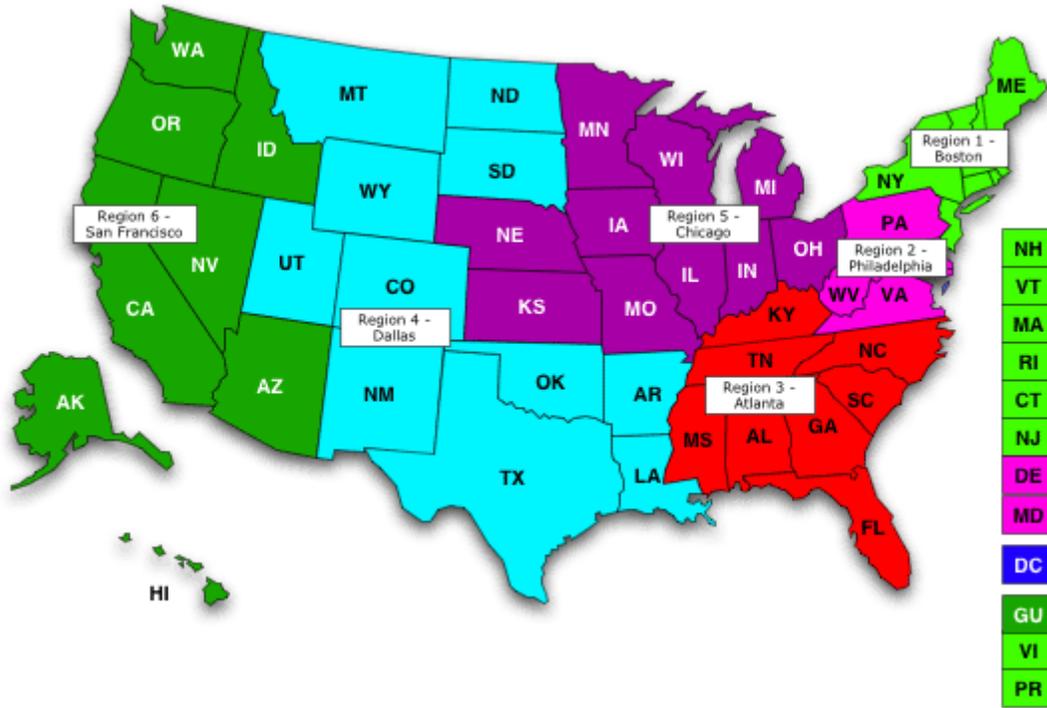
Later, legislation relating to the training and placement of welfare recipients, federal funding of vocational education and programs for dislocated workers invested PICs with additional oversight responsibilities. In 1998 the entire federal approach to workforce development was reformed under the Workforce Investment Act. In the process PICs were eliminated and Workforce Investment Boards were created.

Between 1998 and 2014, the public workforce system, authorized under the Workforce Investment Act of 1998 (WIA), made important achievements in helping job candidates acquire the skills and credentials needed for gaining jobs and matching employers for qualified workers. On July 22, 2014, the Workforce Investment and Opportunity Act (WIOA) was signed into law. WIOA is designed to strengthen and improve our nation's public workforce system to help workers acquire the skills employers need and help employers access the talent pool they need to compete in the global economy.

The new legislation provisions are designed to help workers- including those with barriers to employment- access employment, education, job-driven training and support services; enhance coordination; streamline service delivery and increase flexibility for governance; improve services to employers; and align programs across common goals and increase accountability and transparency.

WIOA provisions also emphasize quality training that leads to credentials, regional planning, and service coordination and implementation of targeted sector-based strategies and career pathways.

NATIONAL LEVEL



| Region | States |
|--------------------------|--|
| Region 1 - Boston | CT, MA, ME, NH, NJ, NY, RI, VT, PR, VI |
| Region 2 - Philadelphia | DE, DC, MD, PA, VA, WV |
| Region 3 - Atlanta | AL, FL, GA, KY, MS, NC, SC, TN |
| Region 4 - Dallas | AR, CO, LA, MT, ND, NM, OK, SD, TX ,UT, WY |
| Region 5 - Chicago | IA, IL, IN, KS, MI, MN, MO, NE, OH, WI |
| Region 6 - San Francisco | AK, AZ, CA, GU, HI, ID, NV, OR, WA |

WORKFORCE BOARDS: LEADING THE WAY IN WORKFORCE DEVELOPMENT

A key means by which Workforce Boards create local workforce development systems is through one-stop career centers which combine multiple federal, state, and local program funds. The policy and oversight responsibility invested in Workforce Boards aims to ensure that this system is market-driven; is easily accessible to any individual who wants or needs a job, education, or training; supplies well-trained people for all

employers; and provides employers with assistance and support for life-long learning initiatives and for the creation of a high-performance workforce.

STATE LEVEL WORKFORCE OVERVIEW

CAREERSOURCE FLORIDA

Workforce Florida, Inc. was created by then-Governor Jeb Bush and the Florida Legislature with the passage of the Workforce Innovation Act of 2000, Chapter 445, Florida Statutes. The Workforce system was re-designed to create partnerships between economic development, workforce development and businesses. In addition, the system is operated through performance-based contracts that increase accountability of all entities to meet strategic and legislative-mandated goals.

A board of directors appointed primarily by the Governor oversees and monitors the administration of the state’s workforce policy, programs and services carried out by the 24 business-led Regional Workforce Boards (RWBs) and the Department of Economic Opportunity (DEO).

In 2014, under the leadership of Governor Rick Scott, the Workforce Florida, Inc. Board of Directors unanimously approved the brand charter, name and logo which established **CareerSource Florida** as the single, statewide unified brand identity for Florida’s workforce system. This historic board action set a distinct path for statewide implementation of the CareerSource Florida unified brand that will directly apply to Workforce Florida, RWBs and One-Stop Career Centers. These entities will share aligned brand names and logos.

Each regional workforce board has adopted a sub-brand identity formed by using “CareerSource” followed by a geographic locator or regional identifier. This regional brand name applies to both the board and the One-Stop Career Centers they direct. CareerSource Florida has 24 regional sub-brands. All boards will use the master brand mark and sub-brand marks — or logos.

Since its 2000 inception, Workforce Florida, Inc. has implemented several successful initiatives aimed at addressing the state’s workforce needs. Among them are Quick Response Training (QRT) and Incumbent Worker Training (IWT) grants, which reimburse businesses for a portion of the cost of training employees, and the Employ Florida Banner Centers. Banner Centers are charged with becoming a statewide, go-to resource for cutting-edge training for entry-level and experienced workers who need to

upgrade their skills in high-value sectors. Most employment and training services, however, are provided at the local level through the state's 24 regional workforce boards, the backbone of the state workforce system. CareerSource Florida's other key workforce partner is the Department of Economic Opportunity.

DEPARTMENT OF ECONOMIC OPPORTUNITY

The Department of Economic Opportunity (DEO) is Florida's lead state workforce agency and is responsible for translating CareerSource Florida's (CSF) policy into action and then executing those actions. DEO operates under a performance-based contract with CSF and carries out its responsibilities via contracts with regional workforce boards.

Florida's workforce delivery system created 24 Regional Workforce Boards which govern the delivery of Florida's programs and services at the local level. The State also has over 100 One-Stop Career Centers which provide employment and training services to both employers and job seekers. For contact information regarding Florida's regional workforce boards, visit www.careersourceflorida.com



WHO WE ARE



FLORIDA DEPARTMENT of ECONOMIC OPPORTUNITY

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LABOR MARKET STATISTICS

Labor Market Statistics (LMS) in the Florida Department of Economic Opportunity is charged with producing, analyzing, and delivering timely and reliable labor statistics to improve economic decision-making. Labor Market Statistics include a variety of labor market, economic, and demographic data such as:

- Employment and Wages
- Labor Force
- Economic Indicators
- Population

In addition, DEO administers the state's Labor Market Statistics program, Unemployment Compensation, Early Learning and various workforce development programs. The Office of Early Learning, a division within the agency, provides oversight of Florida's school readiness programs and is the lead entity for implementing the state's successful Voluntary Prekindergarten Program.

WORKNET PINELLAS, INC. CORPORATE OVERVIEW

WHO WE ARE

The legal, registered, corporate name of the agency is WorkNet Pinellas, Inc.

WorkNet Pinellas, Inc. is a Florida Nonprofit Corporation and a 501 (c) (3) organization as determined by the Internal Revenue Service. The agency has an assigned Employer Identification Number of 73-1678180.

For business, advertising and logo purposes, the agency shall be referred to as CareerSource Pinellas.

CareerSource Pinellas (CSPIN) serves the residents of Pinellas County, Florida, and the administrative office is located at 13805 58th Street North, Suite 2-140, Clearwater, Florida, 33760.

WHAT WE DO

CareerSource Pinellas formed a 20 member Strategic Planning Committee to develop the 2020-2024 Strategic Plan, approved by the Board of Directors on September 16, 2020.

Mission Statement

The mission of CareerSource Pinellas is to build the talent pipeline for today and the future by providing easy access to workforce solutions.

Organizational Core Values

Core Values – We believe in the following shared principles, beliefs and priorities:

COLLABORATION. We actively build community capacity by engaging businesses, customers, families and partners in our work to improve outcomes and ensure long-term success.

INNOVATION. We embrace on-going creativity and change for achieving continuous improvement and growth.

INTEGRITY. We act with honesty, transparency, and accountability to build trust and achieve results.

OPPORTUNITY. We work in ways that instill hope and offer pathways of opportunity for our customers to succeed and thrive.

RESPECT. We treat our team members, customers, and partners with mutual respect and sensitivity, recognizing the importance of diversity. We respect all individuals and value their contributions.

RESULTS. We deliver our very best in all we do, holding ourselves accountable for results.

STEWARDSHIP: We honor our role as stewards of the public trust by managing human and financial resources respectfully and responsibly.

Strategic Priorities

- Strengthen strategic partnerships with business and education to become more responsive to the skills needed of the current and future workplace.
- Expand access and reach into the community.
- Promote change and maintain the viability of CareerSource Pinellas' financial growth, quality delivery system and relevancy to job seekers and businesses.

Goals

Goal 1: Develop Robust Partnerships with Employers.

Goal 2: Strengthen Partnerships with Organizations that Provide Educational Opportunities.

Goal 3: Expand Outreach to Jobseekers.

Goal 4: Build Organizational Capacity; Promote Change and Transformation of CareerSource Pinellas.

CareerSource Pinellas has locations in Clearwater, St. Petersburg, and Tarpon Springs. The centers offer services for employers and employment candidates, including turnkey business centers for copying, faxing, and internet access. There is no fee charged for any of CareerSource Pinellas' services for employers or job seekers.

BUSINESS SERVICES

CareerSource Pinellas serves a universal customer base – as required by law. The diversity of the customer base makes the organization’s work more complex but that much more important. You will better understand both our opportunities and challenges as you become familiar with the various customer segments.

BUSINESS SERVICES

Many experts agree that nearly 80% of all employee turnovers are directly related to insufficient hiring decisions. CareerSource Pinellas assists approximately 1,300 companies annually in managing their recruitment and hiring process.

CSPIN assists businesses in leveraging their human resources function, including the following:

- Recruitment and interviewing (entry to executive level candidates);
- Job matching from database of more than 100,000;
- Skills assessment and evaluation, including administration of tests;
- Comprehensive local, state and national targeted labor market statistics— employment and wage, labor force, economic indicators and demographic information;
- Help to identify and take full advantage of valuable tax credits;
- Business workshops and seminars on current topics, including retention strategies, changing regulation and compliance and other topics to help businesses better understand the “needs” and “wants” of their employees.

The Business Development Team is aligned by industry sectors to provide needed experience and expertise to targeted growth industries within Pinellas County.

CareerSource designates a business representative to be your direct points of contact to provide solutions for your specific workforce needs.

Targeted Industry Sectors:

- Healthcare
- Education
- Technology
- Professional Services
- Manufacturing and Construction

CareerSource Pinellas' Business Services Team is equipped to assist employers with a host of workforce related services:

- Personalized Human Resource Solution
- Customized Labor Market Information
- Targeted Recruitment
- Hiring Events, Online Job Postings
- Conference Center / Business Center
- Tax Credits
- Candidate Services
- Funded Training (On the Job Training and Employed Worker Training)

Employed Worker Training (EWT)

The Employed Worker Training grants funds to qualifying employers for training to enhance employee knowledge and skills, thus contributing to the employer's competitiveness in the marketplace. This training also improves opportunities for participating employees to retain their jobs as well as enhance opportunities for advancement within their organizations. EWT funds may be used to procure training to deal with new technologies, equipment, and/or processes.

On Job Training (OJT)

OJT is defined as training by an employer that is provided to a paid candidate while engaged in productive work in a job that provides knowledge or skills essential to the full and adequate performance of the job. CSPIN provides reimbursement to the employer of up to 50 percent of the wage rate of the candidate for the extraordinary cost of providing the training and additional supervision. The training is limited in duration as appropriate to the occupation.

To best serve the needs businesses, CSPIN designates a business representative to be a single-point contact to provide solutions for their specific workforce needs.

LINES OF CAREER SERVICES

Focus

Providing all level of job seekers with access to a variety of workforce services to improve skills and employment opportunities.

Services

- Career Counseling
- Job Matching

- Resume and Interview
- Workshops
- Job Skills Training
- Professional and Career Networking Groups

PROGRAM SERVICES

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) – ADULT/DISLOCATED WORKER

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Congress passed the Act by a wide bipartisan majority; it is the first legislative reform in 15 years of the public workforce system.

WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. (Source: doleta.gov)

WIOA Adult program services include career services, training services and job placement assistance. Priority is given to recipients of public assistance, other low-income individuals, veterans and individuals who are basic skills-deficient.

WIOA Dislocated Worker program services target individuals who lost jobs due to plant closures, company downsizing or some other significant change in market conditions. In most cases, eligible workers are unlikely to return to their occupations, and they must be eligible (or have exhausted) unemployment compensation

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) – YOUTH

Where do youth candidates fit in?

Under Title I of the Workforce Innovation and Opportunity Act of 2014, formula funds are provided to states and outlying areas, states in turn provide local workforce areas resources to deliver a comprehensive array of youth services that focus on assisting out-of-school youth and in-school youth with one or more barriers to employment prepare for post-secondary education and employment opportunities, attain educational and/or skills training credentials, and secure employment with career/promotional opportunities.

The services of youth programs include:

- Tutoring, study skills training and instruction leading to completion of secondary school, including dropout prevention
- Alternative school services
- Adult mentoring
- Paid and unpaid work experiences, including internships and job shadowing
- Occupational skills training
- Leadership development opportunities
- Supportive services
- Follow-up services for not less than 12 months as appropriate
- Comprehensive guidance and counseling

What are the criteria for Youth?

Eligibility/Target Population: Out-of-school youth (OSY) who is: not attending school, age 16-24, and has one or more barriers to employment and in-school youth (ISY) who is: attending school, age 14-21, is low income and has one or more barriers to employment.

Possible barriers to employment are:

1. Deficient in basic literacy skills
2. A school drop-out
3. Homeless, runaway or a foster child
4. Pregnant or parenting teen
5. An offender
6. An individual who requires additional assistance to complete an educational program, or secure and hold employment.

CSPIN's goal is to assist with:

- GED completion
- Job applications
- Job search
- Successful work experience
- Job retention
- Occupational skills credential

WAGNER-PEYSER

At the heart of the Career Resource Centers is the ability to provide services to businesses seeking skilled workers, employment assistance to individuals and workforce and economic information services to all customers. The Wagner-Peyser Act became law in 1933 and the nationwide public employment service was

established. This program is a federally funded labor exchange developed to match up employers with qualified out of work job applicants. It is linked to the Reemployment Assistance program, helping applicants filing for reemployment benefits to find new employment opportunities.

VETERANS SERVICES

The Veterans Employment Program promotes the employment of Florida's veterans, especially veterans with barriers to employment. Disabled Veterans Outreach Program specialists and Local Veterans Employment representatives at the CareerSource Florida centers provide priority workforce services to veteran customers. Disabled Veterans Outreach Program specialists focus on intensive case management services for veterans with barriers to employment, particularly disabled veterans. Local Veterans Employment representatives build relationships with employers and engage in advocacy efforts with hiring executives and managers to increase employment opportunities for veterans.

WELFARE TRANSITION PROGRAM

The Welfare Transition Program (WTP) enables welfare recipients to move from welfare to work by emphasizing self-sufficiency and personal responsibility. The DCF determines Temporary Assistance for Needy Families (TANF) benefits and refers mandatory participants to the local workforce board's WTP program. Florida Recipients of Temporary Cash Assistance register for work and participate in assigned work activities. WTP participants can access training and supported services to assist with barriers to entering employment.

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM – SNAP

The Supplemental Nutrition Assistance Program emphasizes work, self-sufficiency and personal responsibility. Program participants gain valuable skills, training and work experience in an effort to reach total self-sufficiency. Select food assistance recipients who are between the ages of 18 - 49, with no dependents and do not meet Department of Children and Families (DCF) exemptions are eligible to participate in the Employment and Training activities offered through SNAP.

When a food stamp recipient volunteers to participate, we engage them in one or more of the following components:

- Job search
- Job search training
- Vocational training
- Education
- Training Services activities (including TAA activities)

- Self-initiated work experience
- Work experience
- Employment

In addition to the above activities, CSPIN also attempts to assist the recipient through other programs, to provide the individual with many options for services and training (Wagner Peyser, Training Services, Vocational Rehabilitation, external referrals, etc.).

CSPIN FACILITIES OVERVIEW

HEADQUARTERS

Epicenter- Administrative Office

13805 58TH Street North, Suite 2-140

Clearwater, FL, 33760

727-524-4344

727-524-4350 Fax

CAREER CENTERS

Gulf to Bay Career Center

2312 Gulf-To-Bay Boulevard

Clearwater, FL, 33765

727-524-4344

South County Career Center

3420 8th Avenue South

St. Petersburg, FL, 33711

727-524-4344

Lealman Exchange (Coming Soon)

5175 45th Street N.

St. Petersburg, FL, 33714

727-464-5310

SPC College Campus

682 E. Klosterman Road

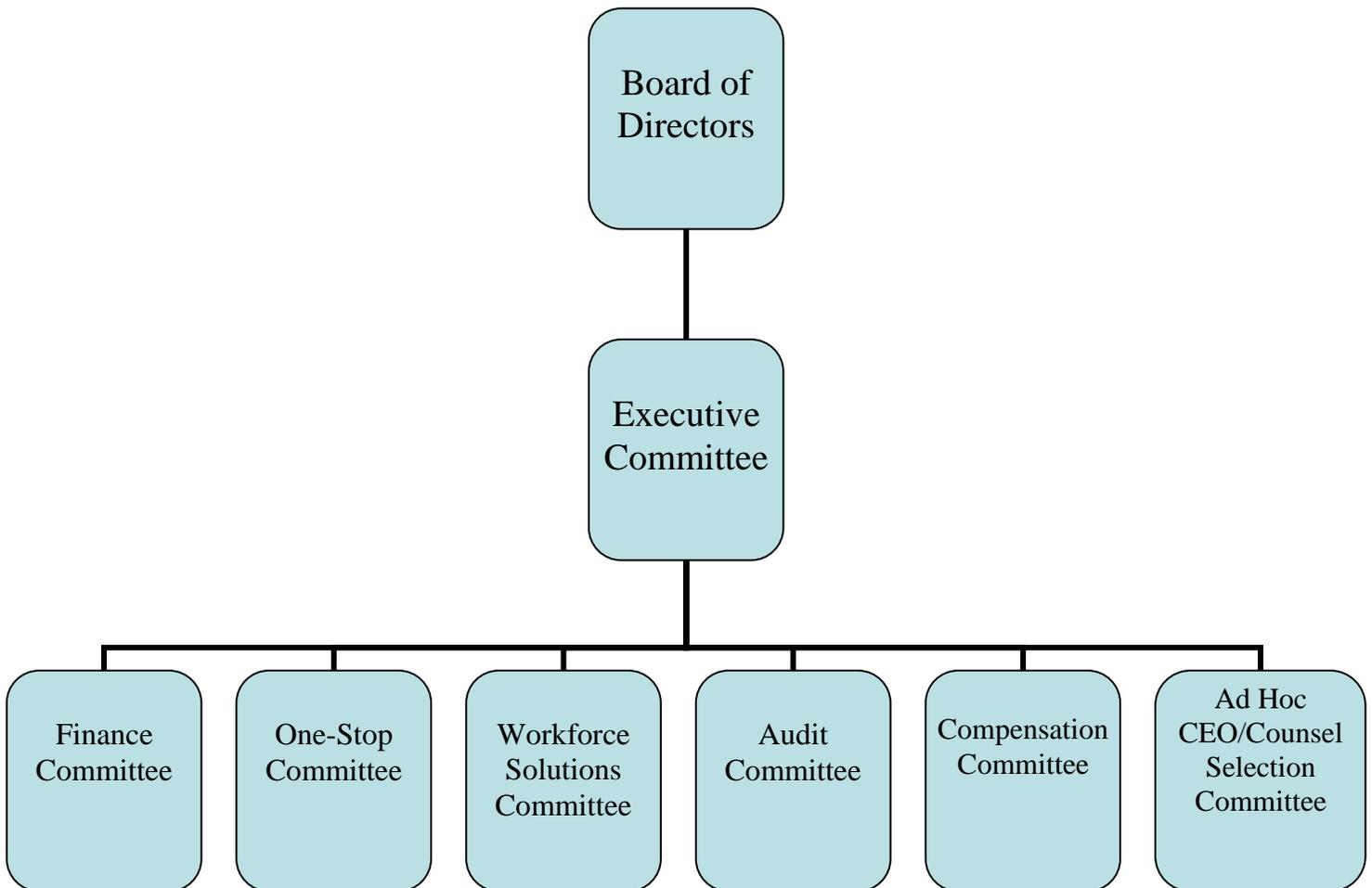
Tarpon Springs, FL, 34689

727-524-4344

CSPIN BOARD GOVERNANCE

CareerSource Pinellas is governed by a board of directors comprising of private and public sector representatives.

