



April 4, 2022 - 2:00PM-3:00PM

Virtual Zoom Meeting

*Join via Zoom – Meeting ID: 338 034 9468

<https://us02web.zoom.us/j/3380349468>

*Dial In via Phone – Meeting ID: 338 034 9468

Phone: +1 646-558-8656

**Ad Hoc Search Committee
Agenda**

I. Welcome Barclay Harless, Chair

II. Public Comment

III. Roll Call

IV. Action/Discussion Items

- 1. Approval of minutes – March 22, 2022 Search Committee Page 1
- 2. Approve CEO Job Description Page 3
- 3. Approve Retained Search Firm RFQ Page 10

V. Open Discussion

VI. Adjournment

- Finance Committee – April 27, 2022 (10:00 am - 11:00 am)
- Audit Committee – April 27, 2022 (11:00 am – 12:00 pm)
- Compensation Committee – April 7, 2022 (11:00 am - 12:00 pm)
- Workforce Solutions Committee – April 21, 2022 (2:30 pm - 3:30 pm)
- One-Stop Committee – April 21, 2022 (9:00 am - 10:00 am)
- Next Board of Directors Meeting – May 18, 2022 (11:45 am - 12:45 pm)

**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 the Executive Assistant at 727-608-2551 or admin@careersourcepinellas.com at least two business days in advance of the meeting.*





ACTION ITEM 1

Approval of Minutes

In accordance with Article VII, Section 1(H), of the approved WorkNet Pinellas By-Laws: 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.

The draft minutes from the March 22, 2022, Ad Hoc Search Committee of the Board of Directors have been prepared and are enclosed.

RECOMMENDATION

Approval of the draft minutes, to include any amendments necessary.

**CareerSource Pinellas
Ad Hoc CEO Search Committee**

Date: Tuesday, March 22, 2022

Location: *Virtual Zoom Meeting

Call to Order

Chairman Barclay Harless called the meeting to order at 11:01am. There was a quorum with the following members participating.

Members in Attendance

Barclay Harless, Commissioner Rene Flowers, Michael Logal, Kevin Knutson

Members Not in Attendance

Lisa Cane

Staff

Steven Meier, Jay Burkey, Amy Leuschke

Discussion Item 1 – CEO Job Description

The CEO job description from the previous CEO search was shared with the Committee. There was discussion surrounding:

- Minimum education requirements – members recommended lowering the previous education requirement to a bachelor’s degree.
- Certified Public Accountant Designation or Juris Doctor preference – members recommended striking this point.
- Location of applicants should not be limited to Florida residents.
- Professional experience – recommendation was made to raise the number of years to seven.

The revised job description will be presented and approved at the next Committee meeting

Discussion Item 2 – Salary Review

Steven Meier provided the current grade level and associated salary level for the CEO role. The recommendation was made to provide a salary range on the position posting.

Discussion Item 3 – Search Committee Process

The recruitment search process was discussed. The Committee felt that a retained search firm should be used to recruit applicants for the CEO position. An RFQ will be prepared. It will be presented for approval at the next Ad Hoc Search Committee meeting.

There were no public comments and no additional discussion items.

Adjournment

Chairman Barclay Harless adjourned the meeting at 11:46 am.



ACTION ITEM 2

CEO Job Description

The Ad Hoc Search Committee reviewed the CEO Job Description from 2018 at its March 22, 2022, meeting. The Committee requested that a few changes be made. Specifically:

- Reduce educational requirements from Master's Degree to a Bachelor's Degree.
- Reduce years of professional experience from ten years to seven years in a high-level leadership capacity with workforce or closely related organization.
- Remove preference of a CPA or Juris Doctorate.

Subsequent to the meeting, an updated CEO job description was located on the organization's shared drive. This job description, more robust and descriptive, has been revised to take into account the changes above. The job description is attached for review and approval.

RECOMMENDATION

Approval of the attached CEO job description.