BOARD COMMITTEE STRUCTURE



BOARD COMMITTEES OVERVIEW

EXECUTIVE COMMITTEE

CareerSource Pinellas shall have an Executive Committee consisting of the Officers, the Chairs of the Standing Committees, Past Chair, and up to five at-large members appointed by the Chairperson.

The Executive Committee may meet; (i) only in months when the full Board of Directors does not meet and time is of the essence in taking any action; (ii) in emergency situations where the failure to act would result in irreparable harm to persons or workforce program continuity, and the full Board of Directors cannot be convened. The Executive Committee shall have and exercise the authority of the Board of Directors in the governance of the affairs of CareerSource Pinellas with the exception of (i) adopting, repealing, or amending the Articles, the Interlocal Agreement or these By-Laws; (ii) approval or modification of the annual budget; (ii) approval or amendment of the 4 year or other plans required by the WIOA; (iii) acquisition or conveyance of real estate; (iv) pledging, mortgaging, or encumbering real property, or pledging or encumbering personal property other than in the ordinary course of business for expenditures included in the line item budget and/or preapproved by the Board of Directors; (v) staff pay or compensation plans; (vi) approval or amendment of the CSPIN administrative code/governing policies, including purchasing and financial policies; (vii) approval of the annual financial audit and responses thereto, as well as the early termination of the audit firm; (viii) hiring, disciplining, and discharging the Chief Executive Official/executive director and legal counsel.

Any items approved by the Executive Committee will appear as consent agenda items at the next meeting of the full Board of Directors. Such consent agenda items will be distributed to board members at least 72 hours prior to the Board meeting date and time. Delegation of authority to the Executive Committee shall not relieve the Board of Directors or any individual Director of any responsibility imposed on it, or him or her, by the Bylaws or by any applicable law.

FINANCE COMMITTEE

The Finance Committee shall be chaired by the Treasurer, and shall consist of those members deemed appropriate and appointed to the Committee by the Treasurer. The Finance Committee shall be the Committee of the Board charged with oversight responsibilities regarding the fiscal affairs of the Agency. The Committee's responsibilities shall include, but are not limited to:

- Reviewing a draft of the annual budget and submitting the tentative annual budget, along with a recommendation, to the Board of Directors for action;
- Reviewing and recommending approval of all subsequent modifications to the budget;

- Reviewing the annual audit and accompanying management letters with agency responses and forwarding any recommendations to the Board of Directors;
- Providing financial oversight through review of financial monitoring reports and forwarding any recommendations to the Board of Directors;
- Reviewing the agency’s periodic financial statements and report on the organizations financial status at each meeting of the of the Board of Directors and of the Executive Committee; and
- Serving on procurement review panels at the request of the Chief Executive Official/executive director and/or CFO/finance director.

ONE-STOP COMMITTEE

The One Stop Committee shall be chaired by a Board Member appointed by the Board Chair and shall consist of those members deemed appropriate and appointed to the committee by the One Stop Committee Chair. The One Stop Committee shall be responsible for advising the Board of Directors on matters related to the following committee areas of oversight:

- Providing assistance with planning, operational and other issues relating to the one-stop delivery system;
- Providing assistance with planning, operational, and other issues relating to the provision of services to youth;
- Providing assistance with planning, operational and other issues relating to the provision of services to individuals with disabilities;
- Reviewing the plans and services of other agencies and one-stop partners with the intent to improve coordination of services;
- Reviewing customer survey feedback to ensure customer input is made part of the plan of service;
- Reviewing the enrollment and training of individuals under the Workforce Investment Act;
- Reviewing the services delivered to welfare transition customers;
- Reviewing services and programs delivered to recognized target groups;
- Reviewing the operation and performance of any grants or other funding received;
- Reviewing periodic reports on performance in accordance with the committee’s annual strategic plan; and
- Planning for future changes and improvements to the one-stop system.

WORKFORCE SOLUTIONS COMMITTEE

The Workforce Solutions Committee shall be chaired by a Board member appointed by the Board Chair and shall consist of those members deemed appropriate and appointed to the Committee by the Workforce Solutions Committee Chair. The Workforce Solutions Committee shall be responsible for:

- Reviewing and recommending approval of the services and programs delivered to employers;
- Reviewing and recommending approval of training vendor applications and other actions pertaining to training vendors;
- Reviewing periodic training vendor performance reports;
- Reviewing the region's activities related to targeted industries;
- Creating and maintaining the regional targeted occupations list; and
- Reviewing and recommending approval of the Board's partnerships with economic development organizations and other business associations in accordance with the committee's annual strategic plan.

AD HOC NOMINATING COMMITTEE

The Chair of CareerSource Pinellas shall appoint the Chair and members of the ad-hoc Nominating Committee from among the membership of the Board. The Vice Chair and Chair Elect shall serve as members of the Committee. The responsibilities of The Nominating Committee shall include:

- Meeting prior to the fourth quarterly or annual board meeting to select a slate of Officers to be presented to the CareerSource Pinellas Board at the annual meeting; and
- May advise the Chair Elect on appropriate candidates for Executive Committee membership and Committee chairs.

AUDIT COMMITTEE

The Audit Committee shall consist of the County Commissioner serving as the Vice-Chair on the CareerSource Pinellas Board of Directors, two members appointed by the Board of County Commissioners, the Chair of the CareerSource Pinellas Board of Directors, and the CareerSource Pinellas Treasurer. No staff member of either the County or CSPIN shall serve on the Audit Committee, but may serve as staff to the Committee. CSPIN's Finance Director shall serve as primary staff to the Audit Committee. The Audit Committee shall be responsible for:

- Making recommendations to the Board of Directors on the selection of an independent auditor, including terms of engagement and compensation;
- Overseeing the annual audit of any and all programs operated by CareerSource Pinellas in compliance with OMB Circular A-133, including approving annual audit plans;
- Reviewing the annual Financial audit and recommending responses to any adverse findings thereto to the Board of Directors;
- Authorizing and procuring Performance audits or Compliance audits as defined by Sec 11.45, Florida Statutes, to be performed by independent firms or the Division of Inspector General, Clerk of the Circuit Court and Controller, subject to ratification by the Board of Directors;
- Reviewing audits and reports on the monitoring of activities, operations and

expenditures under the programs operated by CareerSource Pinellas and reporting findings and making recommendations on corrective actions to the Board of Directors;

- Reviewing such other interim or annual reviews and reports, whether conducted by an audit firm, entities expert in evaluation and/or monitoring of CareerSource Pinellas programs or county staff as determined by the Audit Committee and reporting findings and making recommendations on corrective actions to the Board of Directors.

COMPENSATION COMMITTEE

The Compensation Committee shall be chaired by a Board member appointed by the Board Chair and shall consist of those members deemed appropriate and appointed to the Committee by the Compensation Committee Chair. The Compensation Committee shall, except as provided for by Section 12 below, be responsible for:

- Reviewing and evaluating employee performance review process
- Reviewing, evaluating and making recommendations to the Board of Directors relating to the approval of employee pay and compensation plans
- Reviewing and evaluating employee benefits programs and making recommendations to the Board of Directors relating to the approval of these programs
- Evaluating and approving training policies to ensure that employees meet the necessary requirements under the Workforce Investment and Opportunity Act
- Providing assistance with planning, operational and other issues relating to the provision of fair labor practices in the workplace
- Meeting at least annually and reporting findings and recommendations to the Board of Directors at the annual meeting.

AD HOC CEO/COUNSEL SELECTION COMMITTEE

The Ad Hoc Chief Executive Official/Executive Director and Legal Counsel Selection

Committee shall be constituted, beginning in 2019 and not less than every calendar year, or whenever there is a vacancy for the CareerSource Pinellas executive director or legal counsel positions. The Committee shall consist of five members, including the Board of County Commissioner's member serving as the Vice-Chair, the CareerSource Pinellas Chair, Pinellas County Economic Development Department Board Member, the local elected official member, and one member appointed by the Chair. The Chair shall designate the chair of the Committee. CSPIN and County staff may serve as staff to this Committee.

The Committee shall, subject to the final approval of the Board of Directors, be responsible for:

- Not less than once every calendar year, reviewing the performance and compensation of the executive director and the legal counsel;

- Not less than once every calendar year, reviewing, evaluating and/or establishing, and, if needed, updating or revising the executive director qualifications and job description;
- Not less than once every calendar year, reviewing, evaluating and/or establishing, and, if needed, updating or revising and the legal counsel qualifications and terms of engagement or employment;
- Establishing the recruitment process for the Chief Executive Official/Executive Director or legal counsel positions;
- Screening and ranking applications for the executive director position and proposals or applications for legal counsel for submittal to the Board of Directors for final approval and hiring.

STATEMENT OF COMMITMENT



Board Director's Statement of Commitment

As a board member of CareerSource Pinellas (CSPIN), I am fully committed and dedicated to our stated vision and mission. I understand that my duties and responsibilities include the following:

- I accept the by-laws and operating principles outlined in the orientation materials and understand my responsibility to this organization.
- I will be actively engaged and prepared for CSPIN board meetings, be available for phone consultation, and serve on at least one CSPIN Committee.
- I will actively promote CSPIN and support the President/CEO in his/her endeavors to execute the board's strategic business plan.
- I will leverage my circle of influence to support CSPIN's innovative customer initiatives.
- I will adhere to the Sunshine Laws when conducting CSPIN business.
- If I am not able to meet my obligations as a board member, I will offer my resignation.

Signature _____ Date _____

Print Name _____

CODE OF ETHICS



Code of Ethics

- **I will perform my duties with honesty and integrity, and treat my fellow board members with respect.**
- **I will not use my position with CareerSource Pinellas for personal profit or gain.**
- **I shall fully disclose a conflict of interest when and where it exists.**
- **I shall not vote on matters when a conflict is deemed to exist, other than to present factual information or to respond to questions presented.**



2018.09.26.A.1

Strategic Policy

| | |
|-------------------|--|
| Title: | CareerSource Florida Ethics and Transparency Policy |
| Adopted: | 09/26/2018 |
| Effective: | 09/26/2018 |

I. PURPOSE AND SCOPE

To effectively fulfill the mission of the CareerSource Florida network, volunteer leaders and workforce professionals statewide must ensure ethics and transparency guide their decision-making. This CareerSource Florida Board of Directors policy communicates expectations about ethics and transparency in Florida’s workforce system to maintain integrity, accountability and transparency in decisions and actions that earn and protect the public trust. Florida’s workforce system consists of CareerSource Florida, which provides policy oversight; the Florida Department of Economic Opportunity, the administrative entity for state workforce programs; and 24 local workforce development boards, to include the chief elected official and board of directors, as well as the career centers they direct.

At every level of the workforce system, there must be a unified commitment to conduct work in a manner that is business-driven, focuses on talent and continuous improvement, and assures accountability to public and private stakeholders including businesses, workers and job seekers.

State and local workforce development boards must conduct business in an open manner, comply with federal and state laws and ensure the public has electronic or simplified access to information including but not limited to:

- Information about state and local plans;
- Professional employment of workforce development board members;
- Selection of one-stop operators;
- Awards of grants or contracts to eligible training providers of workforce investment activities;
- Minutes of formal meetings of workforce development boards; and,
- Workforce development board by-laws.

II. REGULATORY EXPECTATIONS FOR ETHICS AND TRANSPARENCY

Chapter 445, Florida Statutes, creates the Florida workforce system. This law implements Public Law 113-128, the Workforce Innovation and Opportunity Act of 2014 (WIOA), and creates CareerSource Florida, Inc., the state workforce investment board, as the principal workforce policy organization for the state. The purpose of CareerSource Florida, Inc., is to design and implement strategies that help Floridians enter, remain and advance in the workplace so they may become more highly skilled and successful, benefiting these Floridians, Florida businesses and the entire state, and fostering development of the state's business climate.

It is the intent of the Florida Legislature that CareerSource Florida, Inc., operate in the most open and accessible manner consistent with its public purpose. The expectation of the CareerSource Florida Board of Directors is that the following laws, rules, and regulations referenced and described below are included in local policies and guide organizational decisions and professional actions.

U.S. Department of Labor Employment and Training Administration Advisory System Training and Employment Guidance Letter No. 35-10 was issued on June 16, 2011. The guidance letter (TEGL 35-10) states that providing responsible stewardship for and oversight of publicly funded workforce programs must be accomplished in a way that demonstrates strong integrity, accountability and transparency to preserve the public trust. The responsibility for this stewardship and oversight is shared in the public workforce system by federal, state and local entities.

Public Law 113-128, the Workforce Innovation and Opportunity Act, was signed into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. WIOA Section 107(e) and 20 CFR 679 require local workforce development boards to make certain information available to the public, on a regular basis through electronic means, open meetings and upon request. Additional measures may be taken by state and local policymakers to ensure such information is readily accessible to the public.

The Code of Ethics for Public Officers and Employees, adopted by the Florida Legislature as Chapter 112, Part III, Florida Statutes, contains standards of ethical conduct and disclosures applicable to public officers, employees, candidates, lobbyists and others in state and local government. Workforce development board members and their designees are subject to the Code of Ethics for Public Officers and Employees.

The Florida Legislature specifically declared that CareerSource Florida, Inc., its board, councils, and any advisory committees or similar groups created by CareerSource Florida, Inc., are subject to the provisions of Chapter 119 relating to public records, and those provisions of Chapter 286 relating to public meetings (Chapter 445.004(1), Florida Statutes). Local workforce development boards are subject to Chapter 119, Florida Statutes and Chapter 286, Florida Statutes. Local workforce development boards also are subject to Section 24, Article I of the State Constitution, which describes Access to Public Records and Meetings.

Chapter 119, Florida Statutes, commonly known as Florida's Public Records Law, provides information on public records in Florida, including policies, definitions, exemptions, general information on records access, inspection, examination and duplication. It is the policy of the state of Florida that "all state, county, and municipal records are open for personal inspection and copying by any person. Providing access to public records is the duty of each agency" (Chapter 119.01, Florida Statutes). Included agencies are "public or private agencies, persons, partnerships, corporations or business entities acting on behalf of any public agency" (Chapter 119.011, Florida Statutes), "or other separate unit of government created or established by law" (Chapter 119.0701, Florida Statutes).

Chapter 286, Florida Statutes, also known as Florida's Sunshine Law, establishes a basic right of access to meetings of boards, commissions and other governing bodies of state and local governmental agencies or authorities. The law describes how boards conduct public meetings, how these meetings are noticed, who may attend, and how they may be accessed. This law also describes what records must be kept and made available to the public upon request.

CareerSource Florida and the Department of Economic Opportunity will collaborate with local workforce development boards to support best practices in organizational ethics and implementation of federal and state transparency requirements.

III. AUTHORITIES

[U.S. Department of Labor, Employment and Training Administration Advisory System, Training and Employment Guidance Letter No. 35-10](#)

[Public Law 113-128, the U.S. Workforce Innovation and Opportunity Act Of 2014 \(WIOA\), Sections 106-110](#)

[20 CFR Part 679—Statewide and Local Governance of the Workforce Development System Under Title I of the Workforce Innovation and Opportunity Act](#)

[Chapter 445.003-445.007, Florida Statutes](#)

[Chapter 112, Florida Statutes](#)

[Chapter 119, Florida Statutes](#)

[Chapter 286, Florida Statutes](#)

ETHICS AND TRANSPARANCY POLICY ACKNOWLEDGEMENT



CAREERSOURCE PINELLAS ETHICS AND TRANSPARANCY POLICY ACKNOWLEDGEMENT

This acknowledgment form complies with the CareerSource Florida, Inc. (CSF) Ethics and Transparency Policy, adopted by CareerSource Pinellas, which promotes expectations about ethics and transparency in Florida's workforce system to maintain integrity, accountability and transparency in decisions and actions that earn and protect the public trust, including: The acceptance of gifts; Self-dealing; A prohibition on unauthorized compensation; Conflicting employment or contractual relationships; Appropriate disclosure and use of information; and Nepotism.

I received a copy of the Ethics and Transparency Policy for CareerSource Pinellas and agree to comply with the terms of the policy.

Signature

Date

Printed Name



2017.05.17.C.2

Strategic Policy

| | |
|-------------------|---|
| Title: | CareerSource Florida Board of Directors Conflict of Interest Disclosure Policy |
| Adopted: | 05/17/2017 |
| Effective: | 05/17/2017 |

I. PURPOSE AND SCOPE

The CareerSource Florida Board of Directors promotes an ethical and transparent structure within the public-private corporation. Board members are expected to safeguard their ability to make objective, fair and impartial decisions. Board members may not accept benefits when it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision, or to reward a past decision. Board members will not use the powers and resources of CareerSource Florida, Inc. (CSF) for personal benefit or for the benefit of immediate family members.

Board members may be employed by companies with existing state contracts or may contract with CSF subject to this Conflict of Interest Disclosure Policy and State of Florida statutes. CSF contracts are transparent and administered through processes designed to ensure fairness and accountability. CSF contracts with board members, or with entities with which board members are involved, are approved when a quorum has been established and the contract is approved by two-thirds of the voting members present.

Board members who may have a conflict of interest relating to a CSF contract or agreement are compelled to openly disclose a potential, real, or perceived conflict as soon as the issue arises. Board members are required to disclose conflicts of interest in writing to the CSF professional team and its general counsel prior to any board meeting in which business involving these interests will be discussed. Board members who could benefit financially from a transaction must abstain from discussion and voting on the corresponding contract.

Board members are in a conflict of interest whenever they themselves, or members of their immediate family, place of employment, business partners or close personal associates may personally benefit either directly or indirectly, financially or otherwise, from their position on the CSF Board of Directors. For the purpose of this policy, "immediate family" is defined as parents, step-parents, spouses or domestic partners, children, step-children, full or half siblings, in-laws, sibling in-laws, grandparents, great-grandparents, step-great-grandparents, aunts, uncles, nieces, nephews and grandchildren. Board members who may have a conflict of interest related to a CSF contract or agreement are compelled to disclose the conflict and abstain from voting on decisions impacting the contract or agreement.

A conflict of interest may be real, potential, or perceived; the same duty to disclose applies to each. Full disclosure does not remove a conflict of interest. If a board member is not certain he or she is in a conflict of interest position, he/she may consult the CSF general counsel, who serves as the ethics and public records officer for the Board of Directors.

All board members shall sign an acknowledgement of this policy to be filed with the CSF professional team upon appointment to the CSF Board of Directors.

This policy benefits CSF board appointees by giving them the opportunity to disclose conflicts of interest and ensure the integrity of business before the board. This policy sends a strong message to those doing business with CSF about the importance of ethics in operations and transparency in public meetings. This policy relates to the CSF Board of Directors and the CSF general counsel, who helps board members identify potential conflicts of interest.

II. BACKGROUND

As described in Chapter 445, Florida Statutes, state and federal funds provided to CSF may not be used directly to pay for meals, food, or for travel for board members except as expressly authorized by state law. Any reimbursements shall be at the standard travel reimbursement rates established in section 112.061, Florida Statutes, and shall follow applicable federal and state requirements.

The CSF Board of Directors is prohibited from expending state or federal funds for entertainment costs and recreational activities for board members and employees as these terms are defined by 2 C.F.R. Part 230.

Members of the CSF Board of Directors are subject to Chapters 119 and 286, Florida Statutes, and section 24, Article I of the Florida Constitution. CSF board meetings, including committee meetings, are publicly noticed under the Sunshine Law and are open to the public. Meeting minutes are available for public access.

III. AUTHORITY

[Article I, Section 24, Florida Constitution](#)

[Chapter 112, Florida Statutes](#)

[Chapter 119, Florida Statutes](#)

[Chapter 286, Florida Statutes](#)

[Chapter 445.007, Florida Statutes](#)

[2, CFR Part 230](#)

IV. HISTORY

| Date | Description |
|-------------|---|
| 05/17/2017 | Policy drafted by the CSF Policy and Performance unit for review by the CSF Strategic Policy & Performance Council and the CSF Board of Directors at the May 17, 2017, board meeting. |

IV. ATTACHMENTS

CareerSource Florida Board of Directors Acknowledgement

CareerSource Florida Board of Directors Conflict of Interest Disclosure Statement

CONFLICT OF INTEREST DISCLOSURE POLICY ACKNOWLEDGEMENT



BOARD OF DIRECTORS CONFLICT OF INTEREST DISCLOSURE POLICY ACKNOWLEDGEMENT

This acknowledgment form complies with the CareerSource Florida, Inc. (CSF) Conflict of Interest Disclosure policy, adopted by CareerSource Pinellas, which promotes ethics in operations and transparency among CareerSource Pinellas board members. Members of the Board of Directors are expected to safeguard their ability to make objective, fair and impartial decisions.

Board members are required to read and sign this acknowledgement upon appointment to the CareerSource Pinellas Board of Directors, and annually thereafter. Board members are also required to disclose potential, real, or perceived conflicts of interest in writing to the CareerSource Pinellas professional team and its general counsel prior to any board meeting in which business involving these interests will be discussed.

Full disclosure does not remove a conflict of interest. If the board member is not certain he or she is in a conflict of interest position, they may consult CareerSource Pinellas general counsel, who serves as the ethics and public records officer for the Board of Directors.

I received a copy of the conflict of interest disclosure policy for the CareerSource Pinellas Board of Directors and agree to comply with the terms of the policy. I will promptly report any such conflict of interest that may arise during the term of my tenure as a board member while conducting CareerSource Pinellas business.

Signature

Date

Printed Name

CONFLICT OF INTEREST DISCLOSURE STATEMENT



BOARD OF DIRECTORS CONFLICT OF INTEREST DISCLOSURE STATEMENT

Please check ONE of the following boxes:

To the best of my knowledge, I am unaware of any real, potential or perceived conflicts of interest involving me or a relative* that may limit my ability to perform my duties as a member of the CareerSource Pinellas Board of Directors.

*Includes parents, step-parents, spouses or domestic partners, children, step-children, full or half siblings, in-laws, sibling in-laws, grandparents, great-grandparents, step-great-grandparents, aunts, uncles, nieces, nephews and grandchildren.

OR

I hereby disclose my interests and relationships that could give rise to a conflict of interest:

Signature

Date

Printed Name



**Worknet Pinellas, Inc. d/b/a CareerSource Pinellas
Local Workforce Development Board**

Contact Information

Board Member Name: _____ **Date:** _____

Personal Information

Home Address: _____

Telephone Number: _____

Email Address: _____

Work Information

Business: _____

Title: _____

Work Address: _____

Telephone Number: _____

Email Address: _____

Other

Emergency Contact Name: _____

Relationship: _____

Preferred Contact Method: _____

TAB 2



Board Orientation

September 15, 2020





Welcome

Welcome to the Board Orientation for CareerSource Pinellas. We appreciate your willingness to serve. CareerSource Pinellas fills the critical need in Pinellas County of connecting talent to business, and we believe that you will find serving on the Board a rich and rewarding experience.

The Board of Directors is comprised of a diverse group of professionals representing private businesses, education and training providers, labor unions, community organizations, and local government. As experts in these fields, we are confident that each board member will make meaningful contributions in guiding CareerSource Pinellas to successfully fulfill its vision and mission.

This orientation session is designed to provide you with relevant background information on the workforce system and an overview of CareerSource Pinellas. During this learning process, we encourage your participation and interaction with other board members.

Welcome

Barclay Harless, Board Chair

Agenda

- **Welcome**
- **Introductions**
- **Who Are We?**
- **What We Do?**
- **Programs & Services**
- **Financial Planning**
- **Performance Measures**
- **Board & Committees**
- **Sunshine Law**
- **2020-2024 Strategic Plan**
- **Wrap Up**

Introductions

Who Are We?

collaborate | innovate | lead

Who Are We?

WorkNet Pinellas, Inc. is a Florida Nonprofit Corporation and a 501 (C)(3) organization.



For business and logo purposes, the agency is referred to as CareerSource Pinellas (CSPIN).

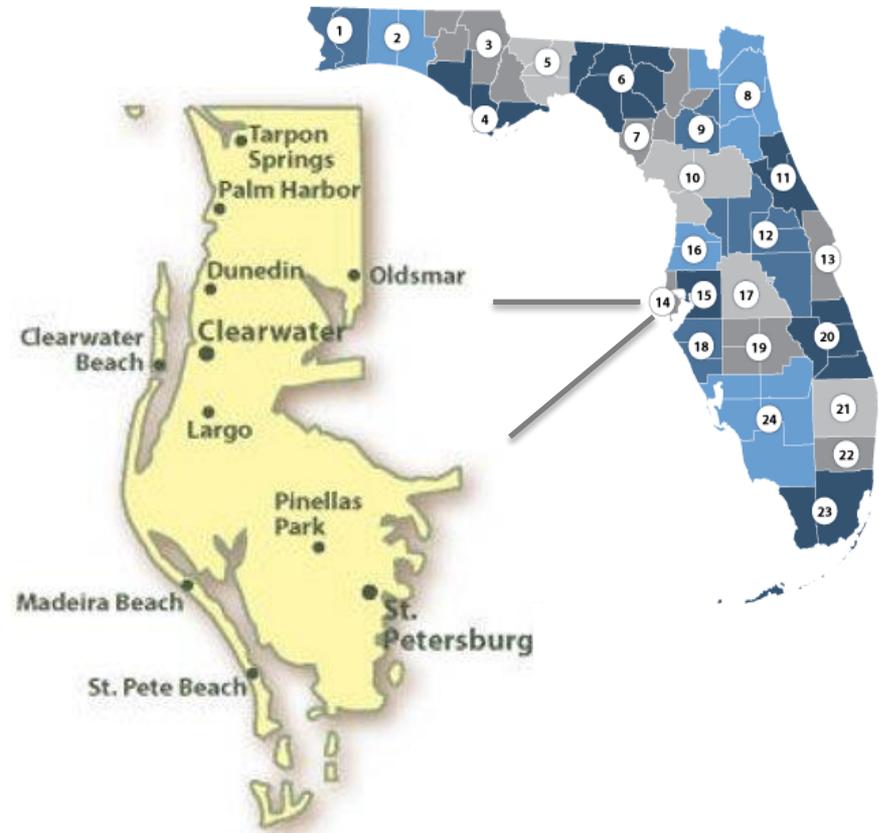
Who Are We?

1 of 24 Regional
Workforce Boards

Pinellas County

7th Largest in
Florida

Population:
987,230



Career Resource Centers

- **Full Service Career Center**

- ❖ South County
- ❖ Gulf-to-Bay

- **Administrative Office**

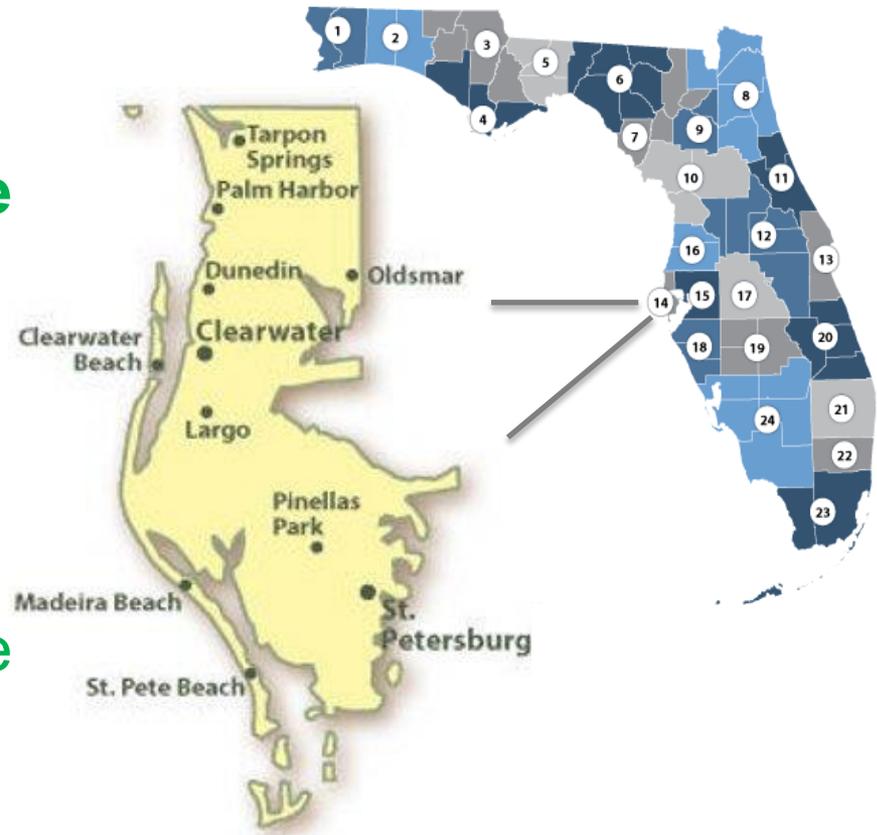
- ❖ EpiCenter

- **Satellite Centers**

- ❖ Tarpon Springs
- Coming Soon***
- ❖ Lealman Exchange

CareerSource Florida Network Directory

76 Full Service and 27 Satellite career center(s) and 1 Business center(s)



What We Do?

collaborate | innovate | lead



Mission Statement

The mission of CareerSource Pinellas is to build the talent pipeline for today and the future by providing easy access to workforce solutions.



Quick Poll

Which of these are you most familiar with already?

Choose your Top 3

- 1. Business Services that we offer**
- 2. Career Services that we offer**
- 3. Youth Services that we offer**
- 4. Performance Measures for the programs**
- 5. Budget**
- 6. Board member responsibilities**

Overview of Programs



Programs & Funding

- **Workforce Innovation & Opportunity Act (WIOA)**
- **Wagner-Peyser**
- **Supplemental Nutrition Assistance Program (SNAP)**
- **Welfare Transition Program (WTP)**
- **Trade Adjustment Act (TAA)**
- **Other Direct and Special Projects**

Overview of Services

Business Services

Career Services

Youth Services



Focus

Assisting businesses with their workforce needs.

Services

- Recruitment and Interviewing
- Applicant Pre-Screening
- On-the-Job Training
- Career Fairs
- Employed Worker Training
- Paid Work Experience
- Labor Market Information
- Internships and Apprenticeships

Targeted Industries

- ✓ Healthcare
- ✓ Information Technology
- ✓ Manufacturing
- ✓ Construction
- ✓ Financial and Professional Services

CAREER FAIR
November 8, 2017 • 10:00am - 1:00pm
The EpiCenter at St. Petersburg College
13805 58th Street North

PREMIER SPONSOR
ROADMASTER DRIVERS SCHOOL

GOLD SPONSORS
Center for Technology Training | CROWN AUTOMOTIVE | GROUP | LINCARE A Linde company | New Horizons Computer Learning Centers

SPONSORS
CWU | hiregy | On Top of the World | MEDICAID DONE RIGHT | TZ Insurance Solutions | PERMA-LINER INDUSTRIES, LLC | UTICA COLLEGE

PRE-REGISTER AT CAREERSOURCEPINELLAS.COM

EMPLOYERS / EXHIBITORS

| | | | |
|--|---|---|---|
| AAA South, The Auto Club Addington Place at College Harbor Area Wide Protective Brookdale Senior Living Center for Technology Training Chase Crown Automotive Group CWU | Florida State Fair Goodwill - Suncoast GP Mobile Helpers in Heels Hiregy Home Instead Senior Care LidWorks Lincare | Medicaid Done Right Mister Carwash New Horizons Computer Learning Center On Top of the World Perma-Liner Industries, LLC PharmaLink Pinellas County School Board Roadmaster Drivers School, Inc. | Sirata Beach Resort Spectrum TZ Insurance US Foods Ulta College West Pharmaceutical Services |
|--|---|---|---|

Focus

Providing all level of job seekers with access to a variety of workforce services to improve skills and employment opportunities.

Services

- Career Counseling
- Job Matching
- Resume and Interview
- Career Services Workshops
- Occupational Skills Training
- Professional & Career Network Groups



Focus

Providing training that will lead to better, sustainable careers, meeting industry needs.



Programs

- YouthBuild of Tampa Bay
- Youth Connect
- Occupational Skills Training
- Career Workshops
- Paid Work Experience
- Support Services

Services by the Number

- **19,831** **Individuals visited Career Resource Center**
- **98,561** **Customers visited the Website**
- **26,942** **Employment services**
- **6,048** **Job Seekers attended a Career Services Workshop**
- **1,132** **Welfare families served**
- **1,303** **Employers served**
- **1,630** **WIOA customers services - Adult, DW & Youth**
- **508** **WIOA placements at \$21.12/hr**

Revenues vs Expenditures

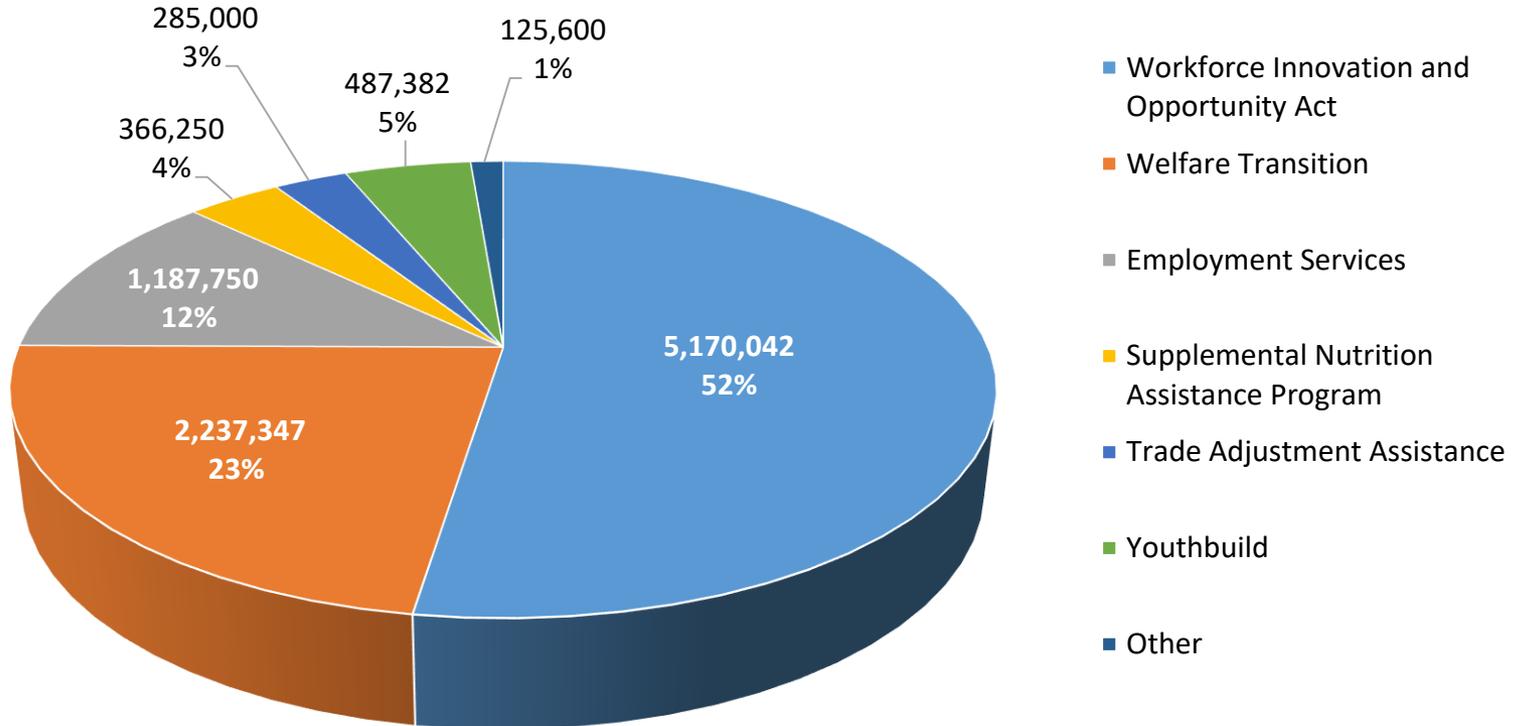


Budgeted Revenues

| Funding Streams | Approved Planning Budget for 2020-2021 |
|---|--|
| Workforce Innovation & Opportunity Act | |
| Adult | 1,151,598 |
| Dislocated Worker | 2,267,644 |
| Youth | 1,431,332 |
| WIOA Supplemental | 135,000 |
| SFY 19-20 Performance Incentives | 64,468 |
| Apprenticeship Expansion | 90,000 |
| Soft Skills | 30,000 |
| Total WIOA | 5,170,042 |
| Employment Services | |
| Wagner-Peyser | 675,750 |
| Local Veterans | 42,000 |
| Disabled Veterans | 120,000 |
| RESEA | 350,000 |
| Total Employment Services | 1,187,750 |
| Welfare Transition | 2,237,347 |
| Supplemental Nutrition Assistance Program | 366,250 |
| Trade Adjustment Assistance | |
| TAA Training | 240,000 |
| TAA Case Management and Administration | 45,000 |
| Total TAA | 285,000 |
| TOTAL DEO | 9,246,389 |
| Youthbuild - Department of Labor | 487,382 |
| Other Revenue | 125,600 |
| TOTAL NON-DEO | 612,982 |
| TOTAL 2020-2021 BUDGETED REVENUE | 9,859,371 |