WorkNet Pinellas

Classification Description

Classification Title: CEO

Department: Indirect

Pay Grade: 38

FLSA Status: Exempt

Purpose

This is the chief administrative official for WorkNet Pinellas, Inc. The CEO is directly responsible to the board of directors for the administration and operation of various workforce programs and compliance with all federal, state, and local laws, policies and strategic plans. The CEO is also responsible to the board of directors for the preparation and modifications to the annual budget, and for control of expenditures throughout the budget year. The CEO serves as a full time employee at the pleasure of the board of directors. Duties require the exercise of significant judgment where consequence of error can be significant. The CEO is responsible for promoting Workforce Programs in Pinellas County to create high quality employment opportunities for job seekers and secure and maintain a skilled employee base for employers.

An employee in this class will serve as a contact point for the workforce development agencies to pursue state and federal funding and coordinate short and long term strategies to meet the objectives of the WorkNet Pinellas, Inc. Board's and County's strategic plan. This position will spend significant time developing community and professional relationships with workforce representatives, boards, committees, legislative delegations, and businesses. Work is performed with considerable independence within the scope of assigned goals and objectives.

The position reports to the WorkNet Pinellas, Inc. Board of Directors. Work is reviewed through conferences outlining desired objectives, observations of results achieved, periodic reports and performance standards established by the Board or Directors of WorkNet Pinellas, Inc.

Job Duties and Responsibilities

Essential Functions:

- Coordinates with local, state and federal workforce agencies, local municipalities, community development agencies, businesses and other groups to identify workforce development projects to enhance and increase economic development in Pinellas County
- Administers and carries out the directives and policies issued by the board of directors
- Selects and employs personnel to fill all vacancies and terminates employment for cause
- Supervises Chief Financial and Chief Operating Officers
- Coordinates/facilitates long and short term studies, prepares reports and determines regulatory conformance of economic development and workforce proposals

- Confers with governmental officials to effect changes in local and state policies or ordinances to encourage effective job development, incentives and partnerships
- Ensures preparation and required approvals of annual budgets and operational plans
- Coordinates activities such as research, analysis, and evaluation of technical information to determine feasibility and economic impact of proposed job expansions and development
- Coordinates with countywide and local economic development agencies and supports their business recruitment and retention initiatives
- Identifies and applies for appropriate State, Federal public/private funding for economic and workforce development projects
- Facilitates cooperation between local service agencies, educators and businesses to promote workforce programs and economic development for mutual benefit
- Promotes cooperation among local agencies to reduce overlap and duplication of efforts and share resources to enhance workforce development efforts
- Presents reports to the WorkNet Pinellas, Inc. Board, Florida Workforce Board, Board of County Commissioners, County Administration, and governmental agencies on progress of WorkNet projects; recommends changes to the WorkNet master plan

Additional Duties:

Perform other duties as assigned

Minimum Education and Training

- Bachelor's Degree in Business Administration, Public Administration, Human Resources or closely related field from an accredited college or university
- Seven (7) years of professional experience in a high level leadership capacity with workforce or closely related area with large governmental or private sector organizations; or an equivalent combination of education, training and/or experience

Job Specifications

- Knowledge of federal and state workforce legislation and grant funding
- Knowledge of recent developments, current literature and sources of information regarding workforce development, economic development, employment training, job development programs and adult education, training and services

- Knowledge of contract management and negotiations
- Knowledge of economics and finance as it applies to economic development
- Knowledge of research techniques and labor market statistics
- Knowledge of public administration with particular reference to county and municipal administration and budgeting
- Skill at negotiating and managing multiple priorities and interests with diplomacy and tact
- Ability to communicate effectively, both orally and in writing
- Ability to analyze facts and exercise sound judgment in decision-making
- Ability to effectively manage a large staff and delegate responsibility for optimum results
- Ability to work with Boards, Committees, and public and private organizations
- Ability to determine strategy and long range goals for the organization
- Ability to determine allocation of budget to divisions and departments



Chief Executive Officer (CEO)

Pay Grade: 221

FLSA Status: Exempt

SUMMARY:

Reporting directly to the board of directors, the CEO is responsible for leading the agency with the highest degree of integrity, both strategically and operationally. Responsibilities include: 1) the development, administration and operation of CareerSource programming in compliance with federal, state, and local laws, internal policies and strategic plans and with the highest standards of integrity; 2) maintaining a system of internal controls to safeguard the integrity and financial viability of the agency; 3) working with agency and community leaders to develop key success criteria; and 4) monitoring and reporting on program success and financial stewardship.