2020-2021 Financial Planning

Budgeted Revenues



Local Total: \$9,859,371

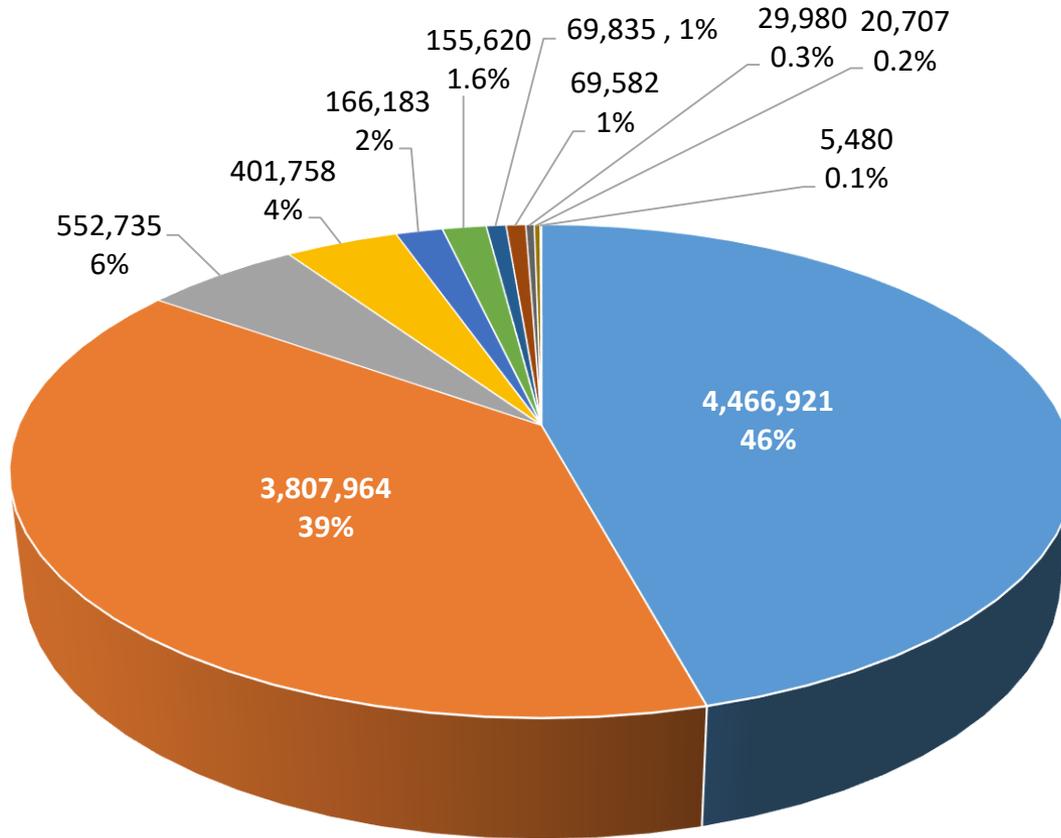
Planning Budget



CareerSource Pinellas
2020-2021 Planning Budget
For the Year Ended June 30, 2021

| | Actual Yr Ended 6/30/2018 | Actual Yr Ended 6/30/2019 | Actual Yr Ended 6/30/2020 | Approved 2020-2021 Planning Budget |
|--------------------------------|--|--|--|---|
| Revenue | | | | |
| Operating Revenue | | | | |
| Grant Revenue | 11,852,678 | 9,192,254 | 9,439,752 | 9,733,771 |
| Contributions | 788,493 | 45,618 | 21,641 | 30,200 |
| Program Revenue | 459,905 | 147,288 | 99,153 | 75,000 |
| Investment Income | 1,834 | 1,687 | 19,829 | 20,400 |
| Other Income | 967 | 961 | 689,373 | - |
| Total Revenue | 13,103,878 | 9,387,808 | 10,269,748 | 9,859,371 |
| Expenditures | | | | |
| Personnel Expenses | 6,020,709 | 5,053,423 | 4,478,284 | 4,466,921 |
| Program Expenses | 5,254,078 | 2,786,039 | 3,696,460 | 3,807,964 |
| Professional Fees | 625,374 | 720,664 | 657,347 | 552,735 |
| Supplies | 33,410 | 41,328 | 30,663 | 29,980 |
| Insurance | 134,261 | 138,233 | 105,701 | 166,183 |
| Occupancy | 420,344 | 422,489 | 365,577 | 401,758 |
| Office Equipment | 305,245 | 162,387 | 181,651 | 155,620 |
| Travel and Meetings | 127,540 | 69,941 | 30,431 | 69,835 |
| Licences, Dues and Other Fees | 75,662 | 65,787 | 53,765 | 69,582 |
| Amortization and Depreciation | 129,183 | 124,608 | 31,176 | 20,707 |
| Miscellaneous | 53,807 | 44,397 | 53,154 | 5,480 |
| Total Expenditures | 13,179,612 | 9,629,295 | 9,684,209 | 9,746,764 |
| Surplus <Deficit> | (75,734) | (241,487) | 585,539 | 112,607 |

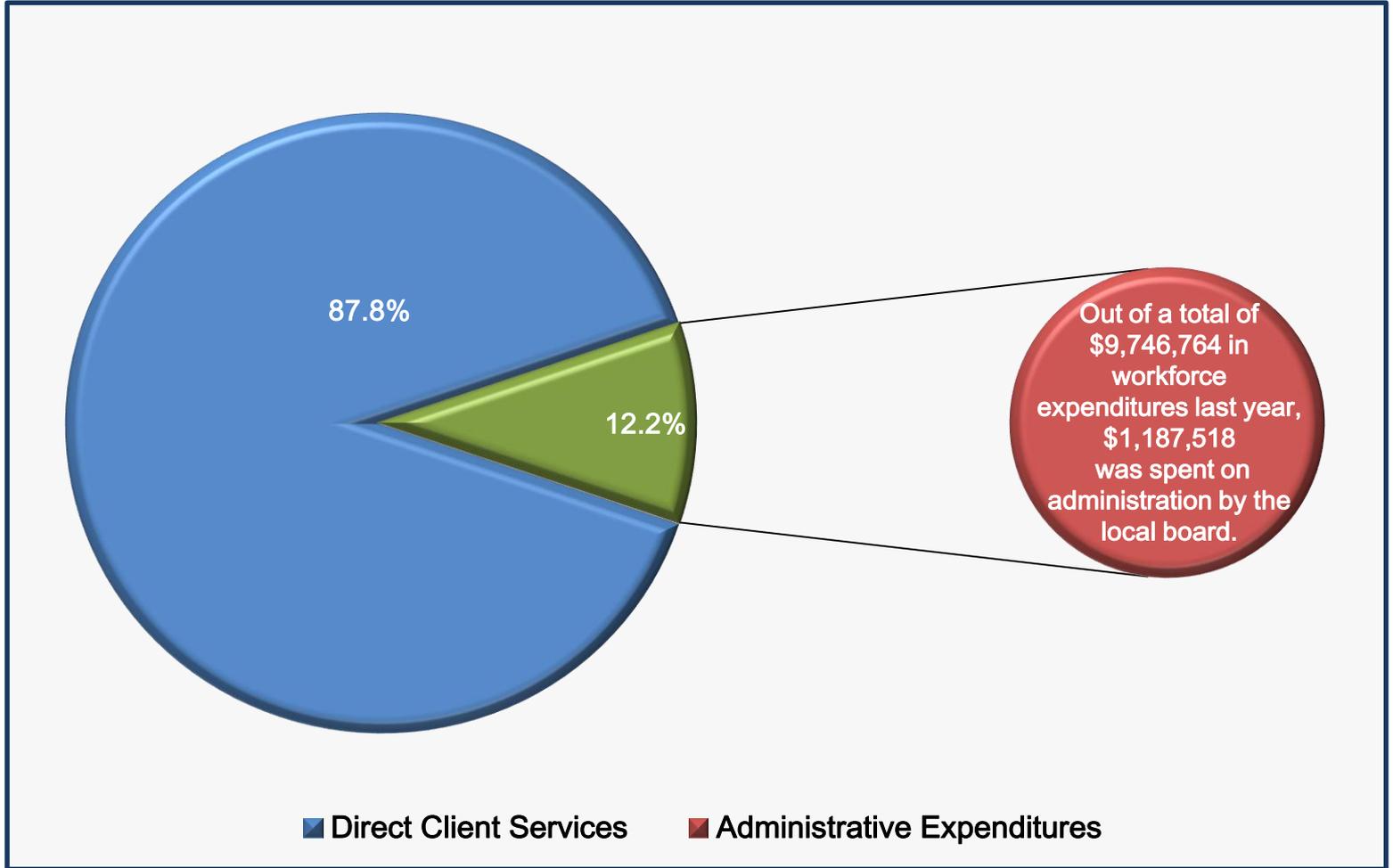
Budgeted Expenditures



- Personnel Expenses
- Program Expenses
- Professional Fees
- Occupancy Expenses
- Insurance Expenses
- Office Equipment
- Travel and Meetings
- License, Dues and Other Fees
- Supplies
- Amortization and Depreciation
- Other Expenses

Local Total: \$9,746,764

Direct Client Services & Administrative Expenditures



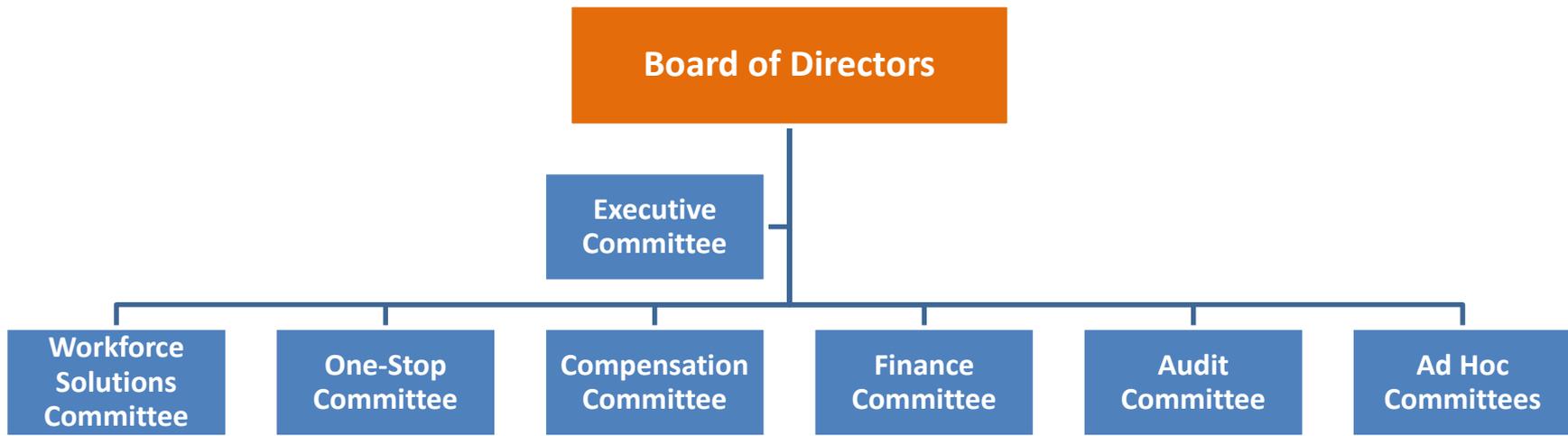
Primary Indicators of Performance

Primary Indicators of Performance

- WIOA establishes performance indicators and reporting requirements to assess the state's and local area's effectiveness in serving individuals participating in the workforce development system.
- Indicators consist of:
 - ✓ 4 Adult Indicators
 - ✓ 4 Dislocated Worker Indicators
 - ✓ 3 Youth Indicators
 - ✓ 3 Wagner-Peyser Indicators

Board & Committees

Board & Committees



- **Appointed by Pinellas County Board of County Commissioners**
- **2 Year Staggered Terms**
- **31 Board Members**
- **50% Business**
- **20% Local Labor and CBO's serving Individuals with disabilities**

2020-2021 Committee Assignments



2020 – 2021 Committee Assignments

Executive Committee

- | | |
|---|--|
| 1. Barclay Harless (Board Chair) | 6. Jack Geller (Past Chair) |
| 2. Michael Logal (Chair-Elect) | 7. Candida Duff (Compensation Chair) |
| 3. Commissioner Patricia Gerard (Vice-Chair) | 8. Mark Hunt (Workforce Solutions Chair) |
| 4. Rebecca Sarlo (Treasurer/ Finance & Audit Chair) | 9. John Howell (One Stop Chair) |
| 5. Sheryl Sheppard (Secretary) | 10. David Fetkenher (At Large) |

Finance Committee

1. Rebecca Sarlo (Chair)
2. David Fetkenher
3. Manny Bhuller
4. Jack Geller
5. Barclay Harless
6. Amy Van Ness

Audit Committee

1. Rebecca Sarlo (Chair)
2. Barclay Harless
3. Comm. Patricia Gerard
4. David Fetkenher
5. County Appointee (TBD)
6. County Appointee (TBD)

Compensation Committee

1. Candida Duff (Chair)
2. Barclay Harless
3. Michael Logal
4. Jack Geller
5. Kay McKenzie
6. Debbie Passerini
7. Amy Van Ness
8. Michele Mathews

One-Stop Committee

- | | |
|-------------------------------|--------------------|
| 1. John Howell (Chair) | 6. Pattye Sawyer |
| 2. Jody Armstrong | 7. Samuel Kolapo |
| 3. Mark Hunt | 8. Tiffany Nozicka |
| 4. Rebecca Sarlo | 9. Jason Krupp |
| 5. Candida Duff | |

Workforce Solutions Committee

- | | |
|-----------------------------|----------------------|
| 1. Mark Hunt (Chair) | 7. Michael Logal |
| 2. Michael Meidel | 8. Candida Duff |
| 3. Michael Ramsey | 9. Glenn Willocks |
| 4. Michael Jalazo | 10. Chris Owens |
| 5. Rebecca Sarlo | 11. Andrea Cianek |
| 6. Ivonne Alvarez | 12. Denise Sanderson |
| | 13. Rebecca Avrin |

Ad Hoc CEO/Counsel Selection Committee

- | | |
|--------------------------|-------------------|
| 1. Barclay Harless | 4. Joanne Lentino |
| 2. Comm. Patricia Gerard | 5. Michael Logal |
| 3. Michael Meidel | |

Ad Hoc Nominating Committee

1. Barclay Harless
2. Comm. Patricia Gerard
3. Michael Logal
4. Michael Meidel

Quorums: 40% plus 1
 Board of Directors
 Executive Committee
 Finance Committee
 Ad Hoc CEO/Counsel Selection Committee

CSPIN By-Laws. Article III. SECTION 2 – Authority and Responsibilities of the Board

The authorities and responsibilities of the Board shall include all authorities and responsibilities delegated to it by applicable federal, state and local laws, regulations, policies and mandates, and shall include:

- ✓ **Establishing and adopting policy for governance**, administration and operation of the CareerSource Pinellas Board of Directors;
- ✓ **Developing, ratifying and submitting or amending the local workforce** plan pursuant to Public Law No. 113-128 WIOA and the provisions of -Florida Statute 445.007 subject to the approval of the Pinellas County Board of County Commissioners;
- ✓ **Coordinating agreements with the Pinellas County Board of County Commissioners** that are necessary to designate the fiscal agent and administrative entity;
- ✓ **Oversight of programs;**
- ✓ **Oversight of administrative costs;**
- ✓ **Oversight of performance outcomes;**
- ✓ **Identifying and selecting providers of training services, intensive services, youth providers and One-Stop Operators** as necessary and applicable;
- ✓ **Developing a budget, subject to the approval of the Pinellas County Board of County Commissioners**, for purposes of carrying out the duties of the Board under applicable state and federal law;
- ✓ **Oversight of the budget;**
- ✓ **Negotiating and reaching agreement on local performance measures;**
- ✓ **Coordinating the workforce investment activities with economic development strategies** and developing other employer linkages with such activities; and
- ✓ **Developing the Regional Targeted Occupations List.**

Quick Poll

Based on what we have covered so far, which of these topics are most in need of more information?

Choose your Top 1

- 1. Understanding performance measures**
- 2. Understanding our budget**
- 3. Understanding Board member responsibilities**

Sunshine Law

Stephanie Marchman, Attorney
Gray|Robinson



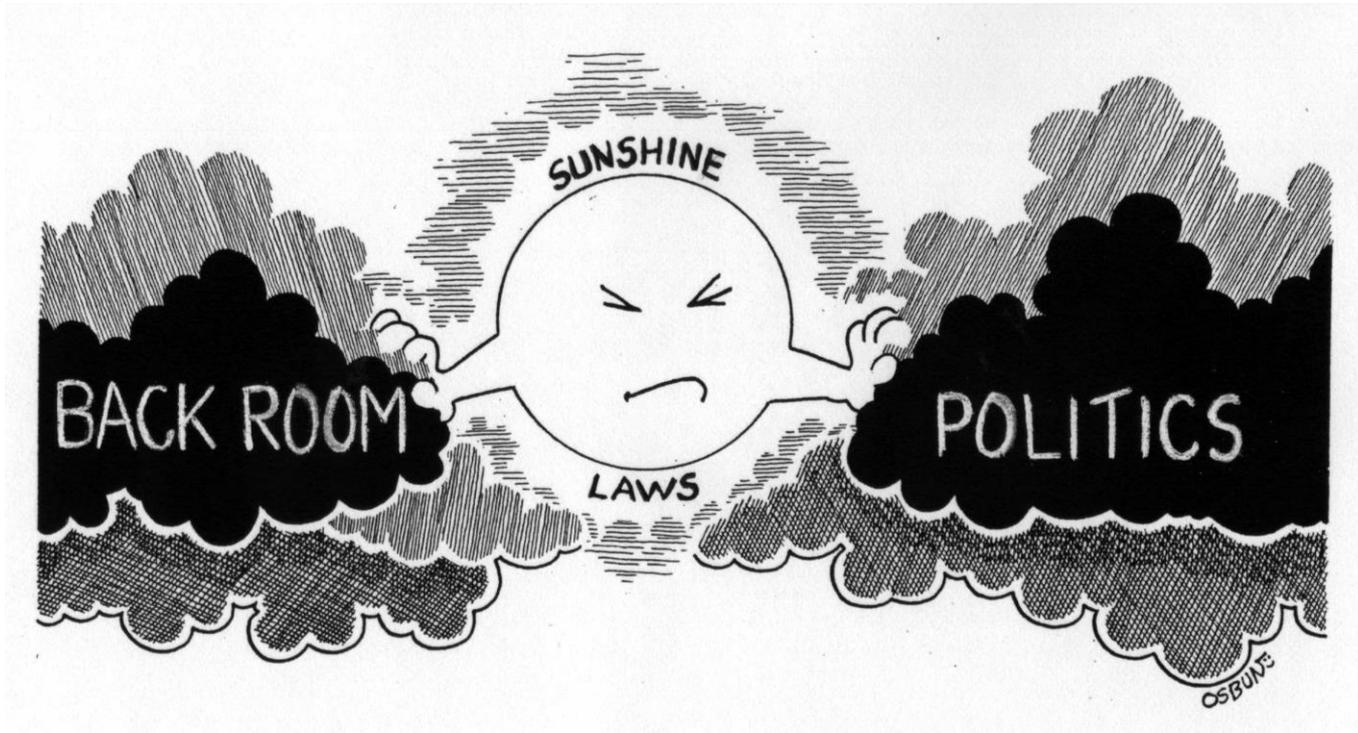
CareerSource Pinellas
Board of Directors Orientation
September 15, 2020

Stephanie Marchman

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Basic Sunshine Law Requirements

- Meetings must be **open** and **accessible** to the public.
 - Only exceptions – pending litigation and collective bargaining meetings can be closed but are subject to specific requirements.
- Meetings must be reasonably **noticed**.
- Written **minutes** must be taken.

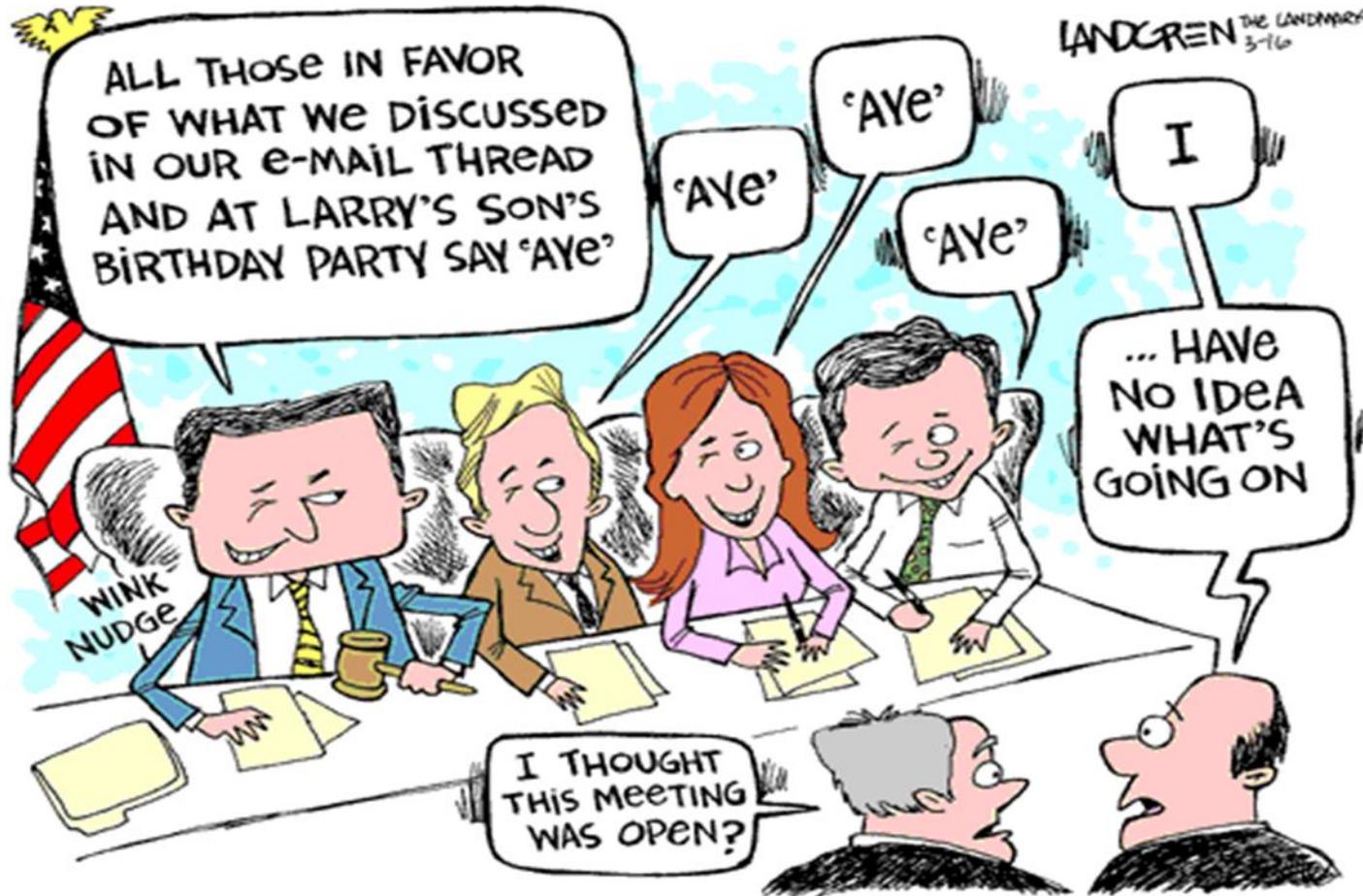
- Fla. Stat. §286.011



Scope

Applicable to any **two or more members** of the same board or committee gathering to discuss some matter which will foreseeably come before that same board or committee for action. In our case, includes members of the:

- Board of Directors; and
- Advisory boards and committees when they have been delegated “decision-making authority” as opposed to mere “information gathering or fact-finding authority”.



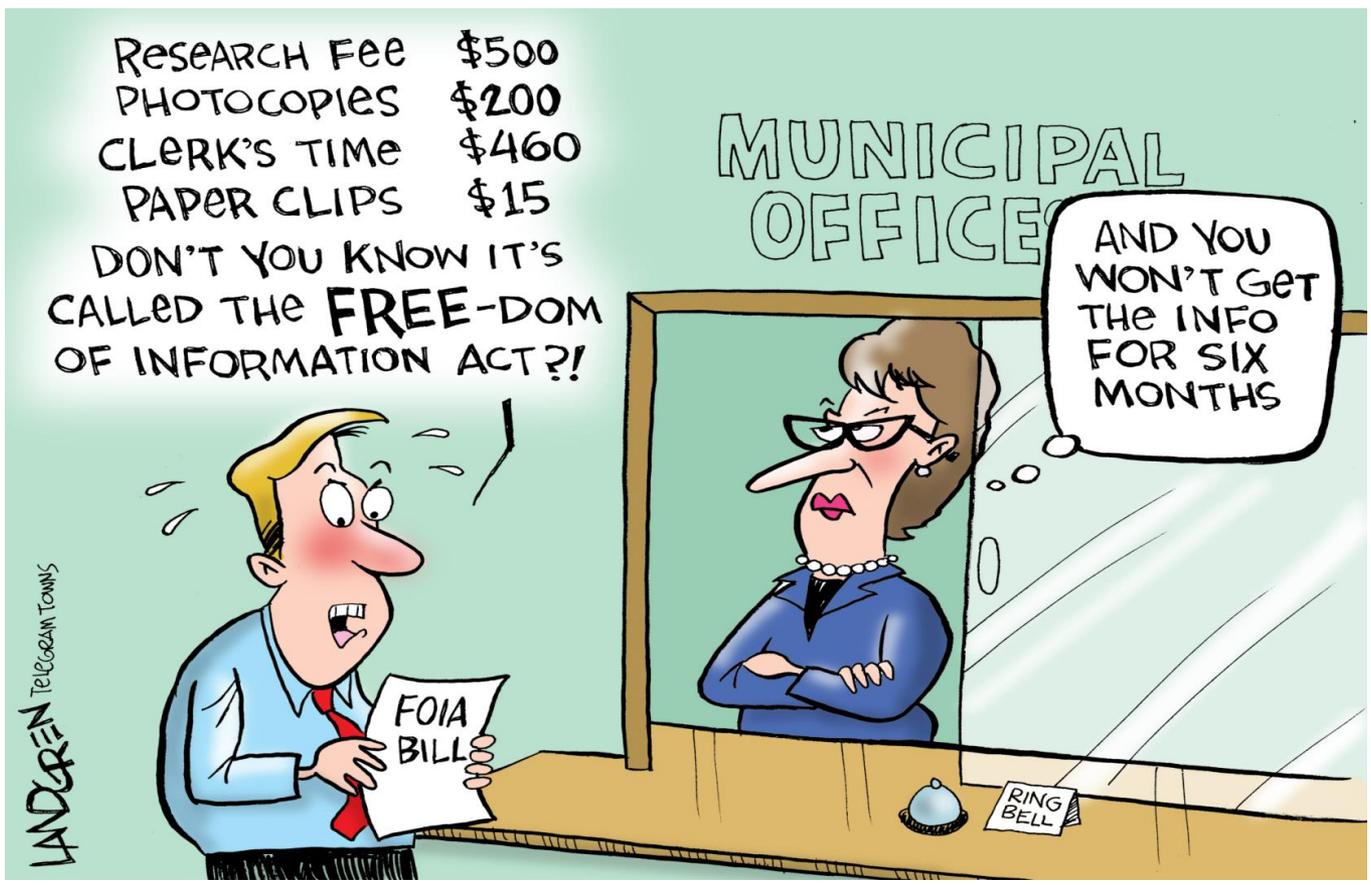
Things to Remember

- If 2 or more board members need to discuss board-related business, a meeting must be officially noticed.
- Do not call, text, message or e-mail each other on board-related business - all discussions must be in an open, noticed meeting.
- You cannot have a person act as a “go-between”.
- Whispering and passing notes at a noticed meeting could be considered an unnoticed private meeting if discussing board business.
- Once a meeting is adjourned, don’t talk to other board members about board business on your way out of the room or in the parking lot.
- Members of the public must be provided an opportunity to address a board during the decision-making process and before a decision is made.

Remedies and Penalties

- Knowing violation = second degree misdemeanor (up to 60 days and/or \$500 fine; removal from office).
- Noncriminal infraction = up to \$500 fine.
- Attorney's fees = may be individually responsible except in cases where board sought and took the advice of its attorney.
- Civil injunctive relief.
- Actions of the board taken in violation of the sunshine law are void.

PUBLIC RECORDS



PUBLIC RECORDS

- Every record made or received by CareerSource Pinellas in connection with CareerSource Pinellas business.
- All CareerSource Pinellas employees must permit inspection and copying of public records.
- NOT limited to traditional written documents.
- Includes texts and emails made or received in connection with official business.
- Includes YouTube videos, Facebook posts, tweets, voicemails, and photographs.

PUBLIC RECORDS

Important things to know:

- Public records can only be destroyed in accordance with a specific process under state law.
- The law applies to communications with citizens, customers, CareerSource Pinellas board members, employees, consultants, legal counsel, and others involving CareerSource Pinellas business, **even if it is on your private computer, laptop or phone.** It is the nature of the record – not the location.
- Purely personal e-mails or texts are not public records, but there is no “expectation of privacy” for communications on a CareerSource Pinellas owned computer.

PUBLIC RECORDS

Important things to know:

- There is no “unfinished business” exemption – drafts and notes can be a public record.
- A public records request may be verbal, written, e-mailed, by any person, at any time, for any or no reason.
- You cannot require the requester to provide his or her name, and he or she does not have to say why the records are requested.
- If you receive a public records request, let Jennifer Brackney know immediately.

PUBLIC RECORDS

Statutory exemptions:

The entire record is a public record unless there is an express statutory exemption.

- Exemptions must be **explicitly** provided by statute.
- Exemptions must be **narrowly applied**.
- All exemptions must be **stated in writing** to a requestor.

Some records are exempt *and* confidential.

Common examples: employee medical records, social security numbers, credit card numbers, bank account numbers

PUBLIC RECORDS



Remedies and Penalties

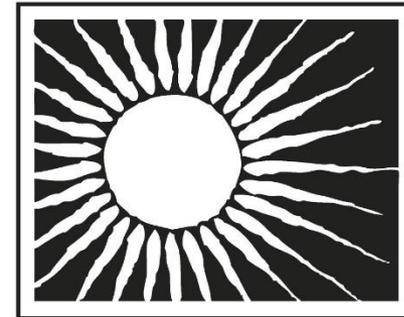
- Knowing violation = first degree misdemeanor (up to 1 year in prison and/or \$1,000 fine)
- Noncriminal infraction = up to \$500 fine
- Attorney's fees and costs
- Civil relief (mandamus and injunctive)

Resources

The screenshot shows the website for the Florida Office of the Attorney General, featuring a portrait of Ashley Moody, the Attorney General. The page includes navigation links such as 'Meet the Attorney General', 'About the Office', 'In the News', and 'Contact Us'. A search bar is present with the text 'All AG databases and website'. The main content area is titled 'Open Government - The "Sunshine" Law' and contains several paragraphs of text explaining the law's history and purpose. To the right, there are sections for 'OPEN GOVERNMENT LINKS' (with links to Topic Home, FAQs, Sunshine Manual, Sunshine Law, Cases, Training, Citizens, and Agency Contracts), 'NEWS RELEASES' (with a 'view all' link), and 'STAY CONNECTED' (with a link to 'Read Attorney General Moody's Week In Review' and a subscription form).

2019 GOVERNMENT-IN-THE-SUNSHINE MANUAL

GOVERNMENT-IN-THE-SUNSHINE MANUAL



2019 Edition

*A Reference For Compliance
with Florida's Public Records
and Open Meetings Laws*

Volume 41

ETHICS

It is hereby declared to be the policy of the state that **no officer or employee** of a state agency or of a county, city, or other political subdivision of the state, and no member of the Legislature or legislative employee, **shall have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature which is in substantial conflict with the proper discharge of his or her duties in the public interest.**

...

Such officers and employees are bound to observe, in their official acts, the **highest standards of ethics** consistent with this code and the advisory opinions rendered with respect hereto **regardless of personal considerations**, recognizing that **promoting the public interest and maintaining the respect of the people in their government must be of foremost concern.**

- Fla. Stat. §112.311 (5) and (6)

ETHICS

The following is a brief summary of the Ethics Code. If you are in a situation where something may apply to you, please ask!



ETHICS

What to remember:

Do not use your position at CareerSource Pinellas to secure anything special for yourself, your family, friends, or anyone else.



ETHICS

Caution areas:

- Taking gifts – taking anything of value for you or your family over \$100 can be an ethics violation. Fla. Stat. §112.3148.
- Asking for gifts – don't ask people working with or associated with CareerSource Pinellas for anything -- lobbyist, vendor, customer, or anyone doing business with CareerSource Pinellas . Fla. Stat. § 112.313(2).
- Misuse of position – don't try to get any special advantages for you or your family or anyone else as a result of your position. Fla. Stat. § 112.313(6).

ETHICS

Caution areas:

- Doing business with CareerSource Pinellas – you or your family should not do business with CareerSource Pinellas. First check whether it is a prohibited conflict. Fla. Stat. § 112.313(3).
- Honoraria – you cannot accept a payment to speak or write for an organization. Reasonable expenses can be paid. Fla. Stat. § 112.3149.
- Nepotism – you cannot hire, promote, or advocate for your relatives to get a job with CareerSource Pinellas. Fla. Stat. § 112.3135.
- Voting conflicts – do not vote on any measure which would inure to your special private gain or loss. Fla. Stat. § 112.3143.

ETHICS

Penalties for public officers:

- Impeachment.
- Removal from office.
- Suspension from office.
- Public censure and reprimand.
- A civil penalty not to exceed \$10,000.
- Restitution.

Ethics

| | | |
|---|---|----------------|
|  <p>Strategic Policy</p> | | 2017.05.17.C.2 |
| Title: | CareerSource Florida Board of Directors Conflict of Interest Disclosure Policy | |
| Adopted: | 05/17/2017 | |
| Effective: | 05/17/2017 | |

Board members who may have a conflict of interest relating to a CSF contract or agreement are compelled to openly disclose a potential, real, or perceived conflict as soon as the issue arises. Board members are required to disclose conflicts of interest in writing to the CSF professional team and its general counsel prior to any board meeting in which business involving these interests will be discussed. Board members who could benefit financially from a transaction must abstain from discussion and voting on the corresponding contract.

Questions?

Stephanie Marchman

Shareholder

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Quiz Question

Under Florida's Sunshine Law, which of these would NOT be considered a "meeting"?

Choose 1 number.

- 1. Hallway talks between Board members**
- 2. Phone calls between Board members**
- 3. Talks between Board members at dinner parties**
- 4. E-mails and letters between Board members**
- 5. Notes to or from another Board member**
- 6. Messages via mutual friends**
- 7. Messages via CSCF staff**
- 8. A discussion with a state legislator**

Moving Forward

CareerSource Pinellas 2020-2024 Strategic Plan

collaborate | innovate | lead

Strategic Goals

Moving Forward



Mission

To build a talent pipeline for today and the future by providing easy access to workforce solutions.

collaborate | innovate | lead

**What is the one thing that
excites you most about
participating in this
organization?**



Q & A

collaborate | innovate | lead



TAB 3

FLORIDA'S

SUNSHINE

LAW

SUMMARY OF SUNSHINE LAW REQUIREMENTS

- **Florida's Sunshine Law is found in Article I, Section 24 of the Florida Constitution, and Chapter 286, Florida Statutes.**

⇒ The full 2018 Sunshine Law Manual can be found on the State Attorney's Website:
<http://www.myfloridalegal.com/sun.nsf/sunmanual>

- Any meetings of any board or commission of any state agency, of any county, municipal corporation, or political subdivision, including the Governing Board, must be public meetings conducted in compliance with the provisions of Sec. 286.011, FS ("Sunshine Law").
- A meeting is generally defined as **any discussion (in person, by phone, by e-mail, etc.) between or among 2 or more members of a collegial body** (e.g. board, committee, working group, etc.) about any matter upon which foreseeable action will be taken by the collegial body.
- The issue of what is a "Sunshine" committee is one which can only be determined on a case by case basis. The rule of thumb is that, if there is any possibility that a committee can be said to have been delegated any decision making function normally reserved to the decision maker, the committee should proceed as though it is a Sunshine committee.
- Committees whose sole function is to act as a fact finding or fact gathering body with no decision making or recommending authority are not Sunshine committees.
- The law does not apply to staff meetings unless the staff has been delegated a specific decision making or recommending function by the decision maker. When such delegation has taken place, staff meetings which rank or eliminate options such as selection of vendors, consultants or employment applicants are Sunshine meetings.
- The requirements for a meeting to be considered a "public meeting" are established by law.
- Among the requirements are that notice of a meeting must be published, meetings must occur at a publicly accessible facility, an agenda for a meeting must be available in advance of the meeting, minutes must be kept of all public meetings and the minutes shall be made available for public inspection upon request.
- The law does not require that the public be permitted to participate at the meeting; it does, however, give the public the right to be present at the meeting to witness all aspects of the decision making process. However, other laws may require public participation.
- Certain types of meetings are exempt, but exemptions are narrowly construed. Exemptions include:
 - Settlement discussions between attorneys for a public agency and the board are exempt, subject to conditions.
 - Collective bargaining discussions between a chief executive and the board are exempt.
 - Liability claims evaluation meetings of a self-insured agency are exempt.

Violations of the Sunshine Law can result in:

- Invalidation of the action found to have been taken in violation of the law, including an award of attorney fees to the party proving the violation.
- A fine in an amount not to exceed \$500 or a criminal penalty (i.e. jail time), if a person is found to have knowingly violated the law.

FREQUENTLY ASKED QUESTIONS

- **What is the Sunshine Law?**

Florida's Government-in-the-Sunshine law provides a right of access to governmental proceedings at both the state and local levels. It applies to any gathering of two (2) or more members of the same board to discuss some matter which will foreseeably come before that board for action. There is also a constitutionally guaranteed right of access. Virtually all state and local collegial public bodies are covered by the open meetings requirements, with the exception of the judiciary and the state Legislature which has its own constitutional provision relating to access.

- **What are the requirements of the Sunshine law?**

The Sunshine law requires that 1) meetings of boards or commissions must be open to the public; 2) reasonable notice of such meetings must be given, and 3) minutes of the meeting must be taken.

- **What agencies are covered under the Sunshine Law?**

The Government-in-the-Sunshine Law applies to "any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation or political subdivision." Thus, it applies to public collegial bodies within the state at both the local as well as state level. It applies equally to elected or appointed boards or commissions.

- **Are federal agencies covered by the Sunshine Law?**

Federal agencies operating in the state do not come under Florida's Sunshine law.

- **Does the Sunshine Law apply to the Legislature?**

Florida's Constitution provides that meetings of the Legislature be open and noticed except those specifically exempted by the Legislature or specifically closed by the Constitution. Each house is responsible through its rules of procedures for interpreting, implementing and enforcing these provisions. Information on the rules governing openness in the Legislature can be obtained from the respective houses.

- **Does the Sunshine Law apply to members-elect?**

Members-elect of public boards or commissions are covered by the Sunshine law immediately upon their election to public office.

- **What qualifies as a meeting?**

The Sunshine law applies to all discussions or deliberations as well as the formal action taken by a board or commission. The law, in essence, is applicable to any gathering, whether formal or casual, of two or more members of the same board or commission to discuss some matter on which foreseeable action will be taken by the

public board or commission. There is no requirement that a quorum be present for a meeting to be covered under the law.

- **Can a public agency hold closed meetings?**

There are a limited number of exemptions which would allow a public agency to close a meeting. These include, but are not limited to, certain discussions with the board's attorney over pending litigation and portions of collective bargaining sessions. In addition, specific portions of meetings of some agencies (usually state agencies) may be closed when those agencies are making probable cause determinations or considering confidential records.

- **Does the law require that a public meeting be audio taped?**

There is no requirement under the Sunshine law that tape recordings be made by a public board or commission, but if they are made, they become public records.

- **Can a city restrict a citizen's right to speak at a meeting?**

Public agencies are allowed to adopt reasonable rules and regulations which ensure the orderly conduct of a public meeting and which require orderly behavior on the part of the public attending. This includes limiting the amount of time an individual can speak and, when a large number of people attend and wish to speak, requesting that a representative of each side of the issue speak rather than everyone present.

- **Can private citizens videotape a public meeting?**

A public board may not prohibit a citizen from videotaping a public meeting through the use of non-disruptive video recording devices.

- **Can a board vote by secret ballot?**

The Sunshine law requires that meetings of public boards or commissions be "open to the public at all times." Thus, use of preassigned numbers, codes or secret ballots would violate the law.

- **Can two members of a public board attend social functions together?**

Members of a public board are not prohibited under the Sunshine law from meeting together socially, provided that matters which may come before the board are not discussed at such gatherings.

- **What is a public record?**

The Florida Supreme Court has determined that public records are all materials made or received by an agency in connection with official business which are used to perpetuate, communicate or formalize knowledge. They are not limited to traditional written documents. Tapes, photographs, films and sound recordings are also considered public records subject to inspection unless a statutory exemption exists.

- **Can I request public documents over the telephone and do I have to tell why I want them?**

Nothing in the public records law requires that a request for public records be in writing or in person, although individuals may wish to make their request in writing to ensure they have an accurate record of what they requested. Unless otherwise exempted, a custodian of public records must honor a request for records, whether it is made in person, over the telephone, or in writing, provided the required fees are paid. In addition, nothing in the law requires the requestor to disclose the reason for the request.