ESSENTIAL JOB FUNCTIONS:

(The following duty statements are illustrative of the essential functions of the job and do not include non-essential or marginal duties that may be required. CareerSource Pinellas reserves the right to modify or change the duties or essential functions of this job at any time).

- Provides strong leadership to the board of directors and works with the board to fulfill the agency's mission; communicates regularly with the Board by providing all information necessary for the Board to function properly and to make informed decisions
- Leads the development of a strategic plan that fosters stakeholder relationships on city, state, and national levels, as well as assisting in the development and negotiation of contracts
- Creates and maintains internal control systems for monitoring and measuring program success and financial stability of the agency
- Manages the annual operating budget, working with leaders to ensure programmatic success and compliance with all contractual and program requirements
- Develops and maintains systems of internal controls to safeguard financial assets of the organization and oversee government and private awards and programs. Oversees the coordination and activities of independent auditors ensuring all audit issues are resolved, and all compliance requirements are met
- Develops a senior leadership team that carries out the agency's mission with a high degree of success and integrity
- Coordinates with local, state and federal workforce agencies, local municipalities, community development agencies, businesses and other groups to identify workforce development projects to enhance and increase economic development in Pinellas County
- Confers with governmental officials to effect changes in local and state policies or ordinances to encourage effective job development, incentives and partnerships
- Ensures preparation and required approvals of annual budgets and operational plans
- Coordinates activities such as research, analysis, and evaluation of technical information to determine feasibility and economic impact of proposed job expansions and development

- Identifies and applies for appropriate State, Federal public/private funding for economic and workforce development projects
- Facilitates cooperation between local service agencies, educators and businesses to promote workforce programs and economic development for mutual benefit

EDUCATION, EXPERIENCE, AND SKILL REQUIREMENTS:

An equivalent combination of education and experience may be substituted for specific requirements.

- Bachelor's Degree in business, public administration or other related field
- Master's degree preferred
- ~~Ten~~ Seven years of senior leadership experience in nonprofit setting with proven success in developing and mentoring a strong leadership team
- Five years' experience in workforce development and economic opportunity programming experience preferred
- Five years' experience financial management, including in-depth knowledge of funding sources, grant management and compliance requirements related to a variety of funding sources
- Proven success using influencing, relationship-building and effective partnering, to position an agency to serve as a creative, forward-thinking organization with the highest ethical standards
- Demonstrated building strategic alliances with government agencies, community organizations and business leaders
- Demonstrated skills for coaching and building a successful leadership team in a nonprofit setting
- Demonstrated experience leading in an ethical and transparent environment
- Strong written, research and verbal communications skills
- Ability to manage grant funded programs to ensure compliance and performance
- Ability to understand, develop, and review the various components of a contract.
- Proficient in project management.
- Excellent interpersonal skills and ability to work effectively across multiple functions
- Superior organizational skills
- Ability to maintain detailed records, develop presentations of composite data and perform comparative analysis of operational performance data
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, and coordination of people and resources
- Ability to use critical thinking to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Ability to judge and make appropriate decisions when considering the relative costs and benefits of potential actions.
- Ability to communicate effectively, both orally and in writing, and to present and communicate ideas and concepts in public and private.
- Ability to monitor and control resources.
- Ability to establish and maintain effective and constructive working relationships with others, both internal and external to the organization
- Understand the CareerSource Pinellas, workforce development system and various programs operated by the administrative entity
- Leadership abilities including the ability to effectively work with community, staff, and peers
- Demonstrated experience managing a high-performing team to include professional development and mentorship

- Ability to analyze and synthesize data or information and identify the underlying principles, reasons, or facts of information
- Ability to respond effectively and timely to the most sensitive inquiries or complaints
- Ability to successfully navigate in a dynamic, fast-paced, outcome-driven environment
- Ability to oversee and manage more than two employees in the organization performing similar work

PHYSICAL REQUIREMENTS:

- Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed instructions to other or important spoken workers accurately, loudly, or quickly.
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
- Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.