- **How much can an agency charge for public documents?**

The law provides that the custodian shall furnish a copy of public records upon payment of the fee prescribed by law. If no fee is prescribed, an agency is normally allowed to charge up to 15 cents per one-sided copy for copies that are 14" x 8 1/2" or less. A charge of up to \$1 per copy may be assessed for a certified copy of a public record. If the nature and volume of the records to be copied requires extensive use of information technology resources or extensive clerical or supervisory assistance, or both, the agency may charge a reasonable service charge based on the actual cost incurred.

- **Does an agency have to explain why it denies access to public records?**

A custodian of a public record who contends that the record or part of a record is exempt from inspection must state the basis for that exemption, including the statutory citation. Additionally, when asked, the custodian must state in writing the reasons for concluding the record is exempt.

- **When does a document sent to a public agency become a public document?**

As soon as a document is received by a public agency, it becomes a public record, unless there is a legislatively created exemption which makes it confidential and not subject to disclosure.

- **Are public employee personnel records considered public records?**

The rule on personnel records is the same as for other public documents. Unless the Legislature has specifically exempted an agency's personnel records or authorized the agency to adopt rules limiting public access to the records, personnel records are open to public inspection. There are, however, numerous statutory exemptions that apply to personnel records.

- **Can an agency refuse to allow public records to be inspected or copied if requested to do so by the maker or sender of the documents?**

No. To allow the maker or sender of documents to dictate the circumstances under

which documents are deemed confidential would permit private parties instead of the Legislature to determine which public records are public and which are not.

- **Are arrest records public documents?**

Arrest reports prepared by a law enforcement agency after the arrest of a subject are generally considered to be open for public inspection. At the same time, however, certain information such as the identity of a sexual battery victim is exempt.

- **Is an agency required to give out information from public records or produce public records in a particular form as requested by an individual?**

The Sunshine Law provides for a right of access to inspect and copy existing public records. It does not mandate that the custodian give out information from the records nor does it mandate that an agency create new records to accommodate a request for information.

- **What agency can prosecute violators?**

The local state attorney has the statutory authority to prosecute alleged criminal violations of the open meetings and public records law. Certain civil remedies are also available.

- **What is the difference between the Sunshine Amendment and the Sunshine Law?**

The Sunshine Amendment was added to Florida's Constitution in 1976 and provides for full and public disclosure of the financial interests of all public officers, candidates and employees. The Sunshine Law provides for open meetings for governmental boards.

- **How can I find out more about the open meetings and public records laws?**

Probably the most comprehensive guide to understanding the requirements and exemptions to Florida's open government laws is the Government-in-the-Sunshine manual compiled by the Attorney General's Office. The manual is updated each year and is available for purchase through the First Amendment Foundation in Tallahassee. For information on obtaining a copy, contact the **First Amendment Foundation at (850) 224-4555**.

Source: <https://myfloridalegal.com/>

TAB 4

BY-LAWS

The provisions of this document constitute the By-Laws of WorkNet Pinellas, Inc., a Florida not-for-profit corporation, which shall be utilized to govern the management and operation of WorkNet Pinellas, Inc. for all purposes.

ARTICLE I – NAME, SERVICE AREA, AND OFFICE LOCATION

SECTION I – Name

The name of the organization shall be WorkNet Pinellas, Inc. doing business as and hereinafter referred to as CareerSource Pinellas (or “CSPIN”).

SECTION 2 – Service Area

CareerSource Pinellas, serving as the Local Area Workforce Development Board by CareerSource Florida, Inc., the State of Florida Workforce Development Board, shall primarily serve the employers and residents of Pinellas County, Florida.

SECTION 3 – Office Location

The official office location and mailing address shall be as determined by the Board of Directors of CareerSource Pinellas.

ARTICLE II – PURPOSE AND USE OF FUNDS

SECTION I – Purpose

The purposes for which CareerSource Pinellas is formed, and its business goals and objectives are as follows:

- A. To deliver customer-focused, value-added workforce solutions designed to meet the specific needs of customers, both employers and job seekers alike.
- B. To act as a fiscal agent and administrative entity as defined by the Federal Workforce Innovation and Opportunity Act (WIOA), authorized by the State of Florida, the U.S. Department of Labor, and as approved by the Pinellas County Board of County Commissioners serving as the Chief Elected Official
- C. To enhance the provision of workforce development services; increase the involvement of the business community, including small and minority businesses, in workforce development activities; to increase private sector employment opportunities; and to ensure the economic health of the

- community.
- D. To place special emphasis on service to welfare recipients, economically disadvantaged adults and youth, dislocated workers, and individuals and employers needing workforce development services as identified in the CareerSource Pinellas strategic plan.

SECTION 2 – Use of Funds

CareerSource Pinellas shall direct the receipt and expenditure of funds in accordance with the approved local plans and budget, and all applicable Federal, State or Local Laws. This shall be done in ways that will most effectively satisfy the labor demand needs of the residents and business community to enhance the economic well-being of the area.

ARTICLE III - BOARD MEMBERSHIP

SECTION I – Governing Body

CareerSource Pinellas shall be governed by a Board of Directors, to be appointed as provided herein.

SECTION 2 – Authority and Responsibilities of the Board

All corporate powers shall be exercised by or under the authority of the Board of Directors, and the business and affairs of Career Source Pinellas will be managed under the Board's direction.

The Directors general functions shall include:

- A. Establishing policies for the governance, administration and operation of CareerSource Pinellas;
- B. Exercising and fulfilling the specific powers and responsibilities as required under applicable law;
- C. Discharging their duties in good faith, with the care an ordinary prudent person in a like position would exercise in similar circumstances;

The specific authorities and responsibilities of the Board shall include all authorities and responsibilities delegated to it by applicable federal, state and local laws, regulations, policies and mandates, and shall include:

- A. Adopting, amending or repealing the Articles;
- B. Electing and removing officers of CareerSource Pinellas;
- C. Ensuring accountable management of real and personal property of CareerSource Pinellas, including approval of the acquisition, conveyance, mortgaging, or encumbering property, and approval of

- material contracts on behalf of Career Source Pinellas;
- D. Establishing policies, including monetary or other limits, within which administration and staff of CareerSource Pinellas may function independently;
- E. Approving rules and regulations for the administration of CareerSource Pinellas personnel, including approval of pay/compensation plans and employee benefits;
- F. Developing, ratifying and submitting or amending the local workforce plan pursuant to Public Law No. 113-128 WIOA and the provisions of Florida Statute 445.007, subject to the approval of the Pinellas County Board of County Commissioners;
- G. Coordinating agreements with the Pinellas County Board of County Commissioners that are necessary to designate the fiscal agent and administrative entity;
- H. Oversight of programs;
- I. Oversight of administrative costs;
- J. Oversight of performance outcomes;
- K. Identifying and selecting providers of training services, intensive services, youth providers and One-Stop Operators as necessary and applicable;
- L. Developing a budget, subject to the approval of the Pinellas County Board of County Commissioners, for purposes of carrying out the duties of the Board under applicable state and federal law;
- M. Oversight of the budget;
- N. Negotiating and reaching agreement on local performance measures;
- O. Coordinating the workforce investment activities with economic development strategies and developing other employer linkages with such activities; and
- P. Developing the Regional Targeted Occupations List.
- Q. Selecting, hiring and terminating, subject to the approval of the Pinellas County Board of County Commissioners, the Chief Executive Official who shall report directly to the CSPIN Board; and
- R. Selecting and hiring or contracting for, or terminating, the provision of legal services to be provided to, and for, WorkNet Pinellas, Inc. subject to the approval of the Pinellas County Board of County Commissioners. The selected provider of legal services shall report directly to the CSPIN Board of Directors. The performance of legal services shall be reviewed not less than every calendar year, and any legal services agreement shall be terminable at will and may not have a term beyond twenty-four (24) months. Nothing herein shall prevent legal services contract renewals beyond such twenty-four (24) month term, provided that the Board of Directors shall be required to affirmatively vote to renew such agreement not less than every two years, and only after a review by the Ad Hoc Chief Executive Official/Executive Director and Legal Counsel Selection Committee as provided in Article VI, Section 12 of these bylaws.

Nothing herein shall be construed to prevent the Pinellas County Board of County Commissioners from removing the CSPIN Executive Director or legal services provider.

Removal of the CSPIN Executive Director or legal services provider is a power reserved to the Pinellas County Board of County Commissioners as the Chief Elected Official.

SECTION 3 – Authority of Individual Board Members

Board members have authority over the affairs of CareerSource Pinellas only when acting as a Board of Directors legally in session. The Board shall not be bound in any way by any action or statement on the part of any individual Board member, except when such statement or action is taken when carrying out specific instructions by the Board of Directors of CareerSource Pinellas.

SECTION 4 - Categories of Board Membership

All the members of the Board of Directors of CareerSource Pinellas shall be appointed by the Pinellas County Board of County Commissioners in accordance with Federal and State legislation, regulations and policies, and consistent with such policies and/or procedures as may be established by the Board of County Commissioners. Such appointments shall include:

- A. The Chairman of the Pinellas County Board of County Commissioners or his/her designee from the Board of County Commissioners, shall fill one of the mandatory seats on the Board as appropriate and as established by Federal and State legislation, regulations and/or policies.
- B. A local elected official which must be either a municipal officer, School Board Member, or an additional County Commissioner, appointed by the Board of County Commissioners shall fill a seat on the Board.

SECTION 5 – Appointment of Board Members

- A. Members of the CareerSource Pinellas Board of Directors shall be appointed by the Pinellas County Board of County Commissioners subject to the provisions of WIOA and its regulations, and pursuant to the Florida Workforce Innovation Act and policies established by the Governor for the State of Florida. The maximum number of Board members and the categories of membership shall conform to Federal and State legislation, regulations and policies (but no more than __33__ Directors shall be appointed to serve on the Board).
- B. The CareerSource Pinellas Board may make recommendations regarding nominations to the Pinellas County Board of County Commissioners. Such nominations shall be in accordance with the nomination process set forth in the governing statutes and the policies established by the Pinellas County Board of County Commissioners. Appointments to the Board shall be at the discretion of the Pinellas County Board of County Commissioners.
- C. Members of the Board shall serve at the pleasure of the Pinellas County

Board of County Commissioners. The Pinellas County Board of County Commissioners shall have the authority to remove a Director from the Board when it determines that the best interests of the workforce program will be served.

ARTICLE IV – BOARD OF DIRECTORS

SECTION I – Terms of Membership

- A. Members of the Board shall serve for fixed and staggered terms of two years with the exceptions described within these By-Laws.
- B. In accordance with the federal law and Florida State law, whenever a mandatory seat on the Board must be filled by an individual occupying a specific position in an organization, agency or institution, their term of office shall not expire except and unless the federal or state statute is amended to exclude the position.
- C. If a member resigns prior to the expiration date of his/her term in office, nominations for filling the vacancy shall be made to the Pinellas County Board of County Commissioners in the same manner as is described within these By-Laws. Upon appointment, the new member shall serve the unexpired term of the member whose vacancy he/she is filling.
- D. The Chairman of the Pinellas County Board of County Commissioners, or his or her designee, and the local elected official are not subject to the Board membership term limitations specified herein.

SECTION 2 – Resignation

A member may resign his or her membership on the CareerSource Pinellas Board at any time by submitting a resignation in writing to the Chair or Chief Executive Official/Executive Director. In the case of the resignation of the Chair, a resignation shall be submitted in writing to the Chair Elect or Chief Executive Official/Executive Director. A resignation shall become effective upon the date specified in such notice, or, if no date is specified, upon receipt of the resignation by the Chair.

After two consecutive absences, or three (3) absences in a fiscal year from regularly scheduled meetings of the CareerSource Pinellas Board without an excuse approved by the Chair the Chief Executive Official shall notify the offending director to determine whether that individual wishes to resign their seat on the Board and to notify them that any further unexcused absence in the fiscal year shall constitute grounds for removal of the Board member under Section 3D. The Chief Executive Official shall also notify the Board of County Commissioners of such occurrence.

For members of committees that are not defined persons identified to be members of such a committee by title or position, three (3) consecutive absences from regularly scheduled committee meetings of CareerSource Pinellas, without an excuse approved by the

committee chair, shall constitute a de facto resignation of the committee member from that committee. De facto resignation from a committee will not impact the individuals' membership on the Board or membership on other committees.

SECTION 3 – Revocation of Membership

The Board of Directors may, by a two-thirds affirmative vote at a meeting where a quorum has been established, recommend revocation of membership to the Pinellas County Board of County Commissioners for the following reasons:

- A. Should a Board member cease to represent the category to which they were appointed to fill on the Board through change in status;
- B. Disability, illness or inability to perform their duties on the Board;
- C. Unethical or illegal practices or actions, or
- D. Failure to carry out duties, responsibilities, and functions of a Board member as defined in federal and state law, regulations, and these Bylaws.

SECTION 4 – Notification of Vacancies

The Chair of the Board will notify the Board of County Commissioners when vacancies occur through written correspondence with the Commissioner assigned to serve on the board of directors, the Board of County Commissioners, and any other party designated in writing by the County, and will annually submit written notification of all vacancies at the beginning of each fiscal year.

ARTICLE V - BOARD OFFICERS

The Officers of CareerSource Pinellas shall consist of a Chair, a Chair Elect, a Vice Chair, a Secretary and a Treasurer. The Chairman of the Pinellas County Board of County Commissioners, or his/her designee from the Board of County Commissioners, shall occupy the Vice Chair position.

SECTION 1- Election of Officers

The Chair, Chair Elect, Treasurer, and Secretary of the CareerSource Pinellas Board shall be elected as follows:

- A. The slate of Officers shall be recommended to the CareerSource Pinellas Board of Directors by the Ad-Hoc Nominating Committee and selected based upon a majority vote of the quorum present at the annual meeting at which the slate is presented.
- B. The annual meeting at which the slate of Officers shall be elected shall take place in June or on a date as otherwise set by the Board, and the Officers shall take office in July.
- C. The CareerSource Pinellas Chair and Chair Elect shall be selected from among the representatives of the private sector Board members.

SECTION 2 – Duties of Officers

- A. Duties of the Chair shall include:
- Presiding at all meetings of the CareerSource Pinellas Board of Directors;
 - Serving as chair of the Executive Committee;
 - Making all committee chair appointments;
 - Calling special meetings of the Board;
 - Establishing Ad-Hoc Committees as deemed necessary to conduct the business of the Board and make appointments thereto;
 - Serving as a member of the Audit Committee: and
 - Performing all duties incident to the office of Chair.
- B. Duties of the Chair Elect shall include:
- Presiding over meetings in the absence of the Chair;
 - Serving as a member of the Executive Committee; and
 - Performing all duties incident to the office of Chair in the absence of the Chair.
- C. Duties of the Treasurer shall include:
- Serving as a member of the Executive Committee;
 - Serving as a member of the Audit Committee;
 - Serving as Chair of the Finance Committee; and
 - Making a report on the financial status at each regular meeting of the Board.
- D. Duties of the Secretary shall include:
- Serving as a member of the Executive Committee;
 - Signing all bank resolutions; and
 - Reviewing all Board minutes prior to official adoption by the Board of Directors.
- E. Duties of the Vice Chair shall include:
- Presiding over meetings in the absence of the Chair and the Chair Elect;
 - Serving on the Audit Committee; and
 - Serving on the Executive Committee.

SECTION 3 – Terms of Office

The term of office for the Chair, Chair Elect, Secretary and Treasurer of CareerSource Pinellas shall be for one (1) year, from July 1 through June 30.

CareerSource Pinellas Officers may serve two consecutive terms of one year each in the same office, if re-elected, provided that the time in office does not exceed the limits of their term of membership on the Board. After two consecutive terms, the Officer shall then step down from their position for a minimum of one year, although they may continue to serve as CareerSource Pinellas Board members, or in other offices.

The Vice Chair is not subject to the Officer term limits specified herein.

SECTION 4 – Vacancy in One of the Officer Positions

If a vacancy in any office but the Chair occurs due to the illness, resignation, etc. of the Officer elected, a replacement shall be elected to serve the unexpired term of office at the next regularly scheduled Board meeting. If the office of Chair becomes vacant, the Chair Elect will assume the office of Chair.

ARTICLE VI – COMMITTEES

SECTION 1 – Standing Committees

The Standing Committees of CareerSource Pinellas shall be the Executive Committee, the One Stop Committee, the Workforce Solutions Committee, the Finance Committee, , and the Audit Committee. In addition, there may be such ad hoc committees as determined necessary by the Chair or as specified in these Bylaws.

Other than those committees required by law, CareerSource Pinellas may vote to expand or combine Committees as appropriate for the efficient operation of the business of CareerSource Pinellas.

SECTION 2 – Terms of the Executive Committee members and Committee Chairs

CareerSource Pinellas Executive Committee Members and Committee Chairs may serve in those positions for two consecutive terms of one year each, if re-elected or re-appointed and shall then step down from their position for a minimum of a year, although they may continue to serve as CareerSource Pinellas Board members, or in other offices.

SECTION 3 – General Committee Membership

- A. A committee member, with the exception of an Executive Committee member, may designate an alternate in writing who shall have the powers, including voting, of the committee member when that alternate attends committee meetings in lieu of the committee member. No other proxy voting is allowed.
- B. CareerSource Board members shall comprise a majority of each committee except as otherwise provided in these Bylaws.
- C. The Chair of any standing committee with the exception of the Executive Committee, at his/ her discretion, may appoint board and non-board members to serve on the committee except as otherwise provided in these Bylaws.
- D. Non-board committee members shall serve for a two-year term from their appointment date. Terms are renewable for additional two-year periods at the discretion of the committee chairperson or appointing authority.

SECTION 4 – Executive Committee Membership, Duties and Responsibilities

CareerSource Pinellas shall have an Executive Committee consisting of the Officers, the Chairs of the Standing Committees, Past Chair, and up to five at-large members appointed by the Chairperson.

The Executive Committee may meet; (i) only in months when the full Board of Directors does not meet and time is of the essence in taking any action; (ii) in emergency situations where the failure to act would result in irreparable harm to persons or workforce program continuity, and the full Board of Directors cannot be convened. The Executive Committee shall have and exercise the authority of the Board of Directors in the governance of the affairs of CareerSource Pinellas with the exception of (i) adopting, repealing, or amending the Articles, the Interlocal Agreement or these By-Laws; (ii) approval or modification of the annual budget; (iii) approval or amendment of the 4 year or other plans required by the WIOA; (iv) acquisition or conveyance of real estate; (v) pledging, mortgaging, or encumbering real property, or pledging or encumbering personal property other than in the ordinary course of business for expenditures included in the line item budget and/or pre-approved by the Board of Directors; (vi) staff pay or compensation plans; (vii) approval or amendment of the CSPIN administrative code/governing policies, including purchasing and financial policies; (viii) approval of the annual financial audit and responses thereto, as well as the early termination of the audit firm; (ix) hiring, disciplining, and discharging the Chief Executive Official/executive director and legal counsel.

Any items approved by the Executive Committee will appear as consent agenda items at the next meeting of the full Board of Directors. Such consent agenda items will be distributed to board members at least 72 hours prior to the Board meeting date and time.

Delegation of authority to the Executive Committee shall not relieve the Board of Directors or any individual Director of any responsibility imposed on it, or him or her, by the Bylaws or by any applicable law.

The Executive Committee shall also be responsible for planning, conducting and/or recommending Board Member development or in-service activities.

SECTION 5 – One Stop Committee Membership, Duties and Responsibilities

The One Stop Committee shall be chaired by a Board Member appointed by the Board Chair and shall consist of those members deemed appropriate and appointed to the committee by the One Stop Committee Chair. The One Stop Committee shall be responsible for advising the Board of Directors on matters related to the following committee areas of oversight:

- Providing assistance with planning, operational and other issues relating to the one-stop delivery system;
- Providing assistance with planning, operational, and other issues relating to the provision of services to youth;
- Providing assistance with planning, operational and other issues relating to the provision of services to individuals with disabilities;
- Reviewing the plans and services of other agencies and one-stop partners with the intent to improve coordination of services;
- Reviewing customer survey feedback to ensure customer input is made part of the plan of service;
- Reviewing the enrollment and training of individuals under the Workforce Investment Act;
- Reviewing the services delivered to welfare transition customers;
- Reviewing services and programs delivered to recognized target groups;
- Reviewing the operation and performance of any grants or other funding received;
- Reviewing periodic reports on performance in accordance with the committee's annual strategic plan; and
- Planning for future changes and improvements to the one-stop system.

SECTION 6 – Workforce Solutions Committee Membership, Duties and Responsibilities

The Workforce Solutions Committee shall be chaired by a Board member appointed by the Board Chair and shall consist of those members deemed appropriate and appointed to the Committee by the Workforce Solutions Committee Chair. The Workforce Solutions Committee shall be responsible for:

- Reviewing and recommending approval of the services and programs delivered to employers;
- Reviewing and recommending approval of training vendor applications and other actions pertaining to training vendors;
- Reviewing periodic training vendor performance reports;
- Reviewing the region's activities related to targeted industries;
- Creating and maintaining the regional targeted occupations list; and
- Reviewing and recommending approval of the Board's partnerships with economic development organizations and other business associations in accordance with the

committee's annual strategic plan.

SECTION 7 – Finance Committee Membership, Duties and Responsibilities

The Finance Committee shall be chaired by the Treasurer, and shall consist of those members deemed appropriate and appointed to the Committee by the Treasurer. The Finance Committee shall be the Committee of the Board charged with oversight responsibilities regarding the fiscal affairs of the Agency. The Committee's responsibilities shall include, but are not limited to:

- Reviewing a draft of the annual budget and submitting the tentative annual budget, along with a recommendation, to the Board of Directors for action;
- Reviewing and recommending approval of all subsequent modifications to the budget;
- Reviewing the annual audit and accompanying management letters with agency responses and forwarding any recommendations to the Board of Directors;
- Providing financial oversight through review of financial monitoring reports and forwarding any recommendations to the Board of Directors;
- Reviewing the agency's periodic financial statements and report on the organizations financial status at each meeting of the of the Board of Directors and of the Executive Committee; and
- Serving on procurement review panels at the request of the Chief Executive Official/executive director and/or CFO/finance director.

SECTION 8 – Audit Committee Membership, Duties and Responsibilities

The Audit Committee shall consist of the County Commissioner serving as the Vice-Chair on the CareerSource Pinellas Board of Directors, two members appointed by the Board of County Commissioners, the Chair of the CareerSource Pinellas Board of Directors, and the CareerSource Pinellas Treasurer. No staff member of either the County or CSPIN shall serve on the Audit Committee, but may serve as staff to the Committee. CSPIN's Finance Director shall serve as primary staff to the Audit Committee. The Audit Committee shall be responsible for:

- Making recommendations to the Board of Directors on the selection of an independent auditor, including terms of engagement and compensation;
- Overseeing the annual audit of any and all programs operated by CareerSource Pinellas in compliance with OMB Circular A-133, including approving annual audit plans;
- Reviewing the annual Financial audit and recommending responses to any adverse findings thereto to the Board of Directors;
- Authorizing and procuring Performance audits or Compliance audits as defined by Sec 11.45, Florida Statutes, to be performed by independent firms or the Division of Inspector General, Clerk of the Circuit Court and Controller, subject to ratification by the Board of Directors;
- Reviewing audits and reports on the monitoring of activities, operations and expenditures under the programs operated by CareerSource Pinellas and reporting

findings and making recommendations on corrective actions to the Board of Directors;

- Reviewing such other interim or annual reviews and reports, whether conducted by an audit firm, entities expert in evaluation and/or monitoring of CareerSource Pinellas programs or county staff as determined by the Audit Committee and reporting findings and making recommendations on corrective actions to the Board of Directors.

SECTION 9 – Ad-Hoc Nominating Committee Duties and Responsibilities

The Chair of CareerSource Pinellas shall appoint the Chair and members of the ad-hoc Nominating Committee from among the membership of the Board. The Vice Chair and Chair Elect shall serve as members of the Committee. The responsibilities of The Nominating Committee shall include:

- Meeting prior to the fourth quarterly or annual board meeting to select a slate of Officers to be presented to the CareerSource Pinellas Board at the annual meeting; and
- May advise the Chair Elect on appropriate candidates for Executive Committee membership and Committee chairs.

SECTION 10 – Ad Hoc Compensation Committee Membership, Duties and Responsibilities

The Compensation Committee shall be chaired by a Board member appointed by the Board Chair and shall consist of those members deemed appropriate and appointed to the Committee by the Compensation Committee Chair. The Compensation Committee shall, except as provided for by Section 12 below, be responsible for:

- Reviewing and evaluating employee performance review process
- Reviewing, evaluating and making recommendations to the Board of Directors relating to the approval of employee pay and compensation plans
- Reviewing and evaluating employee benefits programs and making recommendations to the Board of Directors relating to the approval of these programs
- Evaluating and approving training policies to ensure that employees meet the necessary requirements under the Workforce Investment and Opportunity Act
- Providing assistance with planning, operational and other issues relating to the provision of fair labor practices in the workplace
- Meeting at least annually and reporting findings and recommendations to the Board of Directors at the annual meeting.

SECTION 11 - Ad Hoc Chief Executive Official/Executive Director and Legal Counsel Selection Committee Membership, Duties and Responsibilities

The Ad Hoc Chief Executive Official/Executive Director and Legal Counsel Selection Committee shall be constituted, beginning in 2019 and not less than every calendar year,

or whenever there is a vacancy for the CareerSource Pinellas executive director or legal counsel positions. The Committee shall consist of five members, including the Board of County Commissioner's member serving as the Vice-Chair, the CareerSource Pinellas Chair, Pinellas County Economic Development Department Board Member, the local elected official member, and one member appointed by the Chair. The Chair shall designate the chair of the Committee. CSPIN and County staff may serve as staff to this Committee.

The Committee shall, subject to the final approval of the Board of Directors, be responsible for:

- Not less than once every calendar year, reviewing the performance and compensation of the executive director and the legal counsel;
- Not less than once every calendar year, reviewing, evaluating and/or establishing, and, if needed, updating or revising the executive director qualifications and job description;
- Not less than once every calendar year, reviewing, evaluating and/or establishing, and, if needed, updating or revising and the legal counsel qualifications and terms of engagement or employment;
- Establishing the recruitment process for the Chief Executive Official/Executive Director or legal counsel positions;
- Screening and ranking applications for the executive director position and proposals or applications for legal counsel for submittal to the Board of Directors for final approval and hiring.

ARTICLE VII - MEETINGS

SECTION 1 – Notice, Minutes, etc.

- A. Regular meetings of CareerSource Pinellas Board and Committees of the Board shall be held at a place to be determined by the members, at such times and as often as they may deem necessary.
- B. The Chief Executive Official/executive director or his/her designee shall send written notice of each Board and Committee meeting to the members at such times and as often as they may deem necessary.
- C. The public shall be informed of Board and Committee meetings through notice(s), which shall state the purpose of the meeting, the time and the place. Special meeting notices shall state the purpose of the meeting and whether it has been called by the Chair or by petition.
- D. All Board and Committee meetings shall be subject to the Sunshine and Open Meeting Laws of the State of Florida.
- E. The CareerSource Board may allow one or more members to participate in Board and Committee meetings by telephone or other types of communications technology in accordance with state law and provided that access be given to the public at such meetings through the use of such devices as a speaker telephone that would allow the absent member or members to participate in discussions to be heard by other board members

- and the public to hear discussions taking place during the meeting.
- F. Special meetings of members may be called at any time by the CareerSource Pinellas Chair or by a petition signed by not less than twenty-five percent (25%) of the membership of the CareerSource Pinellas Board, setting forth the reason for calling such a meeting.
 - G. CareerSource Pinellas committees shall meet at the call of the Committee Chair, the Committee Vice Chair or the CareerSource Pinellas Board Chair.
 - H. Minutes shall be kept of all Board and Committee meetings. Minutes shall be reviewed and approved at the next CareerSource Pinellas Board or Committee meeting as appropriate. The official minutes of meetings of the Board and Committees of the Board are public record and shall be open to inspection by the public. They shall be kept on file by the Board Secretary at the administrative office of CareerSource Pinellas as the record of the official actions of the Board of Directors.

SECTION 2 – Limitation on Participation

Participation in Board meetings and Executive Committee meetings shall be limited to members of the Board, Committees and staff with the following exceptions:

- A. Regularly scheduled agenda items that call for reports or participation by non- members.
- B. A time shall be set on the agenda for the receipt of public comment.

SECTION 3 – Parliamentary Procedures

When parliamentary procedures are not covered by these by-laws, Robert's Rules of Order, Revised, shall prevail.

ARTICLE VIII – QUORUM AND VOTING

SECTION 1 – Quorum

- A. A quorum of the Board shall consist of forty percent (40%) plus one of the Board membership.
- B. A quorum of the Executive Committee, the Finance Committee, and the Ad Hoc Executive Director and Legal Counsel Selection Committee shall consist of forty percent (40%) plus one of the Committee members.
- C. Except for the above Committees, the number of Committee Members present for a committee meeting shall constitute a quorum for the purpose of conducting the business of the Committee.
- D. Board members participating by telephone or other types of communications technology will be included as part of the quorum as a quorum does not have to be physically present to conduct business.

SECTION 2 – Voting and Related Party Contracts

- A. Any action that may be taken by the CareerSource Pinellas Board of Directors or a committee of the Board shall be considered the act of the Board or Committee only if the action is taken by an affirmative vote of the majority of the members in attendance at a meeting where a quorum has been established.
- B. Each member of the CareerSource Pinellas Board of Directors shall have one (1) vote when present at a meeting of the Board, whether in person or by phone or other type of communication technology. Members may not vote by proxy.
- C. Voting privileges of non-board members selected to serve on a committee are limited to that committee.
- D. A member of the Board who is present, either in person or by other communication means, at a meeting of the Board or a committee of the Board at which action on any matter is taken shall be presumed to have assented to the action taken unless his or her dissent is declared and entered in the minutes of the meeting
- E. When an issue presents a possible conflict of interest to a member, said member shall disclose the conflict of interest and shall abstain from voting on said issue. A conflict of interest is any matter which has a direct bearing on services to be provided by that member or any organization which such member directly represents, or any matter which would financially benefit such member or any organization such member represents.
- F. Contracts awarded to members of the CareerSource Pinellas Board of Directors shall require a 2/3 affirmative vote of the quorum in attendance at the Board meeting.
- G. A Board member acting as presiding Officer at a meeting of the Board or a Committee of the Board held pursuant to these By-Laws shall be entitled to vote on the same basis as if not acting as the presiding Officer.
- H. Any item considered, voted on and approved by a committee of the CareerSource Pinellas Board of Directors, excluding approval of meeting minutes and adjournment of meeting, shall be brought forth to the Board of Directors for consideration at its next meeting.

SECTION 3 – Consent Agenda

As soon as practicable following a meeting of the Executive Committee, minutes of the meeting shall be transmitted to Members of the Board of Directors. All actions of the Executive Committee are to be brought before the full board as a consent agenda at their next scheduled meeting. Consent agenda items are to be distributed to the full board at least 72 hours prior to the board meeting date and time.

ARTICLE IX - AMENDMENTS

These By-laws may be amended or replaced by vote of the CareerSource Pinellas Board,
Doc 230791

subject to approval by the Pinellas County Board of County Commissioners. Action by the CareerSource Pinellas board shall be by an affirmative vote of two-thirds of the membership of the CareerSource Pinellas Board, after notice, which shall specify or summarize the changes proposed to be made. Such notice shall be made no less than seven (7) business days prior to the meeting at which such amendment or repeal is acted upon.

ARTICLE X - GENERAL PROVISIONS

Nothing in these By-laws shall be construed to take precedence over federal, state or local laws or regulations, or to constrain the rights or obligations or the units of the local elected officials or governments party to the consortium agreement.

ARTICLE XI - INDEMNIFICATION

SECTION I – Indemnification of Board Members

CareerSource Pinellas, Inc. may indemnify any CareerSource Pinellas Board Director, Officer, or former CareerSource Pinellas Board Director or Officer in accordance with and as limited by Chapters 607 and 617 Florida Statutes.

SECTION 2 – Indemnification Insurance

CareerSource Pinellas and the Pinellas County Board of County Commissioners shall have the power to purchase and maintain insurance sufficient to meet this Article's indemnification provisions.

ARTICLE XII - ENACTMENT PROVISION

Pursuant to 20 C.F.R. 679.310(g), these by-laws shall become effective after approval by the Pinellas County Board of County Commissioners acting as the Chief Elected Official.

These amended By-Laws were adopted as of this July 23, 2019.



**STRATEGIC ACTION PLAN
JULY 2020 THROUGH JUNE 2024**

FINAL DRAFT

September 16, 2020



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ACKNOWLEDGMENTS

The CareerSource Pinellas' Local Workforce Development Board would like to thank the participating members of the Strategic Planning Committee for all the time, energy and commitment each individual brought to this strategy development effort. We pledge to implement this plan to the fullest to reach our collective vision.

Strategic Planning Team Members:

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Lori Strumpf, Facilitator

Strumpf Associates: Center for Strategic Change

INTRODUCTION

This document is the dynamic blueprint for the sustainability and growth of the region's talent pipeline. It is the product of intensive discussions by the Local Workforce Development Board's (LWDB), Strategic Planning Committee members and feedback from staff, partners, and stakeholders. This plan lays the foundation for the organization's future development.

The Strategic Planning Committee is to be commended for their imagination, dedication, and perseverance throughout this process. We have a vision of where we want to be, an assessment of where we are now and a set of criteria to measure our progress. We have defined the values that describe how we do business and developed strategies and priorities to move us from where we are to where we want to be.

The strategic direction, goals and strategies included in this plan are a response to our understanding of what our customers value most about the organization, and current opportunities and challenges for offering a high-quality system of talent recruitment for businesses and skill development for current and future jobseekers. In Pinellas County, as in the nation, there is an ongoing and growing scarcity of skilled workers to meet the demand. For Pinellas County, there were approximately 31,553 job openings posted on Indeed in February 2020. Nationally as of the last day of December 2019, the number of job openings was 6.4 million¹. Employers continue to report consistent difficulty in filling their job openings.

This is an exciting time in the field of workforce and economic development. With a deep understanding of the federal legislation, the Workforce Innovation and Opportunity Act (WIOA), and the economic cycle currently in a period of growth we face an environment open to innovation and change. We will always be faced with change, so we need to manage change rather than react to it. This planning process has provided us with a system to lead, manage, and change the LWDB and the Pinellas County workforce system in a well-planned, integrated manner based on our strategies. This system approach also provides a management process that will change the way we do business day-to-day. The priorities from the plan become the priorities for our annual budgets, assuring that we focus our resources in those areas that move us toward our vision.

The four-year period of this strategic plan will be a time of assessing and deepening the LWDB's approaches to its work. With a fresh perspective on its mission, understanding what it does well, and the environment in which it operates, the LWDB will pursue the following strategic priorities:

- Strengthen strategic partnerships with business and education to become more responsive to the skills needed in the current and future workplace.
- Expand access and reach into the community.

¹ Bureau of Labor Statistics, February 2020

- Promote change and maintain the viability of CareerSource's financial growth, quality delivery system and relevancy to job seekers and businesses.

This Strategic Plan brings together priorities covering all workforce programs within the LWDB's purview. Its priorities and objectives encompass all the LWDB's activities. However, a plan is of little value by itself. This document is the framework to continue our growth and ensure the sustainability of our high-performance, customer-focused workforce development system that continues to benefit all stakeholders – our customers, our employees, and the community.

The demand is great, as is our commitment to build a workforce strategy for our time that can meet the needs of today's changing business environment.

DATA SNAPSHOTS

General Population²

- The population of Pinellas County is 73.7% White Alone, 10% Hispanic or Latino, and 9.88% Black or African American alone.
- 13.7% of the people in Pinellas County speak a non-English language, and 95.2% are U.S. citizens.
- In 2018, Pinellas County had population of 975,000 people with a median age of 48.5 and a median household income of \$52,198.
- Between 2017 and 2018 the population of Pinellas County, FL grew from 970,637 to 975,280, a 0.478% increase.
- The largest universities in Pinellas County are St Petersburg College (7,359 degrees awarded in 2017), University of South Florida-St Petersburg (1,260 degrees), and Eckerd College (496 degrees).
- The median property value in the county is \$215,800, and the homeownership rate is 66.9%.
- Most people in the county commute by driving alone, and the average commute time is 22.3 minutes. The average car ownership is 2 cars per household.

Income, Poverty and the Economy³

Income & Poverty

- 13.7% of the population for whom poverty status is determined in Pinellas County (128k out of 935k people) live below the poverty line, a number that is higher than the national average of 13.1%.
- The largest demographic living in poverty are Females 55 - 64, followed by Males 55 - 64 and then Females 25 - 34.
- The most common racial or ethnic group living below the poverty line in Pinellas County is White (approximately 89,800), followed by Black (approximately 26,821) and Hispanic (approximately 16,468).
- Between 2017 and 2018 the median household income grew from \$51,512 to \$52,198, a 1.33% increase. This is less than the median annual income of \$61,937 across the entire United States⁴.
- In 2017, California had the highest estimated number of chronically homeless individuals in the nation, at 35,798. New York has the second highest (5,087), followed by Florida (4,915).

² QuickFacts, Pinellas County, Florida, United States Census Bureau unless otherwise noted.

³ QuickFacts, Pinellas County, Florida, United States Census Bureau unless otherwise noted.

⁴ From Deloitte Data USA

Economy⁵

- The economy of Pinellas County employs 464,000 people. From 2017 to 2018, employment grew at a rate of 2.21%, from 454k employees to 464k employees.
- The largest industries in Pinellas County, FL are Health Care & Social Assistance (70,547 people), Retail Trade (59,441 people), and Professional, Scientific, & Technical Services (42,169 people), and the highest paying industries are Management of Companies & Enterprises (\$59,475), Finance & Insurance (\$51,891), and Public Administration (\$51,518).
- Median household income in the county is \$52,198. Males have an average income that is 1.34 times higher than the average income of females, which is \$46,612. The income inequality in Pinellas County, FL (measured using the Gini index) is 0.474, which is lower than the national average.
- The most common job groups, by number of people living in the county are Office & Administrative Support Occupations (65,945 people), Sales & Related Occupations (56,807 people), and Management Occupations (45,557 people).
- The most common jobs held by residents of Pinellas County, FL, by number of employees, are Office & Administrative Support Occupations (65,945 people), Sales & Related Occupations (56,807 people), and Management Occupations (45,557 people).
- Compared to other counties, Pinellas County has an unusually high number of residents working as Business & Financial Operations Occupations (1.28 times higher than expected), Office & Administrative Support Occupations (1.26 times), and Sales & Related Occupations (1.21 times)⁶.
- The highest paid jobs held by residents of Pinellas County, FL, by median earnings, are Architecture & Engineering Occupations (\$74,829), Computer & Mathematical Occupations (\$67,967), and Computer, Engineering, & Science Occupations (\$67,043).

Education

- As of 2019, 91.1% of persons aged 25 years and older was a high school graduate or higher.
- As of 2019, 31% of persons aged 25 years and older had a Bachelor's degree or higher.
- The most popular majors in Pinellas County are Liberal Arts & Sciences (3,865 and 33.8%), Registered Nursing (811 and 7.09%), and General Business Administration & Management (373 and 3.26%).
- The median tuition costs in Pinellas County are \$42,428 for private four year colleges, and \$3,317 and \$12,159 respectively, for public four year colleges for in-state students and out-of-state students.

⁵ Quick Facts

⁶ From Deloitte Data USA

ORGANIZATIONAL OVERVIEW VISION, MISSION AND VALUES

- VISION:** The vision of CareerSource Pinellas is to enhance lives by making talent the region's key competitive asset.
- MISSION:** The mission of CareerSource Pinellas is to build the talent pipeline for today and the future by providing easy access to workforce solutions.
- VALUE PROPOSITION:** CareerSource Pinellas provides customized services through a network of partners, allowing customers to get the right skills and talent at the right time.
- TAG LINE:** Your Talent is Our Passion
- CUSTOMERS:** Primary ***external customers*** are **jobseekers (emerging, transitioning and incumbent) and businesses.**
- Primary ***internal customers*** are our **staff and our partners.**
- ROLE:** The LWDB will play several roles in furtherance of our vision and mission:
- We **act as a convener** of business and industry on behalf of the workforce system.
 - We seek to **catalyze change** in the community to build effective partnerships.
 - We **strategically invest** in program innovation.