ACTION ITEM 3

RFQ for Retained Search Firm for CEO

The Ad Hoc Search Committee decided at its March 22, 2022, meeting that the organization should utilize the services of a retained search firm to recruit for the CEO position. Board of Director and Committee member, Kevin Knutson, indicated that Pinellas County recently utilized the services of a retained search firm to recruit for the Pinellas County Economic Development Director position. He supplied the organization with the County's Request for Proposal to use as a starting point.

Since the fees charged by the retained search firm will be under \$150,000, it was decided to use Procurement by Small Purchases utilizing a Request for Quote process. Small purchases are relatively simple and informal procurement methods for securing services, supplies, or other property that are less than \$150,000.

The attached Request for Proposal (RFQ) details the timeline, scope of services, and qualifications and requirements of the search firm. The RFQ is attached for review and approval.

RECOMMENDATION

Approval of the attached Request for Quote for a retained search firm for the recruiting of the Chief Executive Officer for CareerSource Pinellas.



REQUEST FOR QUOTE (RFQ) Search Firm for Position of Chief Executive Officer

ISSUED:
RFQ No. 22-04xx

1. OVERVIEW

CareerSource Pinellas is soliciting quotes from an outside, independent firm to conduct a national search (“Services”) for filling the position of Chief Executive Officer.

A. RFQ Timeline

Action	Date
Issue RFQ	March 22, 2022
Responses to RFQ Due	April 13, 2022
Proposal review and evaluation	April 14, 2022 – April 22, 2022
Vendor Approval	April 22, 2022 – April 29, 2022
Contract Negotiations	As soon as approval occurs
Contract Start	As soon as contract signed

CareerSource Pinellas is funded entirely by federal grants. Accordingly, 100% of the cost will be financed with federal funding from the US Departments of Labor, Health and Human Services and Agriculture as part of awards totaling approximately \$11,103,000.

B. Proposal Submission

Quotes must be received no later than **April 13, 2022, at 5:00 PM.** Proposals may be sent via U.S. Mail, Courier, Hand Delivered or emailed to the location and individual indicated below:

CareerSource Pinellas
Attn: Steven Meier, Interim CEO
13805 58th Street North, Suite 2-140
Clearwater, FL 33760

If emailing a Response, it must be submitted as a single pdf document, inclusive of all attachments and be submitted to: rfp@careersourcepinellas.com.

2. BACKGROUND OF ORGANIZATION

WorkNet Pinellas, Inc. dba CareerSource Pinellas, is a 501(c)(3) non-profit organization. CareerSource Pinellas entered into an interlocal agreement with Pinellas County Board of County Commissioners (BCC) to provide workforce services for all programs under the federal Workforce Innovation and Opportunity Act (WIOA). CareerSource Pinellas is certified to serve as Region 14 Local Workforce Development Board for Pinellas County by the Florida Governor, whose responsibility has been delegated to CareerSource Florida, Inc., the state workforce board. This public-private partnership supports and promotes economic growth through workforce development. CareerSource Pinellas is one of twenty-four local workforce development boards in Florida.

3. SCOPE OF SERVICE

A. Purpose

To obtain the services of an outside, independent firm to conduct a national search for a Chief Executive Officer. The firm will perform the recruitment and screening necessary to provide the Board of Directors with a list of up to fifteen (15) of the highest caliber of candidates who are qualified and interested in the position. The Board of Directors will make a final selection from this list.

Background information about the position of Chief Executive Officer is contained in Attachment A.

B. Scope of Work

CareerSource Pinellas wishes to employ a firm to conduct a national search for the purpose of identifying high quality applicants for the position of Chief Executive Officer from which the Board of Directors may make a final selection.

The search is to result in the development of a list of candidates interested in the position who possess the qualities, experience and training defined by the Board of Directors. Based on an analysis of the background, education, training, experience and other desirable qualities of the candidates a final list of up to fifteen (15) candidates is to be provided to the Board of Directors for their consideration.