ORGANIZATIONAL CORE VALUES

Core Values – We believe in the following shared principles, beliefs and priorities:

COLLABORATION. We actively build community capacity by engaging businesses, customers, families and partners in our work to improve outcomes and ensure long-term success.

INNOVATION. We embrace on-going creativity and change for achieving continuous improvement and growth.

INTEGRITY. We act with honesty, transparency, and accountability to build trust and achieve results.

OPPORTUNITY. We work in ways that instill hope and offer pathways of opportunity for our customers to succeed and thrive.

RESPECT. We treat our team members, customers, and partners with mutual respect and sensitivity, recognizing the importance of diversity. We respect all individuals and value their contributions.

RESULTS. We deliver our very best in all we do, holding ourselves accountable for results.

STEWARDSHIP: We honor our role as stewards of the public trust by managing human and financial resources respectfully and responsibly.

STRATEGIC PRIORITIES, GOALS AND OBJECTIVES

Strategic Priorities:

- Strengthen strategic partnerships with business and education to become more responsive to the skills needed of the current and future workplace.
- Expand access and reach into the community.
- Promote change and maintain the viability of CareerSource Pinellas' financial growth, quality delivery system and relevancy to job seekers and businesses.

Goal 1: Develop Robust Partnerships with Employers

Outcomes by 2023:

- Increase the number of businesses providing work-based learning opportunities.
- Increase the number of businesses using the system specifically for recruitment.
- Increase the number of business establishments provided a staff-assisted, high value service to exceed the CIP targets (calculated using the CIP Initiative performance targets from CSF).

Key Strategies:

- 1.1. Utilize and partner with existing business groups (e.g., Tampa Bay Partnership, Chamber's CEO Forum, etc.) that convene employers regularly to understand immediate and future needs.
- 1.2. Develop and execute a marketing strategy to build awareness with businesses about how to engage and the services available.
- 1.3. Increase services to incumbent workers and underemployed workers.
- 1.4. Develop methods that help businesses navigate the workforce system's services and that connect them with qualified applicants.
- 1.5. Partner with employers to engage in barrier reduction of those applicants/workers who are work ready and need help with transportation, continuing education, childcare, etc.
- 1.6. Inventory best and promising practice approaches for working with and engaging businesses and scale up.

Goal 2: Strengthen Partnerships with Organizations that Provide Educational Opportunities

Outcomes by 2023:

- Education partners report using LMI information to align curriculum.
- Career maps have been developed for targeted industries and are online for easy access by jobseekers.

Key Strategies:

- 2.1 Compile all Labor Market Information (LMI) data and information to work together to create *LMI Briefs* that can be used by jobseekers, employers, and other workforce organizations in easy to consume formats.
- 2.2 Convene employers to identify skill needs and align education providers' offerings to current and future skill needs.
- 2.3 Provide easy to use 'career maps' for jobseekers to use to both know where to go for education/training to obtain necessary credentials and next steps on a career path.
- 2.4 Ensure that there is a Talent Pipeline that connects business service staff between CareerSource and educational institutions.

Goal 3: Expand Outreach to Jobseekers

Outcomes by 2023:

- Increase the virtual delivery of service.
- Increase the number of partnerships developed with entities not currently partners.
- Information from the gap analysis has been acted upon, as appropriate.

Key Strategies:

- 3.1 Target outreach efforts based on areas of opportunity.
- 3.2 Expand the virtual delivery of service system currently in place.
- 3.3. Conduct asset mapping analysis at the ground level to identify local community-based organizations and resource assets that might assist with outreach and service delivery.
- 3.4 Expand connections to the priority populations (e.g., underemployed) through the library system, faith-based organizations, community-based organizations, and other places where individuals not normally served by the workforce system feel welcome.
- 3.5 Conduct a gap analysis through engagement with priority customers and key stakeholders to assess what services may be missing and/or what changes are needed in how services are delivered to ensure participation.
- 3.6. Support individuals to gain employment through a system of wrap around services that is responsive to their diverse experience and needs.

Goal 4: Build Organizational Capacity; Promote Change and Transformation of CareerSource Pinellas

Outcomes by 2023:

- Based on the voice of the customers and other analysis, new services have been piloted and implemented.

Key Strategies:

- 4.1 Present a positive message of the organization to include all that is currently being done and what will be done based on the strategic plan.
- 4.2 Create talking points for use by board members and staff as part of the awareness campaign (see 1.2).
- 4.3 Continue to build services that are relevant to employers and jobseekers.
- 4.4 Build a reputation as the 'go to' place for employers.
- 4.5 Continue to improve and enhance the technology infrastructure both internally for staff to be more efficient and for communication among the system's partners and to increase user friendly access for customers.
- 4.6 Ensure compliance and work with/train staff on the new ways of doing business that are in compliance while reducing the burden on customers through streamlined compliant processes.
- 4.7 Develop methods to regularly listen to customers to test new processes before implementing them permanently.

OPERATING PRINCIPLES

The following principles define the way the organization operates with regard to the goals and strategies identified. The core processes employed by the organization to accomplish the goals will operate in the following fashion.

- We operate in compliance with all federal, state, and local policies and regulations.
- We operate as a learning organization that is innovative, flexible, and timely in our service delivery.
- We are anticipatory of external developments that may have an impact on the organization.
- We challenge each other to achieve excellence.
- We hold ourselves accountable to each other and our customers.
- We collaborate with our partners and build strategic alliances around our goals, strategies and tasks in which we are engaged.
- We focus efforts externally on system-building to create a workforce system that eases access for our customers.
- We implement, measure, evaluate and continuously improve all our programs, services and operations based on data analytics and our values.
- We continuously strengthen organizational effectiveness, efficiency, and build capacity.
- We coordinate the various players in the workforce space to become more systematic in our collective approach to workforce development.

TAB 5

LOCAL WORKFORCE DEVELOPMENT BOARD 14 (LWDB) MEMBERSHIP

| No | F. Name | L. Name | Areas of Representation | Nominating Organization | Gender | Race | Member Since | End of Appointment |
|----|----------|-----------|-------------------------|---|--------|------------|--------------|--------------------|
| 1 | Ivonne | Alvarez | Business | Tarpon Springs Chamber of Commerce | Female | Hispanic | 07/2020 | 6/30/2021 |
| 2 | Jody | Armstrong | Workforce | Disability Achievement Center | Female | White | 04/2018 | 6/30/2020 |
| 3 | Rebecca | Avrin | Business | Upper Tampa Bay Chamber of Commerce | Female | White | 07/2020 | 6/30/2022 |
| 4 | Manmohan | Bhuller | Business | St Petersburg Chamber of Commerce | Male | Other | 07/2019 | 6/30/2021 |
| 5 | Andrea | Cianek | Business | St Petersburg Chamber of Commerce | Female | White | 07/2020 | 6/30/2022 |
| 6 | Candida | Duff | Business | Pinellas Economic Development Council | Female | Other | 04/2018 | 6/30/2021 |
| 7 | Celeste | Fernandez | GRO-Public Assistance | FL Department of Children and Families | Female | White/Hisp | 02/2016 | 6/30/2020 |
| 8 | David | Fetkenher | Business | Upper Tampa Bay Manufacturing Association | Male | White | 08/2016 | 6/30/2020 |
| 9 | Jack | Geller | Business | Greater Largo Chamber of Commerce | Male | White | 08/2003 | 6/30/2021 |
| 10 | Patricia | Gerard | GRED | Pinellas County Economic Development | Female | White | 01/2018 | N/A |
| 11 | Barclay | Harless | Business | St Petersburg Chamber of Commerce | Male | White | 04/2018 | 6/30/2021 |
| 12 | John | Howell | GRVRD | DOE-Vocational Rehabilitation | Male | White | 12/2009 | 6/30/2021 |
| 13 | Mark | Hunt | OS Partner- ETPA | Dr. Grego- PCS Superintendent | Male | White | 04/2018 | 6/30/2020 |
| 14 | Michael | Jalazo | Workforce | Self | Male | White | 04/2018 | 6/30/2021 |
| 15 | Samuel | Kolapo | Workforce- JobCorps | Odle Management | Male | Black | 06/2017 | 6/30/2021 |
| 16 | Russell | Leggette | WOJ and JATC | Joint Apprenticeship Training Council | Male | White | 06/2016 | 6/30/2020 |
| 17 | Joanne | Lentino | Elected Official | Pinellas County School Board | Female | White | 07/2019 | 6/30/2021 |
| 18 | Michael | Logal | Business | CEO Leadership Forums | Male | White | 11/2018 | 6/30/2021 |
| 19 | Michele | Mathews | Business | Upper Tampa Bay Chamber of Commerce | Female | White | 07/2020 | 6/30/2022 |
| 20 | Kay | McKenzie | Business | Central Pinellas Chamber of Commerce | Female | White | 07/2018 | 6/30/2020 |
| 21 | Mike | Meidel | GRED | Pinellas County Economic Development | Male | White | 04/2003 | 6/30/2021 |
| 22 | Chris | Owens | Business | Tarpon Springs Chamber of Commerce | Male | White | 07/2020 | 6/30/2022 |
| 23 | Debbie | Passerini | Business | Goodwill-Suncoast | Female | White | 06/2017 | 6/30/2021 |
| 24 | Michael | Ramsey | OS Partner- ETPC | St Petersburg College-Andrea Henning | Male | Black | 07/2020 | 6/30/2022 |
| 25 | Rebecca | Sarlo | ETPA | Self | Female | White | 07/2018 | 6/30/2020 |
| 26 | Patricia | Sawyer | Workforce-OSY | Pinellas Opportunity Council | Female | Black | 07/2020 | 6/30/2022 |
| 27 | Sheryl | Sheppard | Business | Greater Seminole Area Chamber of Commerce | Female | White | 07/2019 | 6/30/2021 |
| 28 | Amy | Van Ness | Business | CFO Exchange Group | Female | White | 11/2018 | 6/30/2020 |
| 29 | Zachary | White | Workforce | Self | Male | White | 04/2018 | 6/30/2021 |
| 30 | Kenneth | Williams | Workforce | Teamsters Local Union 79 | Male | White | 07/2018 | 6/30/2020 |
| 31 | Glenn | Willocks | Business | Tampa Bay Beaches Chamber of Commerce | Male | White | 07/2018 | 6/30/2020 |



2020 – 2021 Committee Assignments

Executive Committee

- | | |
|---|--|
| 1. Barclay Harless (Board Chair) | 6. Jack Geller (Past Chair) |
| 2. Michael Logal (Chair-Elect) | 7. Candida Duff (Compensation Chair) |
| 3. Commissioner Patricia Gerard (Vice-Chair) | 8. Mark Hunt (Workforce Solutions Chair) |
| 4. Rebecca Sarlo (Treasurer/ Finance & Audit Chair) | 9. John Howell (One Stop Chair) |
| 5. Sheryl Sheppard (Secretary) | 10. David Fetkenher (At Large) |

Finance Committee

1. **Rebecca Sarlo (Chair)**
2. David Fetkenher
3. Manny Bhuller
4. Jack Geller
5. Barclay Harless
6. Amy Van Ness

Audit Committee

1. **Rebecca Sarlo (Chair)**
2. Barclay Harless
3. Comm. Patricia Gerard
4. David Fetkenher
5. County Appointee (TBD)
6. County Appointee (TBD)

Compensation Committee

1. **Candida Duff (Chair)**
2. Barclay Harless
3. Michael Logal
4. Jack Geller
5. Kay McKenzie
6. Debbie Passerini
7. Amy Van Ness
8. Michele Mathews

One-Stop Committee

- | | |
|-------------------------------|--------------------|
| 1. John Howell (Chair) | 6. Pattye Sawyer |
| 2. Jody Armstrong | 7. Samuel Kolapo |
| 3. Mark Hunt | 8. Tiffany Nozicka |
| 4. Rebecca Sarlo | 9. Jason Krupp |
| 5. Candida Duff | |

Workforce Solutions Committee

- | | |
|-----------------------------|----------------------|
| 1. Mark Hunt (Chair) | 7. Michael Logal |
| 2. Michael Meidel | 8. Candida Duff |
| 3. Michael Ramsey | 9. Glenn Willocks |
| 4. Michael Jalazo | 10. Chris Owens |
| 5. Rebecca Sarlo | 11. Andrea Cianek |
| 6. Ivonne Alvarez | 12. Denise Sanderson |
| | 13. Rebecca Avrin |

Ad Hoc CEO/Counsel Selection Committee

- | | |
|--------------------------|-------------------|
| 1. Barclay Harless | 4. Joanne Lentino |
| 2. Comm. Patricia Gerard | 5. Michael Logal |
| 3. Michael Meidel | |

Ad Hoc Nominating Committee

1. Barclay Harless
2. Comm. Patricia Gerard
3. Michael Logal
4. Michael Meidel

Quorums: 40% plus 1

Board of Directors
Executive Committee
Finance Committee
Ad Hoc CEO/Counsel Selection Committee

AREA(S) OF REPRESENTATION CODES

BU – Business

WOLO – Workforce-Labor Organization

WOJ – Workforce-Joint labor-management Apprenticeship Program

WOD – Workforce-Community-based Organizations representing Individuals with Disabilities (optional)

WOV – Workforce-Community-based Organizations representing Veterans (optional)

WOY – Workforce-Community-based Organizations representing Youth (optional)

ETPA – Education and Training Provider-Adult Education and Literacy

ETPC – Education and Training Provider-Institution of Higher Education

ETPO – Education and Training Provider-Other Providers (optional)

GRED – Government Representative-Economic Development

GRES – Government Representative-Employment Service

GRVRD – Government Representative-Vocational Rehabilitation

GRO – Government Representative-Other (optional)

OTHER – Other (please specific group/program being represented) (optional)

DEMOGRAPHICS CODES

GENDER CODES

M – Male

F – Female

RACE/ETHNIC CODES

W – White (not Hispanic)

B – Black/African American (not Hispanic)

W/H – White and Hispanic

B/H – Black and Hispanic

O – Other

OTHER CODES

D – Disabled individual

OI – Older individual

V – Veteran

Frequently Used Workforce Development Terms and Acronyms

| | |
|--------|--|
| ABE | Adult Basic Education |
| AD | Adult customer under WIOA |
| ADA | Americans with Disabilities Act |
| AJC | America's Job Centers |
| AWAP | Average Wage at Placement |
| BLS | Bureau of Labor Statistics |
| CAA | Community Action Agency |
| CAP | Corrective Action Plan |
| CBO | Community Based Organization |
| CFR | Code of Federal Regulations |
| CSBG | Community Service Block Grant |
| CSF | CareerSource Florida |
| DEO | Department of Economic Opportunity |
| DOE | U.S. Department of Education |
| DOL | Department of Labor |
| DPN | Disability Program Navigator |
| DUA | Disaster Unemployment Assistance |
| DVOP | Disabled Veterans' Outreach Program |
| DW | Dislocated Worker customer under WIOA |
| DWB | Dislocated Worker Grant |
| EAP | Employee Assistance Program |
| EEO | Equal Employment Opportunity |
| EF/EFM | Employ Florida - previously called Employ Florida Marketplace |
| ETA | Employment and Training Administration |
| ETP | Eligible Training Provider |
| ETPL | Eligible Training Provider List |
| EWT | Employed Worker Training |
| FBO | Faith Based Organization |
| FLSA | Fair Labor Standards Act |
| FMLA | Family Medical Leave Act |
| FTE | Full Time Equivalent |
| FY | Fiscal Year |
| GAO | General Accounting Office |
| GED | General Education Development (diploma) |
| HIPAA | Health Insurance Portability and Accountability Act |
| HUD | US Department of Housing & Urban Development |
| IFA | Infrastructure Funding Agreement |
| IFB | Invitation for Bid |
| ISY | In-school Youth |
| ITA | Individual Training Account |
| IVR | Interactive Voice Response |
| IWT | Incumbent Worker Training - state level employer incentive program |
| JO | Job Order |
| LMI | Labor Market Information |
| LVER | Local Veterans' Employment Representative |
| LWDB | Local Workforce Development Board |

| | |
|-----------------|--|
| LWIA | Local Workforce Investment Area |
| MIS | Management Information System |
| MLS | Mass Layoff Statistics |
| MMR | Monthly Management Report |
| MOU | Memorandum of Understanding |
| MSA | Metropolitan Statistical Area |
| MSFW | Migrant and Seasonal Farmworker |
| NCEP | Non Custodial Employment Program |
| NEG | National Emergency Grant |
| OIG | Office of the Inspector General |
| OJT | On the Job Training |
| OMB | Office of Management and Budget |
| OSY | Out-of-school Youth |
| PTT | Professional Talent of Tampa Bay |
| PWE | Paid Work Experience |
| PY | Program Year |
| QA | Quality Assurance |
| QRT | Quick Response Training - a state level program |
| RA | Reemployment Assistance |
| RFI | Request for Information |
| RFP | Request for Proposal |
| RFQ | Request for Quote |
| RTOL | Regional Targeted Occupation List |
| SOC | Standard Occupational Classification |
| SGA | Substantial Gainful Activity |
| SNAP | Supplemental Nutrition Assistance Program - formerly known as food stamps |
| SSDI | Supplemental Security Disability Income |
| SSI | Supplemental Security Income |
| STEM | Science, Technology, Engineering and Math |
| SYEP | Summer Youth Employment Program |
| TAA | Trade Adjustment Assistance Act |
| TANF | Temporary Assistance for Needy Families - also know as welfare or cash assistance |
| TEGL | Training and Employment Guidance Letter |
| TOL | Targeted Occupation List |
| TTW | Ticket to Work |
| UI / UC / RESEA | Unemployment Insurance - also known as Unemployment Compensation and Reemployment services |
| USDOL | United States Department of Labor |
| VETS | US DOL Veterans Employment & Training Service |
| VR | Vocational Rehabilitation |
| WARN | Worker Adjustment and Retraining Notification |
| WIA | Workforce Investment Act of 1998, replaced by WIOA |
| WIOA | Workforce Innovation and Opportunity Act |
| WP | Wagner-Peyser Act |
| WTP | Welfare Transition Program |
| YTD | Year-to-Date |



2020 - 2021 Schedule of Board & Committee Meetings

| | July 2020 | Aug. 2020 | Sept. 2020 | Oct. 2020 | Nov. 2020 | Dec. 2020 | Jan. 2021 | Feb. 2021 | Mar. 2021 | Apr. 2021 | May 2021 | June 2021 |
|---|--------------|--------------|---------------|---------------------|--------------|--------------|--------------|---------------------|--------------|---------------------|--------------------|---------------------|
| Board of Directors 11:45 am - 12:45 pm | 15 | | 16 | | 18 | | 20 | | 17 | | 19 | |
| Executive Committee (as needed) | | | | | | | | | | | | |
| Finance Committee 10:00 am - 11:00 am | | 26 | | 28 | | 16 | | 24 | | 28 | | 30 |
| One-Stop Committee 9:00 am - 10:00 am | | 20 | | 22 | | | | 18 | | 22 | | 24 |
| Workforce Solutions 2:30 pm - 3:30 pm | | 11 | | 13 | | | | 9 | | 13 | | 8 |
| Audit Committee (as needed) 11:00 am - 12:00 | | 26 | | | | 16 | | 24 | | 28 | | |
| Compensation Committee (at least 3/yr) 11:00 am - 12:00 | | 6 | | 8 | | | | 4 | | 8 | | |
| Ad Hoc CEO/Counsel Review (as needed) | | TBD | | 8 | | | | | | | | |
| BOCC - Meeting | | | | 20 | 17 | 15 | | Budget Draft | | | Budget Approval | |
| BOCC - Deadline | | | 18 | 16 | 11 | | | | | | | |
| BOCC | | | | Quarterly Update | | | | Quarterly Update | | Quarterly Update | | Quarterly Update |

Unless otherwise noticed, all meetings are at CareerSource Pinellas office located at EpiCenter, 13805 58th St. N., Clearwater, FL. All Board & Committee meetings will be conducted in accordance with the *Florida Sunshine Law*. If you are a person with disability who requires assistance to attend any of CareerSource Pinellas meetings, please contact Cindy Hockridge at 727-608-2426 or chockridge@careersourcepinellas.com.

If a person decides to appeal any decision made by the board, agency or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.