The firm should provide the following services as a minimum but not be limited to:

- A. Providing written bi-weekly activity reports summarizing and detailing the progress of this employment search. Agree to respond immediately to any/all inquiries from the Board of Directors related to the progress of this employment search.
- B. Consulting with the members of the Directors to develop/determine the profile (background, education, training, experience, knowledge, skills, abilities, management style and other appropriate characteristics) desired of the individual to be selected as Chief Executive Officer.
- C. Developing a strategy for carrying out the recruitment, including outreach to qualified candidates who might not otherwise express an interest, whether currently employed or not, to encourage applicants from diverse backgrounds to apply. Recruitment strategy should include other Local Development Workforce Boards, State Level Workforce organizations, National Workforce Associations and any additional appropriate venues identified by the firm.
- D. Reviewing resumes of all applicants for background and qualifications to identify up to fifteen (15) candidates who present the most promising qualifications for the position of Chief Executive Officer.
- E. Conducting interviews (by phone, video-conference or face-to-face) with candidates identified above (Step D) to clarify each applicant's experience and to prepare a written summary of the candidates.
- F. Further evaluating the candidates including review of the interview results and conducting in-depth reference checks with individuals who are or have been in positions to evaluate the performance of the candidate on the job to produce a list of at least eight (8) and no more than fifteen (15) candidates who merit the most consideration for the position of Chief Executive Officer.
- G. Verifying the educational background of the selected candidate (or candidates), and conducting criminal, financial, newspaper, and civil litigation check.
- H. In the event politically-sensitive or potentially embarrassing issues arise in a candidate's background, to conduct in-depth interviews with principle parties to clarify the event in order to clearly describe the event to the Board members.

- I. Finalizing a process with the Board of Directors for interviews and coordinating candidate's participation in interviews.
- J. Debriefing with the Board of Directors following the interviews and identifying additional candidates if necessary.
- K. Assisting the Board of Directors with the negotiation of the contract (including compensation and relocation) with the selected candidate/finalist, at the option of the Board.
- L. Notifying non-selected applicants and candidates.

The Board of Directors will entertain alternate proposals which achieve the Board's purpose of obtaining a successful placement.

4. QUALIFICATIONS AND REQUIREMENTS

The following requirements should be addressed and submitted as part of your written response. Failure to comply will severely weaken your proposal's evaluation score and could result in your proposal receiving minimal or no consideration.

A. Information about the Firm:

1. Full Legal Name of Company.
2. Primary Contact.
3. Contact Information: Company Address; Phone Number, Fax Number, E-mail address.
4. How long has the firm been in business under the present name and structure? Provide any other names under which the firm has done business and the date it operated under each name and the locations at which it operated under each name.
5. State of Incorporation/Formation and the date incorporated/formed/qualified to do business.
6. Type of Entity (Corp., Gen. or Ltd. Partnership, etc.).
7. Identify the President, Vice President, Secretary, Treasurer, and Director/General Partner/Partners/Members. Indicate whether each is active and if in good standing.
8. Indicate whether the firm is a Florida corporation and whether the firm is qualified to do business in Florida.
9. Are you affiliated with any other business entity, i.e., are you a subsidiary, do you have subsidiaries or joint partnerships? If yes, please identify the organization(s) and the relationship(s).
10. How long has the company been at the location which you designated above as the company address? How many other company locations do you have and in what cities are they located?
11. Current total number of individuals employed by the firm nationally and total number of individuals employed at the above listed address.

12. What is the focus of your firm (what are the primary purposes of the firm)? What are the primary markets served?
13. Does your firm offer outplacement and/or career counseling to executives? If so, what percent of your business is outplacement and/or career counseling?
14. Is your firm an active/current member of the Association of Executive Search Consultants (AESC)?

If your firm is not a current AESC member, is it willing to abide by/adhere to the Professional Guidelines and Ethics of the Association of Executive Search Consultants (AESC)?

15. Provide a detailed description of comparable public and private contracts (similar in scope of services to those requested herein) which the Proposer has either ongoing or completed within the past three years. The description should identify for each project: (i) the client, (ii) description of work, (iii) total dollar value of the contract, (iv) contract duration, (v) customer contact person and phone number for reference, (vi) the results of the project, and (vii) tenure of the selected candidate in the position. Where possible, list and describe those projects performed for governmental clients or similar size private entities.
16. How many other assignments is the firm currently handling, and what is the timetable for completing those assignments?
17. How many searches have you done for positions of Chief Executive Officer for Local Workforce Boards? Of these, how many were for jurisdictions with populations of one million or more?
18. Provide at least five (5) references (at least three (2) of which should be similar organizations to CareerSource Pinellas, if possible). Include size of the government entity and the name, address and telephone number of a contact person currently available. Include specific corporations in which you have placed candidates at the level of Vice President or higher. Include the name, address and telephone number of a contact person currently available.
19. Describe any prior or pending litigation, either civil or criminal, which may affect the performance of the services to be rendered, in which the firm, any of its employees, subcontractors or sub-consultants is or has been involved within the last three (3) years. Include the nature, resolution and/or current status of the litigation.
20. What distinguishes your firm from your competitors?

B. Information about the Project:

1. Provide a narrative describing the Proposer's project plan, methodology (including recruitment strategy and affirmative action), and recommended solutions in performing the services described in this section and describe the specific policies, plans, procedures or techniques used in providing the services to be performed.
2. Provide an organization chart showing all individuals, including their titles, who would be assigned to this project.
 - a. Describe the experience, qualifications and other vital information, including relevant experience on previous similar projects, of all key

individuals who would be assigned to this project. This information should include the functions to be performed by the key individuals.

- b. Provide resumes and job descriptions and other detailed qualification information on all key personnel who will be assigned to this project. All key personnel include all partners, managers, seniors and other professional staff that will perform work and/or services on this project.

C. Timetable:

1. Provide a project schedule identifying specific key tasks and duration.
2. What progress reports would be made, in what format, and at what stages of the project?

D. Costs:

1. Describe the full fixed/basic fee and all associated reimbursable costs to conduct the specified services and to obtain a successful placement.
2. Is there a cap on reimbursable costs?
3. What are the projected travel expenses, if any?
4. Is your firm willing to provide additional services as needed at an hourly rate? If so, at what rates?
5. Guarantees:
 - a. Describe any guarantees and the nature of the guarantees that you are willing to make with regard to the quality of your work, including any guarantee relating to any early separation of the selected candidate.
 - b. Describe what happens if the Board of County Commissioners is not satisfied with the slate of candidates presented to them?

Note: Public Records Law: Be advised that, after opening of proposals, all information and documentation submitted as part of, or in support of, proposals and all information and documentation submitted to the executive search firm in support of his or her candidacy, and any and all other documentation used by the executive search firm in connection with the services covered by this RFQ, will be available for public inspection and copying in accordance with Chapter 119 of the Florida Statutes, the Public Records Law. Florida Sunshine Statutes requires that all meetings of the Board of Directors at which official acts are to be taken are declared to be public meetings open to the public at all times. This includes all interviews and discussions with the hired firm at which two or more members of the Board will be present.

Relationship Disclosure Form

This form must be completed by the Respondent. In the event any information provided on this form should change, the Respondent must file an amended form on or before the date the item is considered by CareerSource Pinellas.

Part I

INFORMATION ON RESPONDENT:

Legal Name of Respondent: _____

Business Address (Street/P.O. Box, City and Zip Code):

Business Phone () _____

Facsimile () _____

Part II

IS RESPONDENT A RELATIVE OF ANY CAREERSOURCE PINELLAS EMPLOYEE OR BOARD MEMBER?

___ YES ___ NO

IS ANY CAREERSOURCE EMPLOYEE OR BOARD MEMBER AN EMPLOYEE OF RESPONDENT?

___ YES ___ NO

IS RESPONDENT AN EMPLOYEE OF ANY CAREERSOURCE PINELLAS EMPLOYEE OR BOARD MEMBER?

___ YES ___ NO

IS RESPONDENT A BUSINESS ASSOCIATE OF ANY CAREERSOURCE PINELLAS EMPLOYEE OR BOARD MEMBER?

___ YES ___ NO

If you responded "YES" to any of the above questions, please state with whom and explain the relationship:

(Use additional sheets of paper if necessary)